

South Sangamon Water Commission
Minutes of the Regular Meeting of the Board of Commissioners
September 16, 2024
Water Plant, 9199 Buckhart Road, Rochester IL

Commissioners:

Present: Jim Roth, Cindy Morris

Absent: Dave Johnson

Quorum: yes

Others Present:

Kevin Canham, Laura VanProyen and Autumn Tibbs (SSWC); Max Middendorf (MECO Engineering); Randy Segatto (Barber, Segatto, et. al.)

Proceedings:

- The meeting was called to order at 5:32 p.m. by Chairman Jim Roth, and roll was taken.

Operating Report:

- Kevin Canham gave report in Stephen Bivin's absence and discussed highlights of the August 2024 report. Finished water flow for August 2024 was 38,576,284 gallons.

- Well #11 is about half drilled; Well #9 had a bad check valve; Well #6 needed a pump and motor but Brotcke fixed; Well #7 had a bad check valve too and Well #3 may also. Chairman Jim Roth suggested it would save money to have the check valves replaced when they're cleaning them. Discussion was had in regards to having a plan to have all of the wells on a schedule to be rehabbed and not waiting to have a failure.

- Discussion was had in regards to incidents impacting the plant operations and electrical alarms due to surges and sags in electricity. We may need to talk with Ameren, again, in regards to electrical issues at the plant.

- We had to make repairs to Train 2 by replacing a section of the pipe and leaky flange.

- Discussion was had in regards to new SCADA computers and the need to find office space to fit the computers.

Engineering Reports:

- Max Middendorf reported Brotcke got Well #11 drilled and that they asked us to approve a no cost change from 30" to 42" gravel that they had. This provides a better mechanical seal and was recommended for better well health.

- Max reported that the casing and spring was set/centered in and grouted. They will test pump this week. Floodplain Coordinator scheduled to be here 9/17 morning.

- Max reported that the electrical was to go from Well #4 to Well #11. Stephen Bivins and Lee Electric think Well #4 can be rehabbed for backup production. MECO is working to get new parts. Lee needs overhead electrical provider. Discussion was had regarding what gear would be compatible and the possibility of pulling gear from #4 to get #11 online and then rehab #4.

We'd prefer to work with a smaller contractor if possible. Chatham was the original contractor. We do have one backup transformer on the shelf but will need one more. Commissioner Morris will check with Ruby Electric.

- Max reported that from a well construction standpoint, we had a few hiccups but drilled to final depth.

- Max reported that there is no Pay Application this month but will have Pay Application #3 for commissioners' review and approval next month.

- Jamie Headen sent his report in an email to the Commissioners. The damaged pressure transducer has been replaced and is ready for testing. If a successful start up is completed, he anticipates having Petersburg's final pay request at the October meeting along with a Certificate of Substantial Completion.

Public Comments:

- There were no public comments.

Approval of Minutes:

MOTION by Morris, second by Roth to approve the minutes of the August 19, 2024 regular meeting as presented.

Voice vote: Motion carried.

Treasurer's Report:

- Laura VanProyen reported that both August and July financial report printouts were provided for review. Referring to the second page of August's report, cashflow is positive for this fiscal year. We have made no large payments on the well yet, just a few small ones. Referring to the Balance Sheet as of 9/15/24, bank account balances were provided.

- Chairman Roth stated that he recommends waiting for the final payout of the well before deciding whether to move any money.

- Laura reported that we have new signature cards for Commissioners Roth and Morris to sign tonight. Commissioner Johnson will go to Warren Boynton bank to sign.

Approval for Payment of Invoices:

- Commissioners reviewed a list of payable items totaling \$46,033.25.

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

Roll call vote: Roth – yes Morris - yes

Motion carried.

Approval for Appointment of new FOIA Officer and IMRF Registered Agent:

- Laura VanProyen reported that with her resignation, we need to designate a new FOIA Officer and a new IMRF Registered Agent. The new Clerk/Treasurer Autumn Tibbs makes the most sense.

MOTION by Roth, second by Morris to approve Autumn Tibbs as the new FOIA Officer and IMRF Registered Agent.

Roll call vote: Roth – yes Morris – yes

Motion carried.

Old Business:

- Randy Segatto reported that he received an email from the Illinois Attorney General's Office requesting a status update on the Emergency Connection. He will send out.

New Business:

None.

Executive Session:

None.

Adjournment:

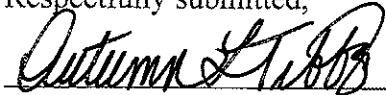
- The next regular meeting of the South Sangamon Water Commission would be held Monday, October 21, 2024, at the water plant, 9199 Buckhart Road, Rochester, Illinois at 5:30 p.m.

MOTION by Roth, second by Morris to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 6:12 p.m.

Respectfully submitted,



Autumn Tibbs, Clerk/Treasurer

South Sangamon
Water Commission

9199 Buckhart Road
Rochester, IL 62563-8090

August, 29, 2024

Amber Tibbs
51 Covered Bridge Acres
Glenarm, IL 62536

Dear Autumn,

This letter is to confirm our offer to you to join the South Sangamon Water Commission as the Commission Clerk/Treasurer with a start date of Wednesday, September 4, 2024. The Clerk/Treasurer position is part time with flexible hours and is approximately 15(+/-) hours per week or based on need/necessity. This position has a 6-month probationary period and this hire offer is contingent on your ability to be bonded in the amount of \$2.5 million dollars.

The compensation for this position is \$30 per hour. As a part time position, this does not qualify for health insurance nor participation in IMRF (Illinois Municipal Retirement Fund). As required by law, you will be eligible for the PAID LEAVE FOR ALL WORKERS ACT (PLAW), which entitles you to 1 hour of paid time off for every 40 hours of work which you will begin to accrue on the first day of employment. You may not use your accrued paid leave until 90 days after the start of your employment.

Attendance at the monthly board meetings, which are held the 3rd Monday of every month, unless otherwise noted, is required.


Board members are as follows:

Jim Roth, Commissioner and Chairman
Cindy Morris, Commissioner
David Johnson, Commissioner

If you choose to accept the position as offered herein, please sign below and return to Laura VanProyen at info@sswc.us and/or Cindy Morris at csmorris85@yahoo.com

We look forward to having you as part of our team at the South Sangamon Water Commission. If you have any questions, please feel free to contact Laura VanProyen at 217-381-5359.

Sincerely,



Cindy Morris

South Sangamon Water Commission Commissioner

South Sangamon Water Commission

9199 Buckhart Road
Rochester, IL 62563-8090

Date: 8/29/24

This offer letter constitutes an agreement between Autumn Tibbs and the South Sangamon Water Commission, and supersedes all prior understandings, whether oral or written, between the parties. Any amendments or modifications to this offer must be in writing and signed by the South Sangamon Commission Trustees.

I, **Autumn Tibbs**, accept the above referenced offer for a position as South Sangamon Water Commission Clerk/Treasurer with hourly compensation of \$30 per hour. This is a part time position, approximately 15 (+/-) hours per week and does not qualify for health insurance nor participation in IMRF. The position carries a 6-month probationary period and this hire offer is contingent on the ability to be bonded in the amount of \$2.5 million dollars.

Signature: 
Autumn Tibbs

Date: 8/29/24

Cindy & Laura,
Thank you for offering me the Clerk/Treasurer position with South Sangamon Water Commission. I am excited to get started next Wednesday 9/4! Attached you will find the signed agreement.