

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
FRIDAY, DECEMBER 22, 2017**

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

Donald Massier	President
Elmer Jones	Vice President
Rick Pollack	Clerk/Treasurer
Ben Bernsten	Trustee

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

President Massier stated the meeting was being recorded.

Trustee Pollack moved to approve the minutes for the Regular Meeting of November 27, 2017; seconded by Trustee Jones; motion passed upon roll call as follows:

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

Trustee John F. Sweeney entered the meeting.

President Massier asked Supervisor Robertson to present the WinGIS report. Robertson stated the WinGIS Policy Committee met and Steve Gregg was hired as permanent Director. The formal process of WinGIS' integration into Region 1 Planning Council (R1PC), the new Planning Commission, is taking shape. The Planning Commission had its first meeting. District Director Hanson represents the District both on the Policy Committee and at the R1PC meetings. The two agencies are technically merged into one organization but some things remain to be done. The organization will meet bi-monthly.

President Massier stated the Regional Planning Council (RPC) is forming. It is broader than WinGIS, involving two counties, and more comprehensive than WinGIS. President Massier has asked Director Hanson to represent the District in this organization.

014017

President Massier stated he wants to ensure staff is fairly compensated. This matter was moved to Closed Session to be discussed under the Open Meetings Act, 5 ILCS 120/2(c)(1), employee compensation, and 120/2(c)(2), salary schedules.

Trustee Pollack stated the Investment Report showed the District had \$25,642,306.47 Total Funds invested for the month of November and earned interest in the amount of \$20,834.55. Report placed on file.

Trustee Pollack moved to approve Total General Fund Expenditures to Be Approved for the month of November 2017 in the amount of \$4,541,861.43; seconded by Trustee Bernsten; motion passed upon roll call as follows:

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

Engineering Manager Baer reported no change in the status of the McDonald Creek Trunk South Branch, W. State Street Reconstruction, Phase 2, or McCurry Road Trunk Sewer, Phase 4 agreements.

District Director Hanson stated the Household Hazardous Waste Site is currently located at the District plant. The City and the District have discussed moving the site to District's property at Martin and Kishwaukee. The site needs to be easily accessible for the public but for security reasons needs to be moved off plant. Discussions have been held with the appropriate parties. Staff proposes the District put a fence around the proposed site. Staff will work on an agreement with the City, anticipating a move in early spring.

District Director Hanson requested an Engineering position be added to staff. Work at the plant is mounting and more Engineering Department work is coming up elsewhere. Anticipated cost is \$150,000/year.

Trustee Jones moved to add an Engineering position to District staff as discussed; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Counsel Hanley requested Closed Minutes Review discussion pushed back temporarily.

Counsel Hanley stated a law was recently passed requiring all municipalities adopt an ordinance or resolution establishing a sexual harassment policy. The District's current policy is a

little broader. Staff has incorporated the language set forth in the Act as well as District's current policy into a new policy. The proposed policy replaces District current harassment policy. Staff also requests sexual harassment training for management.

Trustee Pollack moved to adopt Ordinance No. 17/18-M-12, An Ordinance Adopting a Policy Prohibiting Sexual Harassment; seconded by Trustee Bernsten. The Board encouraged staff to pursue training for current employees as well as including it in an orientation for new employees. The motion on the floor passed upon roll call as follows:

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

Counsel Hanley presented the Sanitary Sewer Vacation Agreement between Swedish American Hospital and the District. Swedish American has already executed the Agreement which gives sewer line to the Hospital and relieves the District of any future responsibility for it.

