

MINUTES OF THE REGULAR MEETING, WEDNESDAY, FEBRUARY 20, 2019

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session February 20, 2019 at 5:30 pm at the District's Office, 501 Dipper Lane. Present for the meeting were board members Dan Smallwood, Rob Jacobsen, Katie Anderson and Megan Baskerville. Also present, were Kent Newton, Executive Director/CFO; Don Miller, Director of Engineering; J.D. Malone, Director of Maintenance; Dave Collard, Director of Operations and Compliance; Christy Luka, Administrative Coordinator; and Ed Flynn, General Counsel for the District. The audience included, Kevin Hammel from the Farnsworth Group and Terry Boyer from Donohue; and staff member Randy Clark.

Mr. Smallwood called the meeting to order and led the Pledge of Allegiance.

- 12975** Mr. Jacobsen moved that the items on the Consent Agenda including minutes of the Regular Meeting January 23, 2019; Payroll and Checks including travel expense reimbursements as submitted; Pretreatment Permit – Prairie Farms Dairy/Ice Cream Specialties and Personnel Policies for Accumulated Sick Time, Personal Days, Sick Pay, Vacation – Earned & Accrued and Gift Ban be accepted, approved, set, and issued; that the President, Clerk and Executive Director be authorized and directed to take all actions required to execute the items on the consent agenda. Motion seconded by Ms. Anderson. Trustees Smallwood, Jacobsen, Anderson, and Baskerville voted Aye. Trustee Cochran was absent.

Mr. Newton reviewed the Executive Director's report that was included in the packet. Labor Management Meeting minutes will have a correction regarding the personnel policy discussion. Christy Luka has resigned and will be working at the State of Illinois. Jeff Runyon has retired after 24 years and will be moving to New Mexico. Marla Durst has announced her retirement. Her position has been posted. Personal Conduct Policy will be established to promote the District expectations for employees. The last policy that needs updated to match the collective bargaining agreement changes is the bereavement policy. There is a surplus of funds mostly due to additional industrial user usage and penalties from permit violations. Next month Mr. Newton will have a discussion of where these funds should go. A 3-cent user fee increase is expected – raising the user fee to \$1.47 per cubic foot. Residential customers would see a 21-cent increase in their bill. In the next few years, Mr. Newton is expecting an increase in user fees to increase the capital fund. There was a resolution to a grievance received about holiday pay.

Mr. Miller presented the Engineering Director's Report included in the packet. Construction is moving slow due to the cold weather. The #2 Effluent pump project bid is out for consideration tonight. The Stevens Creek Project has not started due to the weather. The dewatering wells are pumping good so far. The biosolids master plan draft was received and will be reviewed shortly. Mr. Miller has sent a pre-application to the IEPA for the South Shores Interceptor project to get funding.

Mr. Malone reviewed the Maintenance Report included in the packet. 997 work orders were completed. The I&C group worked hard to get the Building 257 MCC replacement project completed as quickly as possible. Requests for the boiler replacement project have been sent out to 3 companies. All three vendors have responded and there will be a mandatory

pre-bid meeting. The paint booth is progressing well. It should be fully functional by the next board meeting. GPS Fleet Management purpose will update locations of vehicles and track usage information. Safety and easy location finding are the main reasons for the GPS. It will be able to track the speed and seat belt use also. The GPS can even be used as an electric fence. The cost for GPS in all vehicles except a dump truck is \$644.30 per month. Mr. Malone and Mr. Newton have been evaluating current vs projected maintenance staffing requirements for each position type based on workorders. The actual numbers needed will be looked at during the budget meeting. Professional agreement to update ARC flash study will be presented in the future.

Mr. Collard presented the Director of Operations Report. An industrial user event caused the District to violate our permit. 19,000 pounds of ammonia was received instead of a max of 1,600 pounds. We are now back in compliance. The USEPA reviewer has not received the needed documentation for the nickel issue. The time clock will start when they receive their documentation. HeplerBroom is preparing an update report for the quality standard. The month of January had record high flow. The plant handled the flow well. Tyson Royer took his Class 1 exam the results are not immediately available.

12976 Ms. Anderson moved that the Sanitary District of Decatur enter into a contract with Burdick Plumbing and Heating, the lowest responsive, responsible bidder, for the Effluent Pump #2 Replacement project in the not to exceed contract amount of \$138,891, and that the president and clerk be authorized and directed to execute said contract. Motion seconded by Ms. Baskerville. Motion carried unanimously

12977 Mr. Jacobsen moved that the Sanitary District of Decatur approve Change Order 01 to the 2017 Primary Effluent Channel and Primary Clarifiers 4, 5, and 6 rehabilitation contract with Front Range Environmental, decreasing the contract amount by \$193,323.91 to a new contract amount of \$768,216.09 with no change in contract time, and that the executive director be authorized and directed to execute said change order. Motion seconded by Ms. Anderson. Motion carried unanimously.

12978 Ms. Anderson moved that the Sanitary District of Decatur enter into an agreement with TeleScan, Inc. in a unit price agreement of \$38,721.35, and that the president and clerk be authorized and directed to execute said agreement. Motion seconded by Ms. Baskerville. Motion carried unanimously.

There was no Attorney Report.

There were no comments from the public.

There were no Trustee comments.

12979 Ms. Anderson moved that the board adjourn. Motion seconded by Mr. Jacobson. Motion carried unanimously.

The board adjourned at 6:30 pm.