

CHECK DISBURSEMENT REPORT FOR SANITARY DISTRICT OF DECATUR
GENERAL ACCOUNT CHECK DATE 7/22/26-8/18/26
S125 ACCOUNT CHECK DATE 7/1/26 -7/31/26

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/29/2026	GEN	216(E)	DEARBORN LIFE INSURANCE COMPANY	LIFE INSURANCE PREMIUM	10-00.00-200625	255.00
07/29/2026	GEN	216(E)	DEARBORN LIFE INSURANCE COMPANY	LIFE INSURANCE PREMIUM	10-00.00-501050	(99.40)
						155.60
07/29/2026	GEN	82915	BLUE CROSS BLUE SHIELD OF IL	HEALTH INSURANCE PREMIUMS FOR RETIREES AND EMPLOYER PORTION	10-00.00-200608	63,683.43
07/29/2026	GEN	82915	BLUE CROSS BLUE SHIELD OF IL	HEALTH INSURANCE PREMIUMS FOR RETIREES AND EMPLOYER PORTION	10-00.00-501050	7,265.56
						70,948.99
07/29/2026	GEN	82916	CITY OF DECATUR	WATER SERVICE FOR PUMP STATIONS	14-05.10-503050	519.38
07/29/2026	GEN	82917	COMCAST	INTERNET SERVICE	10-00.00-503020	1,116.39
07/29/2026	GEN	82918	DIRECT ENERGY	ELECTRIC SERVICE FOR PUMP STATIONS	14-05.10-503040	1,946.52
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	10-00.00-501080	438.22
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	10-00.08-501080	79.68
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	11-02.00-501080	239.03
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-04.04-501080	1,991.89
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-07.00-501080	876.43
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-07.09-501080	23.90
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-14.00-501080	1,035.78
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-14.14-501080	382.44
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	14-03.00-501080	350.57
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	14-05.00-501080	1,354.48
07/29/2026	GEN	82919	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	14-06.00-501080	103.58
						6,876.00
07/29/2026	GEN	82920	MENARDS	CHANGING BAD LIGHT BULBS	12-07.00-502062	174.96
07/29/2026	GEN	82921	UNITED STATES TREASURY	PCORI TAX	10-00.00-501050	464.64
07/29/2026	GEN	82922	WM CORPORATE SERVICES, INC	GRIT	14-05.00-503080	1,274.81
07/29/2026	GEN	82923	MENARDS	SETTING THE 029 BUILDING UP AS THE NEW I&C WORK AREA	12-07.00-502062	149.95
08/05/2026	GEN	217(E)	IL ENVIRONMENTAL PROTECTION AGENCY	PRINCIPAL AND INTEREST ON LOAN L17-5456 - SOUTH SHORES SEWER LINING	50-10.00-512056	199,445.24
08/05/2026	GEN	217(E)	IL ENVIRONMENTAL PROTECTION AGENCY	PRINCIPAL AND INTEREST ON LOAN L17-5456 - SOUTH SHORES SEWER LINING	50-11.00-512056	47,907.15
						247,352.39
08/05/2026	GEN	218(E)	TREASURER STATE OF IL L17 2828	PRINCIPAL ON LOAN L17-2828 OREANA	50-10.00-512024	126,443.72
08/05/2026	GEN	219(E)	TREASURER STATE OF ILLINOIS	PRINCIPAL AND INTEREST ON LOAN L17 5195 EAST SIDE SEPARATION	50-10.00-512051	55,228.77
08/05/2026	GEN	219(E)	TREASURER STATE OF ILLINOIS	PRINCIPAL AND INTEREST ON LOAN L17 5195 EAST SIDE SEPARATION	50-11.00-512051	12,823.94
						68,052.71
08/18/2026	GEN	82929	AIRWELD INC	CYLINDER RENTALS FOR LABORATORY AND MAINTENANCE DEPARTMENT	12-04.04-502068	46.50
08/18/2026	GEN	82929	AIRWELD INC	PROPANE FOR FORKTRUCK	12-04.04-502140	245.92
08/18/2026	GEN	82929	AIRWELD INC	CYLINDER RENTALS FOR LABORATORY AND MAINTENANCE DEPARTMENT	14-03.00-502100	34.10
						326.52

