

South Sangamon Water Commission
Minutes of the Regular Meeting of the Board of Commissioners
August 17, 2020
Water Plant, 9199 Buckhart Road, Rochester IL

Commissioners:

Present: Cindy Morris, Dave Johnson

Absent: none

Quorum: yes

Others Present:

Stephen Bivin & Laura VanProyen (SSWC), Randy Segatto (Barber, Segatto, et al), Max Middendorf (MECO Engineering), Jamie Headen (Benton & Associates), Adam Withee (Zumbahlen, Eyth, et al)
Bill Brown (CMT), Jim Roth

Proceedings:

- The meeting was called to order at 5:33 p.m. by chairperson pro tem Cindy Morris and roll was taken.

FY2020 Audit Report:

- Adam Withee distributed copies of the recently-completed audit
- The opinion stated everything was materially correct as presented.
- The balance sheet item related to preliminary expenses for the greensand filter project had been carried for several years and should be reviewed and possibly removed from assets during next year's audit process.
- Deferred Outflows and Pension Expense(Revenue) were items related to IMRF information and required to be included in the audit per standard accounting practices. They did not actually affect operations of the commission and the net revenue number should be viewed with that in mind.
- FY2019 and FY2020 expense comparison was difficult because the first part of 2019 the plant was still under the management company. It did appear that bringing management back in-house was less expensive.
- All information in the audit included Series 2010 and 2011 bonds as they were at the date of the audit. Much of this information was changed with the July, 2020 bond refunding and will look different on next year's audit.

After answering questions from the commission, Mr. Withee left the meeting.

Operating Report:

- Stephen Bivin stated July was a record month for water production.

CRP Land Status and Mowing Options:

- Bivin spoke with someone at the local CRP office and learned it was now in a permanent easement. The balance in the CRP bank account was ours; CRP would not tell us how it could be spent.
- Discussion regarding purchasing a tractor to allow our personnel to mow and maintain that area as well as possibly a bucket and blade for snow removal.
- Bivin would determine what we might need and request bids for options with and without a cab for further discussion at the September meeting. He would also look into having a fuel tank on site.

Lab Certification:

- Bivin reported a low-end estimate for the cost of equipment needed to have a certified lab at the plant was \$15,000 to \$16,000. It would also require a 15 square-foot per lab tech self-contained room which would need to be built.
- Commissioners agreed not to proceed at this time.

Transfer Switch Update:

- The expected delivery date remained as September 4.

Meter Reading Update:

- Bivin shared information and pricing on a variety of meter reading technologies and related meters from several vendors.
- He would have Justin from Midwest Meter come to the September meeting to make a presentation and answer questions comparing some of the options available.

SCADA Update:

- SCADAware was scheduled for a plant walk-through on August 19.
- While the commission owns the software, the licenses are in WesTech's name; they were now in process of being transferred to us.
- WesTech was currently operating with a patch due to incompatibility in software versions. Software upgrades would be needed to correct this.
- Kirby Risk offered a one-year maintenance contract at a cost of \$500 which included upgrading all our software.

MOTION by Morris, second by Johnson to have Kirby Risk prepare a written agreement for a one-year maintenance contract, to include upgrading all software, at a one-time cost of \$500.

Roll call vote: Johnson – yes Morris – yes

Motion carried.

Security Alarm System:

- The current alarm keypad was not 3G supported and no longer making calls out for alarms; interior alarms do go off.
- There was a \$99 upgrade deal available on the current system.
- Commissioner Johnson suggested it was perhaps time to compare pricing and options from other alarm systems. This would be considered again nearer to putting together the next budget.

MOTION by Morris, second by Johnson to have Bivin confirm that regular alarm monitoring prices would not be affected following an upgrade by Wareham Security and, if that is true, that we schedule the \$99 upgrade to the current alarm system.

Roll call vote: Johnson – yes Morris – yes

Motion carried.

