

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
FOUR RIVERS SANITATION AUTHORITY  
MARCH 31, 2025  
5:15 P.M.**

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The Four Rivers Sanitation Authority (FRSA) Board of Trustees and staff met in-person at Four Rivers Sanitation Authority, 3501 Kishwaukee Street, Rockford, Illinois, 61109.

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: Chris Baer, Interim Executive Director/Director of Engineering; Ed Fitzgerald, General Counsel/Director, Internal Services; Mike Christensen, Interim Director - Plant Operations; Jim Reader, Director of Collection Systems; Ashley Bernard, Assistant Director - Plant Operations/Customer Service/IWS; Lisa Mittel, Assistant Director of Management Services; Kwame Calvin, Assistant Director, Internal Services; Brittany Patterson, Manager, Human Resources; and Susan Skinner, Executive Services Coordinator.

Members of the public present:

- Gino Galluzzo, AGHL Law;
- Bryan Heidemann, Coyle Kiley;
- Michelle Kimes, Coyle Kiley;
- Cheryl Church, Workplace Staffing;
- Todd Whitlocke, SMW Local 219;
- Erik Calvert, Teamsters Local 325;
- Dan Bouchard, Teamsters Local 325

Pollack asked for motion to suspend the rules as follows: Mowris moved to take Item 7B, Resolution 24 25 60 – Retainer of Gallagher Benefit Services, Inc. to Provide Health Insurance and Related Benefits Consulting and Brokerage Service, out of order; 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 indefinitely postpone consideration of Item 7B, Resolution 24 25 60 – Retainer of Gallagher Benefit Services, Inc. to Provide Health Insurance and Related Benefits Consulting and Brokerage Service; 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 minutes of the Regular Meeting of February 24, 2025; 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 Public Participation/Presentations, Norman Wickins, spoke in support of a Board Level Variance to waive requirement for 1,000-gal. Exterior Grease Interceptor, for Applewood Café.

Before the vote, Baer stated that a condition of approval is that, if there is an issue in the future, this variance approval will be retracted, and FRSA will revert to the Ordinance requirements. Jones moved to approve Board Level Variance to waive requirement for 1,000-gal. Exterior Grease Interceptor for Applewood Café; seconded by Mowris; motion passed upon roll call as follows:

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

Continuing under Public Participation, Bryan Heidemann, Coyle Kiley, expressed his gratitude for the positive partnership enjoyed by FRSA and Coyle Kiley regarding Employee Benefits Consulting and Brokerage Service.

A Public Hearing was held for Discussion and Questions Regarding Ordinance 24 25 B 07, Tentative Combined Annual Budget & Appropriations Ordinance for the Fiscal Year Beginning May 1, 2025, and ending April 30, 2026 (Final Ordinance No. 24 25 B 08 presented later on the Agenda). No members of the public offered comment or questions regarding the subject.

Bernsten advised that the process continues for the search for a new FRSA Executive Director. Updates will be advised as they occur.

Haas stated the Investment Report reflects \$77,809,444.32 total funds invested for the month of February, 2025, with earned interest in the amount of \$ 260,900.18. Total cash and investments are \$88,862,043.67. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of February, 2025, in the amount of \$5,170,751.35, with \$0 Total Special Assessments; seconded by Mowris; motion passed upon roll call as follows:

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

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

Resolution 24 25 60 addressed earlier in meeting.

Bernsten moved to table Revision to FRSA By-Laws as Read-In at February 24, 2025, Board Meeting, for further consideration; 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 award of 12-month contract for HVAC Preventative Maintenance (RFP #25-203) to Nelson Carlson Mechanical for a total of \$25,200 with two options to extend for one-year per extension; 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 IT Software purchase of ME EC, ME ADSS, and ME ADM, purchased together (with Government discount) at a total of \$ 26,927.00, including recurring annual software and maintenance fee of \$4,656.00; 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

Jones moved to approve Natural Gas Contract Extension Offer with Symmetry Energy Solutions, LLC, for \$.5177 per therm with adders and discounts applied for a 48-month term. seconded by Mowris; motion passed upon roll call as follows:

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

Mowris moved to approve Resolution 24 25 62 and RFP for Selection of Provider of Health Insurance and Related Benefits Consulting and Brokerage Services; seconded by Bernstein; motion passed upon roll call as follows:

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

Bernsten moved to amend RFP for Selection of Provider of Health Insurance and Related Benefits Consulting and Brokerage Services to allow 30 days for responses after the RFP is available for distribution and sufficient time for review after receipt of responses; seconded by Mowris; motion passed upon roll call as follows:

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

Baer thanked Mowris for forwarding article on Recruitment and Retention, which contains helpful information. Baer and staff have reviewed the article.

