

Executive Director / CFO Report June 21, 2023

Safety and Training

Latishia Greve	30 years	Wesley Littrell	4 years
Early West	16 years	Raven Durbin	4 years
Blake Dotson	16 years	Matthew Patricio	1 year

Labor Management

A Labor Management meeting was held on June 13. Trustee Younghouse was the Board representative. The On-Call Policy was finalized and was implemented on June 16. The efforts of the committee to complete this last outstanding item from the Collective Bargaining Agreement is appreciated.

Investment Summary

ASSET ALLOCATION



7.50%	SHORT TERM INVESTMENTS
7.01%	CERTIFICATES OF DEPOSIT
76.36%	U S GOVERNMENT OBLIGATIONS
4.03%	MORTGAGE BACKED SECURITIES
5.10%	COLLATERALIZED MORTGAGE OBLIGATIONS

INVESTMENT SUMMARY

\$43,982,331.41

Total Market Value

\$15,406.07

Year to Date Long Term Gain/Loss

Sole

Investment Authority

\$45,255,535.76

Total Cost

\$0.00

Year to Date Short Term Gain/Loss

Income - 0 Eq 100 Fi

Investment Objective

An Additional \$5,000,000 was transferred from the general checking account to the wealth management account to take advantage of higher interest rates. These funds are expected to be used for the administration center and laboratory redevelopment and are being invested with the timeframe for that project in mind.

Financial Summary as of 5/31/23

- ❖ Cash balances, all funds \$ 36,029,820.08
- ❖ Investment balances, all funds \$ 45,245,621.93
- ❖ Operation revenue is more than expense by \$ 1,391,696.42 and total revenue is more than expenses from all sources by \$ 1,232,707.93.

GFOA Annual Conference

Executive Director, Kent Newton obtained 21.5 hours of CPE credits at the conference including attending a workshop on leading remote and hybrid teams. Flexibility of work schedules and location is a topic that will need careful consideration if the District wants to compete for the top talent for positions that have traditionally been challenging to fill.

There was also a class on accounting for subscription based software that was particularly relevant as more and more software providers are offering cloud based services. The Governmental Accounting Standards Board (GASB) will be requiring these services to be treated as assets in the future like traditional server based programs are currently treated.

Audit

Most of the pre-audit documents have been transferred to the auditors and fieldwork will take place July 5th and 6th.

Public Hearing and Budget Consideration

State law requires that the Budget and Appropriation Ordinance be available for public review (thirty) 30 days before it is adopted and that an advertisement be placed in a local newspaper 30 days before the public hearing. During this time, the ordinance can be reduced but not increased without extending the review period for an additional 30 days. The proposed ordinance was available for public review on May 18 but because the Herald & Review is no longer published on Sunday or Monday the advertisement was not published until Tuesday May 23 the Public Hearing will be held on June 22 at 9:00 AM.

Bylaws for Watershed Group

The draft Bylaws are still being updated and should be presented for Board consideration at the July meeting.

Please forward any questions or comments to:

Kent D Newton – PH. 422-6931 (X-213) kentn@sddcleanwater.org

**SANITARY DISTRICT OF DECATUR
PRELIMINARY BALANCE SHEET
For the Period Ending May 31, 2023**

ACCOUNT	DESCRIPTION	FUND 10	FUND 20	FUND 25	FUND 28	FUND 40	FUND 50	FUND 55	FUND 60	FUND 70	FUND 75	TOTAL
		GENERAL	CAPITAL CONTINGENCY	PUBLIC BENEFIT	ANNEXATION	REPLACEMENT	DEBT SERVICE	CONSTRUCTION	COMPLIANCE	IMRF	WATER QUALITY	
ASSETS												
100000	CASH											
100010	PETTY CASH	100.00										100.00
100030	GENERAL ACCOUNT	21,128,302.66	417,807.22	529,456.03	107,182.82	(286,181.62)	(3,661,394.78)	(2.92)	2,273,619.32	531,217.94	1,303.40	21,041,310.07
100041	SDD RETAINAGE ACCOUNT	101,674.73										101,674.73
100043	HICKORY POINT BANK MM	(25,908.93)	13,300.43		4,518.89	94,534.53	4,834.46		10,218.17			101,497.55
100045	BUSEY SECTION 125 ACCOUNT	19,794.89										19,794.89
100046	HICKORY POINT BANK CD	7,562,562.71										7,562,562.71
100049	ILLINOIS TRUST MM	7,069,264.01	12,013.70		4,233.57	95,109.90	6,816.04		14,437.98			7,201,875.20
100050	SEWER USER ACCOUNT	780.76	21.81		7.49	164.64	10.53		18.88			1,004.11
100100	INVESTMENTS	(16,079,614.15)	5,006,170.01	219,181.66	1,648,964.09	42,640,484.76	5,653,447.39		6,275,608.59	(117,968.72)	(651.70)	45,245,621.93
100210	GENERAL ACCOUNTS RECEIVABLE	2,330,230.82				7,170.00						2,337,400.82
100230	USER CHARGE RECEIVABLE	95,316.85										95,316.85
100400	PREPAID EXPENSES	32,755.58										32,755.58
TOTAL ASSETS		22,235,259.93	5,449,313.17	748,637.69	1,764,906.86	42,551,282.21	2,003,713.64	(2.92)	8,573,902.94	413,249.22	651.70	83,740,914.44
LIABILITIES												
200600	ACCOUNTS PAYABLE	280.68							9,700.00			9,980.68
200626	FLEX PAYABLE	818.42										818.42
200700	DUE TO CITY	655,713.90										655,713.90
200710	DUE TO CUSTOMERS	374.95										374.95
200720	DUE TO OROS	101,674.73										101,674.73
TOTAL LIABILITIES		758,862.68							9,700.00			768,562.68
FUND BALANCES												
300900	FUND BALANCE	17,515,532.16	4,930,288.46	624,694.50	1,721,230.29	40,020,666.55	2,269,315.55	(2,009,592.95)	5,905,046.20	373,676.83		71,350,857.59
310900	FUND BALANCE - ILL LOAN CONST						0.76					0.76
TOTAL FUND EQUITY		17,515,532.16	4,930,288.46	624,694.50	1,721,230.29	40,020,666.55	2,269,316.31	(2,009,592.95)	5,905,046.20	373,676.83		71,350,858.35
Beginning Fund Balance		20,084,700.83	5,430,288.46	732,017.56	1,758,199.93	42,402,252.85	2,385,719.95	(2.92)	8,542,223.19	404,243.98	-	81,739,643.83
Net of Revenues Vs Expenditures		1,391,696.42	19,024.71	16,620.13	6,706.93	149,029.36	(382,006.31)		21,979.75	9,005.24	651.70	1,232,707.93
Ending Fund Balance		21,476,397.25	5,449,313.17	748,637.69	1,764,906.86	42,551,282.21	2,003,713.64	(2.92)	8,564,202.94	413,249.22	651.70	82,972,351.76
TOTAL LIABILITIES & FUND BALANCE		22,235,259.93	5,449,313.17	748,637.69	1,764,906.86	42,551,282.21	2,003,713.64	(2.92)	8,573,902.94	413,249.22	651.70	83,740,914.44

