

Executive Director / CFO Report
August 16, 2017

Safety and Training

The minutes from the Safety Committee meeting are included with this report.

Awards and Recognitions

Sam Mattox 6 years
Matt Nihiser 3 years
Steve Smith 10 years

Labor Management

There was no Labor Management Meeting held before the Board meeting but a meeting is anticipated before the end of August.

After the last Board Meeting there was a discussion with Randy Hellmann and Sam Mattox about implementation of the CDL requirements. Sam and Randy requested that the District waive the requirement for the impacted employees. This request was denied. The District did agree to the Union request to delay in the implantation of the disciplinary procedures against the employees and the District provided a written plan for proceeding.



Asset Detail Report

Busey has updated their investment detail report and now includes the rate and maturity date for all assets and an estimate of the annual income from the investment.

Financial Summary as of 7/30/17

- ❖ Cash balances, all funds \$17,755,777.33
- ❖ Investment balances, all funds \$23,788,132.67
- ❖ Revenues are in excess of expenses by \$1999, 609.02 from operations and from all sources total revenue is in excess of expense by \$1,123,517.85.

Illinois Environmental Protection Agency (IEPA) Outstanding Loans

| | 7/31/2017 | | |
|--------------------|-----------------|-----------------|---------------|
| | Payments | Expenses | DUE FROM IEPA |
| Sludge Thickening | 5,130,373.39 | 5,321,403.12 | 191,029.73 |
| West Headworks Imp | | 273,265.57 | 273,265.57 |
| Total | \$ 5,130,373.39 | \$ 5,594,668.69 | \$ 464,295.30 |

Pool Credit Update and Discussion

Marla Durst has processed approximately 230 swimming pool adjustment forms for the 2017 season. The total credits issued so far is \$2,730.07 with an average credit of \$13.38 and a median credit of \$11.05

Marla has guidelines that she follows to determine the amount of the credit to issue. These guidelines have not been reviewed in over 15 years and are not published for the public. The City of Decatur recently approached the District about updating the Swimming Pool Adjustment Form that is available on both the District's and the City's websites. We have prepared a draft update for the form and have attached both the current form and the proposed update for discussion.

The main points of discussion are does the Board want to continue the program and what should be the cutoff for processing credits.

2016-17 Audit Update

The District has received a preliminary draft of the 2016-17 audit report. There is nothing unexpected included in the preliminary draft. We are currently working on the Management Discussion and Analysis and the auditors are working on their reviews. The goal is to have the final report available for Board consideration at the September Board Meeting.

Operator in Training Position

The date for accepting resumes for the open operator in training position has closed and the resumes are currently under review.

Facility Needs Assessment

The District currently maintains staff space including offices, break rooms and locker rooms in four buildings with the administrative building consisting of three sections. The current facilities need to be evaluated to determine the best course of action to address aging HVAC and other systems, reduced staff size, lack of fire alarms and sprinkler systems and Americans with Disabilities Act access regulations. I have had some preliminary discussion with Architectural Expressions about a needs assessment and would like to develop a scope of work to proceed with the needs assessment.

Telephone Line Issues

The District has been experiencing land line telephone connection interruptions after it rains for several years. Because of the low volume of incoming calls and the expense of other options this has been something that we have been able to tolerate. Recently, the main trunk cable that carries the District's lines was accidentally cut by a contractor outside the plant. This has resulted in even more interference and disruption to the phone lines. As a result we are exploring additional options for an alternative to copper phone lines including cable and fiber optic options.

Please forward any questions or comments to:

Kent D Newton – PH. 422-6931 (X-213) kentn@sddcleanwater.org

SANITARY DISTRICT OF DECATUR
FINANCIAL STATEMENT - ALL FUNDS
For the Three Months Ending July 31, 2017

| | General Fund | Capital Cont. Fund | Bond Fund | IMRF Fund | Public Benefit Fund | Water Quality Fund | Replacement Fund | Annexation Fund | IL Debt Svc Fund | IL Const Fund | Reclaimed Wate Fund | Total Fund |
|-------------------------------------|------------------------|-----------------------|-----------------------|---------------------|---------------------|--------------------|------------------------|-----------------------|-----------------------|-----------------------|---------------------|------------------------|
| ASSETS | | | | | | | | | | | | |
| PETTY CASH | \$100.00 | | | | | | | | | | | \$100.00 |
| CASH IN BANK | 5,921,714.43 | | | | | | | | | | | 5,921,714.43 |
| HICKORY POINT MM | 5,703,923.72 | | | | | | | | | | | 5,703,923.72 |
| BUSEY BPC FLEX MED | 11,102.07 | | | | | | | | | | | 11,102.07 |
| HICKORY POINT CD | 2,000,000.00 | | | | | | | | | | | 2,000,000.00 |
| SOY CAPITAL BANK CD | 2,000,000.00 | | | | | | | | | | | 2,000,000.00 |
| SOY CAPITAL BANK MM | 2,024,200.42 | | | | | | | | | | | 2,024,200.42 |
| CASH IN BK USE CHG | 94,736.69 | | | | | | | | | | | 94,736.69 |
| TOTAL CASH | 17,755,777.33 | | | | | | | | | | | 17,755,777.33 |
| INVESTMENT | (6,670,541.87) | 3,396,001.30 | 1,362,282.60 | 298,886.78 | 542,481.62 | 651.70 | 19,872,164.77 | 1,486,566.36 | 1,702,450.43 | (820,979.44) | | 21,169,964.25 |
| ACCOUNTS RECEIVABL | 61,644.24 | | | | | | | | | | | 61,644.24 |
| OTHER RECEIVABLE | 346,328.45 | | | | | | | | | | | 346,328.45 |
| DUE FROM PB | 884,157.36 | | | | | | | | | | | 884,157.36 |
| DUE FR ILL LOAN CONS | 892,433.70 | | | | | | 433,604.67 | | | | | 1,326,038.37 |
| TOT OTHER CUR ASSE | (4,485,978.12) | 3,396,001.30 | 1,362,282.60 | 298,886.78 | 542,481.62 | 651.70 | 20,305,769.44 | 1,486,566.36 | 1,702,450.43 | (820,979.44) | | 23,788,132.67 |
| CURRENT ASSETS | 13,269,799.21 | 3,396,001.30 | 1,362,282.60 | 298,886.78 | 542,481.62 | 651.70 | 20,305,769.44 | 1,486,566.36 | 1,702,450.43 | (820,979.44) | | 41,543,910.00 |
| TOTAL ASSETS | \$13,269,799.21 | \$3,396,001.30 | \$1,362,282.60 | \$298,886.78 | \$542,481.62 | \$651.70 | \$20,305,769.44 | \$1,486,566.36 | \$1,702,450.43 | (\$820,979.44) | | \$41,543,910.00 |
| LIABILITIES AND FUND BALANCE | | | | | | | | | | | | |
| ACCOUNTS PAYABLE | (56,676.50) | | | | | | | | | | | (56,676.50) |
| UNIFORM RENTAL PAYA | (46.23) | | | | | | | | | | | (46.23) |
| DUE TO CITY | 205,101.57 | | | | | | | | | | | 205,101.57 |
| TOTAL CUR LIAB | 148,378.84 | | | | | | | | | | | 148,378.84 |
| DUE OTHER FUNDS | | | | | 884,157.36 | | | | | 1,326,038.37 | | 2,210,195.73 |
| INTERFUND TRANSFERS | | | 1,479,066.75 | | | | (1,315,702.06) | | | (163,364.69) | | |
| LONG - TERM LIAB | | | 1,479,066.75 | | 884,157.36 | | (1,315,702.06) | | | 1,162,673.68 | | 2,210,195.73 |
| TOTAL LIABILITIES | 148,378.84 | | 1,479,066.75 | | 884,157.36 | | (1,315,702.06) | | | 1,162,673.68 | | 2,358,574.57 |
| YTD INCOME | 1,993,112.14 | 8,141.35 | (684,265.36) | 298,886.78 | 49,857.27 | 651.70 | (312,303.45) | 3,563.79 | 76,294.94 | (123,909.64) | | 1,310,029.52 |
| FUND BALANCE | 11,128,308.23 | 3,387,859.95 | 567,481.21 | | (391,533.01) | | 21,933,774.95 | 1,483,002.57 | 1,626,154.73 | (1,859,743.48) | | 37,875,305.15 |
| FUND BAL - ILL LOAN C | | | | | | | | | 0.76 | | | 0.76 |
| FUND BALANCE | 13,121,420.37 | 3,396,001.30 | (116,784.15) | 298,886.78 | (341,675.74) | 651.70 | 21,621,471.50 | 1,486,566.36 | 1,702,450.43 | (1,983,653.12) | | 39,185,335.43 |
| LIABILITIES & FUND | \$13,269,799.21 | \$3,396,001.30 | \$1,362,282.60 | \$298,886.78 | \$542,481.62 | \$651.70 | \$20,305,769.44 | \$1,486,566.36 | \$1,702,450.43 | (\$820,979.44) | | \$41,543,910.00 |