Baer informed the Board that New Milford is close to moving forward with sanitary sewer extension west of I-39 and north of Baxter Road. Staff attended a meeting at Winnebago County (also attended by the property owner and representation from the town of New Milford). Current tentative cost is \$2M. Meeting discussion included refining the concept plan and, subsequently, revising the estimate. Possible plan of having four partners, each sharing one quarter of the cost, was discussed. Baer alerted Trustees that decisions are likely to be made within the next couple

months. Baer advised no formal Agreement has been presented yet and is alerting Trustees for their awareness and will advise as soon as additional action is taken.

Baer extended his gratitude to Christensen, Bernard and the Lab team on the installation of a new Discrete Analyzer. FRSA has received accolades from the IEPA for new technology in our onsite lab. Additionally, FRSA has received Environmental Laboratory Accreditation, further recognizing FRSA as a state-of-the-art facility.

Baer advised FRSA received a Special Achievement Award from the American Council of Engineering Companies (ACEC), specifically represented by Donahue & Associates, for work with primary filtration. Baer extended gratitude to Donahue & Associates and expressed particular thanks to the FRSA Engineering and Plant Operations teams who work continuously to ensure the success of the project.

Baer thanked Patterson for leading a very successful food drive benefiting Rock River Food Pantry. This year, FRSA contributed 1,943 lbs. of food to the Drive, with 921 lbs. of this total credited to FRSA's Plant Operations team led by Christensen. Baer expressed his pride in the generosity of FRSA employees.

Baer advised that Reader and his Collection Systems team represented FRSA in this year's Rockford St. Patrick's Day Parade. Brandon Pickett and Jonathan Roman drove the decorated FRSA vehicle and walked the parade route with candy and good wishes for everyone.

Baer recognized the effort and responsiveness of the FRSA team during storms on March 14-15. FRSA lost power on one feed, but power was quickly transferred to a second source, which is a challenge due to the safety aspect involved. Baer thanked Roger Fritz for his expertise. FRSA is looking forward to receipt of equipment which will make the process even safer and smoother for the future.

Baer recognized Christensen and the Plant Operations team for working through some difficult issues with FRSA's Co-Gen. The team invested long hours into bringing the Go-Gen up and running, and which is now capable of running the facility.

Baer referred to the many compliments FRSA receives from the public regarding our teams. Baer read a few of the messages he received from customers over the past 30 days thanking Collection Systems reps for their accomplishments and professionalism.

Baer advised that Brian Markgraf, Collection Systems Construction Division Manager, officially notified that he will retire in August, 2025. Baer read a letter submitted by Markgraf expressing his gratitude and respect for the Company and teams with whom he has worked over his 38 years with FRSA.

Fitzgerald reminded everyone to submit their Statements of Economic Interest (SEI) no later than May 1. Failure to meet the deadline could result in a fine from the State's Attorney's Office.

Fitzgerald alerted Trustees to Illinois House Bill 2955, which would establish a Committee considering the option to hold producers and users of PFAS financially accountable for the product, taking the potential financial burden off Wastewater facilities. The IEPA is in support of this bill.

Jones moved to approve purchase of and Delegation of Authority for 510 Barry Road, Rockford, IL, PIN No.: 15-02-377-014; seconded by Mowris; motion passed upon roll call as follows:

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

Calvin presented the IT Monthly Report.

Patterson presented the Human Resources Monthly Report for the month of February, 2025.

