

CHECK DISBURSEMENT REPORT FOR SANITARY DISTRICT OF DECATUR
GENERAL ACCOUNT CHECK DATE 10/15/25 - 11/18/25
\$125 ACCOUNT CHECK DATE 10/1/25 - 10/31/25

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/15/2025	GEN	81848	ASHLEY BAILEY	MILEAGE TO THE IAWA MEETING FOR ASHLEY BAILEY	14-05.60-504091	313.60
10/15/2025	GEN	81849	CITY OF DECATUR	PRIMARY PRODUCTS INGREDIENTS CITY USE FEE FOR AUGUST 2025	10-00.00-200700	352,815.46
10/15/2025	GEN	81850	ZACHARY DRUM	JURY DUTY MILEAGE	12-04.04-504091	3.60
10/22/2025	GEN	81852	CITY OF DECATUR	WATER SERVICE FOR PUMP STATIONS	14-05.10-503050	1,855.97
10/22/2025	GEN	81853	COMCAST CABLE	INTERNET SERVICE	10-00.00-503020	1,073.65
10/22/2025	GEN	81854	DIRECT ENERGY	ELECTRIC SERVICE FOR PUMP STATIONS	14-05.10-503040	2,058.97
10/22/2025	GEN	81855	FEATHERSTUN GAUMER POSTLEWAIT	GENERAL LEGAL EXPENSE	10-00.00-504200	660.00
10/22/2025	GEN	81856	T-MOBILE	GPS MONTHLY SERVICE FEES ON DISTRICT VEHICLES	12-04.04-503095	415.80
10/22/2025	GEN	81857	THE CINCINNATI INSURANCE COMPANY	ANNUAL PAYMENT FOR MANAGEMENT LIABILITY 0633980	10-00.00-504130	1,605.00
10/22/2025	GEN	81858	TRAVELERS	CRIME LIABILITY INSURANCE 0105516681 11/1/25 -11/1/26	10-00.00-100400	826.00
10/22/2025	GEN	81858	TRAVELERS	CRIME LIABILITY INSURANCE 0105516681 11/1/25 -11/1/26	10-00.00-504130	826.00
						1,652.00
10/22/2025	GEN	81859	THE CINCINNATI INSURANCE COMPANY	ANNUAL INSURANCE POLICY PAYMENT FOR TARGET MARKET AND AUTO	10-00.00-504130	43,943.00
10/29/2025	GEN	185(E)	DEARBORN LIFE INSURANCE COMPANY	LIFE INSURANCE PREMIUM	10-00.00-200625	250.75
10/29/2025	GEN	185(E)	DEARBORN LIFE INSURANCE COMPANY	LIFE INSURANCE PREMIUM	10-00.00-501050	(17.98)
						232.77
10/29/2025	GEN	81865	BLUE CROSS BLUE SHIELD OF IL	HEALTH INSURANCE PREMIUMS FOR RETIREES AND EMPLOYER PORTION	10-00.00-200608	60,047.83
10/29/2025	GEN	81865	BLUE CROSS BLUE SHIELD OF IL	HEALTH INSURANCE PREMIUMS FOR RETIREES AND EMPLOYER PORTION	10-00.00-501050	5,288.58
						65,336.41
11/05/2025	GEN	186(E)	IL ENVIRONMENTAL PROTECTION AGENCY	PRINCIPAL AND INTEREST PAYMENT FOR LOAN L17-2971 ARGENTA	50-10.00-512026	151,398.46
11/05/2025	GEN	186(E)	IL ENVIRONMENTAL PROTECTION AGENCY	PRINCIPAL AND INTEREST PAYMENT FOR LOAN L17-2971 ARGENTA	50-11.00-512026	13,799.23
						165,197.69
11/05/2025	GEN	187(E)	ILL ENVIRONMENTAL PROTECTION AGENCY	PRINCIPAL AND INTEREST FOR LOAN L17 4876 DIGESTER MIXING	50-10.00-512030	184,199.74
11/05/2025	GEN	187(E)	ILL ENVIRONMENTAL PROTECTION AGENCY	PRINCIPAL AND INTEREST FOR LOAN L17 4876 DIGESTER MIXING	50-11.00-512030	41,160.27
						225,360.01
11/18/2025	GEN	81868	AAIM	ANNUAL PAYROLL TAX & FRINGE BENEFITS UPDATE	10-00.00-504102	349.00
11/18/2025	GEN	81869	AIRWELD INC	CYLINDER RENTALS FOR LABORATORY AND MAINTENANCE DEPARTMENT	12-04.04-502068	144.79
11/18/2025	GEN	81869	AIRWELD INC	RH110701 PROPANE FOR FORK TRUCK	12-04.04-502140	56.48
11/18/2025	GEN	81869	AIRWELD INC	WELDING JACKET & PROPANE REFILL TANK 000-00-00 (P.O EW1113-01)	12-04.08-505120	92.58
11/18/2025	GEN	81869	AIRWELD INC	CYLINDER RENTALS FOR LABORATORY AND MAINTENANCE DEPARTMENT	14-03.00-502100	37.20
						331.05
11/18/2025	GEN	81870	ALTORFER INC	FAIRIES PARK GENERATOR - SERVICE CALL	12-14.10-502810	796.59
11/18/2025	GEN	81870	ALTORFER INC	MINI EXCAVATOR RENTAL 737-88-01	12-14.11-502820	1,956.00

