

Executive Director's Report
January – February
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

District staff created a conceptual plan to develop groundwater resources in the interest of addressing future anticipated regulations regarding dissolved constituents in the wastewater. The concept involves replacing water lost to the atmosphere through industrial cooling water with groundwater developed in the south Sangamon River corridor. The project would include development of multiple well field sites and a conveyance pipeline advancing south along the Sangamon River with a projected termination point at the Vulcan Borrow site across from Lincoln Homestead State Park. The development project would be designed to capture additional water to help address the City's drought readiness plan for the potable water system. A meeting was held on Friday October 19th with the local water stakeholders (City, ADM, T&L) and Martha Silk of Leggette, Brashears & Graham, Inc. to discuss the concept and engage preparation of a scope of work for a feasibility study. All parties agreed that this was an important part of the drought readiness plan and that we should proceed. We received the proposed scope of work from Martha Silks in late December and distributed that to all stakeholders requesting feedback to schedule a meeting to discuss the scope.

The Scope of work was discussed at the drought action plan meeting on Jan. 28th. The City does not rank the prospect of groundwater development in the south corridor high on the list of options. The highest ranking goes to upgrade and electrification of the Dewitt well field. It was decided to ask Martha to break the proposal up into separate tasks and give a cost by task. The City is interested in the task that involves trying to locate the Middletown Bedrock Valley. This has the potential to provide the greatest quantity of groundwater from the nearest locale if the valley is located close to the area where past literature projects it to be.

District Staff met with IEPA representatives on January 29th to introduce the concept and go over the details of the plan. The Agency asked many questions and requested a detailed write up be submitted. We are currently working on preparing that document.

A meeting is scheduled for Tuesday February 19th to discuss the City's sewer assessment and CMOM project.

Asset Management, Capital Improvements, and Financial Planning

District staff is currently updating and revising the 5-year Capital Improvements Plan to reflect asset condition assessments and planning developed in the past year. The availability and use of funding through the Illinois State Revolving Loan fund is being built into the plan. The revised plan will be present to the Board for discussion as part of the February Board meeting

District senior managers continued work on assessing the current CIP and financial model to make adjustments as a result of current revenue projections, availability of State Revolving Loan funds and the new groundwater development project. Meetings were held throughout the period to review projects and assess priorities based on recent rehabilitation efforts on certain assets.

Performance Appraisal System

District staff met with Mark Sturgell of Performance Development to re-engage the leadership development activities that have been on hold because of impacts resulting from the IMRF rule change. This effort will focus on improving overall communications and catalytic coach training. Once key positions are filled, we will resume the leadership training activities.

Feedback from the Board indicates the desire to 'weight' individual performance benchmarks in relation to their importance and significance to the District's purpose and mission. Senior Staff completed an initial assessment and proposing a weighting criterion for Board review. This was forwarded to Rob Jacobsen for comment. A meeting is in the works to discuss the proposed weighting.

Succession Planning

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.

Senior Staff met to discuss departmental organization, work schedules and assigned duties to look for opportunities to redistribute work for a more efficient and effective approach to managing the District's assets. Opportunities for multi-crafting were discussed and associated training needs identified.

Safety and Training

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

The new Safety and Training Coordinator, Ms. Wendi Boulware will begin fulltime on Monday February 18th. Ms. Boulware worked as the Safety Officer for G &D Integrated, a contractor serving Caterpillar Inc.

The District has gone 2763 days without a lost time accident as of the end of January 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

No activity to report this period

Awards and Recognitions

5-year incremental service awards:

Joe Martina – 25 years
Vincent McCauley – 15 years

Steve Smith passed his IEPA Wastewater Operator Class III certification test.

Local Committee and Organization Involvement

District Staff attends meetings, serves on boards, commissions, and committees, and participates in organized activities for:

- Decatur Area Labor Management Committee
- 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 held February 12th. Dana Miller attended as the Board representative. Topic of discussion included:

- Underground Storage Tank A/B Operator training and certification

Additional discussion involved FY 2013-14 budget and a recent safety incident that should be used to raise awareness.

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 (2nd and 4th Thursdays, 8:30 a.m.)
- Senior Staff meetings (1st and 3rd Thursdays, 8:30 a.m.)
- Department Head Coordination Meetings (daily)
- All hands Meetings (3rd Wednesday, 7:15 or 2:30, alternating)
- Labor Management meetings (1st Tuesday, 2:00)

- Safety Training (weekly)
- Safety Committee meetings (monthly)
- Departmental meetings (as scheduled)

Administrative Activities

Senior managers met over this period working primarily on assessing revenue impact to the CIP and project reprioritization, ongoing project management activities for the energy efficiency and anaerobic digester projects, review of the groundwater development project proposal, final closeout activities for the Argenta Sewer project, asset management planning, assisting City of Decatur regarding drought related water issues and their selection process for a consultant, succession plan revisions, Board meeting reports, communications, and proposed projects status and schedule.

Planned Expenditure

The Planned Projects report is a spreadsheet detailing planned expenditure taken from this fiscal year's budget and is included at the end of this report.

