

**MINUTES OF THE REGULAR MEETING**  
**Wednesday, March 23, 2022**

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session March 23, 2022 at 5:30 pm at the District's Office, 501 Dipper Lane. Present for the board meeting were board members Dan Smallwood, Phil Cochran, Rob Jacobsen, Megan Baskerville, and Katie Anderson. Staff present at the meeting were Kent Newton, Executive Director/CFO; Don Miller, Director of Engineering; J.D. Malone, Director of Maintenance; Dave Collard, Director of Operations and Compliance; Tina Brown, Administrative Office Coordinator, and Ed Flynn, General Counsel for the District. The audience included Brian Tish, retired employee of the Sanitary District and Terry Boyer with Donohue.

**13154** Mr. Jacobsen moved that the items on the Consent Agenda including minutes of the Regular Meeting on February 16, 2022; Payroll and Checks including travel expense reimbursements as submitted; Pretreatment permit for Primary Products Ingredients Americas, LLC and Fuyao Glass Illinois and 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 Cochran, Baskerville, Jacobsen, Anderson, Smallwood voted Aye, and the motion passed.**

Mr. Newton reviewed the Executive Director's Report that was included in the packet. There was an error in Mr. Newton's report listing Item 6 on the Labor Management agenda. The discussion was about the Director of Operations retiring not the Director of Maintenance. A budget study session has been scheduled for April 6, 2022 at the District at 5:30 pm and discussions will include the recommendations to increase the annexation fee and the waste hauler rates. The user fee ordinance was included on this current agenda for approval before the budget meeting to meet the public notice requirements. Bill Cunningham has given his retirement notice after 32 years of service with the District. The annual Statement of Economic Interest form was handed out to the trustees to fill out along with a guidance document. The first bargaining session with the union is March 28 at 3:30pm. Mr. Newton thanked the trustees for moving the board meeting this month from March 16 to March 23. Discussion took place regarding the annexation fee increase. Mr. Newton indicated there has not been an increase since 1999. More discussion will take place about the annexation fee at the budget study session meeting.

Mr. Miller presented the Director of Engineering Report included in the packet. The Digester Complex project is moving forward. Digester #1 contents have been cleaned out. Removal of the brick facia will take place the week of March 28. Mr. Miller is working through the Donohue engineering services agreement with an additional request for compensation for the remaining work on this project. The Lake Shore Drive project is also moving along well. They are progressing through the project by working overtime to bring the schedule closer to compliance with the contract. Regarding the South Shores Rehab project, everything has been turned over to the District. All the contractor is doing now is cleaning up, removing bypass piping, and restoration as the weather allows. Regarding the evaluation of the Administrative Facilities, the staff is recommending that option #1 (Build new facility and raze existing Admin. Building) offers the best opportunity to provide improved public access to the Board Room, long-term flexible facilities for future technology implementation and services, and facilitates all staff members working out of a single location (30,000-35,000 SF range).

It is also recommended that staff proceed with developing a financing plan and begin doing a preliminary engineering assessments. Mr. Flynn mentioned that the current administrative building could possibly be repurposed rather than having it razed. Mr. Cochran mentioned he would like to know the financing plan before considering approving the project. Mr. Newton said he will develop a financing plan for option #1 and bring it back to the board. Staff received proposals for the Wet Weather Interceptor Capacity Study. The ranking of the proposals will be presented at the next month's board meeting. Staff is working with Farnsworth Group on a scope of work for design of the replacement of the Sludge Transfer Pump with an agreement amount of \$18,000. Mr. Cochran commended staff for being thorough with handling the change orders.

Mr. Malone reviewed the Director of Maintenance Report included in the packet. There were 754 completed work orders through February 24. That data was provided by the former CMMS, Tabware, before the conversion to Beehive. The roll out for Beehive is going very well. Staff is adjusting to working off the tablets. Randy Clark and Tiwanun Hill have repaired and painted the Administrative Building's hallway walls on the first floor. On March 11, the department started utilizing an updated maintenance on call procedure. The Blower Building MCC installation has been completed. Replacement of the Larkdale MCC will take place April 11. The electrical near miss incident report was sent out to trustees. Corrective action is being taken to address the needs identified in the incident investigation.

Mr. Collard presented the Director of Operations Report included in the packet. The Operations Department has been working on permit compliance items this month. A review meeting was held today, March 23, with personnel from Primient (formerly Tate & Lyle) regarding their past violations. Discussion also took place of the under reporting of wastewater discharge flow. The District gave Primient guidance with moving forward. Next month will be a motion to change H&M Trucking permit requirements to allow them to increase their discharge volume.

**13155** Ms. Anderson moved that the Ordinance No. 22-01, User Charge Ordinance, be passed and that the President and Clerk be authorized and directed to sign said ordinance and that the Executive Director publish said ordinance. Motion seconded by Mr. Cochran. **Motion carried unanimously.**

**13156** Mr. Jacobsen moved that the Professional Services Proposal from DCC Marketing in the amount of \$9,700 per month for 12 months be accepted, that the Executive Director be authorized to approve additional projects related to implantation of the proposal up to \$25,000 and that a purchase order be issued. Motion seconded by Ms. Baskerville. **Motion carried unanimously.**

**13157** Ms. Baskerville moved that the Sanitary District of Decatur accept change order #03 for Digester Complex Improvements project with Christy Foltz, increasing the contract amount by \$442,219 to a new contract amount of \$4,070,710.28 dollars, with an additional 193 days added to the contract time, and that the Executive Director be authorized and directed to execute said change order. Motion seconded by Ms. Anderson. **Motion carried unanimously.**

**13158** Mr. Cochran moved that the Sanitary District of Decatur accept change order #02 for Lake Shore Drive Pump Station replacement project with Christy Foltz, increasing the contract amount by \$39,057 to a new contract amount of \$2,595,324 dollars, with

no change in contract time and that the Executive Director be authorized and directed to execute said change order. Motion seconded by Mr. Jacobsen. **Motion carried unanimously.**

**13159**Ms. Anderson moved that the Sanitary District of Decatur approve Amendment 1 to the Professional Services Agreement with Clark Dietz Engineers for the Lake Shore Drive Pump Station Replacement project (#20-01) increasing the actual cost not to exceed amount by \$78,276 to a total amount of \$311,906 and that the President and Clerk be authorized and directed to execute said amendment. Motion seconded by Mr. Jacobsen. **Motion carried unanimously.**

Mr. Smallwood is grateful for the District's board members and the great comments they have to offer. He said that the current members are the best he has seen in the 20 years he has been on the board.

**13160**Ms. Anderson moved that the board adjourn. Motion seconded by Mr. Jacobsen. **Motion carried unanimously.**

The meeting adjourned at 6:40 pm.

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Clerk