

**MEETING MINUTES
COMMITTEE OF LOCAL IMPROVEMENTS
FOUR RIVERS SANITATION AUTHORITY
JULY 24, 2023
5:15 P.M.**

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

Members of the public were invited to listen via GoToMeeting by dialing (877) 309-2073 (toll-free) or (571) 317-3129 (toll); access code: 681 836 789. No members of the public joined the meeting.

Pollack called the Meeting to order at 5:15 p.m. and advised that the meeting was being recorded.

The following members of the Committee were present:

Rick Pollack	President
Ben Bernsten	Vice President
Ginger Haas	Secretary
Elmer Jones	Committee Member
(vacant)*	Committee Member

* Don Massier resigned from the Committee of Local Improvements effective July 1, 2023.

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; 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; Lisa Mittel, Assistant Director of Management Services; and Susan Skinner, Executive Services Coordinator. Julia Scott-Valdez, Director of Management Services, and Kwame Calvin, Assistant Director, Internal Services, were absent.

No Public Hearing was held at this meeting.

Jones moved to approve the minutes of the Meeting of the Committee of Local Improvements of June 26, 2023; seconded by Haas; motion passed upon roll call as follows:

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

Old Business: None

New Business:

Fitzgerald advised that, during a recent meeting with our current special assessment assessing officer (aka commissioner), we discussed the need for a separate appraisal report and if there was any value to continue the practice since it is not required by the Sanitary District Act of 1917. We concluded there is no value if the assessing officer is able to take on this additional duty. In the past, we have not compensated the assessing officer and members of this Committee feel that compensation would be appropriate if they are given this extra responsibility.

The assessing officer is appointed each year by the Board to estimate what portion of the total cost of the improvement (special assessment) will be of benefit to the public and what proportion will benefit the property. The assessing officer's duties include to investigate and report to the Four Rivers the amounts, if any, the proposed sewer will benefit the private property owners. In his or her discretion, they may take into account any one or more of the following elements and assign a weight to each: front footage, lot area, lot depth, assessed valuation, number of buildable sites, zoning, highest and best use, acreage, health benefits or a mandate from any governmental agency. A capable and competent assessing officer spends a considerable amount of time to investigate and put together this report.

Based on similar consultants, we feel that a compensation range of \$75-\$125 per hour for their actual time worked on each special assessment would be appropriate. They would remain an independent contractor and paid out of the Four Rivers general funds.

This is for information only. No Committee action required.

At 5:20 p.m., Bernsten moved to adjourn the Meeting of the Committee of Local Improvements; seconded by Haas; motion passed upon roll call as follows:

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



Secretary