**STATE REPLACEMENT TAX
FISCAL YEAR 2023-2024
As of 5/31/23**

Date	Amount Received	IMRF	Public Benefit	Water Quality	General
5/8/23	\$ 254,115.73	\$ 9,005.24	\$ 28,082.13	\$ 651.70	\$ 216,376.66
					-
					-
					-
					-
					-
					-
					-
Total	\$ 254,115.73	\$ 9,005.24	\$ 28,082.13	\$ 651.70	\$ 216,376.66

70-00.00-402011 25-00.00-402011 75-00.00-402011 10-00.00-402011

**MACON COUNTY TAX
FISCAL YEAR 2023-2024
As of 5/31/23**

Date	Amount Received	Debt Service	IMRF	Public Benefit	Water Quality	General
					\$ -	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

50-00.00-402001 70-00.00-402001 25-00.00-402001 75-00.00-402001 10-00.00-402001

SANITARY DISTRICT OF DECATUR

CASH & INVESTMENTS

05/31/2023

CASH

ACCOUNT TYPE	PURCHASE DATE	AMOUNT PURCHASED	FY24 BEGINNING BALANCE	FY24 INTEREST RECEIVED	DEPOSITS (WITHDRAWALS)	CURRENT BALANCE	TOTAL INTEREST SINCE PURCHASE	PERIODIC PERCENT RATE	ANNUAL PERCENT RATE	ACCOUNT NAME
Money Mrkt	03/29/2019	\$ 3,752,792.64	\$ 7,662,562.71	\$ 1,497.55	\$ (7,562,562.71)	\$ 101,497.55	\$ 147,130.09	1.4976%	1.64%	Hickory Point MM
Cash	NA	NA	20,695,569.66	27,310.49	318,429.92	21,041,310.07	NA	0.1263%	1.52%	General Account
Total		\$ 3,752,792.64	\$ 28,358,132.37	\$ 28,808.04	\$ (7,244,132.79)	\$ 21,142,807.62	\$ 147,130.09			

INVESTMENTS

DUE DATE	PURCHASE DATE	AMOUNT PURCHASED	FY24 BEGINNING BALANCE	FY24 INTEREST RECEIVED	TRANSFERS	CURRENT BALANCE	TOTAL INTEREST SINCE PURCHASE	PERIODIC PERCENT RATE	ANNUAL PERCENT RATE	PURCHASED FROM
-	01/31/2020	-	7,171,084.18	30,791.02	-	7,201,875.20	201,875.20	0.4294%	5.15%	Illinois Trust
10/03/2023	05/03/2023	7,562,562.71	-	-	7,562,562.71	7,562,562.71	-		4.00%	Hickory Point CD
Total		\$ -	\$ 7,171,084.18	\$ 30,791.02	\$ -	\$ 7,201,875.20	\$ 201,875.20			

