

Executive Director's Report  
October - November  
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 received a letter from the Macon County Conservation District that indicated they are not interested in pursuing any investigation of the Middletown Bedrock Valley at Rock Springs Conservation Area.

- City of Decatur's CMOM and SSE compliance action planning.

No New Activities

**Pending Nutrient Regulations**

The IEPA has been in the process of developing an approach to control nutrients (Nitrogen and Phosphorus) for over ten years. Pressure from USEPA to develop and adopt a State Nutrient Control Strategy is growing. New NPDES permits will most likely contain numerical limits for these constituents.

Much of managements' planning focus centers around determining the best means to address an NPDES phosphorus limit of 1 ppm and total nitrogen limit of 5 ppm.

Mr. David St. Pierre, Director of the Metropolitan Water Reclamation District of Greater Chicago, has proposed a radically different concept for addressing the nutrient loading in the State of Illinois. His concept involves the creation of a separate Nutrient Management Utility that would be charged with attaining the nutrient reduction criteria proposed by IEPA for the State's discharge into the Mississippi River. IEPA commissioned a study to assess the State's total discharges of Phosphorus and Nitrogen and the preliminary indications of that study suggest that the State should target a reduction in the range of 45%.

The concept of a 'super utility' that focuses on the overall reduction of nutrients has many virtues. Under the concept the utility would be funded by a fee assessed on a per capita basis or through some other fair share concept and generate somewhere around \$300 million annually. The utility would be responsible for assessing the best utilization of the available funds to attain the highest reductions in the shortest amount of time. These funds would then be applied to specific projects that would yield the highest return on investment.

IEPA would act in oversight along with a commission of stakeholders. Under this concept no regulations would be applied in the NPDES permits unless the discharges were causing water quality problems and those would be regulated on an individual basis.

Since this concept would not involve regulations, and in light of the fact that most of the nutrient loadings originate from agricultural practices it is believed that the agricultural community can become a supporter and participant in attaining the reductions.

Other positive aspects of the concept include:

- Removing pressure on the State Revolving Loan Fund to fund nutrient reduction projects. (If numerical limits are put in all NPDES permits, the resulting financial burden to attain compliance would shut down the SRF for an extended period of time.)
- Concept is attractive for USEPA Demonstration Project Status with some financial support from the federal level to get the concept off the ground.
- Would put \$1.5 billion dollars to work within one NPDES permit cycle.

(Note: The City of Chicago is the largest discharger of both nitrogen and phosphorus. SDD is the second largest discharger of phosphorus.)

Related Activities during this period included:

- A new IAWA ad hoc subcommittee was formed to discuss and develop this concept. Tim Kluge and Monte Cherry will participate on this subcommittee.
  - This subcommittee will work on researching the best approach to establishing a statewide utility to manage nutrient reductions. The District believes this approach has the potential to be of significant benefit to our own nutrient situation and to the overall nutrient reduction strategy for Illinois.

- Participating on the Illinois Statewide Nutrient Strategy Development Committee and associated point source subcommittee, attending committee and subcommittee meetings on October 18<sup>th</sup> and November 13<sup>th</sup>.
  - These committees offer stakeholder involvement in setting the statewide strategy and affecting future regulations. The District has a large 'stake' at risk and participation allows us to look out for our interests.
- Tim Kluge secured stakeholder participation on SDD's - B&V Nutrient Study.
  - This study will lay the groundwork for future projects specifically designed to meet nutrient reduction criteria that is be developed at this time.
- Senior Managers worked internally on analyzing and developing the District's own nutrient reduction strategy. Many ongoing initiatives tie in and/or are related to the activities and projects the District will undertake to reduce nutrients including:
  - Black and Veatch Nutrient Study will determine the most cost effective approaches to nutrient reductions.
  - Diffuser Replacement Project that is planning stage will reconfigure diffuser layout and number to provide biological nutrient removal option identified in the B&V report.
  - Odor Control Phase 2 project that is in planning stage will add versatility to divide the plant into separate industrial/domestic-combined flow treatment trains to optimize biological nutrient removal.
  - Solids handling work is continuously updated to maintain adequacy for biological nutrient reduction related repercussions. (ie: greater or reduced volume of solids to be handled.)

### **Asset Management, Capital Improvements, and Financial Planning**

Continued work 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.

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.

<b>Position</b>	<b>Career Path Participants</b>	<b>Date Position may open</b>
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 *	2	FY 2015-16
Accounting Clerk *	0	FY 2017-18

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

Current activities include:

- Writing specific revised job descriptions.
- Getting all career path participants through preliminary assessments with the Finn Group.
- Exploring specific management training consultants.
- Interviewing career path candidates (phase 2)

### **Safety and Training**

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

St. Mary's Hospital Occupational Health and Safety services performed audiograms and fit testing for all SDD personnel on Nov. 12<sup>th</sup>.

The District has gone 3036 days without a lost time accident as of the end of October 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**

Wendi Boulware attended a Global Harmonizing (hazardous communications) certification training seminar in on November 13<sup>th</sup> -15<sup>th</sup> .