08/18/2026	GEN	82930	ALIGAN (FILTERBUY)	MERV 13 FILTERS FOR THE DOAS - AWC	12-04.04-503150	200.80
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	ADMIN OFFICE SUPPLIES	10-00.00-504030	339.21
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	ANNUAL AMAZON BUSINESS PRIME MEBERSHIP RENEWAL	10-00.00-504110	129.00
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	SAFETY BOOTS FOR J. D. MALONE - BACK SUPPORT FOR ERIN H.	10-00.08-502073	29.99
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	SAFETY BOOTS FOR J. D. MALONE - BACK SUPPORT FOR ERIN H.	10-00.08-502074	200.00
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES FOR ENGINEERING	11-02.00-504030	60.75
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	NETGEAR SWITCHES FOR INTERCOM PHONE INSTALLATION - GALAXY S25 ULTRA LENS REPAIR KIT	12-04.04-502064	12.98
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	STAINLESS STEEL CUP FOR SAMPLING	12-04.04-502065	90.28
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	REPLACEMENT SHOP VAC HOSE, SUPER GLUE FOR TOOL ROOM, MAGNETIC HOOKS FOR BLAKE, LABELS FOR HAILEY	12-04.04-502290	8.45
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	REPLACEMENT SHOP VAC HOSE, SUPER GLUE FOR TOOL ROOM, MAGNETIC HOOKS FOR BLAKE, LABELS FOR HAILEY	12-04.04-504030	9.49
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	LED BULBS FOR CONTROL PANELS - 120V	12-07.00-502062	187.24
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	REPLACEMENT CABLE FOR LOST BRIDGE CELL MODEM	12-07.10-502810	80.72
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	CLEANER FOR AWC BOARDROOM TABLES - FACTORY RECOMMENDED PRODUCT	12-14.14-502080	50.16
08/18/2026	GEN	82931	AMAZON CAPITAL SERVICES, INC	NETGEAR SWITCHES FOR INTERCOM PHONE INSTALLATION - GALAXY S25 ULTRA LENS REPAIR KIT	25-07.09-601016-26MIS01	541.66
						1,739.93
08/18/2026	GEN	82932	AMEREN IL	GAS SERVICE FOR PLANT	14-05.00-503010	1,018.80
08/18/2026	GEN	82932	AMEREN IL	GAS SERVICE FOR GENERATOR AT ELLENDALE PUMP STATION	14-05.10-503010	30.68
08/18/2026	GEN	82932	AMEREN IL	ELECTRIC SERVICE FOR PUMP STATIONS	14-05.10-503040	4,009.16
						5,058.64
08/18/2026	GEN	82933	B & B GLASS, INC	REPLACEMENT WINDOW FOR 259 BLDG	12-04.04-502063	98.14
08/18/2026	GEN	82934	BEST ONE OF CENTRAL ILLINOIS	NEW TIRES FOR OPERATION TRUCK 099-79-02	12-04.04-503095	559.00
08/18/2026	GEN	82935	BILDILLI CONSULTING	FEE FOR MANAGED SERVICES OF SERVERS, FIREWALLS AND MIMICAST	12-07.09-503142	1,764.00
08/18/2026	GEN	82935	BILDILLI CONSULTING	FEE FOR MANAGED SERVICES OF SERVERS, FIREWALLS AND MIMICAST	12-07.09-503144	414.50
						2,178.50
08/18/2026	GEN	82936	BIOTAGE, LLC	O-RINGS FOR DISK HOLDER	14-03.00-502100	103.98
08/18/2026	GEN	82937	BLACK & COMPANY #11	6FT FIBERGLASS STEP LADDER - AWC PENTHOUSE	12-04.04-502065	180.04
08/18/2026	GEN	82938	BODINE COMMUNICATIONS	REPLACEMENT DOME FOR PTZ CAMERA	12-07.00-502062	77.45
08/18/2026	GEN	82939	BODINE ELECTRIC	QUARTERLY VIBRATION ROUTE	12-04.04-502210	1,035.84
08/18/2026	GEN	82939	BODINE ELECTRIC	REPAIR OF COFFING ELECTRIC HOIST	12-04.04-503093	3,696.80
						4,732.64
08/18/2026	GEN	82940	BRANDT	AMMONIUM NITRATE SOLUTION	14-05.00-502190	14,922.60
08/18/2026	GEN	82941	BRUCKER COMPANY	BACKDRAFT DAMPERS FOR LAB ON	10-00.00-505020-23ENG31	340.00
08/18/2026	GEN	82942	CINTAS	UNIFORM RENTAL FOR I&C SHOP	12-07.08-503072	429.52
08/18/2026	GEN	82943	CITY OF DECATUR	PARKS PROPERTIES MOM'S PLACE CITY USER FEE 4345 W MAIN ST 5/27 - 6/25/26	10-00.00-200700	458,102.38
08/18/2026	GEN	82943	CITY OF DECATUR	USER CHARGE BILLING SERVICE FEES	10-00.00-504231	32,461.53
08/18/2026	GEN	82943	CITY OF DECATUR	LOCAL MOTOR FUEL TAX	12-04.04-502140	19.91
						490,583.82
08/18/2026	GEN	82944	CITY OF DECATUR	WATER SERVICE FOR PLANT	14-05.00-503050	2,769.57
08/18/2026	GEN	82944	CITY OF DECATUR	WATER SERVICE FOR PUMP STATIONS	14-05.10-503050	45.99
						2,815.56
08/18/2026	GEN	82945	CLARK DIETZ	SRF FUNDING ASSISTANCE	55-14.27-614220-26CMP29	2,808.77

08/18/2026	GEN	82946	CONNOR COMPANY	NEW GRUNDFOS PUMP FOR HEAT EX NUMBER 2	12-04.04-502210	4,077.67
08/18/2026	GEN	82947	CORRPRO COMPANIES	ANNUAL WATER TOWER INSPECTION SERVICE	12-04.04-503093	1,855.00
08/18/2026	GEN	82948	CROWN EQUIPMENT CORPORATION	OIL CHANGE AND PREVENTATIVE MAINTENANCE FOR FORKLIFT 099-79-42	12-04.04-503095	587.03
08/18/2026	GEN	82949	DCC MARKETING, LLC	INTERIOR BRANDING	10-00.00-505020-25ENG31	11,013.78
08/18/2026	GEN	82949	DCC MARKETING, LLC	ANNUAL RETAINER	60-02.00-503280	3,333.33
						14,347.11
08/18/2026	GEN	82950	DEBOSE CONSULTING	CLASS 1 CPR/AED	10-00.08-504102	1,764.00
08/18/2026	GEN	82951	DECATUR BOLT CO	MISC STAINLESS STEEL BOLTS FOR TOOL ROOM STOCK	12-04.04-502290	129.54
08/18/2026	GEN	82952	DIRECT ENERGY	ELECTRIC SERVICE FOR PLANT	14-05.00-503040	106,728.21
08/18/2026	GEN	82952	DIRECT ENERGY	ELECTRIC SERVICE FOR PUMP STATIONS	14-05.10-503040	33,363.36
						140,091.57
08/18/2026	GEN	82953	DONNELLY AUTOMOTIVE MACHINE	NEW BATTERY AND CORE CHARGE FOR TRUCK 099-79-03	12-04.04-502050	515.59
08/18/2026	GEN	82953	DONNELLY AUTOMOTIVE MACHINE	SPARK PLUGS 099-79-108 (P.O EW0803-03)	12-14.14-502050	37.73
						553.32
08/18/2026	GEN	82954	DUNKER ELECTRIC SUPPLY INC	PARTS FOR INSTALLING DIVERSITY ANTENNA'S AT PUMP STATIONS	12-07.00-502065	4.91
08/18/2026	GEN	82954	DUNKER ELECTRIC SUPPLY INC	PARTS FOR INSTALLING DIVERSITY ANTENNA'S AT PUMP STATIONS	12-07.10-502810	10.66
						15.57
08/18/2026	GEN	82955	DURKIN EQUIPMENT COMPANY	SENSORS FOR 259 BUILDING GAS METERS	20-00.00-600010-26CAP01	4,229.91
08/18/2026	GEN	82955	DURKIN EQUIPMENT COMPANY	LEL UPGRADES FOR THE DIGESTER COMPLEX	25-07.09-601016-26SAF03	4,525.91
						8,755.82
08/18/2026	GEN	82956	DUST & SON OF MACON COUNTY	VEHICLE PAINT REPAIR SUPPLIES	12-14.00-502160	447.42
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-502067	2,075.35
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504010	20.99
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504070	914.33
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504093	72.74
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504102	200.00
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504110	223.00
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-505020-25ENG31	349.99
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	11-02.09-503143	149.00
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-07.09-503143	13.00
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-07.12-502830	425.00
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-14.00-502160	25.98
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-14.14-502065	69.99
08/18/2026	GEN	82957	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-14.14-502150	430.00
						4,969.37
08/18/2026	GEN	82958	EMMA ANTONELLI	SAFETY SHOE REIMBURSEMENT	10-00.08-502074	158.42
08/18/2026	GEN	82959	ESRI INC	ESRI SOFTWARE RENEWAL ARCGIS MAINTENANCE	12-07.09-503142	4,884.00
08/18/2026	GEN	82960	EVERGREEN FS	FUEL FOR DISTRICT VEHICLES AND WYCKLES LAND APPLICATION	12-04.04-502140	4,867.60
08/18/2026	GEN	82961	FEATHERSTUN GAUMER POSTLEWAIT	GENERAL LEGAL EXPENSE	10-00.00-504200	1,220.00

