

**MINUTES OF THE REGULAR MEETING**  
**Wednesday, April 17, 2024**

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session March 20, 2024, at 5:30 pm at the District's Office, 501 Dipper Lane. Present for the board meeting were board members Dan Smallwood, Megan Baskerville, Rob Jacobsen, 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; Ashley Bailey, Director of Compliance and Innovation; Hailey Beals, Administrative Office Coordinator and Ed Flynn, General Counsel for the District. The audience included Larry Livergood, of Architectural Expressions, Steve Arant, and David Deihl, both with Black & Veatch (electronically), and staff member Tishia Greve.

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

There were no Public Comments.

The Decennial Committee on Efficiency meeting was opened. Note: Minutes of the Committee meeting are kept separately from the Board Meeting Minutes.

The Committee Meeting was closed and the Board Meeting resumed at 5:33PM.

**13293** Mr. Cochran moved that the items on the Consent Agenda including Minutes of the Regular Meeting of March 20, 2024; Payroll and Checks including travel expense reimbursements as submitted; Resolution R24-01-Surplus Property; Resolution R24-02-Review of Closed Session Minutes; Set Regularly Scheduled Meeting Dates – FY 2024-25; and Retain Auditors for FY 2023-24 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 and that the closed session minutes listed in Resolution 24-02 shall not be made public without board approval. Motion seconded by Mr. Jacobsen. **Trustee Smallwood, Baskerville, Jacobsen and Cochran voted Aye, and the motion passed.**

Mr. Newton reviewed the Executive Director's Report that was included in the packet. Mr. Newton let the Board know that the regular meeting schedule for FY 2024/25 has been updated with corrections made. Mr. Newton clarified that the next meeting being on May 22 is so the budget can be on the table for 30 days. Mr. Newton stated that he is meeting with our copier supplier and the current copiers were purchased in 2015. Mr. Newton pointed out that the preliminary performance benchmark score is 90 out of 100. Mr. Newton stated that he is looking at conducting a banking services Request for Proposal due to interest from several local banks.

Mr. Miller presented the Engineering Report that was included in the packet. Mr. Livergood gave an update on the Administration Office Complex and answered any questions the Board posed. Mr. Miller stated that the Fermentation Reactor is running well. We will be opening bids for the Damon Avenue Pump Station upgrades tomorrow. Mr. Miller let the Board know that the work for the Primary Clarifier #5 and the stairs outside of the Board Room are finished. Mr. Cochran commented that the costs to repair the McKinley pipeline is quite expensive, and we should get ahead of it next time.

Mr. Malone reviewed the Maintenance Report that was included in the packet. The maintenance group completed 471 work orders in the last month, and that he's aware that

that is a low number, but the guys had a lot of manpower intensive projects that they were working on, like disinfection prep and working on some pumps. Mr. Malone let the Board know that we opened the Cleaning Services Bids on March 26, and we received 4 bids from the 5 prospective vendors that did the walk-through. The 4 bids that we did receive were much higher than we anticipated on, and more than we would like to pay for cleaning services across the board. Mr. Malone contacted Innovative Staffing Solutions and we are thinking of hiring temporary employees for more quality control over the cleaning services. Mr. Malone also informed the Board of a "neighbor battle" that we came across with the easement clearing. Mr. Malone stated that we will likely be doing an auction within the next month for our surplus vehicles.

Ms. Bailey presented the Compliance and Innovation Report included in the packet. Ms. Bailey let the Board know about submittal of compliance reports required by the NPDES permit such as our semiannual NARP and annual PDOP, with the help of Black & Veatch. Ms. Bailey also stated that we opened up our Chemical, Fuel, and Polymer bids, which went really well this year. Ms. Bailey stated that Operations has also been getting ready for disinfection season. Ms. Bailey let the Board know that the Lab and Operations has been working hard and running lots of tests for the Fermentation Reactor pilot project. Ms. Bailey let it be known that we had our NOV Compliance meetings with ADM and Primient, discussing their actions, what they were going to do to resolve the violations or their permits. Ms. Bailey also stated that we are issuing ADM an Executive Order because they are continuing to send oil to the Lakeshore Lift Station.

Ms. Bailey gave an update on the Nutrient Program, and let the Board know that David Deihl of Black & Veatch will take over for Steve Arant, who is retiring.

**13294** Mr. Cochran moved that Ordinance No. 24-01, 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.**

**13295** Mr. Jacobsen moved that bids be accepted as indicated and purchase orders be issued to the lowest responsive, responsible bidders for plant chemicals and fuel for FY 2024/2025 as follows: \*PVS Technologies, Inc., Ferrous Chloride, \$0.87 per pound; \*PVS Chemical Solutions, Inc., Sodium Bisulfite, year 1 @ \$16.94 per 100 lbs., year 2 @ \$20.24 per 100 lbs. and year 3 @ \$23.24 per 100 lbs.; \*Hawkins Inc., Sodium Hypochlorite, \$1.90 per gallon; \*Brandt, 28% Liquid Urea Ammonium Nitrate, \$354.00 per ton; \*Evergreen FS Inc., gasoline and diesel fuel, year 1 @ \$0.224, year 2 @ \$0.234 and year 3 @ \$0.245; \*SNF Polydyne, W.A.S. Flocculant (Polymer), year 1 @ \$1.36 per pound, year 2 @ \$1.40 per pound and year 3 @ \$1.44 per pound; and that the Executive Director be authorized and directed to issue said purchase orders. Motion seconded by Mr. Cochran. Mr. Jacobsen commented that he assumes the diesel is above the rack rate, and Ms. Bailey and Mr. Newton said yes. Mr. Newton also commented that chlorine prices have skyrocketed. **Motion carried unanimously.**

**13296** Ms. Baskerville moved that the Sanitary District of Decatur enter into a contract with Berglund Construction Company, the lowest responsive responsible bidder, for the Sodium Bisulfite Building Tuck Pointing project in the contract amount of \$59,000 and that the president and clerk be authorized and directed to execute said contract. Motion seconded by Mr. Jacobsen. Mr. Cochran discussed contracts not being done in time, i.e., Milestones, wondering if we should implement the deadline and add a clause into the contracts. Mr. Miller responded that we could. **Motion carried unanimously.**

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

**13297**Ms. Baskerville moved that the board adjourn. Motion seconded by Mr. Cochran. **Motion carried unanimously.**

The meeting adjourned at 6:45 pm.

The next meeting is scheduled for May 22, 2024, at 5:30 PM.

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Clerk