



Jamie provided a Change Order for the Emergency Connection with Chatham to install a ventilation fan in structures with electrical near Chatham's ground storage tank on the frontage road. The estimated increase is \$3,776.77.

Commissioners reviewed the Change Order.

MOTION by Roth, second by Johnson to approve Change Order.

Roll call vote: Morris – yes    Johnson – yes    Roth - yes                      Motion carried.

**Public Comments:**

- There were no public comments.

**Approval of Minutes:**

MOTION by Morris, second by Roth to approve the minutes of the September 16, 2024 regular meeting as presented.

Voice vote: Motion carried.

**Treasurer's Report:**

- Autumn Tibbs reported that September's financial report printouts were provided for review. And there is nothing out of the ordinary to report.

The rate increase goes back into effect on November 1<sup>st</sup> for November's water usage.

**Approval for Payment of Invoices:**

- Autumn Tibbs reported that the total is a little on the high side this month due to Homefield Energy. They had informed us that they were updating their billing system and had experienced an unexpected delay in getting bills out. That said, we are playing catch up and paying for energy services from May through September.

- Commissioners reviewed a list of payable items totaling \$135,784.41.

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

Roll call vote: Morris – yes    Johnson – yes    Roth - yes                      Motion carried.

**Approval of Resolution #24-05:**

- Commissioners discussed Resolution #24-05 regarding approving Zumbahlen, et al as a sub-user on our online banking at Warren Boynton State Bank for the purposes of processing our payroll's ACH.

MOTION by Morris, second by Roth to approve adding Zumbahlen, et al as a sub-user.

Voice vote: Motion carried.

**Approval of Resolution #24-06:**

- Commissioners discussed Resolution #24-06 regarding approving Autumn Tibbs as the Trader of Record for the Commission's accounts with Illinois Funds.

MOTION by Morris, second by Roth to approve Autumn Tibbs as the Trader of Record with Illinois Funds.

Voice vote: Motion carried.

**Old Business:**

- Autumn Tibbs reported on changing our computer maintenance vendor from Avrom to Microchip Computer Solutions (MCS) for the business office computer maintenance and daily backup services. Last month, we discussed MCS's quote and the Commissioners asked that we inquire of any kind of discount available to us for bundling these services with the current services MCS is providing to us. We heard back from MCS and unfortunately there is no bundling discount available to us. The Commissioners discussed and approved moving these services from Avrom to MCS.

MOTION by Morris, second by Johnson to approve moving computer maintenance and daily backup services for the business office from Avrom to Microchip Computer Solutions.

Roll call vote: Morris -- yes    Johnson -- yes    Roth - yes                      Motion carried.

**New Business:**

- Autumn Tibbs reported on the need to change our vacation policy to include April and October but at the same yearly rate/total. Zumbahlen et al is going to start tracking this for us and their system has no way to exclude certain months. Our current policy excludes earning vacation time in the months of April and October but totals are 10 days per year (for employees with less than 5 years of service) and 15 days per year (for employees with more than 5 years of service). The new policy would still earn at the same rate/total but would earn every month of the year to include April and October.

Attorney Segatto will prepare a Resolution for the Commissioners to sign at the November Board Meeting.

MOTION by Morris, second by Roth to approve changing our vacation policy to include April and October but at the same yearly rate/total.

Roll call vote: Morris -- yes    Johnson -- yes    Roth - yes                      Motion carried.

- Autumn Tibbs recommended changing our pay period policy from semi-monthly to bi-weekly effective 1/25/25. The main reason for the change is to allow more time for processing payroll. Some pay periods we have only one day for processing payroll. And in some pay periods (especially in short months like February) we have to submit it before the pay period is even complete. The other reason for the change is to make tracking overtime easier.

Under our current semi-monthly policy, employees are paid on the 15<sup>th</sup> and 31<sup>st</sup> of the month. Under the new bi-weekly policy, employees would be paid every other Friday.

Under our current semi-monthly policy, pay periods run from the 11<sup>th</sup>-25<sup>th</sup> and 26<sup>th</sup>-10<sup>th</sup>. Under the new bi-weekly policy, pay periods would run two weeks at a time from midnight Sunday morning through the next Saturday night at midnight.

Autumn recommended we start this on Saturday 1/25/25 because the 25<sup>th</sup> is the end of our current pay period and would be the end of the new pay period as well. This would be the easiest/most convenient time to transition. The last pay day in January would not change. Friday 1/31/25 would be the pay day under the old policy and the new policy as well. Making Sunday 1/26/25 through Saturday 2/8/25 the start of the new pay period with a pay day of Friday 2/14/25.

Autumn reported that we have mentioned this possibility to two of the three plant employees and they don't have a problem with it. Autumn reported that we mentioned this to Zumbahlen et al last month to see if there would be a better time to make this transition and they said it could be done whenever we wanted.

Commissioners discussed concerns over the possibility of needing to hold back any paychecks and asked Autumn to check with Zumbahlen et al to ensure we won't have any issues with that. Once this is done, Attorney Segatto will prepare a Resolution for the Commissioners to sign at the November Board Meeting.

MOTION by Roth, second by Morris to approve changing our pay period policy from semi-monthly to bi-weekly effective 1/25/25.

Roll call vote: Morris – yes    Johnson – yes    Roth - yes                      Motion carried.

**Executive Session:**

None.

**Adjournment:**

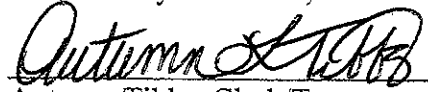
- The next regular meeting of the South Sangamon Water Commission would be held Monday, November 18, 2024, at the water plant, 9199 Buckhart Road, Rochester, Illinois at 5:30 p.m.

MOTION by Johnson, second by Roth to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 6:14 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Autumn Tibbs". The signature is written in black ink and is positioned above a horizontal line.

Autumn Tibbs, Clerk/Treasurer