

Executive Director's Report
June - July
2013

Activities

This section discusses activities that the District is engaged in outside the typical everyday actions necessary to conduct the business of providing wastewater treatment.

Intergovernmental Cooperation and Community Outreach

As we enter the new budget year, we plan to pursue the following initiatives with the associated party:

- South Sangamon River Corridor groundwater development project with the City of Decatur and ADM.
 - We have set a meeting date of Thursday July 18th with Keith Alexander and Jerry Stevens to discuss the next steps associated with beginning this project.
 - A meeting is planned for July 30th with Kathy Merner of Macon County Conservation District to discuss groundwater exploration on MCCD property.
- City of Decatur's CMOM and SSE compliance action planning.
 - The City of Decatur has requested that SDD participate in a comprehensive hydraulic model of the sewer system. The City's consultant AECOM has proposed a cost of \$53,057.00 and the City is proposing a cost split 50/50 between City and SDD. We are currently evaluating the proposal and plan to meet with the City on Tuesday July 15th to discuss.
- The Agricultural Watershed Institute requested the District's participation in pursuing a grant to explore the concept of Nutrient Trading with the agricultural community in the watershed. Our commitment would be to provide the equivalent of \$20,000 of cash and in-kind support over the 2 year grant period. Most of our contribution will be in the form of staff time support. The information developed by this grant will assist the District in the future providing an economic analysis of costs to address pending nutrient regulations.
 - No further information on this item at this time.

Asset Management, Capital Improvements, and Financial Planning

Continued work crafting strategy for collecting data on assets, prioritizing and scheduling assets for review, and completing forms on critical assets.

Succession Planning & Performance Appraisal System

Senior Management staff continued work on developing a 'weighting' criteria to apply to individual performance benchmarks. The weighting will focus on the benchmark's importance and significance to the District's purpose and mission. A preliminary draft of the proposed weighting criteria will be reviewed with Rob Jacobsen upon its completion.

Mark Sturgell of Performance Development completed the classroom portion of the leadership development training course for the management group. This training will improve overall communications and prepare managers and career path individuals with catalytic coaching training.

A revised succession plan is in the works taking into consideration the lesson learned from the ERI rule change. New surveys will be taken to determine retirement planning of the remaining staff and to assure that knowledge capture activities are executed for ALL staff positions. We are using a section of the Leadership Development Training materials to have all management staff reassess their job descriptions and provide a more detailed narrative of the duties they perform including specific details of activities that are non-standard. Once these are identified, managers are tasked with writing specific procedures for these activities.

The Career Path Program was instituted to identify and develop future leaders from within the SDD existing workforce. We currently have 17 individuals that have expressed interest in pursuing advancement through this program. The following breakdown shows positions we hope to fill from within, the date that position will open and the number of Career Path participants interested in the position.

Position	Career Path Participants	Date Position may open
Accountant	1	FY 2017-18
Technical Director	1	FY 2015-16
Laboratory Supervisor	2	FY 2015-16
Maintenance Supervisors (2)	8	FY 2015-16
Operations Supervisor *	3	FY 2015-16
Accounting Clerk *	0	FY 2017-18

** indicates positions that would open if an individual advances to a position above.

Of the 17 applicants, six have been evaluated through the Finn Group. The Finns have extended their retirement plans and will be available to evaluate all of our career path candidates. Kent Newton is currently scheduling this. Mark Sturgell has offered to provide a comparative evaluation that focuses on leadership skill potential in the Career Path participants.

Senior Management is beginning the process of taking each candidate, on an individual basis, through the catalytic coaching process to develop their 'personal development plan' (PDP). This PDP will create the roadmap for advancement. It will identify certain development activities the District can assist the individual with and other things he/she will be personally responsible for.

One of the activities the District plans engage the career path participant in is leadership development. Senior management is working with Mark Sturgell to initiate a leadership development course geared to the career path program participants.

Senior Staff continued exploring departmental organization, work schedules and assigned duties to look for opportunities to redistribute work for a more efficient and effective approach to managing the District's assets. Opportunities for multi-crafting were discussed and associated training needs identified.

Safety and Training

Safety training for this period included the usual tailgate safety awareness meetings.

