

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MONDAY, APRIL 24, 2017**

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 Administration Building, 3501 Kishwaukee Street, Rockford, Illinois. The following Trustees were present:

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

Staff present: Timothy S. Hanson, District Director; Joseph W. Hanley III, Esq., General Counsel; Christopher Baer, Engineering Manager; Larry McFall, Plant Operations Manager; David Cook, Supporting Services Manager; Chris Black, Business Manager; Michael Robertson, ITS Supervisor/Chief Information Officer; Susan Skinner, Legal Secretary; and Deborah Lyons, Executive Services Coordinator.

Others present: William Howard, Attorney for the District; John Voulgaris, Voulgaris Construction; and Mrs. John Voulgaris.

President Massier stated the meeting was being recorded.

Trustee Pollack moved to approve the Minutes of the Regular Meeting of March 27, 2017, and the Special Meeting of April 18, 2017; seconded by Trustee Hawks; motion passed upon roll call as follows:

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

President Massier thanked Glenn Trommels, City of Rockford, who volunteered to head the committee to replace the WinGIS director. The selected replacement individual also left. Mr. Trommels stepped in and did a great job for WinGIS.

Supervisor Robertson stated Mr. Trommels was elected Policy Committee Chair. WinGIS's move to the RMAP facility is on track to occur after the first of the month. Technology will be finalized allowing WinGIS and some of RMAP to move to County servers. Database specialist Dave Peters left; Sarah Straberg, GIS technician, was promoted to database specialist. Steve Gregg was asked to chair the Technical Committee. Some money earmarked for the director's salary will be re-directed for training for these two individuals. A couple of changes will be made to the budget but they will have no cost impact on member agencies. Additional changes will follow the merge.

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Trustee John F. Sweeney entered the meeting.

President Massier thanked Attorneys Howard and Torbert for their years of service to the District. It has been a joy and pleasure to work with them.

Trustee Pollack stated the Investment Report showed the District had \$23,781,470.80 Total Funds invested for the month of March and earned interest in the amount of \$13,411.91. Report placed on file.

Trustee Pollack moved to approve Total General Fund Expenditures To Be Approved for the month of March 2017 in the amount of \$4,260,911.07; 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 Total Special Assessment Fund Expenditures for the month of March 2017 in the amount of \$107,158.14; 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

Manager Baer reported no change in the status of the agreements for McDonald Creek Trunk South Branch; W. State Street Reconstruction, Phase 2; or McCurry Road Trunk Sewer Phase 4. Staff has been reviewing requests from additional property owners who are interested in sewer service along the Ralston Road route for the Harlem-Roscoe Fire District, Lateral Sanitary Sewer Extension – Special Assessment No. 130, as well as coordinating efforts with the Village of Roscoe for the portion of the proposed sewer lateral along Willowbrook Road. There is no change in the Soper Street (Swift Street to Westfield Road) Water and Sewer Main Improvements (Village of Winnebago) Agreement. Will James Road Sanitary Sewer Extension Cost Recovery Agreement has been added to the report and is on this meeting's Agenda for later in the meeting.

Trustee Hawks moved to award the contract for Rotork Aeration Tank Dropleg Actuators, Bid No. 17-208, to the low responsive and responsible bidder, LAI LTD., providing replacement of first generation actuators on the air regulation valves on the aeration basins with third generation actuators for the cost of \$38,840.00; seconded by Trustee Jones; motion passed upon roll call as follows:

Trustee Hawks moved to award the contract for Wireless LAN, Phase 1 (Maintenance and Laboratory buildings), to the low responsive and responsible bidder, Advanced Wireless, Inc., for the cost of \$25,017.49, for Wireless LAN; seconded by Trustee Pollack.

Trustee Jones stated given the small difference in price, he would prefer to use a local company. Supervisor Robertson stated Advanced will use Kelso-Burnett for wiring. Also, Kelso-Burnett has indicated their expertise is in wiring more than in the scope of this contract.

Motion on the floor 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 award the contract for Snow Avenue Pump Station HVAC Upgrades, CIP No. 1658, to the apparent low responsive and responsible bidder, Miller Engineering Company, for the cost of \$294,700.00, for upgrades to the heating and ventilation system at the Station; seconded by Trustee Pollack.

Trustee Jones asked if something was missed, as the bid is very low compared to the Engineer's estimate; Manager Baer stated their bid is complete.

The motion on the floor passed upon roll call as follows:

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

Manager Baer stated In-Channel Grinding Equipment is part of ongoing upgrades to the Machesney Park Pump Station. The successful bidder for this project omitted the Illinois Department of Human Rights Registration Number on their affidavit; however, staff verified via the Department of Human Rights web site that In-Channel Grinding Equipment has the Registration Number.

Trustee Hawks moved to award the contract for Equipment Procurement for In-Channel Grinding Equipment, Machesney Park Pump Station Screening Replacement, CIP No. 1663, to low responsive and responsible bidder, JWC Environmental LLC, for the sum of \$98,680.00; seconded by Trustee Pollack; motion passed upon roll call as follows:

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

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John Sweeney

Aye

Trustee Pollack moved to recognize Frank Papke at the party in his honor upon his retirement on April 28, 2017, by presenting a plaque that reads as follows:

*Frank Papke
Congratulations on Your Retirement
Thank You for 10 Years
Diligent and Faithful Service
Board of Trustees
April 24, 2017*

Motion was 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

District Director Hanson stated he had the honor of recognizing President Massier for 35 years of continuous service as District trustee; it has been an honor and a pleasure to work with him. Director Hanson presented the following award:

*In Appreciation of
Your Untiring Devotion As Our President
Rock River Water Reclamation District
Board of Trustees Honors
Donald Massier
For 35 Years of Dedicated And Faithful Service
to Our Organization and Our Community
April 24, 2017*

President Massier stated he has enjoyed serving on the Board and it has been interesting down through the years.

