

South Sangamon Water Commission
Minutes of the Regular Meeting of the Board of Commissioners
August 19, 2024
Water Plant, 9199 Buckhart Road, Rochester IL

Commissioners:

Present: Jim, Roth, Dave Johnson

Absent: Cindy Morris

Quorum: yes

Others Present:

Stephen Bivin & Laura VanProyen (SSWC); Max Middendorf (MECO Engineering); Randy Segatto (Barber, Segatto, et. al.)

Proceedings:

- The meeting was called to order at 5:35 p.m. by chairman Jim Roth, and roll was taken.

Operating Report:

- Stephen Bivin discussed highlights of the July 2024 report.

Engineering Reports:

- Max Middendorf reported Brotcke would have their crew set up and delivering materials for Well #11 drilling and Well #3 repair digging the week of August 26. Drilling would begin the first week of September.

- Middendorf presented the Pay Application #2 in the amount of \$17,667.00 for commissioners' review and approval.

MOTION by Roth, second by Johnson to approve Pay Application #2 on the Well #11 project from Brotcke Well and Pump and to authorize its payment in the amount \$17,667.00.

Roll call vote: Johnson – yes Roth – yes

Motion carried.

- Jamie Headen sent his report in an email to the commissioners. The final start-up test was put on hold waiting for the replacement for a damaged transducer to arrive.

Public Comments:

- There were no public comments.

Approval of Minutes:

MOTION by Johnson, second by Roth to approve the minutes of the July 15, 2024 regular meeting as presented.

Voice vote: Motion carried.

Treasurer's Report:

- Due to difficulty with meter reading equipment, wholesale billing for the month of July had not yet been completed. Treasurer would prepare and email the financial reports to commissioners for their information when all income information was available.

- Cincinnati Insurance recently performed the first workers' compensation audit since 2017. At that time the plant was being managed by Woodard & Curran, so the only employee was the Clerk/Treasurer who was part time and classified as clerical. The audit caused an additional amount of \$12,523.00 to be billed for the current fiscal year which reflects the addition of three (3) full time water plant employees.

- Beth at Gallagher Insurance suggested we should plan to shop the workers' compensation policy for price before it renews next on May 1, 2025. Treasurer would calendar that for early March.

- Treasurer VanProyen asked whether 60-day notice of the November 1, 2024 expiration of the existing wholesale rate reduction was required. Attorney Segatto suggested we should send a reminder with a copy of Ordinance 23-03 to all four (4) wholesale customers before September 1.

Approval for Payment of Invoices:

- Commissioners reviewed a list of payable items totaling \$98,757.51 which included both the Pay Application for Brotcke and the insurance increase amounts.

MOTION by Roth, second by Johnson to approve payment of all invoices as listed.

Roll call vote: Johnson – yes Roth - yes

Motion carried.

Old Business:

- New conference chairs had arrived; staff had assembled one for everyone to test.

- Commissioners agreed they liked these chairs. The remaining chairs would be assembled and ready for use in September.

- VanProyen reported she spoke with Adam Withee who said there would be no conflict of interest with their audit relationship with the commission to have their firm also handle our payroll outsourcing. She also received information from Taxstra in Chatham regarding their services.

- Chairman Roth asked Attorney Segatto to review both proposals and make a recommendation.

- VanProyen stated she spoke with Commissioner Morris regarding a possible special meeting to interview the applicant for Clerk/Treasurer; her availability is limited to lunch hours for the next week or so. Roth suggested Morris, along with VanProyen, hold an initial interview with the applicant as soon as possible and then decide how to move forward.

New Business:

- VanProyen stated the landlord for the business office has offered a more recently updated office across the hall from the existing space with slightly more floor space but less storage space at the same monthly rent of \$300. We would need to move everything ourselves including the internet connection.

- Commissioners agreed to accept his offer. A revised lease will be available for approval at the September regular meeting.

- VanProyen suggested commissioners consider combining all our business office computer needs with MCS which currently hosts and manages our website and email.
- Commissioners agreed and asked her to get a proposal from MCS to add the backup and monitoring services currently being handled by another vendor.

- VanProyen notified commissioners of the likely need to upgrade QuickBooks from the current desktop subscription, with a renewal date in early February, 2025, to QuickBooks Online. She would calendar this for sometime after any payroll changes are in place.

- Roth stated the subject of alternative methods of brine disposal was discussed at this week's water meeting with the wholesale village customers. He asked Middendorf for some further information to follow up on this discussion.

Adjournment:

- The next regular meeting of the South Sangamon Water Commission would be held Monday, September 16, 2024, at the water plant, 9199 Buckhart Road, Rochester, Illinois at 5:30 p.m.
- Both Commissioner Morris and Stephen Bivin reported they would not in attendance at the September meeting.

MOTION by Roth, second by Johnson to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 6:00 p.m.

Respectfully submitted,



Laura VanProyen, Clerk