

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ROCK RIVER WATER RECLAMATION DISTRICT  
DECEMBER 20, 2019**

Massier called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District to order at 10:15 a.m. and advised that the meeting was being recorded. The meeting was held in the Board Room at the Graceffa Administration Building, 3501 Kishwaukee Street, Rockford, Illinois. The following Trustees were present:

Donald Massier	President
Elmer Jones	Vice President
Rick Pollack	Clerk/Treasurer
John F. Sweeney	Trustee
Ben Bernsten	Trustee

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Human Resources; Chris Black, Director of Finance; Joseph Hanley, Legal Director; Jim Reader, Director of Collection Systems; Larry McFall, Director of Plant Operations; Greg Cassaro, Assistant Director of Plant Operations; Mike Robertson, CIO, and Susan Skinner, Executive Services Coordinator.

Pollack moved to approve the minutes of the Regular Meeting of November 18, 2019; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John F. Sweeney	Aye

Jay Graham, Graham Spencer, gave a presentation regarding the initial phase of the District's re-branding initiative project.

Pollack stated the Investment Report reflected \$38,275,469.02 total funds invested for the month of November, 2019, and earned interest in the amount of \$60,925.52. Total Fund Balances are \$45,495,224.65, and Investment Account Total is \$45,495,224.65. Report placed on file.

Pollack moved to approve Total General Fund Expenditures for the month of November, 2019, in the amount of \$4,170,490.35, and Total Special Assessments at \$126,847.10; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
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Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John F. Sweeney	Aye

Regarding Old Business, Baer reported no changes to McDonald Creek Trunk South Branch (Machesney Park).

Sweeney moved to award a cooperative procurement award for a 2020 Ford F550 Crew Cab 4WD Cab and Chassis (including license and title) to Rock River Ford, at a cost of \$43,416.00; seconded by Pollack; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to approve a sole source award for edge switches to American Digital in the amount of \$ 32,044.52; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to approve the following Board Meeting dates for 2020:

January 27	July 27
February 24	August 24
March 23	September 28
April 27	October 26
May 18	November 16
June 22	December 14

All meetings to take place at 5:15 p.m. at Rock River Water Reclamation District – Board Room; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Hanley initiated a discussion regarding an amended and restated IGA for Property Tax Assessment Complaint Intervention. No vote was taken. Discussion will continue at a future meeting.

Hanley initiated a discussion regarding amendments to Title 2 of the District Code of Ordinances. No vote was taken. Discussion will continue at a future meeting.

Scott-Valdez provided an update regarding HR Department initiatives, achievements for the previous month, and future plans, including employment, system improvements, organizational development, benefits and branding.

Jones moved to approve the following plumbing contractors' updated bonds and completed registration for the District's 2019-2020 Plumber Registration from November 1-30, 2019:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Expiration</u>
1. Advantage Plumbing & Drain, Inc.	PV	6117940	5/31/2020
2. Anderson Plumbing & Heating	PV	2425567	5/31/2020
3. Briarwood Builders, Inc.	PV	63047649	5/31/2020
4. Ceroni Piping	CO	400SM2070	5/31/2020
5. Ceroni Piping	PU	400SV1730	5/31/2020
6. Ceroni Piping	PV	400SV1728	5/31/2020

seconded by Pollack; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to approve Sanitary Sewer Service Connection Variance Agreement for 7248 Laurel Cherry Drive, PIN 12-26-304-032; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to approve Change Order No. 1, Cherry Valley Lift Station Pump 2 and 3, Cap. Proj. 1911, Gasvoda & Associates, Inc.; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to approve Change Order No. 1, Substation 3-6 Electrical Upgrades, Cap. Proj. 2023, Special Power, Inc.; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to authorize District’s Executive Director to execute a purchase order with Winnebago Landfill Company for the disposal of Winnebago wastewater lagoon bio-solids at the quoted unit price of \$32/ton not to exceed \$ 137,600.00; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to approve Professional Services Contract for Geotechnical Investigation, Cavendish Drive Sanitary Sewer Extension, Special Assessment No. 134; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Pollack moved to approve Professional Services Contract for Geotechnical Investigation, Shelburne Drive Sanitary Sewer Extension, Special Assessment No. 135; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye



Cassaro presented the Plant Operations Monthly Snapshot and Trend Report for the previous month.

Reader provided a status of Collection Systems activity regarding sewer main line cleaning, televising crews, pipe replacement, manhole ticket backlog breakdown and manhole restoration for the month of November, 2019.

Black reported that, as of the end of November, 2019, total revenue is 1.9% below budget YTD, O&M expenses are 1.1% below budget YTD; operating income reflects \$4.9M, and the Statement of Cash Flows shows an increase of \$8.2M. The General Fund ended the month at \$39M.

At 12:00 p.m., Pollack moved to adjourn the regular meeting; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

  
Clerk