

MINUTES OF THE REGULAR MEETING, WEDNESDAY, JUNE 19, 2019

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session June 19, 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, Megan Baskerville and Phil Cochran. 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; Jamie Ringler, Administrative Coordinator; and Ross Munsterman representing for Ed Flynn, General Counsel for the District. The audience included, Kevin Hannel from Farnsworth Engineers; staff members Roger Dudley, Brian Tish and Latisha Greve.

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

There were no Public Comments

- 13007** Mr. Jacobsen moved that the items on the Consent Agenda including minutes of the Regular Meeting and Closed Session on May 15, 2019; Payroll and Checks including travel expense reimbursements as submitted and Personnel Policy – Travel related to District Business 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 and that the Closed Session Minutes shall not be made public without additional board approval. Motion seconded by Ms. Anderson. Motion carried unanimously.

Mr. Newton reviewed the Executive Director's report that was included in the packet. There was also an Employee Health Insurance Committee meeting June 18; The District is looking at changing providers for the ancillary insurance coverages. The current life insurance does not have open enrollment and the only way for employees to add coverage is for the District to change providers. Attempting to find a company that offers the same or better benefits at the same price or lower is the goal. IMRF sponsors some group plans for dental and vision that may provide better benefits at a lower price. The plan is voluntary, and the employees pay for the whole amount of coverage. There are 2 additional new laborers-in-training. Originally, the District was seeking 2 laborer-in-training employees, however there were 3 good candidates there was room in the budget to hire all three. This should work into our succession planning better because they will be ready to move up as people retire in the next couple of years. Mr. Newton discussed this change with Mr. Smallwood before the decision was made.

Mr. Newton gave an update on the Operator-in-Training. She has passed all her tests and screening. It will be the first female operator in the District. Her name is Raven Durbin and will be starting Monday, June 24. Auditors are here this week and are expected to finish this Thursday.

President Smallwood was interviewed by Audit Partner Katie Birmingham today. If any trustees have any questions, comments or concerns, they can contact Katie directly.

The RFP for the financial software is due Friday, June 21. One packet has been received.

The Prevailing Wage Law has been changed and public bodies are no longer required to approve an annual prevailing wage ordinance or resolution each June. Public bodies are also no longer required to publish the annual notice of approval in the newspaper or on their website.

Mr. Newton and Mr. Collard met with IEPA concerning the application for the modification of the nickel limit to the NPDES permit. IEPA said they can't modify a permit in administrative extension. IEPA said they will have a draft permit for the District this week. Their plan is to issue the same permit they are issuing throughout the state regarding nutrients. Giving Districts permit limit but giving time to implement that limit going out to 2030 or 2035 if there is a major plant change to comply.

Mr. Collard stated that IEPA did commit to their CCA. If it did conflict with the District getting their permit, they would extend out the deadline beyond the permit to prevent non-compliance.

Mr. Newton stated they spoke with USEPA after the meeting to let them know what IEPA has planned and are waiting to hear back. USEPA thought IEPA could modify the permit but might not have realized the District was in administrative extension.

Mr. Newton will be on vacation June 27 and will be returning July 5.

Mr. Jacobson asked how deep the water in the channel is relating to the near miss that took place.

Mr. Newton informed him the channel is 8 feet deep and aerated. There is no buoyancy. There are barricades around the channel and will add to the safety checklist not to climb over the barricades.

Mr. Jacobson wanted to know if signs around the water would help to notify employees not to go near the water without proper PPE.

Mr. Newton stated the District has discussed the signs. There are a lot of miles of guardrail and signs might not be effective.

Mr. Jacobson suggested doing some training to make employees aware that there is no buoyancy in aerated water.

