

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
OCTOBER 26, 2020
5:15 P.M.**

The Rock River Water Reclamation District Board of Trustees and staff met via WebEx.

In accordance with the Government Emergency Administration Act and State of Illinois Executive Order in Response to COVID-19 (Executive Order No. 5), Section 6, the public was invited to participate and listen to the meeting via WebEx (audio only). Members of the public were welcome to dial-in to the Regular Meeting of the Board of Trustees and Meeting of the Committee of Local Improvements as follows: (408) 418-9388 (U.S. Toll) or (844) 992-4726 (U.S. Toll-Free); Access Code: 146 574 8319. Members of the public were allowed to address the Board via teleconference but were not allowed to participate in person.

Pollack called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District to order at 5:15 p.m. and advised that the meeting was being recorded.

The following Trustees were present:

Rick Pollack	President
John Sweeney	Vice President
Ben Bernsten	Clerk/Treasurer
Don Massier	Trustee
Elmer Jones	Trustee

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Management Services; Jim Reader, Director of Collection Systems; Joseph Hanley, Legal Director; Larry McFall, Director of Plant Operations (Emeritus effective December 23, 2020); Greg Cassaro, Director of Plant Operations; Ed Fitzgerald, Manager of Internal Services, Susan Skinner, Executive Services Coordinator, Lisa Mittel, Finance Supervisor, and Kwame Calvin, Risk Manager.

Craig Williams, ClientFirst, was absent.

Massier moved to approve amendment of the minutes of the Regular Meeting of September 28, 2020, to include the Treasurer's report of Special Assessment Total Expenditures and to approve the minutes as amended; seconded by Pollack; motion passed upon roll call as follows:

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

John Sweeney Aye

No members of the public addressed the Board.

Bernsten stated the Investment Report reflected \$40,479,601.86 total funds invested for the month of September, 2020, and earned interest in the amount of \$12,883.34. Total Investments are \$49,400,996.45. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of September, 2020, in the amount of \$4,317,868.83, and Total Special Assessments in the amount of \$481,671.35; seconded by Massier; motion passed upon roll call as follows:

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

Regarding Old Business, Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park) or West State Street Sanitary Sewer Improvements (City of Rockford). No Board action required.

Massier moved to award a contract to provide physical security service, Bid #20-208, to the low responsive and responsible bidder, Security Pro Intel of Loves Park, Illinois, at a cost of \$65,713.20 over a three-year term, and optional alarm system monitoring at Kishwaukee Street and Torque Road locations for the cost of \$10,800.00 over the same three-year term; seconded by Jones; motion passed upon roll call as follows:

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

Massier moved to award a contract for RFP #20-214, Website Redesign, to Graham Spencer at a fixed costs of \$67,050.00, other costs of \$1,750-\$5,040 based on need, and \$689/year for hosting, plug-ins and apps; seconded by Sweeney; motion passed upon roll call as follows:

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

Massier moved to award a contract for IBM Data Storage, to LRS, at a cost of \$47,505.00; seconded by Jones; motion passed upon roll call as follows:

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

Hanson reminded that, due to the Thanksgiving holiday, next month's Board and Committee Meetings will be held on Monday, November 16, 2020. Hanson then welcomed new Manager of Internal Services, Ed Fitzgerald. Hanson advised that eight District employees will retire at the end of December, 2020. To date, all but one vacancy created by these retirements has been filled. The remaining opening was approved for posting today. Hanson commended Scott-Valdez and her team for a job well-done. Hanson advised that the first budget strategy meeting took place in the past week. Recognizing that deficiencies will be experienced due to the COVID-19 adjustments, and that the trend will likely continue for the next several months, Hanson expressed that he is pleased with the process thus far. Meetings will continue on a regular basis.

Massier moved to approve District Policy 13Bus12 – Use of Electronic Signatures; seconded by Jones; motion passed upon roll call as follows:

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

Scott-Valdez provided an update regarding Human Resources Department initiatives, achievements for the previous month, and future plans, including COVID-19 activity, employment, system improvements, organizational development, benefits and branding. She announced the addition of four new employees to the District over the past month: Drew Bentley, Utility Technician, Collection Systems; Ed Fitzgerald, Manager of Internal Services, Management Systems; Dena Glowa, Accountant, Management Systems; and Dave Novak, Maintenance – HVAC Technician, Plant Operations.

