

South Sangamon Water Commission
Minutes of the Regular Meeting of the Board of Commissioners
September 21, 2020
Water Plant, 9199 Buckhart Road, Rochester IL

Commissioners:

Present: Cindy Morris, Dave Johnson, Jim Roth

Absent: none

Quorum: yes

Others Present:

Stephen Bivin, Kevin Canham & Laura VanProyen (SSWC), Randy Segatto (Barber, Segatto, et al), Max Middendorf (MECO Engineering), Jamie Headen (Benton & Associates), Justin Conaway (Midwest Meter)

Bill Brown (Crawford, Murphy & Tilley), Don Davis

Proceedings:

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

Operating Report:

- Stephen Bivin distributed the written Operating Report for August.
- Bivin will be on vacation the week of October 18; Katie Krall would give the report at the October regular meeting and Kevin Canham would also attend the meeting.
- Commissioner Roth asked if we have or should have an agreement with the Village of Rochester for emergency water backup; something to consider for the future.

Well Field Mowing Update:

- Bivin shared mower bids from Kubota and John Deere. These were the only responses to his advertised request for bids.
- Discussion regarding whether we should own equipment or pay to have someone continue to mow for us. Four to five years mowing at the current rate of \$9,000 per year would pay for a mower; there would be ongoing costs for maintenance and insurance.
- Bivin would put together a comparison of mowers with cab, automatic transmission, and heavy duty rotary cutter to be emailed to commissioners prior to the October regular meeting for further discussion of the matter.

Transfer Switch Update:

- SCADAware was doing preliminary work to allow for limited down time during setup. Then Egizzi would be called in to setup the new transfer switch which had arrived earlier in September.

- During discussion, Commissioner Morris suggested we should replace battery backups on a regular schedule before they go bad and have an equipment inventory to track things like this. Discussion of possible details for scheduled replacement will be included in planning the FY2022 budget.

- Commissioner Johnson asked about Kirby Risk vs SCADAware. Bivin indicated either could do what is needed; SCADAware was working on a software inventory.

Security Alarm Update:

- Bivin reported Wareham Security had completed the update to the current system. They would be scheduling a security walk-through to assess current needs to be considered in FY2022 budget planning.

Midwest Meter Presentation:

- Justin Conaway gave an initial presentation about types of meters, how they are read and current pricing. Due to internet connection issues, he will come back to share additional information and updated pricing in December or January, prior to preparation of the FY2022 budget, and looking at Spring, 2021 installation.
- AWWA suggests replacement of meters within 10 years to increase accuracy as they will slow over time. Stephen Bivin stated most of the retail meters are about nine years old.

Following his presentation, Conaway left the meeting.

- There was additional discussion about the various options presented. It was known that others locally were moving to cellular meter reading including Jerome, Curran-Gardner and New Berlin, which has been working well.
- During discussion, Commissioner Roth suggested having a program in place to test all large meters periodically on a regular schedule.

Engineering Report by Max Middendorf:

- SCADAware was working with New Berlin to finalize communications.

Public Comments:

- Bill Brown spoke regarding the history of this plant related to feeding chloramines and the benefits of doing so. He stated EPA wants to get the conversion to chloramines completed and Chatham wants it done soon.
- Bivin responded with two related matters: the analyzer needs a SCADA update, and in his communications with EPA they asked we were making the change and suggested we should not do so.
- Jamie Headen said the real issue with using CWLP as a backup was the difference of source water (ground water vs surface water) rather than the difference in disinfection methods. As a short-term, emergency solution it would be acceptable, but not for long-term situations.
- Brown said EPA needed to talk to each other about this. He would go back to EPA to discuss this further.

Approval of Minutes:

- Commission Johnson noted a change was needed to the draft minutes which stated the motion to adjourn was seconded by Lee Bloome, who was not present at the August meeting, and should instead have said the motion was seconded by Dave Johnson.
- Clerk was to make the change before finalizing or posting the minutes.

MOTION by Johnson, second by Roth to approve the minutes of the August 17, 2020 regular meeting as corrected.

Voice vote: Motion carried.

Treasurer's Report by Laura VanProyen:

- Commissioners received draft financial reports through August 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.

Late Fees:

- VanProyen stated that, while public utilities were not mandated to waive late fees due to COVID recovery, we had chosen to do so in March. She asked how long we would continue to omit late fees from retail invoices as most our customers' payment habits had not really changed.

MOTION by Morris, second by Johnson to reinstate the addition of late fees to invoices dated after November 1, 2020.

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

- VanProyen would include a notice regarding this upcoming change with the September invoices.

Collection Action:

- VanProyen reported there had been no payments from the greenhouse on New City Road since the judge had allowed the addition of court costs and interest to the balance in October, 2019.

- Attorney Segatto would look into the status of the judgment and possibilities for further collection action such as garnishment.

Approval for Payment of Invoices:

- Commissioners received a list of open invoices totaling \$160,830.877 which included payment for the new transfer switch, for approval and payment along with a list of \$6,072.46 in utility payments already made since the August meeting to avoid late fees.

MOTION by Johnson, second by Roth to approve payment of all open invoices totaling \$160,830.877 as presented.

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

Old Business:

Text Alert Update:

- Bivin stated about 10 customers had returned form to opt into the text alert program. Similar forms would be included again with September and October invoices.

Electronic Payments Update:

- VanProyen reported regarding various payment options we might offer retail customers to pay water bills online using credit/debit cards or automatically using their bank account.

- Commissioners agreed to move forward with the option of ACH payments through Warren-Boynton State Bank similar to the system currently used by New Berlin for their water/sewer bills. Once this option was in place and working well, further discussion regarding credit/debit card payments could be considered if needed.

New Business:

Employee Manual:

- VanProyen asked if anyone had the most recent version of the Personnel Handbook which would include the change to not offering health insurance; no one did.
- She would request a copy from Lee Bloome to be edited, if needed, and distributed to all employees.

Election of Chairperson:

- Commissioner Johnson nominated Commissioner Roth to become chairman of the commission citing his knowledge and experience as a water treatment engineer.
- Commissioner Roth stated the term he was fulfilling runs until May and then would be up for reappointment by Sangamon County.

MOTION by Johnson, second by Morris to appoint Jim Roth as chairperson beginning immediately.

Roll call vote: Johnson – yes Roth – yes Morris – yes Moton carried.

Adjournment:

- The next regular meeting of the South Sangamon Water Commission will be held Monday, October 19, 2020, at 5:30 p.m.

MOTION by Johnson, second by Morris to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 7:32 p.m.

Respectfully submitted,



Laura VanProyen, Clerk