The District will hold its annual safety awards celebration in a luncheon on Wednesday July 17th. All district employees attained the 'accident free' award for this year. The following individuals have attained 5-year incremental awards for being accident free:

5 years

- Edison Cole
- Early west
- Don Miller
- Randy Clark

10 year

- Tisha Grieve

15 year

- Mark Rotz

The District has gone 2913 days without a lost time accident as of the end of June 2013.

Professional Association Activities

District personnel attended meetings and seminars and/or served on committees with:

- The Illinois Association of Wastewater Agencies
- The Illinois Water Environment Association
- The Association of Facility Engineers

- The Society of Human Resource Managers
- Illinois Labor Management Committee
- Central Illinois Safety Committee
- Project Management Institute
- The National Society of Professional Engineers
- Water Environment Federation
- National Association of Clean Water Agencies

Seminar and Conferences

None this period

Awards and Recognitions

5-year incremental service awards:

None this period

Local Committee and Organization Involvement

District Staff attends meetings, serves on boards, commissions, and committees, and participates in organized activities for:

- Engineer in the Classroom
- Webster Cantrell Hall
- Agricultural Watershed Institute
- Decatur Rotary
- Community Environmental Council
- Decatur Plan Commission
- Macon County Regional Planning Commission
- WPCLP Advisory Committee (IEPA)
- Green Infrastructures Grants Steering Committee (IEPA)
- Water Environment Federation House of Delegates

Labor Management

A labor management meeting was on July 2nd with Dana Miller attending as Board representative. Agenda Topics of discussion included:

- Proposed Meal and Rest Period Policy

Other non agenda items discussed included:

- One Operator Shift Paid Meal Period - request for consideration.
- Safety PM Work Orders – who is performing these at this time.
- A question if any of the remote cameras were also recording audio.
- Capital Projects - General discussion of upcoming projects.
- Open Laborer Position - how many laborers the District was planning on hiring.
- Career Path - update of the status of the Career Path program
- One Operator Shifts - request for feedback from the operators on how the one operator shift implementation was going.

A copy of the meeting minutes follows this report.

Communications

Recognizing that communications is the major stumbling block to improving District employee morale, management staff is always directed to communicate all information in an accurate specific manner to all employees and to encourage employees to utilize the correct avenues and resources to answer any questions they have or to provide clarifications to issues they do not understand. In that respect the District holds regular meetings to share important information between departments and organizational levels. Those meetings include:

- Staff meetings (2nd and 4th Thursdays, 8:30 a.m.)
- Senior Staff meetings (1st and 3rd Thursdays, 8:30 a.m.)
- Department Head Coordination Meetings (daily)
- All hands Meetings (3rd Wednesday, 7:15 or 2:30, alternating)
- Labor Management meetings (1st Tuesday, 2:00)
- Safety Training (weekly)
- Safety Committee meetings (monthly)
- Departmental meetings (as scheduled)

Administrative Activities

Senior managers met over this period working primarily ongoing project management activities for the trestle project, the energy efficiency and anaerobic digester projects, project planning for replacing the waste activated sludge thickeners, update of the groundwater development project plan, asset management planning, succession plan revisions, Board meeting reports, communications, and proposed projects status and schedule.

Planned Expenditure

The Planned Projects report spreadsheet detailing planned expenditure taken from this fiscal year's budget is included at the end of this report.

Unanticipated and Emergency Repairs

This section describes emergency and unanticipated repairs and expenses.

Total unanticipated and emergency costs through June 30, 2013 are approx. \$0.00. (Prior fiscal year through June 30, 2012 was \$62,000.00)

Please forward any questions or comments to:

Monte Cherry – PH. 422-6931 (X-233)
monte@sddcleanwater.org

Attachments: - Labor Management Meeting Minutes, Planned Project Report

Labor Management Meeting July 2, 2013

The Labor Management meeting was held Tuesday July 2, 2013 at 2:30 pm in Monte's office. Those present at the meeting included: Dana Miller (DM), Monte Cherry (MC), Kent Newton (KN), Joe Chapman (JC), Mark Lindgren (ML) & Matt McElroy (MM)

There was one agenda item.

1. Proposed Meal and Rest Period Policy: KN explained that the District's policy concerning Meal and Rest Periods needed to be clarified and updated because of two recent events. He went on to provided an overview of the policy and explained that the new expectation was that hourly employees will record meal breaks that are outside of the regularly scheduled or designated meal period for the department or an employee's position. KN indicated that the policy may need to be modified or implemented differently to address employees that do not have access to the time clock system. There were no questions, comments or objections from the Labor representatives.

