

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MONDAY, FEBRUARY 27, 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
John F. Sweeney	Trustee

Staff present: Timothy S. Hanson, District Director; Christopher Baer, Engineering Manager; 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: Robert Torbert, Attorney for the District.

President Massier stated the meeting was being recorded.

Trustee Pollack moved to approve the Minutes of the Regular Meeting of January 23, 2017; 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

President Massier asked Supervisor Robertson to report on WinGIS. Supervisor Robertson stated WinGIS will be moving from the County Administration Building to the RMAP facility; these two entities do a lot of work together. Also, Dave Peters has resigned from WinGIS so the subcommittee will be looking for a replacement.

Trustee Pollack stated the Investment Report showed the District had \$22,196,922.97 Total Funds invested for the month of January and earned interest in the amount of \$13,330.88. Report placed on file.

Trustee Hawks moved to approve General Fund expenditures for the month of January 2017 in the amount of \$2,977,131.66; seconded by Trustee Jones; **motion passed** upon roll call as follows:

013938

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

Trustee Hawks moved to approve Special Assessment Fund expenditures for the month of January 2017 in the amount of \$32,197.45; 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

Staff reported no change in the status of the Outstanding Agreements for McDonald Creek Trunk South Branch; W. State Street Reconstruction, Phase 2; or McCurry Road Trunk Sewer Phase 4, City of Loves Park. Staff has received the executed Agreement for N. Alpine Phase 3 Roadway Improvements – Sewer Rehabilitation back from the City of Loves Park and it is on the Agenda for approval later this evening. There is no change in the status of Harlem-Roscoe Fire District, Lateral Sanitary Sewer Extension – Special Assessment No. 130.

Trustee Hawks moved to award the contract for Manhole Frames, Lids, & Rings to the low responsive and responsible bidder, Neenah Foundry, for the cost of \$95,560.00 for a one year term; seconded by Trustee Pollack. The decrease from last year's price was noted. **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 Pavement Repairs – Large Patches to the low responsive and responsible bidder, Norwest Construction, for the cost of \$268,400.00 for a one year term; 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 Jones moved to award the contract for Pavement Repairs – Small Patches to the low responsive and responsible bidder, Stenstrom Excavation and Blacktop Group, for the cost

of \$241,400.00 for a one year term; seconded by Trustee Pollack. Following discussion regarding the large price increase from last year, **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 approve staff's request to accelerate the process of hiring in-house counsel and legal secretary; 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

Staff presented information regarding naming the new Administration Building and making a presentation to the honoree at the end of May or in June. Location and material options were discussed. Options included a stone set in front or to the side of the building, a plaque on the building, or a sign above the door. Staff noted that a stone may require multiple plaques for the inscription to be readily viewable from multiple directions. The flag pole lighting may be utilized for added visibility.

Attorney Torbert had no report.

Trustee Pollack moved to approve the Plumber Bond Report for January 1 – 31, 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
Briarwood Builders, Inc.	63047649	5/31/2018
Molitor Plumbing, LLC	7187781	5/31/2017
Overflow Plumbing	63024800	5/31/2017

Trustee Pollack moved to approve N. Alpine Road Reconstruction Phase 3, Intergovernmental Agreement with the City of Loves Park, replacing a section of sewer below Alpine Road; seconded by Trustee Hawks; **motion passed** upon roll call as follows:

Elmer Jones	Aye
Lloyd Hawks	Aye

013940

Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Trustee Jones moved to approve Collection System Repairs, 2016-2017, (CIP 1754) Change Order No. 2 – Final, approving an adder of \$11,336.82 for payment for additional work including removal of concrete encasement at three (3) locations (\$5,334.94), rock removal at one (1) location (\$1,092.64), change from a standard manhole to a drop manhole (\$3,181.07), and installation of concrete encasement at a creek crossing (\$1,728.17); and a deduct in the amount of \$3,714.75 for an unneeded traffic control allowance; for a net contract addition of \$7,622.07 and a final revised contract amount of \$741,222.07; 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 Easement Encroachment Request - 5009 Park Valley Drive, Loves Park, and the formal Sanitary Sewer Easement Encroachment Variance Agreement allowing the petitioners to construct an aboveground pool that will encroach approximately five (5) feet into District's easement at the property; seconded by Trustee Jones. Attorney Torbert advised that the Agreement stipulate the depth allowed or state that it is for an above ground pool. Following discussion regarding indemnification, **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 approve Easement Vacation - Board of Trustees of Community College District 501 (Rock Valley College), vacating the old and abandoned sewer at the Classroom I addition; 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

Staff stated the Engineering Department has enough Professional Engineers and requested the Engineering Construction Tech II position be repurposed to be an Engineering Technologist – Designer position to better meet actual needs of the Department. The Permit Clerk has some ability in CAD and GIS that staff wants to utilize fully. Staff also requested that position be upgraded.

Trustee Pollack moved to approve the repurposing of the Engineering Construction Tech II position to Engineering Technologist – Designer and to approve the posting of any and all positions that may be vacated due to upward movement within the District; 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

Staff stated there are plans to cross train employees. The Board supported this plan.

Plant Operations Manager McFall had no report.

In the month of January, District staff responded to 13 emergencies, completed 40 services, 4 main line repairs, and 27 manhole tickets. The back-log of manhole tickets decreased slightly for the month. Crews also responded to 2 mainline backups.

Staff requested the Board plan a tour of District projects in the month of April. After discussion, the Board's consensus was to set a tour date of April 18, 2017, for 9:00 a.m. until approximately 2:00 p.m., lunch to be taken during the tour.

For the month ending January 31, 2017, the Income Statement shows user fee revenue 1% under budget month to date, 3% under budget year to date. Total revenue is 1% under budget month to date, 3% under budget year to date. O&M expenses are 5% under budget year to date. The Income Statement shows \$4,497,016 net operating income through January 31, 2017. The Statement of Cash Flows shows \$1,661,519 increase in cash for the 2016-2017 fiscal year. General Fund cash ended the month at \$21,672,207. District had 113 full time positions; 110 employees on staff, and 4 vacant positions.

Staff presented the detail documents for the 2017-2018 Budget. The Board had no comments or questions on the information provided.

Trustee Pollack moved to approve Ordinance No. 16/17-B-02, A Tentative Combined Annual Budget and Appropriations Ordinance for the Rock River Water Reclamation District for the Fiscal year Beginning May 1, 2017, and Ending April 30, 2018, as presented by staff; 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

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

013942

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

Meeting adjourned at 5:50 p.m.

Clerk