SANITARY DISTRICT OF DECATUR AGENCY
Asset Detail As of 5/31/2023

Description	Rate	Maturity	Units	Price	Tax Cost	Market Value	Unrealized G/L	Est Annual Income
AMERICAN EXPRESS NATL BK	4.85%	11/25/2024	225,000	99.35	225,450.00	223,533.00	(1,917.00)	10,912.50
BANK OF NEW ENGLAND SALEM NEW HAMP	2.85%	2/15/2024	245,000	98.32	244,755.00	240,871.75	(3,883.25)	6,982.50
BRISTOL MORGAN BANK OAKFIELD WIS	2.75%	2/26/2024	230,000	98.38	230,000.00	226,280.90	(3,719.10)	6,325.00
CITY NATL BK LOS ANGELES CALIF	4.90%	11/24/2025	250,000	99.39	250,312.50	248,465.00	(1,847.50)	12,250.00
COMENITY CAPITAL BANK SALT LAKE	3.30%	8/14/2023	245,000	99.61	245,000.00	244,054.30	(945.70)	8,085.00
FEDERAL HOME LOAN MTG CORP	1.50%	2/25/2051	1,326,690	82.62	1,335,144.45	1,096,128.68	(239,015.77)	19,900.35
FEDERAL HOME LOAN MTG CORP	1.50%	9/1/2036	1,240,575	87.32	1,253,558.04	1,083,220.72	(170,337.32)	18,608.63
FEDERAL NATL MTG ASSN	2.50%	7/1/2036	750,636	92.07	784,532.13	691,133.28	(93,398.85)	18,765.91
FIRST NATIONAL BANK OF AMERICA EAST LANSING MICH	2.85%	3/28/2024	245,000	98.01	245,000.00	240,134.30	(4,865.70)	6,982.50
FIRST PREMIER BANK SIOUX FALLS	2.70%	3/28/2024	245,000	97.89	245,000.00	239,818.25	(5,181.75)	6,615.00
GEORGIA BANKING COMPANY	4.95%	3/27/2026	245,000	99.46	245,000.00	243,672.10	(1,327.90)	12,127.50
GOLDMAN SACHS FINANCIAL SQUARE TREASURY SOLUTIONS INC	4.93%		3,297,855	100.00	3,297,855.12	3,297,855.12	0.00	162,584.26
GOVERNMENT NATL MTG ASSN	1.75%	9/20/2051	1,302,468	87.92	1,324,853.86	1,145,109.66	(179,744.20)	22,793.18
INDUSTRIAL AND COMMERCIAL BANK CHINA USA NATL ASSN	2.35%	7/28/2023	200,000	99.56	200,000.00	199,122.00	(878.00)	4,700.00
ISRAEL DISCOUNT BANK OF NEW YORK	4.80%	4/26/2024	250,000	99.49	249,975.00	248,730.00	(1,245.00)	12,000.00
MORGAN STANLEY PRIVATE BK NATL ASSN PUR NY	3.15%	1/17/2024	245,000	98.70	245,000.00	241,805.20	(3,194.80)	7,717.50
PARKSIDE FINANCIAL BANK TRUST	2.15%	8/23/2023	245,000	99.30	245,000.00	243,292.35	(1,707.65)	5,267.50
THE BANK OF NEW YORK MELLON CORP	5.00%	3/21/2025	245,000	99.60	245,000.00	244,020.00	(980.00)	12,250.00
UNITED STATES TREASURY 0.5% NTS	0.50%	11/30/2023	250,000	97.64	246,812.19	244,102.50	(2,709.69)	1,250.00
UNITED STATES TREASURY	1.00%	12/15/2024	500,000	94.38	467,472.00	471,875.00	4,403.00	5,000.00
UNITED STATES TREASURY 2.5% NTS	2.50%	5/31/2024	250,000	97.35	248,586.21	243,380.00	(5,206.21)	6,250.00
UNITED STATES TREASURY 2.875% NTS	2.88%	6/15/2025	500,000	96.86	493,549.41	484,315.00	(9,234.41)	14,375.00
UNITED STATES TREASURY 3% NTS	3.00%	7/15/2025	500,000	97.08	495,089.35	485,410.00	(9,679.35)	15,000.00
UNITED STATES TREASURY	3.50%	9/15/2025	675,000	98.13	663,068.95	662,343.75	(725.20)	23,625.00
UNITED STATES TREASURY BDS	5.25%	11/15/2028	150,000	106.50	181,014.01	159,756.00	(21,258.01)	7,875.00
UNITED STATES TREASURY BDS	5.38%	2/15/2031	150,000	110.82	192,618.30	166,230.00	(26,388.30)	8,062.50
UNITED STATES TREASURY BDS	6.25%	5/15/2030	150,000	114.86	197,256.52	172,288.50	(24,968.02)	9,375.00
UNITED STATES TREASURY NOTE	0.38%	11/30/2025	150,000	90.87	148,532.16	136,306.50	(12,225.66)	562.50
UNITED STATES TREASURY NOTE	1.13%	1/15/2025	500,000	94.37	478,136.67	471,835.00	(6,301.67)	5,625.00
UNITED STATES TREASURY NOTE	1.38%	9/30/2023	575,000	98.75	571,073.07	567,789.50	(3,283.57)	7,906.25
UNITED STATES TREASURY NOTE	2.00%	4/30/2024	1,035,000	97.11	1,007,920.24	1,005,119.55	(2,800.69)	20,700.00
UNITED STATES TREASURY NOTE	2.13%	9/30/2024	575,000	96.36	567,178.98	554,087.25	(13,091.73)	12,218.75