08/18/2026	GEN	82962	FISHER SCIENTIFIC	HEXANE AND PIPETTE TIPS	14-03.00-502100	1,320.80
08/18/2026	GEN	82963	FUSION LLC	TEAMS PHONE SYSTEM ANNUAL RENEWAL	10-00.00-503020	388.83
08/18/2026	GEN	82963	FUSION LLC	TEAMS PHONE SYSTEM ANNUAL RENEWAL	12-07.00-100400	924.00
08/18/2026	GEN	82963	FUSION LLC	TEAMS PHONE SYSTEM ANNUAL RENEWAL	12-07.09-503142	2,772.00
						4,084.83
08/18/2026	GEN	82964	G J BUILDERS HARDWARE	REPLACEMENT DOOR THRESHOLD ON 259 BUILDING	20-00.00-600010-26CAP01	278.82
08/18/2026	GEN	82965	GENERAL PUMP & MACHINERY INC	BARMESA SPRAY WASH PUMP 3KTM504 FOR STOCK	12-04.04-502210	7,983.28
08/18/2026	GEN	82966	GLOBAL EQUIPMENT COMPANY	BLACK WIRE SHELVING FOR ADMIN STORAGE AREA	10-00.00-505020-25ENG31	2,972.10
08/18/2026	GEN	82967	GRAINGER	SAFETY GLASSES AND GARDEN HOSES FOR TOOL ROOM, WORK BOOTS FOR BLAKE D	10-00.08-502073	144.40
08/18/2026	GEN	82967	GRAINGER	SAFETY GLASSES AND GARDEN HOSES FOR TOOL ROOM, WORK BOOTS FOR BLAKE D	10-00.08-502074	276.46
08/18/2026	GEN	82967	GRAINGER	NEW MILWAUKEE JOBSITE FAN AND PAINTERS TAPE FOR TOOL ROOM	12-04.04-502065	464.74
08/18/2026	GEN	82967	GRAINGER	GLOVES, RAZOR BLADES AND SUPPLIES FOR TOOL SHOP, POWER CORDS FOR I&C STOCK	12-04.04-502067	527.32
08/18/2026	GEN	82967	GRAINGER	SAFETY GLASSES AND GARDEN HOSES FOR TOOL ROOM, WORK BOOTS FOR BLAKE D	12-04.04-502068	104.54
08/18/2026	GEN	82967	GRAINGER	NEW SLINGS FOR TOOL ROOM, EXT CORD FOR TOOL ROOM, LABELS FOR RON	12-04.04-504030	77.30
08/18/2026	GEN	82967	GRAINGER	LABELS FOR TRANSFORMERS AND VACUUM SWITCHES	12-07.00-502062	2,244.65
08/18/2026	GEN	82967	GRAINGER	CLEANING TOWELS FOR TOOL ROOM, FISH TAPE FOR I&C, DRIVER BITS FOR MICHAEL ALAN	12-07.00-502065	117.93
08/18/2026	GEN	82967	GRAINGER	FLUID END REPAIR KIT FOR CONSUMABLE INVENTORY I&C	12-07.00-502066	2,874.55
08/18/2026	GEN	82967	GRAINGER	NEW MILWAUKEE JOBSITE FAN AND PAINTERS TAPE FOR TOOL ROOM	12-14.00-502160	30.32
08/18/2026	GEN	82967	GRAINGER	CLEANING TOWELS FOR TOOL ROOM, FISH TAPE FOR I&C, DRIVER BITS FOR MICHAEL ALAN	12-14.14-502080	67.00
08/18/2026	GEN	82967	GRAINGER	DESCALING SOLUTION, POUR RINGS, NITRILE GLOVES	14-03.00-502100	955.78
08/18/2026	GEN	82967	GRAINGER	DISCONNECT DOOR SWITCHES - 259 BUILDING	20-00.00-600010-26CAP01	3,780.42
						11,665.41
08/18/2026	GEN	82968	HACH COMPANY	SAMPLE CELLS AND TNT VIALS	14-03.00-502100	1,519.99
08/18/2026	GEN	82969	HAWKINS, INC	SODIUM HYPOCHLORITE	14-05.00-502190	50,399.45
08/18/2026	GEN	82970	HEPLERBROOM	ENVIRONMENTAL LEGAL SERVICES	60-00.00-504200	2,905.00
08/18/2026	GEN	82971	HSMS MEDICAL GROUP	DRUG SCREEN-ALCOHOL TESTING-AUDIO EXAM AND PHYSICAL FOR NEW EMPLOYEE	10-00.08-501070	67.00
08/18/2026	GEN	82972	IL ASSOC OF WASTEWATER AGENCIES	REGISTRATION FOR A BAILEY TO ATTEND TECHNICAL COMMITTEE MEETING	14-05.60-504102	75.00
08/18/2026	GEN	82973	IMCO UTILITY SUPPLY	8" VLAVE LESS BODY INSERT FOR DEZURIK VALVE	12-04.04-502220	2,407.98
08/18/2026	GEN	82974	INDUSTRIAL RUBBER	STEEL FITTINGS FOR CONSUMABLE INVENTORY	12-04.04-502068	182.13
08/18/2026	GEN	82974	INDUSTRIAL RUBBER	REPLACEMENT CORD FOR SUBMERSIBLE PUMP	12-04.04-502210	309.27
						491.40
08/18/2026	GEN	82975	JACKSON FORD	REPLACEMENT WATER PUMP FOR TRUCK 099-79-06	12-04.04-502050	265.00
08/18/2026	GEN	82976	KENNYS ACE HARDWARE	FITTINGS FOR EYE WASH STATION AT LOST BRIDGE	12-14.00-502068	38.57
08/18/2026	GEN	82977	KING-LAR COMPANY	009 HVAC UNIT NOT COOLING	12-04.04-503150	895.00
08/18/2026	GEN	82978	KIRBY RISK ELECTRICAL SUPPLY	DIGITAL INPUT CARD FOR BLOWER MCP WATER DAMAGE	12-07.00-502066-26I&C99	24,577.65
08/18/2026	GEN	82978	KIRBY RISK ELECTRICAL SUPPLY	DIGITAL INPUT CARD FOR BLOWER MCP WATER DAMAGE	12-07.00-502280	3,652.28
08/18/2026	GEN	82978	KIRBY RISK ELECTRICAL SUPPLY	SOFT START FAILING REPLACE WITH NEW ALLEN BRADLEY	12-07.10-502810	1,078.90
						29,308.83
08/18/2026	GEN	82979	KURENT SAFETY INC	AED BATTERIES	10-00.08-502073	932.00

