



Glenbard Wastewater Authority

945 Bemis Road Glen Ellyn, Illinois 60137
Telephone: 630-790-1901 – Fax: 630-858-8119

TO: Glenbard Wastewater Authority (GWA) EOC Board

FROM: Mark Franz, Glen Ellyn Village Manager
Scott Niehaus, Lombard Village Manager

DATE: September 19, 2017

SUBJECT: Creation of Ad-Hoc CHP Operations Committee

As you are aware, a community meeting was held on September 14 at Westfield School to share information and open a dialogue with neighbors of the GWA facility regarding the operational issues associated with the recently implemented Combined Heat and Power system (CHP). This meeting was necessary due to the foul odors associated with the operation of the CHP system and GWA's inability to isolate and control the problem. Following extensive dialogue at the community meeting, a commitment was made by GWA to further engage its neighbors through the creation of a committee that would work closely with GWA staff and the EOC to make recommendations on standard operating guidelines for efficient and effective use of the CHP system. Furthermore, a commitment was made by GWA to place a moratorium on the acceptance of fats, oils and greases (FOG) and high strength waste (HSW) until this committee could convene and provide a recommendation for consideration by the EOC.

The purpose of this memo is to provide some initial thoughts on the make-up of the committee and its general scope. A basic framework is provided below for discussion at the next scheduled meeting of the EOC on September 21, 2017.

Membership – The CHP Operations Committee shall consist of seven (7) members who shall be appointed by the EOC. Said voting members shall consist of the following make-up:

- Two (2) Glen Ellyn residents
- One (1) Lombard resident
- One (1) unincorporated resident
- One (1) representative from School District 89
- Two (2) representatives from another local government agency (DuPage County, Park District, etc) that may/are impacted by operations at GWA

Selection of Members – Application to participate on the committee should be an open process that includes an opportunity for people to submit their names and reasons for wanting to be included. An application form shall be prepared and communications made by GWA, the Village of Glen Ellyn and the Village of Lombard in an effort to advertise the opportunity. Once submitted the EOC will review the applications and take appropriate measures to vet the interested parties. It should be explained that participation on the committee will be an extended time commitment to include evening meetings, possible field trips to other sites and meeting preparation.

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Staff Support – Staff support will be provided by GWA, the Village of Glen Ellyn and the Village of Lombard for purposes of meeting coordination, technical assistance, etc. At times, the services of expert consultants may be required/requested by the committee. It may be prudent for GWA to consider setting aside funds for this purpose in the FY 2018 GWA budget.

Voting – All members of the CHP Operations Committee will be voting members. Staff liaisons will not have voting rights.

Chairperson/Vice-Chairperson – The Chairperson and Vice Chairperson shall be determined by consensus vote of the committee.

Duties of the Committee – The CHP Operation Committee shall review information and research regarding the operations of the CHP system to include best management practices (BMP) of similar facilities in use adjacent to residential areas, maintenance of equipment, odor management/control and performance measurement. Upon completion of this review, the Committee shall provide a report to the EOC containing recommendations for the following as it pertains to the operation of the system:

- a. Development of Standard Operating Guidelines for the day to day operation of the CHP system that shall be formally adopted by the EOC/GWA to ensure that the equipment is managed in a way to efficiently be used without negative impact on residents in the surrounding area and beyond.
- b. Development of performance measurement tools for the tracking of performance of the system in multiple areas including FOG/HSW processing, odor, electricity generated, etc. The performance measurement data will be shared with the EOC and the CHP Committee to ensure proper maintenance of the system. All data collected will also be posted on line for public information purposes.
- c. Development of a citizen communication plan for the sharing of regular updates and information with neighbors regarding the operation of the CHP system. The plan may include but not be limited to website/social media posting, regular community information meetings and updates on other operations of the GWA plant that have an impact on the neighborhood.

As noted above, this memo includes initial thoughts for discussion purposes only. We anticipate that the EOC may have other policy based issues for the CHO Operations Committee to consider as well as some thoughts on the make up the committee and how members are selected. As such, this should be considered a starting point for discussion subject to changes as directed by the EOC.

In addition, we would note that the FY 2018 budget recognize the impact of the FOG/HSW moratorium in terms of revenue generation (from FOG collection) and expense reduction (electricity) for a period of time to allow for the CHP Committee to develop their recommendations. In addition, additional funding for consultants/engineers necessary to assist in this effort may be necessary as part of the process.

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