							2,752.59
11/18/2025	GEN	81871	AMAZON CAPITAL SERVICES, INC	MAGNETIC LABEL HOLDERS FOR FILING CABINETS	10-00.00-504030	30.76	
11/18/2025	GEN	81871	AMAZON CAPITAL SERVICES, INC	WEATHERTEC FLOOR MATS FOR NEW VANS	12-04.04-502050	255.90	
11/18/2025	GEN	81871	AMAZON CAPITAL SERVICES, INC	PANEL INDICATOR LED LIGHTS - REPLACEMENT (120V AND 6V)	12-07.00-502062	55.88	
11/18/2025	GEN	81871	AMAZON CAPITAL SERVICES, INC	RH102001 JANITORIAL SUPPLIES CASE TOILET BOWL CLEANER	12-14.14-502080	379.29	
11/18/2025	GEN	81871	AMAZON CAPITAL SERVICES, INC	ADDITIONAL TECHNOLOGY ITEMS FOR NEW ADMIN WORKFORCE CENTER AND FLOOR MATS FOR NEW VANS	25-07.00-601016-25MIS01	239.42	
						961.25	
11/18/2025	GEN	81872	AMEREN IL	GAS SERVICE FOR PLANT	14-05.00-503010	1,747.22	
11/18/2025	GEN	81872	AMEREN IL	GAS SERVICE FOR GENERATOR AT ELLENDALE PUMP STATION	14-05.10-503010	23.84	
11/18/2025	GEN	81872	AMEREN IL	ELECTRIC SERVICE FOR PUMP STATIONS	14-05.10-503040	1,746.27	
						3,517.33	
11/18/2025	GEN	81873	ARCHITECTURAL EXPRESSIONS, LLP	PAYMENT FOR FINAL INSPECTION	25-04.10-601016-22COL12	160.00	
11/18/2025	GEN	81874	ARTHUR J GALLAGHER RMS	CYBER LIABILITY RENEWAL	10-00.00-100400	4,685.00	
11/18/2025	GEN	81874	ARTHUR J GALLAGHER RMS	CYBER LIABILITY RENEWAL	10-00.00-504130	4,685.00	
						9,370.00	
11/18/2025	GEN	81875	ASHLEY BAILEY	MILEAGE TO THE IAWPCO CONF FOR ASHLEY BAILEY	14-05.60-504091	159.60	
11/18/2025	GEN	81876	AUSTIN GRUBER	REIMBURSEMENT FOR MEALS AND FUEL FOR BAXTER & WOODMAN TRAINING	14-06.00-504091	37.91	
11/18/2025	GEN	81876	AUSTIN GRUBER	REIMBURSEMENT FOR MEALS AND FUEL FOR BAXTER & WOODMAN TRAINING	14-06.00-504093	17.27	
						55.18	
11/18/2025	GEN	81877	BARR & ROBISON	INSPECTION 099-79-10 AND 099-79-07	12-04.04-503095	108.00	
11/18/2025	GEN	81877	BARR & ROBISON	INSPECTION 099-79-10 AND 099-79-07	12-14.15-503095	82.00	
						190.00	
11/18/2025	GEN	81878	BEST ONE OF CENTRAL ILLINOIS	RH093001 REPLACEMENT TIRES FOR I&C VAN 099-79-98	12-04.04-502050	1,582.36	
11/18/2025	GEN	81878	BEST ONE OF CENTRAL ILLINOIS	RH102901 MOUNTING PAIR OF GATOR TIRES 099-79-34	12-04.04-503095	47.00	
						1,629.36	
11/18/2025	GEN	81879	BILDILLI CONSULTING	FEE FOR MANAGED SERVICES OF SERVERS, FIREWALLS AND MIMICAST	12-07.09-503142	1,953.00	
11/18/2025	GEN	81879	BILDILLI CONSULTING	FEE FOR MANAGED SERVICES OF SERVERS, FIREWALLS AND MIMICAST	12-07.09-503144	414.50	
						2,367.50	
11/18/2025	GEN	81880	BOBCAT OF SPRINGFIELD	SERVICE CALL TO REPAIR THE BOBCAT	12-04.04-503095	1,195.89	
11/18/2025	GEN	81881	BODINE ELECTRIC	REFURBISHING HIGH VOLTAGE RELAYS FOR THE MAIN SWITCHCGEAR	12-07.00-503091	4,840.19	
11/18/2025	GEN	81882	BRADFORD SUPPLY COMPANY	REPLACEMENT SUMP PUMP FOR THE 326 ELECTRICAL VAULT	12-04.04-502068	226.40	
11/18/2025	GEN	81882	BRADFORD SUPPLY COMPANY	STRAW WATTLE & FENCE STAKES 737-88-01 (P.O EW1014-01)	12-14.11-502820	150.61	
						377.01	
11/18/2025	GEN	81883	BRANDT	AMMONIUM NITRATE SOLUTION	14-05.00-502190	10,021.64	
11/18/2025	GEN	81884	BRIAN CASCH	JURY DUTY MILEAGE	12-14.00-504091	18.00	
11/18/2025	GEN	81885	BROWN'S TRUCK ACCESSORIES	VERTICAL TOOL BOX FOR 099-79-118	12-14.00-502050	950.00	
11/18/2025	GEN	81885	BROWN'S TRUCK ACCESSORIES	VERTICAL TOOL BOX FOR 099-79-118	12-14.00-503095	240.00	
11/18/2025	GEN	81885	BROWN'S TRUCK ACCESSORIES	MUD FLAPS 099-79-116 (P.O EW1029-02)	12-14.14-502050	196.00	
11/18/2025	GEN	81885	BROWN'S TRUCK ACCESSORIES	MUD FLAPS 099-79-116 (P.O EW1029-02)	12-14.14-503095	100.00	
						1,486.00	

