

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
FEBRUARY 26, 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.

Jones moved to approve the minutes of the Regular Meeting of January 22, 2024; 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

Under President's Report, Pollack thanked everyone for their part in the first Trustee Retreat. He also congratulated Scott-Valdez and her staff on Tyler Munis-related successes to date.

Haas stated the Investment Report reflects \$67,162,056.94 total funds invested for the month of January, 2024, and earned interest in the amount of \$257,636.37. Total Cash and Investments are \$75,084,318.52. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of January 2024, in the amount of \$5,264,905.42; 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 approve RRP #24-202, Biosolids Utilization; 36-month contract to Stewart Spreading, Inc., from April 1, 2024 through March 31, 2027, with two options to extend for one year per extension; 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 moved to approve RFP #24-205, Scum Separator Equipment; contract awarded to the low responsive and responsible bidder, SAVECO North America, Inc., at a cost of \$189,970; 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

Jones moved to approve sole-source purchase of IBM Data Storage to LRS IT Solutions at a cost of \$304,812; 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 a memo discussing vehicle and equipment fueling for Board information only. No Board action required. A discussion took place regarding the subject memo and RFP #24-204 (listed immediately below).

Jones moved to approve RFP #24-204, Unleaded Gasoline and Diesel Fuel Supply, with award to the low responsive and responsible bidder, Conserv FS, to provide unleaded gasoline, off-road, dyed diesel fuel and diesel fuel for highway use, at an estimated cost of \$256,960.50/year; contract term May 1, 2024, through April 30, 2027, with two options to extend for one year per extension; seconded by Bernsten; motion passed upon roll call as follows:

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

Under Executive Director's Report, Hanson addressed the following:

- FRSA's 92nd anniversary activities are culminating in our annual food drive. 2341 lbs. of food (last year's total) is the goal to beat this year, and FRSA is on its way to achieving its objective;
- The IAWA Mini-Conference will be held March 5-7 in Springfield. FRSA will be represented.
- FRSA will host the Rockford Chamber of Commerce Leadership Rockford meeting on March 22. This will include presentations to approximately 60 program participants along with a virtual tour of FRSA (due to construction activity precluding actual tour);
- AquaAerobics will host a Granular Sludge Seminar on March 18. Hanson, Baer and Cassaro will give an AGS presentation at the event;
- FRSA will again participate in Rockford's Annual St. Patrick's Day Parade; Jim Reader and his team are coordinating FRSA's participation.

Calvin presented the IT Monthly Report for the previous month.

Scott-Valdez presented the Human Resources Status for the month, highlighting that monthly billing transition is on-task, and ERP permitting is going live on May 1. She also advised that new employee Alexiz (Alex) Mandujano has joined FRSA as a Utility Technician in Collection Systems.

Mittel advised that, for the period ending January 31, 2024, total revenue for the nine-month period is \$47.04 million, 76.6% of the annual budgeted amount. User fee revenue is \$34.4 million fiscal YTD, 2.7% more than the same period last year. Operations & Maintenance departmental expenditures total \$20.9 million YTD including encumbrances, and total 73.4% of the annual budget expended. Capital purchases total \$29.6 million YTD in actual expenditures.

Bernsten moved to approve the following Plumbing Contractor bond and registration completion during the period of January 1-31, 2024; seconded by Jones;

	Type	Bond No.	Exp. Date
Charlie O's Plumbing	PV	93-NM-R816-3	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 Professional Services Contract Amendment No. 1, Main Power Transition; CIP No. 1361; 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. 2, BNR Improvements – Aeration Basin Modifications; CIP No. 2304; 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 advised that Engineering Report data for the month is included in the Board packet. He included a brief update on the Whitman Street construction project.

Cassaro presented a PFAS Report (delayed from the February 12, 2024, Special Meeting) and advised that the Plant Operations Monthly Management Report, Monthly Snapshot and Trend Report for the previous month is included in the Board packet.

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.

At 6:45 p.m., 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



Clerk