

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MONDAY, MAY 21, 2018**

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 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, District Director; Joseph W. Hanley III, Esq., General Counsel; Christopher Baer, Engineering Manager; Larry McFall, Plant Operations Manager; Jim Reader, Supporting Services Manager; Chris Black, Business Manager; Michael Robertson, ITS Supervisor; Susan Skinner, Executive Services Coordinator.

President Massier stated that the meeting was being recorded.

Trustee Pollack moved to approve the minutes of the Regular Meeting of April 23, 2018; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Trustee Pollack moved to approve the minutes of the Public Hearing of April 23, 2018; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

There were no requests for Public Participation & Correspondence/Possible Board Action and no Appearances Before the Board.

Trustee Pollack moved that no changes be made to officer positions on the RRWRD Board of Trustees; seconded by Trustee Sweeney; motioned passed upon roll call as follows:

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

President Massier congratulated Trustee Bernsten on his new appointment as President of Goodwill Industries of Northern Illinois.

Trustee Pollack stated the Investment Report showed the District had \$24,178,152.59 total funds invested for the month of April and earned interest in the amount of \$28,501.29. Report placed on file.

Trustee Pollack moved to approve Total General Fund Expenditures for the month of April, 2018 in the amount of \$3,256,240.06; 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

No Disconnect Hearings.

Regarding Status of Outstanding Agreements, Engineering Manager Baer reported no changes in the statuses of the McDonald Creek Trunk South Branch or W. State Street Reconstruction, Phase 2.

Staff recommended award of contract to cover installation of 98 sanitary sewer cleanouts and replacement of four sanitary sewer services. Engineering Manager Baer explained that this project will reduce current backlog of service repairs and service back-ups caused by root infestation in District Drainage Basin 66. Trustee Jones moved to award the contract to the low, responsive, responsible bidder, N-Trak Group, LLC, for the sum of \$657,076.99; 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

Director Hanson announced the retirement of Karen Dinse on June 16, 2018. A reception will be held in her honor at the District on June 15 at 2 p.m.

Hanson proposed hiring an Assistant Plant Operations Manager. A Compliance Officer has been budgeted; however, the management structure lends better to adding an Assistant Plant Operations Manager. Job will be posted after Memorial Day. The pay grade will remain the same as for a Compliance Officer. In the interest of safety, weekend shifts which are now scheduled at two 12-hour shifts will change to three eight-hour shifts. Trustee Pollack moved to approve the hiring of an Assistant Plant Operations Manager; 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

Director Hanson announced that, as of the Winnebago County Board Meeting of May 15, 2018, Don Massier has been re-appointed to the Board of Trustees of the Rock River Water Reclamation District. Board members, Hanson and staff offered their congratulations to President Massier on his reappointment. Massier offered his gratitude to the Board, Hanson and staff.

General Counsel Hanley proposed the passage of Resolution 18/19-01 authorizing the District as a Co-Applicant for Federal EPA funding for Colman Village. Hanley explained that the City of Rockford, in partnership with Winnebago County, Rock Valley College, Rockford Local Development Corporation and the District, is seeking grant funds from the U.S. Economic Development Administration to offset public infrastructure costs. As District facilities will benefit from these granted funds, the District must be a co-applicant on the funding request. The City of Rockford will match the level of funding from the Federal Government. There is no financial commitment that needs to be made by the District. Hanley noted that the District has agreed to contribute up to \$322,500 for sanitary sewer improvements, but this is unrelated to the grant application. The resolution would also grant the District Director the authority to complete and sign the District's portion of the grant application. Trustee Jones moved to approve the Resolution/authorization; seconded by Trustee Sweeney. Prior to a vote, Trustee Pollack expressed his concern with the District contributing any dollar amount to this project without first meeting with the City for a more specific explanation as to how District dollars for this project would be used. Hanson confirmed that he will arrange for a City representative to meet with the Board to answer all related questions prior to the next Board meeting. Hanley offered an additional option of amending the proposed resolution to strike the specific dollar amount of \$322,500 committed by the District for the Resolution.

Trustee Sweeney motioned to strike the specific dollar amount from Resolution 18/19-01; 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

Trustee Bernsten then motioned to approve Resolution 18/19-01 as amended; 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

Hanley proposed approval of Resolution 18/19-02, which releases a specific section of closed meeting minutes dated December 22, 2017. Hanley explained that, if discussion is needed, the matter may be addressed in closed session; if not, the vote to release may take place in open session. In the absence of further discussion, Trustee Pollack motioned to approve Resolution 18/19-02; 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

Hanley proved a “follow up” from last month’s meeting regarding implementation of a draft Employee Policy addressing the employment of relatives. In the absence of any concerns/comments from the Board since the last meeting, Hanley advised that he will proceed with implementation of the policy. No Board vote is necessary.