08/18/2026	GEN	82980	LOWE'S HOME CENTERS INC	JOBBSITE FANS FOR PAINTER	12-14.00-502160	245.10
08/18/2026	GEN	82981	MENARDS	WINDOW REPAIR AND MULCH FOR MACERATOR MAINTENANCE	12-04.04-502063	28.44
08/18/2026	GEN	82981	MENARDS	PARTS TO REPAIR THE WEST MAN DOOR ON MAINT BUILDING	12-04.04-502065	42.93
08/18/2026	GEN	82981	MENARDS	FABRICATED NEW FRAME FOR VENT FAN AND REPLACED DAMAGED SECTIONS OF SCREEN	12-04.04-502068	295.76
08/18/2026	GEN	82981	MENARDS	WINDOW REPAIR AND MULCH FOR MACERATOR MAINTENANCE	12-04.04-502200	95.68
08/18/2026	GEN	82981	MENARDS	FABRICATED NEW FRAME FOR VENT FAN AND REPLACED DAMAGED SECTIONS OF SCREEN	12-04.04-502290	80.92
08/18/2026	GEN	82981	MENARDS	ASPHALT PATCH AND SEALANT FOR PAINTER	12-14.00-502160	172.97
08/18/2026	GEN	82981	MENARDS	TOILET & AC UNIT 10000 BTU 810-63-01 & 870-00-00 (P.O EW0728-02)	12-14.10-502810	492.77
08/18/2026	GEN	82981	MENARDS	EXPANDABLE HOSE 000-00-00 (P.O EW0811-01)	12-14.14-502150	79.99
08/18/2026	GEN	82981	MENARDS	TOOLS FOR SAMPLE TECH.	14-06.00-502840	51.51
						1,340.97
08/18/2026	GEN	82982	MORGAN DISTRIBUTING INC	BIOFLO SB AW 46 OIL FOR STOCK	12-04.04-502140	4,131.96
08/18/2026	GEN	82982	MORGAN DISTRIBUTING INC	OIL FOR THE FINAL DRIVES ON THE NIT. CLARIFIERS AFTER TANKS FLOODED FROM POWER OUTAGE.	20-00.00-600010-26CAP01	3,546.07
						7,678.03
08/18/2026	GEN	82983	MOTION INDUSTRIES INC	B36 BELTS FOR STOCK	12-04.04-502068	81.93
08/18/2026	GEN	82983	MOTION INDUSTRIES INC	RH041502 REPLACEMENT CHECK VALVE SPRINGS	12-14.10-502810	2,782.17
						2,864.10
08/18/2026	GEN	82984	NEAL TIRE & AUTO SERVICE	NEW TIRES FOR FORK LIFTS 099-79-12 & 099-79-42	12-04.04-503095	499.41
08/18/2026	GEN	82985	NEWARK ELEMENT 14	LIGHTENING PROTECTION FOR CELLULAR MODEMS	12-07.10-502810	430.58
08/18/2026	GEN	82985	NEWARK ELEMENT 14	CABLES FOR COLLECTION SYSTEMS JO06102026	25-07.09-601016-26INT02	140.00
						570.58
08/18/2026	GEN	82986	NICK COLLINS	REIMBURESEMENT FOR SAFETY SHOES	10-00.08-502074	180.24
08/18/2026	GEN	82987	NICKS PAINTS	DRYWALL PRIMER & SANDPAPER 046-00-00 (P.O EW0701-01)	12-14.00-502160	381.70
08/18/2026	GEN	82988	NRG BUSINESS MARKETING	GAS SERVICE FOR PLANT	14-05.00-503010	672.78
08/18/2026	GEN	82989	PARKS SEWER SERVICE	DEVON PORTABLE RESTROOM SPONSORSHIP	10-00.00-504070	990.00
08/18/2026	GEN	82990	PARKSON CORPORATION	REPLACEMENT PARTS FOR DRUM THICKNER 3	12-04.04-502225	8,164.11
08/18/2026	GEN	82991	PIONEER INDUSTRIAL CORP	3.5 CHESERTON SEAL & REBUILD 801-01-03 (P.O EW0715-01)	12-14.00-503130	3,410.00
08/18/2026	GEN	82991	PIONEER INDUSTRIAL CORP	3.5 CHESERTON SEAL & REBUILD 801-01-03 (P.O EW0715-01)	12-14.10-502210	6,432.75
08/18/2026	GEN	82991	PIONEER INDUSTRIAL CORP	REPLACEMENT SEALS FOR PUMPS IN 259 BUILDING	20-00.00-600010-26CAP01	5,090.00
						14,932.75
08/18/2026	GEN	82992	PLOCHER CONSTRUCTION COMPANY	24ENG99 SOUTH CLARIFIER AND AERATION GATE UPGRADES	40-00.00-200730	(11,856.60)
08/18/2026	GEN	82992	PLOCHER CONSTRUCTION COMPANY	24ENG99 SOUTH CLARIFIER AND AERATION GATE UPGRADES	40-02.04-601124-25ENG55	118,566.00
						106,709.40
08/18/2026	GEN	82993	POLYDYNE INC	POLYMER-OPERATIONS	14-05.00-502010	13,711.68
08/18/2026	GEN	82994	POWER SUPPLY OF ILLINOIS INC	REPLACEMENT FLOAT VALVE / OIL GAUGE FOR AIR COMPRESSOR	12-04.04-502068	1,361.92
08/18/2026	GEN	82994	POWER SUPPLY OF ILLINOIS INC	OIL SEPARATOR AND OIL FOR AIR COMPRESSOR IN 210 BUILDING	12-04.04-502140	850.35
						2,212.27
08/18/2026	GEN	82995	PVS CHEMICAL SOLUTIONS INC	SODIUM BISULFITE	14-05.00-502195	23,235.35
08/18/2026	GEN	82996	PVS TECHNOLOGIES	FERROUS CHLORIDE	14-05.00-502041	4,343.21

