

Executive Director's Report  
November - December  
2014

**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**

We plan to pursue the following initiatives with the associated party:

- Downstream Sangamon River Corridor groundwater development project with the City of Decatur and ADM.
  - Attended the Decatur Sustainable Water Resources Alliance Meeting on December 8, 2014
  
- City of Decatur's CMOM and SSE compliance action planning.

No new activities to report

**Pending Nutrient Regulations**

The process of developing the Illinois Statewide Nutrient Reduction Strategy is coming to its conclusion with publication of the strategy expected by the end of July. Once the strategy is published there will be a 30 day comment period. After that the State would forward the strategy to USEPA and begin administration of the rules. Since the State has delayed issuing revised NPDES Permits, it is anticipated that the District's permit would be issued shortly after promulgation of the nutrient reduction strategy.

District Staff continues to investigate options and strategies to deal with the rules that will come out of the nutrient reduction strategy.

Current period activities:

- Staff continued worked on developing a "Watershed Approach" strategy to assess advantages of pursuing this as an alternate proposal to IEPA for nutrient reduction. A draft concept paper has

been developed and distributed to the Board and other key stakeholders including IEPA. This is a working document.

- Black and Veatch continued work on the biologic nutrient reduction modeling and diffuser replacement projects. Project meetings were held this period to review progress on these projects. Technical Director's report provide more specific details.
- The draft Illinois' Nutrient Loss Reduction Strategy has been released by IEPA and published for public comment. Staff is in the process of reviewing the draft and preparing comment along with working with the IAWA subcommittee to develop industry wide comments.

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

Continued work collecting data on assets, prioritizing and scheduling assets for review, and completing forms on assets identified in this year's group of buildings and process areas identified in the performance benchmark goals.

Developed proposed schedule for Asset Management Plan development for FY 2014-15 Performance Benchmarks.

Current period activities:

- Continued assessing the asset management plan and entering asset data into plan.
- Senior management began work reviewing the CIP plan in relation to current projects and planning to prepare for full staff work groups and planning sessions to update to the plan prior to FY 2015-16 budget preparation.

### **Succession Planning**

Current activities include:

- Mark Sturgell completed Leadership/Coaching training with the Career path candidates. Mark briefed the senior management team on his assessment of the candidate.
- Developing a transition/succession plan for the Executive Director position.

## **Safety and Training**

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

The District has gone 3401 days without a lost time accident as of the end of November 2014.

District Staff continued participating in local Ebola planning and preparedness meetings with a countywide consortium of healthcare, governmental, and emergency planning professionals.

## **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**

J.D. Malone attended the AFE (Association for Facilities Engineering) Certified Professional Maintenance Manager review course in Boston, MA. The two day review was followed by a 200 question / 4-hour test for certification. Certification confirmation was received early December 2014.

Don Miller participated as a presenter at the DCEO Clean Water Energy Efficiency Summit in Oakbrook IL. on Monday, December 8, 2014.

## **Awards and Recognitions**

5-year incremental service awards:

Kent Newton - 5 years

## **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 December 9<sup>th</sup> with Lee Slider attending as Board representative. Six agenda topics were proposed including:

- Introduction of new LM committee representatives.
- Outside Maintenance Call-in Procedure.
- Lead Person Implementation.
- Classification promotion process.
- One Operator shift differential pay.
- Operations SOP development.

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, Career path activities, asset management activities, dealing with ongoing project management activities for the anaerobic digester project, the bleach building addition, project planning for replacing the waste activated sludge thickeners and aeration diffusers, nutrient strategy planning activities, IT Master Plan development, 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 emergency generator at Oreana Pump Station #2 failed and is being evaluated for repairs. No cost estimate available at this time.

Total unanticipated and emergency costs through November 30, 2014 are \$100,700.00. (Prior fiscal year through November 30, 2013 was \$147,958.00)

Please forward any questions or comments to:

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

Attachments: - Labor Management Committee Minutes  
Planned Project Report

**Labor Management Meeting**  
**DRAFT**  
**December 9, 2014**

The Labor Management meeting was held Tuesday December 9, 2014 at 2:30 pm in Monte's office.

Those present at the meeting included: Lee Slider (LS), Monte Cherry (MC), Kent Newton (KN), Sam Mattox (SM), Mark Lindgren (ML) and Boomer Neece (BN).

There were six agenda items.