Scott-Valdez presented information showing 2021 health and dental insurance premiums and the District's expense experience for medical and dental from 2012 to 2020. Massier moved to approve proposed renewal rates for 2021 from BCBS, the self-funded HRA and Metlife; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye

Don Massier	Aye
John Sweeney	Aye

Fitzgerald presented the Information Technology Monthly Report as of September 1, 2020, identifying and providing status on five primary areas: simplified user log-in experience; separation of a client control network; the radio system; purchasing and setting up workstations so that District employees may work from home during COVID-19; and the Enterprise Asset Management Project.

Mittel presented the Finance Management Report, advising that the September Income Statement shows user fee revenue 5.66% below budget year-to-date. Total revenue is 1.42% under budget year-to-date. O&M expenses are 1.79% under budget year-to-date. Operating income reflects a gain of \$4,086,376, and the Statement of Cash Flow shows an increase of \$5,398,977. The General Fund ended the month at \$41.3M.

Massier moved to approve the following updated bonds and completed registration for the District’s 2020-21 Plumber Registration during the time period of September 1-30, 2020:

	<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1.	Service Plumbing	PU	6099192	5/31/2021
2.	Design Plumbing & Piping, Inc.	PV	62704068	5/31/2021
3.	Design Plumbing & Piping, Inc.	PU	62706058	5/31/2021

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

Jones moved to approve Easements – Robert J. Stenstrom, PIN: 12-09-354-018 and Wesley Willows, PIN: 12-34-126-002; seconded by Massier; motion passed upon roll call as follows:

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

Massier moved to approve Change Order No. 2, Cherry Valley Parallel Force Main, CIP No. 1420, IEPA Project No. L17-4667, Contractor: Fischer Excavating, 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

Massier moved to approve Change Order No. 3 – Final Quantities, Winnebago STP Abandonment, Capital Project No. 1566, Contractor: Kelsey Excavating, Inc.; 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

Massier moved to approve Change Order No. 2, Main Pump Building HVAC Upgrades, Capital Project No. 2002, Contractor: Miller Engineering Company; 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

Massier moved to approve Change Order No. 4, 2019-20 Sanitary Sewer System Lining, CIP No. 2037, IEPA L17-5658, Contractor: Terra Engineering and Construction Corporation; 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

Massier moved to approve Change Order No. 1, Collection Systems Repairs, Capital Project No. 2154, Contractor: N-Trak Group, LLC; seconded by Jones; motion passed upon roll call as follows:

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

Massier moved to approve Professional Services Contract Amendment No. 1, Dewatering Building Parapet Repairs, Capital Project No. 2155, Contractor: IMEG Corporation; seconded by Jones; motion passed upon roll call as follows:

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

Massier moved to grant approval signature authority to RRWRD Executive Director for purchase orders related to procurement of construction contracts for Remodel of Former Administration Building, Capital Project No. 2004; seconded by Jones; motion passed upon roll call as follows:

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

Baer presented a memo regarding Primary Filtration Project – Phase 1, CIP No. 2022, Request for Qualifications for Professional Services, for further discussion or clarification. No Board action was required at this meeting; however, it is anticipated that a contract will be presented for Board approval at the November, 2020, Board Meeting.

Massier moved to approve Sanitary Sewer Connection Agreement – Glenwood Estates, Amendment No. 1, Developer: Dan Baumann, Glenwood-Roscoe, LLC; seconded by Jones; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye
Donald Massier	Aye

Rick Pollack	Aye
John Sweeney	Aye

Cassaro presented the Plant Operations Monthly Snapshot and Trend Report covering the previous month. Cassaro commended District operators and maintenance staff for their dedication and hard work throughout the COVID-19 experience.

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 previous month.

As no closed session was needed, Massier moved to adjourn the Regular Meeting to enter into the Meeting of the Committee of Local Improvements; 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

The Regular Meeting of the Board of Trustees adjourned at 6:35 p.m.



Benjamin Bernsten
Clerk