Unanticipated and Emergency Repairs

This section describes emergency and unanticipated repairs and expenses.

Damon Ave. P.S. pump #1 experienced a bearing and seal failure allowing water to enter pump motor area. This required a complete pump rebuild including bearing, seals, O-rings, motor cable, rotor shaft, bearing housing and FLS for \$16,000.00. Pump was taken to BRI for repair.

Country Club P.S. pump #2 experienced a motor failure. Repair was not feasible. New replacement motor is \$11,224.00.

Total unanticipated and emergency costs through January 31, 2013 are approx. \$134,933.00. (Prior fiscal year through January 31, 2012 was \$104,280.00)

Please forward any questions or comments to:

Monte Cherry – PH. 422-6931 (X-233)
monte@sdd.dst.il.us

Attachments: - Labor Management Meeting Minutes
-Planned Projects Report

Labor Management Meeting February 12, 2013

The Labor Management meeting was held Tuesday February 12, 2012 at 2:30 pm in Monte's office. Those present at the meeting included: Monte Cherry (MC), Kent Newton (KN), Joe Chapman (JC), Tim Gorden (TG), Brian Tish (BT) and Dana Miller (DM)

There was one agenda item.

1. Underground Storage Tank A/B Operator Training: KN explained the reason that the training was required and the District's conclusion that the primary A/B operators would be the Safety Coordinator and an additional management employee. There was a discussion about union employees being trained for potential advancement into management positions. The Safety Coordinator will arrange for training of additional A/B operators after she has received the required certification.

There were two non-agenda items discussed.

1. Budget: KN and MC provided a brief update of how the budget preparation was progressing. There was a question about the revenue generated by each truckload of high strength waste.
2. MC explained a situation concerning faulty gas meters and unrestricted access to the digester complex. This topic will be discussed with all employees during the weekly safety talks this week.

Pc: committee members
File

**Sanitary District of Decatur
2012-2013 Projects over \$10,000
February 28, 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
West Primary Area- Design		DBM	501122-11-01	Delayed	200,000	-		-	-		
Primary Clarifier #1 & #2	Joseph J Henderson	DBM	501124-11-01	Final CO	900,000	525,345		765,000	525,345	765,000	
East Side Booster Pump Station	AE / Otto Baum	DBM	501125-11-01	Completed	225,000	251,425	26,425	794,757	767,311	783,687	11,070
Painter Building Renewal		DBM	501311-11-13	2013 Budget	40,000	-		-	-		
Secondary Clarifier #6		DBM	501312-11-13	Delayed	300,000	-		-	25,668		
2012 Energy Efficiency Evaluation	Clark Dietz	DBM	504180-01-02	Completed		18,523		32,080	32,080	32,080	
Facility Plan Amendment		DBM	504180-01-02	2013 Budget	80,000	-		-	-		
Roof Safety Design		DBM	504180-01-02	Deleted	20,000	-		-	-		
Sand Creek Crossing Construction	CITY of Decatur	DBM	506021-06-01	Started	600,000	-		560,000	-	560,000	
East Side Separation Sewer Lining		DBM	506022.-06-01	Delayed	2,250,000	-		-	-	-	-
Bio Gas Grant Project	Clark Dietz	DBM	506023-06-01	Design		61,546				156,298	
2012 Energy Efficiency Upgrades		DBM	506025-06-01	Started	650,000	160,863		2,088,505	160,863	2,088,505	
TRESTLE REPAIRS - CONST ENG	BGM	DBM	513431-14-01	Completed	65,000	48,038	(16,962)	185,400	142,387	185,400	
TRESTLE REPAIRS - CONST	Eng & Const Innovation	DBM	513432-14-01	Completed	275,000	747,464	472,464	2,841,031	2,741,030	2,750,490	90,541
ARGENTA - CONST ENG	BGM	DBM	513461-14-01	Completed	50,000	-		480,000	441,822	480,000	
ARGENTA - CONSTRUCTION	Dawn Companies	DBM	513462-14-01	Completed	498,963	781,237	282,274	6,458,395	6,458,395	5,967,246	491,149
ARGENTA - LEGAL	Flynn	DBM	513463-14-01		-	6,842	6,842	-	11,533	-	-
DAF building pumps and valves	Netzsch	FM	501111-11-01		40,000	33,323	(6,677)	33,323	33,323	33,323	
Digester Recirculation Pumps	INDUSTRIAL PROCESS EQUIP	FM	501111-11-01		75,000	10,075	(64,925)	15,250	10,075	15,250	
Gas Lines/Valve Replacements		FM	501111-11-01		78,000	-	(78,000)	-	-	-	
Primary Area Valves	Burdick	FM	501111-11-01		83,500	-		19,371	-	19,371	
Remove DAF Units		FM	501111-11-01	No Cost	25,000	-	(25,000)	-	-	-	
Sludge Valve Replacements		FM	501111-11-01		55,000	17,348	(37,652)	-	17,348	-	
Return Sludge Pumps		FM	501314-11-13		80,000	-		-	-	-	
Safety Equipment		GP	505120-01-08		47,500	36,511	(10,989)	-	36,511	-	
Blower Replacement	Clark Dietz / Leander	HB	501116-11-01	Completed	783,500	640,479	(143,021)	1,176,922	1,185,276	1,163,095	13,827
South Sludge Lagoon PH II	J&B Waste / Ashland	HB/MAC	501172-11-01	Started	1,500,000	726,141	(773,859)	972,091	642,429	907,313	64,777
Replace DO sensors		JDM	501111-11-01		25,000	-		-	-	-	
Energy Management - Lights	In-House	JDM	505020-01-07	Completed	10,000	12,397	2,397	-	12,397	-	
Process Monitor Video System	Heart Tech	JDM	505040-01-07	Completed	60,000	42,336	(17,664)	79,872	82,736	79,872	
Sludge Blanket Detectors		JDM	505040-01-07	2013 Budget	35,000	-		-	-	-	
Network Switch Replacement		JDM	505040-01-07		-	30,463	30,463	30,424	30,463	30,424	
Vehicle Replacement		KDN	505050-01-01	Completed	98,000	87,679	(10,321)	87,679	87,679	87,679	
Gas analyzer & Centrifuge		LA	501016-08-03	Completed	12,000	9,350	(2,650)	9,350	9,350	9,350	
Flow Injection Analyzer		LA	505071-01-03		92,750	48,841	(43,909)	39,999	48,841	39,999	
Berm Levee	BGM / Christy - Foltz	MAC	500050-03-01	Completed	600,000	310,568	(289,432)	1,284,692	1,248,175	1,285,942	(1,250)
Water resource development		MAC	504180-01-01	2013 Budget	125,000	-		-	-	-	

