

**MINUTES OF THE REGULAR MEETING
Wednesday, May 22, 2024**

The Board of Trustees of the Sanitary District of Decatur, Illinois met in regular session May 22, 2024, at 5:33 pm at the District's Office, 501 Dipper Lane. Present for the board meeting were board members Dan Smallwood, 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 Andrea Bretl, of Clark Dietz, Rich Gardner, of Underground Solutions, Todd Archer, of Black & Veatch (electronically), and staff member Tishia Greve.

Mr. Smallwood called the meeting to order.

There were no Public Comments.

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

Mr. Flynn then called for the nomination of officers.

13299 Mr. Jacobsen moved that the following officers be elected for the FY 24/25 and serve without additional compensation.

President	Dan Smallwood
Vice President	Phil Cochran
Clerk	Rob Jacobsen
Treasurer	Megan Baskerville
Assistant Clerk	Kurt Younghouse
Assistant Clerk	Kelly Carstens

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

Mr. Flynn turned the meeting over to President Smallwood.

13300 Mr. Jacobsen moved that the salaries for the trustees of the SDD for the FY 24/25 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.**

13301 Mr. Cochran moved that Mr. Flynn be retained as general council for the SDD for the FY 2024/25 and his compensation be set at \$265.00 per hour. Motion seconded by Mr. Jacobsen. **Motion carried unanimously.**

13302 Mr. Cochran moved that the items on the Consent Agenda including Minutes of the Regular Meeting of April 17, 2024; Payroll and Checks including travel expense reimbursements as submitted; Resolution R24-03 approving transfer of funds; Resolution R24-04 approving interfund transfer; and easements with Lost Bridge Force Main 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. Motion seconded by Mr. Jacobsen. **Trustee Smallwood, 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 Tim Gorden, Chief Operator, celebrated his 35 year

anniversary with the District. Mr. Gorden is the third person Mr. Newton could verify to dedicate 35 years of service. Mr. Newton has been communicating with Hickory Point bank regarding obtaining a Debt Certificate for the Administration Building. Mr. Newton let the Board know he will be going to the GFOA Conference from June 7-12. Mr. Newton stated that we are working on getting a meeting set up with the EPA and the City of Decatur to discuss Integrated Planning.

Mr. Miller presented the Engineering Report that was included in the packet. Mr. Miller let the Board know that we have made it through the entire first round of testing, with the Fermentation Reactor Pilot. Mr. Miller let the board know that the bids we received for the Damon Ave. Pump Station upgrades were too pricey, so we are going to pull the bypass from the bid, and re-bid the project with just the electrical upgrades. Mr. Miller made the board aware of projects that are moving along. Mr. Miller provided an update on the Groundwater Dewatering project. Mr. Miller let the Board know that the repair work for the McKinley Intercept has begun.

Mr. Malone reviewed the Maintenance Report that was included in the packet. The maintenance group completed 613 work orders in the last month, focusing on catching up on PM's and project wrap-up. Mr. Malone thanked the grounds-crew for the great job they've been doing, keeping the plant in tip-top shape. Blake Dotson has been promoted to the Maintenance Supervisor position at the end of last month, and he has been working as interim maintenance supervisor since January. He's been doing a great job helping improve use of the tablets with Beehive, and increased hands on training. Zach Drum was appointed as our new Maintenance Lead, and he'll help Blake with day-to-day operation, and he has also done a great job. Mr. Malone let the Board know that Patrick Owens is our new Systems Integrator, taking over Jamey's old role. Mr. Malone stated that we had the walkthrough for the 054 building. Mr. Malone stated that we had Bulldog Diving retrieve a clarifier part from the bottom of the clarifier, and we got the tank back in operation. We needed to use the diver because we could not get the groundwater low enough to safely drop the level of water inside the clarifier. There was a team of four people here for two hours, and it cost about \$10,000. Mr. Newton and Mr. Malone had a discussion with Innovative Staff Solutions about using temporary employees for cleaning buildings, and Mr. Malone let RD McMillen that their services will no longer be needed as of the end of May.