## **Awards and Recognitions**

5-year incremental service awards:

No service awards 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 November 5<sup>th</sup> with Lee Slider attending as Board representative. Agenda Topics of discussion included:

- Operator schedule changes
- Use of SDD Wi-Fi
- Follow up on Incident reports
- Primary Clarifier #5 status
- Promotion procedures
- SDD NPDES ammonia violation

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 (2<sup>nd</sup> and 4<sup>th</sup> Thursdays, 8:30 a.m.)
- Senior Staff meetings (1<sup>st</sup> and 3<sup>rd</sup> Thursdays, 8:30 a.m.)
- Department Head Coordination Meetings (daily)
- All hands Meetings (3<sup>rd</sup> Wednesday, 7:15 or 2:30, alternating)
- Labor Management meetings (1<sup>st</sup> Tuesday, 2:00)
- Safety Training (weekly)
- Safety Committee meetings (monthly)
- Departmental meetings (as scheduled)
- AM Coordination meetings (2<sup>nd</sup> and 4<sup>th</sup> Tuesday, 10:30 a.m.)

## **Administrative Activities**

Senior managers met over this period working primarily on dealing with plant process upset that resulted in NPDES violation, restoring IT computer system from vicious virus attack, ongoing project management activities for the anaerobic digester project, project planning for replacing the waste activated sludge thickeners, update of the groundwater development project plan, nutrient strategy committee and subcommittee activities, 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.

The structural failure of the stilling well support system in primary clarifier #6 resulted in an emergency repair condition with work being performed by Christy Foltz on a Time and Material basis. Total cost - \$56,508.00

Total unanticipated and emergency costs through September 30, 2013 are approx. \$139,958.00. (Prior fiscal year through October 31, 2012 was \$93,000.00)

Please forward any questions or comments to:

Monte Cherry – PH. 422-6931 (X-233)

[monte@sdd.dst.il.us](mailto:monte@sdd.dst.il.us)

Attachments: - Labor Management Meeting Minutes, Planned Project Report

## **Labor Management Meeting November 5, 2013**

The Labor Management meeting was held Tuesday, November 5, 2013 at 2:30 pm in Monte's office.

Those present at the meeting included: Lee Slider (LS), Monte Cherry (MC), Kent Newton (KN), Joe Chapman (JC) Matt McElroy (MM) & Rob Taylor (RT)

There were three agenda items.

1. Early implementation of one person shift phase II: The District is planning to create another relief operator shift and eliminate the 12 hour weekend operator shifts when Darin Fowler leaves. There was discussion about maintaining nine operator positions. No decision has been made but the District is planning on eventually transitioning to six operators through attrition. MM explained the perception that the relief operator position was misrepresented when it was opened because it has not been used to maintain two operators on off shifts.

JC expressed a desire to have all positions rebid. MM suggested that the two most senior operators work on first shift Monday through Friday and the two relief operators work the current every other weekend off schedule with only the new relief position and any subsequent vacancies being opened for bidding. MC indicated that he was willing to meet with the operators to discuss this further.

2. Use of District Internet by employee owned devices: KN confirmed the lack of bandwidth for any additional wireless devices in the plant and the District's decision not to allow employee owned devices to use the Wi-Fi access points in the administration building.
3. Follow up on safety matters from September meeting. MC distributed the incident report for the stilling well failure. Additional reports are in the final review stage.

There were three non-agenda items discussed.

1. Primary Clarifier #5 status: MM asked about the status of primary clarifier #5. MC said that it was his understanding that we were waiting on the contractor to return to finish the work.
2. Union Position Advancements: JC initiated a discussion about classification advancements and working toward a better written policy on how advancements are made including timing, written qualifications and number of positions available.
3. Discussion of ammonia violation: General discussion including additional instrumentation that will be purchased to help prevent future violations.