11/18/2025	GEN	81886	BURDICK PLUMBING & HEATING	000-00-00 INSPECTION OF ALL THE DISTRICT BACKFLOW PREVENTERS BYU BURDICK	12-04.04-503093	2,808.00
11/18/2025	GEN	81886	BURDICK PLUMBING & HEATING	REPLACING THE POP OFF VALVE AND EXPANSION TANK FOR ADMIN BOILER AND ALSO REPAIR OTHER LEAKS FOUND	12-04.04-503150	3,617.04
11/18/2025	GEN	81886	BURDICK PLUMBING & HEATING	INSTALLATION OF NEW MAGMETER AT LOST BRIDGE PUMP STATION T&M NOT TO EXCEED	12-07.00-502260	4,375.00
						10,800.04
11/18/2025	GEN	81887	CHRISTY-FOLTZ INC	ADMINISTRATIVE WORKFORCE CENTER CONSTRUCTION	30-00.00-200730	(19,248.50)
11/18/2025	GEN	81887	CHRISTY-FOLTZ INC	ADMINISTRATIVE WORKFORCE CENTER CONSTRUCTION	30-02.04-605020-23ENG31	1,318,783.70
						1,299,535.20
11/18/2025	GEN	81888	CINTAS	UNIFORM RENTAL FOR I&C SHOP	12-07.08-503072	398.24
11/18/2025	GEN	81889	CITY OF DECATUR	PARKS PROPERTIES MOM'S PLACE CITY USER FEE 4345 W MAIN ST 8/29 - 9/26/25	10-00.00-200700	302,046.30
11/18/2025	GEN	81889	CITY OF DECATUR	USER CHARGE BILLING SERVICE FEES	10-00.00-504231	31,518.54
11/18/2025	GEN	81889	CITY OF DECATUR	LOCAL MOTOR FUEL TAX	12-04.04-502140	25.54
11/18/2025	GEN	81889	CITY OF DECATUR	OVERHEAD BACKUP PREVENTION FOR 1065 N DUNHAM ST	12-14.11-502820	3,612.50
						337,202.88
11/18/2025	GEN	81890	CITY OF DECATUR	WATER SERVICE FOR PLANT	14-05.00-503050	3,350.11
11/18/2025	GEN	81890	CITY OF DECATUR	WATER SERVICE FOR PUMP STATIONS	14-05.10-503050	56.17
						3,406.28
11/18/2025	GEN	81891	CLARK DIETZ	NEUROS BLOWER INSTALLATION PLAN SHEETS	40-02.04-601132-25ENG22	4,395.00
11/18/2025	GEN	81891	CLARK DIETZ	GIS INTERCEPTOR REHAB	55-14.25-614215-24ENG06	2,175.00
						6,570.00
11/18/2025	GEN	81892	CLEARFLY COMMUNICATIONS	PHONE SERVICE FOR ALL INCOMING LINES INCLUDING FRONT GATE	10-00.00-503020	61.50
11/18/2025	GEN	81893	CLOW CONTROLS & SERVICE	AHU #5 REPAIR	12-04.04-503150	450.00
11/18/2025	GEN	81894	COLE-PARMER INSTRUMENT CO	CABLE FOR FIELD PH METER	14-03.00-502100	2,032.31
11/18/2025	GEN	81895	CONNOR COMPANY	RH100701 REPLACEMENT CONTROL VALVE FOR 059-75-01 HEATER	12-04.04-502068	226.23
11/18/2025	GEN	81895	CONNOR COMPANY	REPLACEMENT CLOSET KITS FOR FOR SLOAN FLUSH VALVES ON TOILETS	12-04.04-502270	575.81
						802.04
11/18/2025	GEN	81896	CULLIGAN WATER OF DECATUR	DRINKING WATER FOR ADMINISTRATION AND I&C SHOP	10-00.00-503050	84.25
11/18/2025	GEN	81897	DCC MARKETING, LLC	PROFESSIONAL SERVICES - COMMUNITY OUTREACH	60-02.00-503280	8,200.00
11/18/2025	GEN	81898	DIRECT ENERGY	ELECTRIC SERVICE FOR PLANT	14-05.00-503040	92,155.58
11/18/2025	GEN	81898	DIRECT ENERGY	ELECTRIC SERVICE FOR PUMP STATIONS	14-05.10-503040	6,888.35
						99,043.93
11/18/2025	GEN	81899	DONNELLY AUTOMOTIVE MACHINE	RH102102 TOOLROOM SUPPLIES BRAKE CLEAN AND ANTI-FREEZE	12-04.04-502050	79.72
11/18/2025	GEN	81899	DONNELLY AUTOMOTIVE MACHINE	BATTERIES 099-79-10 (P.O EW1030-01)	12-14.14-502050	559.14
						638.86
11/18/2025	GEN	81900	DRAKE-SCRUGGS EQUIPMENT INC	SAFETY TRUCK SERVICE CALL / ROPE REPLACEMENT	12-04.04-503095	2,593.05
11/18/2025	GEN	81901	DYNAGRAPHICS	#10 SELF SEAL WINDOW ENVELOPES	10-00.00-504060	744.03
11/18/2025	GEN	81901	DYNAGRAPHICS	DOOR AND REAR LOGO INSTALL - 099-79-127 AND 099-79-128 FORD TRANSIT CARGO VANS	10-00.00-504070	609.98
						1,354.01
11/18/2025	GEN	81902	ECHO ELECTRIC	GFCI RECEPTACLES	12-07.00-502062	1,608.13
11/18/2025	GEN	81902	ECHO ELECTRIC	WIRE FOR REPAIRING DEWATERING WELL MAIN POWER FEED	12-07.00-502065	20.97
11/18/2025	GEN	81902	ECHO ELECTRIC	THHN WIRE FOR LIGHTING AT WYCKLES FACILITY	12-07.00-502280	889.79

