

**South Sangamon Water Commission**  
Minutes of Regular Meeting of the Board of Commissioners  
October 15, 2013; 8:30 a.m.  
Water Plant, 9199 Buckhart Road, Rochester, Illinois

**Commissioners:**

Present: Del McCord, Craig Hall, Joel Sander

Absent: none

Quorum: yes

**Others Present:**

Dan Held (SSWC), Brian Martin (Greene & Bradford), Barbara Myers (Rabin & Myers), Max Middendorf (MECO Engineering), Laura VanProyen (SSWC)

**Proceedings:**

- Meeting was called to order at 8:38 a.m. by Chairman, Del McCord and roll taken.

- Chairman McCord welcomed Joel Sander as the new commissioner from New Berlin who will fill the vacancy created by the resignation of Bill Pfeffer on September 24, 2013.

MOTION by Hall, second by McCord to approve the September 17, 2013 meeting minutes as presented.

Voice vote: Motion carried.

**Financial Report:**

- Laura VanProyen presented the financial reports for September 30, 2013 as well as a balance sheet through October 15 showing a current operating cash balance of \$153,797.24.

**Approval of Open Invoices for Payment:**

- VanProyen distributed a list of open payables totaling \$98,800.05 for approval as well as a list of items paid since the last meeting for utility and chemical bills with early due dates totaling \$15,525.28.

- Dan Held reported regarding the W-D Right of Way bill. While mowing they hit and broke a hydrant which was marked on the map given them. The areas to be cleared on the original bid were about 60% cleared but we've been billed for the full \$15,000 for his work to date.

- Attorney Myers will work with Dan to prepare a letter offering partial payment for the incomplete work and a release from completing the job. No payment will be made until this is settled.

MOTION by Hall, second by Sander to approve the open payables list less the \$15,000 due to W-D Right of Way for payment at this time

Roll call vote: McCord – yes Hall – yes Sander – yes

Motion carried.

**Retail Rate Adjustment:**

- Following discussion, commissioners agreed to a retail rate increase similar to the Village of Chatham's recent increase.
- Attorney Myers will prepare the ordinance for approval at the November meeting.
- The clerk will include a notice of increase with the water bills going out on or about October 31.

MOTION by Hall, second by Sander to increase our retail rates by \$1.00 on the minimum and \$1.00 on each additional \$1,000 gallons beginning with meter readings after October 31, 2013.

Roll call vote: McCord – yes Hall – yes Sander – yes Motion carried.

**Treasurer Vacancy:**

- Chairman McCord stated we will need to put out a Request for Qualifications to hire a treasurer who will understand and oversee our bond requirements, prepare and track budgets, work with auditors, attend occasional meetings, communicate monthly with the clerk, sign checks and other related duties.
- Craig Hall was assigned by the commissioners to receive and review the RFQ, once it is prepared by Myers working with Mike Williamsen, and to get it out for applications.

**Business Office:**

- Commissioners agreed we should relocate the business office to increase convenience and limit mileage but that we should wait to decide where until we know where the treasurer will be. John Myers will contact the bank to discuss releasing us early from our existing office lease.
- Commissioners instructed the clerk to move all computer files currently on our designated drive on the bank's server to the hard drive of our computer in preparation for disconnection and moving from that system.
- Commissioners Hall and Sander will each have a key to the post office box and will pick up mail and deliver it to Laura VanProyen at her Springfield office every couple of days.
- Commissioners agreed to leave all bank accounts where they are for now.

**J.U.L.I.E. Coordinator:**

- Dan Held explained the duties of the J.U.L.I.E. coordinator and indicated interest in replacing Bill Pfeffer in that position.

MOTION by Hall, second by McCord to appoint Dan Held as the J.U.L.I.E. coordinator for the South Sangamon Water Commission.

- The clerk will get copies of our current agreement and related paperwork to Held so he can make the transition.

**Manager's Report by Dan Held:**

- New meters are installed and wired in on well #2.
- Held continues to monitor the high chloride tank and lagoon testing.
- Held continues to work with Brotcke regarding Well #5 test results.
- Held continues to work with vendors to improve bracing and valves related to leaks and noise on the chloride waste line.
- Held continues to work with Anderson Electric regarding the VFD on Well #1 and has moved the VFD from Well #5 temporarily in the interim.
- After about 18 months in use, Held recommended we have Tonka Water come to clean the aerator and train us for future cleaning.
- Held will schedule EL Pruitt to fix broken backwash line at the same time they are here to work on high chloride lines and other plant maintenance items.
- Commissioners approved requests from Mark Heissinger to install a culvert in the well field which will increase accessibility to his property and to use dirt left by Cahoy for the project. McCord noted we may need to replace it with a larger culvert for our needs in the future.
- Held suggested we wait to install a high chloride meter to check on our trucking until we see how the current computer monitoring is working; the cost for the meter would be about \$1,500 installed.
- A Chatham utility crew will repair the hydrant pushed over in the well field.
- Anderson Electric found brine salt on the outside of Brine Tank #2; Held will contact Design Tanks and work out a plan to clean Brine Tank #1 so this can be repaired before it gets cold enough to freeze.
- The KMNO<sub>4</sub> building is complete and ready for AAC to get it set up. Shane Hill will have a crew disconnect the temporary power hook up which was used during construction.
- Commissioners discussed No Trespassing signs of some kind for the well fields. Held will work with Greene & Bradford to survey our property to locate our corners.
- Max Middendorf will get quotes for the dedicated backwash line from the clear well which will keep air from getting in the lines.
- Held reported Tim Bliss worked approximately 55 hours between September 17 and October 11. He can do the daily testing now but needs more study before he will be able to completely take over the plan. We may need to make arrangements with Curran-Gardner to cover for Held's vacation.

**Old Business:****Cahoy Litigation:**

- Held reported he was recently served with papers. Chairman McCord also received a copy which he forwarded to the attorney and all commissioners for review.

**Business Logo:**

- Commissioner Hall reported he spoke with art teachers in Chatham and New Berlin regarding a contest to design a logo for the commission.

**New Business:**

- Commissioner Hall asked whether our current meeting schedule works for Commissioner Sander. Commissioners agreed it remains easier to schedule meetings during the day than in the evenings.

**Adjournment:**

- The next regular meeting of the South Sangamon Water Commission will be November 19, 2013 at 8:30 a.m. at the water plant, 9199 Buckhard Road, Rochester.

MOTION by Hall, second by Sander to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 10:50 a.m.

Respectfully submitted,

  
Clerk