

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ROCK RIVER WATER RECLAMATION DISTRICT  
JUNE 22, 2020  
2:30 P.M.\***

The Rock River Water Reclamation District Board of Trustees and staff met in-person in the Board Room of the Rock River Water Reclamation Graceffa Administration Building, 3501 Kishwaukee St., Rockford, Illinois.

\*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 allowed 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; Access Code: 126 937 6970; Meeting Password: 59949462. Members of the public were not allowed to participate in person.

Massier called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District to order at 2:30 p.m. and advised that the meeting was being recorded.

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, 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; and Susan Skinner, Executive Services Coordinator.

Pollack moved to approve the minutes of the Regular Meeting of May 18, 2020; seconded by Sweeney; motion passed upon roll call as follows:

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

No Public Participation or Appearances Before the Board.

Elections were held for Officers and certain appointments to the Board of Trustees and Committee of Local Improvements.

Massier moved to nominate the following Officers to the Board of Trustees:

- Rick Pollack, President
- John Sweeney, Vice President
- Ben Bernsten, Clerk/Treasurer;

seconded by Pollack; motion passed upon roll call as follows:

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

Pollack moved to appoint the following as Assistant Clerk, Hearing Officer and Committee of Local Improvements:

- Tim Hanson, Assistant Clerk
- Rick Pollack, Hearing Officer
- Committee of Local Improvements:
  - Members: Don Massier, Rick Pollack, Elmer Jones, John Sweeney, Ben Bernsten
  - Rick Pollack, President
  - John Sweeney, Vice President
  - Ben Bernsten, Secretary
  - Tim Hanson, Collector;

seconded by Sweeney; motion passed upon roll call as follows:

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

Pollack moved to approve Resolution 20 21 01, Election of Board of Trustees Officers and Appointments (including appointment of Mark Crosby as District Special Assessment Commissioner for 2020); seconded by Sweeney; motion passed upon roll call as follows:

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

John F. Sweeney                      Aye

Pollack stated the Investment Report reflected \$34,978,325.57 total funds invested for the month of May, 2020, and earned interest in the amount of \$ 28,123.31. Report placed on file.

Pollack moved to approve Total General Fund Expenditures for the month of May, 2020, in the amount of \$2,707,298.41; seconded by Sweeney; motion passed upon roll call as follows:

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

Pollack moved to approve Total Special Assessments for the month of May, 2020, in the amount of \$15,241,12; 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 | Aye |

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

Sweeney moved to award a contract for Cavendish Drive Sanitary Sewer Extension, Special Assessment No. 134, to the low responsive and responsible bidder, N-TRAK Group LLC, at a cost of \$710,415.00; 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 |

Hanson congratulated the Board on all new assignments. He thanked Elmer Jones for serving as Vice President and stated that he and his staff look forward to continuing to work with Jones as Jones remains on the Board of Trustees. Hanson then thanked Don Massier for his exemplary service on the Board of Trustees since 1982, serving as President for the past 12 years. Hanson commended Massier for his leadership and guidance. Hanson added that, in all his years in business, his time working with Massier was the first that he had a mentor, for which he is very grateful to Massier.

Hanson then led all attendees in a standing ovation for Massier. Hanson closed by thanking all the Trustees and stating that he is grateful that each of them is part of the District.

Sweeney moved to approve one “slate” vote be taken for the District’s purchase of three properties: 430 Martin Road (residence), 430 Martin Road (garage) and 517 Barry Road, pursuant to the Trustees’ approval of acquisition of properties in relation to the construction of the Martin Road Facility; 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 |

Bernsten moved to approve the District’s purchase of 430 Martin Road (residence), 430 Martin Road (garage) and 517 Barry Road, pursuant to the Trustees’ approval of acquisition of properties in relation to the construction of the Martin Road Facility; 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 |

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

Scott-Valdez provided information regarding the proposed name change for the District and the representative image to be considered. Hanley presented legal considerations related to the potential name change. Hanley addressed the issue of whether the District must (or should) file a petition with the Circuit Court to legally change its name or whether it may use a brand name, with the conclusion that either is an option to be considered. Hanley’s recommendation is to use a brand name. Bernsten agreed that a legal name change could be made in the future, if desired. Sweeney offered his approval of the design of the new imagery.

Jones moved to approve Resolution 20 21 02, Approval of the Use of the Name “Four Rivers Sanitation Authority” in the Re-Branding of RRWRD; 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

Scott-Valdez provided a status report for the IT Department over the past month. In particular, she explained the proposed plan for and benefits of a directory service conversion based on the recommendation of ClientFirst.

Massier moved to approve a proposal for Active Directory Implementation (Phase 2 – Create Environment) from ClientFirst Technology Consulting; 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 |

Scott-Valdez presented data for the General Business Report for the month ending May 31, 2020. User fee revenue at 15.8% below budget and total revenue at 15.0% under budget MTD. O&M expenses are 6.63% over budget YTD. The Income Statement shows a \$546,743 net operating loss through May 31, 2020, and the Statement of Cash Flows reflects a \$532,349 increase in cash for the 2020-21 fiscal year. The General Cash Fund ended the month at \$36,272,855.

Sweeney moved to approve a Property Insurance Renewal with Lexington through APIP for the District's property policy; 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 |

Baer reported no plumbing contractor registrations for the month of May, 2020.

Jones moved to approve an Easement for Red Dot Storage 9 LLC, PIN: 15-10-377-011; 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 |

Sweeney moved to approve Change Order No. 2, RAS Pump Replacement Phase 2, Capital Project No. 1859, Contractor: Civil Constructors, 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, 2019-20 Sanitary Sewer Lining, Capital Project 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. 2 (Final), North Second Street Sanitary Sewer Extension, 13000 Block, Special Assessment No. 133; Contractor: Northern Illinois Service 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 |

Jones moved to approve Agreement for Cost Recovery with IDOT, Contract No. 64L14, Agreement No. JN-2-21-006, FAP Route 517 (U.S. Bus 20), Roadway improvements from Mill Road to Buckley Drive; 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 Intergovernmental Agreement (IGA) for Edgebrook Neighborhood Phases 1 and 2 with the City of Rockford; 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 Sanitary Sewer Service Connection Agreement re 8712 Indigo Lane, PIN: 08-30-252-005; 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 Professional Services Contract Amendment for Nutrient Removal Facility Plan Update, CIP NO. 1763; 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 |

McFall provided the Board with a copy of the 2019 Annual Pretreatment Program Report.

Cassaro presented the Plant Operations Monthly Snapshot and Trend Report covering May, 2020.

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.

At 3:35 p.m., Massier moved to suspend the Regular Meeting to enter into the Meeting of the Committee of Local Improvements and Closed Session of the Board of Trustees pursuant to:

- 1) The purchase or lease of real property for the use of the public body (5ILCS 120/2(c)(5); and
- 2) The appointment, employment, compensation, discipline, performance or dismissal of specific employees (5 ILCS 120/2(c)(1);

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 |

The Regular Meeting of the Board of Trustees reconvened at 4:20 p.m.

Massier moved to approve Resolution 20 21 03, Approval of District's Executive Director's Recommendations Relating to Restructuring of the District's Information Technology (IT) Department; 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 |

Sweeney moved to adjourn the Regular Meeting of the Board of Trustees; 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 |

The Regular Meeting of the Board of Trustees was adjourned at 4:22 p.m.



---

Clerk