							2,518.89
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504010	20.99	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504030	163.84	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504070	(4.83)	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504093	349.08	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-504102	400.00	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	10-00.00-505020-25ENG31	7,211.61	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	11-02.00-504102	18.00	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	11-02.00-504110	373.39	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-04.04-502050	1,956.37	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-04.04-502068	68.53	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-07.00-503095	189.68	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-07.00-504092	907.12	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	12-14.14-502069	79.96	
11/18/2025	GEN	81903	ELAN FINANCIAL SERVICES	SEE ATTACHED FOR VARIOUS ITEMS LIST	14-06.00-504092	158.81	
							11,892.55
11/18/2025	GEN	81904	EVERGREEN FS	FUEL FOR DISTRICT VEHICLES AND WYCKLES LAND APPLICATION	12-04.04-502140	6,826.62	
11/18/2025	GEN	81904	EVERGREEN FS	FUEL FOR DISTRICT VEHICLES AND WYCKLES LAND APPLICATION	14-05.00-502140	40,840.19	
							47,666.81
11/18/2025	GEN	81905	FEATHERSTUN GAUMER POSTLEWAIT	GENERAL LEGAL EXPENSE	10-00.00-504200	740.00	
11/18/2025	GEN	81906	FUSION LLC	MICROSOFT TEAMS MONTHLY CHARGE	10-00.00-503020	946.60	
11/18/2025	GEN	81906	FUSION LLC	REISSUE OF CHECK 81784 - NEW MICROSOFT TEAMS PHONE SYSTEM FOR NEW ADMINISTRATIVE WORKFORCE CENTER	10-00.00-505020-23ENG31	11,298.00	
11/18/2025	GEN	81906	FUSION LLC	REISSUE OF CHECK 81784 - NEW MICROSOFT TEAMS PHONE SYSTEM FOR NEW ADMINISTRATIVE WORKFORCE CENTER	12-00.00-100400	919.62	
11/18/2025	GEN	81906	FUSION LLC	REISSUE OF CHECK 81784 - NEW MICROSOFT TEAMS PHONE SYSTEM FOR NEW ADMINISTRATIVE WORKFORCE CENTER	12-07.09-503142	2,758.86	
							15,923.08
11/18/2025	GEN	81907	GARLAND DBS INC	ADMIN WORKFORCE CENTER ROOFING MATERIALS	10-00.00-505020-23ENG31	34,960.92	
11/18/2025	GEN	81908	GARVER FEEDS	50# OATS GRASS SEED 737-88-01 (P.O EW1014-02)	12-14.11-502820	29.30	
11/18/2025	GEN	81909	GJ BUILDERS HARDWARE	FULL DOOR HINGE TO REPLACE OLD HINGES ON DOOR THAT BROKE.	12-04.04-502290	238.75	
11/18/2025	GEN	81910	GPE CONTROLS	REPLACEMENT ADT FOR THE 106 PIT ON NORTHSIDE OF DIGESTER IN ROAD	12-04.04-502240	4,778.32	
11/18/2025	GEN	81911	GRAINGER	A MAGNET TO REMOVE PRV IN CLARIFIER 255 AND ADHESIVE TO INSTALL NEW GASKETS	12-04.04-502065	199.12	
11/18/2025	GEN	81911	GRAINGER	A MAGNET TO REMOVE PRV IN CLARIFIER 255 AND ADHESIVE TO INSTALL NEW GASKETS	12-04.04-502068	586.67	
11/18/2025	GEN	81911	GRAINGER	AIR PROVING SWITCHES FOR HEAT EXCHANGERS	12-07.00-502062	2,754.36	
11/18/2025	GEN	81911	GRAINGER	RH102003 TOOLROOM SUPPLIES BATTERIES, TOILET PAPER AND AIR FILTERS	12-14.14-502080	308.56	
11/18/2025	GEN	81911	GRAINGER	NITRILE GLOVES	14-03.00-502100	564.35	
							4,413.06
11/18/2025	GEN	81912	HACH COMPANY	GLASS SAMPLE CELLS	14-03.00-502100	1,386.88	
11/18/2025	GEN	81913	HAWKINS, INC	SODIUM HYPOCHLORITE	14-05.00-502190	38,884.38	
11/18/2025	GEN	81914	HD SUPPLY FORMERLY HOME DEPOT PRO	RH100704 JANITORIAL SUPPLIES ENMOTION ROLL TOWELS	12-14.14-502080	237.51	
11/18/2025	GEN	81915	HEPLERBROOM	ENVIRONMENTAL LEGAL SERVICES	60-00.00-504200	4,712.50	
11/18/2025	GEN	81915	HEPLERBROOM	ENVIRONMENTAL LEGAL SERVICES	60-05.00-503280-22CMP12	73.00	
							4,785.50
11/18/2025	GEN	81916	HODELS	REPLACEMENT BELT TENSIONER BOLT FOR THE NUHN LAGOON CRAWLER	12-14.00-503113	52.38	