SANITARY DISTRICT OF DECATUR AGENCY
Asset Detail As of 5/31/2023

Description	Rate	Maturity	Units	Price	Tax Cost	Market Value	Unrealized G/L	Est Annual Income
UNITED STATES TREASURY NOTE	2.13%	11/30/2024	2,000,000	96.11	2,011,255.68	1,922,120.00	(89,135.68)	42,500.00
UNITED STATES TREASURY NOTE	2.25%	12/31/2023	1,015,000	98.22	990,485.68	996,922.85	6,437.17	22,837.50
UNITED STATES TREASURY NOTE	2.63%	1/31/2026	1,310,000	96.00	1,252,856.65	1,257,547.60	4,690.95	34,387.50
UNITED STATES TREASURY NOTE	2.88%	5/15/2028	150,000	95.44	161,321.44	143,161.50	(18,159.94)	4,312.50
UNITED STATES TREASURY NOTES (B-2031)	1.13%	2/15/2031	925,000	83.12	895,573.72	768,832.25	(126,741.47)	10,406.25
UNITED STATES TREASURY NOTES	2.13%	5/31/2026	150,000	94.38	155,539.04	141,574.50	(13,964.54)	3,187.50
UNITED STATES TREASURY NOTES	0.50%	5/31/2027	150,000	87.22	146,290.61	130,828.50	(15,462.11)	750.00
UNITED STATES TREASURY NOTE	0.50%	10/31/2027	1,350,000	86.16	1,160,217.34	1,163,214.00	2,996.66	6,750.00
UNITED STATES TREASURY NOTE	0.75%	1/31/2028	725,000	86.63	621,346.60	628,089.25	6,742.65	5,437.50
UNITED STATES TREASURY NOTES	1.00%	7/31/2028	725,000	86.64	621,572.68	628,147.25	6,574.57	7,250.00
UNITED STATES TREASURY NOTES	1.13%	10/31/2026	1,365,000	90.72	1,235,035.88	1,238,368.95	3,333.07	15,356.25
UNITED STATES TREASURY NOTES	1.25%	4/30/2028	710,000	88.26	624,518.84	626,631.80	2,112.96	8,875.00
UNITED STATES TREASURY NOTES	1.38%	10/31/2028	715,000	87.92	626,210.87	628,642.30	2,431.43	9,831.25
UNITED STATES TREASURY NOTES	1.50%	1/31/2027	1,365,000	91.43	1,238,390.41	1,247,964.90	9,574.49	20,475.00
UNITED STATES TREASURY NOTES	1.75%	3/15/2025	695,000	95.05	660,479.27	660,576.65	97.38	12,162.50
UNITED STATES TREASURY NOTES	1.88%	7/31/2026	1,335,000	93.43	1,239,609.11	1,247,343.90	7,734.79	25,031.25
UNITED STATES TREASURY NOTES	2.00%	11/15/2026	150,000	93.38	155,175.64	140,074.50	(15,101.14)	3,000.00
UNITED STATES TREASURY NOTES	2.38%	4/30/2026	1,310,000	95.18	1,245,520.96	1,246,805.60	1,284.64	31,112.50
UNITED STATES TREASURY NOTES	2.38%	5/15/2029	150,000	92.20	157,786.87	138,298.50	(19,488.37)	3,562.50
UNITED STATES TREASURY NOTES	2.63%	2/15/2029	665,000	93.67	620,359.83	622,892.20	2,532.37	17,456.25
UNITED STATES TREASURY NOTES	2.63%	4/15/2025	500,000	96.47	492,396.71	482,345.00	(10,051.71)	13,125.00
UNITED STATES TREASURY NOTES	2.63%	12/31/2025	650,000	96.04	621,730.36	624,279.50	2,549.14	17,062.50
UNITED STATES TREASURY NOTES	2.75%	4/30/2027	1,310,000	95.47	1,250,256.66	1,250,643.90	387.24	36,025.00
UNITED STATES TREASURY NOTES	2.75%	7/31/2027	1,315,000	95.31	1,250,208.49	1,253,313.35	3,104.86	36,162.50
UNITED STATES TREASURY NOTES	2.88%	4/30/2029	655,000	94.85	620,056.10	621,254.40	1,198.30	18,831.25
UNITED STATES TREASURY NOTES	3.00%	6/30/2024	510,000	97.68	497,958.41	498,188.40	229.99	15,300.00
UNITED STATES TREASURY NOTES	4.00%	10/31/2029	625,000	100.95	631,309.23	630,931.25	(377.98)	25,000.00
UNITED STATES TREASURY NOTES	2.00%	2/15/2025	1,255,000	95.61	1,249,109.05	1,199,943.15	(49,165.90)	25,100.00
UNITED STATES TREASURY NOTES	0.88%	11/15/2030	150,000	81.78	141,862.00	122,665.50	(19,196.50)	1,312.50
UNITED STATES TREASURY NTS	1.75%	11/15/2029	150,000	88.71	152,177.08	133,060.50	(19,116.58)	2,625.00
UNITED STATES TREASURY NTS	2.00%	8/15/2025	250,000	94.96	245,430.35	237,402.50	(8,027.85)	5,000.00
UNITED STATES TREASURY NTS	2.13%	5/15/2025	575,000	95.52	563,442.99	549,217.00	(14,225.99)	12,218.75

SANITARY DISTRICT OF DECATUR AGENCY
Asset Detail As of 5/31/2023

Description	Rate	Maturity	Units	Price	Tax Cost	Market Value	Unrealized G/L	Est Annual Income
UNITED STATES TREASURY NTS	2.25%	11/15/2027	150,000	93.15	156,714.55	139,717.50	(16,997.05)	3,375.00
UNITED STATES TREASURY NTS	2.38%	8/15/2024	1,240,000	96.86	1,243,621.82	1,201,014.40	(42,607.42)	29,450.00
UNITED STATES TREASURY NTS	2.50%	8/15/2023	2,000,000	99.43	1,989,235.86	1,988,600.00	(635.86)	50,000.00
UNITED STATES TREASURY NTS	2.63%	7/31/2029	670,000	93.41	623,333.12	625,847.00	2,513.88	17,587.50
UNITED STATES TREASURY NTS	2.75%	2/15/2024	635,000	98.23	637,401.70	623,785.90	(13,615.80)	17,462.50
AVERAGE or TOTAL FOR ALL ASSETS	2.44%	3.98 YRS	46,593,224	95.27	45,255,536	43,982,331	(1,273,204.35)	1,103,011