Engineering Manager Baer advised there are no Plumbers Bond Report, easements or annexations to report or approve.

Baer provided an update to Fuller Creek project. On Friday, May 18, District staff met with the disgruntled property owner at 9797 Cunningham Road. Baer advised that District staff had met with the owner on the previous Monday and agreed on a mutually-acceptable schedule. However, when the contractor arrived to work on the property, the owner denied access. Baer advised that the District staff has gone above-and-beyond with customer support and has consistently provided courteous, respectful service to this property owner. District is on a tight timeframe to complete the project due to the weather. Due to delays initiated by the property

owner denying access to the contractor, additional cost will be incurred. Baer expects that the property owner will be requesting a meeting with the Board of Trustees. Director Hanson advised that the contractor would have completed the work on Friday had he been allowed access to the property.

Trustee Pollack moved to approve Change Order No. 3 – Fuller Creek Trunk Sewer, Phase C; 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 approve Change Order No. 2 – Rock Street Sanitary Sewer Repairs; 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

Trustee Jones moved to approve Change Order No. 1, Final – Cameron Avenue Sanitary Sewer Upsizing; 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 approve Change Order No. 1, Final – Horace Avenue Sanitary Sewer Reconstruction; 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

Staff requested and Trustee Sweeney moved to 1) hold existing contract open to allow contractor to complete line repair and 2) authorize District Director to approve Contract B, 2017-18 Sanitary Sewer Lining up to \$80k; 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

Staff recommended awarding Professional Services Contract for Dewatering Floor System Analysis/Enhancements to Hanson Professional Services, Inc., for \$15,745. Trustee Pollack moved to approve; 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

Baer advised Board of request from Tullocks Woods Homeowners Association to consider installing public sanitary sewer utilizing Districts' cost-sharing program. Association discovered issue with water lines crossing septic field lines and is concerned about contamination of wells. Anticipated preliminary total estimated project cost is \$10,622,508. Staff requested authorization to obtain appraisals, begin preliminary conceptual design for more accurate budgetary costs, and to conduct an Informational Meeting with residents of Tullocks Woods.

Approval of request failed upon roll call as follows:

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

Operations Manager McFall explained that, after discovering that the District's influent screens were at the end of their life cycle, the District began a search for a suitable repair or replacement for the screens. Traditionally, bar screens have been used; however, they do not do the best job of screening, as they only capture debris from one dimension. A new design called a perforated screen is now available that captures debris in two directions. District staff consulted with the current bar screen supplier to determine feasibility of rebuilding the old screens. They

discovered that the current screens are now obsolete, and cost to overhaul them would be approximately \$491K, which is close to the cost of purchasing new screens. A lengthy study was conducted to determine how best to upgrade the screening process. McFall explained the process undertaken to review various product considerations and reviews of vendors. Ultimately, staff recommended approval of a purchase order to FSM. Trustee Pollack moved to approve issuing a purchase order to FSM for an amount not to exceed \$581,200; 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

Supporting Services Manager Jim Reader reported status of sewer main line cleaning, televising crews, pipe replacement, and manhole ticket backlog breakdown for the month of May, 2018.

Reader then discussed purchase of a replacement vactor truck (included in 2018-19 budget). Based on staff research, proposed equipment best meeting District needs, and that the product can only be purchased directly from the manufacturer, Trustee Jones motioned to approve the purchase of a vactor truck from Vac-Con as a sole-source purchase. Total cost as purchased through the N.J.P.A. purchasing cooperative is \$461,930. With trade-in value of current truck at \$100,000, final cost is \$361,930. Trustee Sweeney seconded the motion; motion passed upon roll call as follows:

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

Business Manager Black reported that, for the Business Report ending April 30, 2018, total revenue is two percent over budget year-to-date, operating expenses are one percent under budget YTD, income statement shows \$5,318,491 net operating income, \$5,210 increase in cash flow for FY2018, and general fund cash balance at \$22,265,320. The total authorized full-time positions are 115, and all are filled.

Trustee Bernsten motioned to recess regular meeting; seconded by Trustee Sweeney; motion pass upon roll as follows:

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

Regular Meeting recessed at 6:02 p.m. for a closed session.

Regular Meeting reconvened at 6:10 p.m.

President Massier stated that no vote had been taken during the closed session.


Trustee Sweeney moved to authorize staff to settle the agreement related to Procision Boring litigation and to authorize the District Director to execute said agreement; 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

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 6:12 p.m.


Clerk