

**MINUTES OF THE REGULAR MEETING**  
**Wednesday, March 18, 2020**

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session March 18, 2020 at 5:30 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; Ed Flynn, General Counsel for the District; and electronically, Tina Brown, Administrative Office Coordinator; The audience included staff member Latisha Greve.

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

There were no Public Comments.

**13039**Ms. Anderson moved that the items on the Consent Agenda including minutes of the Regular Meeting on February 19, 2020, Closed Session February 19, 2020 and Special Session March 4, 2020; Payroll and Checks, Training and Travel expense reimbursements as submitted; Pretreatment Permits – Caterpillar; and Retention of Auditors for FY 2019-2020 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. There will be a decrease in the budget interest revenue to the 2018 levels which is about half of what the District had originally budgeted for this year. The decrease is due to the economic situation. Even though the general fund budget will increase, the overall budget is decreasing by close to a million dollars due to portions of the South Shores lining project that had already been completed. The Proposed Ordinance No. 20-02 will be published for 30 days. Action will be required for the Proposed Ordinance by the trustees at the next public meeting. A dedication plaque has been ordered for the West Headworks Project. A dedication ceremony will be held at a later date. District supervisors are working on an action plan that will follow the guidelines from the CDC due to the Covid-19 pandemic. Guidelines have been implemented with SDD departments. Mr. Newton has been in contact with the Union representative regarding the emergency procedure clause of the contract. Trustee Cochran had asked if the virus could be present in the influent or plant. Based on information Mr. David Collard has read Covid-19 is not a waterborne disease, and there seems to be no more risk than other pathogens for the District.

Mr. Miller presented the Director of Engineering Report included in the packet. The West Headworks Project is completed. Jamey Oliver, Systems Integrator, has done a great job with the SCADA integration. Regarding upcoming projects, plans and specifications have been completed for the Sewer Cleaning Project and will undergo QA/QC review. A project profile of one of the suppliers was given to the trustees to

review. President Smallwood presented to Mr. Miller a question regarding the swaying of the stairs for the West Headworks Project. Mr. Miller informed that the issue was has been resolved.

Mr. Malone reviewed the Director of Maintenance Report included in the packet. There were 1,070 work orders for the month. Crown Equipment supplied the lowest quote for a used forklift. The Allan Bradley training went very well. Mr. Malone received positive feedback from all the technicians who attended the training. The Labor in Training is moving along well. Testing has been completed on the disinfecting equipment. Vincent McCauley, MIS Administrator and Jamey Oliver, Systems Integrator have been very helpful with getting staff to work remotely. After 27 years of service to SDD, Mark Rotz, a "tireless" Groundskeeper will be retiring in April.

Mr. Collard presented the Director of Operations Report included in the packet. Mr. Collard informed the trustees that Keith Richards, Laboratory Supervisor, is receiving the 2020 WEF Laboratory Excellence Award. Mr. Jacobsen asked Mr. Collard if the permit limits and reported value that are below 90% are costing the District more money. Mr. Collard informed Mr. Jacobsen that the number are based on the relationship to the capacity. Mr. Collard indicated that he did not think it is costing the District more money, but he would do some further research on the matter.

**13040** Mr. Jacobsen moved that Ordinance No. 20-01, User Charge Ordinance, be passed that the President and Clerk be authorized and directed to sign said ordinance and that the Executive Director publish said ordinance. Motion seconded by Mr. Cochran . Trustees Smallwood , Cochran , Jacobsen , Baskerville and Anderson vote Aye, and the motion passed.

**13041** Mr. Cochran moved to approve Change Order #4 to the 2018 West Headworks Improvements contract with Plocher Construction increasing the contract amount by \$27,635.63 to a new contract amount of \$11,004,633.50 with no change in contract time , and that the Executive Director be authorized and directed to execute said Change Order. Motion seconded by Mr. Jacobsen. Trustees Smallwood, Cochran, Jacobsen, Baskerville and Anderson vote Aye, and the motion passed.

Attorney, Ed Flynn, congratulated President Dan Smallwood and Clerk Rob Jacobsen on being reappointed as SDD board members. Mr. Flynn reinforced to everyone that the Sanitary District is an essential service and must stay open during the Covid-19 pandemic.

Mr. Newton informed the board that the conference call-in information will be made available for the public for the next board meeting.

**13042** Mr. Jacobsen moved that the board adjourn. Motion seconded by Ms. Anderson . Motion carried unanimously.

The meeting adjourned at 6:15 pm.

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Clerk