

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
NOVEMBER 14, 2022
5:15 P.M.**

The Four Rivers Sanitation Authority (FRSA) Board of Trustees and staff met in-person at Four Rivers Sanitation Authority, 3501 Kishwaukee Street.

Members of the public were invited to participate in-person or listen via GoToMeeting by dialing (224) 501-3412; access code: 231 057 581, and to address the Board during the Public Participation section. No members of the public joined the meeting.

Pollack joined via phone and participated in all voting. In his “in-person” absence, Bernsten led the meeting. Bernsten called the Regular Meeting of the Board of Trustees to order at 5:25 p.m. and advised that the meeting was being recorded.

The following Trustees were present:

Rick Pollack (via GoTo)	President
Ben Bernsten	Vice President
Ginger Haas	Clerk/Treasurer
Don Massier	Trustee
Elmer Jones	Trustee

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Management Services; Ed Fitzgerald, General Counsel/Director, Internal Services; Greg Cassaro, Director, Plant Operations; Jim Reader, Director of Collection Systems; Ashley Bernard, Assistant Director, Plant Operations/Customer Service, Kwame Calvin, Assistant Director, Internal Services; Lisa Mittel, Assistant Director of Management Services; and Susan Skinner, Executive Services Coordinator.

Steve McKeever, Northwest Bank – Perryville, attended the meeting.

Massier moved to approve the minutes of the Regular Meeting of October 24, 2022, seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Haas stated the Investment Report reflects \$58,889,200.29 total funds invested for the month of October, 2022 and earned interest in the amount of \$105,152.65. Total Cash and Investments are \$68,882,671.60. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of October 2022, in the amount of \$4,659,598.02; with Total Special Assessments at \$0; seconded by Massier; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Regarding Old Business, Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park); McCurry Road Trunk (Roscoe).

There were no purchasing items for consideration this month.

Hanson advised that he and members of his team attended the IAWA Conference and complimented the useful presentations and discussions regarding solar farms, RIPC and additional relevant topics. Hanson also spoke about security within reclamation districts. He also advised that there has been recent additional “chatter” from Belvidere regarding pipe. Hanson is arranging a meeting with the City of Belvidere to discuss further. Hanson referenced the Board’s request for a comp study and advised that Scott-Valdez will address the topic.

Massier moved to approve new User Refunds and Credits Policy, providing staff and customers with fair guidelines to administer in instances of billing or payment errors resulting in refunds or credits issued to users’ accounts; seconded by Jones; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve 2023 meeting dates for FRSA Committee of Local Improvements and Board of Trustees per schedule below:

January 23	April 24	July 24	October 23
February 27	May 22	August 28	November 13
March 27	June 26	September 26	December 18;

seconded by Jones; motion passed upon roll call as follows:

Ben Bernstein	Aye
---------------	-----

Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Fitzgerald presented a revised, red-lined update of the Four Rivers Sanitation Authority By-Laws, reflecting grammar/title changes and other non-substantive updates and advised that no additional changes were made to the By-Laws at this time. No Board action required.

Calvin presented the Information Technology Monthly Report as of November 2022, highlighting status of major IT projects and Customer Service metrics.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future, including HR Department metrics, Worker’s Compensation/Risk Management, organization development and health insurance.

Massier moved to approve the final version of the Four Rivers Sanitation Authority Handbook; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve ICRMT for general liability, property and cyber insurance annual coverage from December 1, 2022 – November 30, 2023; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Scott-Valdez announced the addition of new employee, Brett Ladd, IWS Pretreatment/FOG Program Coordinator.

Mittel presented the Finance Management Report, advising that, for the period ending October 31, 2022, Total Revenue is 6.8% over budget YTD; User Fee Revenue is 3.0% below budget YTD; Operations & Maintenance Departmental Expenses are 2.2% under budget YTD for the six-month period; Capital Project Expenditures for October totaled \$2,764,121; Operating Income reflects a gain of \$7,412,159; the Statement of Cash Flow reflects an increase of \$10,612,425 for the fiscal year; and the General Fund Cash ended the month of October at \$61.9M.

Mittel presented a User Fee Dashboard as of October 2022 for discussion.

Massier moved to approve the following updated plumbing contractor bonds and completed registrations for the period of October 1-31, 2022:

Company	Bond Type	Bond No.	Date of Expiration
Hal's Plumbing, LLC	PV	93LYS6637	5/31/2023
M. Robinson Plumbing	PU	79011118869	5/31/2023;

seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve Soper St. Pump Station Improvements, Cap. Proj. 2224; Change Order No. 1; Contractor: Stenstrom Excavation & Blacktop Group; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve 2022-23 Service Lateral Lining, Cap. Proj. 2333; Change Order No. 1; Contractor: Performance Pipelining, Inc.; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve 022-23 Collection System Repairs, Cap. Proj. 2354; Change Order No. 2; Contractor: N-Trak Group, LLC; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Baer advised that Engineering Report data for the month is included in the Board packet.

Cassaro presented the Plant Operations Monthly Management Report, Monthly Snapshot and Trend Report for the previous month.

Bernard provided status reports on activity for Customer Service, Industrial Waste Surveillance and the Lab for the previous month.

Reader provided a status of Collection Systems activity regarding sewer main line cleaning, televising crews, pipe replacement, manhole ticket backlog breakdown and manhole restoration for the previous month. Reader also presented the Collection Systems Monthly Management Report.

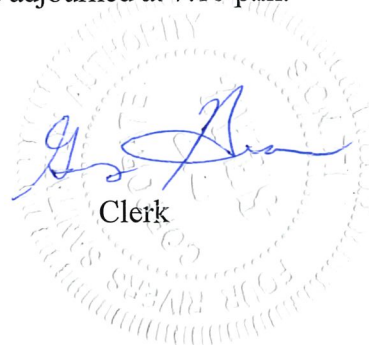
Massier moved to enter into Closed Session to discuss collective negotiating matters pursuant to 5ILCS 120/2(c)(2); seconded by Jones; motion passed upon roll call vote as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

At the conclusion of the Closed Session, Massier moved to adjourn the Regular Meeting; seconded by Jones; motion passed upon roll call vote as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

The Regular Meeting of the Board of Trustees adjourned at 7:10 p.m.



Clerk