Trustee Pollack moved to approve the Sanitary Sewer Vacation Agreement between Swedish American Hospital and the District as presented by staff; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Trustee Jones moved to release portions of the Closed Minutes as proposed by Counsel Hanley; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Trustee Sweeney moved to approve the Plumber Bond Report for the month of November 2017 as presented; seconded by Trustee Bernsten; motion passed upon roll call as follows:

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

014019

Company	Type	Bond	Expires
ASAP Remodeling, Inc.	Public Bond	615990322	5/31/2018

Trustee Pollack moved to approve Sanitary Sewer Vacation and Easement Agreement, OSF Saint Anthony Medical Center - Roxbury Road providing vacation of a section of sewer per the Hospital's request and also providing an easement for District; seconded by Trustee Bernsten; motion passed upon roll call as follows:

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

Trustee Pollack moved to approve Machesney Park Pump Station Screening Replacement, CIP 1663, Change Order No. 1 providing deducts of \$1,975 for change of material and \$2,125 for removal of Class 1 Division 1 electrical disconnects in the screen room, and adders of \$2,388.75 for installation of new RTU antennae cable and conduit, \$656.25 for an addition to existing PCC generator pad, \$3,084.86 for replacement of roof nailer, and \$1,664.61 for stainless steel bar rack and grating alterations; for a total add of \$3,694.47 to the contract price and a new contract price of \$47,594.47; seconded by Trustee Jones; motion passed upon roll call as follows:

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

Trustee Pollack moved to approve Rock Street Sanitary Sewer Repairs, CIP 1820, Change Order No. 1 providing a time extension required by delays in obtaining the permit to work within Canadian National Railway Right-of-Way, setting a new completion date of May 31, 2018; seconded by Trustee Bernsten; motion passed upon roll call as follows:

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

Trustee Jones moved to approve 2017-18 Collection System Repairs, CIP 1834; Change Order No. 1 – Final for adders of \$2,872.76 to include additional work to two (2) collection system repairs and \$5,987.50 for additional traffic control for structural main line repair and reconnection of an existing service, for a total additional cost of \$8,860.26 and a final contract price of \$614,860.26; seconded by Trustee Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
--------------	-----

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

Plant Operations Manager stated staff has discovered a split forming in a bulk polymer tank wall. Ultimately, failure is imminent and staff will need to issue an emergency purchase order for replacement of the tank. Estimated cost is \$20,000 - \$30,000.

District Director Hanson reported Supporting Services had a solid month. Staff finished the work planned for the year. The number of mainline backups has been trending downward over the last several years. We had 21 mainline backups at the end of the month of November, which is a new record low. Crews are doing a good job. Moving forward, staff will be cleaning and lining in a more efficient manner.

Business Manager Black stated for the month ending November 30, 2017, the Income Statement shows total revenue is 4% under budget month to date and 1% over budget year to date. The District has received most of the property tax receipts for the year and most of the replacement tax revenues, so will be depending more on user fee revenues for the remainder of the year. O&M expenses are 3% under budget year to date. The Income Statement shows \$4,392,871 net operating income through November 30, 2017. The Statement of Cash Flows shows \$2,160,822 increase in cash for the 2017-2018 fiscal year. General Fund cash ended the month at \$24,420,932. District had 115 full time employee positions and 114 employees on staff.

Business Manager Black stated the federal income tax reform bill prohibits advanced refunding of the 2009 Series Bonds at this time. If interest rates are favorable we can proceed with the refunding next fall.

Business Manager Black stated District's property tax levy request was approved earlier in the year; however, staff has learned the District does not have to submit it as early in the year as previously thought. If we do not increase the levy from the prior year, we would decrease we need to decrease the levy request by \$122,900 based. We cannot revise the property tax levy request ordinance and submit it to the County Clerk by the required deadline. However, we can revise the final levy in another manner. The item will be brought to the Board for consideration at the January meeting.

Discussion followed regarding the appropriate use of funds generated through the levy and other venues.

Trustee Sweeney 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), Exception Numbers 1 and 2 to discuss compensation and salary schedules, and Exception Number 11 to discuss probable or imminent litigation; seconded by Trustee Pollack; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye

014021

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 11:45 a.m. President Massier stated no decisions were made or actions taken in Closed Session.

Trustee Jones moved to adjust management's salary step from 14S to 15S per Closed Session discussion; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

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

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

The Regular Meeting of the Board of Trustees adjourned at 11:46 a.m.

Clerk