

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
APRIL 24, 2023
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 GoTo by dialing (877) 309-2073 (toll-free) or (646) 749-3129 (toll); access code: 667 345 397, 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 5:20 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

*Due to technical difficulties with a phone connection, Don Massier joined via phone at 5:30 p.m. at Agenda section IX.B, Internal Services.

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.

Jones moved to approve the minutes of the Meeting of the Board of Trustees from March 27, 2023; and the minutes of the Closed Session from March 27, 2023; seconded by Bernsten; motion passed upon roll call as follows:

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

Under President's Report, Pollack advised that he attended the Keep Northern Illinois Beautiful Banquet, at which FRSA received an award. Pollack expressed his pride in the FRSA team and advised that Hanson would be elaborating on the award under the Executive Director report section.

Haas stated the Investment Report reflects \$58,561,171.88 total funds invested for the month of March, 2023 and earned interest in the amount of \$171,042.55. Total Cash and Investments are \$68,577,431.84. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of March, 2023, in the amount of \$4,452,190.17; with Total Special Assessments at \$0; seconded by Bernsten; motion passed upon roll call as follows:

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

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

Jones moved to award a contract for Hot-Mix Asphalt Patching FY2024, to the low responsible and responsive bidder, Stenstrom Excavation & Blacktop Group, at a cost of \$297,750.00; seconded by Bernsten; motion passed upon roll call as follows:

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

Jones moved to award a contract for 2023 Service Cleanout Installations, Capital Project No. 2401, to the lowest responsive and responsible bidder, DPI Construction, Inc., at a cost of \$597,388.00; seconded by Bernsten; motion passed upon roll call as follows:

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

Hanson advised that FRSA attended the Keep Northern Illinois Beautiful Earth Day Awards Banquet this month, where it was presented with the "Outstanding Corporate Friend of the Environment Award" The event was held at the Radisson Hotel and Conference Center, 200 S. Bell School Rd, Rockford. KNIB visited FRSA recently and were given a presentation and tour of the facility. At the banquet, a FRSA video was shown, and speaker Doug Scott mentioned FRSA successes several times throughout his speech. Hanson thanked Pollack for attending the dinner. Hanson gave special mention to Greg Cassaro for his significant contribution toward improving plant operations and maintenance since his arrival at FRSA. Hanson expressed his gratitude to Cassaro and his entire team.

Massier joined the meeting at 5:30 p.m.

Jones moved to approve the purchase of and Delegation of Authority for 3105 Grant Park Blvd, PIN: 15-02-351-001, at a cost of \$65,000.00 plus closing costs (no moving costs); seconded by Bernsten; motion passed upon roll call vote as follows:

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

Bernsten moved to approve Amendment No. 3 to Rock 39 LLC and Baxter Road Cooperative Sanitary Sewer Extension 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

Fitzgerald advised that, pursuant to Public Act 102-1088, FRSA is required to form a Decennial Efficiency Committee, the objective of which is to study local government efficiencies and make recommendations to the Winnebago County Board regarding increased efficiency and accountability. The ultimate goal would be to implement improvements, thereby lowering property taxes in Illinois. The inaugural meeting will take place following this meeting to establish members of the Committee. On December 10, 2024, this Committee will present its findings/recommendations to the County Board. Sample reports were distributed for use at future meetings as well as copies of the text of the referenced Public Act.

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.

Scott-Valdez distributed copies of the results of an Employee Benefits Survey in anticipation of the upcoming selection of the 2024 provider.

Scott-Valdez announced the hiring of Customer Service Representative Chassidy Ogden.

Bernsten moved to approve a one-year renewal of the Workers Compensation Insurance Program with the Illinois Public Risk Fund (IPRF) for a total annual cost of \$171,567.00; 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

Mittel presented the Finance Management Report, advising that, for the period ending March 31, 2023:

- Total revenue is 7.9% over budget YTD for the 11-month period.
- Operations & Maintenance Departmental expenses are 6.2% under budget YTD.
- Capital project expenditures for March totaled \$1,964,472.
- The General Fund Cash ended the month of March at \$61.2 million.

Mittel advised that the implementation of Munis will include a new format for future reports beginning with the July 2023 meeting.

Jones moved to approve the renewal of Pollution and Storage Tank Coverage with Toykio Marine in the amount of \$4,784.00 for a six-month period (May 1-Dec 1, 2023); staff will return to the Board in November to request an annual renewal covering Dec 1, 2023-Dec 1, 2024; 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

Mittel presented a 2014 Bond Refinancing Fact Sheet, advising that FRSA has successfully completed the refinancing process for the 2014 Bonds, set to be callable on December 15, 2023. This is provided for informational purposes only. No Board action required.

Baer advised there are no Plumbing Contractor Registrations for the month of March, 2023.

Jones moved to approve Primary Filtration Project – Phase 1; IEPA No. L17-5882; CIP No. 2022; Change Order No. 2; 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

Jones moved to approve Professional Services Contract Amendment No. 1; BNR Improvements – Aeration Basin Modifications; CIP No. 2304; 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

Baer provided a project update regarding Aerobic Granular Sludge (AGS), Phase 1, IEPA No. L17-6127; CIP No. 2207. Informational only. No Board action required.

Baer provided a brief project update regarding 2022-23 Sanitary Sewer System Lining; CIP No. 2337. Baer and Fitzgerald advised that any additional conversation should take place in closed session. No Board action required.

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

Cassaro offered gratitude to Hanson for his complimentary comments previously in this meeting . 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. Bernard advised that Gerard White and Alex Mandujano will be switching jobs effective this month. Bernard also advised that Customer Service Representative Diane Adolphson has announced her retirement.

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.

At 6:15 p.m., Bernsten moved to suspend the Regular Meeting to move into Closed Session to discuss three potential discussions under one or both exceptions noted below:

1. 3105 Grant Park Blvd;
2. 2812 Ashbrook Dr.;
3. 2022-23 Sanitary Sewer System Lining, CIP No. 2337;

5 ILCS 120/2(c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

5 ILCS 120/2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed 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

At 6:40 p.m., the Regular Meeting of the Board of Trustees was called back into session. Pollack announced that no decisions were made nor votes taken during closed session (other than a vote to adjourn the closed session and re-open the Regular Meeting).

Bernsten 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 6:40 p.m.



Clerk