REVENUE AND EXPENDITURE REPORT FOR SANITARY DISTRICT OF DECATUR
 PERIOD ENDING 05/31/2023
 % Fiscal Year Completed: 8.47

ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2022 NORM (ABNORM)
Revenues							
TAXES							
402011	REPLACEMENT TAX	254,115.73	254,115.73	0.00	100.00	284,075.71	284,075.71
TAXES		254,115.73	254,115.73	0.00	100.00	284,075.71	284,075.71
USER FEES							
402002	PENALTIES	9,500.00	9,500.00	0.00	100.00	0.00	0.00
402003	INDUSTRIAL USER CHARGE	1,220,171.44	1,220,171.44	0.00	100.00	0.00	0.00
402005	USER CHARGE	467,186.26	467,186.26	0.00	100.00	297,115.26	297,115.26
USER FEES		1,696,857.70	1,696,857.70	0.00	100.00	297,115.26	297,115.26
OTHER REVENUE							
402019	INTEREST INCOME	293,405.08	293,405.08	0.00	100.00	68,252.27	68,252.27
402020	ANNEXATION INCOME	0.00	0.00	0.00	0.00	18,123.84	18,123.84
402025	OTHER INCOME	3,930.66	3,930.66	0.00	100.00	21.84	21.84
402028	SEWER PERMIT INCOME	10,829.00	10,829.00	0.00	100.00	163.00	163.00
OTHER REVENUE		308,164.74	308,164.74	0.00	100.00	86,560.95	86,560.95
NON OPERATING REVENUE							
402026	INVESTMENTS GAIN/LOSS	17,852.11	17,852.11	0.00	100.00	12,947.44	12,947.44
NON OPERATING REVENUE		17,852.11	17,852.11	0.00	100.00	12,947.44	12,947.44
TOTAL REVENUES		2,276,990.28	2,276,990.28	0.00	100.00	680,699.36	680,699.36
Expenditures							
PERSONNEL							
501010	SALARIES	406,073.48	406,073.48	0.00	100.00	261,883.48	261,883.48
501020	OVERTIME	11,422.20	11,422.20	0.00	100.00	11,624.58	11,624.58
501030	FICA	24,546.38	24,546.38	0.00	100.00	15,639.60	15,639.60
501040	IMRF	3,687.54	3,687.54	0.00	100.00	6,475.57	6,475.57
501050	HEALTH - MEDICAL - LIFE	71,725.23	71,725.23	0.00	100.00	71,377.83	71,377.83
501080	WORKERS COMPENSATION INSURANCE	6,334.00	6,334.00	0.00	100.00	6,009.00	6,009.00
501100	POST EMPLOYMENT HEALTH PLAN	5,000.00	5,000.00	0.00	100.00	3,200.00	3,200.00
501113	MEDICARE	5,740.67	5,740.67	0.00	100.00	3,657.66	3,657.66
PERSONNEL		534,529.50	534,529.50	0.00	100.00	379,867.72	379,867.72
SUPPLIES							
502041	PLANT CHEMICALS	0.00	0.00	0.00	0.00	3,687.30	3,687.30
502050	VEHICLE SUPPLIES	944.82	944.82	0.00	100.00	2,550.01	2,550.01
502061	PIPE & PIPE SUPPLIES	461.56	461.56	0.00	100.00	5.40	5.40
502062	ELECTRICAL SUPPLIES	1,834.49	1,834.49	0.00	100.00	6,824.53	6,824.53
502065	HAND TOOLS	56.48	56.48	0.00	100.00	141.09	141.09
502066	INSTRUMENTATION SUPPLIES	0.00	0.00	0.00	0.00	159.64	159.64
502067	PERSONAL SUPPLIES	36.77	36.77	0.00	100.00	116.07	116.07
502068	MECHANICAL SUPPLIES	159.72	159.72	0.00	100.00	2,881.26	2,881.26
502073	SAFETY SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	993.92	993.92
502074	SAFETY PPE REIMBURSEMENT	252.24	252.24	0.00	100.00	65.47	65.47
502080	JANITORIAL SUPPLIES	607.57	607.57	0.00	100.00	623.71	623.71
502100	LABORATORY SUPPLIES	8,285.53	8,285.53	0.00	100.00	4,493.19	4,493.19
502140	FUELS & LUBRICANTS	1,640.48	1,640.48	0.00	100.00	2,102.66	2,102.66
502150	GROUPS KEEPING SUPPLIES	698.17	698.17	0.00	100.00	118.17	118.17
502190	DISINFECTION SUPPLIES	29,046.49	29,046.49	0.00	100.00	26,900.66	26,900.66

REVENUE AND EXPENDITURE REPORT FOR SANITARY DISTRICT OF DECATUR
 PERIOD ENDING 05/31/2023
 % Fiscal Year Completed: 8.47

ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2022 NORM (ABNORM)
Expenditures							
502195	NEUTRALIZATION SUPPLIES	14,936.40	14,936.40	0.00	100.00	8,920.80	8,920.80
502220	VALVE MAINTENANCE	0.00	0.00	0.00	0.00	5.47	5.47
502270	PLUMBING SUPPLIES	60.67	60.67	0.00	100.00	0.00	0.00
502280	CONDUIT AND WIRE SUPPLIES	187.74	187.74	0.00	100.00	0.00	0.00
502290	HARDWARE	103.96	103.96	0.00	100.00	0.00	0.00
502810	PUMP STATION MAINTENANCE	30.90	30.90	0.00	100.00	0.00	0.00
502840	PRE-TREATMENT SUPPLIES	0.00	0.00	0.00	0.00	239.28	239.28
SUPPLIES		59,343.99	59,343.99	0.00	100.00	60,828.63	60,828.63
UTILITIES							
503020	TELEPHONE SERVICE	2,190.55	2,190.55	0.00	100.00	1,112.78	1,112.78
UTILITIES		2,190.55	2,190.55	0.00	100.00	1,112.78	1,112.78
OUTSIDE SERVICES							
503070	OUTSIDE LABORATORY SERVICES	0.00	0.00	0.00	0.00	166.50	166.50
503072	SAFETY EQUIPMENT MAINTENANCE SERVICE	319.82	319.82	0.00	100.00	384.40	384.40
503095	VEHICLE - OUTSIDE SERVICES	5,654.30	5,654.30	0.00	100.00	103.90	103.90
503096	JANITORIAL SERVICES	4,679.91	4,679.91	0.00	100.00	3,813.33	3,813.33
503142	DATA PROCESSING MAINTENANCE	28,904.50	28,904.50	0.00	100.00	12,067.50	12,067.50
503143	DATA PROCESSING SOFTWARE	805.00	805.00	0.00	100.00	824.75	824.75
503150	HVAC SERVICES	31.99	31.99	0.00	100.00	0.00	0.00
503280	PROFESSIONAL & CONSULTANTS	0.00	0.00	0.00	0.00	500.00	500.00
OUTSIDE SERVICES		40,395.52	40,395.52	0.00	100.00	17,860.38	17,860.38
ADMINISTRATIVE EXPENSES							
504030	OFFICE SUPPLIES	120.91	120.91	0.00	100.00	0.00	0.00
504060	PRINTING AND REPRODUCTION	31.45	31.45	0.00	100.00	82.44	82.44
504102	TRAINING - EDUCATION-REGIST	0.00	0.00	0.00	0.00	600.00	600.00
504110	MEMBERSHIP FEES	0.00	0.00	0.00	0.00	2,565.00	2,565.00
504130	INSURANCE	4,777.00	4,777.00	0.00	100.00	0.00	0.00
504220	BANK CHARGES	113.24	113.24	0.00	100.00	113.54	113.54
504270	CONTINGENCIES	600.00	600.00	0.00	100.00	2,050.00	2,050.00
ADMINISTRATIVE EXPENSES		5,642.60	5,642.60	0.00	100.00	5,410.98	5,410.98
DEBT SERVICE							
512026	ARGENTA	165,197.69	165,197.69	0.00	100.00	165,197.69	165,197.69
512030	PRIMARY DIGEST	225,360.01	225,360.01	0.00	100.00	225,360.01	225,360.01
DEBT SERVICE		390,557.70	390,557.70	0.00	100.00	390,557.70	390,557.70
CAPITAL PROJECTS							
601016	MISCELLANEOUS PROJECTS	11,462.00	11,462.00	0.00	100.00	0.00	0.00
601111	MISCELLANEOUS CAPITAL	160.49	160.49	0.00	100.00	0.00	0.00
CAPITAL PROJECTS		11,622.49	11,622.49	0.00	100.00	0.00	0.00
TOTAL EXPENDITURES		1,044,282.35	1,044,282.35	0.00	100.00	855,638.19	855,638.19
TOTAL REVENUES - ALL FUNDS		2,276,990.28	2,276,990.28	0.00	100.00	680,699.36	680,699.36