11/18/2025	GEN	81917	HUFF LUMBER	6X6X8 TREATED LUMBER 500-00-00 (P.O EW1106-01)	12-14.10-502810	34.26
11/18/2025	GEN	81918	HYSPECO	SS VALVE 840-95-01 (P.O EW1007-01)	12-14.10-502810	110.78
11/18/2025	GEN	81919	IGFOA	MEMBERSHIP RENEWAL 2025 FOR K. CARSTENS & K. NEWTON	10-00.00-504110	600.00
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	10-00.00-501080	77.03
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	10-00.08-501080	69.32
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	11-02.00-501080	231.07
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-04.04-501080	1,925.61
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-07.00-501080	847.27
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-07.09-501080	23.11
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-14.00-501080	1,001.32
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	12-14.14-501080	354.32
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	14-03.00-501080	338.91
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	14-05.00-501080	1,270.91
11/18/2025	GEN	81920	ILLINOIS PUBLIC RISK FUND	WORKERS' COMPENSATION INSURANCE	14-06.00-501080	100.13

						6,239.00
11/18/2025	GEN	81921	IMCO UTILITY SUPPLY	NEW HYDRANT TO REPLACE BROKEN ONE UNDER WATER TOWER	12-04.04-502220	6,487.00
11/18/2025	GEN	81922	INDUSTRIAL RUBBER	O-RINGS 812-39-02 (P.O EW1008-01)	12-14.10-502810	8.21
11/18/2025	GEN	81922	INDUSTRIAL RUBBER	MALE TO MALE CAMLOCK ADAPTER FOR 6" LAY FLAT HOSE NEEDED TO PUMP AT WYCKLES	12-14.15-502068	219.68
11/18/2025	GEN	81922	INDUSTRIAL RUBBER	HOSE AND CAMLOCKS FITTINGS FOR THE GROUNDWATER WELL NORTHEAST SIDE OF CLARIFIER 247	40-02.04-601124-24ENG46	865.72

						1,093.61
11/18/2025	GEN	81923	INORGANIC VENTURES	REAGENTS FOR AQ2 ANALYZER	14-03.00-502100	205.57
11/18/2025	GEN	81924	JMS SAFETY	FIRST AID CABINET SUPPLIES	10-00.08-502073	104.00
11/18/2025	GEN	81925	JWC ENVIRONMENTAL	NEW GRINDER FOR THE 207 PRIMARY TANK IN THE 210 BASEMENT	12-04.04-502200	17,446.39
11/18/2025	GEN	81926	KELLY CARSTENS	TABLECLOTHS, NAPKINS, AND PLATES FOR THE THANKSGIVING LUNCHEON	10-00.00-504030	110.10
11/18/2025	GEN	81927	KIRBY RISK ELECTRICAL SUPPLY	LUBRICATION PACKS FOR RDTS	12-04.04-502140	1,757.75
11/18/2025	GEN	81927	KIRBY RISK ELECTRICAL SUPPLY	RESTOCKING I&C PARTS CRIB	12-07.00-502062	197.93
11/18/2025	GEN	81927	KIRBY RISK ELECTRICAL SUPPLY	RESTOCKING I&C PARTS CRIB	12-07.00-502280	611.16

						2,566.84
11/18/2025	GEN	81928	KURENT SAFETY INC	RH102101 TOOLROOM AND PERSONAL SUPPLIES GLOVES,HIP BOOTS AND IVY CONTACT SOLUTION	12-04.04-502067	769.09
11/18/2025	GEN	81929	LAUTERBACH & AMEN LLP	AUDIT FOR FISCAL YEAR 2024-25	10-00.00-504210	2,000.00
11/18/2025	GEN	81930	LAWSON PRODUCTS	RH102302 TOOLROOM SUPPLIES CABLE TIES AND SANDING DISC KIT	12-04.04-502068	290.52
11/18/2025	GEN	81931	LOWE'S HOME CENTERS INC	HOSE REEL, DOOR LOCK, KEYS MADE 000-00-00 (EW1009-02)	12-14.00-502160	40.40
11/18/2025	GEN	81932	M J KELLNER	RH080502 WASHING MACHINE SOAP	12-14.14-502080	111.98
11/18/2025	GEN	81933	MACON COUNTY RECORDER	EASEMENT RECORDING FEES EASTSIDE INTERCEPTOR	28-02.00-504190	53.00
11/18/2025	GEN	81934	MCMASTER-CARR SUPPLY COMPANY	RH110401 RUBBER GATE P-SEAL FOR IN TOWN	12-04.04-502068	77.33
11/18/2025	GEN	81934	MCMASTER-CARR SUPPLY COMPANY	CHAIN AND CONNECTORS FOR GROUNDWATER PUMP	40-02.04-601124-24ENG46	356.73

