

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
February 11, 2016
Meeting held at the Glenbard Wastewater Plant
21 W 551 Bemis Rd, Glen Ellyn, IL

Members Present:

Keith Giagnorio	President, Village of Lombard
Alex Demos	President, Village of Glen Ellyn
Dean Clark	Trustee, Village of Glen Ellyn
Mark Franz	Village Manager, Village of Glen Ellyn
Scott Niehaus	Village Manager, Village of Lombard
Julius Hansen	Public Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

Erik Lanphier	Executive Director, GWA
Rick Freeman	Electrical Superintendent, GWA
Jay Dahlberg	Maintenance Superintendent, GWA
David Goodalis	Operations Superintendent, GWA
Laurie Frieders	Environmental Resources Coordinator, GWA
Gayle Lendabarker	Administrative Secretary, GWA

1. Call to Order at 7:35 a.m.
2. Roll Call: President Giagnorio, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen answered "Present". Mr. Ware was excused
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 Month of January totaling \$1,535,755.99 (Trustee Clark)

Mr. Clark motioned and Mr. Franz seconded the MOTION that the following items on the Consent Agenda be approved. President Giagnorio, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

- 5.1 Executive Oversight Committee Meeting Minutes:
 - January 14, 2016 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Clark
 - January 2015
- 6.0 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.

Mr. Lanphier explained on the GMP for the CHP project there was an additional line item for the design and building of a FOG receiving station, and that since October of 2015, he and the staff of Baxter & Woodman/Boller Construction have been working on a design for the station that would utilize tanks not currently being utilized in GWA's current processes and keep the overall project costs below the \$300,000. Mr. Lanphier added that in order to utilize these tanks specialized equipment would need to be purchased which exceeds the \$20,000 administrative limit Mr. Lanphier explained that he is seeking approval for sole source purchase as it has been difficult to secure bids from multiple vendors for like equipment, as the equipment is very specialized and

specifically designed for handling the type of material associated with FOG; thus, trying to achieve competitive bidding has not been easy and the task is still on-going. Mr. Lanphier indicated that as the equipment has a ten (10) to twelve (12) week lead time, he felt it was best to seek approval for purchase orders to be issued at the not to exceed pricing; with the knowledge that the current prices are still being finalized and that in all likelihood, the final numbers will be lower than the current prices. Mr. Lanphier indicated that this item had appeared in the 2016 Capital Improvement Plan as a project for 2017 in error, when in reality, it should have been placed in the 2016 column. Mr. Lanphier requested that the project be moved up as a 2016 project in an effort to help realize mobilization cost savings and projected energy savings.

Mr. Niehaus motioned and Mr. Franz seconded the MOTION to approve the purchase of Xylem Flygt Jet Mix system from LAI of Rolling Meadows, IL for a not to exceed amount of \$30,000 and the Vogelsang Rotary Lobe Pump and Grinder from Peterson Matz of Elgin, IL for a not to exceed amount of \$42,000 both to be invoiced to Capital Account 40-580180, waiving of competitive bidding subject to the following conditions: 1) Documentation of receipt of all competitive quotes to be distributed to all members of the EOC Committee; 2) Dollar for dollar reduction of the FY2016 Capital Budget to afford this expense with documentation of what is being removed presented to the EOC Committee at the March 2016 EOC Committee meeting; 3) Also noting the reason for waiver of competitive bidding being the projected energy savings and mobilization saving by doing the project in 2016 versus 2017. President Giagnario, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" and President Demos responded "Nay" during a roll vote. The motion carried.

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.

Mr. Lanphier advised the EOC Committee GWA staff evaluated a variety of vehicles and sought pricing from local dealerships in an effort to save additional costs compared to the State Bid pricing, however the pricing received was a few hundred dollars more than ordering through Landmark Ford and that the decision to purchase the C-Max was reached based on the size of the vehicle and the ease with which the Environmental

Resources Coordinator would be able to navigate the small parking lots and alley ways that she will have to navigate during the course of her work within the communities.