Attorney Howard had no report.

General Counsel Hanley introduced himself to the Board and stated it has been a great two weeks. The position has exceeded his expectations which were high. Mr. Hanley thanked Mr. Howard and Mr. Torbert for their time in getting him up to speed and in answering his questions. They have been a great resource during this time.

Trustee Pollack moved to approve the Plumber Bond Report for February 1 – 28, 2017, as presented; 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

Company	Bond No.	Expiration
Ridge Plumbing	2343471	5/31/2017

Trustee Pollack moved to approve Temporary Construction Easements for the properties at 4620 Charles Street and 4612 Charles Street as shown below; 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

Collection System Rehab 2017-2018, Capital Project No. 1854, Item No. 18
 Scott J. Herrmann (4620 Charles Street)

Collection System Rehab 2017-2018, Capital Project No. 1854, Item No. 18
 Daniel and Maria Estela Gonzalez (4612 Charles Street)

Manager Baer stated property owner Robert Vince approached District wanting to extend public sewer along Will James Road just west of New Milford Road Fire Station. This sewer extension would serve his property and five other parcels. Mr. Vince has requested a cost reimbursement agreement which staff has drawn up in accordance with District’s Policy and Code of Ordinances, Title 5, Article 3. Engineering staff recommends approval.

Trustee Hawks moved to approve Will James Road Sanitary Sewer Extension Cost Recovery Agreement with Mr. Robert Vince providing for the possible recovery of Mr. Vince’s investment to serve five (5) other parcels in addition to his own property; seconded by Trustee Pollack.

Trustee Jones asked if staff knew what the total cost of the project was going to be. Manager Baer stated the amount of recapture for the District is capped by District ordinance, based on the properties’ appraisals. The maximum value of District’s participation is around \$6,000 per lot. Once we get those numbers, we will go back and fill in the missing numbers in the Agreement.

The motion on the floor passed upon roll call as follows:

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

Trustee Sweeney moved to approve Sanitary Sewer Easement Encroachment Variance Agreement for 7262 and 7264 Chucks Way, Loves Park, allowing an encroachment of

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approximately two (2) feet into District's sanitary sewer easement at the property; 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

Manager McFall stated maintenance staff has an ongoing project to change out all of the lighting fixtures at the District to LED fixtures. The next stage is the biosolids storage building. Because of the narrow window of time in which work can be done in that building, staff wants to do the entire building at one time. The low quote came in at \$19,931.40. There will be a DCEO rebate of about \$8,704.80 for this project. The balance of the expenditure would be paid off in approximately 10 months from the realized savings from operating costs.

Trustee Jones moved to approve the Re-lighting of the Biosolids Storage Building and to award the contract for Highbay Lighting Upgrade to the low respondent, Steiner Electric, replacing sodium vapor fixtures with LED fixtures for the cost of \$19,931.40 less an estimated DCEO incentive rebate of \$8,704.80, with an approximate payback period of 0.9 years; 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 March, crews responded to 12 emergencies, and completed 52 services and 32 manholes tickets. The back-log of manhole tickets decreased for the month. Crews are in the process of televising and reviewing area CIP projects and have started working on some of them. Staff responded to 4 mainline backups during the month; the year to date number is slightly less than last year's.

For the month ending March 31, 2017, the Income Statement shows user fee revenue 10% under budget month to date, 2% under budget year to date. Total revenue is 6% under budget month to date, 2% under budget year to date. O&M expenses are 5% under budget year to date. The Income Statement shows \$4,608,199 net operating income through March 31, 2017. The Statement of Cash Flows shows \$2,746,608 increase in cash for the 2016-2017 fiscal year. General Fund cash ended the month at \$22,757,296. District had 114 full time positions; 111 employees on staff, and 4 vacant positions. The difference in the number of employees and the number of vacant positions is due to District's General Council starting during the month.

Manager Black stated the Refunding Bonds sale was planned for April 6, 2017, through competitive sale. Twenty-two (22) bids came in from six (6) firms. The winning firm was D.A. Davidson with a low bid interest rate of 2.524%. Total savings was \$1,031,000, with a present

value of \$785,400, which equals 8.7% of the refunded principal. The bonds will close on April 27, 2017. Depending on market conditions, the District may look at re-funding the 2009 Series bonds.

Manager Black thanked Manager Papke for the generosity he has shown and his patience with the many questions, and noted his thoroughness throughout the process.

Trustee Jones asked the status of the filling of vacant positions. District Director Hanson stated we are not going to fill the Engineering Construction Technician I or the Automotive Mechanic positions. We just filled the Treatment Plant Operator and the Engineering Permit positions.

Trustee Sweeney thanked everyone who took time to provide the Board's tour of the system and plant on April 18, 2017. It really helped him to see how the system operates. Mr. Sweeney expressed interest in seeing the other areas staff mentioned during the tour.

There being no further business to come before the meeting, Trustee Hawks moved to adjourn; 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

Meeting adjourned at 5:52 p.m.

Clerk