

MINUTES OF THE REGULAR MEETING, WEDNESDAY, July 17, 2019

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session July 17, 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. Also present, were Kent Newton, Executive Director/CFO; Don Miller, Director of Engineering; Dave Collard, Director of Operations and Compliance; Jamie Ringler, Administrative Coordinator; and Ed Flynn, General Counsel for the District. The audience included staff members Todd Speckman and Latisha Greve. Trustee Phil Cochran and Director of Maintenance J.D. Malone were absent.

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

There were no Public Comments

- 13009** Mr. Jacobsen moved that the items on the Consent Agenda including minutes of the Regular Meeting on June 19, 2019; Payroll and Checks including travel expense reimbursements as submitted 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. Baskerville. Trustees Smallwood, Anderson, Baskerville and Jacobsen voted Aye. Trustee Cochran was absent, and the motion passed.

Mr. Newton reviewed the Executive Director's report that was included in the packet. There have been two demonstrations of financial software. Both companies provided proposals that are within the budgeted amount so staff will determine which will be a better fit and will make a recommendation next month. President Smallwood wanted to know if the software has good support. Mr. Newton stated that both have good support but there are differences. One company is very large with a nationwide presence and the other company is more regional. Both companies have a local presence. The City of Decatur uses a different version of the larger company's software and the Urbana and Champaign Park Districts use the smaller company's software. Electric Extension contract has been finalized today. There will be a 10% reduction of the current electric only rate. This is will start June 2021 with a 3-year extension. Budgeting is easier since the electric rate is locked in for 5 years.

Mr. Smallwood wanted to know if this is budget billing. Mr. Newton informed that it's a set rate no matter how much is used, unless there is a drastic change. If the digester gas generators went back online, using 250-400 kilowatt hours there would be no impact on the contract. The same language was also used in the contract as previous.

There have been two interviews for the Accounting Specialist position that will be opening due to Cathy Rotramel retiring. There will be three or four more interviews this week. There will be a quick turnaround since she will be finished in August. There will need to be training on the current software that will be in use for another six to nine months.

There has not been a Labor Management Meeting yet. There are some dates available if a Trustee would like to attend. Tuesday, July 30, Monday, August 5 and Tuesday, August 6 are open if one of these dates would work better. Trustee Jacobson agreed to either August date.

WEFTC sessions are Sept 21-25 and the trade show will be Sept 23-25. The final arrangements will need to be made in the next two weeks.

The office relocation plan moving Dave Collard's office into Marla Durst's old office needs additional work. There will need to be some carpet added where the safe was located because it was not moved when the carpet was installed. Mr. Smallwood asked if there were any complications moving the safe. Mr. Newton indicated that the process was done by a safe company and it went smooth. The company also serviced the safe while they were here.

There was discussion about the vehicle accident and Mr. Jacobson asked if there was a previous incident with an unmarked trench. Mr. Newton did not recall another incident.

Mr. Miller presented the Engineering's Director's Report included in the packet. West Headworks had some repair on the channel wall. There was a field order issued for time and material. The odorous air piping is going between the biological filter and the 217 structure. While the contractor was installing the 54" pipe seven feet down, he discovered a live electrical duct bank. The duct bank was unmarked. There is a conflict with the pipe and the duct bank. There will need to be four additional fittings. The District will cover the cost of the additional fittings and the contractor King Lar will take care of the additional material.

The Nitrification Clarifier Floor Repair Project still has ground water. The contractor will have to wait for good weather. The contractor complete date is August 4, 2019, will need to go beyond the contract completion time in order to get the floor complete. The Nitrification Clarifier isn't in use, so it won't impact the District. There were some conduit underground electrical controls that were broken. There was a T&M Change Order to reestablish the path.