Mr. Goldsmith motioned and Mr. Niehaus seconded the MOTION 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. President Giagnario, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

8.0 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.

Mr. Lanphier highlighted the need to use an outside firm to review and advise GWA on the requirements of the new permit recently received from the IEPA to ensure that the facility operates within compliance.

Mr. Franz motioned and Mr. Niehaus seconded the MOTION to approve the professional services proposal from Baxter-Woodman of Crystal Lake, IL for a Not to Exceed amount of \$32,505 for IEPA Permit Assistance to be invoiced from O&M Account 270-520816 External Consulting Fees. President Giagnario, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

9.0 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.

Mr. Lanphier highlighted the steps taken to negotiate the purchase price with Mr. and Mrs. Hinds with the closing scheduled to take place June 27, 2016.

Mr. Niehaus recommended consulting with GWA's legal counsel to verify whose signature should be on the real estate sales contract since the property is being purchased by the Village of Glen Ellyn on behalf of GWA.

Mr. Goldsmith inquired as to the disposition of the Hinds once the closing has taken place. Mr. Lanphier advised they will be moving on once the transaction has closed.

Mr. Giagnorio inquired as to the short use of the property. Mr. Lanphier advised at the moment there are some very preliminary discussions with nothing being firm at this time.

Mr. Goldsmith asked if the O&M budget needs to be increased to allow for additional lawn maintenance. Mr. Lanphier indicated not at this time.

It was recommended that GWA seek out a home inspection of the property to make sure there are no structural or contaminant concerns with the property that would necessitate immediate repairs to the property.

Mr. Niehaus inquired as to what would happen to any revenues if this property were to be sold. Mr. Franz indicated that as the property will be considered part of the GWA foot plant, the revenues will be returned to GWA.

Mr. Franz motioned and Mr. Niehaus seconded the *MOTION to recommend to the Village of Glen Ellyn Board of Directors for the purchase of property located at 21W518 Bemis Road, Glen Ellyn, Illinois from Mr. and Mrs. Hinds in the amount of \$272,500 to be invoiced to the Authority's Capital Fund 440-580180-16001. President Giagnario, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.*

10.0 Discussion

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

Mr. Lanphier provided an update on the efforts by GWA to control the digester gas storage methods which will help maintain the required level to run the CHP motors. Mr. Lanphier indicated that the situation is being monitored and options to increase gas retention are being evaluated.

Mr. Franz complimented Mr. Lanphier of taking the approach of bringing potential problems up for discussion.

Mr. Franz asked about the potential budget impact a special cover would have on the budget. Mr. Lanphier indicated that he feels the cover would be under \$200,000 but as far as to when this would need to be acted upon, it would not be until the CHP engines were brought online and were running as designed.

Mr. Hansen asked when this potential problem came to light. Mr. Lanphier advised that during his trip to Denmark back in December when he sat down with the Nissen staff and began taking additional in depth detailed look at the engines and how to trigger the engines to come online since they are not traditionally triggered by a flow but will need a level.

Mr. Lanphier indicated that the plan is to budget for this project in 2017.

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

Mr. Lanphier provided an update on a solar power evaluation that was completed and while the prospect of utilizing this green energy is appealing, but at this time, it may not be feasible for GWA to participate.

11.0 Discussion

- 12.0 **Next EOC Meeting** – The next regularly scheduled EOC Meeting will be on **Thursday, March 10, 2016 at 7:30 a.m. at the Glenbard Plant.**

Mr. Niehaus moved to adjourn the February 11, 2016 EOC Meeting and move into Executive Session for the purpose of approving previous Executive Session meeting minutes and to discuss the potential purchase of real property; the EOC will not be returning to open session after adjournment of the Executive Session. Mr. Franz seconded the motion. *President Giagnario, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote.* The motion carried. The meeting adjourned at 8:34 a.m.

13.0 Adjourn to Executive Session

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary