

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
DECEMBER 18, 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: 648 232 469, 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 |
| Richard Mowris | Trustee (Joined via phone) |

The following Trustees were absent:

| | |
|-------------|-----------------|
| Ginger Haas | Clerk/Treasurer |
| Elmer Jones | 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 (via phone).

Bernsten moved to approve amended minutes of the Meeting of the Board of Trustees from October 23, 2023; seconded by Mowris;

Pollack expressed his gratitude to staff for preparing the expanded minutes and conveyed his acceptance of the current format;

motion passed upon roll call as follows:

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| Ben Bernsten | Aye |
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|----------------|--------|
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve purchase of Pista Grit Rehab – Sole Source Purchase, from Smith & Loveless through John Greaney of Gasvoda, including new grit screw conveyor, all new chamber gear and upgraded baffles at a cost of \$189,909.00; seconded by Mowris; motion passed upon roll call as follows:

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|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve purchase of a Portable Generator from the Village of Winnebago in the amount of \$12,500.00; seconded by Mowris; motion passed upon roll call as follows:

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|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve purchase of Lab Building HVAC Upgrades, Capital Project No. 2202, from the lowest responsible, responsive bidder, Miller Engineering Company, at a cost of \$977,400.00; seconded by Mowris; motion passed upon roll call as follows:

| | |
|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Pollack moved to layover consideration of proposed vehicle and equipment purchases; seconded by Bernsten;

motion passed upon roll call as follows:

| | |
|--------------|-----|
| Ben Bernsten | Aye |
|--------------|-----|

Hanson thanked his staff for phenomenal work in 2023. He commented that in trying to summarize the work, he still has two folders of projects/accomplishments. He expressed his pride in everyone's efforts. Employees, customers and community have all been at the top of the priority list. 2023 has not been an easy year. An example is that FRSA could have made national news this past July/August when a customer erroneously dumped gallons of diesel in the FRSA system. Because of the level of experience of the FRSA team, and the expert management decisions, FRSA stayed off the radar and resolved the challenge. Hanson advised that this is what we are all about. Hanson thanked the Board for its support and wished everyone a very happy Christmas.

Bernsten moved to approve Variance Request – Trajectory Energy Partners, LLC, to allow construction of access road and overhead power lines across FRSA easement southeast of intersection of Route 251 (North 2nd St.) and McCurry Road in Roscoe, Illinois, and delegation of signatory authority to the Director of Engineering for an associated encroachment agreement; seconded by Mowris; motion passed upon roll call as follows:

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|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve IDOT Subordination Agreement – Lyford Road and E. State Street; seconded by Mowris; motion passed upon roll call as follows:

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|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve Update to FRSA Policy 4back3, Policy on Interrupted Service; seconded by Mowris; motion passed upon roll call as follows:

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|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve move to monthly billing for residential and industrial customers in Rockford, Rockton, the Village of Winnebago, customers billed through Utilities, Inc., well users, and some parts of Loves Park, North Park and Cherry Valley*; seconded by Mowris; passed upon roll call as follows:

| | |
|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

* Scott-Valdez advised that, since issuing the topic memo, she can confirm that Cherry Valley is moving to monthly billing in January.

Scott-Valdez offered to meet with any trustees who wish to go over budget information in more detail.

Mittel advised that, for the period ending November, 2023, total revenue for the seven-month period is \$39.08 million, 63.7% of our annual budgeted amount. User fee revenue is \$28.1 million fiscal YTD, 9.9% more than the same period last year. Operations & Maintenance departmental expenditures total \$16.6 million YTD including encumbrances, and total 58.5% of the annual budget expended. Capital purchases total \$24.4 million YTD, including financial obligations through purchase orders.

Mittel provided more detailed explanation regarding the layout of the financial data.

Pollack thanked Mittel for her hard work, noting that it is a difficult undertaking. Mowris concurred and referenced Hanson’s similar past comments.

Baer wished everyone a good holiday. He added compliments to his staff for their hard work, long hours and dedication, and expressed his gratitude for their professionalism.

Bernsten moved to approve the following Plumbing Contractor bond and registration completions during the period of November 1-30, 2023; seconded by Mowris;

| | Type | Bond No. | Exp. Date |
|-------------------------|------|----------|-----------|
| Montemayor Construction | CO | 66406175 | 5/31/2024 |
| Roto-Rooter | CO | 66242526 | 5/31/2024 |
| Roto-Rooter | PU | 72461042 | 5/31/2024 |
| Roto-Rooter | PV | 66242520 | 5/31/2024 |

motion passed upon roll call as follows:

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|--------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |

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|----------------|--------|
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve Pump Station Roadway Replacement; Capital Project No. 2425; Change Order No. 1 – FINAL; seconded by Mowris; motion passed upon roll call as follows:

| | |
|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

Bernsten moved to approve 2023 Collection System Repairs; Capital Project No. 2454; Change Order No. 1 – FINAL; seconded by Mowris; motion passed upon roll call as follows:

| | |
|----------------|--------|
| Ben Bernsten | Aye |
| Elmer Jones | Absent |
| Rick Pollack | Aye |
| Ginger Haas | Absent |
| Richard Mowris | Aye |

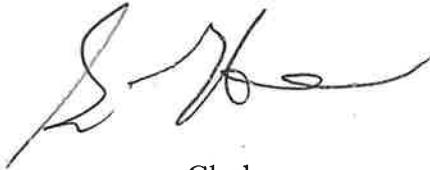
Baer provided an update on Aerobic Granular Sludge. Phase 1; IEPA #L17-6127; Capital Project No. 2207, advising that excavation continues on site. It is anticipated that in 2-3 weeks, all contaminated soil should be accounted for and removed. Baer expressed his gratitude to the Landfill extending FRSA’s price to the end of January (a price increase had been previously planned). Baer also expressed gratitude to Williams Bros and Martin (sub to Williams Bros) for their work and pricing.

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

Cassaro wished everyone a happy holiday and presented the Plant Operations Monthly Management Report, Monthly Snapshot and Trend Report for the previous month. Cassaro expressed his gratitude to the plant operators for their hard work, which extends to holidays.

Bernard provided status reports on activity for Customer Service, Industrial Waste Surveillance and the Lab for the previous month. Bernard added his gratitude to Stephen Peterson and Gerard White and their teams for exemplary work.

The meeting adjourned at 7:05 p.m.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Clerk