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Drought Emergency Response	Beyers	MAC	504270-01-02		100,000	48,459	(51,542)	-	48,459		
Property Acquisition		MAC	505020-01-01		-	48,741	48,741				
Roof Repairs	GARLAND	RD	501004-08-01	Completed	65,000	77,591	12,591	59,476	77,591	59,476	
Roads and Parking Paving	Dunn Company	RD	501017-08-01	Completed	200,000	101,071	(98,929)	94,267	101,071	153,290	(59,023)
Roof Repairs	King-Lar Roofing	RD	501311-11-13	Completed	75,000	74,870	(130)	74,870	74,870	58,300	16,570
Water Tower Painting		RD	501313-11-13	2013 Budget	250,000	-					
Rehab 2 DAF Units		RG	501314-11-13	Planning	60,000	-		-	-		
Asset Management Plan		RG	504180-01-01	2013 Budget	50,000	-		-	-		
Inventory shelving		RG	505080-01-02		40,000	-	(40,000)	-	-		
Farries Park Valve Replacement		RM	501111-11-01		120,000	-		-			
Pump Replacement	Vandevanter	RM	501111-11-01		77,000	86,774	9,774	-	86,774		
Wyckles Facility Rehabilitation	In-House	RM	501311-11-13		70,000	20,500	(49,500)	-	20,500		
Interceptor Cleaning and CCTV '11		RM	502820-01-04	Completed	21,500	21,669	169	90,977	90,977	83,409	7,568
Interceptor Cleaning and CCTV '12		RM	502820-01-04	Bidding	150,000	-					
Video Inspection Camera	CUES	RM	505040-01-02	2013 Budget	25,000	-		-	-		
7th Ward Odor Control		TK	501016-08-05	2013 Budget	50,000	-	(50,000)	-	-		
Digester Mixing - Design Eng	Donohue	TK	501122-11-01		152,000	90,352	(61,648)	176,100	114,531	176,100	
Digester Improvements Const		TK	501123-11-01	2013 Budget	1,200,000	-	(1,200,000)	-	-		
HS Waste - Design Eng	Donohue	TK	501201-12-01	Completed	15,339	-		118,359	106,308	231,200	(112,841)
HS Waste - Construction	Donohue / Leander	TK	501201-12-01	Bid Approved	807,000	29,923	(777,077)	88,660	29,923	88,660	
Nutrient Removal Modeling	Black & Vetch	TK	504180-01-01	2013 Budget	250,000	-	(250,000)	-	-		
Chlorine Study	Black & Vetch	TK	504180-01-05		20,000	32,951	12,951	34,800	32,951	34,800	
Nickel and Zinc Study	HydroQual, Inc	TK	504180-01-05		18,000	4,985	(13,015)	14,457	14,412	14,457	
Sangamon River Bio-Study	EIU	TK	504180-01-05		75,000	67,135	(7,865)	-	67,135		
Technology Plan		TK	504180-01-07		100,000	-		-	-		
NPDES Permit Modification	Hodge Dwyer & Driver	TK	504200-01-05		85,000	37,587	(47,413)	-	37,587		
Digester Odor Control		TK	506024-06-01	2013 Budget	300,000	-	(300,000)	-	-		
Computer Replacement	Multiple	VM	505010-01-07		45,000	20,105	(24,895)	-	20,105		
Boardroom Video Conferencing		VM	505040-01-07	2013 Budget	10,000	-	(10,000)	-	-		
Pump Renewal	Vandevanter		501314-11-13			83,977	83,977	40,160	83,977	40160	