08/18/2026	GEN	82997	RADWELL INTERNATIONAL, LLC	SQUARE D BREAKER FOR I&C STOCK	12-07.00-502062	567.99
08/18/2026	GEN	82997	RADWELL INTERNATIONAL, LLC	REPLACEMENT ANALOG CARDS FOR BLOWER MASTER CONTROL PANEL	12-07.00-502066-26I&C99	3,854.88
08/18/2026	GEN	82997	RADWELL INTERNATIONAL, LLC	PLC CARDS FOR I&C STOCK	12-07.00-502250	1,359.72
						5,782.59
08/18/2026	GEN	82998	RAILROAD MANAGEMENT COMPANY	RAILROAD EASEMENT FEES	11-02.00-504170	684.86
08/18/2026	GEN	82999	ROCKFORD RIGGING	CROSBY LATCH & SELF LOCKING HOOK SS (P.O EW0723-01)	12-14.00-502068	380.82
08/18/2026	GEN	83000	SAFETY SHOE DISTRIBUTORS	REPLACEMENT ELECTRICALLY RATED SAFETY BOOTS - ALAN FERRIELL	10-00.08-502074	184.99
08/18/2026	GEN	83001	SCHIMBERG COMPANY	REPLACEMENT SS PIPE FOR GUIDE RAILS 249-03-01	12-04.04-502061	3,363.14
08/18/2026	GEN	83001	SCHIMBERG COMPANY	REPLACEMENT FITTINGS FOR HYDRANT	12-14.10-502810	102.52
						3,465.66
08/18/2026	GEN	83002	SHERWIN WILLIAMS	RUST INHIBITOR PAINT 000-00-00 (P.O JM0717-03)	12-14.00-502160	1,003.56
08/18/2026	GEN	83003	SKY'S THE LIMIT TREE SERVICE, INC	TREE REMOVAL OFF TWIN'S 60 LINE (P.O EW0730-01) 737-96-14	12-14.11-502820	8,000.00
08/18/2026	GEN	83004	SPEED LUBE	OIL CHANGE FOR VARIOUS VEHICLES	12-07.00-503095	69.95
08/18/2026	GEN	83005	SUNBELT RENTALS	JLG RENTAL	12-04.04-503120	1,445.65
08/18/2026	GEN	83006	T-MOBILE	GPS MONTHLY SERVICE FEES ON DISTRICT VEHICLES	12-04.04-503095	415.80
08/18/2026	GEN	83007	TECH ELECTRONICS	AWC FIRE ALARM ANNUAL INSPECTION	12-04.04-503093	588.00
08/18/2026	GEN	83008	TEKLAB INC	QUARTERLY WELL SAMPLE TESTING	14-03.00-503070	581.20
08/18/2026	GEN	83008	TEKLAB INC	NPDES QUARTERLY SAMPLING SENT TO TEKLAB	14-06.00-503070	3,476.30
						4,057.50
08/18/2026	GEN	83009	THORNTON WELDING SERVICE	REPAIR OF LOADOUT PUMP BRACKET - WYCKLES	12-14.00-503113	203.49
08/18/2026	GEN	83010	TOPCON SOLUTIONS INC	TOPCON - REPLACEMENT FIELD RECEIVER	25-02.04-601016-26ENG80	11,948.45
08/18/2026	GEN	83011	ULINE INC	HEAVY DUTY RECORD STORAGE RACKS FOR AWC ADMIN STORAGE AND VAULT AREAS	10-00.00-505020-25ENG31	3,359.29
08/18/2026	GEN	83012	USIC RECEIVABLES, LLC	SEWER LOCATING SERVICE FEE	11-02.00-503280	3,581.76
08/18/2026	GEN	83013	VANDEVANTER ENGINEERING CO	REPAIR OF THE GODWIN TRAILER MOUNTED PUMPER - CD150	12-04.04-503130	8,791.54
08/18/2026	GEN	83013	VANDEVANTER ENGINEERING CO	PROACTIVE REBUILD OF THE WYCKLES LOADOUT BARGE MIXER	12-14.00-503113	18,151.65
08/18/2026	GEN	83013	VANDEVANTER ENGINEERING CO	1 MONTH RENTAL - 3 DPC3000 12X12 DIESEL DRIVEN PUMPS - INCLUDING ESTIMATED SET UP AND DELIVERY COSTS	20-00.00-600010-26CAP01	147,692.00
						174,635.19
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	10-00.00-503020	291.59
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	10-00.08-503020	38.71
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	11-02.00-503020	196.56
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	12-04.04-503020	286.84
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	12-07.00-503020	199.50
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	12-14.00-503020	202.57
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	14-03.00-503020	1.78
08/18/2026	GEN	83014	VERIZON WIRELESS	CDMA CHARGES	14-05.00-503020	765.39
08/18/2026	GEN	83014	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	14-06.00-503020	57.06
						2,040.00

08/18/2026	GEN	83015	VERNON L GOEDECKE CO INC	PARTS TO REPAIR THE WEST MAN DOOR ON MAINT BLDG	12-04.04-502068	37.50
08/18/2026	GEN	83016	VILLAGE OF FORSYTH	WATER SERVICE FOR MCDONALD AVE PUMP STATION	14-05.10-503050	6.43
08/18/2026	GEN	83017	VILLAGE OF MT ZION	WATER SERVICE FOR FINLEY CREEK PUMP STATION	14-05.10-503050	38.82
08/18/2026	GEN	83018	VWR INTERNATIONAL	ALKALINE IODIDE SOLUTION	14-03.00-502100	606.77
08/18/2026	GEN	83019	WATTS COPY SYSTEMS INC	COPY MACHINE USAGE FOR ADMINISTRATION BUILDING AND ENGINEERING DEPARTMENT	10-00.00-504060	673.38
08/18/2026	GEN	83019	WATTS COPY SYSTEMS INC	COPY MACHINE USAGE FOR ADMINISTRATION BUILDING AND ENGINEERING DEPARTMENT	11-02.00-504060	213.91
						887.29
08/18/2026	GEN	83020	WM CORPORATE SERVICES, INC	REFUSE	14-05.00-503080	14,706.18
			TOTAL - GENERAL ACCOUNT	TOTAL OF 105 CHECKS		1,785,828.10
07/14/2026	S125	1670	S125 REIMBURSEMENT	FLEX PAYABLE	10-00.00-200626	1,553.00
07/25/2026	S125	1671	S125 REIMBURSEMENT	FLEX PAYABLE	10-00.00-200626	0.14
07/27/2026	S125	91(E)	FLEXIBLE BENEFIT SERVICE LLC	FLEX/HRA/COBRA ADMIN FEES	10-00.00-501050	310.95
07/29/2026	S125	92(E)	FLEXIBLE BENEFIT SERVICE LLC	FLEX/HRA/COBRA ADMIN FEES	10-00.00-501050	52.00
			TOTAL - SECTION 125 ACCOUNT	TOTAL OF 4 CHECKS		1,916.09
					TOTAL ALL CHECKS	1,787,744.19