There were five non-agenda items discussed.

1. One Operator Shift Paid Meal Period: MM inquired about any progress on the request for a paid lunch for one operator shifts. MC restated his concern about the transfer of information if shifts do not overlap and clarified his suggestion of moving the shift to allow crossover. Both JC and MM indicated that sharing information was not an issue. MC stated that he believed that the current operators would do what was necessary to share information but would prefer to have the structured crossover time. MC will continue to consider the request.
2. Safety PM Work Orders: ML inquired about who was performing safety inspections and other PMs now that Andy Lynch was no longer with the District. KN responded that Wendi Boulware, the Safety Coordinator, had been trained and was currently completing these tasks.
3. ML asked about the camera in the 217 Building monitoring audio. KN and MC did not know anything about the camera system monitoring audio in this building. MC commented that audio capabilities to allow operators to listen for malfunctioning equipment were discussed for the 210 building but he did not know if it was implemented. KN committed to investigating the matter. (Note: After further investigation, it was determined that audio was tested in the 210 building but was discontinued because of background noise. None of the current security cameras installed by the District monitor or record audio.)
4. Capital Projects: General discussion of upcoming projects including the digesters, cogeneration replacement and the primary clarifier rehab.
5. Open Laborer Position: MM asked about how many laborers the District was planning on hiring. KN stated that the District was only looking for one Laborer to replace the one Laborer who resigned.
6. Career Path: MC provided an update of the status of the Career Path program
7. One Operator Shifts: MC asked for the operators' opinions of how the one operator shift implementation was going. MM and JC both indicated that the shifts they had worked were uneventful but they still think something will fall through the cracks. MM stated that he thought there was more to do on third shift than seconded shift because of collecting final readings. MC expressed his appreciation for the operators' cooperation and the work they have done to implement the one operator shift procedure.

Pc: committee members

**Sanitary District of Decatur
2013-2014 Projects over \$10,000
July 31, 2013**

Color Code for Projects
Substantially Completed
Ongoing
Not Started
Delayed or Deleted

Description				Status	Current Fiscal Year			Project Total		Contract Award & Change	
Project Title	Contractor / Vendor	Project Mgr	Account		Budget	Actual	Over (Under) Budget	Contract & Change Orders	Funds Expended	Contract Award	Change Orders
Heat Exchanger Renewal	Jarvis Boiler & Welding	CJ	501314-11-13	Complete		11,950	11,950	11,950	11,950	11,950	
Hot Water Pressure Washer	M&M Pump	CJ	505040-01-04	Complete	15,000	6,277	(8,723)	6,227	6,277	6,227	
Portable Air Compressor		CJ	505040-01-04		21,000			-	-		
Replacement Hatches		DBM	501129-11-04		42,000			-	-		
Blower Building Renewal		DBM	501311-11-13		50,000			-	-		
Painter Building Design		DBM	501311-11-13		85,000			-	-		
Water Tower Painting		DBM	501313-11-13		250,000			-	-		
Facility Plan Amendment		DBM	504180-01-02		50,000			-	-		
Sand Creek Crossing Construction	CITY of Decatur	DBM	506021-06-01		600,000			560,000	-	560,000	
Co Gen - Engineering	Clark Dietz	DBM	506023-06-01		62,247	17,473	(44,774)	156,298	111,524	156,298	
Co Gen - Construction		DBM	506023-06-01		2,390,753			-	-		
2012 Energy Efficiency Upgrades	Williams Brothers	DBM	506025-06-01		1,450,000	676,915	(773,085)	2,088,505	2,061,931	2,088,505	
Building 009 & 217 Structural Repair	Donohue				30,000						
Planning		DBM/RG	500010-03-01					-	-		
Building 009 & 217 Structural Repair		DBM/RG	500010-03-01		200,000			-	-		
Video Inspection Camera		DM	505040-01-02		25,000			-	-		
East - Fine Screen Renewal		FM	501314-11-13		20,000			-	-		
East - Classifier Renewal		FM	501314-11-13		55,000			-	-		
Operations Automation		GP	505010-01-05		15,000			-	-		
Backup PTO Pump engine		GP	505030-01-05		40,000			-	-		
Chlorine Analyzer	Siemens	JDM	501111-11-07		80,000	31,603	(48,397)	-	31,603		
MCC replacement in 259		JDM	501128-11-01		225,000			-	-		
HVAC Controls	Clow	JDM	501311-11-13		76,000			31,632	-	31,632	
UPS System Upgrade		JDM	502062-01-07		110,000			-	-		
Plant-wide Switchgear Testing		JDM	503091-01-07		75,000			-	-		
Relay Testing		JDM	503091-01-07		20,000			-	-		
SCADA Upgrade	INS	JDM	505010-01-07		118,000			-	-		
Light Replacement		JDM	505020-01-07		20,000			-	-		
Process Monitor Video System	Bodine Communication	JDM	505040-01-07		40,000	7,260	(32,740)	-	7,260		
Sludge Blanket Detectors		JDM	505040-01-07		40,000			-	-		
Vehicle Replacement		KN	505050-01-01		97,500			-	-		
Water purification & lab ovens		LA	505071-01-03		10,000			-	-		
Automatic Samplers		LA	505100-01-06		20,000	11,318	(8,683)	-	11,318		
Water resource development		MAC	504180-01-01		300,000			-	-		
Supervisor Development Training	PDN	MAC	504180-01-01		50,000	9,960	(40,040)	33,000	33,000	33,000	
Pump Replacement		PC	501126-11-04		185,000			-	-		

