

South Sangamon Water Commission  
Minutes of Regular Meeting of the Board of Commissioners  
September 17, 2018  
Water Plant, 9199 Buckhart Road, Rochester, Illinois

**Commissioners:**

Present: Lee Bloome, Craig Hall

Absent: Cindy Morris

Quorum: yes

**Others Present:**

Tim Bliss, Kevin Canham & Laura VanProyen (SSWC), Randy Segatto (Barber, Segatto, et al),

Max Middendorf (MECO Engineering), Dustin Patterson (Village of Chatham)

Debbie Raupp

**Proceedings:**

- The meeting was called to order at 5:33 p.m. by Chairman, Lee Bloome, and roll was taken.

**Management Report:**

- Chairman Bloome reported Woodard & Curran will present their August 31, 2018 final report when all items have been received and processed; the report will be posted to the website

- Tim Bliss agreed to follow up with Bloome regarding continuation of Equipment Maintenance and Reporting software programs used by Woodard & Curran. Their records will be merged in.

- Bliss reported on activity during his first weeks as Plant Manager:

- Additional testing of Well #7

- NPDES permit renewal forms

- Met with waste reclamation; tests were within limits and current hauling vendor is acceptable to EPA

- Meeting with Dustin Patterson and Bill Brown regarding dry run in preparation for Chatham's painting of their tower

- Met with Watts Copy Systems regarding leasing refurbished printer/copier for the water plant; commissioners agreed

- Met with Dustin Patterson and Village of New Berlin regarding Mansion Road booster station; recommended SSWC should maintain the area around that station; commissioners agreed to discuss this further at a future meeting

- Asked about getting a commercial credit card for incidental purchases; VanProyen agreed to research this with the bank for future discussion

- Noted various maintenance matters handled

**Engineering Report:**

- Max Middendorf reported vendors are in place to complete the chloramines project. If the Qdos 30 pump does not arrive in time, a demo pump will be installed temporarily.

- A meeting will be needed to coordinate with the electricians. Tim Bliss stated Advanced Automation & Controls will be handling a project for Curran-Gardner and a meeting could be set while they are in the area, preferably September 25; Commissioner Hall agreed to attend that meeting.

- Middendorf suggested we start looking ahead to budgeting for FY2019 Capital Improvement needs. Bloome said we need additional information regarding WesTech/SCADA first.

**Public Comments:**

- Regarding IEPA test results: Bliss became Operator of Record; he and Bloome agreed to follow up to confirm all paperwork was received and complete to record that change.

**Approval of Minutes:**

MOTION by Hall, second by Bloome to approve the minutes of the August 20, 2018 regular meeting as presented.

Voice vote: Motion carried.

**Treasurer's Report:**

- There were no questions or discussion regarding August 31, 2018 unaudited draft financial reports e-mailed previously by Laura VanProyen.

**Approval for Payment of Invoices:**

-VanProyen distributed a list of open invoices totaling \$21,952.60.

MOTION by Hall, second by Bloome to approve payment of all invoices as presented.

Roll call vote: Hall – yes Bloome – yes Motion carried.

**Service Agreements:**

- Bloome reported discussion continued with Woodard & Curran regarding possible agreements for their continued SCADA service and plant assistance; Advanced Automation & Controls was also a possibility.

**Approve Employee Handbook:**

- Bloome explained some changes had been made to the first draft of the handbook to correct a few typographical errors; sections regarding FMLA and sexual harassment policy were added or revised as mandated.

MOTION by Hall, second by Bloome to approve the Employee Handbook as revised.

Roll call vote: Hall – yes Bloome – yes Motion carried.

**Liquidated Damages for Chloramine Project:**

- Based on the schedule for the project presented by Middendorf in his engineering report, this item was no longer needed.

**Old Business:**

- Commissioner Hall reported he met with Michael Summerville to look at the CRP property and discuss mowing and maintenance. There were trees growing under the power lines. Bloome agreed to look into possible environmental issues before cutting any trees.

- Hall would speak with Summerville to obtain proof of insurance and remind him to be aware of hydrants before mowing the area. Bliss agreed to survey and mark hydrants and any other obstacles.

MOTION by Bloome, second by Hall to approve Michael Summerville's proposal to mow 100 acres at a cost of \$9,000.

Roll call vote: Hall – yes Bloome – yes Motion carried.

**New Business:**

- There was no new business.

**Adjournment:**

- The next regular meeting of the South Sangamon Water Commission will be held Monday, October 15, 2018 at 5:30 p.m. at the water plant, 9199 Buckhart Road, Rochester, Illinois.

MOTION by Hall, second by Bloome to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 6:21 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Laura VanProyen, Clerk