

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
JANUARY 22, 2024
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. 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; 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 approve the following minutes:

- Regular Meeting of December 18, 2023
- Closed Meeting of December 18, 2023
- Special Meeting of January 8, 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

Under President's Report, Pollack wished everyone safe travels home as weather was inclement.

Haas stated the Investment Report reflects \$66,369,372.21 total funds invested for the month of December, 2023, and earned interest in the amount of \$253,829.82. Total Cash and Investments are \$74,966,680.86. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of December, 2023, in the amount of \$7,626,893.31; 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).

Mowris moved to approve Tyler Licenses for Enterprise Permitting and Licensing; 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 Invitation to Bid No. 24-201, Manhole Frames and Lids; 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 layover consideration of Vehicle and Equipment Order Request; seconded by Mowris;

Mowris asked to see a cost analysis of the same list with lease vs. buy. Scott-Valdez and Mittel advised they would follow-up with the requested information. Jones suggested there is no need to layover;

motion passed upon roll call as follows:

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

Under Executive Director's Report, Hanson advised the Board has confirmed a Special Meeting for February 12, 2024, 4-8 p.m., at FRSA. Hanson has received several requested topics from Trustees. He asked that any additional topics be sent to him within the next day so that an Agenda can be started for Trustee review. Susan will provide Trustees with a list of the current topics submitted. A discussion regarding vehicles will be added to the Agenda.

Hanson reminded everyone of the upcoming IAWA Mini-Conference in March and asked anyone interested in attending to contact Susan by the end of the week.

Hanson referenced a recent article published in the Rockford Register Star regarding the Belvidere expansion and containing mention of FRSA and comments from Hanson.

Hanson commended staff for efforts made to retrieve a wedding ring which was accidentally flushed in a resident's home. Unfortunately, the resident called several days after it occurred, adding an increased degree of difficulty toward locating the ring. Hanson advised that the FRSA crew made a Herculean effort to find the jewelry, but it was not located. The resident sent a complimentary letter thanking FRSA for the effort. Hanson added his recognition and thanks to Jim Reader, Brian Markgraf, Kurt Hauser, Charlie Freeman, Tony Rafferty and Luke Halverson.

Mowris moved to approve Resolution 23 24 30 – Releasing Select FRSA Closed Meeting Minutes and Authorizing Destruction of Certain Verbatim Recordings; 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

Calvin advised IT items are included in the standard report.

Scott-Valdez presented the Human Resources Status for the month.

Bernsten moved to layover Ordinance 23 24 R 06 – Combined Rate Ordinance FY25 until the February 12, 2024, Special Meeting of the Board of Trustees; seconded by Mowris; passed upon roll call as follows:

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

Bernsten moved to layover Ordinance 23 24 B 07 – Tentative Budget Ordinance FY25 until the February 12, 2024, Special Meeting of the Board of Trustees; seconded by Mowris; 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 December 31, 2023, total revenue for the eight-month period is \$42.1 million, 68.7% of the annual budgeted amount. User fee revenue is \$30.3 million fiscal YTD, 2.9% more than the same period last year. Operations & Maintenance departmental expenditures total \$18.6 million YTD including encumbrances, and total 65.3% of the annual budget expended. Capital purchases total \$27.3 million YTD in actual expenditures.

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

	Type	Bond No.	Exp. Date
Dependable Plumbing	PV	LSM1589304	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 2023 Service Lateral Lining: Capital Project No. 2433; 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

Bernsten moved to approve 2023 Collection Systems Repairs; Capital Project No. 2454; Change Order No. 3 – Revised 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 an Intergovernmental Agreement with the City of Rockford; Whitman Street Reconstruction (Underwood Street to N. Court Street); 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

Mowris moved to approve Professional Services Agreement; Interstate Division Basin Trunk Upsizing, Capital Project No. 2108; 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 BNR Improvements: Aeration Basin Modifications (Component 2a); Ordinance and Resolution for IEPA SRLF:

- Ordinance 23 24 M 32 – Authorizing Loan Agreement – Aeration Basin Modifications; CIP No. 2304; and
- Resolution 23 24 31 – Authorization to Borrow Funds from Water Pollution Control Revolving Loan Fund;

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

Baer provided an update regarding Aerobic Granular Sludge, Phase 1, IEPA #L17-6127, Capital Project No. 2207. No Board action required at this time.

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 advised that Minutes of the Watershed Meeting of January 10, 2024, can be found in the Board packet. No Board action required.

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.

At 6:45 p.m., 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


Clerk