

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
FOUR RIVERS SANITATION AUTHORITY  
NOVEMBER 13, 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 (866) 899-4679 (toll-free) or (571) 317-3116 (toll); access code: 456 284 181, 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 5:15 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.

Mowris moved to amend the minutes of the Meeting of the Board of Trustees from October 23, 2023 per Pollack comment; 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

Under President's Report, Pollack wished everybody a very happy, thankful and prayerful Thanksgiving and stated that he is thankful for all the hard work that was done this year.

Haas stated the Investment Report reflects \$65,476,285.23 total funds invested for the month of October, 2023 and earned interest in the amount of \$238,924.28. Total Cash and Investments are \$75,728,897.28. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of October, 2023, in the amount of \$4,549,458.06; with Total Special Assessments at \$3,000.00; 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

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

There were no purchasing items presented for consideration.

Under Executive Director's Report, Hanson thanked the team that went out to the Ralston Estate Special Assessment on the 2nd, headed by Chris Baer and Ed Fitzgerald, along with our new engineer, Lee Aschim, and Asst. Director of Engineering, Matt Campbell.

Hanson complimented Scott-Valdez, Brittany Krutz and Aaron Melville for a great job on this year's United Way campaign. Last year's total was \$12,000.00; this year it is \$16,493.00, increasing from \$104.31 per employee to \$143.41 per employee.

Hanson thanked Joe Von Arx for his over 28 years of service. Von Arx retired November 17. Hanson commented that Von Arx has done a fantastic job and is a great civil engineer. Hanson will miss his quick wit and their candid conversations.

Hanson reported that President Biden visited Belvidere this month, presenting a \$4.8 billion check for Stellantis to start a plant. Hanson advised they [Belvidere] are also looking for a 300-acre site just west of the plant, and they are planning on putting in an EV plant in that location sometime around 2028. Further discussion took place about the plans. Mowris inquired as to the amount of water usage, to which Hanson advised that usage could be 3M gallons per day per entity, with some calculations showing as high as 8M gallons per day.

Hanson advised the Board regarding recent challenges with ComEd and FRSA's attempts to resolve the issues. Mowris inquired whether a formal contract is in place between FRSA and ComEd, and Hanson advised that there is a contract paid in full.

Hanson wished everyone a happy Thanksgiving and reminded that FRSA offices will be closed next Thursday and Friday in celebration of the holiday. He also reminded that the next Board Meeting will be held December 18, due to the Christmas holiday.

No items for Legal this month.

Calvin advised that IT items are included in the standard report. Mowris asked Calvin's opinion of Windows 11, to which Calvin advised that he has had a positive experience.

Scott-Valdez presented the Human Resources Status for the month, covering HR Department Metrics, Worker's Compensation/Risk Management and Organizational Development. Scott-Valdez thanked everyone who donated to this year's campaign. Scott-Valdez advised that Mittel and Brittany Krutz have been trying to get big projects out the door while managing Tyler Munis training, which is a great deal of work.

Jones moved to approve update to Section 2.4 (F) of the Employee Handbook to better reflect the language found in the Illinois Pension Code (ILCS 7/5-139(a)8); 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 the annual update of the FRSA Employee Handbook with an effective start date of January 1, 2024; 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

Scott advised that two new employees have joined FRSA: Lee Aschim, Senior Civil Engineer III, and Zackary Garcia, Collection Systems Utility Technician.

Mowris moved to layover consideration of a move to monthly billing; seconded by Bernsten. Scott-Valdez advised she would present a white paper for next month's meeting providing additional information; 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 renewal of Pollution – Underground Storage Tanks (Pollution-UST) Environmental Insurance with Tokio Marine Specialty Insurance Company in the amount of \$9,285.00; seconded by Mowris;

Pollack inquired as to the current number of tanks. Fitzgerald advised that there are four tanks: on-road diesel, off-road diesel, unleaded fuel and waste oil, all located on the main campus. Mowris inquired whether the soil must be tested if the tanks were removed, to which Scott-Valdez advised that the area where the tanks are located will become a brownfield. Pollack inquired whether a clean-up would be required if the tanks were removed, to which Baer advised that the Fire Marshall is always onsite whenever underground tanks are removed, and protocol mandates sampling in that tank field. Haas asked for confirmation of whether these tanks would be removed or not. Baer advised that they would be removed, scrapped and replaced underground in a different location away from the river. Haas inquired as to the usage, to which Baer replied that the data is still under analysis;

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 Ordinance No. 23 24 B 01, FRSA Public Benefit Chlorination and Corporate Tax Levy – Option 1 (taking the allowable increase); no second presented; motion failed with absence of second.