Engineering Report by Max Middendorf:

Grant Application Status:

- Following the August 4 conference call with USDEA, Middendorf and Segatto reported the project criteria for the CARES grant funding need to show it would promote economic growth and create jobs in light of current pandemic damages.
- Middendorf had contacted Chatham about any growth of which they were aware that could be used in a grant application; they were looking at it and would get back to him.
- Commissioner Johnson mentioned the possibility of a new brewery if zoning changes were approved and asked about growth statistics in the Ball-Chatham School District.
- This grant would not be likely as a solution for an elevated tank project. There are other grants that might be better suited for our needs that we could look into in the future.

Chatham Information Request Update:

- Commissioner Johnson requested a copy of the audit be sent to him to share with the Village of Chatham.
- He asked about an estimated cost to produce 1,000 gallons of water. Bivin had calculated a rough amount of \$6.50.
- Bivin would check with the Village regarding any additional information they wanted.

Public Comments:

- There were no public comments.

Approval of Minutes:

MOTION by Johnson, second by Morris to approve the minutes of the July 20, 2020 regular meeting as presented.

Roll call vote: Johnson – yes Morris – yes

Motion carried.

Treasurer’s Report by Laura VanProyen:

- Commissioners received draft financial reports through July 31, 2020 via email. This report did not yet reflect activity related to the July 6 bond closing. VanProyen was waiting to discuss the specifics of those entries with Adam Withee. There were no questions.
- We received a letter from the IRS acknowledging receipt of our Form 8038-CP requesting the BAB subsidy payment which should have arrived prior to the July 1 bond payment date. The payment had not yet arrived.
- Our Illinois Funds account was in process of being updated due to the change of our operating account number following the fraudulent activity a few months ago. Once that was updated, funds would be transferred to bring the Depreciation, Repair and Replacement balance to \$500,000 as agreed during the bond refunding process.

Approval for Payment of Invoices:

- Commissioners received a list of open invoices totaling \$63,254.74 for approval and payment along with a list of \$4,407.46 in utility payments already made since the July meeting to avoid late fees.

MOTION by Morris, second by Johnson to approve payment of all open invoices totaling \$63,254.74 as presented.

Roll call vote: Johnson - yes Morris – yes

Motion carried.

Approval of Officials’ Liability Insurance Policy for Renewal and Premium Payment:

MOTON by Morris, second by Johnson to approve renewal of the officials’ liability insurance policy with United States Liability Insurance Company through August 1, 2021 at a cost of \$2,629.00 and to make that payment.

Roll call vote: Johnson – yes Morris – yes

Motion carried.

Approval of Resolution Regarding Lease with Watts Copy System:

- This lease/maintenance agreement was a five year contract for a copier at the business office to replace the current machine/agreement which was about to expire.

MOTION by Morris, second by Johnson to approve Resolution 2020-02, Approving and Accepting Equipment Maintenance Agreement with Watts Copy System, Inc.

Old Business:

- Commissioner Johnson asked about the Emergency Backup Connection with Chatham. Jamie Headen reported he met with Dustin from the Village of Chatham. They looked at a possible location at Palm and Chatham Roads. IDOT prefers they consider other locations, so that discussion continues. Once a location is determined, there should be no problem getting the permit(s). The new chairperson of the Commission would need to sign the paperwork, so nothing could be decided until at least the September 21 meeting.

- Bivin and VanProyen had met to discuss text alert options for customer communications. They recommended using Text-Em-All which offered payment per usage without a monthly minimum.

- Bivin would create an information insert to be included in with August water invoices to retail customers encouraging customers to provide cellular numbers and sign up for this service.

- Bivin had named Katie Krall as the plant's communications coordinator.

New Business:

- VanProyen shared information about services offered by CourtMoney that would allow customers to pay their invoices online using debit or credit cards.

- Commissioner Morris suggested we also get information from the Village of New Berlin who have an automatic payment system in place through Warren-Boynton State Bank and continue discussion at the September meeting.

Adjournment:

- The next regular meeting of the South Sangamon Water Commission will be held Monday, September 21, 2020, at 5:30 p.m.

MOTION by Morris, second by Johnson to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 7:02 p.m.

Respectfully submitted,



Laura VanProyen, Clerk