

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
March 10, 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 7:33 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 February totaling \$872,664.01 (Trustee Clark)

Mr. Franz motioned and Mr. Demos seconded the MOTION that the following items on the Consent Agenda be approved with the exception of Item 5.4 which was tabled. 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:
 - February 11, 2016 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Clark
 - February 2015
- 5.3 Facility Improvement Project Design Engineering Amendment #2 - HVAC Structural Engineering

The HVAC project that was rolled into the Facility Improvements Project (FIP) project when the quotes received substantially exceeded the planned budget and as a result, this change is causing some structural design concerns at Black & Veatch (B&V). The design by a previous engineering firm was not completed in a manner that the B&V engineers feel comfortable putting their stamp on. In order for us to get the roofing calculations completed and stamped by B&V's structural engineer we are being requested to pay an additional \$4,108 for the out of scope work to be completed. The Authority did reach out to the Village of Glen Ellyn Engineering Department for review of the hours and cost associated with this additional work. Bob Minix, VGE's Professional Engineer, has provided the Authority with a nod of approval that the scope, hours and fees associated with doing this additional work in his opinion appear to be reasonable.

The Authority respectfully requests the EOC approval for the addition of the \$4,108 to the current design contract with Black & Veatch.

- 5.4 Destruction of Executive Session Meeting Recordings

During the Executive Oversight Committee Executive session meeting held on Thursday, February 11, 2016, the members made the determine to destroy any and all audio recordings associated with the February 12, 2014 and October 8, 2015 Executive Session meetings.

As the topics of these meetings related to personnel issues and the potential purchase of real property, which the latter is still ongoing, it has been determined that the approved Minutes from these meetings are not to be made public.

GWA hereby respectfully requests the EOC Committee authorize the destruction of any and all audio recordings from both the February 12, 2104 and October 8, 2015 Executive Session meetings. Destruction will be done pursuant the State of Illinois Document Destruction procedures for electronic media.

This item was tabled.

6.0 Welcome Matt Streicher the Authority's New Engineer/Assistant Director

The Authority advertised for the Engineer/Assistant Director position from the middle of December 2015 until January 11, 2016. The Authority had 19 applicants apply of which we felt four were qualified for an interview. On January 20th Carl Goldsmith, Julius Hansen, Rick Freeman, Jay Dahlberg, Dave Goodalis, and I interviewed four candidates for the Engineer/Assistant Director position. After a day of interviewing the panel agreed that one candidate stood out above the rest. Matt Streicher who interned under Bob Minix, has lived in Glen Ellyn for most of his life was selected for a second interview to be conducted as a lunch meeting with Mark Franz, Scott Niehaus and I. The meeting was a success with all of the Village staff and Authority staff in agreement on our selection of Matt Streicher. The Authority reached out through Al Stonitsch, Assistant Glen Ellyn Village Manager and went through the process of offering Matt Streicher the position of Engineer/Assistant Director for the Glenbard Wastewater Authority.

Matt's first day with GWA was Monday, March 7th.

Mr. Lanphier provided a brief summary of Mr. Streicher's qualifications and work history which includes his internship with the Village of Glen Ellyn Public Works Department, Carol Stream and Wheaton Sanitary Districts.

7. CSWEA IL Section George Burke Jr. Safety Award Notification

This award is given in recognition of active and effective safety programs in municipal and industrial wastewater treatment facilities and was established in 1983. The program recognizes a wastewater treatment facility based on the documented and illustrated safety program and safety record of the facility for the preceding calendar year.

The Glenbard Wastewater Authority has won this award previously in years 1993, 2004, and 2010. I am grateful that the majority of us here at the Authority have been employed during two of the previous 3 winning years, only one person on the current team has been employed for all of the previous award winning years and that is our Electrical Superintendent, Rick Freeman.

In light of this award and the environmental awards we have received over the past couple of years the Authority will be purchasing jackets for all employees to show our appreciation for their hard work. These jackets will be able to be worn at work or in public to broadcast the award winning work we do at the Authority pertaining Environmental Compliance and Safety Awareness.

Mr. Lanphier highlighted the Safety and Environmental Compliance milestones that GWA has achieved in the past year.

Mr. Niehaus asked who George Burke Jr. is. Mr. Lanphier indicated he was not sure but would provide the information to him.

8. Rolling Stock Purchase Request – Vactron MC873SDT
Presentation by Jay Dahlberg, Maintenance Superintendent

The Authority has a total of \$124,000 of budgeted funds available for purchasing rolling stock in 2016. The table below illustrates the purchases or pending purchases to date along with the budget impact.

