

**FOUR RIVERS SANITATION AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
DECEMBER 19, 2025
1:00 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 1:05 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; Mike Christensen, Director, Plant Operations; Jim Reader, Director, Collection Systems; Matt Campbell, Director, Engineering; Ashley Bernard, Assistant Director, Plant Operations/Customer Service/IWS; Lisa Mittel, Assistant Director, Management Services; Kwame Calvin, Assistant Director, Internal Services; and Susan Skinner, Executive Services Coordinator. Brittany Patterson, Manager, Human Resources, was absent.

Others in attendance:

- Senator Dave Syverson, Gallagher Insurance
- James Horton and Cheryl Kunz, Aqua-Aerobics

Bernsten moved to approve Minutes of November 24, 2025; 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

At Pollack suggestion, Mowris moved to move Item 2D, Benefit Plan Revision, to be considered immediately following presentation by Sen. Dave Syverson, Gallagher Insurance; 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

Senator Dave Syverson, Gallagher Insurance, presented information regarding proposed revisions to the FRSA Benefit Plan for 2026 following changes put forth by Blue Cross/Blue Shield after completion of the Open Enrollment period.

Bernsten moved to approve Resolution 25 26 14, Amendment to the FRSA Benefit Plan, authorizing Gallagher Insurance to proceed with customized insurance plan replacement such that said replacement provides identical coverage with no effect on premiums paid by the Authority or its employees; 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

James Horton, President & CEO, Aqua-Aerobics Systems, Inc., presented an overview of Aqua-Aerobics Systems, Inc., and the benefits of its successful partnership with the Authority.

No appearances before the Board.

Pollack extended his wishes to all for a blessed and happy holiday.

Mowris stated the Investment Report reflects \$ 93,289,441.81 total funds invested for the month of November, 2025, with earned interest in the amount of \$ 281,121.69. Total cash and investments are \$107,657,663.83. Report placed on file.

Mowris moved to approve Total General Fund Expenditures for the month of November, 2025, in the amount of \$5,582,712.84, with \$0 Total Special Assessments; 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 commended Mittel and the entire Four Rivers team for achieving 3.3% lower cost than expenditures this year as compared to this time last year, and for completing the recent IRS audit with zero findings. Mowris then complimented the entire FRSA team for the successful budget process this year.

Regarding Status of Outstanding Agreements - Rockford Southeast Trunk Sewer, North Branch Phase 1 (Harrisville Road): Campbell advised staff has prepared a draft cost-sharing agreement for discussion with the Village of New Milford, County and the developer named in the initial request for participation. Cost-sharing terms of the agreement are based upon the terms suggested in the initial request.

Bernsten moved to authorize replacement of three of six Generation 1 Rotork valve units; CIP Project PPO2676. Once replaced, originals may be used as spares for remaining three units until they are replaced in FY27; 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

Baer extended best holiday wishes to everyone.

Mowris moved to approve revised Policy for Delinquent Accounts (6billc3), effective February 1, 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

Baer provided an update on Utility Billing, explaining that a mailing will be included in customer bills with information on the new system. In particular, customers will be encouraged to bring all accounts up to date before January 16, 2026, as a transition period (“dead week”) will occur January 19-27. During this period, phone payments will not be available, in-person and mailed payments will be accepted, online payments and auto-pay will remain available through the existing E-Bill website, and that payment may take extra time to appear on accounts. Newly-designed bills will be issued beginning in February 2026.

Baer announced the retirement of Teresa Walling, Laboratory Analyst I, after 34 years of service. Baer offered his congratulations and gratitude to Walling and showed the commemorative plaque he will present to Walling this week. Baer extended an invitation for trustees to tour the FRSA lab, which is a state-of-the-art facility. Baer added that this technology and the professionalism of FRSA’s lab staff is a key component of FRSA’s success.

Baer advised FRSA received its IEPA National Pollution Discharge Elimination System (NPDES) Draft Permit. As the draft permit contains information applicable across multiple organizations, the IEPA allows FRSA an opportunity to review and verify the inclusion and accuracy of data applicable to FRSA. A mailing error resulted in the draft permit being initially sent to an incorrect address and, as such, shortened the time allowed for FRSA to review and reply. The IEPA then issued a due date extension to January 9, 2026. FRSA engaged the services of law firm Barnes & Thornburg, as well as consulting firm Fehr Graham, to assist and advise with the review process. Attorney Fred Andes, Partner - Barnes & Thornburg, is well-known and sought after by many IAWA members for this type of review, one of which is ensuring FRSA does not accept any item in the permit which other sanitary districts are striking from their permits. Fehr Graham was consulted to review and ensure the permit is accurate with regard to the NARP.

No report from Legal/Risk Management.

In Patterson's absence, Baer presented the Human Resources Monthly Report.

Note: Item 2D, Benefit Plan Revision, Resolution 25 26 14, was approved earlier in meeting.

Bernsten moved to approve updates to FRSA Employee Handbook regarding Section 3.11, Computer and Network Usage – Use of Artificial Intelligence (updated to include oversight of AI platform usage), and Section 5.6, Miscellaneous Leaves of Absence – NICU Leave (newly added for compliance with the Illinois Neonatal Intensive Care Act); revisions to be effective January 1, 2026; 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

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

Mittel presented the Monthly Financial Report, advising that, for the period ending November 30, 2025, Total Revenue received for the seven-month period is \$36.7 million; User Fee Revenue is \$26.6 million year-to-date; Operations & Maintenance Departmental actual expenditures total \$16.1 million for the seven-month period of FY26; Capital project expenditures total \$23.3 million year-to-date. There were no debt service payments in November.

Mittel advised receipt of the Internal Revenue Service (IRS) Return Closing Letter (IRC 6056). No further action from the Authority is required.

Mittel advised that additional finance information is included in the packet.

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

MW Pro Plumbing, Inc.	PV	67703694	5/31/2026
Chuck's Plumbing	PV	93PYA1805	5/31/2026

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 North Avenue and Napoleon Street, Capital Project No. 2564, Final Quantities, Change Order No. 2; Contractor: N-TRAK Group, LLC; 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

Haas moved to approve BNR Improvements – Aeration Basin Modifications, Capital Project No. 2304, IEPA Project No. L17-6576, Change Order No. 2; Contractor: IHC Construction Companies, LLC (IHC); 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

Mowris moved to approve Professional Services Contract with Donohue & Associates for Sidestream Improvements, Phosphorous and De-ammonification, related to FRSA's Nutrient Removal Facility Plan Components Nos. 4 and 5; Capital Project Nos. 2560 and 2565; fee for preliminary design and SRF pre-application services is \$ 444,588.00 with completion date of April 30, 2026 for preliminary design; 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

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

Christensen reported positive results observed with the new AGS facility, which has consistently outperformed conventional-activated sludge processes with better effluent discharge results.

Christensen advised that there were zero permit violations and SSOs for the month of November, 2025.

Christensen reported that FRSA's IEPA CCA Second Quarter Update has been submitted. Electronic copies were sent to trustees, and hard copies are available for trustees upon request.

Hannah Rockwell, IEPA Division of Air Pollution Control, visited FRSA on December 10, 2025, for FRSA's five-year emissions inspection. The inspection went well, with two minor items of notation that are being reviewed by the IEPA. Rockwell will advise final audit results as soon as they are available.

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

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

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

No Closed Session took place.

At 2:15 p.m., Haas moved to adjourn the Regular Meeting; seconded by Mowris; motion passed upon roll call vote as follows:

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



Clerk