

**MINUTES OF THE REGULAR MEETING
Wednesday, August 19, 2020**

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session August 19, 2020 at 5:30 pm at the District's Office, 501 Dipper Lane. Present for the board meeting were board members Dan Smallwood, Phil Cochran and Megan Baskerville; electronically, Rob Jacobsen and Katie Anderson. 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; and Ed Flynn, General Counsel for the District. The audience included staff member Latishia Greve.

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

There were no public comments.

13067Ms. Baskerville moved that the items on the Consent Agenda including minutes of Regular Meeting on July 15, 2020; Payroll and Checks, including travel expense reimbursements as submitted and 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 Mr. Cochran. **Trustees Cochran, Baskerville, Jacobsen, Anderson, and Smallwood voted Aye, and the motion passed.**

Mr. Newton reviewed the Executive Director's Report that was included in the packet. Sheri Hagen, the District's Human Resources Coordinator, participated in a ten-hour virtual training on how to integrate military veterans into the civilian workforce. The District is working on the new financial system to generate reports that cannot be modified without an audit trail. The District is waiting for guidance from the Treasury Department before proceeding with the Presidential Executive Order of the deferral of employees' payroll tax. This week the District will be submitting a response to the IEPA about the draft permit. Mr. Newton reviewed several different approaches to managing the required consultants, engineers and contractors for developing and implementing the effort needed to reduce the amount of nutrients discharged with the effluent. A Nutrient Assessment Reduction Plan (NARP) will need to be developed. Mr. Flynn indicated that having a construction manager would be vital in taking on a big project like this. Once the District has an updated permit, there will be a strict timeline that will need to be followed to comply with the new nutrient limits. The process the District will follow in executing the project will be decided within the next 60 days.

Mr. Miller presented the Director of Engineering Report included in the packet. The Primary Sludge Line is back in service, and a couple of future change items will be necessary to address items encountered during the construction that were outside the scope of the quoted contract work. A pre-bid was held on August 5, 2020 for the 20-03 Sewer Cleaning Project. The bid open for the project will be held on August 25, 2020. Only one bid for \$70,000 was received for the North Stormwater Drainage project by an outside contractor. The District's maintenance staff also attended the pre-bid meeting and submitted an alternate bid for \$56,000. The District made the decision to go with their in-house maintenance staff to complete the project. The Lake Shore Pump Station Rebuild has a couple of date changes from the Engineering Report in the board packet.

The Preliminary Engineering Report will be completed by the middle of September and the 50% Design Review will be September 25, 2020. Mr. Miller discussed in detail

about the 2020 roads and site work project and the project for the removal of phosphorus. The District is wanting to enter negotiation with Black and Veatch after the scope has been developed for a fermentation reactor pilot project. The Staff will be moving forward with the roofing project that was placed on hold in 2019. A copy of the IWEA Sustainability Management Practices was provided in the packet. The city has initiated a contract for engineering services to do an expansion plan involving the city's unsewered areas. Mr. Miller will follow up with the city regarding their plans.

Mr. Malone reviewed the Director of Maintenance Report included in the packet. There were 1,246 completed work orders for the month of July. The I & C group completed installation of the automatic lubricators on Rotary Drum Thickeners (RDT) 1 and 3. Progression on the clarifiers' maintenance has been going well. More signage has been placed on the plant premises to inform contractors, vendors, and visitors to check in at the Administrative Building first. The I & C group has made improvements (clean wiring, verify proper safety labels, verify that all documentation is up to date) at the outside pump stations. The name of the new groundskeeper will be made known at the next board meeting. Interviews were held last week for the Lift Station Inspector position. There were four internal candidates who interviewed for the position. The position was offered to Steve Doolin who has filled in the past for Rob Mayberry, the present Lift Station Inspector who will be retiring in September. Thanks goes out to Jamey Oliver who has done a fantastic job with stepping into the supervisor role in the I & C Shop.

Mr. Newton informed the trustees that there have been seven employees who have had COVID-19 like systems but all have tested negative.

Mr. Jacobsen made a request to Mr. Malone for the Mimecast Email Security graph in the maintenance report to be on the same scale.

Mr. Collard presented the Director of Operations Report included in the packet. There was an exceedance on the fecal coliform. It was shown that from time to time the nitrification process is not being completed. To prevent this occurrence in the future the Operations Group are now testing for nitrite residual(s) using newly acquired equipment daily. There was an SSO incident with the Wyckles Road force main. The incident was caught right away and was contained. Shannon Propst has been hired as the new Operator in Training. She has worked at the District in the past as summer help.

Mr. Jacobsen questioned the reasoning with the verbal notice given to ADM West Plant for having a minimum pH level below the limit. Mr. Collard said he will find out from Matt Nihiser, the District's Pretreatment Coordinator, the reason behind the verbal notice and will provide the answer once it becomes available. Mr. Jacobsen asked if the District was currently testing phosphorus levels. Mr. Collard said testing is done on a regular basis.

13068Mr. Cochran moved that the Sanitary District of Decatur accept change Order 01 to the Wyckles Facility Upgrades Project with Burdick Plumbing and Heating, decreasing the contract amount (\$4,802.06) to a new contract amount of \$135,172.94 with no change in contract time; and that the Executive Director be authorized and directed to execute said change order. Motion seconded by Ms. Baskerville. **Motion carried unanimously.**

There were no Attorney Report or comments from the Trustees or Public.

13069 Mr. Cochran moved that the board adjourn. Motion seconded by Mr. Jacobsen.
Motion carried unanimously.

The meeting adjourned at 7:11 ppm.

Clerk