

MINUTES OF THE REGULAR MEETING
Wednesday, April 22, 2020

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session April 22, 2020 at 5:40 pm at the District's Office, 501 Dipper Lane. The following board members were present electronically for the meeting: Dan Smallwood, Rob Jacobsen, Megan Baskerville, Katie Anderson and Phil Cochran. Staff present at the meeting were Kent Newton, Executive Director/CFO; Don Miller, Director of Engineering; J.D. Malone, Director of Maintenance; Dave Collard, Director of Operations and Compliance; electronically, Ed Flynn, General Counsel for the District; and Tina Brown, Administrative Office Coordinator. The audience included staff member Latisha Greve.

There were no Public Comments.

13044 Ms. Anderson moved that the items on the Consent Agenda including minutes of the Regular Meeting on March 18, 2020, Payroll and Checks, Training and Travel expense reimbursements as submitted; Set the Regularly Scheduled Meeting Dates for FY 2020-21, Pretreatment Permits – H&M Trucking be accepted, approved, set, and issued; that the President, Clerk and Executive Director be authorized and directed to take all actions required to execute the items on the consent agenda. Motion seconded by Ms. Baskerville. Trustees Smallwood, Cochran, Jacobsen, Baskerville, and Anderson voted Aye, and the motion passed.

Mr. Newton reviewed the Executive Director's report that was included in the packet. The District has implemented policies/procedures based on the CDC's recommendations for employees and the workplace due to the COVID-19 pandemic. Mr. Newton informed the board that under New Business, the District will be seeking approval for a transfer to the Compliance Fund to cover the cost of the operating and capital expenses associated with new permit compliance requirements. Mark Rotz, Groundskeeper retired from the District on April 20. He will be recognized along with other 2020 retirees at the District's Thanksgiving Luncheon. Mr. Newton reviewed the scorecard (2019-2020 Performance Benchwork Report) with the trustees. Mr. Cochran asked if there would be any employee lay-offs due to the affects the COVID-19 pandemic would have on the economy. Mr. Newton said the District did not have the same revenue structure as most other local governments with the majority of revenue being provided by user fees. The District's revenue is not anticipated to be dramatically impacted so no layoffs or other cost reductions are needed at this time. Currently, there are no reports of COVID-19 cases from employees. Proper procedures will be followed based on CDC guidelines for anyone who may become infected along with follow-up guidelines before returning to work.

Mr. Miller presented the Director of Engineering Report included in the packet. Bids for the Sewer Cleaning Project will open April 30, 2020. Recommendations will be provided to the board at the next board meeting. A third revision of the Administrative Office Master Planning Phase 2 report was provided by Architectural Expressions (AEX). A review of the report is pending. After much discussion, the RAS Pump Station Valve Replacement may be placed on hold because it is not considered essential at this point. Work has been completed on the vertical cracking in the Primary Clarifier 01. The general contractor, GRS, is ready to begin setting up forms. All five engineering firms submitted proposals as requested on April 1, 2020. The proposals will be distributed to staff for evaluation and ranking. Mr. Cochran will participate in the selection process.

Mr. Malone reviewed the Director of Maintenance Report included in the packet. There were 1,095 work orders for the month. The Groundskeeper position has been advertised, and the District has received resumes. Due to CDC guidelines, the interviewing process has been put on hold until further notice. The second replacement (Ford) truck has a 2.7L EcoBoost engine. The EcoBoost engine is very fuel efficient and will save the District close to 280 gallons of fuel a year. The work on the disinfection equipment has been progressing well to prepare for the upcoming season.

Mr. Collard presented the Director of Operations Report included in the packet. The District is working on a response letter to the Illinois EPA regarding the justification as to why the District wants additional time to comply with the new nutrient limits on the next permit. Due to technical difficulty issues for the 28% Liquid UAN bids, they were reposted on April 8, 2020 and were opened on April 21, 2020.

13045Ms. Anderson moved that Ordinance No. 20-02 Budget and Appropriation Ordinance, including salary and wage increases for non-bargaining unit employees be passed and that the President and Clerk be authorized and directed to sign said ordinance. Motion seconded by Mr. Cochran. Motion carried unanimously.

13046Mr. Jacobsen moved that Ordinance No. 20-03 Re-appropriation Ordinance, be passed and that the President and Clerk be authorized and directed to sign said ordinance. Motion seconded by Ms. Baskerville. Motion carried unanimously.

13047Mr. Cochran moved that the purchase be issued to the lowest responsive, responsible bidders for plant chemicals and fuel for FY 2020/2021 and that the Executive Director be authorized and directed to issue said purchases orders. Motion seconded by Mr. Jacobsen. Motion carried unanimously.

13048Mr. Jacobsen moved that the current closed session minutes have been reviewed and shall not be made public without additional board approval. Motion seconded by Ms. Baskerville. Motion carried unanimously.

13049Mr. Cochran moved that the interfund transfers be made from the general fund for the establishment of the Compliance Fund. Motion seconded by Mr. Jacobsen. Motion carried unanimously.

There were no Attorney Report or comments from the Public.

Mr. Cochran asked if the District had been given the potential new nutrient limits requirements by the Illinois EPA. Mr. Newton said that the agency had drafted new limits and a compliance schedule that was similar to other permit holders.

13050Mr. Jacobsen moved that the board adjourn. Motion seconded by Mr. Cochran. Motion carried unanimously.

The meeting adjourned at 6:45 pm.