Ms. Bailey presented the Compliance and Innovation Report included in the packet. Ms. Bailey mentioned the recognition we had for Tim's 35 year anniversary. Ms. Bailey mentioned that Disinfection season has started, and that operators are dosing the chemicals properly, and staying on top of things. Ms. Bailey discussed the Land Application bids, and recommending rejecting all bids due to unresponsive bidders. Mr. Jacobsen asked why the bidders did not comply with the requirements. Ms. Bailey stated that that's a good question that only the bidders could answer. Ms. Bailey is happy that we have an additional clarifier in operation, especially with the rainy season coming up. Ms. Bailey stated that the Fermentation Reactor is going well with the lab and the scenarios they've been running. In terms of Pretreatment, Primient has been doing a lot better, and they requested a rollback of the penalty structure, and we approved their request. They had 3 months with less violations. Last month, an Executive Order was issued to ADM due to the unpermitted Fats, Oils and Grease (FOG) they've been sending to the Lake Shore Lift Station. Since receiving the executive order, ADM has been sending less FOG. Ms. Bailey and Mr. Newton went to the IAWA in Starved Rock and announced that presentation was focused on water reuse and the One Water concept.

Ms. Bailey gave an update on the Nutrient Program, and let the Board know Todd Archer has officially taken over for Steve Arant, who has retired.

- 13303** Mr. Jacobsen moved that the 2023-24 performance incentive for non-bargaining unit employees be set at 95 percent of the budgeted amount based on the achievement of Performance Benchmarks and be paid on the first practical pay date. Motion seconded by Mr. Cochran. **Motion carried unanimously.**
- 13304** Mr. Cochran moved that Ordinance No. 24-03, Budget and Appropriation Ordinance, including salary and wage increases for employees be passed and that the president and clerk be authorized and directed to sign said ordinance. Motion seconded by Mr. Jacobsen. **Motion carried unanimously.**
- 13305** Mr. Jacobsen moved that the Sanitary District of Decatur enter into professional services agreement with Donohue and Associates for design and limited construction related services for the Digester #1 Cover Replacement project in the agreement of \$95,230 and that the president and clerk be authorized and directed to execute said agreement. Motion seconded by Mr. Cochran. Mr. Cochran asked Mr. Miller to elaborate on the "limited construction" being completed, and Mr. Miller responded and let Mr. Cochran know that we will be doing the bulk of the work. Mr. Miller and Ms. Bretl explained why the actual cost is more, and apologized that the engineer's estimate was incorrect. **Motion carried unanimously.**
- 13306** Mr. Cochran moved that the Sanitary District of Decatur enter into a construction contract with Burdick Plumbing and Heating, the lowest responsive responsible bidder, for the Lost Bridge Road Pump Station 14" Force Main replacement project in the contract amount of \$2,986,151 and that the president and clerk be authorized and directed to execute said contract. Motion seconded by Mr. Jacobsen. Mr. Cochran expressed his disappointment to Mr. Miller regarding the huge price jump from the estimate projected to the actual cost. Mr. Miller and Ms. Bretl explained why the actual cost is more and apologized that the engineer's estimate was incorrect. **Motion carried unanimously.**
- 13307** Mr. Jacobsen moved that the Sanitary District of Decatur enter into professional services agreement with Telescan, Inc. for the 2024 Sewer Televising and PACP rating services project in the agreement amount of \$143,396 and that the president and clerk be authorized and directed to execute said agreement. Motion seconded by Mr. Cochran. Mr. Cochran asked Mr. Miller why we had a projected estimate of \$100,000 and the bid came out to be \$143,396, being 43% over. Mr. Miller let Mr. Cochran know that we included extra linear footage in the bid specifications with the anticipation of the prices being lower than ultimately received in the bid. Mr. Miller stated that reducing the scope of the specifications to fit the budget was considered. Mr. Newton added that we don't anticipate the labor rates falling so are getting ahead of the curve and including the additional footage will save money in the long run. **Motion carried unanimously.**
- 13308** Mr. Cochran moved that the Sanitary District of Decatur enter a procurement contract with Kusters Water for two (2) 130' diameter Primary Clarifiers for the Primary Clarifier #4 and #6 Replacement project in the contract amount of \$1,296,742 and that the president and clerk be authorized and directed to execute said contract. Motion seconded by Mr. Jacobsen. **Motion carried unanimously.**
- 13309** Mr. Jacobsen moved that the Sanitary District of Decatur issue a purchase order to Bob Ridings Inc. for the purchase of (1) 2024 Ford Maverick XLT-AWD-FX4 truck and accessories in the amount of \$33,853.00 and that the executive director be authorized and directed to execute said purchase order. Motion seconded by Mr. Cochran. Mr. Jacobsen asked Mr. Malone how long it will be until we receive the vehicle, in a sarcastic tone, hinting at how long it's taken recently to receive new vehicles. **Motion carried unanimously.**

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

13310 Mr. Jacobsen moved that the board adjourn. Motion seconded by Mr. Cochran. **Motion carried unanimously.**

The meeting adjourned at 6:32 pm.

The next meeting is scheduled for June 20, 2024, at 5:30 PM.

Clerk