

**FOUR RIVERS SANITATION AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
AUGUST 25, 2025
5:20 P.M.**

MINUTES

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 Bernstein	Vice President
Richard Mowris	Clerk/Treasurer
Ginger Haas	Trustee
Brad Long	Trustee

Staff present: Chris Baer, Executive Director/Director of Engineering; Mike Christensen, 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; Susan Skinner, Executive Services Coordinator. Also attending was J.T. Leake, AGHL Law.

Members of the public in attendance:

- Dan Bouchard, Teamsters
- Tony Rafferty, FRSA

Mowris moved to approve the Minutes of Meeting of Board of Trustees of July 28, 2025; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

No appearances before the Board.

Pollack wished everyone a safe and happy Labor Day weekend.

Pollack mentioned that Trustees have reviewed the FRSA Employee Handbook revisions.

Mowris stated the Investment Report reflects \$91,653,635.87 total funds invested for the month of July, 2025, with earned interest in the amount of \$297,044.86. Total cash and investments are \$105,274,872.10. Report placed on file.

Mowris moved to approve Total General Fund Expenditures for the month of July, 2025, in the amount of \$8,031,651.02, with \$0 Total Special Assessments; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park) and McCurry Road (Roscoe) and advised that, as each of the noted Agreements are approaching 10 years without motion, staff is requesting to dismiss both. Baer added that two new Agreements are forthcoming in the next couple months and will be added to the Agenda accordingly:

1. New Milford Sewer Extension. (Discussion with Winnebago County Chairman being set.); and
2. Eastern sewer extension serving the Irene Road interchange.

Mowris moved to approve dismissal of the two items under Old Business/Status of Outstanding Agreements: McDonald Creek Trunk South Branch (Machesney Park) and McCurry Road (Roscoe) due to long-standing inactivity; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to award Glulam Beam Structure Repairs – Administration Building, Capital Project No. 2421, to the lowest responsive and responsible bidder, Berglund Construction Company, for the sum (Base Bid + Alternate 1) of \$60,000.00; seconded by Bernstein; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to award contract for North Avenue and Napoleon Street, Capital Project No. 2564, to the lowest responsible and responsive bidder, N-TRAK Group, LLC, for the sum of \$507,333.50; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Bernsten moved to award contract for Snow Avenue Pump Station Roof Replacement, Capital Project No. 2621, to the lowest responsible and responsive bidder, Roofing Systems, Inc., for the sum of \$92,824.27; seconded by Mowris; motion passed upon roll call as follows:

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Bernsten moved to award contract for Grace Street Sanitary Sewer Extension, Capital Project No. 2625, to the lowest responsive and responsible bidder, N-TRAK Group, LLC, for the sum of \$135,109.00; seconded by Long; motion passed upon roll call as follows:

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Bernsten moved to approve performing 10,000-hour recommended factory overhaul of Centrifuge Two through Centrisys, the only authorized contractor to perform this work; budgeted allocation is \$75,000.00; worst-case scenario would be \$83,200.00; if needed, additional funding will be provided from CIP PPO2629; seconded by Mowris; motion passed upon roll call as follows:

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to approve performing Plant Controls System Component Replacement in the Dewatering Building due to advanced technology making current components unsupported; through Gexpro, regional supplier of Emerson control components, and the only contractor authorized to perform this work; at a cost of \$31,998.60; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Baer introduced T.J. Leake, AGHL Law, who is attending the meeting on behalf of Gino Galluzzo.

Baer advised that the FRSA Employee Handbook revisions are not on this meeting's Agenda in order to provide Trustees ample time to comment. It will be considered for approval at the September Board Meeting. Baer requested that any additional edits from Trustees be submitted directly to Brittany Patterson no later than September 2.

Baer requested approval to install the new Director of Engineering. He explained that two outstanding candidates were interviewed, both with significant interest in the position and exceptional management skills. Baer recommended Matt Campbell for the position due to his relevant experience. Campbell began as a Project Engineer and Project Manager, then was promoted to Assistant Director of Engineering, a role in which he has performed a phenomenal job. Baer continued that, should the Board approve Campbell's promotion to Director of Engineering, Baer is requesting a second approval to post the position of Assistant Director of Engineering and fill any subsequent roles which might open due to upward mobility within the Department.

Long moved to approve internal promotion of Matt Campbell to Director of Engineering; seconded by Bernstein; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Bernstein moved to authorize staff to post and fill subsequent vacancy(ies) resulting from Campbell promotion to Engineering Director; seconded by Mowris; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Baer reminded everyone of the upcoming Wellness Fair to be held September 12, from 11 am to 1 p.m., at the Collection Systems Administration Building and invited all to attend.

Baer reminded that the IAWA Annual Conference will take place in Champaign, IL, September 16-18 and thanked Trustees for planning to attend.

Baer reminded that WEFTEC 2025 will be held in Chicago this year, September 27 – October 1. FRSA will have a small group attending for one day of the Conference. Baer advised that Susan has sent Conference information to Trustees and asked that they contact her as soon as possible if they wish to attend.