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REVENUE AND EXPENDITURE REPORT FOR SANITARY DISTRICT OF DECATUR
 PERIOD ENDING 05/31/2023
 % Fiscal Year Completed: 8.47

ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2022 NORM (ABNORM)
TOTAL EXPENDITURES - ALL FUNDS		1,044,282.35	1,044,282.35	0.00	100.00	855,638.19	855,638.19
NET OF REVENUES & EXPENDITURES		1,232,707.93	1,232,707.93	0.00	100.00	(174,938.83)	(174,938.83)

PERIOD ENDING 05/31/2023

ACTIVE PROJECT REPORT

ACCOUNT PROJECT	PROJECT DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE
SUPPLIES							
502280 20I&C09	CONDUIT REPAIR FOR S & W FINAL CLARIFI	0.00	0.00	0.00	0.00	0.73	(0.73)
Net SUPPLIES		0.00	0.00	0.00	100.00	0.73	(0.73)
CAPITAL PROJECTS							
601016 20ADM03	CMMS/ASSET MGMT SOFTWARE	0.00	0.00	0.00	0.00	41.97	(41.97)
601016 20ENG10	GRIT DRYING BED UPGRADE	0.00	0.00	0.00	0.00	4,136.69	(4,136.69)
601016 21ENG51	COLLECTION SYSTEM CAPACITY STUDY	0.00	0.00	0.00	0.00	30,396.25	(30,396.25)
601026 20MNT01	VEHICLE REPLACEMENT	0.00	0.00	0.00	0.00	3,510.00	(3,510.00)
601026 21MNT01	VEHICLE REPLACEMENT 2021	0.00	0.00	0.00	0.00	28,963.00	(28,963.00)
601132 20ENG07	2021 DIGESTER IMPROVEMENTS	0.00	0.00	0.00	0.00	460,792.88	(460,792.88)
601132 21ENG40	BIOSOLIDS TRANSFER PUMP	0.00	0.00	0.00	0.00	1,526.90	(1,526.90)
601132 21ENG41	CHANNEL AIR DIFFUSER REPLACEMENT	0.00	0.00	0.00	0.00	92,834.24	(92,834.24)
601128 20ENG01	LAKE SHORE PUMP STATION RENEWAL	0.00	0.00	0.00	0.00	48.80	(48.80)
601126 20MNT21	PLANT WATER PUMP #2 REPLACEMENT	0.00	0.00	0.00	0.00	3,226.44	(3,226.44)
601126 21COL02	PUMP REPLACEMENT	0.00	0.00	0.00	0.00	11,161.95	(11,161.95)
601128 21I&C01	MCC REPLACEMENT - BLDG #210	0.00	0.00	0.00	0.00	18,143.51	(18,143.51)
601311 20ENG14	RESURFACE DIGESTER COMPLEX	0.00	0.00	0.00	0.00	130,537.06	(130,537.06)
601313 20ENG15	WATER TOWER PAINTING	0.00	0.00	0.00	0.00	13.02	(13.02)
601315 20ENG01	LAKE SHORE PUMP STATION RENEWAL	0.00	0.00	0.00	0.00	1,333,212.49	(1,333,212.49)
601311 21MNT07	MAIN PLANT FENCE UPGRADES PHASE 1	0.00	0.00	0.00	0.00	189,600.00	(189,600.00)
601311 21MNT06	WYCKLES DECANT FACILITY RENEWAL	0.00	0.00	0.00	0.00	716.64	(716.64)
614210 20ENG06	SOUTH SHORES INTECEPTOR REHAB	0.00	0.00	0.00	0.00	11,062.51	(11,062.51)
614210 20ENG06	SOUTH SHORES INTECEPTOR REHAB	0.00	0.00	0.00	0.00	4,353.14	(4,353.14)
614210 20ENG06	SOUTH SHORES INTECEPTOR REHAB	0.00	0.00	0.00	0.00	354,283.44	(354,283.44)
Net CAPITAL PROJECTS		0.00	0.00	0.00	100.00	2,678,560.93	(2,678,560.93)
OUTSIDE SERVICES							
503280 21CMP02	PDOP	0.00	0.00	0.00	0.00	40,808.75	(40,808.75)
503280 21CMP01	NARP / WATERSHED DEVELOPMENT	0.00	0.00	0.00	0.00	32,353.22	(32,353.22)
Net OUTSIDE SERVICES		0.00	0.00	0.00	100.00	73,161.97	(73,161.97)
TOTAL REVENUES - ALL FUNDS		0.00	0.00	0.00	100.00	0.00	0.00
TOTAL EXPENDITURES - ALL FUNDS		0.00	0.00	0.00	100.00	2,751,723.63	(2,751,723.63)
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	100.00	(2,751,723.63)	2,751,723.63

