

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MONDAY, FEBRUARY 23, 2015**

President Massier called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District to order at 5:15 p.m. in the Board Room at the District's Administration Building, 3501 Kishwaukee Street, Rockford, Illinois. The following Trustees were present:

Donald Massier	President
Donald Kerestes	Clerk/Treasurer
Elmer Jones	Trustee
Rick Pollack	Trustee
Lloyd Hawks	Absent

Staff members present: Steve Graceffa, District Director; Dana Carroll, Engineering Manager; Larry McFall, Plant Operations Manager; David Cook, Supporting Services Manager; Frank Papke, Business Manager; Michael Robertson, Information & Technology Services Supervisor; and Deborah Lyons, Executive Services Coordinator.

Others present: Bill Howard, Attorney for the District; Jamie Rott, City of Rockford; and Chuck Carter, Stewart & Associates.

President Massier stated the meeting was being recorded.

Trustee Kerestes moved to approve the Minutes of the Regular Meeting and Closed Session of January 26, 2015; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to approve the Minutes of the Special Meeting of January 30, 2015; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Jamie Rott updated the Board on the City's projects. The Ingersoll Building easement for sewer relocation will go to the Council next week. IDOT anticipates S. Main construction to be in late March or early April, depending on the weather.

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President Massier stated WinGIS did not meet this month; there is no report.

Trustee Kerestes stated the Investment Report showed Total Funds invested for the month of January was \$23,617,526.73; interest earned was \$7,455.85. Report placed on file.

Trustee Kerestes moved to approve the General Fund expenditures for the month of January 2015 in the amount of \$2,243,631.99; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes stated there were no Special Assessment expenditures in January.

Status of Outstanding Agreements: (1) Staff has been working on the McDonald Creek Trunk South Branch Agreement; discussions with the Village are anticipated in the next couple of weeks. (2) Staff had a discussion with the City on the Harrison Avenue Reconstruction Agreement (9th Street to 20th Street) and hopefully that will be moving forward. (3) Engineering is in process for the West State Street (Business 20) Reconstruction, Phase 2 (IDOT) project; the final cost is not yet known. (4) Ingersoll Sanitary Sewer Easement Encroachment (Rockford) is awaiting approval by the City.

Staff gave the Board a status report on the Excess Flow Station IEPA Loan Agreement and stated the President was previously authorized to sign the Agreement; that is in this month's packet. All documentation is in order and the contractor will be mobilizing in March.

Trustee Jones moved to award the contract for Security Services to the low responsible/responsive bidder, U.S. Security Associates, Inc., for a term of 36 months for a cost of \$459,950.40; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to award a one-year contract for Sodium Bisulfite Solution Supply to the low responsible/responsive bidder, Viking Chemical Company, for a cost of \$1.54 per gallon; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Pollack moved to award a one-year contract for Sodium Hypochlorite Solution Supply to the low responsible/responsive bidder, Vertex Chemical, for a cost of \$.70 per gallon; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Jones moved to award a contract for Uniform Rental and Cleaning Service to the low responsible/responsive bidder, Aramark, for a 36-month term in accordance with the bid submitted; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to award a contract for Bills, Invoices, Document Printing Services to the low responsible/responsive bidder, BillTrust, for the unit price of \$0.135 per bill and estimated postage of \$0.381 per piece; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Jones moved to award a contract for Harrison Avenue/11th Street Sewer Improvements to the low responsible/responsive bidder, Stenstrom Excavation & Blacktop Group, for the sum of \$195,700.00; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

The Banking Services Request for Qualifications (RFQ) was discussed. Aspects of the bid, such as terms that may seem restrictive were discussed. It was suggested that the District may want to prioritize needed services in order to give respondents more latitude.

Director Graceffa stated the bank must have a strong rating in the industry that assures its stability. Only a limited number of local banks can provide our banking services and collateralize our agreements. Some banks may not want to expend the time and effort to submit a bid when they know we are going to select the low bidder. The bank must have the depth of resources to take care of our accounts.

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Trustee Pollack moved to approve two new Job Descriptions and six updated Job Descriptions presented by staff; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to sponsor the Medication Collection by Keep Northern Illinois Beautiful at the \$5,000.00 level; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Attorney Howard recommended that no Closed Minutes be released at this time.