Baer advised that a new group photo of FRSA Trustees will be taken at the September meeting and asked that, if any trustees will not be attending the meeting, to advise Susan so that the photographer may be rescheduled.

Mowris moved to approve Resolution 25 26 04: Agreement with Gallagher Benefit Services, Inc., for Health Insurance and Related Benefits Consulting Services; and approval for contract signature by FRSA Executive Director; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Patterson presented the Human Resources Monthly Report.

Bernsten moved to approve Staff Management, Inc., to conduct interactive in-person training for all FRSA employees with regard to:

- Harassment and Sexual harassment;
- Bullying; and
- Respect and Civility in the Workplace;

Total estimated cost is \$3,500.00 (discounted in anticipation of multiple upcoming training sessions); also moved to authorize FRSA Executive Director to review, maintain and approve employee training proposal on behalf of the organization; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to approve internal promotion of Korey Deters to Sewer Construction Team Lead; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to approve posting and filling subsequent vacancy(ies) resulting from promotion of Korey Deters to Sewer Construction Team Lead; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Calvin presented the Information Technology and Safety reports for the month.

Mittel presented the Monthly Financial Report, advising that, for the period ending July 31, 2025, Total Revenue received for the three-month period is \$17.2 million; User Fee Revenue is \$12.3 million year-to-date; Operations & Maintenance Departmental actual expenditures total \$7.5 million for the first quarter of FY26; Capital project expenditures total \$9.3 million year-to-date. Debt service payments for July total \$720,559 for principal and interest.

Mittel advised that, in response to a request from AGHL at the July Board Meeting, information for cash security providers is included in the monthly report.

Pollack inquired whether bank cost reviews are conducted and alternate banks are considered, to which Mittel replied affirmatively, noting as an example that FRSA's new Utility Billing System will incorporate Tyler Payments when implemented.

Bernsten moved to approve the following plumbing contractor registrations for the month of July, 2025:

Company	Bond Type	Bond No.	Date of Expiration
Boomer Plumbing, Inc.	PU	67048501	5/31/2026
Boomer Plumbing, Inc.	CO	67048478	5/31/2026
Boomer Plumbing, Inc.	PV	67048487	5/31/2026
Dependable Plumbing, Inc.	PU	LSM1589304	5/31/2026
DPI Construction, Inc.	CO	MLI7309852	5/31/2026
DPI Construction, Inc.	PV	W150438857	5/31/2026
M. Robinson Plumbing	PV	7900692857	5/31/2026

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

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to approve the following Temporary Construction Easements:

- PIN 16-04-301-002; Sonja M. Davis as Trustee
- PIN 16-05-426-001; Sonja M. Davis as Trustee;

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

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to approve 2024 Service Lateral Lining, Capital Project No. 2533, Final Quantities, Change Order No. 3. Contractor: BLD Services, LLC; seconded by Bernstein; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Mowris moved to approve 2024-2025 Sanitary Sewer System Lining, Capital Project No. 2537, Change Order No. 2, Contractor: Insituform Technologies USA, LLC; seconded by Long; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Bernstein moved to approve 2025 Collection System Repairs, Capital Project No. 2654, Change Order No. 1, Contractor: N-TRAK Group, LLC; seconded by Haas; motion passed upon roll call as follows:

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

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

Christensen provided updates on Plant Operations plans, opportunities and compliance, and presented monthly trend reports.

Haas moved to amend Proposal #23-202, Security Service Contract with Controlled F.O.R.C.E., Inc., to adjust the staffing schedule as follows:

- Monday-Friday: 6:00 a.m. to 10:00 p.m.
- Saturday: 6:00 a.m. to 4:00 p.m.
- No guard coverage on the following observed holidays: Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Memorial Day, Independence Day, and Labor Day;

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

Ben Bernstein	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye

Bernard presented the Customer Support/IWS/Lab Report for the month.

Bernard proposed the following communication regarding temporary shifts in billing cycles and balances due to FRSA's transition to a new billing system. He requested Trustees advise any concerns regarding the message. As none were presented, the message will be posted on the FRSA website within the week:

TO OUR VALUED CUSTOMERS:

Four Rivers Sanitation Authority (FRSA) is upgrading to a new billing system, and some of our customers may notice a temporary shift in typical billing cycles and balances.

This process is intended to more closely align your municipal water suppliers' usage data with FRSA's new billing schedule and bring previously unbilled consumption charges up to date. Additionally, some customers may receive bills with shorter billing cycles than usual. However, once this conversion is complete, all billing will return to a regular schedule, and customers that are billed monthly will receive twelve bills per year (issued approximately every 30 days, depending on weekends and holidays).

We appreciate your patience as we work to implement this enhanced technology. Please contact us at (815) 387-7500 with specific questions regarding your account.

Reader presented the Monthly Update/Summary, Trend Reports and Management Report for Collection Systems.

No Closed Session took place.

At 6:15 p.m., Bernsten moved to adjourn the Regular Meeting; seconded by Long; motion passed upon roll call vote as follows:

Ben Bernsten	Aye
Rick Pollack	Aye
Ginger Haas	Aye
Richard Mowris	Aye
Brad Long	Aye



Clerk