The Administrative Office Master Plan final comments have been returned to Architectural Expressions this last period and should receive before the next Trustee Meeting. At that point we'll be ready for some feedback from the Board. No update on Resource Recovery Master Planning. There is a Sewer Pre-Cleaning Televising progress update in the report. Wyckles and St. Louis Bridge Force Main Sewer still not complete. The District is cleaning to make the manholes accessible and is almost complete. In reference to the DCEO Biomass Electricity grant for \$500,000, they have indicated that they would like the money returned but are not sure where the District should send it. There was a meeting with Farnsworth last Monday. This was a follow up on conversations about a quantity discrepancy. The issue was resolved.

Mr. Miller displayed a few project photos. The 003 Building New Grit Handling-rebuilding. Field Order issued for T&M for the influent channel to west grit tank for grout removal and repair. The steps and wall started to crumble by the gate. There's was also a crack in the slab that needed cut out. It was rebuilt in place and is now operable. The east side has received work on the steps, reconstructed channel wall and new gate. The concrete corbel on the east and west side was deteriorating, and the contract requested it be replaced. Once the corbel was lifted, there was a lot of flaking and the metal was worn away. The contract doesn't include replacing the metal; will most likely reconstruct and coat. Should be able to coat the corbel in-house. Building 009 for the sludge pump replacement has one of two new double disc diaphragm pumps installed. There will be one for each clarifier. There is also a backup pump.

Mr. Miller reviewed the Maintenance Report included in the packet. There were 1732 Work Orders completed last month. The heating and cooling installation in building 113 has been completed. With the old units, water would drip into the building when it would rain. There is now no leaking. Clow Controls has finished the work on the sludge thickening air handling units; tying into the District's main control system. In addition, a thermostat was added into 112 MCC room. Ameren replaced the transfer switches. There were a couple power outages to accommodate the replacements. Linear motion mixers were taken down to check for any abnormal wear and none was detected. Will continue to monitor for premature wear. The fuel pumps at the main plant and Wyckles facility have been complete and will start software training next week. A motion will be brought to the board for the replacement of our trailer jetter; the District did not take quotes directly but is using Sourcewell and did compare two different manufactures. There is a budget of \$70,000 for the replacement. Will have the information for next months meeting. Mr. Oliver is doing a lot of work with Farnsworth to get the SCADA system running with the west headworks.

Mr. Collard presented the Director of Operations Report. The District was aware and prepared for the power outages. Everything went well and Staff did a great job. The linear motion mixers are going to be run at 80% to reduce wear and tear. Will be checking test results to make sure the digesters are at proper performance. This will improve longevity and reduce maintenance cost. Mr. Smallwood wanted what the recommendation is on running the mixers. Mr. Collard stated the District is fortunate that there are a set of VFDs on those units. Those units are normally wired straight across and are full powered all the time. Mr. Newton stated the VFDs were part of an energy efficiency grant and well within the operating range.

Mr. Collard stated the flows are back to normal this month. There are semi-annual reports for biosolids production. Production for the last six months was 32.2 million gallons or 3,130 dry tons. It has been transferred to the lagoons. Mr. Smallwood asked if that amount is standard. Mr. Collard answered that is around the same amount the District has normally.

The District had a meeting with the agency are still in communication to secure a permit renewal. A modification to the existing permit is not allowed.

Mr. Collard stated that he is starting to make some operating refinements. There have been adjustments to the chemical feeds and different modes of operations for the heat exchangers. He is also attempting to improve communications between the different departments.

Trustee comments: Mr. Smallwood spoke with Tim Gorden and he stated Mr. Collard has helped him tremendously with the technical aspects of the operation. He spoke highly of Mr. Collard.

There was no Attorney Report or comments from the public.

13010 Mr. Jacobson moved that the board go into closed session for the purpose of discussing matters that are statutory exceptions to the requirements of the Open Meetings Act as outline in: Sec 2c-11, Litigation. Motion seconded by Ms. Anderson. Motion carried unanimously.

13011 Mr. Jacobson moved that the board adjourn. Motion seconded by Ms. Baskerville. Motion carried unanimously.

The board adjourned at 7:05 pm.

Clerk