

**MINUTES OF THE REGULAR MEETING  
Wednesday, May 17, 2023**

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session May 17, 2023, at 5:30 pm at the District's Office, 501 Dipper Lane. Present for the board meeting were board members Dan Smallwood, Rob Jacobsen, Kurt Younghouse, Megan Baskerville 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; Tim Gorden, Chief Operator; Hailey Beals, Administrative Office Coordinator and Ed Flynn, General Counsel for the District. The audience included Diane Grossenheider, Steve Arant, and Megan Drew with Black & Veatch, and staff member Tishia Greve.

Mr. Smallwood turned the meeting over to Mr. Flynn.

Mr. Flynn administered the oath of office to Mr. Smallwood and Mr. Jacobsen for another three (3) year term as trustees.

Mr. Flynn then called for the nomination of officers.

**13232** Mr. Jacobsen moved that the following officers be elected for the FY 23/24 and serve without additional compensation.

President	Dan Smallwood
Vice President	Phil Cochran
Clerk	Rob Jacobsen
Asst. Clerk	Kurt Younghouse
Treasurer	Megan Baskerville

Motion seconded by Mr. Younghouse. **Motion carried unanimously.**

Mr. Flynn turned the meeting over to President Smallwood.

**13233** Ms. Baskerville moved that the salaries for the trustees of the SDD for the FY 23/24 be set at \$6,000.00 per year and the President, Vice President, Clerk, Asst. Clerk and Treasurer serve without additional compensation. Motion seconded by Mr. Cochran. **Motion carried unanimously.**

**13234** Mr. Jacobsen moved that Mr. Flynn be retained as general council for the SDD for the FY 2023/24 and his compensation be set at \$265.00 per hour. Motion seconded by Mr. Younghouse. **Motion carried unanimously.**

**13235** Ms. Baskerville moved that the items on the Consent Agenda including Minutes of the Regular Meeting and Closed Session on April 19, 2023; Payroll and Checks including travel expense reimbursements as submitted 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 shall not be made public without additional board approval. Motion seconded by Mr. Younghouse. **Trustee Smallwood, Baskerville, Younghouse, 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 stated that the 2023-24 proposed budget and appropriation ordinance is being made

public for public review for a minimum of 30 days. The Sanitary District received a Performance Benchmark score of 90/100 resulting in an award of 95%. Mr. Newton declared that the Sanitary District has been making good progress with the Designated On-Call employee policy and will have our third meeting on the subject in the last month on May 31. Mr. Newton expressed that the city is projecting a future potential deficit of 4 MGD of water for industrial use. In 2008, the SDD was working on a plan for providing 4 MGD of reuse water for the Taylorville Energy Center so District staff will be dusting off the plans as a starting point for discussion. Mr. Newton announced that he will be out of the office from Friday the 19 until the 25 at the GFOA Conference.

Mr. Miller presented the Engineering Report that was included in the packet. Mr. Miller stated that the Digester Complex floating cover is in place, and the contractor is wrapping up the final installation. Mr. Miller elaborated that we have been going back and forth with negotiations with Byrnes & McDonald, and the Sanitary District is ready to move forward with the next architectural firm. A meeting with Dewberry, out of Peoria is scheduled on May 30. Mr. Cochran stated that the SDD is doing the right thing. Mr. Miller exclaimed that the fermentation tank pilot project bids were opened this month, with one bid from Burdick. Black & Veatch recommended that the Sanitary District proceed with the project. Mr. Miller declared that the front gate project is wrapping up. Mr. Smallwood affirmed that he is very pleased with the gate. Mr. Miller stated that the water tower painting is beginning. The company completing the job also painted Harristown's water tower.

Mr. Malone reviewed the Maintenance Report that was included in the packet. The maintenance department completed 499 work orders last month, with a heavy concentration on disinfection prep. Mr. Malone stated that the I&C shop is finishing up the building of the front gate electrical panel. Mr. Malone congratulated John Mitsdarffer, Thomas McGarry, and Wes Littrell on their promotions. Mr. Malone also congratulated Donnie Reynolds for passing the first set of 10 maintenance books. Mr. Malone expressed that the Sanitary District received some wonderful employees through the Maintenance Training Program. Mr. Malone declared that this has been the smoothest season for disinfection.

Mr. Gorden presented the Compliance and Innovation Report included in the packet. Mr. Gorden stated that there were several people involved in the Community Outreach Program with DPS 61, and lots of kids started asking questions. Mr. Gorden similarly expressed that disinfection started May 1, and Operations and the Lab are keeping everything in line. Mr. Gorden declared that Austin Gruber, Pretreatment Coordinator, completed 12 inspections last month. Mr. Gorden stated that two verbal notices were given to Primient, for BOD and TSS. Luckily, these violations didn't affect the plant.

Diane Grossenheider of Black & Veatch gave a brief update about the Nutrient Program and explained that a more thorough update will be provided next month.

**13236** Mr. Cochran moved that the 2022-23 performance incentive for non-bargaining unit employees be set at 95 percent of the budgeted amount and be paid on the first practical pay date. Motion seconded by Mr. Jacobsen. Mr. Jacobsen asked to have the performance benchmark updates for 2023-2024 provided to the Board. **Motion carried unanimously.**

**13237** Mr. Jacobsen moved that the board go into closed session for the purpose of discussing matters that are statutory exceptions to the requirements of the Open Meetings Act as outlined in Sec 2c-11, Litigation. Motion seconded by Mr. Younghouse. **Motion carried unanimously.**

**13238**Mr. Jacobsen moved that the board adjourn. Motion seconded by Mr. Younghouse. **Motion carried unanimously.**

The meeting adjourned at 7:08 pm.

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Clerk