

South Sangamon Water Commission
Minutes of the Regular Meeting of the Board of Commissioners
May 19, 2025
Water Plant, 9199 Buckhart Road, Rochester IL

Commissioners:

Present: Jim Roth, Cindy Morris, Dave Johnson
Absent: None
Quorum: Yes

Others Present:

Stephen Bivin, Kevin Canham and Autumn Tibbs (SSWC), and Max Middendorf (MECO Engineering).

Proceedings:

- The meeting was called to order at 5:30 p.m. by Chairman Jim Roth, and roll was taken.

Operating Report:

- Stephen Bivin gave report and discussed highlights of the April 2025 report. The total gallons pumped from the well field was 40.394 million gallons of water and 35.675 million in finished water. Sampling was within limits.

- Stephen reported that Brotcke is here in the well field doing cleanings. Stephen has been running to get parts, etc. for them to complete their work. If we let them do it, we have to pay them to drive to St. Louis to get the parts and pay the markup for the parts themselves.

- Stephen reported that he received a report of water in a ditch outside of New Berlin. We have an air valve there that looks like the tap may be leaking. He is in the process of reviewing it to determine if we have a leak there that needs fixed.

- Stephen reported that we had some power outages, due to weather, last month.

Engineering Reports:

- Max Middendorf reported an update on the Well #11 project. The floodplain coordinator needs the elevation certificate and final documentation on cleanup. He came out last week and took photos. We are in pretty good shape there. We still have to get final gravel and fabric down and a few punch list items. For closing out on the elevation certificate, we've got what we need for him. We are waiting on the meter transmitter box for Brotcke (it is somewhere in transit). Joe Lee has all of his items installed. The SCADA communication box is up there. We're getting the meter wired up. He noticed in the meter pit that the ground rings weren't on the meters. He has advised Brotcke to get those installed.

- Stephen Bivin reported that Joe Lee told him that if we need to use Well #11, we can. It would just need run manually. But, it is complete to that point. It would serve as a well.

Public Comments:

- There were no public comments.

Approval of Minutes:

MOTION by Johnson, second by Roth to approve the minutes of the April 21, 2025 regular meeting as presented.

Voice vote: Motion carried.

Treasurer's Report:

- Autumn Tibbs reported that April's financial report printouts were provided for review. There is nothing out of the ordinary to report. We are in the negative with our revenue being a little less than expenses this fiscal year.

- Chairman Roth reported that he received an email from the Illinois Public Risk Fund (regarding our new FY2026 Workers Compensation insurance policy) to sign up as the contact person for our policy. He will forward it to Autumn so she can respond and sign up as their contact person.

Approval for Payment of Invoices:

- Autumn Tibbs reported that the vendor payable's printout was provided for review. The total is a little higher than normal due to the \$72K payment to Petersburg Plumbing (for final pay request approved last month) and the \$72K payments for our three insurance policies that renewed on 5/1/25. Discussion was had to hold Petersburg Plumbing's check until we verify that all paperwork that the contractor needed to submit to the engineer has been done.

- Autumn reported that we received our audit request paperwork from Cincinnati Insurance Company regarding our Workers Compensation insurance for FY2025. These policies are typically issued on an estimated basis. Our FY2025 premium (what we paid last year) was based off of an estimated payroll cost of \$212K (our total payroll costs for FY2024). Our actual FY2025 payroll costs were \$239K. That said, I anticipate us having to pay a little more towards our FY2025 policy. That amount will probably be on June's vendor payable's list.

- Commissioners reviewed a list of payable items totaling \$241,587.95.

MOTION by Roth, second by Morris to approve payment of all invoices as listed.

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

Approval for Prepayments:

- Autumn Tibbs reported that a list of prepayments made was provided for review. These are vendors that are not on the vendor payable's printout. They are not on the vendor payable's printout because (1) it is automatically deducted from our checking account every month and therefore no check is necessary or (2) it is a timing issue where the actual bill is not available until after our board meeting but it is due before our next board meeting.

- Commissioners reviewed a list of prepayments made 4/16/25 – 5/13/25 totaling \$141.11.

MOTION by Johnson, second by Roth to approve payment of all prepayments listed.

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

Approval of Resolution #25-02:

- Commissioners did not discuss Resolution #25-02, regarding approving the Commercial/Umbrella insurance policy for FY2026, because this was discussed and voted on at last month's meeting. Chairman Roth signed Resolution #25-02.

Approval of Resolution #25-03:

- Commissioners did not discuss Resolution #25-03, regarding approving the Cyber Liability insurance policy for FY2026, because this was discussed and voted on at last month's meeting. Chairman Roth signed Resolution #25-03.

Approval of Resolution #25-04:

- Commissioners did not discuss Resolution #25-04, regarding approving the Workers Compensation insurance policy for FY2026, because this was discussed and voted on at last month's meeting. Chairman Roth signed Resolution #25-04.

Old Business:

None.

New Business:

None.

Executive Session:

None.

Adjournment:

- The next regular meeting of the South Sangamon Water Commission would be held Monday, June 16, 2025, at the water plant, 9199 Buckhart Road, Rochester, Illinois at 5:30 p.m.

MOTION by Johnson, second by Roth to adjourn.

Voice vote: Motion carried.

- The meeting adjourned at 5:46 p.m.

Respectfully submitted,


Autumn Tibbs, Clerk/Treasurer