Pc: committee members



**Sanitary District of Decatur  
2013-2014 Projects over \$10,000  
November 30, 2013**

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

Description					Current Fiscal Year			Project Total		Contract Award & Change	
Project Title	Contractor / Vendor	Project Mgr	Account	Status	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	Altorfer	CJ	505040-01-04	PO issued	21,000	-		20,675	-	20,675	
Replacement Hatches		DBM	501129-11-04		42,000			-	-		
Blower Building Renewal		DBM	501311-11-13		50,000	-	(50,000)	-	-		
Painter Building Design		DBM	501311-11-13		85,000			-	-		
Water Tower Painting		DBM	501313-11-13	Out for Bid	250,000			-	-		
2013 Trestle Remediation	Hanson	DBM	504180-01-02	Complete		24,573	24,573	55,800	24,573	55,800	
Facility Plan Amendment		DBM	504180-01-02	Complete	50,000	-	(50,000)	-	-		
Trestle Rehab	Christy Foltz	DBM	505030-01-02	Complete		392,850		384,742	392,850	399,774	(15,032)
Sand Creek Crossing Construction	CITY of Decatur	DBM	506021-06-01		600,000	182,265	(417,735)	560,000	182,265	560,000	
Co Gen - Engineering	Clark Dietz	DBM	506023-06-01	Complete	62,247	49,795	(12,452)	156,298	143,846	156,298	
Co Gen - Construction		DBM	506023-06-01	Delayed	2,390,753	0	(2,390,753)	-	0		
2012 Energy Efficiency Upgrades	Williams Brothers	DBM	506025-06-01	Complete	1,450,000	802,174	(647,826)	2,172,828	2,187,190	2,088,505	84,323
Clarifer Emergency Repairs	Christy Foltz	DBM				56,508					
Building 009 & 217 Structural Repair											
Planning	Donohue	DBM/RG	500010-03-01	Complete	30,000	6,009	(23,991)	-	6,009		
Building 009 & 217 Structural Repair					200,000						
		DBM/RG	500010-03-01					-	-		
East - Fine Screen Renewal		FM	501314-11-13		20,000			-	-		
East - Classifier Renewal		FM	501314-11-13		55,000			-	-		
Air Compressor	Power Supply of IL	FM	505040-01-04	complete		8,668	8,668	8,668	8,668	8,668	
Operations Automation		GP	505010-01-05		15,000			-	-		
Backup PTO Pump engine	Hogan Grain	GP	505030-01-05	Complete	40,000	29,900	(10,100)	-	29,900		
Chlorine Analyzer	Siemens	JDM	501111-11-07		80,000	31,603	(48,397)	-	31,603		
MCC replacement in 259		JDM	501128-11-01	Delay to 2014	225,000	0	(225,000)	-	0		
St Louis Bridge MCC Replacement		JDM	501128-11-01								
HVAC Controls	Clow	JDM	501311-11-13	Complete	76,000	32,333	(43,667)	31,632	32,333	31,632	
UPS System Upgrade		JDM	502062-01-07		110,000			-	-		
Plant-wide Switchgear Testing		JDM	503091-01-07	Delay to 2014	75,000	0	(75,000)	-	0		
Relay Testing		JDM	503091-01-07	Delay to 2014	20,000	0	(20,000)	-	0		
SCADA Upgrade	INS	JDM	505010-01-07		118,000	26,569	(91,431)	56,569	26,569	56,569	
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			78,858	-	78,858	
Water purification & lab ovens		LA	505071-01-03		10,000			-	-		
Automatic Samplers		LA	505100-01-06		20,000	11,318	(8,683)	-	11,318		

**Sanitary District of Decatur  
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Description					Current Fiscal Year			Project Total		Contract Award & Change	
Project Title	Contractor / Vendor	Project Mgr	Account	Status	Budget	Actual	Over (Under) Budget	Contract & Change Orders	Funds Expended	Contract Award	Change Orders
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	
7th Ward Mixer	CB Smith Company	PC	501111-11-04	Complete	-	15,513	15,513		15,513		
Pump Replacement		PC	501126-11-04		185,000	14,947	(170,053)	-	14,947		
Valve Replacement	ILMO	PC	501127-11-04		120,000	28,430	(91,570)	-	28,430		
Wyckles Facility Rehabilitation		PC	501311-11-13		63,000	6,754	(56,246)	-	6,754		
Pump Renewal		PC	501314-11-13		73,000			-	-		
Interceptor Cleaning and CCTV '12		PC	501315-11-13		155,000	35,715	(119,285)	-	35,715		
Faries Park FM Improvements		PC	501315-11-13		250,000			-	-		
Collection System Asset Mgmt	Chastain & Assoc	PC	504180-01-04		10,000	2,373	(7,628)	-	2,503		
Video Inspection Camera		PC	505040-01-02		25,000			-	-		
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	Dunn	RD	501017-08-01		205,000			145,810	-	145,810	
Roof Restoration	Garland /Top Quality	RD	501311-11-13	Complete	30,000	23,871	(6,129)	23,822	23,871	23,822	
Maintenance Furnace	E L Pruitt	RG	501111-11-04		80,000			35,843	-	35,843	
Rebuild E Primary Clarifier Drives	DPS	RG	501312-11-13		70,500	75,065	4,565	32,480	75,065	32,480	
Painting E-Primary Clarifiers	Bazan	RG	501312-11-13	Complete	150,000	143,243	(6,757)	143,243	143,243	146,365	(3,122)
Asset Management Plan		RG	504180-01-01		30,000			-	-		
Ammonia Station	Christy Foltz	RG	505020-01-04		150,000	57,187	(92,813)	27,755	57,187	27,755	
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	813,729	(582,271)	972,091	1,456,158	907,313	64,777
HS Waste Receiving Station		TK	501201-12-01		1,273,000	0	(1,273,000)	-	0		
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	7,283	(62,718)	-	7,283		
Digester Imp - Construction Eng	Donohue	TK	513521-14-01		125,000	21,172	(103,828)	245,500	21,172	245,500	
Digester Improvements Const	Leander	TK	513522-14-01		2,875,000	70,412	(2,804,588)	-	70,412		
Digester Imp - Design Eng	Donohue	TK	513526-14-01			12,730	12,730	176,100	151,916	176,100	
Sludge Thickening - Design	Donohue	TK	513536-14-01			46,857	46,857	49,600	46,857	49,600	
Computer Replacement		VM	505010-01-07		53,000	7,528	(45,472)	-	7,528		
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			-	-		