Mr. Miller presented the Engineering's Director's Report included in the packet. West Headworks construction has increased with the good weather. A lot of progress has been made. The existing 003 building foundation has been poured in and erection of the building has begun. Underfloor piping is being put in place. As the contractors were digging for the foundation walls, some buried concrete was discovered. The contractors have been put on T&M to remove the concrete. Construction is continuing well. Mr. Miller offered the board to come see the progress after a meeting when the construction is far enough along. The Nitrification Clarifier Project is moving along. The contractor began to install the clarifier mechanism. The column and bridge have been installed. They are bolting down the flooring so the catwalk can be utilized. The contractors still need to pour the grout on top and should

be complete the end of this month. The ground water is coming up through the pop offs and making it difficult to manage. The pumps are going. The Effluent Pump #2 has been replaced this month. There was one instance where it kicked out on the over current and was reset.

Mr. Malone mentioned the protection on the pump is tight to prevent damage to the pump.

Mr. Miller stated there hasn't been much change on the Administrative Office Master Planning. Hopefully next month the Board will have the final draft from Architectural Expressions to review. The Resource Recovery Master Planning is still in internal review. The Sewer Pre-Clean Televising is posing a challenge. South of Scovill Golf Course has sheet water and is soft and muddy with fallen trees. SDD staff is attempting to remove the trees and stabilize the drive. Progress is being made. Before the next Trustee meeting there should be an advertisement in the paper for bids for the Wyckles Facility. There is a picture provided in the report of the Formed Suction Intake, which sits on the floor and directs water to the pump.

Mr. Jacobson wanted to know if the Formed Suction Intake is the part to keep the pumps from cavitating.

Mr. Miller stated there are three parts to keep the pumps from cavitating and the Formed Suction Intake is the third part. The first part cuts the flow to move in a linear direction. The second part is the vortex depression, a horizontal pipe to cut off any vortexes that form right in front or on top of the pumps.

Mr. Malone reviewed the Maintenance Report included in the packet. There were 869 Work Orders completed last month. Mr. Malone gave credit to Mark Rotz and his summer group for keeping the grounds looking good. The new laborers-in-training helped with the grounds. The pump stations in town are well manicured as well. On May 26 about 1:30am there was a power outage through Ameren for about 7.5 hours. The Thursday before the outage the transfer switch failed, Ameren discovered the failed switch and switched the District to the other feed taking the District down to one feed but did not notify the District. During the outage before the feed switched over, the system was functioning in single phase power and a few small motors were lost. The District is classified as a Tier 2 critical service with Ameren. Ameren should be responding a lot quicker. June 7 there was a meeting with Ameren to review the outage and discuss replacement of the transfer switch. The District requested that the new switches be tied into the SCADA system so it can be monitored remotely. Ameren has done some locating on the property for the new poles for the project. There should be a firm date for the work next week.

Mr. Jacobson asked how long the District was single phase and if the Smart MCC would shut it down. Mr. Malone said the Smart MCC would flag it as an alarm. Bodine came out to test the protective relays because there should have been a trip at the front end, but it didn't function properly. Bodine found some timing errors which indicate the single phase wasn't that long. It should have tripped at 28 seconds and it was tripping at 45 seconds. They are calibrated annually but will be moved up. There will be more protection put in place and the front end upgraded.

Mr. Collard mentioned that the switch gear for the two services that come into the plant normally catch a brown out before our equipment would catch it and would switch. There was nothing to switch to because the switch gear had failed.

Mr. Jacobson wanted to know if there is insurance to pay for the motors. Mr. Malone stated the only motors that were lost were small and wouldn't cover the deductible.

Clow Controls is working on the Sludge Thickener building, connecting the air handling unit into the Johnson Controls network. The air handling unit was installed into a stand-alone computer in Mr. Malone's office and no one else has access to it. By connecting into the Johnson Controls network, it will now be accessible online. Clow will be able to adjust the air handling unit via the Johnson Control network. All four of the linear motion mixers at the digester complex have been retrofit to the roller bearing design. Three of the four mixers are operating now. The fourth is being filled with water and having some repairs done to the heat exchangers and then will be operating. The mixers will be shut down today to check the wear on the roller bearings. Aeration basin cleaning has started. Tank one was put back online with all the rain. Some PVC clamps on the EDI diffuser systems have broken, new clamps have been ordered and will be replaced. The new diffuser has made the cleaning a lot easier. Mr. McCauley has been working on migrating the exchange server from local to cloud. Email access now needs to go through the exchange app. There will be small changes from upgrading to Office 365. The new effluent pump installation went well. Mr. Oliver has been doing a lot of work on the West Headworks Project. Some equipment startups have been done.