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Project Title	Contractor / Vendor	Project Mgr	Account	Status	Budget	Actual	Over (Under) Budget	Contract & Change Orders	Funds Expended	Contract Award	Change Orders
Valve Replacement	ILMO	PC	501127-11-04		120,000			-	-		
Wyckles Facility Rehabilitation		PC	501311-11-13		63,000			-	-		
Pump Renewal		PC	501314-11-13		73,000			-	-		
Interceptor Cleaning and CCTV '12		PC	501315-11-13		155,000			-	-		
Faries Park FM Improvements		PC	501315-11-13		250,000	754,529	504,529	-	754,529		
Collection System Asset Mgmt	Cochran Engineering	PC	504180-01-05		10,000			-	130		
Roof Replacement	Garland /Top Quality	RD	501004-08-01	Complete	95,000	103,413	8,413	102,299	103,413	93,299	9,000
Roads and Parking Paving		RD	501017-08-01		205,000			-	-		
Roof Restoration	Garland /Top Quality	RD	501311-11-13	Complete	30,000	23,871	(6,129)	23,822	23,871	23,822	
Maintenance Furnace		RG	501111-11-04		80,000			-	-		
Rebuild E Primary Clarifier Drives		RG	501312-11-13		70,500			-	-		
Painting E-Primary Clarifiers		RG	501312-11-13		150,000			-	-		
Asset Management Plan		RG	504180-01-01		30,000			-	-		
Ammonia Station	Christy Foltz	RG	505020-01-04		150,000	31,415	(118,585)	-	31,415		
7th Ward Odor Control		TK	501016-08-05		50,000			-	-		
South Sludge Lagoon PH II	J&B Waste /	TK	501172-11-01		1,396,000	317,177	(1,078,823)	972,091	959,606	907,313	64,777
HS Waste Receiving Station		TK	501201-12-01		1,273,000			-	-		
Nutrient Removal Modeling	Black & Vetch	TK	504180-01-01		250,000			-	-		
Electronic Operations Manual		TK	504180-01-05		100,000			-	-		
Nickel and Zinc Study	HydroQual, Inc	TK	504180-01-05		15,000			-	-		
Sangamon River Bio-Study	EIU	TK	504180-01-05		84,000			-	-		
Technology Plan		TK	504180-01-07		95,000			-	-		
NPDES Permit Modification	Hodge Dwyer & Driver	TK	504200-01-05		70,000	2,473	(67,528)	-	2,473		
Digester Imp - Design Eng	Donohue	TK	513520-14-01			12,077	12,077	176,100	151,263	176,100	
Digester Imp - Construction Eng	Donohue	TK	513521-14-01		125,000	2,862	(122,138)	245,500	2,862	245,500	
Digester Improvements Const		TK	513522-14-01		2,875,000			-	-		
Computer Replacement		VM	505010-01-07		53,000	20,969	(32,031)	-	20,969		
Boardroom Video Conferencing		VM	505040-01-07		20,000			-	-		
Fall Protection		WB	505120-01-08		20,000			-	-		
Safety Equipment		WB	505120-01-08		21,750			-	-		