

**South Sangamon Water Commission**  
Minutes of Regular Meeting of the Board of Commissioners  
February 18, 2014; 8:30 a.m.  
Water Plant, 9199 Buckhart Road, Rochester, Illinois

**Commissioners:**

Present: Del McCord, Joel Sander

Absent: Craig Hall

Quorum: yes

**Others Present:**

Dan Held (SSWC), Max Middendorf (MECO Engineering), JJ Moffat (Total Energy Concepts), Laura VanProyen (SSWC), Mike Williamsen (Chatham)

**Proceedings:**

- Meeting was called to order at 8:36 a.m. by Chairman, Del McCord and roll taken.

- There were no public comments or questions

MOTION by McCord, second by Sander to approve the January 21, 2014 meeting minutes as presented.

Voice vote: Motion carried.

**Financial Report:**

- Laura VanProyen presented the financial reports for January 31, 2014 which showed an operating account balance of \$326,954.82.

**Approval of Open Invoices for Payment:**

- VanProyen distributed a list of open payables totaling \$64,273.74.

MOTION by Sander, second by McCord to approve payment of all open payables.

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

- Discussion regarding using credit card versus opening store accounts or using petty cash. Commissioners agreed to continued use of the Visa card with more detail being included in monthly payables reports regarding those receipts.

**Total Energy Concepts Proposal:**

- JJ Moffat, from Total Energy Concepts, reported he had recently visited the water plant for a customer care inspection. He presented a proposal for an LED replacement system which included additional lighting on the north and west exterior of the building and which would increase efficiency. He estimated the \$16,474 cost of the proposed system would offer a 10-year return on investment in energy savings.

- Commissioners agreed not to make any changes at this time.

**Resolution Approving IMRF Participation:**

- Laura VanProyen presented a resolution prepared by John Myers approving participation for employees meeting the 1,000 minimum hours provision in IMRF.
- At this time, the only employee eligible will be the general manager, Dan Held.
- Participation will begin on a date provided by IMRF once our application and resolution are processed.

MOTION by Sander, second by McCord to approve Resolution 14-01, A Resolution for Participation in the Illinois Municipal Retirement Fund.

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

**CRP Maintenance:**

- Commissioners discussed a summary, provided by John Myers, of his recent meeting with Craig Hall, Allen and Barbara Mendenhall and Hal Pyle from Natural Resources.
- Commissioners agreed we should work toward changing our Conservation Plan to incorporate trees. This plan will cost more to implement but require less ongoing maintenance.
- Commissioners agreed Craig Hall should begin the application process to change from CP4A (shrubs and grasses) to CP3A (trees).

**Ordinance Regarding Contract with Auditor:**

- Commissioners discussed a proposal from Adam Withee of Zumbahlen, Eyth, Surratt, Foote & Flynn, for audit and related services for fiscal year 2014 at an estimated cost of \$6,000 to \$7,000 billed on an hourly basis.

MOTION by Sander, second by McCord to approve Ordinance 14-02, an Ordinance Approving an Agreement with Zumbahlen, Eyth, Surratt, Foote & Flynn, Ltd. for Auditing Services.

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

**Treasurer Position and Related Matters:**

- Laura VanProyen stated she met with previous treasurer, William Pfeffer, recently to discuss and compile a list of specific duties required for this position including estimated time involved. Pfeffer also provided several suggestions for increasing internal controls that would allow one person to handle the bookkeeping duties, currently being done by VanProyen along with the duties previously performed by the treasurer.
- Commissioners agreed to appoint VanProyen as treasurer in addition to her current position as clerk beginning immediately. John Myers will prepare a resolution to formalize the appointment at the March meeting.
- Commissioners agreed to contract with Warren-Boynton State Bank for lock box services as outlined in their proposal letter. This service will include collecting mail from the New Berlin post office box, opening mail, depositing checks directly into the commission's operating account, providing reports regarding all deposits to the treasurer and holding any unrelated mail at the bank for pick up by commission employees.

- VanProyen will send notice to all vendors and agencies changing our address for everything except accounts receivable payments to 9199 Buckhart Road to be received first by the general manager for review and approval. He will then distribute invoices and other information as needed to the treasurer and commissioners.

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

- Held discussed various repair and improvement issues in the plant and well field. His written report is attached to these minutes.

**Adjournment:**

- The next regular meeting of the South Sangamon Water Commission will be March 18, 2014 at 8:30 a.m. at the water plant, 9199 Buckhard Road, Rochester.

MOTION by Sander, second by McCord to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 9:46 a.m.

Respectfully submitted,

  
Clerk