SANITARY DISTRICT OF DECATUR AGENCY
Asset Detail As of 08/07/2017

| Description | Rate | Maturity | Units | Price | Tax Cost | Market Value | Unrealized G/L | Est Annual Income |
|--|-------|------------|-----------|--------|--------------|--------------|-------------------|----------------------|
| ALLY BK MIDVALE UT CD | 1.70% | 08/06/2018 | 150,000 | 100.16 | 150,000.00 | 150,232.50 | 232.50 | 2,550.00 |
| AMERICAN EXPRESS CENTURION BK CTF DEP PROGRAM | 1.90% | 05/26/2020 | 145,000 | 100.24 | 145,000.00 | 145,340.75 | 340.75 | 2,755.00 |
| AMERICAN EXPRESS FED SVGS BK CD | 1.45% | 11/06/2017 | 100,000 | 100.07 | 100,000.00 | 100,070.00 | 70.00 | 1,450.00 |
| BARCLAYS BANK | 2.20% | 07/12/2022 | 245,000 | 99.70 | 245,000.00 | 244,255.20 | (744.80) | 5,390.00 |
| BMW BK NORTH AMER SALT LAKE CITY UTAH | 2.20% | 02/24/2022 | 245,000 | 100.20 | 245,000.00 | 245,499.80 | 499.80 | 5,390.00 |
| CAPITAL ONE BK USA N A CD | 1.15% | 07/22/2019 | 225,000 | 98.94 | 225,000.00 | 222,603.75 | (2,396.25) | 2,587.50 |
| COMENITY CAPITAL BANK UTAH CD | 1% | 03/06/2018 | 245,000 | 99.82 | 245,000.00 | 244,556.55 | (443.45) | 2,450.00 |
| DISCOVER BK GREENWOOD DEL | 2.20% | 07/12/2022 | 245,000 | 99.70 | 245,000.00 | 244,255.20 | (744.80) | 5,390.00 |
| ENERBANK PIDI CD | 1.25% | 10/21/2019 | 245,000 | 99.06 | 245,000.00 | 242,692.10 | (2,307.90) | 3,062.50 |
| EVERBANK JACKSONVILLE FLA CD | 1.15% | 08/30/2019 | 150,000 | 98.98 | 150,000.00 | 148,464.00 | (1,536.00) | 1,725.00 |
| GOLDMAN SACHS BK USA NY CD | 1.50% | 11/27/2017 | 245,000 | 100.09 | 245,000.00 | 245,230.30 | 230.30 | 3,675.00 |
| GOLDMAN SACHS FINANCIAL SQUARE TREASURY SOLUTIONS INSTITUTIONAL CLASS | 0.86% | | 790,659 | 1.00 | 790,659.10 | 790,659.10 | | 48.19 |
| INDUSTRIAL AND COMMERCIAL BANK CHINA USA NATL ASSN | 2.35% | 07/28/2023 | 200,000 | 99.63 | 200,000.00 | 199,250.00 | (750.00) | 4,700.00 |
| MEDALLION BANK SALT LAKE CITY UTAH | 2.15% | 06/09/2022 | 220,000 | 99.60 | 220,000.00 | 219,109.00 | (891.00) | 4,730.00 |
| MERRICK BK SOUTH JORDAN UT CD | 1% | 07/19/2018 | 50,000 | 99.54 | 50,000.00 | 49,767.50 | (232.50) | 500.00 |
| SALLIE MAE SLT LAKE CITY UT CD | 1.15% | 02/11/2019 | 245,000 | 99.24 | 245,000.00 | 243,130.65 | (1,869.35) | 2,817.50 |
| SYNCHRONY BANK | 2.30% | 02/24/2022 | 245,000 | 100.64 | 245,000.00 | 246,558.20 | 1,558.20 | 5,635.00 |
| THIRD FED SVGS & LN ASSN OF CLEVELAND | 1.65% | 12/28/2018 | 120,000 | 100.56 | 120,000.00 | 120,675.60 | 675.60 | 1,980.00 |
| US TREASURY NOTE | 2.63% | 08/15/2020 | 2,160,000 | 103.24 | 2,243,504.54 | 2,229,940.80 | (13,563.74) | 56,700.00 |
| US TREASURY NOTE | 0.75% | 12/31/2017 | 645,000 | 99.85 | 640,426.61 | 644,006.70 | 3,580.09 | 4,837.50 |
| US TREASURY NOTE | 1.13% | 5/31/2019 | 635,000 | 99.62 | 629,011.08 | 632,593.35 | 3,582.27 | 7,143.75 |
| US TREASURY NOTE | 1.13% | 12/31/2019 | 640,000 | 99.32 | 629,910.12 | 635,673.60 | 5,763.48 | 7,200.00 |
| US TREASURY NOTE | 1.25% | 04/30/2019 | 1,900,000 | 99.83 | 1,902,280.09 | 1,896,732.00 | (5,548.09) | 23,750.00 |
| US TREASURY NOTE | 1.38% | 06/30/2018 | 630,000 | 100.09 | 630,313.05 | 630,592.20 | 279.15 | 8,662.50 |
| US TREASURY NOTE | 1.38% | 09/30/2018 | 725,000 | 100.09 | 729,883.15 | 725,623.50 | (4,259.65) | 9,968.75 |
| US TREASURY NOTE | 1.50% | 12/31/2018 | 635,000 | 100.25 | 634,975.06 | 636,587.50 | 1,612.44 | 9,525.00 |
| US TREASURY NOTE | 1.63% | 08/15/2022 | 460,000 | 99.01 | 448,787.50 | 455,436.80 | 6,649.30 | 7,475.00 |
| US TREASURY NOTE | 1.75% | 05/15/2022 | 1,000,000 | 99.76 | 984,968.94 | 997,580.00 | 12,611.06 | 17,500.00 |
| US TREASURY NOTE | 1.75% | 05/15/2023 | 1,000,000 | 98.93 | 981,932.00 | 989,260.00 | 7,328.00 | 17,500.00 |
| US TREASURY NOTE | 1.88% | 10/31/2017 | 725,000 | 100.18 | 729,103.14 | 726,283.25 | (2,819.89) | 13,593.75 |
| US TREASURY NOTE | 2.13% | 08/15/2021 | 1,070,000 | 101.64 | 1,089,413.19 | 1,087,515.90 | (1,897.29) | 22,737.50 |

SANITARY DISTRICT OF DECATUR AGENCY
Asset Detail As of 08/07/2017

| Description | Rate | Maturity | Units | Price | Tax Cost | Market Value | Unrealized G/L | Est Annual Income |
|------------------------------|-------|------------|-----------|--------|---------------|---------------|-------------------|----------------------|
| US TREASURY NOTE | 2.38% | 06/30/2018 | 500,000 | 101.00 | 504,696.20 | 505,020.00 | 323.80 | 11,875.00 |
| US TREASURY NOTE | 2.50% | 08/15/2023 | 1,000,000 | 103.01 | 1,015,312.50 | 1,030,120.00 | 14,807.50 | 25,000.00 |
| US TREASURY NOTE | 2.75% | 12/31/2017 | 250,000 | 100.64 | 251,827.92 | 251,587.50 | (240.42) | 6,875.00 |
| US TREASURY NOTE | 3.13% | 05/15/2021 | 1,725,000 | 105.36 | 1,816,294.46 | 1,817,511.75 | 1,217.29 | 53,906.25 |
| US TREASURY NOTE | 3.63% | 02/15/2020 | 145,000 | 105.45 | 153,867.25 | 152,895.25 | (972.00) | 5,256.25 |
| US TREASURY NOTE | 3.75% | 11/15/2018 | 250,000 | 103.05 | 258,445.60 | 257,627.50 | (818.10) | 9,375.00 |
| US TREASURY NOTE TREAS NTS | 1.13% | 02/28/2021 | 245,000 | 98.24 | 241,915.67 | 240,683.10 | (1,232.57) | 2,756.25 |
| WELLS FARGO BK N A CD | 1.15% | 07/22/2019 | 225,000 | 99.03 | 225,000.00 | 222,822.00 | (2,178.00) | 2,587.50 |
| WEX BANK MIDVALE UTAH | 1.80% | 06/02/2020 | 245,000 | 99.95 | 245,000.00 | 244,879.95 | (120.05) | 4,410.00 |
| WHITNEY BK BK GULFPORT MS CD | 1.20% | 08/14/2017 | 75,000 | 100.00 | 75,000.00 | 75,003.00 | 3.00 | 900.00 |
| TOTAL FOR ALL ASSETS | 1.82% | | | | 21,172,527.17 | 21,188,325.85 | 15,798.68 | 386,370.69 |

