

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
WEDNESDAY, DECEMBER 23, 2015**

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 |
| Donald Kerestes | Clerk/Treasurer |
| Elmer Jones | Trustee |
| Rick Pollack | Trustee |

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 and Technology Services Supervisor; and Deborah Lyons, Executive Services Coordinator.

Others present: William Howard, Attorney for the District; and Warren Stahl, City of Rockford.

President Massier stated the meeting was being recorded.

Attorney Howard requested that the Closed Minutes of November 23, 2015, be discussed in Closed Session under 5 ILCS 120/2(C)(21).

Trustee Jones moved to approve the Minutes of the Regular Meeting of November 23, 2015; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

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

Warren Stahl stated all of the City's projects are finishing up for the year and there are no new projects for him to report on at this time.

President Massier stated the WinGIS fly-over has been completed. The new photography is available to WinGIS agencies and to the general public. Mr. Massier stated Michael Robertson handles WinGIS for the District and does a great job.

"Employee Retirement" was struck from the Agenda.

013835

Trustee Kerestes stated the Investment Report showed Total Funds invested for the month of October was \$22,183,188.52, and earned interest of \$8,515.73. Report placed on file.

Trustee Kerestes moved to approve General Fund expenditures for the month of November 2015 in the amount of \$2,730,504.44; 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 |

Trustee Kerestes moved to approve Special Assessment expenditures for the month of November 2015 in the amount of \$375,085.14; 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 was no change in the Status of Outstanding Agreements during the month of November, but staff has meetings scheduled for the Harrison Avenue and Fisher – Haskell projects.

President Massier stated the District prepared a document for the Village of Rockton. Is there a time frame for their response?

Engineering Manager Carroll stated the District prepared a Letter of Understanding that the District was willing to cooperate with the Village. Investigation work was needed on their current system, and we were willing to do that. Manager Carroll believes they are working on the matter.

District Director Graceffa requested that the personnel matter be moved to Closed Session under 5 ILCS 120/2(C)(1), to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Trustee Pollack moved to grant the request made by the Chicago Rockford International Airport for Airport Sanitary Sewer Extension, Project D, CIP No. 1601, providing for the District's participation in 50% of the project construction cost as programmed for many years as a cooperative effort to abandon old existing sewers located in the secure perimeter of the airport, in addition to serving the new AAR Corp maintenance, repair and overhaul (MRO) and RVC training facilities; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

| | |
|----------------|-----|
| Elmer Jones | Aye |
| Lloyd Hawks | Aye |
| Donald Massier | Aye |

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| Donald Kerestes | Aye |
| Rick Pollack | Aye |

Trustee Pollack moved to award the Generator Preventative Maintenance Bid, Bid No. 15-233, to the low responsive/responsible bidder, Rush Power Systems, for a total cost of \$70,164.00 over a 36 month term; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

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

Attorney Howard had one item for Closed Session.

Trustee Jones moved to approve the Plumber Bond Report for November – December 2015 as presented; 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 |

| Company | Bond No. | Expiration |
|-----------------------------|----------|------------|
| Anderson Plumbing & Heating | 71726950 | 5/31/2016 |

Engineering Manager Carroll stated there were no Easements or Annexations for the month of November.

Trustee Jones moved to approve staff including Unsewered Area Proposed Project – Dorthea Avenue/ Prairie Place, Machesney Park, in the upcoming budget in the amount of \$580,000.00; seconded by Trustee Pollack; **motion passed** upon roll call as follows:

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

Trustee Pollack moved to approve School District 205, Welsh School Sewer Abandonment and Easement Vacation; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

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

013837

Trustee Kerestes moved to approve Fairview Blvd. and Guilford Road Sewer Replacement, CIP No. 1605, Change Order No. 1, resulting in a net deduct of \$8,895.00 from the price of the contract for a total contract cost of \$516,104.00; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

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

Plant Operations Manager McFall stated he had nothing to bring before the Board.

Supporting Services Manager Cook stated in the month of November District staff responded to 10 emergencies, completed 22 services, 12 main line repairs, and 25 manhole tickets. The back-log of manhole tickets continued to decrease for the month. Crews also responded to 3 mainline backups and completed 28 restoration tickets.

Business Manager Papke stated for the month ending November 30, 2015, the Income Statement shows user fee revenue 8% under budget month to date and 7% under budget year to date. Total revenue is 6% under budget month to date and 2% under budget year to date. O&M expenses are 5% under budget year to date. The Income Statement shows \$2,497,254 net operating income through November 30, 2015. The Statement of Cash Flows shows \$1,635,652 increase in cash for the 2015-2016 fiscal year. General Fund cash ended the month at \$21,184,555. The District had 111 full time positions as of November 30 and 109 employees on staff. Open positions were the Land Survey/Right of Way Coordinator and Engineering Construction Tech I.

Trustee Pollack inquired why only one of the positions is on the District's web site. Engineering Manager Carroll stated staff will not fill the Land Survey/Right of Way Coordinator position at this time.

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), Exemptions Number 1 and 21; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

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

The Regular Meeting recessed at 10:19 a.m.

The Regular Meeting of the Board of Trustees reconvened at 11:11 a.m. No actions were taken or decisions made in Closed Session.

Trustee Jones moved to approve the minutes of the Closed Session of November 23, 2015, as amended by Attorney Howard; 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 |

Trustee Jones moved to authorize President Massier to make an offer of employment to the candidate at his discretion on behalf of the Trustees; 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 Board directed staff to set up a Special Meeting of the Board to have dinner with District Director Graceffa and his wife, the managers and their wives.

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 |
| Donald Kerestes | Aye |
| Rick Pollack | Aye |

Meeting adjourned at 11:20 a.m.


Clerk

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