1. New Member Introductions: Everyone introduced themselves
2. Outside Maintenance Call-in Procedure: SM explained that the outside maintenance personnel had selected a seniority based call-in procedure. KN agreed to document the procedure for review at the next meeting.
3. Lead Operator / Lead Mechanic Concept: MC reviewed the District's concept of using this designation for leadership development. The District's intent was to use short term projects or assignments to provide opportunities for union employees to get leadership experience and gain knowledge while still in the union and with Supervisors available for support. SM stated that he and others did not understand why temporary transfers within the classifications or to a supervisor rate did not accomplish the same thing. MC stated that this was a new concept to prepare employees for future supervisory roles and did not fit what current employees were doing. BN asked where the bargained rate came from and if it could be changed. KN stated that the District presented the concept with the rate of \$1.00 per hour. No counter offer was presented to the rate and all parties agreed to the rate. The District is not interested in reopening a negotiations on a contract signed less than three months ago. MC discussed developing an implementation policy for review at the January meeting.
4. Classification Promotions: MC reviewed how the current promotion policy was developed. MC agreed to look into clarifying timelines for promotions.
5. One operator shift differential: SM stated that he would prefer that the lead person money go toward a one operator differential. MC stated that this was a bargaining issue and Labor Management meetings are not the proper venue for bargaining.
6. Operations Standard Operating Procedures (SOP) development. MC stated that he has a problem with the mindset that documentation of the current standard operating procedures should not be done by the people who do the work. MC went on to state that the SOP could be written by a consultant, the Operations Manager, the Technical Director or the Executive Director from a by the book perspective but that perspective may not match current conditions in the plant and the knowledge gained by the employees using the equipment on a daily basis. ML explained that the Job Safety Analysis (JSA) forms were completed by the maintenance employees and then reviewed by the supervisors for approval. MC stated that his expectation was that this would be the same process for operations SOPs. SM and BN stated that this was going to be a topic at the Union meeting on December 10.

There was one non-agenda item

1. Catalytic Coaching: SM and BN expressed confusion about the Catalytic Coaching process. MC explained that the District will working on making sure everyone understands the process. He also stated that the next round of employee input forms would be distributed during the budget process.

Pc: committee members

**Sanitary District of Decatur  
2014-2015 Projects over \$10,000  
December 31, 2014**

Substantially Completed
Ongoing
Not Started
Delayed or Deleted

Description				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
Automatic Samplers		C Jarvis	505100-01-06	20,000			-	-		
Hypochlorite Bldg Replacement	Christy Foltz/General Steel	DBM	501130-11-01	225,000	29,279	(195,721)	352,424	35,779	352,424	
Water Tower Painting	Jetco	DBM	501313-11-13	125,000	146,063	21,063	146,063	146,063	159,400	(13,337)
Sand Creek Crossing Construction	CITY of Decatur	DBM	506021-06-01	53,553	3,806	(49,746)	572,392	547,254	560,000	12,392
2014 Odor Control - Design	Clark Dietz	DBM	513407-14-01	226,000	249,541	23,541	184,885	273,476	184,885	
Eastside Separation Sewer Rehab	SDD	DBM		2,250,000			2,111,479		2,111,479	
Building 009 & 217 Structural Repair	Christy Foltz	DBM/RG	500010-03-01	70,000	50,633	(19,367)	50,633	50,633	53,633	(3,000)
Effluent Pump #4		DBM	501126-11-01	200,000			-			
Automatic Drip Trap Replace		FM	501111-11-01	45,000			-			
Recirculation Pump Replacement		FM	501126-11-01	75,000			-			
Door Replacement Program		FM	501311-11-13	25,000			-			
Insulate Building 231 water line		JDM	501016-08-07	15,000			-			
Total Organic Carbon Meter		JDM	501016-08-07	75,000			-			
Trailer Mounted 85KW Generator		JDM	501016-08-07	75,000			-			
MCC replacement in 259 Bldg	Operational constraints	JDM	501128-11-01	225,000	-	(225,000)	-	-		
MCC replacement at Wyckles		JDM	501128-11-01							
MCC Replacement St Louis Bridge	Bodine Electric	JDM	501128-11-01	40,000	42,275	2,275	24,794	42,275	24,794	
Bldg 203 Generator Relocation		JDM	501128-11-01	75,000			-			
Heat Exchanger Panel Replace		JDM	501128-11-01	200,000			-			
Secondary Aeration Actuators		JDM	501128-11-01	68,000			-			
Relay Testing		JDM	503091-01-07	20,000			-	-		
Light Replacement		JDM	505020-01-07	30,000	18,773	(11,227)	-	18,773		
Plant-wide Switchgear Testing		JDM	505030-01-07	75,000	18,107	(56,893)	-	18,107		
Door Lock System		KN	501311-11-13	35,000			-			
Vehicle Replacement		KN	505050-01-01	217,000	201,367	(15,633)	-	201,367		
UV -Vis spectrophotometer		LA	505071-01-03	11,500			-			
Water resource development		MAC	504180-01-01	290,000			-	-		
Pump Replacement		PC	501126-11-04	82,000			-	-		
Replacement Hatches		PC	501129-11-01	50,000			-	-		
Manhole Assessment		PC	501310-11-13	125,000			80,356		80,356	
Roof Restoration	craftmasters	PC	501311-11-13	110,000	70,326	(39,674)	90,100	70,326	90,100	
Dredge Pipe & Cable Renewal		PC	501311-11-13	100,000	92,305	(7,695)	-			
Finley Creek Piping Replacement		PC	501311-11-13	60,000			-			
Forest Ave Pump Station Rebuild		PC	501311-11-13	25,000			-			
Pump Renewal		PC	501314-11-13	34,000			-	-		
Air Release valve renewal		PC	501315-11-13	95,000			-			
FM - St Louis Bridge & Faries Park	Clark Dietz& Burdick	PC	501315-11-13	695,000	81,339	(613,661)	-			