MACON COUNTY TAX

FISCAL YEAR 2017-2018

LEVY

08/09/2017

| DATE | AMOUNT RECEIVED | LOANS | IMRF | PUBLIC BENEFIT | WATER QUALITY | GENERAL |
|---------|-----------------|-----------------|---------------|----------------|---------------|---------------|
| 6/28/17 | 1,913,913.44 | \$ 1,220,949.70 | \$ 289,881.54 | \$ 123,564.20 | \$ - | \$ 279,518.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

STATE REPLACEMENT TAX

| DATE | AMOUNT RECEIVED | | IMRF | PUBLIC BENEFIT | WATER QUALITY | GENERAL |
|---------|-----------------|--|-------------|----------------|---------------|--------------|
| | | | 9,005.24 | 28,082.13 | 651.70 | |
| 5/11/17 | \$ 64,644.35 | | \$ 9,005.24 | \$ 28,082.13 | \$ 651.70 | \$ 26,905.28 |
| 7/10/17 | \$ 66,103.98 | | | | | \$ 66,103.98 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

SANITARY DISTRICT OF DECATUR
ACTUAL VS BUDGET
July 31, 2017

| Description | Current Year-to-Date | | Budget to Actual | | Prior Year | | |
|----------------------------|---|-----------------------|------------------------|------------------------|------------|-----------------------|-------------------------|
| | ACTUAL | BUDGET | VARIANCE | PCT | ACTUAL | CHANGE | |
| REVENUE - ALL FUNDS | | | | | | | |
| 402001 | PROPERTY TAX | \$1,913,913.44 | \$3,822,800.00 | \$1,908,886.56 | 50% | \$1,819,970.91 | \$93,942.53 |
| 402002 | PENALTIES | 148,000.00 | 25,000.00 | (123,000.00) | 592% | 5,500.00 | 142,500.00 |
| 402003 | INDUSTRIAL USER CHARGE | 2,679,628.59 | 9,566,600.00 | 6,886,971.41 | 28% | 2,473,671.70 | 205,956.89 |
| 402005 | USER CHARGE | 1,136,573.97 | 4,404,700.00 | 3,268,126.03 | 26% | 1,085,596.34 | 50,977.63 |
| 402010 | BOND REVENUE | | 1,030,000.00 | 1,030,000.00 | 0% | | |
| 402011 | REPLACEMENT TAX | 130,748.33 | 268,200.00 | 137,451.67 | 49% | 130,932.81 | (184.48) |
| 402015 | OPERATIONS OF PUMP STATION | 25,945.92 | 109,000.00 | 83,054.08 | 24% | 25,945.92 | |
| 402019 | INTEREST INCOME | 78,867.77 | 328,450.00 | 249,582.23 | 24% | 50,765.67 | 28,102.10 |
| 402020 | ANNEXATION INCOME | | | | 0% | 8,544.25 | (8,544.25) |
| 402021 | LEVEE LOAN | | 76,700.00 | 76,700.00 | 0% | | |
| 402022 | S SLUDGE LAGOON LOAN | | 455,450.00 | 455,450.00 | 0% | | |
| 402025 | OTHER INCOME | 16,844.20 | 172,000.00 | 155,155.80 | 10% | 50,063.63 | (33,219.43) |
| 402027 | WASTE HAULER MANIFEST REVENUE | 33,066.55 | 100,800.00 | 67,733.45 | 33% | 24,658.05 | 8,408.50 |
| 402028 | SEWER PERMIT INCOME | 36,715.95 | 130,000.00 | 93,284.05 | 28% | 35,319.75 | 1,396.20 |
| | OPERATING REVENUE | 6,200,304.72 | 20,489,700.00 | 14,289,395.28 | 30% | 5,710,969.03 | 489,335.69 |
| 412172 | STATE OF ILLINOIS - DIGESTER MIXING | | | | 0% | 547,454.88 | (547,454.88) |
| 412173 | STATE OF ILLINOIS - ACTIVATED SLUDGE TH | | | | 0% | 522,509.00 | (522,509.00) |
| 412175 | STATE OF ILLINOIS - ODOR CONTROL PH2 | | | | 0% | 485,656.17 | (485,656.17) |
| 412176 | STATE OF ILLINOIS - 2016 NE36 REHAB | | 2,000,000.00 | 2,000,000.00 | 0% | | |
| 412177 | STATE OF ILLINOIS - WEST HEADWORKS IMP | | 1,611,500.00 | 1,611,500.00 | 0% | | |
| 412259 | OTHER INCOME - ARGENTA | | 166,000.00 | 166,000.00 | 0% | | |
| 412260 | OTHER INCOME - OREANA | | 137,800.00 | 137,800.00 | 0% | 81,754.28 | (81,754.28) |
| | TOTAL LOANS & OTHER RECEIPTS | | \$3,915,300.00 | \$3,915,300.00 | 0% | \$1,637,374.33 | (\$1,637,374.33) |
| | TOTAL RECEIPTS - ALL FUNDS | \$6,200,304.72 | \$24,405,000.00 | \$18,204,695.28 | 25% | \$7,348,343.36 | (\$1,148,038.64) |

SANITARY DISTRICT OF DECATUR
ACTUAL VS BUDGET
July 31, 2017

| Description | Current Year-to-Date | | Budget to Actual | | Prior Year | |
|--|----------------------|---------------------|---------------------|------------|---------------------|------------------|
| | ACTUAL | BUDGET | VARIANCE | PCT | ACTUAL | CHANGE |
| EXPENDITURES | | | | | | |
| GENERAL FUND | | | | | | |
| 501010 SALARIES | \$918,584.54 | \$3,587,000.00 | \$2,668,415.46 | 26% | \$884,599.61 | \$33,984.93 |
| 501020 OVERTIME | 41,172.82 | 111,500.00 | 70,327.18 | 37% | 34,344.52 | 6,828.30 |
| 501030 FICA | 56,201.90 | 229,500.00 | 173,298.10 | 24% | 53,898.36 | 2,303.54 |
| 501040 IMRF | 127,860.88 | 505,500.00 | 377,639.12 | 25% | 126,198.92 | 1,661.96 |
| 501050 HEALTH - MEDICAL - LIFE | 219,518.17 | 950,000.00 | 730,481.83 | 23% | 226,751.53 | (7,233.36) |
| 501051 FLEX MED - FLEX CHILD CARE | 8,048.45 | | (8,048.45) | 0% | 7,698.37 | 350.08 |
| 501060 TEMPORARY HELP | | 3,000.00 | 3,000.00 | 0% | | |
| 501070 PHY EXAM-PRE EMPLOY-DRUG TEST | 1,292.00 | 4,500.00 | 3,208.00 | 29% | 396.00 | 896.00 |
| 501080 WORKERS COMPENSATION INSURANCE | 16,581.00 | 67,500.00 | 50,919.00 | 25% | 15,687.00 | 894.00 |
| 501100 POST EMPLOYMENT HEALTH PLAN | 37,280.12 | 154,000.00 | 116,719.88 | 24% | 36,453.26 | 826.86 |
| 501113 MEDICARE | 13,144.14 | 53,500.00 | 40,355.86 | 25% | 12,605.62 | 538.52 |
| TOTAL PERSONNEL SERVICES | 1,439,684.02 | 5,666,000.00 | 4,226,315.98 | 25% | 1,398,633.19 | 41,050.83 |
| 502010 POLYMER | 3,875.00 | 39,000.00 | 35,125.00 | 10% | 9,108.00 | (5,233.00) |
| 502041 PLANT CHEMICALS | 36,494.44 | 105,000.00 | 68,505.56 | 35% | 39,508.02 | (3,013.58) |
| 502050 VEHICLE SUPPLIES | 2,674.16 | 19,000.00 | 16,325.84 | 14% | 462.70 | 2,211.46 |
| 502061 PIPE & PIPE SUPPLIES | 2,333.11 | 40,000.00 | 37,666.89 | 6% | 5,469.08 | (3,135.97) |
| 502062 ELECTRICAL SUPPLIES | 23,117.65 | 100,000.00 | 76,882.35 | 23% | 33,265.49 | (10,147.84) |
| 502063 CONSTRUCTION SUPPLIES | 5,101.06 | 9,000.00 | 3,898.94 | 57% | 82.52 | 5,018.54 |
| 502064 TELEPHONE & RADIO SUPPLIES | 1,706.15 | 1,000.00 | (706.15) | 171% | 692.72 | 1,013.43 |
| 502065 HAND TOOLS | 2,638.19 | 19,100.00 | 16,461.81 | 14% | 4,703.40 | (2,065.21) |
| 502066 INSTRUMENTATION SUPPLIES | 16,412.64 | 50,000.00 | 33,587.36 | 33% | 5,067.73 | 11,344.91 |
| 502067 PERSONAL SUPPLIES | 2,539.21 | 27,000.00 | 24,460.79 | 9% | 2,571.19 | (31.98) |
| 502068 MECHANICAL SUPPLIES | 24,327.18 | 40,000.00 | 15,672.82 | 61% | 57,386.63 | (33,059.45) |
| 502069 MAINTENANCE - BUILDING-GROUND | 11,925.32 | 10,000.00 | (1,925.32) | 119% | 318.00 | 11,607.32 |
| 502071 SAFETY INCENTIVE PROGRAM | | 7,100.00 | 7,100.00 | 0% | 3,610.00 | (3,610.00) |
| 502072 SAFETY EQUIPMENT MAINTENANCE | 2,371.22 | 10,000.00 | 7,628.78 | 24% | 2,250.00 | 121.22 |
| 502073 SAFETY SUPPLIES & MATERIALS | 11,694.19 | 35,100.00 | 23,405.81 | 33% | 15,796.71 | (4,102.52) |
| 502074 SAFETY TRAINING MATERIALS | | 3,000.00 | 3,000.00 | 0% | 1,977.00 | (1,977.00) |
| 502080 JANITORIAL SUPPLIES | 1,656.47 | 7,500.00 | 5,843.53 | 22% | 1,666.70 | (10.23) |
| 502100 LABORATORY SUPPLIES | 10,614.91 | 46,000.00 | 35,385.09 | 23% | 8,511.53 | 2,103.38 |
| 502110 ENGINEERING & DRAFTING SUPPLIES | 166.48 | 2,400.00 | 2,233.52 | 7% | 735.30 | (568.82) |
| 502140 FUELS & LUBRICANTS | 14,272.34 | 160,300.00 | 146,027.66 | 9% | 11,262.60 | 3,009.74 |
| 502150 GROUNDS KEEPING SUPPLIES | 3,897.86 | 40,000.00 | 36,102.14 | 10% | 5,755.02 | (1,857.16) |
| 502160 PAINT & PAINTING SUPPLIES | 2,199.79 | 30,000.00 | 27,800.21 | 7% | 1,340.07 | 859.72 |
| 502170 ODOR CONTROL CHEMICALS | 13,308.43 | 72,500.00 | 59,191.57 | 18% | | 13,308.43 |
| 502180 OPERATING SUPPLIES | 48.00 | 10,000.00 | 9,952.00 | 0% | 814.36 | (766.36) |
| 502190 DISINFECTION SUPPLIES | 57,096.58 | 165,000.00 | 107,903.42 | 35% | 56,084.89 | 1,011.69 |
| 502200 MACERATOR MAINTENANCE | 12,437.00 | 50,000.00 | 37,563.00 | 25% | | 12,437.00 |
| 502210 PUMP MAINTENANCE | 31,561.34 | 30,000.00 | (1,561.34) | 105% | | 31,561.34 |
| 502220 VALVE MAINTENANCE | 261.41 | 50,000.00 | 49,738.59 | 1% | | 261.41 |
| 502230 MIXER MAINTENANCE | | 15,000.00 | 15,000.00 | 0% | | |
| 502240 ACTUATOR MAINTENANCE | 55.00 | 10,000.00 | 9,945.00 | 1% | | 55.00 |
| 502270 PLUMBING SUPPLIES | 270.18 | 10,000.00 | 9,729.82 | 3% | | 270.18 |
| 502280 CONDUIT AND WIRE SUPPLIES | 4,691.65 | 25,000.00 | 20,308.35 | 19% | | 4,691.65 |
| 502290 HARDWARE | 3,826.28 | 12,500.00 | 8,673.72 | 31% | | 3,826.28 |
| 502810 PUMP STATION MAINTENANCE | 16,648.27 | 124,000.00 | 107,351.73 | 13% | 6,272.07 | 10,376.20 |
| 502820 INTERCEPTOR & FORCEMAIN MAINT | 4,850.00 | 45,000.00 | 40,150.00 | 11% | 7,084.75 | (2,234.75) |
| 502830 CSO FACILITY MAINTENANCE | 436.82 | 75,500.00 | 75,063.18 | 1% | 1,055.84 | (619.02) |
| TOTAL OPERATING SERVICES | 325,508.33 | 1,495,000.00 | 1,169,491.67 | 22% | 282,852.32 | 42,656.01 |