Attorney Howard stated he had two items for Closed Session.

Trustee Pollack moved to approve the Easement for the month as presented; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Spring Creek Lakes
SCL Business Park LLC

Trustee Pollack moved to approve Annexation Ordinance No. 14/15-A-19 annexing an area described as 1.02 acres more or less known as Lot 131 Plat No. 6 Wellington East, Rockford, PIN 12-27-227-005; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Pollack moved to approve Annexation Ordinance No. 14/15-A-20 annexing an area described as 1.25 acres more or less known as Nimitz Road, Loves Park, PINs 08-33-351-006 and 08-33-351-002; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to approve Sanitary Sewer Lining 2013-14, CIP No. 1437 Change Order No. 3, approving final “as-built” quantities and payment for the project, for a net deduct of \$15,164.20 to the contract and a final contract value of \$1,777,751.30; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to approve Plant Concrete Repair, CIP Nos. 1550, 1551, 1553, Change Order No. 2, approving additional quantity for a full depth concrete floor patch in the Equipment Room of the Sludge Dewatering Building, for a net deduct of \$6,750.00, and an adjusted contract amount of \$350,780.00; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Jones moved to approve the award of Excess Flow Station, CIP No. 1106, Geotechnical Consultant Construction Phase Services Contract to TSC for \$39,950.00; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Jones moved to approve supplemental ordinance, Ordinance No. 14/15-S-02, an Ordinance Amending Ordinance No. 10/11-S-01 for Oak Crest Special Assessment No. 118 providing an additional \$874,812.00 from the Public Benefit fund to allow the Court to act and approve the increase; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Jones moved to approve N. Main Street Sewer Rehabilitation, CIP No.1214, IDOT Easement Subordination agreements as presented by staff granting surface rights to IDOT; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Sludge Incinerator Ash, CIP No. 1508, was moved to Closed Session under Exemption No. 11, “when the public body finds that an action is probable or imminent”.

Supporting Services Cook reported in the month of January District staff responded to 15 emergencies, completed 55 services, 3 main line repairs, and 25 manholes tickets. The backlog of manhole tickets decreased. Crews also responded to 4 mainline backups and completed 4 restoration tickets.

Business Manager Papke stated for the month ending January 31, 2015, the Income Statement shows user fee revenue 1% over budget month to date and about equal to budget year to date. Total revenue is 3% under budget month to date and 1% over budget year to date. O&M expenses are 3% under budget year to date. The Income Statement shows \$3,421,247 net operating income through January 31, 2015. The Statement of Cash Flows shows \$430,596 decrease in cash for the 2014-2015 fiscal year. General Fund cash ended the month at \$17,518,506. The total number of full time positions as of January 31 was 111; total number of full time employees was 109. Vacant positions: Treatment Plant Operator, and Diesel Mechanic.

Trustee Pollack moved to approve the Final Budget as presented by staff; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to approve Ordinance No. 14/15-B-02, a Tentative Combined Annual Budget and Appropriations Ordinance for the Fiscal Year Beginning May 1, 2015, and Ending April 30, 2016; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Pollack moved to approve Rate Ordinance No. 14/15-R-02, an Ordinance Amending Ordinance 14/15-R-01 updating the charges the District pays for recording fees; seconded by Trustee Kerestes; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Trustee Kerestes moved to recess the Regular Meeting of the Board of Trustees to hold the Regular Meeting of the Committee of Local Improvements and to move into Closed Session in accordance with the Open Meetings Act at 5 ILCS 120/2(c), Exemption Number 11; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

The Regular Meeting recessed at 6:15 p.m.

The Regular Meeting of the Board of Trustees reconvened at 6:27 p.m. President Massier stated no votes or actions were taken or decisions made in Closed Session.

Trustee Kerestes moved to direct staff to seek professional services as discussed, utilizing confidentiality documents provided by counsel; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

There being no further business to come before the meeting, Trustee Kerestes moved to adjourn; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Donald Kerestes	Aye
Rick Pollack	Aye

Meeting adjourned at 6:28 p.m.

Clerk