

**MINUTES OF SPECIAL MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MONDAY, NOVEMBER 2, 2015**

President Massier called the Special 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 Administration Building, 3501 Kishwaukee Street, Rockford, Illinois. The following Trustees were present, representing the full membership of the Board:

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

Staff members present: Steve Graceffa, District Director; and Deborah Lyons, Executive Services Coordinator.

Others present: William Howard, Attorney for the District; and Brian Vogrinc, Vogrinc & Short, Inc.

President Massier stated the meeting was being recorded. The purpose of the meeting is to discuss personnel matters related to filling the vacancy created by Steve Graceffa's retirement.

Referring to the statement in the proposed contract, "The maximum fee...will not exceed an amount equal to 30% of the candidate's first year's total compensation," Attorney Howard asked for clarification of "total compensation".

Mr. Vogrinc stated it would be the base salary in this case.

Attorney Howard asked if the three month guarantee could be extended to six months.

Mr. Vogrinc replied yes, he would extend the guarantee to six months. If the candidate does not work out, he will continue the search, and will never charge the District more than the maximum fee.

Mr. Vogrinc stated Director Graceffa is the baseline of the skill set for the position, and asked if the requirement for a Masters Degree is firm.

President Massier stated the candidate should have a Masters Degree or the equivalent.

Mr. Vogrinc stated staff had indicated the candidate needs a good understanding of the political system. He asked if everyone agrees that the person is going to come from this area?

Trustee Jones stated he would like to keep it local, if possible.

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President Massier stated it has been published in the trade magazines as staff found to be appropriate.

District Director Graceffa stated managing the District is not the problem. The challenge is the negative voices coming from various vantage points within the community. The Director must work with both those that trust him as well as those that do not. The new person will need to be able to manage both pretty quickly. He will need to be able to wade through and manage new situations as they arise and those that have developed over the years. There are a lot of dynamics going on. They will also need to be able to deal with the Union, labor issues, and attorneys. They will need to know when to ask for more help, and when to say, "enough". Administrative skills will be needed. They will need to balance what the managers need versus what can be managed with the capital budget.

President Massier stated there are local leaders that may be interested in the position.

Mr. Vogrinc asked, "Should the candidate have a background in civil engineering?"

District Director Graceffa stated it is more administrative than it is engineering.

President Massier stated one of the former directors was very knowledgeable about sanitary districts, but was not good at administration.

Mr. Vogrinc asked, "What about someone who came out of public works, a civil engineering firm, or a construction company? They would know something about dealing with unions, cities, etc."

District Director Graceffa stated it would depend on the size. The District manages \$25 million operating and maintenance budget and a \$20 million capital program. Much of the capital management is mostly done by Engineering. You have to manage the need for more help with the capital requests and what the public is willing to pay in rate increases.

President Massier stated leaders that deal with government, with the politicians, unions, construction people, and the like would have an excellent background for the job. He would have the burden of learning the inside issues as soon as possible, but anyone would have that challenge.

District Director Graceffa stated when he started this job he was pretty green, but he went to the city council meetings and county board meetings and learned about them. Consequently, a level of trust developed. We need someone that has some prominence. Lack of knowledge of wastewater would not be a deal breaker. The candidate needs an aptitude for learning the business and the politics. A lot of directors across the state are engineers. One of them was an attorney.

Trustee Kerestes stated that beyond the job description, the candidate will have to understand all the extra things that Steve does and all that the Board expects him to do. This is difficult to define.

President Massier stated he would like Mr. Vogrinc to explore those individuals who were asked previously and turned down the offer. It would be good to have someone from a local municipality or another government.

Trustee Pollack stated he would like the candidate to be local, but he does not want to paint the District into a box. Our business includes chemistry, biology, civil engineering, and big equipment. It would be nice to have someone that is both local and has this type of experience. The more items from the list you can get in the candidate, the better.

President Massier stated the consensus of the Board is we want another Steve. The next best thing is the ability to work with outside forces will be the more important consideration.

Mr. Vogrinc asked if the Board would want to go to another community for candidates.

District Director Graceffa stated there is a skill set that is needed. This job has a public relations type side, working around or working with a situation. A strong administrator should know when a manager is pulling his leg or how to find out if that is happening. The candidate should be able to follow the trades, have common sense and an aptitude for learning the many facets of the District. Director Graceffa stated his history at the District helped him when he started as Director.

President Massier stated Steve had upper management experience. The preferred candidate would have skills to work with outside forces as well as the skills to handle internal issues.

Trustee Pollack stated the District's facility is unique. The facilities across the state have different methods of handling sludge.

Mr. Vogrinc asked what are the Board's expectations from a communications standpoint for the next person to come into this role?

District Director Graceffa stated when he began as Director, President Massier told him to let him know when there is a problem. He stated it is his habit to contact Mr. Massier if a matter requires the involvement of an attorney, if he expects something may be in the newspaper, or if something affects a number of citizens. The President can then make the call whether the other Trustees need to know. The new person will have to be comfortable making those calls.

President Massier stated he wants a director that will run the District.

Mr. Vogrinc asked the Trustees what prompted them to be interested in being a Trustee. Each Trustee briefly relayed his appointment story.

President Massier stated he enjoys the job of Trustee because their first responsibility is the environment; the second is the taxpayers.

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Trustee Kerestes moved to recess the Special Meeting of the Board of Trustees to go into Closed Session in accordance with the Open Meetings Act at 5 ILCS 120/2(c), Exemption Number 1, to discuss the employment or compensation of specific employees for the public body; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

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

The Special Meeting recessed at 6:02 p.m.

The Special Meeting of the Board of Trustees reconvened at 6:28 p.m. No votes or actions were taken or decisions made in Closed Session.

Trustee Kerestes moved to authorize the President to sign the contract with Vogrinc & Short, Inc. once the language change suggested by Attorney Howard is made; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

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

There being no further business to come before the meeting, Trustee Pollack moved to adjourn; seconded by Trustee Hawks; meeting adjourned at 6:28 p.m.

Clerk