Jones moved to approve Request for Exception to Section 3 of Board Resolution 24 25 52, permitting staff to hire entry-level Utility Technician position without requiring Board approval at a scheduled meeting, thereby allowing staff to proceed through structured recruitment and hiring process in a timely manner; seconded by Bernstein; motion failed upon roll call as follows:

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

Patterson withdrew Item D3, Request for Exception to Section 3 of Board Resolution 24 25 52, permitting staff to hire Construction Division Manager, from Board consideration.

Mowris moved to approve Ordinance 24 25 B 08, Final Combined Annual Budget and Appropriations Ordinance for FRSA for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026; seconded by Bernstein; motion passed upon roll call as follows:

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

Mittel presented the Monthly Financial Report, advising that, for the period ending February 28, 2025, Total Revenue received for the 10-month period is \$58.0 million and 93.6% of the annual budgeted amount; User Fee Revenue is \$45.3 million year-to-date; Operations & Maintenance Departmental expenditures including encumbrances total \$24.0 million year-to-date and comprise 77.5% of the annual O&M budget expended; Capital project expenditures total \$34.3 million year-to-date.

Bernstein moved to approve the following Plumber Bonds and Completed Registrations during the period of February 1-28, 2025:

Koeller Plumbing, LLC	PV	B1329544	5/31/2025
Precision Piping	CO	67359374	5/31/2025
Precision Piping	PV	100930391	5/31/2025

seconded by Jones; motion passed upon roll call as follows:

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



Jones moved to approve the following two easements:

- a. PIN: 15-12-101-007, 2018DT Sandy Hollow, LLC – Sanitary Sewer Easement;
- b. PIN: 11-23-126-007, Cortinez – Sanitary Sewer Easement;

seconded by Bernstein; motion passed upon roll call as follows:

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

Jones moved to approve Aerobic Granular Sludge Project – Phase 1, Capital Project No. 2207, IEPA Project No. L17-6127, Change Order No. 2, Williams Brothers Construction, Inc. (WBCI); seconded by Mowris; motion passed upon roll call as follows:

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

Mowris moved to approve US20/I-39 Reconstruction Sanitary Sewer Reroute, Capital Project No. 2535, Change Order No. 2, N-TRAK Group, LLC; seconded by Bernstein; motion passed upon roll call as follows:

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

Bernsten moved to approve Professional Services Contract Amendment No. 1, Facility Plan Update and Project Plan Amendment (NOV Response Consulting & Data and Reporting Audit), Capital Project No. 1763; 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

Mowris moved to approve Professional Services Contract Amendment No. 1, Collection Systems Flow Metering, CIP No. 2163, RJN Group, Inc.; 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 Accelerated Project Schedules: Service Cleanout Installations, Capital Project No. 2601, Hot-Mix Asphalt Patching FY26 (May 1, 2025 – April 30, 2026); 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 withdraw project: Proposed Special Assessment – North Alpine Road; 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

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

Christensen provided a summary of FRSA's efforts with weather events on March 14-15, 2025, including managing loss of and subsequent regaining of power. Newly implemented proper advance planning for such events contributed greatly to the successful management of the situation. Christensen also spoke about the successful Island Mode Co-Gen test on Saturday, March 22, at which power was transferred flawlessly.

Christensen presented the Plant Operations Monthly Summary.

Bernard presented the CS/IWS/Lab Monthly Report. Bernard thanked the Board for its support of FRSA's successful Hardship Program. Bernard also expressed gratitude to the FRSA Customer Service staff for continued over-and-above professionalism.

Reader presented the Monthly Update and Management Report for Collection Systems, including a presentation showing the team in action during emergencies. Reader credited the team for exceptional professionalism.

At 7:22 p.m., Bernsten moved to move into Closed Session under Exception 5 ILCS 120/2(c)(1) – Personnel Matter; seconded by Jones; motion passed upon roll call vote as follows:

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

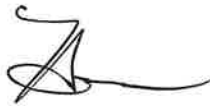
All staff not required to attend Closed Session were excused.

At 8:18 p.m., the Meeting re-opened. Pollack advised that no decisions were made nor votes taken during the Closed Session.

At 8:19 p.m., Jones moved to adjourn the Regular Meeting; seconded by Mowris; motion passed upon roll call vote as follows:

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



  
Clerk