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| Description | Current Year-to-Date | | Budget to Actual | | Prior Year | |
|--|----------------------|----------------------|---------------------|------------|---------------------|-------------------|
| | ACTUAL | BUDGET | VARIANCE | PCT | ACTUAL | CHANGE |
| 503010 NATURAL GAS | \$12,934.99 | \$57,000.00 | \$44,065.01 | 23% | \$11,724.85 | \$1,210.14 |
| 503040 ELECTRICITY - PLANT | 139,491.59 | 675,000.00 | 535,508.41 | 21% | 163,572.12 | (24,080.53) |
| 503041 ELECTRICITY - PUMP STATIONS | 68,656.16 | 210,000.00 | 141,343.84 | 33% | 61,427.93 | 7,228.23 |
| 503050 WATER - PLANT | 7,671.11 | 33,000.00 | 25,328.89 | 23% | 5,097.05 | 2,574.06 |
| 503051 WATER - PUMP STATIONS | 1,964.54 | 6,500.00 | 4,535.46 | 30% | 1,807.41 | 157.13 |
| 503060 MAINTENANCE - BLDG & GROUNDS | 435.79 | 6,000.00 | 5,564.21 | 7% | | 435.79 |
| 503070 OUTSIDE LABORATORY SERVICES | 5,419.75 | 19,800.00 | 14,380.25 | 27% | 4,277.00 | 1,142.75 |
| 503080 REFUSE & GRIT | 24,682.62 | 37,000.00 | 12,317.38 | 67% | 7,420.27 | 17,262.35 |
| 503091 ELECTRICAL MAINTENANCE | 2,149.05 | 15,000.00 | 12,850.95 | 14% | 3,608.05 | (1,459.00) |
| 503092 INSTRUMENTATION MAINTENANCE | 616.72 | 6,000.00 | 5,383.28 | 10% | 3,100.59 | (2,483.87) |
| 503093 MECHANICAL MAINTENANCE | 4,599.50 | 111,000.00 | 106,400.50 | 4% | 43,484.83 | (38,885.33) |
| 503094 TELEPHONE & RADIO R&M | | 1,500.00 | 1,500.00 | 0% | | |
| 503095 VEHICLE - OUTSIDE SERVICES | 6,661.79 | 28,500.00 | 21,838.21 | 23% | 9,659.02 | (2,997.23) |
| 503096 JANITORIAL SERVICES | 8,402.22 | 40,000.00 | 31,597.78 | 21% | 5,601.48 | 2,800.74 |
| 503111 LAND APPLICATION - CONTRACT | | 762,000.00 | 762,000.00 | 0% | | |
| 503113 LAND APPLICATION - EQUIP MAINT | 8,740.19 | 50,700.00 | 41,959.81 | 17% | 1,276.87 | 7,463.32 |
| 503120 RENTAL EQUIPMENT | 3,746.45 | 33,000.00 | 29,253.55 | 11% | 3,829.56 | (83.11) |
| 503130 PUMP REPAIR SERVICES | 38,364.93 | | (38,364.93) | 0% | | 38,364.93 |
| 503150 HVAC SERVICES | 6,842.97 | 15,000.00 | 8,157.03 | 46% | | 6,842.97 |
| 503160 BLOWER MAINTENANCE | | 15,000.00 | 15,000.00 | 0% | | |
| TOTAL OUTSIDE SERVICES | 341,380.37 | 2,122,000.00 | 1,780,619.63 | 16% | 325,887.03 | 15,493.34 |
| 504010 POSTAGE | 1,399.16 | 4,500.00 | 3,100.84 | 31% | 615.66 | 783.50 |
| 504020 TELEPHONE & PAGERS | 9,997.64 | 46,900.00 | 36,902.36 | 21% | 7,001.89 | 2,995.75 |
| 504030 OFFICE SUPPLIES | 543.27 | 8,900.00 | 8,356.73 | 6% | 1,356.56 | (813.29) |
| 504041 DATA PROCESSING SUPPLIES | 1,747.79 | 9,350.00 | 7,602.21 | 19% | 5,694.70 | (3,946.91) |
| 504042 DATA PROCESSING MAINTENANCE | 1,746.99 | 73,400.00 | 71,653.01 | 2% | 1,335.00 | 411.99 |
| 504043 DATA PROCESSING SOFTWARE | 464.59 | 32,500.00 | 32,035.41 | 1% | 95.61 | 368.98 |
| 504044 DATA PROCESSING PROGRAMMING | 2,415.00 | 25,000.00 | 22,585.00 | 10% | 2,835.50 | (420.50) |
| 504060 PRINTING & REPRODUCTION | 2,936.68 | 10,000.00 | 7,063.32 | 29% | 1,497.87 | 1,438.81 |
| 504070 ADVERTISING | 565.02 | 7,500.00 | 6,934.98 | 8% | 667.80 | (102.78) |
| 504080 OFFICE EQUIPMENT MAINTENANCE | 1,434.31 | | (1,434.31) | 0% | 170.43 | 1,263.88 |
| 504091 TRANSPORTATION | 218.00 | 13,050.00 | 12,832.00 | 2% | 519.03 | (301.03) |
| 504092 LODGING | 1,948.89 | 28,850.00 | 26,901.11 | 7% | 4,150.32 | (2,201.43) |
| 504093 MEALS | 687.79 | 19,650.00 | 18,962.21 | 4% | 1,506.09 | (818.30) |
| 504101 TRAINING - EDUCATION-TUITION | 9,127.25 | 28,700.00 | 19,572.75 | 32% | 3,900.00 | 5,227.25 |
| 504102 TRAINING - EDUCATION-REGIST | 3,679.00 | 72,300.00 | 68,621.00 | 5% | 5,180.00 | (1,501.00) |
| 504103 TRAINING - EDUCATION-MATERIAL | | 1,600.00 | 1,600.00 | 0% | | |
| 504110 MEMBERSHIP FEES | 2,079.50 | 43,200.00 | 41,120.50 | 5% | 14,818.00 | (12,738.50) |
| 504120 BOOKS - PERIODICALS - SUBSCRIPT | 327.91 | 12,050.00 | 11,722.09 | 3% | | 327.91 |
| 504130 INSURANCE | 45,791.75 | 170,000.00 | 124,208.25 | 27% | 35,800.75 | 9,991.00 |
| 504140 JUDGEMENTS - CLAIMS - FINES | | 1,000.00 | 1,000.00 | 0% | | |
| 504160 APPRAISERS FEES | | 50,000.00 | 50,000.00 | 0% | | |
| 504170 EASEMENT COSTS | 3,395.00 | 1,250.00 | (2,145.00) | 272% | | 3,395.00 |
| 504180 PROFESSIONAL & CONSULTANTS | 80,303.82 | 201,500.00 | 121,196.18 | 40% | 6,593.06 | 73,710.76 |
| 504190 ANNEXATION COSTS | | | | 0% | 101.00 | (101.00) |
| 504200 LEGAL | 15,604.05 | 217,500.00 | 201,895.95 | 7% | 21,636.48 | (6,032.43) |
| 504210 AUDIT | 14,400.00 | 29,200.00 | 14,800.00 | 49% | 18,500.00 | (4,100.00) |
| 504220 BANK CHARGES | 88.80 | 500.00 | 411.20 | 18% | 6.00 | 82.80 |
| 504221 EPA FEES | 72,500.00 | 72,500.00 | | 100% | 72,500.00 | |
| 504231 USER CHARGE BILLING | 75,377.80 | 312,500.00 | 237,122.20 | 24% | 74,337.91 | 1,039.89 |
| 504232 USER CHARGE REFUND | | 500.00 | 500.00 | 0% | | |
| 504233 USER CHARGE COLLECTION | | 500.00 | 500.00 | 0% | | |
| 504260 BARGAINING AGREEMENT | | 26,000.00 | 26,000.00 | 0% | 340.00 | (340.00) |
| 504270 CONTINGENCIES | 2,400.00 | 119,350.00 | 116,950.00 | 2% | 2,663.51 | (263.51) |
| 504280 RESEARCH | | 10,000.00 | 10,000.00 | 0% | | |
| 504840 PRE-TREATMENT SUPPLIES | 2,172.84 | 5,250.00 | 3,077.16 | 41% | 1,105.00 | 1,067.84 |
| TOTAL ADMIN EXPENSE | 353,352.85 | 1,655,000.00 | 1,301,647.15 | 21% | 284,928.17 | 68,424.68 |
| TOTAL OPERATING | 2,459,925.57 | 10,938,000.00 | 8,478,074.43 | 22% | 2,292,300.71 | 167,624.86 |