						434.06

11/18/2025	GEN	81935	MENARDS	2" REPAIR KIT & BETTER THAN WAX RING 525-00-00 (P.O EW1104-02)	12-14.10-502810	59.36
11/18/2025	GEN	81935	MENARDS	BRUSHES & CLOTHES 000-00-00 (P.O EW1030-04)	12-14.14-502080	22.95
11/18/2025	GEN	81935	MENARDS	REBAR & LEAFBAGS 802-00-00 (P.O EW1024-02)	12-14.14-502150	207.69
11/18/2025	GEN	81935	MENARDS	BATTERIES FOR TEMPERATURE PROBE	14-03.00-502100	7.29
						297.29
11/18/2025	GEN	81936	METRO-AG WASTE INJECTION SYSTEMS	LAND APPLICATION - CONTRACT TO HAUL SLUDGE 2025	10-00.00-200720	(61,522.13)
11/18/2025	GEN	81936	METRO-AG WASTE INJECTION SYSTEMS	LAND APPLICATION - CONTRACT TO HAUL SLUDGE 2025	14-05.00-503111	1,230,442.39
						1,168,920.26
11/18/2025	GEN	81937	MORGAN DISTRIBUTING INC	RH102202 TOOLROOM SUPPLIES SHC POLYREX 462 GREASE	12-04.04-502140	1,992.20
11/18/2025	GEN	81938	MOTION INDUSTRIES INC	V BELTS 099-79-16 (P.O EW1031-01)	12-14.00-502050	121.14
11/18/2025	GEN	81938	MOTION INDUSTRIES INC	SPLIT COLLAR & JOINT SEALANT 812-39-02 (P.O EW1015-01)	12-14.10-502810	317.92
						439.06
11/18/2025	GEN	81939	NICKS PAINTS	DEWALT BATTERY POWER SANDER 000-00-00 (P.O EW1103-02)	12-14.00-502160	435.00
11/18/2025	GEN	81940	NOKOMIS QUARRY COMPANY	RR3 ROCK 737-88-01 (P.O EW1009-04)	12-14.11-502820	4,892.67
11/18/2025	GEN	81941	NRG BUSINESS MARKETING	GAS SERVICE FOR PLANT	14-05.00-503010	1,722.69
11/18/2025	GEN	81942	PLOCHER CONSTRUCTION COMPANY	24ENG99 SOUTH CLARIFIER AND AERATION GATE UPGRADES	40-00.00-200730	(26,269.00)
11/18/2025	GEN	81942	PLOCHER CONSTRUCTION COMPANY	24ENG99 SOUTH CLARIFIER AND AERATION GATE UPGRADES	40-02.04-601132-21ENG19	262,690.00
						236,421.00
11/18/2025	GEN	81943	POLYDYNE INC	POLYMER-OPERATIONS	14-05.00-502010	13,330.80
11/18/2025	GEN	81944	POWER SUPPLY OF ILLINOIS INC	STOCK OIL FOR 210 COMPRESSOR	12-04.04-502140	1,741.18
11/18/2025	GEN	81945	PTC SELECT	FORTINET 248-POE, TRPLITE 6U LOW PRO WALL MOUNT WITH PANEL	12-07.09-503142	2,490.00
11/18/2025	GEN	81945	PTC SELECT	FORTINET 248-POE, TRPLITE 6U LOW PRO WALL MOUNT WITH PANEL	25-07.00-601016-25MIS01	5,072.00
						7,562.00
11/18/2025	GEN	81946	PVS CHEMICAL SOLUTIONS INC	SODIUM BISULFITE	14-05.00-502195	13,516.27
11/18/2025	GEN	81947	PVS TECHNOLOGIES	FERROUS CHLORIDE	14-05.00-502041	3,979.26
11/18/2025	GEN	81948	REXX BATTERY CO	CRANE BATTERY 099-79-101 (P.O EW1027-01)	12-14.00-502050	109.95
11/18/2025	GEN	81949	RJN GROUP	FORCE MAIN INSPECTION - LARKDALE AND DAMON SOUTH	41-02.11-601315-25ENG18	18,922.18
11/18/2025	GEN	81950	SCHIMBERG COMPANY	FITTINGS AND PIPE TO REPAIR NATRUAL GAS LINE IN THE BASMENT OF 017 BUILDING	12-04.04-502061	128.48
11/18/2025	GEN	81950	SCHIMBERG COMPANY	RH102301 TOORLROOM SUPPLIES PVC GLUE AND CLEANER	12-04.04-502270	711.06
						839.54
11/18/2025	GEN	81951	SHERWIN WILLIAMS	BUCKETS,GLOVES,RAGS, BRUSHES & CAULK GUN 000-00-00 (P.O EW1029-04)	12-14.00-502160	1,079.63
11/18/2025	GEN	81952	SKS ENGINEERS LLC	SPECIAL INPSECTIONS	30-02.04-605020-23ENG31	97.50
11/18/2025	GEN	81953	SLOAN IMPLEMENT COMPANY INC	RH110602 TOOLROOM SUPPLIES REPLACEMENT MOWER DECK DRIVE BELT	12-14.14-502069	101.33
11/18/2025	GEN	81954	SOUTH SIDE CONTROL SUPPLY CO	RH100602 HEATER REPLACEMENT PILOT AND THERMOCOUPLE	12-04.04-502068	109.94
11/18/2025	GEN	81955	SPEED LUBE	OIL CHANGE FOR VARIOUS VEHICLES	10-00.00-503095	62.45
11/18/2025	GEN	81955	SPEED LUBE	OIL CHANGE ON DISTRICT VEHICLE	12-04.04-503095	191.15