Date	DESCRIPTION	AMOUNT	G/L ACCT-SUB-ACCT
7/21/26	Staff Apparel	\$1,212.19	10-00.00-502067
7/29/26	Staff Apparel	\$744.64	10-00.00-502067
8/4/26	Interest (was refunded 8/10 will be on next statement)	\$118.52	10-00.00-502067
		\$2,075.35	10-00.00-502067 Total
7/23/26	Monthly Postage Software Fee	\$20.99	10-00.00-504010
		\$20.99	10-00.00-504010 Total
7/20/26	Community Outreach Items	\$699.35	10-00.00-504070
7/30/26	Community Outreach Items	\$39.98	10-00.00-504070
7/30/26	Facebook Advertising	\$175.00	10-00.00-504070
		\$914.33	10-00.00-504070 Total
7/27/26	Board Supplies	\$72.74	10-00.00-504093
		\$72.74	10-00.00-504093 Total
7/16/26	PayPal Five Cities	\$200.00	10-00.00-504102
		\$200.00	10-00.00-504102 Total
7/7/26	Walmart Business Membership	\$124.00	10-00.00-504110
7/11/26	Herald & Review Renewal	\$99.00	10-00.00-504110
		\$223.00	10-00.00-504110 Total
7/27/26	BestBuy	\$349.99	10-00.00-505020-25ENG31
		\$349.99	10-00.00-505020-25ENG31 Total
7/27/26	CompanyCam Membership	\$149.00	11-02.09-503143
		\$149.00	11-02.09-503143 Total
7/17/26	Mailchimp Data Processing Software	\$13.00	12-07.09-503143
		\$13.00	12-07.09-503143 Total
7/11/26	Pump Portal Annual Subscription	\$425.00	12-07.12-502830
		\$425.00	12-07.12-502830 Total
7/31/26	Painting Supplies	\$25.98	12-14.00-502160
		\$25.98	12-14.00-502160 Total
7/7/26	Replacement Chainsaw Bar	\$94.99	12-14.14-502065
7/8/26	Credit for Exchange	-\$25.00	12-14.14-502065
		\$69.99	12-14.14-502065 Total
7/14/26	41% Glyphosate 30 Gal Drum	\$430.00	12-14.14-502150
		\$430.00	12-14.14-502150 Total
		\$4,969.37	Grand Total

POLICY MEMORANDUM

DATE: February 19, 1993

REVISED: January 14, 2025

Smoking

In compliance with the Smoke Free Illinois Act (SFIA) Public Act 103-0272

“**Smoking**” is defined as the deliberate act of inhaling and exhaling smoke or vapor from burning substances or agents regardless of the substance or ignition method.

Unless specifically permitted, smoking is **prohibited** in all District buildings, structures, and vehicles or property including pump stations, CSOs, lagoons or easements .

Illinois State Law **prohibits** smoking within 15 feet of any door, air intake, and/or window of any buildings, structures, and vehicles.

Smoking is only **permitted** in following designated areas subject to the 15-foot restriction.

- South Administration Building Parking Lot
- Water Tower Parking lot

Smoking is only **permitted** during regularly scheduled breaks and/or lunch periods

Smoking material, tobacco products and nicotine products must be disposed of in an approved receptacle.

Any employee smoking in an unauthorized area, during an unpermitted time, or disposing of smoking materials anywhere other than a receptacle designed for extinguishing and disposing of smoking waste may be subject to disciplinary action up to and including termination of employment.



POLICY MEMORANDUM

DRAFT

DATE: March 26, 1984

REVISED: April 14, 2026

Plant Visitation

Visitors are defined as anyone entering the premises of SDD who is not scheduled to work, contracted to work, or making a delivery of SDD purchased supplies or chemicals. This includes off-duty employees, retirees, family members of employees, friends of employees, vendors, tour groups and personal delivery drivers.

All vehicles for visitors are limited to the North parking lot of the Administrative Workforce Center and Lab (AWC) and are prohibited from the restricted areas of the treatment plant.

Should it be necessary for someone to bring an employee to work or pick them up from work, the driver should arrive at the premises immediately before the start of the employee's shift or after the end of the shift and remain in the visitor parking lot or AWC lobby if they arrive early.

Should it be necessary for someone to deliver something to an on-duty employee, during regular business hours the employee can meet the person in the North parking lot during a regularly scheduled break, or the item can be left with the Administrative Office Coordinator. During non-business hours the on-duty employee must meet the person at the gate when the delivery arrives.

When an employee is off duty, any visit to the premises will be limited to meeting with the employee's supervisor, HR Coordinator, Accounting Supervisor or Executive Director.

Tours for relatives or friends of employees are encouraged. However, they should be arranged and approved in advance with the employee's Department Director or the Executive Director.

All tours should be conducted during regular business hours of SDD unless approved in advance by the Department Director or the Executive Director.

All visitors let on the premises of SDD during regular business hours must sign-in and sign-out at the front desk of the AWC.

After business hours, everyone entering the premises must notify the Operator on duty when they arrive and leave and the purpose of the visit. The on-duty Operator will log the visitor information.

Visitors must be escorted by an authorized employee at all times.

Off-duty employees who are conducting legitimate Union business and AFSCME representatives with prior arrangement with the Executive Director are not considered visitors as defined above but must still abide by safety restrictions including signing in and out, parking in the North parking lot, and being escorted by an authorized employee if they are not an employee of the District.

Procurement Policy

DATE: March 10, 1988
REVISED: January 2, 2002
REVISED: April 24, 2019
REVISED: November 6, 2025
REVISED: **August 19, 2026**

Introduction

This policy establishes rules and procedures for the purchase of services, equipment, material, and supplies by the Sanitary District of Decatur and applies to all purchases regardless of how the vendor is paid.

Purchasing Authority

The Executive Director/CFO or designate will act as "Purchasing Agent" for the District. It is the responsibility of the Purchasing Agent to see that the acquisition of supplies, materials, equipment and services are accomplished legally in the most economical manner possible.

It is the responsibility of the Purchasing Agent or designee to see that proper procedures are followed in requisition, receiving, authorizing payment for and keeping records of all purchases.

The accounting department will pay for all goods and services purchased, will keep necessary records of transactions, and will assist the Executive Director, directors and/or managers in proper planning for utilization of their budgets.

Purchasing Procedures

Request purchase by completing a purchase requisition in the Purchase Order Application of ERP software. Attach supporting documentation such as quotes, item descriptions and cost summary. Enter vendor name, description/reason for purchase, quantity, price and appropriation to be charged. A requisition must be approved as follows:

- 1.) Less than \$500 verbal authorization by Supervisor Level or higher
- 2.) Over \$500 and less than \$5,000 Supervisor electronic approval required
- 3.) Over \$5,000 and less than \$20,000 Supervisor and Manager or Department Head electronic approval required
- 4.) Over \$20,000 and less than \$40,000 Supervisor, Department Head and Executive Director electronic approval required
- 5.) Over \$40,000 Board approval required

Once approved, a purchase order is created.

On arrival of goods, inspect carefully to verify that order has been filled correctly and that material is in good condition. If purchase is complete and satisfactory, sign and date receipt/invoice and deliver to accounting promptly or attach it electronically to purchase order in ERP software to authorize payment of invoices.

*** All invoices must be delivered to accounting.**

Purchasing Procedures - Dollar Restrictions

Purchase of items costing less than \$5,000 are to be completed at the direction and approval of the Supervisor, Manager or Department Head. The employee placing the order must strive to obtain the lowest cost for the specified item.

Purchases between \$5,000 and \$20,000 for a single item or a group of related items will require two (2) documented quotations with three quotes preferred and approval by the Supervisor and Manager or Department Head. Purchases shall be made based on the required quality at the lowest price.

