

**AMENDED**  
**MINUTES OF REGULAR MEETING**  
**BOARD OF TRUSTEES**  
**FOUR RIVERS SANITATION AUTHORITY**  
**JANUARY 23, 2023**  
**5:25 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 GoTo by dialing (877) 309-2073 or (571) 317-3129 (toll); access code: 379 766 493, and to address the Board during the Public Participation section. No members of the public joined the meeting.

Pollack 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	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.

Massier moved to approve the minutes of the following Meetings:

- Amended Closed Session of November 14, 2022
- Regular Meeting of December 12, 2022
- Closed Session of December 12, 2022
- Special Meeting of January 9, 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

No members of the public participated.

No President's Report this month.

Haas stated the Investment Report reflects \$54,675,680.79 total funds invested for the month of December, 2022 and earned interest in the amount of \$144,361.91. Total Cash and Investments are \$65,706,070.29. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of December, 2022, in the amount of \$7,954,811.24; with Total Special Assessments at \$0; seconded by Massier; motion passed upon roll call as follows:

Ben Bernsten	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).

Massier moved to reject bid for two (2) Lab Grade Dishwashers and Installation (Invitation to Bid No. 22-215) due to cost considerations; 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 contract for Manhole Frames and Lids (Invitation to Bid No. 23-203) to the low responsive and responsible bidder, Neenah Enterprises, at a cost of \$182,830.00 for a one-year term; 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 sole source purchase of PLC Panel Upgrade to Dystor No. 2 used in the Co-Gen gas feed system, to Evoqua Water Technologies, the sole source provider of the

control system and Dystor membranes (proprietary to Evoqua), in the amount of \$27,500.00; 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 sole source purchase of North Electrical Gear Insulator Replacement. As the existing switchgear is an Eaton product, replacement parts can only be purchased through Revere Electric, the sole source vendor for Eaton products. Cost is \$24,000; 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 purchase of a Gold Series Six Shooter Manhole Adjustable Coring Attachment to repair damaged manhole castings and lids, at a cost of \$40,265.00; 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 emergency purchase of 3M Davit System Trench Boxes from Lee Jensen Sales Co., at a cost of \$50,610.00; 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

There was no report from the Executive Director this month.

Massier moved to layover consideration of Resolution 22 23 04 – Releasing Select FRSA Closed Meeting Minutes dated June 25, 2001 – December 12, 2022 and Authorizing Destruction of Verbatim Recordings Greater than 18 Months Old; 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

Calvin presented the Information Technology Monthly Report for the month, 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.

Massier moved to approve the following Amendments to the Employee Policy Manual:

- Amendments to Section 1.9: Drug-Free & Alcohol-Free Workplace:
  - Added language to clarify the discipline process
  - Added language to define expectations of confidentiality
- Amendments to Section 2.4: Separation:
  - Added language to clarify retirement pay out
- Amendments to Section 3.8: General Employment Policies:
  - Added clarification that searches would be for cause
- Addition of the following language to 3.9: Four Rivers Sanitation Authority Property (pg. 56):
  - N. Failure to Report an Accident or Damage to Property:
    - Any employee that fails to report an accident that results in damage to FRSA property or injury to self or others, will be subject to discipline up to and including termination.;*

seconded by Jones; motion passed upon roll as follows:

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

Scott-Valdez added that amended policies will be posted for ten (10) working days following Board approval.

Scott-Valdez then presented summarized results of a recent compensation study of leadership salaries as requested by the Executive Director. She advised that Leadership is inclusive of all positions at the Director level as well as the Executive Director. The structure of the Compensation Study mirrored those of previous studies put forward to the FRSA Board for review and action. It is an analysis of salaries only and does not include total compensation. Continuing in

this practice allowed for an “apples to apples” analysis. Results indicate that, with the exception of the Executive Director, the leadership team of Four Rivers Sanitation Authority receives the appropriate salary. The Board may want to consider adjusting the annual salary of the Executive Director upward by five percent in order to meet the expectations of the market. She advised that Management Services will plan to conduct a comprehensive compensation study for the 2024 budget cycle and will include all non-represented positions. Following the 2024 study, it is recommended that FRSA move to a compensation audit process every three years.

As the current salary for the Executive Director is 91% of the Compensation Study level, the Board expressed its intent to raise the level to 96% of market level. As the item was not on the agenda, a vote will be included on next month’s agenda.

Haas inquired as to how the data is collected and analyzed. Scott-Valdez provided an explanation of the process and sources. A discussion then took place regarding various areas and how they do or do not serve as viable comparisons.

Pollack advised he would like to see the study completed again in Fall 2024 with all FRSA positions included. Scott-Valdez advised that an important consideration to be addressed prior to completing a Comp Study is “How will we be using the information?”

Scott-Valdez announced two new FRSA employees: Michelle Smith-Patterson and Zach Morrow.

Massier moved to approve Ordinance 22 23 R 01, Establishing all Rates, Fees, Charges, Penalties, Bond Requirements, Permits and Additional Charges for Four Rivers Sanitation Authority; 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 Ordinance 22 23 B 02, TENTATIVE Combined Annual Budget and Appropriations for FRSA for the Fiscal Year Beginning May 1, 2023, and ending April 30, 2024; 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

Mittel presented the Finance Management Report, advising that, for the period ending December 31, 2022:

- Total revenue is 6.2% over budget YTD.
- User Fee Revenue is 4.3% below budget YTD.
- Operations & Maintenance Departmental expenses are 5.7% under budget YTD for the eight-month period.
- Capital project expenditures for December totaled \$2,015,460.
- Operating income reflects a gain of \$8,209,359.
- The Statement of Cash Flows reflects an increase of \$9,194,398 for the fiscal year.
- The General Fund Cash ended the month of December at \$59.6 million.

Massier moved to approve the following Plumber Bonds and completed registration for the period of December 1-31, 2022:

Company	Bond Type	Bond No.	Expiration Date
National Piping System, Inc.	PV	72516785	05/31/2023;

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 Easement PIN 12-23-476-004, 815 Beltway Holdings, Rockford; 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 Hard Rock Casino Encroachment Agreement; 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 Professional Services Contract – Main Power Transition, CIP No. 1361; 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.

Cassaro presented the Watershed Meeting Minutes for January 11, 2023.

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.

No Closed Session took place.

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 6:55 p.m.

  
Clerk