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| Description | Current Year-to-Date | | Budget to Actual | | Prior Year | | |
|----------------------------|------------------------------------|---------------------|----------------------|---------------------|------------|---------------------|--------------------|
| | ACTUAL | BUDGET | VARIANCE | PCT | ACTUAL | CHANGE | |
| <i>CAPITAL</i> | | | | | | | |
| 505010 | COMPUTER EQUIPMENT | \$3,467.66 | \$152,500.00 | \$149,032.34 | 2% | \$31,541.43 | (\$28,073.77) |
| 505020 | BUILDINGS | | 18,000.00 | 18,000.00 | 0% | | |
| 505030 | PROCESS EQUIPMENT | | 260,000.00 | 260,000.00 | 0% | | |
| 505040 | AUXILIARY EQUIPMENT | | 66,500.00 | 66,500.00 | 0% | | |
| 505050 | MOTOR VEHICLE | | 425,000.00 | 425,000.00 | 0% | | |
| 505071 | INSTRUMENTS & APPARATUS - LAB | | 10,000.00 | 10,000.00 | 0% | | |
| 505090 | OFFICE EQUIPMENT | 385.69 | | (385.69) | 0% | | 385.69 |
| 505100 | PRETREATMENT EQUIPMENT | | | | 0% | 3,434.00 | (3,434.00) |
| 505120 | SAFETY EQUIPMENT | 2,643.53 | 30,000.00 | 27,356.47 | 9% | | 2,643.53 |
| | <i>TOTAL CAPITAL</i> | <u>6,496.88</u> | <u>962,000.00</u> | <u>955,503.12</u> | <u>1%</u> | <u>34,975.43</u> | <u>(28,478.55)</u> |
| | <i>TOTAL GENERAL</i> | <u>2,466,422.45</u> | <u>11,900,000.00</u> | <u>9,433,577.55</u> | <u>21%</u> | <u>2,327,276.14</u> | <u>139,146.31</u> |
| <i>CAPITAL CONTINGENCY</i> | | | | | | | |
| 500010 | MISCELLANEOUS REPAIRS | | 120,000.00 | 120,000.00 | 0% | | |
| | <i>TOTAL CAPITAL CONTINGENCY</i> | | <u>120,000.00</u> | <u>120,000.00</u> | <u>0%</u> | | |
| <i>BOND FUND</i> | | | | | | | |
| 506020 | BOND BANK CHARGE | | 20,500.00 | 20,500.00 | 0% | | |
| 506026 | AERATION DIFFUSERS | | | | 0% | 192,332.29 | (192,332.29) |
| 506027 | HICKORY POINT PUMP STATION | 684,265.36 | 764,000.00 | 79,734.64 | 90% | 7,254.23 | 677,011.13 |
| | <i>TOTAL BOND FUND</i> | <u>684,265.36</u> | <u>784,500.00</u> | <u>100,234.64</u> | <u>87%</u> | <u>199,586.52</u> | <u>484,678.84</u> |
| <i>IMRF FUND</i> | | | | | | | |
| 507010 | IMRF - DISTRICT | | 583,800.00 | 583,800.00 | 0% | | |
| | <i>TOTAL IMRF FUND</i> | | <u>583,800.00</u> | <u>583,800.00</u> | <u>0%</u> | | |
| <i>PUBLIC BENEFIT</i> | | | | | | | |
| 501016 | MISCELLANEOUS PROJECTS | 97,289.06 | 273,000.00 | 175,710.94 | 36% | 92,670.57 | 4,618.49 |
| 501017 | ROADS & PARKING LOTS | 4,500.00 | | (4,500.00) | 0% | | 4,500.00 |
| | <i>TOTAL PUBLIC BENEFIT</i> | <u>101,789.06</u> | <u>273,000.00</u> | <u>171,210.94</u> | <u>37%</u> | <u>92,670.57</u> | <u>9,118.49</u> |
| <i>WATER QUALITY</i> | | | | | | | |
| 509010 | TRANSFER TO HYPOCHLORITE - GENERAL | | 500.00 | 500.00 | 0% | | |
| | <i>TOTAL WATER QUALITY</i> | | <u>500.00</u> | <u>500.00</u> | <u>0%</u> | | |