Mr. Collard presented the Director of Operations Report. There was one permit exceedance this month on fecal coliform related to a mechanical failure of the effluent flow meter. The effluent flow meter was repaired immediately after sampling. Plant operations returned to normal and there has been good control of the fecal coliform since.

Mr. Jacobson questioned how long it took to figure out there was a flow meter problem

Mr. Collard stated there was indication of the issue because the flow was erratic through the night prior to sampling. The District knew going in there was a problem. I & C was ready to change out the meter as soon as the sampling program was complete for the day.

Mr. Jacobson wanted to know if there were alarms for the flow meter on the SCADA system.

Mr. Collard stated with SCADA you are monitoring the flow. The flow was erratic on this meter and no other meters in the plant so there was no alarm.

Mr. Malone informed alarms are if a meter drops out. There are timers on them so when gates switch there aren't nuisance alarms. This meter would cut out for short periods of time so there was no alarm. It is ultrasonic so there was nothing to flag the alarm.

Mr. Jacobson wanted to know if the flow meters relate to each other.

Mr. Malone said the District does comparisons on the meters; however, this meter is the only one on the outfall. There are variances on the meters. There are no comparisons for the water tower because it doesn't have a flow meter.

Mr. Collard stated that there is now a fourth meter installed and is being tested in a new location. The meter is just prior to the secondary clarifiers that might help when there are issues with the flow meter. It's still too early to tell. Mr. Collard thanked all the employees that came in to help with the power outage. The District has two power sources that come in that meets the requirements for the state. The District also has backup generations at critical points in the facility. The minimum standards can be met with the generations. Harvey Dozier and Tyson Royer passed their certifications. Harvey passed Class 4 and Tyson passed Class 1. Tate & Lyle had a routine inspection week and a half ago and they are making strides in performing maintenance needed to get their plant back in shape.

Mr. Newton added an item that Cathy Rotramel has submitted her resignation for retirement. She will be retiring August 20.

Under Old Business, Mr. Newton recommended that the District adopt a resolution to begin working with the Illinois Institutional Investors Trust managed by PFM Asset Management LLC. Mr. Cochran asked where the PFM is out of and who they are. Mr. Newton said they are a nationwide fund, but they have offices in Chicago and St. Louis. The Chicago office runs this fund. They also provide other services. Their promotional material has been included in the packet. One of the trust's representatives was a Finance Director previously. He understands the laws and how governments work.

13008 Mr. Cochran moved that the Board adopt the Corporate Authorization Resolution authorizing Kent Newton, Kelly Carstens and/or Katie Anderson to conduct business with Illinois Institutional Investors Trust managed by PFM Asset Management LLC and that the President and Clerk be authorized and directed to sign said Resolution. Motion seconded by Mr. Jacobson. Motion carried unanimously.

Attorney Munsterman introduced himself and has been with the firm for a little over a year. He thanked everyone for the hospitality.

There were no comments from the public.

Trustee comments: President Smallwood visited the plant this month and heard good comments about Tim Gorden and overall direction of the District. He also heard a negative comment regarding the All Hands Meeting. President Smallwood said he had discussed these comments with Mr. Newton. He went on to say we strive to make this a better place and encouraged Trustees to come out to the plant to speak with employees on break.

Mr. Newton pointed out the District has some new educational material with updated information and the new logo. There is also now an educational activity and coloring book for the school groups. Mr. Newton offered the material to the Board to share with anyone interested in what the District does.

The board adjourned at 6:22 pm.