Bernsten moved to approve Ordinance No. 23 24 B 01, FRSA Public Benefit Chlorination and Corporate Tax Levy – Option 2 (not taking the allowable increase); seconded by Mowris;

Jones expressed his opposition to declining to accept the levy.

motion passed upon roll call as follows:

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

Bernsten moved to approve the following Property Tax Abatement Ordinances:

- Ordinance N/A: 2014 GO Alternate Bonds – Sewerage Sys Alt Revenue;

- Ordinance No. 23 24 M 02: 2017 GO Refunding Alternate Bond (Sewerage Sys Alt)
- Ordinance No. 23 24 M 03: 2018 GO Refunding Alternate Bonds (Sewerage Sys Alt)
- Ordinance No. 23 24 M 04: 2019 GO Refunding Bonds (Sewerage Sys Alt Revenue)
- Ordinance No. 23 24 M 05: 2023 GO Refunding Bonds (Sewerage Sys Alt Revenue);

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

Note: Item above required a repeat vote, as individual Ordinance titles needed to be read.

Pollack moved to amend the previous motion to include: (Pollack then read each Ordinance title in completion):

- Ordinance N/A: 2014 GO Alternate Bonds – Sewerage Sys Alt Revenue;
- Ordinance No. 23 24 M 02: 2017 GO Refunding Alternate Bond (Sewerage Sys Alt)
- Ordinance No. 23 24 M 03: 2018 GO Refunding Alternate Bonds (Sewerage Sys Alt)
- Ordinance No. 23 24 M 04: 2019 GO Refunding Bonds (Sewerage Sys Alt Revenue)
- Ordinance No. 23 24 M 05: 2023 GO Refunding Bonds (Sewerage Sys Alt Revenue);

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

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

Mittel advised that, for the period ending October 31, 2023, total revenue for the six-month period is \$32.8 million, 53.6% of our annual budgeted amount. User fee revenue is \$22.5 million fiscal YTD, 1.4% more than the same period last year. Operations & Maintenance departmental

expenditures total \$13.9 million YTD including encumbrances, and total 49.1% of the annual budget expended. Capital purchases total \$23.0 million YTD, including financial obligations through purchase orders.

Jones moved to approve the following Plumbing Contractor bond and registration completions during the period of October 1-31, 2023; seconded by Bernsten;

	Type	Bond No.	Exp. Date
Lungo’s Plumbing Services	PV	66765829	5/31/2024
Lungo’s Plumbing Services	PU	66765819	5/31/2024
Collins Plumbing Services, LLC	PV	66385960	5/31/2024

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 Collections Systems Operations Facility, Capital Project No. 2217, Change Order No. 1; 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 2023-24 Service Cleanout Installations, Capital Project No. 2401, Change Order No. 1 - FINAL; 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 2023 Collections System Repairs, Capital Project No. 2454, Change Order No. 1; 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. 1, FPCIP Nutrient Removal – Conditional Letter of Map Revision (CLOMR), CIP No. 1763; 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

Bernsten moved to approve Professional Service Contract, Aerobic Granular Sludge, Phase 1, Capital Project No. 2207; 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 provided a project update regarding Aerobic Granular Sludge, Phase 1, IEPA #L17-6127; Capital Project No. 2207. No Board action required.

Mowris moved to approve Agreement for Cost Recovery with IDOT, 64R71 FAP Route 525 (US20/Harrison), Capital Project No. 2435; seconded by Bernsten; motion passed upon roll call vote 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.

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 6:45 p.m.

  
Clerk