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| | ACTUAL | BUDGET | VARIANCE | PCT | ACTUAL | CHANGE |
| <i>ANNEXATION FUND</i> | | | | | | |
| 501201 MISCELLANEOUS | | \$17,000.00 | \$17,000.00 | 0% | | |
| TOTAL ANNEXATION FUND | | 17,000.00 | 17,000.00 | 0% | | |
| <i>REPLACEMENT FUND</i> | | | | | | |
| 501111 MISCELLANEOUS | | 215,000.00 | 215,000.00 | 0% | | |
| 501122 DIGESTER FACILITY PLAN | | 30,000.00 | 30,000.00 | 0% | | |
| 501126 PUMP REPLACEMENT | | 87,000.00 | 87,000.00 | 0% | 5,994.45 | (5,994.45) |
| 501127 VALVE REPLACEMENT | 1,850.40 | 140,000.00 | 138,149.60 | 1% | | 1,850.40 |
| 501128 MCC REPLACEMENT | 2,589.57 | 383,000.00 | 380,410.43 | 1% | | 2,589.57 |
| 501129 HATCH REPLACEMENT | | 100,000.00 | 100,000.00 | 0% | | |
| 501132 EQUIPMENT REPLACEMENT | | 400,000.00 | 400,000.00 | 0% | | |
| 501172 S SLUDGE LAGOONS - CONSTRUCTION | | | | 0% | 16,732.25 | (16,732.25) |
| TOTAL REPLACEMENT FUND | 4,439.97 | 1,355,000.00 | 1,350,560.03 | 0% | 22,726.70 | (18,286.73) |
| <i>RENEWAL FUND</i> | | | | | | |
| 501311 FACILITY RENEWAL | 303,366.24 | 2,775,000.00 | 2,471,633.76 | 11% | | 303,366.24 |
| 501312 CLARIFIERS RENEWAL | | 300,000.00 | 300,000.00 | 0% | | |
| 501314 EQUIPMENT RENEWAL | 45,506.63 | 241,000.00 | 195,493.37 | 19% | | 45,506.63 |
| 501315 COLLECTION SYSTEM RENEWAL | 12,224.63 | 795,000.00 | 782,775.37 | 2% | 26,362.83 | (14,138.20) |
| TOTAL RENEWAL FUND | 361,097.50 | 4,111,000.00 | 3,749,902.50 | 9% | 26,362.83 | 334,734.67 |
| <i>ILL LOAN CONSTRUCTION</i> | | | | | | |
| <hr/> <hr/> | | | | | | |
| 513432 TRESTLE REPAIRS - CONSTRUCTION | | 2,000,000.00 | 2,000,000.00 | 0% | | |
| TOTAL TRESTLE REPAIRS | | 2,000,000.00 | 2,000,000.00 | 0% | | |
| <hr/> <hr/> | | | | | | |
| 511701 WEST HEADWORKS IMP - CONST ENG | | 54,000.00 | 54,000.00 | 0% | | |
| 511702 WEST HEADWORKS IMP - CONSTRUCTION | | 1,083,000.00 | 1,083,000.00 | 0% | | |
| 511706 WEST HEADWORKS IMP - DESIGN ENG | 123,130.14 | 474,500.00 | 351,369.86 | 26% | | 123,130.14 |
| TOTAL WEST HEADWORKS IMP | 123,130.14 | 1,611,500.00 | 1,488,369.86 | 8% | | 123,130.14 |
| <hr/> <hr/> | | | | | | |
| 513521 DIGESTER IMPROVEMENTS - CONST ENG | | | | 0% | 15,774.64 | (15,774.64) |
| 513522 DIGESTER IMPROVEMENTS - CONSTRUCTION | 779.50 | | (779.50) | 0% | | 779.50 |
| TOTAL DIGESTER IMPROVEMENTS | 779.50 | | (779.50) | 0% | 15,774.64 | (14,995.14) |
| <hr/> <hr/> | | | | | | |
| 513402 ODOR CONTROL PH2 CONST ENG | | | | 0% | 43,828.04 | (43,828.04) |
| 513403 ODOR CONTROL PH2 CONSTRUCTION | | | | 0% | 374,896.94 | (374,896.94) |
| TOTAL ODOR CONTROL PH2 | | | | 0% | 418,724.98 | (418,724.98) |
| <hr/> <hr/> | | | | | | |
| 513531 SLUDGE THICK CONST ENGINEER | | | | 0% | 18,134.27 | (18,134.27) |
| 513532 SLUDGE THICK CONSTRUCTION | | | | 0% | 438,843.60 | (438,843.60) |
| 513536 SLUDGE THICK DESIGN ENGINEER | | | | 0% | 832.50 | (832.50) |
| TOTAL SLUDGE THICKENING | | | | 0% | 457,810.37 | (457,810.37) |
| <hr/> <hr/> | | | | | | |
| TOTAL ILL LOAN CONSTRUCTION | 123,909.64 | 3,611,500.00 | 3,487,590.36 | 3% | 892,309.99 | (768,400.35) |

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|--|-----------------------|-------------------------|-------------------------|-------------|-----------------------|-------------------------|
| | ACTUAL | BUDGET | VARIANCE | PCT | ACTUAL | CHANGE |
| ILL LOAN DEBT | | | | | | |
| 512008 PRINCIPAL PYMT - HP WEST | \$15,213.97 | \$15,214.00 | \$0.03 | 100% | \$54,428.64 | (\$39,214.67) |
| 512012 PRINCIPAL PYMT - STEVENS CR | | 121,437.00 | 121,437.00 | 0% | | |
| 512013 PRINCIPAL PYMT - UV | 60,336.11 | | (60,336.11) | 0% | 58,835.19 | 1,500.92 |
| 512016 PRINCIPAL PYMT - 2002 REHAB | 14,990.42 | 30,169.00 | 15,178.58 | 50% | 14,622.57 | 367.85 |
| 512017 PRINCIPAL PYMT - PH 2 WWTP PRIMARY | 54,870.09 | 110,446.00 | 55,575.91 | 50% | 53,486.66 | 1,383.43 |
| 512018 PRINCIPAL PYMT - DAMON TO MONROE | 76,765.68 | 154,491.00 | 77,725.32 | 50% | 74,881.94 | 1,883.74 |
| 512020 PRINCIPAL PYMT - 2004 REHAB | 40,789.43 | 82,089.00 | 41,299.57 | 50% | 39,788.50 | 1,000.93 |
| 512021 PRINCIPAL PYMT - ODOR CONTROL | 16,848.49 | 33,908.00 | 17,059.51 | 50% | 16,435.04 | 413.45 |
| 512023 PRINCIPAL PYMT - WYCKLES FM | 21,019.14 | 42,039.00 | 21,019.86 | 50% | 21,019.14 | |
| 512024 PRINCIPAL PYMT - OREANA | | 252,888.00 | 252,888.00 | 0% | | |
| 512025 PRINCIPAL PYMT - WYCKLES PH 2 | | 40,696.00 | 40,696.00 | 0% | | |
| 512026 PRINCIPAL PYMT - ARGENTA | | 273,217.00 | 273,217.00 | 0% | | |
| 512027 PRINCIPAL PYMT - TRESTLE REP | | 111,308.00 | 111,308.00 | 0% | | |
| 512028 PRINCIPAL PYMT - STEVENS CR INT | 37,453.82 | 75,142.00 | 37,688.18 | 50% | 36,990.00 | 463.82 |
| 512029 PRINCIPAL PYMT - IEPA REFUNDING | 461,294.37 | 853,032.00 | 391,737.63 | 54% | 448,278.08 | 13,016.29 |
| 512030 PRINCIPAL PYMT - PRIMARY DIGESTER UPG | | 314,417.00 | 314,417.00 | 0% | | |
| 512031 PRINCIPAL PYMT - DIFFUSER REPLACEMENT | | 237,247.00 | 237,247.00 | 0% | | |
| 512050 PRINCIPAL PYMT - S SHORES BRIDGE | 18,493.12 | 37,172.00 | 18,678.88 | 50% | 18,128.73 | 364.39 |
| 512051 PRINCIPAL PYMT - E SIDE SEP REHAB | | 91,135.00 | 91,135.00 | 0% | | |
| 512052 PRINCIPAL PYMT - SLUDGE THICKENING | 97,821.82 | 203,831.00 | 106,009.18 | 48% | | 97,821.82 |
| 512053 PRINCIPAL PYMT - ODOR CONTROL PHASE 2 | 74,431.87 | 135,936.00 | 61,504.13 | 55% | | 74,431.87 |
| TOTAL PRINCIPAL | 990,328.33 | 3,215,814.00 | 2,225,485.67 | 31% | 836,894.49 | 153,433.84 |
| 512108 INTEREST PYMT - HP WEST | 199.68 | 200.00 | 0.32 | 100% | 1,637.81 | (1,438.13) |
| 512112 INTEREST PYMT - STEVENS CR | | 10,358.00 | 10,358.00 | 0% | | |
| 512113 INTEREST PYMT - UV | 5,561.24 | | (5,561.24) | 0% | 7,062.16 | (1,500.92) |
| 512116 INTEREST PYMT - 2002 REHAB | 2,802.11 | 5,417.00 | 2,614.89 | 52% | 3,169.96 | (367.85) |
| 512117 INTEREST PYMT - PH 2 WWTP PRIM | 10,652.82 | 20,601.00 | 9,948.18 | 52% | 12,036.25 | (1,383.43) |
| 512118 INTEREST PYMT - DAMON TO MONROE | 15,597.28 | 30,235.00 | 14,637.72 | 52% | 17,481.02 | (1,883.74) |
| 512120 INTEREST PYMT - 2004 REHAB | 9,960.90 | 19,412.00 | 9,451.10 | 51% | 10,961.83 | (1,000.93) |
| 512121 INTEREST PYMT - ODOR CONTROL | 4,751.90 | 9,294.00 | 4,542.10 | 51% | 5,165.35 | (413.45) |
| 512126 INTEREST PYMT - ARGENTA | | 57,180.00 | 57,180.00 | 0% | | |
| 512127 INTEREST PYMT - TRESTLE REP | | 23,295.00 | 23,295.00 | 0% | | |
| 512128 INTEREST PYMT - STEVENS CR INT | 7,697.76 | 15,162.00 | 7,464.24 | 51% | 8,161.58 | (463.82) |
| 512129 INTEREST PYMT - IEPA REFUNDING | 12,647.20 | 20,682.00 | 8,034.80 | 61% | 21,677.38 | (9,030.18) |
| 512130 INTEREST PYMT - PRIMARY DIGESTER UPG | | 136,304.00 | 136,304.00 | 0% | | |
| 512131 INTEREST PYMT - DIFFUSER REPLACEMENT | | 27,956.00 | 27,956.00 | 0% | | |
| 512150 INTEREST PYMT - S SHORES BRIDGE | 4,755.75 | 9,327.00 | 4,571.25 | 51% | 5,120.13 | (364.38) |
| 512151 INTEREST PYMT - E SIDE SEP REHAB | | 44,972.00 | 44,972.00 | 0% | | |
| 512152 INTEREST PYMT - SLUDGE THICKENING | 44,817.56 | 91,860.00 | 47,042.44 | 49% | | 44,817.56 |
| 512153 INTEREST PYMT - ODOR CONTROL PHASE 2 | 38,578.69 | 69,323.00 | 30,744.31 | 56% | | 38,578.69 |
| TOTAL INTEREST | 158,022.89 | 591,578.00 | 433,555.11 | 27% | 92,473.47 | 65,549.42 |
| TOTAL ILLINOIS DEBT SERVICE | 1,148,351.22 | 3,807,392.00 | 2,659,040.78 | 30% | 929,367.96 | 218,983.26 |
| TOTAL EXPENDITURES | \$4,890,275.20 | \$26,563,692.00 | \$21,673,416.80 | 18% | \$4,490,300.71 | \$399,974.49 |
| REVENUE IN EXCESS OF EXPENDITURES | \$1,310,029.52 | (\$2,158,692.00) | (\$3,468,721.52) | -61% | \$2,858,042.65 | (\$1,548,013.13) |

