

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
THURSDAY, DECEMBER 22, 2016**

President Massier called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District to order at 10:00 a.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
Elmer Jones	Trustee
Rick Pollack	Trustee
John F. Sweeney	Trustee

Staff present: Timothy S. Hanson, District Director; Dana Carroll and Christopher Baer, Engineering Managers; Larry McFall, Plant Operations Manager; David Cook, Supporting Services Manager; Frank Papke and Chris Black, Business Managers; Michael Robertson, ITS Supervisor/Chief Information Officer; and Deborah Lyons, Executive Services Coordinator.

Others present: William Howard, Attorney for the District.

President Massier stated the meeting was being recorded.

President Massier introduced new Trustee John Sweeney and welcomed him to the Board.

Trustee Hawks moved to approve the Minutes of the Regular Meeting of November 28, 2016; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Jones moved to elect Rick Pollack to the position of Clerk/Treasurer of the Board; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

013926

Trustee Hawks moved to appoint Rick Pollack to the position of Secretary for the Committee of Local Improvements; seconded by Trustee Jones; motion passed upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

President Massier asked Supervisor Robertson to give the WinGIS report. Supervisor Robertson stated there was a Policy Committee Meeting; moving the WinGIS facility to the same facility as RMAP and potentially merging the two entities into part of a regional planning group was discussed. A new chairman and vice-chairman were elected to the Policy Committee. An interim WinGIS director was also appointed.

Trustee Pollack stated the Investment Report for the month of November showed Total Funds invested for the month were \$26,538,408.98 and earned interest in the amount of \$12,732.60. Report placed on file.

Trustee Pollack moved to approve General Fund expenditures for the month of November 2016 in the amount of \$3,533,977.71; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Pollack moved to approve Special Assessment Fund expenditures for the month of November 2016 in the amount of \$91,792.85; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Outstanding Agreements: Staff reported no change in the status of McDonald Creek Trunk South Branch, W. State Street Reconstruction, McCurry Road Trunk Sewer Phase 4, or City of Loves Park, N. Alpine Phase 3 Roadway Improvements – Sewer Rehabilitation. Newly added is Harlem-Roscoe Fire District, Lateral Sanitary Sewer Extension – Special Assessment No. 130; the District has been approached with a request to extend sewer laterals to Fire Station No. 2 and Fire Station No. 3; a draft Agreement is being prepared.

Trustee Hawks moved to award the contract to replace District's existing IBM z114 server with a new IBM z13s server to the low responsive and responsible bidder, Levi, Ray, & Shoup, Inc., for the estimated 5 year cost of \$428,324.00; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Pollack moved to award the contract for Incinerator Building Renovation Project – Deconstruction to the sole responsive, responsible bidder, Balestrieri Environmental & Development, Inc. (Milwaukee, Wisconsin), for the sum of \$723,680.00; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Pollack moved to award the contract for Incinerator Building Renovation Project – Ash Disposal to Veolia Environmental Services, for the estimated sum of \$99,900.00 (estimate based on the samples taken prior to submitting the proposal; actual cost may fluctuate from this estimate); seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Hawks moved to approve support of Rockford Area Economic Development Council (RAEDC) in the amount of \$10,000; seconded by Trustee Pollack; motion passed upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

District Director Hanson stated this is the last Board meeting for Engineering Manager Carroll. Mr. Carroll has served at the District 16 years, and is recognized for his focus and leadership. Manager Carroll will retire on January 6, 2017, at which time a plaque will be presented to him. Mr. Carroll thanked the Board for its support and confidence.

013928

Attorney Howard stated he had one item for Executive Session in accordance with the Open Meetings Act at 5 ILCS 120/2(c)(11) to discuss probable or imminent litigation matters.

Trustee Pollack moved to approve the Plumber Bond Report for November 1 – November 30, 2016, as presented; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Company	Bond No.	Expiration
Aria Plumbing	32S521137	5/31/2017
Aria Plumbing	32S521141	5/31/2017

Trustee Jones moved to approve Collection System Repairs, 2016-2017, CIP 1754, Change Order 1, providing a thirty-one (31) day time extension to minimize the impact to private home and business owners affected by the repairs; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Pollack moved to approve Excess Flow Station, CIP 1106, Change Order 4 – Final, for delay in vegetation establishment, for a deduct of \$1,000 from the contract price and a final contract amount of \$5,198,466.11; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Pollack moved to authorize staff to proceed to obtain appraisals for the parcels in the areas of the Proposed Harlem-Roscoe Fire District Cost-Sharing Project which would extend sewer lines along Norman Avenue to Fire Station No. 2, 825 Ralston Road, and to Fire Station No. 3, 13974 Willowbrook Road; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Pollack moved to approve a formal visit by staff to BSI Engineering's corporate office in Cincinnati, Ohio, to evaluate the firm's capabilities to provide Professional Services for the Cogeneration Heat Utilization Project, CIP 1403; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Hawks moved to approve Incinerator Building Renovation Project, CIP 1508 – Consultant Amendment No. 1, changing the scope of work for an add of \$142,535.00 to the original contract price and an adjusted contract cost of \$438,680.00; seconded by Trustee Jones; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Pollack moved to approve the Waukesha Engine Repair Change Order for additional work required due to excessive wear on the main bearings on the crank shaft and additional cleanup required for an estimated add of \$22,000.00 per engine to the original contract estimate, for an estimated total contract cost of \$300,000.00 to \$325,000.00; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

In the month of November, staff responded to 9 emergencies, completed 35 services, 11 main line repairs, and 22 manhole tickets. The back-log of manhole tickets decreased slightly for the month. Crews responded to 3 mainline backups and completed 26 restoration tickets. The crews also installed a new 8" mainline on Locust Street which included 250' of 8" PVC pipe, two new manholes, and three new services.

For the month ending November 30, 2016, the Income Statement shows user fee revenue 3% under budget month to date, 5% under budget year to date. Total revenue is 2% under budget month to date, 5% under budget year to date. O&M expenses are 5% under budget year to date. The Income Statement shows \$4,267,796 net operating income through November 30, 2016. The Statement of Cash Flows shows \$4,393,866 increase in cash for the 2016-2017 fiscal year. General Fund cash ended the month at \$24,404,554. District had 113 full time positions; 110 employees were on staff, and 5 positions were vacant.

013930

Trustee Jones moved to approve the proposed ordinance to bring the District in compliance with the Local Government Travel Expense Control Act, Ordinance No. 16/17-M-07; seconded by Trustee Pollack. After discussion, **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Sweeney asked how much cash District retains in reserve for operating expenses. Staff stated it will be \$6 million in the next fiscal year, plus 50% of our debt service, or \$3.5 million.

Trustee Pollack 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)(11) to discuss probable or imminent litigation; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

The Regular Meeting recessed at 10:49 a.m.

The Regular Meeting of the Board of Trustees reconvened at 10:55 a.m. President Massier stated no decisions were made or actions taken in Closed Session.

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

Elmer Jones	Aye
Lloyd Hawks	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Meeting adjourned at 10:55 a.m.

Clerk