

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MAY 18, 2020
2:00 P.M.***

*In accordance with the State of Illinois Executive Order in Response to COVID-19 (Executive Order No. 5), Section 6, this Regular Meeting of the Board of Trustees was held at 2:00 p.m. via WebEx (audio only) and not in-person. Members of the public were welcome to dial-in:

(844) 740-1264 (USA/Canada Toll Free)
(415) 655-0003 (USA Toll)
Access Code: 194 437 530

Massier called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District and Public Hearing to order at 2:00 p.m. and advised that the meeting was being recorded.

The following Trustees were present via WebEx:

Donald Massier	President
Elmer Jones	Vice President
Rick Pollack	Clerk/Treasurer
John F. Sweeney**	Trustee
Ben Bernsten	Trustee

Staff present via WebEx: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Management Services; Joseph Hanley, Legal Director; Jim Reader, Director of Collection Systems; Larry McFall, Director of Plant Operations; Greg Cassaro, Assistant Director of Plant Operations; Mike Robertson, CIO, Lisa Mittel, Finance Supervisor, Susan Skinner, Executive Services Coordinator, and Tyler Nelson, Senior Civil Engineer.

Pollack moved to approve the minutes of the Regular Meeting of April 27, 2020; seconded by Bernsten; motion passed upon roll call as follows:

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

**Sweeney joined the meeting at 2:15 p.m.

Hanley advised that non-District employees, Jeff Branning, Scott Diehl, and Alan and Cindy Kennedy, were attending via WebEx. Hanley inquired as to whether any of the guests wished to offer comment or requests during the Public Participation section of the meeting. Hearing none, Hanley concluded that none wished to address the Board at this time.

Pollack made a motion to move elections of RRWRD Board of Trustees Officers and appointments to the June 22, 2020, Board Meeting; seconded by Jones; motion passed upon roll call as follows:

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

Pollack stated the Investment Report reflected \$34,708,913.84 total funds invested for the month of April, 2020, and earned interest in the amount of \$ 33,112.03. Report placed on file.

Pollack moved to approve Total General Fund Expenditures for the month of April, 2020, in the amount of \$2,607,424.31; seconded by Jones; motion passed upon roll call as follows:

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

Pollack advised that he had been invited by the City of Rockford Mayor's Office to attend two "Rockford Rebound" meetings. Pollack attended the first meeting and reported that the City seeks to address "shovel-ready" fast-track projects. At the conclusion of the meeting, Pollack contacted Hanson, and it was agreed to ask District Senior Civil Engineer, Tyler Nelson, to represent the District at future meetings. Nelson attended the second meeting and advised that the District presented a number of projects to the Mayor's office. Nelson will continue to attend and participate.

Regarding Old Business, Baer reported no changes to McDonald Creek Trunk South Branch (Machesney Park).

Jones moved to award a contract for 2020-21 Service Cleanout Installation, CIP No. 2101, to the low responsive and responsible bidder, Northern Illinois Service Co., for the sum of \$ 488,370.00; seconded by Bernsten; motion passed upon roll call as follows:

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

John Sweeney

Absent**

Hanson advised that, because of temporary restructuring due to the COVID-19 Shelter-in-Place order, losses for the District total \$4.1M or 8.47% over the past 57 days. Hanson gave a brief re-cap of departmental rescheduling of staff and other changes made to address the challenge. Hanson commended the team for a remarkable job over the past 57 days. Massier thanked the staff for a great job.

Hanley advised no report for Legal this month.

Scott-Valdez provided an update regarding COVID-19 response, Human Resources Department initiatives, achievements for the previous month, and future plans, including employment, system improvements, organizational development, benefits and branding.

Mike Robertson presented an Information & Technology Services Status Report as of May 11, 2020.

Scott-Valdez advised that the District has been awarded a Certificate of Achievement for Excellence in Financial Reporting for the CAFR. The District's CAFR will be included in the June packet for the Board's reference.

Scott-Valdez reported that, as of April 30, 2020, user fee revenue was 14.2% over budget MTD and 1.8% below budget YTD. Total revenue was 12.3% over budget MTD and 1.7% below budget YTD. O&M expenses were 0.20% over budget YTD. The Income Statement shows \$7,380,925 net operating income, and the Statement of Cash Flows reflects a \$4,894,003 increase in cash for FY 2019-20. General Fund cash ended the month at \$35,740,506.

Scott-Valdez presented a report of "COVID by the Numbers" on loss of fees experienced due to the COVID-19 lockdown.

Jones moved to award a sole source purchase to ClientFirst for additional consultation services in the development of an RFP for a new ERP (Phase 1) and for the selection of the final software system and assistance in the implementation process for a new payroll, financial, purchasing and HR data system (Phase 2); seconded by Pollack; motion passed upon roll call as follows:

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

Baer reported there were no Plumbing Contractor Registrations for the month of April, 2020.

Jones moved to approve Easement for property owner Dennis D. Gearhart, PIN 11-19-351-009; 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

Jones moved to approve Change Order No. 1 (Final), Manhole Lining 2019-20, CIP No. 2033, Contractor: Front Range Environmental; seconded by Pollack; motion passed upon roll call as follows:

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

Bernsten moved to approve Change Order No. 2, 2019-20 Service Lateral Lining, CIP No. 2033, Contractor: Performance Pipelining, Inc.; seconded by Sweeney; 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 2019-20 Sanitary Sewer System Lining, CIP No. 2037, IEPA L17-5658, Contractor: Terra Engineering and Construction Corporation; seconded by Pollack; 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 Ordinance 19 20 S 05 providing for the construction of sanitary sewers in the Shelburne Drive Sanitary Sewer Area to be paid for by Special Assessment No. 135; seconded by Pollack; motion passed upon roll call as follows:

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

Baer presented the Board with an initial report from the Review of District-Prepared Survey Documents. No Board action required.

McFall presented the list of Industrial Users in Significant Non-Compliance (SNC) 2019.

Cassaro presented the Plant Operations Monthly Snapshot and Trend Report for the previous month.

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.

No Closed Session.

At 2:40 p.m., Jones moved to adjourn the Regular Meeting and move into the Meeting of the Committee of Local Improvements; 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


Clerk