07/31/2017

SCHEDULE OF WPCRF LOANS

| LOAN DATE | PROJECT | INTEREST RATE | LOAN BALANCE | | ANNUAL PAYMENTS |
|------------|---|----------------------|------------------|-----------------------|-----------------|
| | | | ORIGINAL | OUTSTANDING PRINCIPLE | |
| Dec-99 | Ultraviolet Project | 2.535 | 2,564,801 | 378,420 | 131,795 |
| Dec-00 | Hickory Point West Interceptor | Forsyth 38.71% 2.625 | 2,184,776 | 0 | 112,133 |
| Nov-04 | Ph2 WWTP Headworks | 2.570 | 2,548,645 | 774,143 | 131,046 |
| Nov-04 | 02 Rehab | 2.500 | 690,278 | 209,179 | 35,585 |
| Jul-05 | Damon to Monroe | 2.500 | 3,592,029 | 1,171,016 | 184,726 |
| Oct-06 | 04 Rehab | 2.500 | 1,958,462 | 756,083 | 101,501 |
| Dec-07 | Odor Control | 2.500 | 842,415 | 363,304 | 43,201 |
| Jun-11 | Wyckles PH 1 | 0.000 | 818,637 | 546,498 | 42,038 |
| Jul-11 | Wyckles PH II | 0.000 | 793,557 | 549,386 | 40,695 |
| Mar-12 | Oreana | Oreana 0.000 | 4,882,563 | 3,413,981 | 252,887 |
| Dec-12 | Stevens Creek | 1.250 | 1,760,912 | 1,194,187 | 90,303 |
| May-13 | Argenta | 1.250 | 5,870,416 | 4,506,249 | 308,874 |
| Oct-13 | Trestle | 1.250 | 2,765,463 | 1,891,313 | 134,602 |
| Dec-15 | Digester Mixing | 1.930 | 6,870,742 | 6,984,144 | 450,720 |
| Mar-16 | Sewer Rehab (Eastside Separation) | 2.210 | 2,146,713 | 2,012,244 | 136,105 |
| Jun-16 | Sludge Thickening | 1.995 | 5,130,373 | 4,715,947 | 306,100 |
| Aug-16 | Odor Control Ph 2 | 2.210 | <u>3,237,409</u> | <u>3,102,960</u> | <u>205,257</u> |
| | TOTAL | | 48,658,191 | 32,569,054 | 2,707,568 |
| | Forsyth Share | | 845,727 | 0 | |
| 06/26/2013 | Hickory Point Bank & Trust IEPA Refunding Loan/S Shores Bridge | 2.000 | 5,140,000 | 1,260,507 | |
| 04/24/15 | HPBank Diffuser | 2.550 | 2,000,000 | 1,155,214 | |

*NOTE--TAKE ORIGINAL LOAN MINUS TOTAL INTEREST MINUS PRINCIPLE PAYMENT EQUALS BALANCE ON LOAN

SWIMMING POOL ADJUSTMENT FORM

For an adjustment to Sanitary District charges for water used to fill a swimming pool, fill out the following form and mail to the Decatur Sanitary District at the address listed below. The Sanitary District will decide if an adjustment is possible and the amount to be credited to your Municipal Utilities Billing.

Customer Name: _____

Service Address: _____

Municipal Utilities Billing Account Number: _____

Date That Swimming Pool Was Filled: _____

Amount of Water Used For Pool: _____

(size of pool or
meter readings can be used) _____

Send this form to: Decatur Sanitary District
 501 Dipper Lane
 Decatur IL 62522

If you have any questions, call the Sanitary District at 217/422-6931.

DRAFT

RESIDENTIAL SWIMMING POOL ADJUSTMENT FORM

For an adjustment to sewer charges for water used to fill a swimming pool, fill out the following form and submit to the Sanitary District of Decatur. The District will decide if an adjustment is possible and the amount to be credited to your account.

Customer Information

Name: _____

Service Address: _____

Account Number: _____

Phone Number _____ Email Address _____

Pool Information

Date Swimming Pool Was Filled: _____ Pool Shape: _____

Length or Diameter: _____ Width _____ Average Depth _____

Design Capacity of Pool _____ Amount of Water Used: _____

Beginning Meter Reading _____ End Meter Reading: _____

Did you fill from empty? _____ If not how full? (example ½ full): _____

Terms and Conditions

Adjustment is available only once annually. • The maximum adjustment will not exceed the difference between the consumption the period the pool was filled and the consumption in the prior period. • No credits will be issued for less than **XXX unit of usage or \$XXX** • Credits are only issued to residences connected to the sewer system. • Swimming pools must be at least 30 inches deep, have a surface area of at least 120 square feet and a permanently equipped re-circulating system to be eligible for a pool adjustment. • Missing or incomplete information will delay processing of your request for credit. • Customers are required to pay their bill in full while this form is being processed.

Submit this form to: Sanitary District of Decatur 501 Dipper Lane Decatur IL 62522 If you have any questions, call the Sanitary District at 217/422-6931.

The above information is true and accurate to the best of my knowledge. I affirm that the pool described above was not drained into the sewer system. I understand that the information provided is subject to verification and a facsimile or electronic signature shall be deemed an original signature for all purposes.

Customer Signature: _____ Date: _____

POLICY MEMORANDUM

DATE: July 28, 1994

REVISED: June 8, 2017

SUBJECT: Family Medical Leave, 1993 Act (FMLA)

The District will provide Family and Medical Leave to its eligible employees.

Under this policy the District will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. Employees utilizing FMLA are required to exhaust all accrued and/or earned time off prior to using unpaid leave during the leave requested.

Eligibility:

The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Types of Leaves covered:

1. The birth of a child or placement of a child for adoption or foster care;
2. To bond with a child (leave must be taken within 1 year of the child's birth or placement);
3. To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
4. For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
5. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. Or an eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Procedure for Requesting FMLA Leave

When possible, request for a FMLA or any extension of a leave should be submitted in writing or verbally to the employee's immediate supervisor, as far in advance as possible. All employees on approved leave are expected to report any change of status in their need for a leave or their intention to return to work to their immediate supervisor.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for The District and each wishes to take leave ~~for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in law") with a serious health condition~~, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for The District and each wishes to take leave to care for a covered injured or ill servicemember, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

The District may require initial certification along with periodic certification of the employees and/or the family member's continuing health condition by the family member's physician.

~~Employees utilizing FMLA are required to exhaust all accrued and/or earned time off prior to using unpaid time during the requested leave unless covered by worker's compensation.~~ MOVED opening paragraph

The District will provide health insurance and other benefits to employees on leave as required by law. Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. If you have dependent coverage, you are expected to make your weekly contributions the same as if you were working. Benefits that accrue according to length of service, such as paid vacation, sick leave, personal holidays, floating holidays and holidays observed by the District will not be paid, earned or accrued during periods of FMLA.

However, employees will not lose any benefits earned before the FMLA started and will resume the same level of accrual of benefits upon return from the leave. The employee will retain the same date of hire upon returning from the FMLA.