Purchases of materials and equipment between \$20,000 and \$40,000 for a single item or a group of related items will require three (3) documented quotations and must be approved by the Department Head and Executive Director. Purchases shall be made based on quality and price.

Procurement of construction-related services between \$15,000 and \$40,000 for a single item or a group of related items will require publication of the intent to contract on the District website and automatic distribution of the specifications to all registered Approved Vendors for the construction type. Sealed quotations will be publicly opened and must be approved by the Department Head and Executive Director. Purchases shall be made based on the criteria provided in the request for quotations. Results of the sealed quotations will be provided to the Board in the monthly board report of the department responsible for supervising the project.

All documented quotes should be entered into the electronic requisition system.

Purchases of \$40,000.00 and over Subject to Competitive Bidding:

Formal Bidding for Major Purchases

Purchases that will exceed \$40,000 require board approval of the award, and the District must take formal bids. The Department Head for the department initiating the purchase will draw up specifications with the help of the Purchasing Agent and / or Engineering Department and advertise for bids in the local newspaper for one (1) day at least 14 days before the day the bids are opened.

All companies and individuals interested in bidding on the item must obtain a copy of the specifications from the online document distributor or the issuing department. The Department Head will keep records of companies that bid on District jobs.

Opening and Accepting Bids

At the time and place specified in the advertisement for bids, the designated District representative and a witness will open all sealed bids. Bids received after the specified time will not be considered and will be returned unopened. Bid openings for routine projects should be no later than the Thursday preceding the board meeting, if an award at the next board meeting is desired. The bid opening date should be earlier for projects that require extensive review of the bids. After bids are opened the Department Head will prepare a summary of the bids received, including name of vendor, product or service, and amount of bid. The summary is to be presented to the board, along with the recommendation of the staff.

Typically, the "lowest, responsive, and responsible" bidder will receive the recommendation for approval. However, if the product or performance of the low bidder has been unsatisfactory on past District projects or there are other discrepancies the department head should consult with the Executive Director and legal counsel, if needed, to help make a recommendation to the board. If the award is not recommended for the lowest bidder, the Department Head will prepare a complete statement of the reasons for placing the order elsewhere and file it with all other records relating to the transaction. The board will make final approval.

Vendors must comply with all legal requirements under which the District operates.

Exemptions from Competitive Bidding

Contracts which by their nature are not adapted to award by competitive bidding shall not be subject to the competitive bidding requirements, including, without limitation,

- contracts for the services of individuals, groups or firms possessing a high degree of professional skill where the ability or fitness of the individual or organization plays an important part. These services will be procured using the procedure outlined in the Local Government Professional Services Selection Act, if that Act applies to such services.
 - contracts for financial management services,
 - contracts for the purchase or sale of utilities,
 - contracts for materials economically procurable only from a single source of supply, including exclusive sales territories
 - contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, or services,
 - contracts for duplicating machines and supplies,
 - contracts for goods or services procured from another governmental agency,
 - purchases of equipment previously owned by an entity other than the District itself,
 - leases of real property where the District is the lessee,
 - contracts for construction of a facility or structure for the District when the facility or structure will be designed, built, and tested before being conveyed to the District,
 - contracts, including contracts for both materials and services incidental thereto, for the repair or replacement of the District's treatment plant, sewers, equipment, or facilities damaged or destroyed as the result of a sudden or unexpected occurrence, including, but not limited to, a flood, fire, tornado, earthquake, storm, or other natural or man-made disaster, if the Board of Trustees determines in writing that the awarding of those contracts without competitive bidding is reasonably necessary for the District to maintain compliance with a permit issued under the National Pollution Discharge Elimination System (NPDES) or any successor system or with any outstanding order relating to that compliance issued by the United States Environmental Protection Agency, the Illinois Environmental Protection Agency, or the Illinois Pollution Control Board
-

Purchases Over \$40,000.00 and Exempt from Competitive Bidding:

The Executive Director can issue purchase orders for items that are over \$40,000 and exempt from competitive bidding without further Board approval under the following guidelines.

1. The item was included in the Trustee approved budget for the current fiscal year,
2. The item is exempt from bidding due to sole source; cooperative purchase, procurement from another governmental agency, previous ownership by an entity other than the District itself, or declaration of a sudden or unexpected occurrence,
3. Notice of the purchase is included on the agenda at the Board of Trustee meeting as a non-voting / informational item at the first meeting following issuance.

Purchase Procedures: Annual Contracts

When advantageous to the District, items such as bulk commodities including fuel and chemicals such as chlorine, ammonia, polymers and iron salts may be contracted for on an annual basis. The per unit purchase price will be determined by the outlined bidding procedures.

Disposal of Surplus Property

The Executive Director or designee is responsible for disposing of surplus or obsolete property. Items listed as capital assets will be presented to the Board for approval as surplus property and the Board will be informed of the disposal method. Disposal will be done in the most expedient and cost-effective manner to the District and may be done through, the use of online auctions, sealed bid auctions, live auctions, direct sale or scrapping of articles depending on the available market and the remaining value of the item.

Ethical Practices

The Illinois State Officials and Employees Ethics Act (the "Act") explicitly bans all officers, members, or State employees from intentionally soliciting or accepting any gift from any prohibited source. This ban also applies to and includes a spouse and/or immediate family member living with that officer, member or District employee. See 5 ILCS 430/10-10.

However, the Act also contains a list of exceptions to the gift ban, including: Opportunities, benefits, and services that are available on the same conditions as for the general public; Anything for which the officer, member, or District employee pays the market value; Food or refreshments not exceeding \$75 per person on a single calendar day; provided that the food or refreshments are either catered or consumed on the premises from which they were purchased or prepared." Id. At 10-15(8).

District employees visiting vendors' facilities and/or installation for business purposes will do so at District expense.

Purchase Order Log

An electronic log of all purchase orders and requisitions issued will be maintained by the accounting department.

Emergency Purchases

In the event of an emergency, when the operation of the District's facilities is endangered or interrupted, normal purchasing procedures may be altered or omitted in order to resolve the emergency in compliance with Section 11 of the Sanitary District Act of 1917. Every effort must be made to obtain the approval of the Executive Director prior to purchase of anything over \$40,000. A report must be filed with the Executive Director detailing the circumstances of the emergency.

If the emergency involves more than \$40,000, the following procedures will be followed:

A full written account of the emergency, together with a requisition for the materials, supplies, labor or equipment required therefor shall be submitted immediately upon completion and shall be open to public inspection for a period of at least one year subsequent to the date of such emergency purchase. Within 30 days after the passage of the resolution or ordinance declaring an emergency affecting the public health or safety, the District shall submit to the Illinois Environmental Protection Agency the full written account of any such emergency along with a copy of the resolution or ordinance declaring the emergency, in accordance with requirements as may be provided by rule.