11/18/2025	GEN	81955	SPEED LUBE	OIL CHANGE FOR VARIOUS VEHICLES	12-14.00-503095	88.95 ----- 342.55
11/18/2025	GEN	81956	SPEED LUBE	OIL CHANGE ON VARIOUS VEHICLES	12-14.14-503095	70.95
11/18/2025	GEN	81957	STRIGLOS OFFICE EQUIPMENT	PENS FOR ASHLEY & CLOSET; CUSTOM STAMP; INK BOTTLE	10-00.00-504030	231.93
11/18/2025	GEN	81957	STRIGLOS OFFICE EQUIPMENT	2026 CALENDARS FOR DEPARTMENTS	11-02.00-504030	119.68
11/18/2025	GEN	81957	STRIGLOS OFFICE EQUIPMENT	2026 CALENDARS FOR DEPARTMENTS	12-04.04-504030	154.14
11/18/2025	GEN	81957	STRIGLOS OFFICE EQUIPMENT	2026 CALENDARS FOR DEPARTMENTS	12-07.00-504030	8.32
11/18/2025	GEN	81957	STRIGLOS OFFICE EQUIPMENT	2026 CALENDARS FOR DEPARTMENTS	14-03.00-504030	58.48
11/18/2025	GEN	81957	STRIGLOS OFFICE EQUIPMENT	PENS FOR ASHLEY & CLOSET; CUSTOM STAMP; INK BOTTLE	14-05.00-504030	101.48
11/18/2025	GEN	81957	STRIGLOS OFFICE EQUIPMENT	2026 CALENDARS FOR DEPARTMENTS	14-06.00-504030	61.80 ----- 735.83
11/18/2025	GEN	81958	SUNBELT RENTALS	JLG RENTAL	12-04.04-503120	1,445.65
11/18/2025	GEN	81959	T-MOBILE	GPS MONTHLY SERVICE FEES ON DISTRICT VEHICLES	12-04.04-503095	415.80
11/18/2025	GEN	81960	TEKLAB INC	QUARTERLY WELL SAMPLE TESTING	14-03.00-503070	464.80
11/18/2025	GEN	81960	TEKLAB INC	LAND APPLICATION SLUDGE MERCURY ANALYSIS	14-06.00-503070	4,998.30 ----- 5,463.10
11/18/2025	GEN	81961	THOMAS SCIENTIFIC	CRUCIBLES	14-03.00-502100	435.88
11/18/2025	GEN	81962	TIMECLOCK PLUS	ANNUAL EMPLOYEE LICENSE FEE	12-07.00-100400	1,640.65
11/18/2025	GEN	81962	TIMECLOCK PLUS	ANNUAL EMPLOYEE LICENSE FEE	12-07.09-503142	1,171.90 ----- 2,812.55
11/18/2025	GEN	81963	TRUMP PRINTING, INC	WASTEWATER HAULERS MANIFESTS EQUIPMENT #52051-56050	14-06.00-502840	1,900.00
11/18/2025	GEN	81964	TUSCOLA STONE COMPANY	RIP RAP RR3 737-88-01 (P.O EW1009-01)	12-14.11-502820	2,330.45
11/18/2025	GEN	81965	USABLUEBOOK	RH101001 ALUM CURB MARKER	12-04.04-502068	26.18
11/18/2025	GEN	81965	USABLUEBOOK	INJECTION QUILL FOR FERROUS GOING INTO SLUDGE LINE	12-04.04-502220	1,189.42 ----- 1,215.60
11/18/2025	GEN	81966	USIC RECEIVABLES, LLC	SEWER LOCATING SERVICE FEE	11-02.00-503280	3,765.84
11/18/2025	GEN	81967	VANDEVANter ENGINEERING CO	CABLE REPLACEMENT FOR CLARIFIER / STRUCTURE DEWATERING PUMP	12-04.04-502210	5,588.98
11/18/2025	GEN	81967	VANDEVANter ENGINEERING CO	REPLACEMENT PEROXIDE CHEMICAL PUMPS - 2.5GPH	12-14.10-502810	3,547.38
11/18/2025	GEN	81967	VANDEVANter ENGINEERING CO	FULL REBUILD - 7TH WARD FOUL SEWER PUMP #1	12-14.12-502210	32,308.71
11/18/2025	GEN	81967	VANDEVANter ENGINEERING CO	FULL REBUILD - 7TH WARD FOUL SEWER PUMP #2	41-04.10-601314-25COL04	31,548.92 ----- 72,993.99
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	10-00.00-503020	214.25
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	10-00.08-503020	38.32
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	11-02.00-503020	490.07
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	12-04.04-503020	322.14
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	12-07.00-503020	296.62
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	12-14.00-503020	322.83
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	14-03.00-503020	1.78
11/18/2025	GEN	81968	VERIZON WIRELESS	CDMA CHARGES	14-05.00-503020	820.93
11/18/2025	GEN	81968	VERIZON WIRELESS	IPAD & CELL PHONE SERVICE FOR DISTRICT EMPLOYEES	14-06.00-503020	74.23 ----- 2,581.17
11/18/2025	GEN	81969	VILLAGE OF FORSYTH	WATER SERVICE FOR MCDONALD AVE PUMP STATION	14-05.10-503050	5.85