Failure to return from FMLA at the designated time without proper medical justification will constitute a voluntary termination of employment and may result in collection of medical premiums paid by the District in accordance with the requirements of the FMLA of 1993.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

The District must hold a position for an employee on family leave except for those employees designated as "highly compensated" employees. The position must be an equivalent position with the equivalent employment benefits, pay and other terms and conditions of employment.

A highly compensated employee is one who is among the highest paid 10% of all employees employed by the District.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR Coordinator will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Intent to Return to Work From FMLA Leave

~~On a basis that does not discriminate against employees on FMLA leave,~~

The District requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

POLICY MEMORANDUM

DATE: October 6, 1994
REVISED: July 20, 2017
SUBJECT: Firearms/ Weapons

All District property at the main plant and the majority of the collection systems are within city limits and the carrying and/or use of firearms place the employee in a serious legal situation, regardless of the cause. The possession of firearms or other weapons while on District property is prohibited and severe disciplinary action will be enforced, up to and including immediate termination.

Prohibited Weapons

All weapons, including but not limited to a concealed firearm/handgun are prohibited on any District property.

Prohibited weapons include but are not limited to:

Firearm, Handgun, Firearm ammunition, BB gun, pellet gun, paintball gun, tear gas gun, stun, taser, or other dangerous or deadly device of similar type;
Knife with a blade of at least 3 inches in length (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type;
Bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type;
Bomb, bombshell, grenade, firework, bottle, or other container containing an explosive, toxic, or noxious substance,
Souvenir weapon or other weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence (720 ILCA 5/33A-1, et seq.)

Violations

Violations of this policy by employees will be considered "misconduct" and will subject the employee to discipline, up to discharge/termination/dismissal as well as potential criminal prosecution.

Exceptions

As permitted by the provisions and restriction of the Illinois Firearm Concealed Carry Act. 430 IL CS 66

Reporting

The Executive Director or his designee will report to law enforcement anyone who is determined to pose a clear and present danger to himself/herself or others.

Definitions

Concealed firearm – means loaded or unloaded handgun (any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand) carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

District property –Any building, laboratory, sub-stations or any officially recognized organization property, whether owned, leased, or controlled by the District. This includes but is not limited to any District owned or leased vehicles, real property or sidewalks.

Location Restrictions for Concealed Carry Licensees

430 ILCS 66/65 Prohibited Areas.

- Any building under the control of a unit of local government.

POLICY MEMORANDUM

DATE: June 12, 2017

REVISED: New Policy

SUBJECT: Illinois Family Military Leave Act

The Illinois Family Military Leave Act (820 ILCS 151/1 et seq.) is a law designed to ensure that active duty military personnel, whose deployment orders are in effect, have the opportunity to spend time with their family members without the risk of losing their jobs.

Eligibility:

Under the Illinois Family Military Leave Act, employees are entitled to take unpaid, job-protected leave if they: Are either the spouse, parent, child or grandparent of a person called to military service lasting longer than 30 days; and have worked for the same employer for at least 12 months, and for at least 1,250 hours in the last year.

Employees working as independent contractors are treated as employees under the Act and, as such, are entitled to family military leave.

Up to 30 days of unpaid leave is provided to employees of employers with more than 50 staff members.

Employees taking leave for less than 5 consecutive days must give their employer advance notice as is practicable.

Employees taking leave for more than 5 consecutive days must give their employer at least 14 days notice.

An employee must exhaust all vacation, personal, and any other accrued leave before taking family military leave. However, an employer cannot require an employee to use sick or disability leave.

An employer can require proof from a proper military authority to verify the employee's eligibility for family military leave. This proof will typically consist of a copy of the military member's deployment orders.

If deployment orders are not available, you may fulfill the requirement of proof by providing contact information for the military member's commanding officer or unit of assignment.

POLICY MEMORANDUM

DATE: June 8, 2017

REVISED: New Policy

Subject: Illinois Child Bereavement Law

Employees are entitled to a maximum of 2 weeks (10 work days) of unpaid bereavement time following the death of a child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period.

Eligibility: The employee must have completed 1,250 hours of service with the employer during the prior 12 month period. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA), and may not exceed unpaid leave time allowed under that law (FMLA).

The time may be used to attend the funeral or alternative to a funeral, make arrangements necessitated by the death, or to grieve the death of the child.

The leave must be completed within 60 days after the date employee receives notice of the death of the child. Employers are entitled to 48 hours of notice before the leave, unless it is not practicable. Employers may require documentation to verify the necessity of the leave.

POLICY MEMORANDUM

DATE: June 8, 2017

REVISED: New Policy

Subject: Illinois Employee Sick Leave Act

The Illinois Employee Sick Leave Act allows an employee to use **personal sick leave benefits provided by an employer** for absences due to illnesses, injuries, or medical appointments of certain family members of the employee.

Definition:

The term "personal sick leave benefits" means **any paid or unpaid time** available to an employee as provided through an **employment benefit plan or paid time off policy** to be used as a result of absence from work due to a personal illness, injury, or medical appointment.

Use of Leave:

An employee may use personal sick leave benefits provided by the employer for absences due to an illness, injury, or medical appointment of the employee's **child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent**—on the same terms upon which the employee is able to use personal sick leave benefits for the employee's own illness or injury.

Written Verification:

A statement from a doctor may be required for sickness in family absences.

Limit on Use of Sick Leave:

The amount of sick leave is limited to **half of the employee's maximum annual grant**.

- Additionally, the law may not be construed to invalidate, diminish, or otherwise interfere with any **collective bargaining agreement**, nor may it be construed to invalidate, diminish, or otherwise interfere with any party's power to collectively bargain such an agreement.
 - Note: An employment benefit plan or paid time off policy does not include long term disability, short term disability, an insurance policy, or other comparable benefit plan or policy.

8/10/2017

**** SAFETY COMMITTEE MEETING MINUTES ****

From: Dan Beck

The Safety Committee met on Thursday August 10th. In attendance were Jeremy Long, Jared Harris, Steve Doolin, Kyle Stewart and Dan Beck. The District has worked **40** days without a lost-time accident as of this date.

The committee discussed the following items concerning the SDD facility:

NEW ITEMS DISCUSSED

- **Safety Recognition:** Rob Taylor discovered an unsecure piece of decking on the top of the Digester complex stairway. Rob secured the decking temporarily with wire and immediately reported the issue so that proper anchors could be installed.
- **Safety Recognition:** Jeremy Long identified the need for a blind spot mirror on the south east corner of the blower building/secondary aeration roadway.
- **Safety Recognition:** Casey Rankin and Blake Dotson identified and removed a malfunctioning confined space rescue retrieval winch from service.
- The lagoon crawler has been delivered and is in service at the Wyckles facility.
- The Primary Clarifiers coating project is ongoing. Please be advised to be aware of the work in progress and avoid the area if your work does not require you to be in the area.
- The Spring Creek project has begun.
- Work continues on the Digester complex roof. Please be advised to be aware of the work in progress and avoid the area if your work does not require you to be in the area.
- Concern over the recent installation of an electrical cabinet next to a floor drain in the DAF building was brought up. This concern will be addressed to both maintenance and I&C departments.
- Concern regarding building placards being up to date was raised. The safety department will review all areas and update any placards that are out of date.
- A suggestion to install signage requiring the use of air monitoring equipment when going up to the top of the digester complex was made.
- **No old items were reviewed.**

Next month's safety meeting will be held on 9/14/2017 at 2:30 pm.

Additional Items:

If you have any questions or suggestions, please don't hesitate to call me at 237 and thank you for your continued efforts in safety and health. Together we will provide a safe workplace if everybody accepts that **SAFETY IS EVERYONES RESPONSIBILITY.**

***** SAFETY IS EVERYONE'S JOB *****

POLICY MEMORANDUM

DATE: June 8, 2017

REVISED: New Policy

Subject: Illinois Department of Labor Victims Economic Security and Safety Act

The Victims' Economic Security and Safety Act ("VESSA") provides an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

VESSA provides that an employee working for an employer with at least 50 employees are entitled to a total of 12 workweeks of leave during any 12-month period. The total number of workweeks to which an employee is entitled shall not decrease during the relevant 12-month period. However unpaid leave taken under FMLA counts towards the allowance of unpaid leave permitted under VESSA during the same year.

Eligibility

An employee may take VESSA leave to:

Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;

Obtain victim services for the employee or employee's family or household member;

Obtain psychological or other counseling for the employee or the employee's family or household member;

Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or

Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

VESSA leave may be taken intermittently or on a reduced work schedule.

Notice and Certification Requirements

The employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the employer may not take action against the employee if the employee, upon request of the employer and within a reasonable period after the absence provides certification.

Employers may require certification that VESSA leave is to be taken for one of the purposes enumerated above and that the employee or employee's family or household member is a victim of domestic or sexual violence. An employee may satisfy such a certification requirement by providing a sworn statement of the employee, and upon obtaining such documents the employee shall provide:

Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
A police or court record; or other corroborating evidence.

The District will maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.