When a public meeting can be held:

- An Emergency meeting of the Board will be scheduled if needed.
- The staff will present the information justifying emergency action together with three informal quotes. If informal quotes are not available, the staff will explain why. Minutes of the board meeting will reflect the above information and the fact that the board considered the response to the emergency.
- The board will then, by resolution, declare an emergency and authorize the staff to contract for the services and/or materials and report back at the next board meeting.

When a public meeting cannot be held:

- The President and /or Vice-president should be consulted on the situation prior to committing to the emergency spending.
- At the next board meeting, the staff will submit its report of the factual situation, whether informal bids were sought and the basis on which services and/or materials were contracted for without prior board approval.
- Upon consideration of staff reports and its approval of the staff's actions, the board will have the minutes record sufficient information justifying its action of approving the staff's action. The approval will state the circumstances of the emergency and emergency action taken by the staff.

APPROVED VENDOR LIST PROCESS FOR PROCUREMENT OF ITEMS UNDER \$40,000

Definitions

- A "vendor" is a person or company who seeks to enter into a contract with the

District to provide

a procurement item and includes a proposer, an offeror, an approved vendor.

- An "approved vendor" is a vendor who has been approved through the process set forth in this Policy. Approved vendors may be added to an approved vendor list throughout the effective term of the list and must submit qualifications as specified in this Policy in order to be renewed as an approved vendor on the list.
- An "approved vendor list" is a list of approved vendors established through the process set forth in this Policy.

- A “disqualified vendor” is a vendor that either 1) does not meet the established requirements to become an approved vendor or 2) fails to maintain the minimum performance rating threshold established for the approved vendor list. Disqualified vendors can reapply to be approved vendors if they can demonstrate that they are now able to meet the established requirements to become an approved vendor or can demonstrate that they have corrected all items that resulted in failing to maintain the minimum performance rating required to maintain being an approved vendor.

Purposes of an Approved Vendor List

The District may use an approved vendor list established under this Policy in conjunction with all procurement not subject to bidding. Using the list and one of these processes, the District may award a contract to an approved vendor for any procurement item or type of procurement item specified in the request for statement of qualifications used to establish the list. The District may also use an approved vendor list to limit participation in any of these procurement processes to approved vendors. In addition, the District may award a contract to an approved vendor at a price based on established terms as provided for in this Policy.

The District may establish an approved vendor list either for (1) a specific, fully defined procurement item or service or (2) a future procurement item or service that is not fully and specifically defined, if the related request for statement of qualifications generally describes the procurement item or service and the type of vendor that the District seeks to provide the item. The District may not award a contract to an approved vendor for an item that is outside the scope of the general description of the procurement item or service in the related request for statement of qualifications. A vendor who is not an approved vendor is ineligible for a contract for a procurement item under the procurement identified in the related request for statement of qualifications.

General Requirements for Approved Vendor List

In order to establish an approved vendor list, the District must first complete the statement of qualifications process. If that process results in only one vendor qualifying, an approved vendor list cannot be established under that request for statement of qualifications. (However, although no approved vendor lists established, if the requirements for making an award based on a single response to a solicitation are met, the Board may make an award based on a single statement of qualifications.)

Establishing and Maintaining an Approved Vendor List

After receiving the statements of qualifications and evaluation by the Executive Management Team, the Board of Trustees or its designee shall include on an approved vendor list those vendors meeting the minimum mandatory requirements and evaluation criteria. Any vendor who does not meet those requirements shall be rejected as ineligible and not included on the approved vendor list.

Each approved vendor list established and maintained by the District shall be an open-ended list, according to the specifications and notice given in the associated request for statement of qualifications. Additional approved vendors may be added to an approved vendor list throughout the effective term of the list,

The District may establish a performance rating system to evaluate the performance of vendors on an approved vendor list if that system is described in the request for statement of qualifications used to establish the list. A rating system must include the minimum performance rating threshold that approved vendors must achieve to remain on the list and a statement that vendors who do not meet that threshold may be disqualified and removed from the list. If the District uses a performance rating system for evaluating the performance of vendors on the approved vendor list, then vendors shall be disqualified and removed from the list according to the standards and procedures identified in the associated request for statement of qualifications. If the District disqualifies a vendor on this basis, the District shall make a written finding that describes the performance rating system, identified the minimum performance rating threshold, and explains the performance rating achieved by the disqualified vendor. A copy of this written finding shall be provided to the disqualified vendor.

Process for Approved Vendors to remain on an Approved Vendor List

Once an approved vendor list is established and a vendor is added to that list, in order to remain on the list a vendor must submit an updated statement of qualifications no later than 22 months after the vendor was added to the list. If the vendor fails to timely submit the updated statement of qualifications or if the updated statement of qualifications demonstrates that the vendor no longer meets the minimum mandatory requirements or evaluation criteria of the request for statement of qualifications, the vendor shall be removed from the list.

After an approved vendor list is initially established, other vendors who wish to be added to that list must submit statements of qualifications according to the schedule stated in the request for statement of qualifications. Such statements will be evaluated and vendors meeting the minimum mandatory requirements, evaluation criteria, and applicable score thresholds of the original request and whose statement is not rejected will be added to the list.

Procedures for Fair Use of Approved Vendor Lists

Subject to any regulations which may be established by the State of Illinois, the District shall establish and implement procedures to ensure that all vendors on an Approved Vendor List have a fair and equitable opportunity to compete for a contract for a procurement item. Depending on the type of procurement item, such procedures could include a rotation system, organized alphabetically, numerically, or randomly, or other appropriate procedure.

Vendors with Exclusive Authorization or Territory from the Manufacturer

When the procurement item in question is one for which the potential vendors are within an exclusive dealership, franchise, distributorship, or other arrangement with a manufacturer which relates to the State of Illinois or a region within the State of Illinois, the following procedures apply to the establishment and use of an approved vendor list. (The Purchasing Agent or Board of Trustees may authorize exceptions to these requirements.)

No vendor within the exclusive arrangement may be excluded from the vendor list unless the District determines that the vendor is not qualified, responsive, or responsible.

Invitation to Submit Proposals and Quotes and Contract Awards

The request for statements of qualifications shall state that all vendors on the prequalified vendor list will be invited to submit proposals or quotes unless a rotation system has been established under the Procedures for Fair Use of Approved Vendor Lists in this policy.

After the prequalified vendor list has been established, the District may award a contract by obtaining proposals or quotes from all vendors on the list and taking into consideration a best value analysis that includes, as applicable:

- cost
- compatibility with existing equipment, technology, software, accessories, replacement parts, or service
- training, knowledge and experience of employees of the District and of the vendors
- past performance of vendors pertaining to the procurement item being purchased
- the costs associated with transitioning from an existing procurement item to a new procurement item
- other factors determined in writing by the Purchasing Agent or the Board of Trustees