11/18/2025	GEN	81970	VILLAGE OF MT ZION	WATER SERVICE FOR FINLEY CREEK PUMP STATION	14-05.10-503050	37.69
11/18/2025	GEN	81971	VOLKERT INC	TEMPORARY EASEMENT NEGOTIATION	55-14.25-614215-24ENG06	11,676.00
11/18/2025	GEN	81972	WATTS COPY SYSTEMS INC	COPY MACHINE USAGE FOR ADMINISTRATION BUILDING AND ENGINEERING DEPARTMENT	10-00.00-504060	399.02
11/18/2025	GEN	81972	WATTS COPY SYSTEMS INC	COPY MACHINE USAGE FOR ADMINISTRATION BUILDING AND ENGINEERING DEPARTMENT	11-02.00-504060	98.20
						497.22
11/18/2025	GEN	81973	WM CORPORATE SERVICES, INC	REFUSE	14-05.00-503080	4,986.68
TOTAL - GENERAL ACCOUNT				TOTAL OF 121 CHECKS		4,472,905.59
10/04/2025	S125	1631	BRUCE, SAMUEL D	FLEX PAYABLE	10-00.00-200626	265.74
10/04/2025	S125	1632	DAVID CUNNINGHAM	HEALTH - MEDICAL - LIFE	10-00.00-501050	866.80
10/14/2025	S125	1633	MATTHEW MCELROY	HEALTH - MEDICAL - LIFE	10-00.00-501050	114.18
10/25/2025	S125	1634	EDISON COLE	HEALTH - MEDICAL - LIFE	10-00.00-501050	1,489.09
10/25/2025	S125	1635	ROBERT TAYLOR	FLEX PAYABLE	10-00.00-200626	132.92
10/27/2025	S125	76(E)	FLEXIBLE BENEFIT SERVICE LLC	FLEX/HRA/COBRA ADMIN FEES	10-00.00-501050	372.83
TOTAL - SECTION 125 ACCOUNT				TOTAL OF 6 CHECKS		3,241.56
TOTAL ALL CHECKS						4,476,147.15

Date	DESCRIPTION	AMOUNT	G/L ACCT-SUB-ACCT
10/22/25	Google AD Credit	-\$4.83	10-00.00-504070
		-\$4.83	10-00.00-504070 Total
10/2/25	Copy Paper	\$163.84	10-00.00-504030
		\$163.84	10-00.00-504030 Total
10/16/25	IGFOA Conf. K Newton	\$400.00	10-00.00-504102
		\$400.00	10-00.00-504102 Total
10/23/25	Monthly Postage Software Fee	\$20.99	10-00.00-504010
		\$20.99	10-00.00-504010 Total
10/29/25	Lodging for A. Gruber	\$158.81	14-06.00-504092
		\$158.81	14-06.00-504092 Total
10/30/25	Thanksgiving Employee Luncheon	\$349.08	10-00.00-504093
		\$349.08	10-00.00-504093 Total
10/28/25	Bait Station Rat 15 pack	\$79.96	12-14.14-502069
		\$79.96	12-14.14-502069 Total
10/31/25	2009 Ford ACM	\$189.68	12-07.00-503095
		\$189.68	12-07.00-503095 Total
10/14/25	AWC Furniture	\$7,211.61	10-00.00-505020-25ENG31
		\$7,211.61	10-00.00-505020-25ENG31 Total
10/17/25	PDH Online Courses	\$18.00	11-02.00-504102
		\$18.00	11-02.00-504102 Total
10/24/25	IDFPR Membership Renewal for D Miller	\$127.81	11-02.00-504110
10/24/25	ESRI Online Viewer Subscription for E Hoover	\$96.58	11-02.00-504110
10/27/25	CompanyCam Membership	\$149.00	11-02.00-504110
		\$373.39	11-02.00-504110 Total
10/7/25	Dura Pull Tarp	\$1,956.37	12-04.04-502050
		\$1,956.37	12-04.04-502050 Total
10/10/25	Battery Lipo	\$68.53	12-04.04-502068
		\$68.53	12-04.04-502068 Total
10/16/25	Lodging for T Gillen & P Owens	\$907.12	12-07.00-504092
		\$907.12	12-07.00-504092 Total
		\$11,892.55	Grand Total

**SANITARY DISTRICT OF DECATUR
RESOLUTION – R2025-04**

RESOLUTION APPROVING AND DETERMINING THE NEED FOR CONFIDENTIALITY OF MINUTES OF CLOSED MEETINGS

WHEREAS, The Sanitary District of Decatur holds closed session meetings and the Open Meetings Act requires a periodical, but no less than semi-annual, review of the minutes of all closed meetings.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Sanitary District of Decatur declares that the minutes of those closed meetings conducted on the dates shown on Exhibit A hereto no longer require confidential treatment and are hereby made available for public inspection on and after the effective date hereof.

BE IT FURTHER RESOLVED, That the Board of Trustees hereby determines that the minutes of those closed meetings conducted on the dates shown on Exhibit B hereto continue to require confidential treatment and shall not be made public without additional board approval.

BE IT FURTHER RESOLVED, That pursuant to Section 2.06 (c) (1) of the Open Meetings Act, the Executive Director is authorized to destroy the verbatim records of all Closed Meetings listed in Exhibit A eighteen (18) months after the completion of the meeting, as this Board has approved written Minutes of all such meetings.

PASSED AND APPROVED by a duly constituted quorum of the Sanitary District Trustees this 19th day of November 2025.

IN WITNESS THERETO:

Dan Smallwood, President

Exhibit A
(Minutes to be Released)

Exhibit B
(Minutes NOT to be Released)

10/20/2010, 11/17/2010, 12/15/2010, 3/19/2014, 6/16/15, 7/15/15, 10/21/15,
11/15/17, 2/28/18, 7/18/18, 9/26/18, 10/17/18, 4/24/19, 11/20/19, 5/26/21, 11/16/22,
7/17/24, 2/19/25 and 8/20/25

Procurement Policy

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

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:

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.

Bidders with a record of unsatisfactory services or products or who have been involved with legal disputes with the District will be advised that they have been removed from the District's approved bidder lists.

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,
- 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

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 as soon as possible. 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:

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