**SCHEDULE OF WPCRF LOANS
05/31/2023**

LOAN DATE	PROJECT	INTEREST RATE	LOAN BALANCE		ANNUAL PAYMENTS
			ORIGINAL	OUTSTANDING PRINCIPAL	
Jun-11	Wyckles PH 1	0.000	818,637	315,287	42,038
Jul-11	Wyckles PH II	0.000	793,557	305,214	40,695
Mar-12	Oreana	0.000	4,882,563	2,023,099	252,887
Dec-12	Stevens Creek	1.250	1,760,912	766,420	103,568
May-13	Argenta	1.250	5,870,416	2,804,125	308,874
Oct-13	Trestle	1.250	2,765,463	1,202,180	134,602
Dec-15	Digester Mixing	1.930	6,870,742	4,984,674	450,720
Mar-16	Sewer Rehab (Eastside Separation)	2.210	2,146,713	1,479,463	136,105
Jun-16	Sludge Thickening	1.995	5,130,373	3,489,921	306,100
Aug-16	Odor Control Ph 2	2.210	3,558,139	2,541,768	226,021
Jun-19	2017 SE36 Rehab	1.760	1,184,097	972,044	71,929
Oct-19	West Headworks	1.760	8,755,000	7,435,658	371,980
Nov-21	S Shores Sewer Lining	1.350	8,600,891	8,266,256	377,881
TOTAL			53,137,504	36,586,110	2,823,401

****SAFETY COMMITTEE MEETING MINUTES****

The Safety Committee met on Thursday, May 22nd. In attendance were Steve Doolin, Kent Newton, Jimmy Pettyjohn, Kyle Stewart, Latishia Greve and David Boys. The Sanitary District has worked **1761** days without a lost-time accident and **749** since the last recordable injury as of this date.

The committee discussed the following items concerning the SDD facility:
NEW ITEMS DISCUSSED

- **Training:** Fire Extinguisher training was on for May 10th Getz fire equipment was on site to perform the hands-on training.
- **Upcoming Training:** Working with the DFD for upcoming Trench training for late summer or early fall. Training will be held at the Macon County Law Enforcement training center as well as our site. Dates have not been confirmed, more details to follow soon.
- **Safety Recognition:** Our maintenance team were tasked with setting up tents and picnic tables for the school tours. An unexpected windstorm came through as they were assembling the tent. The crew was able to refocus on the task and lock down the tent to avoid disaster and injury.
- **Annual Fire Extinguisher inspections:** On June 7th CC Fire will be on site to do our annual fire extinguisher inspections.
- **UST Inspections:** Our 3-year inspections were completed on our 4 Underground Storage Tanks; Fire Marshall also completed his inspections and has properly tagged our USTs with a 2-year certification.
- Warm weather is here; employees are encouraged to start planning for the summer weather beginning now by hydrating properly and getting into the habit of proper nutrition. Preparation now will decrease the likelihood of a heat related injury later.
- **Reminder:** When entering and exiting the main plant campus: Use the correct lane of travel, Observe, and obey the stop sign when exiting the plant. Observe the 25-mph speed limit and notice that the new fence, taller wall, and the new slide gates that visibility for pedestrians, bike, and automotive traffic has been reduced therefore caution is warranted.
- **Congratulations to Mike Fisher** for completing phase 1 of the Maintenance Apprenticeship Training program.

Next month's safety meeting will be held on 6/15/2023 at 2:30 p.m. If you have any questions or suggestions, call me @ EXT: 237 and thank you for your continued efforts in safety and health. Together we will provide a safe workplace if everybody accepts that **SAFETY IS EVERYONES RESPONSIBILITY.**

****** SAFETY IS EVERYONE'S JOB ******

FINAL DESIGNATED ON-CALL POLICY 6/13/23

Purpose

The purpose of this policy is to provide guidelines regarding the process and procedures to be followed for non-exempt employees who are required to maintain their availability after hours or during days off to be on-call to come back to work or to respond to emergency situations. This policy is consistent with the provisions of the Fair Labor Standards Act, U.S. Department of Labor regulation 29 CFR 785.17 and the Collective Bargaining Agreement (CBA).

Definitions

On-Call – When an employee’s job assignment requires the ability to be contacted outside of regular work hours in order to provide services, if necessary, but not formally on duty.

Designated On-Call Employee – Employees who are assigned to be contacted when help is needed outside of regularly scheduled hours. The designated on-call employee may be contacted by a person or automated alarm or call.

On-Call Rotation – Employees required to respond to call outs for the treatment plant or collection system will cover calls on a Seven (7) consecutive day rotation from Friday at 7:00 AM to the following Friday at 6:59 AM. The rotation for CSO facility activation samples will be a two (2) day rotation from Friday at 2:30 PM to Sunday at 6:00 AM.

Call-in - When an employee is called in to work to perform a task of professional services either in person or via phone or computer outside of the employee’s regular work hours.

Supervisor On-Call – A supervisory employee available after hours to assist with call-in assignments.

Vacancy – time when the on-call schedule is not covered by any designated employee.

Scheduling

The annual on-call schedule of the dates that employees must be on-call will be posted on February 15 after the annual vacation requests have been approved. Semi-annual updates will be posted one month in advance of the effective date of the change. On-call weeks will be divided by the number of eligible departmental employees so that they are distributed as equitably as possible.

Openings in the schedule caused by an employee no longer working for the District will be filled on a temporary basis by a seniority-based rotation until the next schedule is released. If there is an unfilled vacancy that step in the call-in procedure will be skipped.

New employees will be added to the on-call schedule rotation when they become eligible.

Participation in the on-call program is voluntary and employees can opt-out of being included on the schedule by providing written notice to the Director of Maintenance by January 15 or June 15. However, if more than 50% of employees of a Classification for a group (ie Plant Maintenance #1) opt out, the District will revert to a seniority based on-call rotation for all eligible employees in that classification.

