

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
FOUR RIVERS SANITATION AUTHORITY  
AUGUST 28, 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 (571) 317-3129 (toll); access code: 116 534 861, 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
Elmer Jones	Trustee
Richard Mowris	Trustee

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; Julia Scott-Valdez, Director of Management Services; Ashley Bernard, Assistant Director, Plant Operations/Customer Service; Lisa Mittel, Assistant Director of Management Services; Kwame Calvin, Assistant Director, Internal Services; and Susan Skinner, Executive Services Coordinator.

Bernsten moved to approve the minutes of the Meeting of the Board of Trustees from July 24, 2023; seconded by Jones; motion passed upon roll call as follows:

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

No Public Participation

## No Appearances Before the Board

Under President's Report, Pollack invited new trustee Richard Mowris to introduce himself. Mowris stated that he began with an Engineering background and is a graduate of the University of Wisconsin (and a Packer fan!). He has held positions of increasing responsibility at Warner Electric Brake & Clutch Co. and Ingersol and was named CEO of Rockford Products. Since retiring, he has served on many boards, primarily community-related (i.e., United Way, Boy Scouts, YMCA, Martin House). Mowris is a Rockford resident and stated that he is looking forward to working with the team and contributing with his knowledge of Operations, Finance, Sales and Engineering. Mowris concluded by complimenting Hanson on the success of the organization and the great team he has comprised.

Haas stated the Investment Report reflects \$61,915,983.34 total funds invested for the month of July, 2023 and earned interest in the amount of \$223,525.53. Total Cash and Investments are \$71,080,409.26. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of July, 2023, in the amount of \$7,109,040.24; 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
Richard Mowris	Aye

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

Jones moved to approve sole-source purchase of a Metrohm 930 Compact IC Chromatograph from Metrohm USA Inc., in the amount of \$38,051.30; seconded by Bernsten; motion passed upon roll call as follows:

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

Jones moved to award contract for Collection Systems Operations Facility parking lot, including construction of parking facilities, hot-mix asphalt pavement, aggregate base course, sidewalk, storm sewers and turf restoration, to the lowest responsive and responsible bidder, Northern Illinois Service Co., for the sum of \$337,347.70; seconded by Bernsten; motion passed upon roll call as follows:

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

Jones moved to reject all bids received for 2023 Manhole Replacements, Capital Project No. 2413, due to received bids being significantly higher than expected; seconded by Bernsten; motion passed upon roll call as follows:

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

Mowris asked for explanation regarding the volume of manholes identified on a list for repair. Reader responded that there is a process in which established criteria is used to assess manholes and determine if repair is necessary. This includes everything from the manhole cover to the actual structure. Not every manhole requires replacement in its entirety or at all. Baer further noted that there are approximately 38,000 manholes for which FRSA is responsible for maintaining. Reader also discussed new technology which assists the repair process.

Jones moved to award contract for Pump Station Roadway Replacement (paving all 14 sites), Capital Project No. 2425, to the lowest responsive and responsible bidder, Norwest Construction, Inc., for the sum of \$206,118.50; seconded by Mowris; motion passed upon roll call as follows:

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

Bernsten moved to award contract for 2023 Service Lateral Lining, Capital Project No. 2433, to the lowest responsive and responsible bidder, Performance Pipelining, Inc., in the amount of \$695,435.00; seconded by Jones; motion passed upon roll call as follows:

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

At the request of Mowris, Baer provided additional information with regard to the liner material and its benefits.

Under Executive Director’s report, Hanson offered the following items:

- On August 9, 2023, a trucking company erroneously dispersed 7,000 gallons of diesel fuel into the FRSA system. The event took place near Baxter Road east of IL-39. Fortunately, residents were not affected. However, it did potentially affect a four-mile area (the distance from the site of the spill to the Falcon Road lift station near the Rockford Airport). The trucking company contacted Greg Cassaro as soon as it was aware of the error, approximately four hours after the incident. If the fuel had not been contained within a very short matter of time, it would have culminated in a catastrophic event, killing the “bugs” utilized by FRSA and, further, kill the wildlife in that area of the Rock River. Cassaro and his team immediately implemented the capture of this fuel and its isolation/containment. Over the following two days, Cassaro’s team assessed the contents, and both the EPA and IEPA were onsite. FRSA is awaiting results so that the contents may be properly and safely disposed. Hanson expressed his sincerest gratitude to Cassaro for his leadership. Hanson further commended Mike Christensen, Dave Tassoni, Ashley Bernard, Stephen Peterson, Chris Baer, and Ben Christiansen for their outstanding expertise and effort over a grueling initial 24-hour non-stop period, plus the days that followed. Hanson stated that the trucking firm has been compliant regarding the incident and Hanson does not believe it was willful intent on the part of the trucking firm. FRSA is meeting with the trucking company to address fines and other expenses.
- On the same day, Viking Chemical experienced a chemical leak. FRSA vactor trucks and team were onsite immediately, and the leak was contained within two hours. Hanson offered special recognition and gratitude to Jim Reader and his team and Ashley Bernard and his team, all of whom played a part in the containment of hydrochloric acid and additional toxins.
- Hanson reminded trustees that the IAWA Annual Conference will take place Sept.19-21 in St. Charles, IL. Pollack will participate in Trustee Roundtable on September 20. Contact Susan to register.

