

**GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda**

February 11, 2016

7:30 a.m.

**Meeting will be held at the Glenbard Wastewater Plant
21 W 551 Bemis Rd, Glen Ellyn, IL**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda – The following items are considered to be routine by the Executive Oversight Committee and will be approved with a single vote in the form listed below:

Motion the EOC to approve the following items including Payroll and Vouchers for the Months of January totaling \$1,535,755.99 (Trustee Clark)

- 5.1 Executive Oversight Committee Meeting Minutes:
 - January 14, 2016 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Clark:
 - January 2016
6. Request for Equipment Purchase for FOG Receiving Station as outlined in the Technical Memorandum

The Authority has been working closely with the design build team of Baxter & Woodman/Boller Construction to design a receiving station that will keep upfront costs down. We are doing this by reusing existing tankage and keeping pumping redundancy to a minimum while still providing the ability to receive, mix and transfer FOG to the digesters. The Technical Memorandum provided by Chris Buckley with Baxter & Woodman walks you through technical and not so technical discussions of how we have worked through the design to come up with the recommendations.

The technical memo provides a table outlining the equipment necessary to complete the receiving station. There are three pieces of equipment listed that the Authority is requesting the EOC to waive competitive bidding for, the Xylem Flight Jet Mix System as a not to exceed price of \$30,000 and the Volgelsang Rotary Lobe Pump and Grinder as a not to exceed price of \$42,000. Chris Buckley with Baxter and Woodman will be present at the meeting to answer any questions you may have about the specifics of the equipment the Authority is requesting.

Motion the EOC to waive competitive bidding for a single source purchase which is an authorized exception in the purchasing policy to approve the purchase of the Xylem Flygt Jet Mix system from LAI of Rolling Meadows IL for a not to exceed amount of \$30,000 to be invoiced to Capital Account 40-580180.

Motion the EOC to waive competitive bidding for a single source purchase which is an authorized exception in the purchasing policy to approve the purchase of the Volgelsang Rotary Lobe Pump and Grinder from Peterson Matz of Elgin, IL for a not to exceed amount of \$42,000 to be invoiced to Capital Account 40-580180.

7. Environmental Resources Coordinator (ERC) Vehicle Purchase Request

During the process of creating the FOG and Pretreatment program it has been routinely discussed that the Environmental Resources Coordinator (ERC) would need the use of an additional vehicle. The Authority recently sold two vehicles from our fleet during CY2015 that were not accounted for as revenue. With revenue of \$20,176 received from the sale of the two vehicles and rolling stock funding not fully utilized in CY2015 the Authority would like to request your approval to purchase a 2016 Ford C-Max SE through the state bid. We found the state bid to be the best overall value when comparing all the options selected for a 2016 model year at the local Ford dealerships.

Motion the EOC to approve the purchase of a 2016 Ford C-Max SE from Landmark Ford of Springfield, IL in the amount of \$24,294 invoiced to Capital Account 40-570155 Rolling Stock.

8. Permit Assistance RFQ/RFP Award Request

In September 2015 the Authority received our National Pollution Discharge Elimination System (NPDES) permits for the Glenbard Wastewater facility and the Glenbard Stormwater facility. Within those permits are special conditions that require additional attention and must be accomplished within specific time periods. The Authority requested qualifications and proposals from four of our current shortlisted firms and one firm that is being evaluated for the engineering shortlist. Based on my review it is my recommendation to the EOC that Baxter & Woodman (B&W) will provide the best professional assistance to the Authority regarding Permit Assistance as outlined in the attached RFQ/RFP. The B&W proposal includes pricing from a partner that B&W trusts will provide added value to specific sections of the special conditions particularly the phosphorus feasibility analysis pertaining to chemical and phosphorus removal. The Danish Hydraulic Institute (DHI) is the chosen partner as they were recently a part of a workshop at the Authority that discussed innovative technologies in the wastewater field and are active with the Water Technology Alliance (WTA).

Motion the EOC to approve the profession services proposal from Baxter Woodman of Crystal Lake, IL for a Not to Exceed amount of \$32,505 to be invoiced from O&M Account 270-520816.

9. Recommendation for Purchase of Real Property at 21W 518 Bemis Road

A sales contract has been signed for purchase of the Hinds property at 21W 518 Bemis Road based on the authorization presented to the Authority at the October 2015 EOC meeting. The initial appraisal received from Tweedie & Associates in the amount of \$310,000 was utilized to provide a guideline for the approval of a not to exceed purchase of \$290,000. During the October EOC meeting the Authority was instructed to receive another property appraisal before making an agreeable offer. The second appraisal for the property at 21W 518 Bemis Road was received from Associated Property Counselors in the amount of \$235,000. The Authority offered Mr. and Mrs. Hinds the lowest appraised price for the home and they counter offered with \$280,000. After discussions with both Village Managers, the Authority countered with an offer of \$272,500, which was accepted. The fully executed agreement is attached. The Authority has paid \$5,000 as earnest money and has scheduled a closing for the purchase of the home for June 27, 2016.

Motion the EOC recommends to the Village of Glen Ellyn Board of Directors for the purchase of the property located at 21W 518 Bemis Road from Mr. and Mrs. Hinds in the amount of \$272,500 to be invoiced to the Authority's Capital Fund 40-580180-16001.

10. Discussion

9.1 Digester Cover Evaluation - Continuation of a mention regarding Gas Storage at the January 2016 EOC meeting.

9.2 Solar Power Purchase Agreement – Updates on the no cost evaluation and what the next steps will be regarding the process.

11. Other Business

12. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, March 10, 2016 at 7:30 a.m. at the Glenbard Facility.***

13. Executive Session – Materials to be Provided Under Separate Cover

Motion the EOC to adjourn to Executive Session for the purposes of approving minutes from previous executive session meetings. The EOC will not be returning to open session after adjournment of the Executive Session.