On-Call Requirements

The following guidelines apply:

Unless otherwise advised, the employee is not required, to remain on the District's premises while on-call. However, the employee must remain available by telephone or text while off site and respond to any message within five (5) minutes.

NPDES permit-related call-ins require the responding employee to return to work within fifty (50) minutes of the time that they are contacted. Non-permit-related call-ins may have more response time flexibility but retain the fifty-minute return to work expectation.

Combined Sewer Overflow (CSO) facility sample collections have a 23-hour response time window.

Employees are not required to restrict activities while on-call but must remain free of the influence of alcohol, marijuana or illegal drugs. In addition, employees should not take any prescription drug that adversely affects the ability to safely and effectively perform job duties. If an employee has a medical condition and has concerns about complying with this requirement, the employee should consult with the Human Resources Coordinator.

The communication method specified by Designated On-Call employee must be kept available, charged and able to alert the employee during all off-shift hours while on-call. The District will provide On-Call employees a portable electronic communication device to notify them of calls if needed.

If the employee has a conflict and is unable to be on-call during the entire assigned time, it is the employee's obligation to notify their supervisor as soon as the conflict is known to allow for a pre-arranged replacement to cover the employee's on-call assignment.

If the employee has a temporary conflict, illness or emergency and is unable to be on-call during the assigned time, it is the employee's obligation to notify the supervisor on call as soon as possible to avoid a lapse in coverage. The on-call employee can pre-arrange with a co-worker to cover the employee's on-call time but must notify the supervisor on-call of the replacement employee. If the supervisor on-call is kept informed of the on-call employee's availability the employee will not be held responsible for failure to respond to a call-in.

Discipline

Designated on-Call employees who fail to respond when called, fail to report to work as required, show up under the influence of alcohol, marijuana, illegal or prescription drugs, inappropriately use electronic devices provided for alerting employee to call-ins, fail to find a replacement when required or commit any other violation of SDD personnel policies while on-call are subject to disciplinary action as outlined in the CBA.

The type of discipline imposed shall be consistent with the seriousness of the event or action giving rise to the discipline and the past record of the employee.

Oral warnings will be documented to avoid misunderstanding.

Compensation

Designated on-call employees will be compensated as outlined in Article XI Section 14 of the CBA. If the designated employee prearranges to temporarily transfer on-call status for less than sixteen hours on a regularly scheduled workday or twenty 24 consecutive hours on a regularly scheduled day off and keeps the supervisor on call informed, they will still receive the full compensation for the day and the temporarily on-call employee will not receive any on-call compensation. If the status is transferred for more than one full day, the compensation will be divided between the employees based on the proportion of on-call time each employee provided. On-call compensation may be taken as payment or compensatory time subject to CBA and policy limitations.

Call In Procedure

Plant Maintenance

1. Plant Maintenance On Call #1 will be the first call out for all treatment plant related maintenance work other than Vactor work and snow removal. Vactor work will be assigned by the Supervisor on-call. The on-call staff will only be called in for snow removal if needed in addition to the primarily assigned Buildings and Grounds staff.
2. If Plant Maintenance On Call #1 does not answer a message will be left and after waiting two (2) minutes a second attempt to reach the #1 on call employee will be made. If they do not respond after another three (3) minutes, the Plant Maintenance On Call #2 will be called.
3. If a responding employee determines they are not qualified to complete a task or cannot safely complete it alone, they should call the Supervisor On Call so the required staff can be notified. The reporting employee if they have already reported the job site they should stay and help the additional staff complete the task and should begin gathering tools or completing other tasks associated with the call out such locking out energy sources and starting cleanup.

4. If neither of the on call employees respond, the supervisor on call will take over calling in the necessary staff to complete the work from the top of the seniority list. If no answer, they will proceed to the next person on the seniority list without waiting.
5. If the Plant Maintenance list is exhausted, the supervisor on call will start with the Collection System on-call numbers and then proceed to the top of the seniority list for the Collection System without waiting between calls if there is no answer.
6. Forced overtime will start with the qualified employee with the lowest seniority
7. Probation employees can work call in overtime on an emergency basis if needed if qualified personnel are present, and they are in an assisting role only.

Collection System

1. Collection System On Call #1 will be the first call out for all collection system maintenance work.
2. If Collection System On Call #1 does not answer a message will be left and after waiting two (2) minutes a second attempt to reach the #1 on call employee will be made. If they do not respond after another three (3) minutes, Collection System On Call #2 will be called.
3. If a responding employee determines they are not qualified to complete a task or cannot safely complete it alone, they should call the Supervisor On Call so the required staff can be notified. The reporting employee if they have already reported the job site they should stay and help the additional staff complete the task and should begin gathering tools or completing other tasks associated with the call out such locking out energy sources and starting cleanup.
4. If neither of the on-call employees respond, the supervisor on call will take over calling in the necessary staff to complete the work from the top of the seniority list. If no answer, they will proceed to the next person on the seniority list without waiting.
5. If the Collection System list is exhausted, the supervisor on call will start with the Plant Maintenance on-call numbers and then proceed to the top of the seniority list for Plant Maintenance without waiting between calls if there is no answer.
6. Forced overtime will start with the qualified employee with the lowest seniority
7. Probation employees can work call in overtime on an emergency basis if needed if qualified personnel are present, and they are in an assisting role only.

I&C

1. I&C On Call staff will be contacted for all I&C work.
2. If the on-call employee does not answer a message will be left and after waiting two (2) minutes a second attempt to reach the on call employee will be made. If they do not respond after another three (3) minutes the supervisor on call will take over calling in the necessary staff beginning at the top of the I&C seniority list.
3. Forced overtime will start with the qualified employee with the lowest seniority
4. Probation employees can work call in overtime on an emergency basis if needed if qualified personnel are present, and they are in an assisting role only.