- Hanson reminded trustees that WEFTEC will be held the first week of October at McCormick Place. Plans are being finalized. Contact Susan if you have not already. September 1 is the deadline for discounted registration.
- At the October 23, 2023, Board Meeting, a photographer will be taking a trustee group portrait. If any trustees are not able to attend this meeting, advise Susan as soon as possible so that an alternate date can be arranged.
- Hanson reminded that FRSA offices will be closed September 4 in honor of Labor Day.
- Hanson offered his personal welcome to Richard Mowris, stating that he is very happy to have him onboard.

Bernsten moved to approve Resolution 23 24 21, Assessing Office Compensation; seconded by Jones; motion passed upon roll call as follows:

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

Calvin presented the Information Technology Monthly Report for the month, highlighting status of major IT projects and Customer Service metrics. Calvin made particular note of the dedication and accomplishments of IT team member Chris Sandage. Recently, the CoGen went down around midnight, and Sandage was on it immediately and worked tirelessly to bring everything up again. Calvin stated that this level of performance is the norm for Sandage, and it is such a pleasure when an employee truly loves their work such that they dedicate such effort. Calvin wished to recognize and thank him.

Scott-Valdez presented the Human Resources Status for the month of August, 2023. Scott-Valdez advised that, due to weather, the FRSA Wellness Fair has been moved from August 24 to October 20.

Bernsten moved to approve selection of Diversified Benefit Services (DBS) as the third-party administrator for flexible medical and dependent care pretax accounts (Flex) and limited Flex accounts associated with an HAS and the refunding process for FRSA's Health Reimbursement Account (HRA); seconded by Haas; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye

Ginger Haas	Aye
Richard Mowris	Aye

Bernsten moved to approve selection of Humana as the provider of dental and vision for the 2024 plan year; seconded by Mowris; motion passed upon roll call as follows:

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

Scott-Valdez requested that Trustees sign documents required to complete early sale of the December call bonds.

Scott-Valdez announced the recent employment of Nora Jaime, Customer Service Representative, and Greg Ralph, Process Systems Control Technician.

Mittel advised that, for the period ending July 31, 2023, total revenue received for the fiscal year was \$16.7 million, 27.2% of our annual budgeted amount. User fee revenue is \$10.6 million fiscal YTD. Operations & Maintenance expenditures total \$7.5 million and include encumbrances (purchase orders), 26.5% of the annual budget. Capital purchases total \$9.7 million for the fiscal year.

Jones moved to approve the following Plumbers Bonds updates and registrations during the period of June 1, 2023 through May 31, 2024:

Company	Bond Type	Bond. No.	Date of Expiration
Mike's Plumbing Company	PV	2548343	5/31/2024

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

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

Jones moved to approve the following Annexation ordinances:

- a) Ordinance No. 23 24 A 22; Angela Ave – PIN 15-12-227-001 and 16<sup>th</sup> St – PIN 15-12-227-004
- b) Ordinance No. 23 24 A 23; Minns Rd – PIN 08-29-126-001
- c) Ordinance No. 23 24 A 24; McFarland Rd – PIN 08-35-101-010
- d) Ordinance No. 23 24 A 25; Nimitz Rd – PIN 08-34-426-005
- e) Ordinance No. 23 24 A 26; Ventura Blvd – PIN 08-07-429-023
- f) Ordinance No. 23 24 A 27; Interstate Blvd – PINs 08-35-400-014, -017, -022, -024 and 08-36-300-025, -035
- g) Ordinance No. 23 24 A 28; The Plat of Perryville Industrial Park – PINs 08-33-127-029, 08-33-128-003, 08-33-128-014, 08-33-128-001, 08-33-128-004, 08-33-128-015, 08-33-128-002, 08-33-128-013, 08-33-128-016
- h) Ordinance No. 23 24 A 29; Main St – PIN 04-33-401-002

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

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

Jones moved to approve Professional Services Contract Amendment No. 5; Primary Filtration Project – Phase 1; CIP No. 2022; seconded by Mowris; motion passed upon roll call as follows:

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

Bernsten moved to approve Professional Services Contract Amendment No. 3; Aerobic Granular Sludge – Phase 1; CIP No. 2207; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	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.

Cassaro discussed the FRSA 2023 Biosolids Permit and thanked members of his staff for hard work in compiling and filing the permit application.

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 was required for this meeting.

Jones moved to adjourn the Regular Meeting; seconded by Mowris; motion passed upon roll call vote as follows:

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

The Regular Meeting of the Board of Trustees adjourned at 6:55 p.m.



Clerk