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Project Title	Contractor / Vendor	Project Mgr	Account	Budget	Actual	Over (Under) Budget	Contract & Change Orders	Funds Expended	Contract Award	Change Orders
Sewer Cleaning and Rating		PC	501315-11-13	220,000			-			
Sewer Televising		PC	501315-11-13	35,000			-			
Argenta Storm Sewer	Barr Robison	PC	513462-14-01		56,258	56,258	56,258	56,258	44,395	11,863
Roads and Parking Paving		RD	501311-11-13	175,000	104,062	(70,938)	104,062	104,062	126,230	(22,168)
Diversion Structure Renewal	Add to future contract	RG	501311-11-13	100,000			-			
Clarifier #6		RG	501312-11-13	300,000			-			
Clarifier #9		RG	501312-11-13	300,000			-			
Digester Heat Exchangers	Siemens	RG	501314-11-13	35,000			-	-		
#3 Plant Water Rehab		RG	501314-11-13	25,000			-			
#4 Crisafuli Pump Rehab		RG	501314-11-13	45,000			-			
#5 Effluent Pump Rehab		RG	501314-11-13	40,000			-			
Secondary Aeration valves gates and joints		RG/JDM	501127-11-01	170,000	17,389	(152,611)	-			
7th Ward Odor Control		TK	501016-08-05	47,000			-	-		
South Sludge Lagoon PH II	J&B Waste /	TK	501172-11-01	712,000	326,275	(385,725)	972,091	326,275	907,313	64,777
Nutrient Removal Modeling	Black & Vetch	TK	504180-01-01	125,000	85,341	(39,659)	238,000	134,548	238,000	
Nickel and Zinc Study	HydroQual, Inc	TK	504180-01-05	15,000			-	-		
Sangamon River Bio-Study	EIU	TK	504180-01-05	84,000	75,961	(8,039)	-	75,961		
Technology Plan	Red Oak	TK	504180-01-07	77,440	51,251	(26,189)	77,440	51,251	77,440	
NPDES Permit Modification	Hodge Dwyer & Driver	TK	504200-01-05	70,000	41,588	(28,412)	-	41,588		
Digester Imp - Construction Eng	Donohue	TK	513521-14-01	125,000	59,024	(65,976)	245,500	118,404	245,500	
Digester Improvements Const	Leander	TK	513522-14-01	2,875,000	2,770,190	(104,810)	6,897,042	2,770,190	6,687,359	209,683
Sludge Thickening - Const Eng	Donohue	TK	513531-14-01	275,000	39,179	(235,821)	322,140	39,179	322,140	
Sludge Thickening - Construction	Christy-Foltz	TK	513532-14-01	2,500,000			-			
Sludge Thickening - Design	Donohue	TK	513536-14-01	225,000	253,559	28,559	396,300	389,885	396,300	
Replace Aeration Diffusers	B&V	TK	506026-06-01	2,000,000	32,894	(1,967,106)	196,800		196,800	
Telephone System Upgrade		VM	501016-08-01	38,000			23,109		23,109	
Computer Replacement		VM	505010-01-07	25,000	13,020	(11,980)	-	13,020		
Technology Plan Implementation		VM	505010-01-07	50,000			-			
Fall Protection		WB	505120-01-08	15,000			-	-		
Safety Equipment		WB	505120-01-08	12,250	8,252	(3,998)	-	8,252		
Plant Water Pump			501126-11-01	75,000			-			
Replace 259 waste pump			501126-11-01	20,000			-			