

MINUTES OF THE REGULAR MEETING

Wednesday, November 19, 2025

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session Wednesday November 19, 2025, at 5:32 pm at the District's Office, 501 Dipper Lane. Present for the board meeting were board members Dan Smallwood, Phil Cochran, Rob Jacobsen, Megan Baskerville, and Steve Horve. Staff present at the meeting were Kent Newton, Executive Director/CFO; Don Miller, Director of Engineering; J.D. Malone, Director of Maintenance; Ashley Bailey, Director of Compliance and Innovation; Hailey Beals, Administrative Office Coordinator and Patrick Sullivan, General Counsel for the District. The audience included Todd Archer of Black & Veatch (electronically), and staff members Brian Casch, and John Mitsdarffer.

Mr. Smallwood called the meeting to order and led the Pledge of Allegiance.

There were no comments from the public.

13403 Mr. Jacobsen moved that the items on the Consent Agenda including Minutes of the Regular Meeting of October 15, 2025; Payroll and Checks including travel expense reimbursements as submitted; Pretreatment Permit for ADM Railcar Repair; Resolution R25-04 review of Closed Session Minutes; Resolution R25-05 Credit Card Service and Purchasing Policy 2025 Update be approved; and that the President, Clerk, and Executive Director be authorized and directed to take all actions required to execute the items on the consent agenda. Motion seconded by Ms. Baskerville. Mr. Newton elaborated that the Procurement policy was updated to reflect inflation and how our electronic requisition system functions. The first draft was not sent to Mr. Sullivan for a specific review because we weren't changing the substance of the policy but he did review the draft in the packet and suggested changes that were incorporated in the final draft. Furthermore, the Banking Resolution establishes Busey Bank's version of procurement cards to replace the District credit cards. Procurement cards have much tighter controls and will allow the District to close many "house accounts" that are susceptible to fraud. **Trustee Smallwood, Cochran, Jacobsen, Baskerville and Horve voted Aye, and the motion passed.**

Mr. Newton reviewed the Executive Director's Report that was included in the packet. Mr. Newton informed the Board that the tax levy has been reduced from the original projection and is now increasing by just under 2%. Taxes for a \$92,200 home are now \$77.10, reflecting a reduction of \$2.64 from last year. However, due to the recent reassessment of housing prices, some residents may see an increase in their taxes. Mr. Newton expressed his appreciation to Mr. Smallwood and Mr. Cochran for attending the annual staff Thanksgiving Luncheon, and thanked the entire Board for their continued support of the event. He also recognized and thanked Kelly, Christina, Hailey, and Ashley for their efforts in organizing the luncheon. The food was provided by CM Catering, the new venture by Coney McKane's. Mr. Newton noted that the efficiency, presentation, and quality of the food were excellent. The project budget for the Administrative Workforce Center was included in the board packet. The budget was initially increased after bids were received in 2024 to accommodate large contingencies. As those items have now been finalized, the budget has been reduced to the original amount of \$18 million, with at least \$500,000 additionally expected to be reimbursed through tax rebates.

Mr. Miller presented the Engineering Report that was included in the packet. With regard to the Administrative Workforce Center, there have been ongoing issues with the flooring. Initially, an incorrect quantity was ordered, and more recently, the wrong color was installed. This has

been particularly frustrating given the time and effort spent selecting the desired colors and clearly communicating our choices. We are currently negotiating discounts as a result of these errors. Despite these challenges, interior mechanical work is progressing well. Final touches have been completed on the Digester cover in collaboration with Black & Veatch and Donahue, with the goal of receiving more bids in the next round. Significant activity continues on with the Nutrient Design documents, with approximately 30% completed by each relevant entity. Additionally, the thickened sludge force main project has been completed, and the asphalt has been poured at the plant entrance.

Mr. Malone reviewed the Maintenance Report that was included in the packet. The maintenance group completed 596 work orders in the last month, with a primary focus on ensuring smooth operations for Land Application and winterizing all Disinfection processes, which have now been completed. The maintenance crew logged a total of 1,771.2 working hours, of which 1,701.4 hours were proactive. Congratulations to Robert Fleming for completing Phase 1B of the maintenance training program. On the training front, Patrick Owens and Tyler Gillen attended basic instrumentation training in Romeoville. Efforts are ongoing to ensure all staff are up to date on instrumentation in preparation for upcoming plant upgrades that will require significant instrumentation expertise. The solar project is currently at 30% design completion, with work underway on soil borings and conduit installation. Along the walking path by Steven's Creek, a new sign designed by Dynagraphics has been installed. The previous sign had not been updated since the 1980s; the new vinyl sign now provides current information on our processes and will allow for easy updates in the future. The outside maintenance crew also completed significant work on the trestle addressing erosion. John Mitsdarffer and Brian Casch played vital roles in this project, and the results are immaculate.

Ms. Bailey presented the Compliance and Innovation Report included in the packet. Land application operations were highly successful this year, beginning on October 14 and concluding by November 15. Although the original contract was for 23MG, Metro-Ag was authorized to increase the application up to 30MG due to aging infrastructure, ultimately resulting in a total of 31MG applied. Maintenance crews facilitated the transfer of 15 million gallons from the west lagoon to the east lagoon. Operators contributed approximately 400 hours of mixing at Wykles. This season's disinfection process was also excellent, with operators demonstrating strong proficiency and adaptability based on varying conditions.

13404Mr. Cochran moved that Ordinance No. 2025-04 – Tax Levy for FY 2026-27, be passed and that the President and Clerk be authorized and directed to sign said ordinance. Motion seconded by Mr. Horve. **Motion carried unanimously.**

13405Mr. Jacobsen moved that the Sanitary District of Decatur approve Ordinance 2025-05 Authorization to Borrow Funds for the East Side Interceptor Rehab L17-7557 project in the amount of \$4,000,000; and that the president and clerk be authorized and directed to execute said agreement. Motion seconded by Ms. Baskerville. **Motion carried unanimously.**

There was no New Business, Closed Session, or Attorney Report.

Mr. Cochran praised the Thanksgiving Luncheon and elaborated on how wonderful it was. He also encouraged the other trustees to attend next year.

13406 Mr. Jacobsen moved that the board adjourn. Motion seconded by Mr. Cochran. **Motion carried unanimously.**

The meeting adjourned at 6:07 pm.

The next meeting is scheduled for December 17, 2025, at 5:30 PM.

Clerk