

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
FOUR RIVERS SANITATION AUTHORITY  
SEPTEMBER 25, 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: 184 333 229, 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
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; Lisa Mittel, Assistant Director of Management Services; Kwame Calvin, Assistant Director, Internal Services; and Susan Skinner, Executive Services Coordinator. Ashley Bernard, Assistant Director, Plant Operations/Customer Service, was absent.

Bernsten moved to approve the minutes of the Meeting of the Board of Trustees from August 28, 2023; 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

No Public Participation

Pollack moved to approve a Memorandum of Decision & Order for 10850 Third St., Roscoe, IL; 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

Pollack advised that he attended the IAWA Annual Conference in St. Charles, Illinois, where he participated in a Trustees' Roundtable discussion. Pollack felt the Conference was well-worth attending.

Haas stated the Investment Report reflects \$62,288,428.11 total funds invested for the month of August, 2023 and earned interest in the amount of \$232,562.08. Total Cash and Investments are \$72,714,044.63. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of August, 2023, in the amount of \$6,948,999.24; with Total Special Assessments at \$0; 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

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

Jones moved to reject a bid for Collection Systems Administration Building Site Improvements, Phase 2, Capital Project No. 2306; due to discrepancy between the Engineer's Opinion of Cost and the one bid received; 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 sole-source purchase of Influent Channel Grinder Replacement Cutter Cartridges from JWC Environmental (via representative Muffin Monster) in the amount of \$26,480.00; 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

Hanson advised that the North Council of Governments Dinner (organized by RIPC) will be held mid-November and believes it will be beneficial to FRSA to attend. Tim will purchase a table for FRSA and advise trustees of the date as soon as it is confirmed.

Hanson advised that he also attended the IAWA Annual Meeting (along with several FRSA trustees and directors). Hanson complimented Pollack's participation in the Trustee Roundtable Discussion and advised that the entire conference was very informative and worthwhile.

Hanson announced the promotion of Kurt Hauser to Maintenance Division Manager.

Hanson announced the November 17, 2023, retirement of Joe Von Arx, Assistant Director of Engineering, and the resignation of Tyler Nelson, Sr. Civil Engineer.

Hanson reminded trustees that, prior to the start of the October 23, 2023, meeting, a photographer will be present to take a group portrait of the FRSA trustees.

Hanson reminded everyone that WEFTEC will take place next week.

Jones moved to approve an Equipment Donation Agreement donating two dishwashers previously used by the FRSA lab to the City of Rochelle, IL, 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

Fitzgerald presented the 2024 Meeting Dates Schedule for FRSA Committee of Local Improvements and Board of Trustees. No Board action was required.

Calvin presented the Information Technology Monthly Report for the month, highlighting status of major IT projects and Customer Service metrics. Of particular note, Calvin advised that the FRSA lab computers were successfully updated to Windows 11, and remaining FRSA department updates will begin immediately.

Scott-Valdez presented the Human Resources Status for the month, covering HR Department Metrics, Worker’s Compensation/Risk Management and Organizational Development.

Bernsten moved to approve selection of Humana for the administration of the Life and Voluntary Life & AD&D for the 2024 benefit 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 presented a white paper addressing the advisability of FRSA switching from quarterly to monthly billing for residential customers. The paper provides an analysis of Current Status, Future State, Consumer Behavior and Fiscal Impact. Board direction will be requested by a vote at the November 2023 Board Meeting.

Scott-Valdez announced the recent employment of Alejandro Rivas, Utility Technician for Collection Systems.

Mittel provided information regarding the 2023 Property Tax Levy. While staff is recommending the allowable 2023 property tax levy increase, pending discussion and board direction, staff will ask for a vote at the October 2023 Board Meeting.

Mittel advised that, for the period ending August 31, 2023, total revenue for the four-month period was \$23.4 million, 38.1% of our annual budgeted amount. User fee revenue is \$16.4 million fiscal YTD. Operations & Maintenance expenditures total \$9.8 million and include encumbrances (purchase orders), 34.6% of the annual budget. Capital purchases total \$16.1 million for the fiscal year, including financial obligations through purchase orders.

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

	<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1.	N-Trak Irrigation, LLC	PV	B 1288629	5/31/2024
2.	Helm Mechanical	CO	LPM9268647	5/31/2024
3.	Helm Mechanical	PU	LPM8779787	5/31/2024
4.	Helm Mechanical	PV	LPM8779788	5/31/2024
5.	Evergreen Irrigation, Inc.	PV	2288007	5/31/2024
6.	Foster’s Plumbing	PV	7901152879	5/31/2024
7.	Freed Plumbing, Inc.	PV	RLI0630523	5/31/2024
8.	Master Mart Plumbing	PV	66762787	5/31/2024

9.	Barker Services, LLC	CO	66625995	5/31/2024
10.	Barker Services, LLC	PU	66625973	5/31/2024
11.	Barker Services, LLC	PV	66625986	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 Collection Systems Administration Building site improvements, Phase 1, Capital Project No. 2206; Change Order No. 1 – Final; 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 2022-23 Sanitary Sewer System Lining, Capital Project No. 2337, Change Order No. 1 - Final; 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

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

Baer provided an additional update related to the AGS project. At a Finance Committee Meeting last month, Baer advised that suspected contaminated soil had been identified at the project site. This week, Baer received preliminary results from sample testing, and the contamination is confirmed. While rectifying the situation will require at least several weeks time and will be costly, the contaminated soil has been identified as “non-special” and is not hazardous. Discovery of this type of contamination is not without precedence in Rockford, as there are many similar areas with foundry sand, chemical contamination, heavy metals, etc., leftover from the industrial years. The cost to remove and process approximately 30,000 yards of the contaminated dirt is yet to be

determined, and FRSA will be engaging with an environmental firm to assist. Baer will provide an update once FRSA has more specific information.

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

Cassaro 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 was required for this meeting.

Bernsten 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 6:40 p.m.



Clerk