Rolling Stock	Purchase Approved or *Pending Approval	Budget Balance
		\$124,000
2016 Ford C-Max	\$24,294	\$99,706
2016 Vac-Tron MC873SDT	*\$77,497	\$22,209

Motion the EOC to authorize the bid award of the 2016 Vac-Tron MC873SDT to Vermeer Midwest of Aurora, IL in the not to exceed amount of \$77,497 to be invoiced to Capital Account 40-570155 Rolling Stock.

Mr. Lanphier and Mr. Dahlberg summarized the steps taken to reaching the lowest bidder for this item.

Mr. Niehaus motioned and Mr. Franz seconded the MOTION to authorize the bid award of the 2016 Vac-Tron MC873SDT to Vermeer Midwest of Aurora, IL, in the not to exceed amount of \$77497 to be 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.

9.0 Combined Heat & Power Guaranteed Maximum Price - Request for Amendment #1 –
Hauled Waste Receiving Station Addition

Based on the motion approved at the February EOC meeting the Authority would like to provide the EOC with assurances that the project, although not budgeted for in CY2016, will be of great benefit. The Authority will demonstrate that we have completed the requirements by which the equipment purchase motion was approved. The equipment purchase will no longer be completed by the Authority as approved last month. The GMP amendment request includes all work associated with the Hauled Waste Receiving Station including the equipment purchase.

Motion the EOC approve amending the Guarantee Maximum Price of the Combined Heat & Power Project to include the addition of the Hauled Waste Receiving Station in the amount of \$286,423

Mr. Lanphier reviewed the additional criteria that had been outlined at the February EOC Committee meeting in order for the Committee to approve the CHP contract amendment for the FOG Receiving station, which included itemizing items that were moved from the 2016 capital plan to the 2017 capital plan to accommodate the project. Mr. Lanphier indicated that total amount being moved exceeded the amount needed to the contract amendment and include the roof replacement on the sand filter building in the amount of \$187,340 and the cleanout of the South Lagoon which had been budgeted at \$200,000. Mr. Lanphier also noted that project costs were being reduced by reallocating an existing pump that was installed on the gravity belt thickener (GBT), which has never been utilized since the equipment did not perform in a manner that enhanced the overall treatment process.

Mr. Franz asked if the deferment of the roof on the sand filter is due to the fact that this building will see substantial work as part of the FIP Project. Mr. Lanphier indicated that it was.

Mr. Goldsmith motioned and Mr. Clark seconded the MOTION approving the amending of the Guaranteed Maximum Price of the Combined Heat & Power Project to include the addition of the Hauled Waste Receiving Station in the amount of \$286,423. 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 Facility Improvements Project Phase III - Construction Services Request for Approval

The CY2015 budget included \$1.1 million for full-time construction oversight. The CY2016 budget number for construction services was reduced to \$710,000 as the Authority prepared to hire an in-house engineer. In January 2016, B&V provided a scope and a cost proposal in the amount of \$806,000 which included 24 hours per week of construction oversight. The most recent proposal received March 1st came in at \$706,000 for 16 hours per week of construction oversight with additional administrative time being reduced. The Authority budgeted \$710,000 for construction phase engineering and with the due diligence demonstrated by B&V and the Authority, we have been able to negotiate down to a number under our budget for a savings of \$394,000 off of the CY2015 budget number. This would not have been attainable without having an in-house engineer. Based on a \$15,000,000 project, the construction oversight provided by B&V equates to 4.7%. If you add in the 7.3% cost for the design and bidding services engineering, B&V has a total percentage of project engineering of 12.0%.

Motion the EOC approve the budgeted Phase 3 Construction Services Engineering to be provided by Black & Veatch for a not to exceed amount of \$706,000.

Mr. Lanphier indicated that the hours per week the B&V engineer will be onsite and what will be addressed while they are on site will be the responsibility of Matt Streicher and that the overall contract is one of the lowest costs compared to any other projects of this scale.

Mr. Franz asked if Mr. Goldberg's questions were addressed. Mr. Goldberg indicated they had.

Mr. Demos asked Mr. Lanphier if the expenses relating to Mr. Streicher's salary which are partially being funded through the capital fund were accounted for in the 12%. Mr. Lanphier indicated it was not, and that it would be tracked in the monthly reports.

Mr. Goldsmith motioned and Mr. Niehaus seconded the MOTION approving the budgeted Phase 3 Construction Services Engineering to be provided by Black & Veatch for a not to exceed amount of \$706,000. President Giagnario, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

11.0 Request for Permission to Deem Authority Equipment Obsolete

The Gravity Belt Thickener (GBT) was bought in 2003 as a means to not build another digester. The thought behind the purchase at the time was to reduce the solids loading on the Authority's one primary digester, but all a GBT does is remove water content of the solids, hence the term thickener. This machine runs at a slow speed turning drums that have hydraulic pressure behind them to keep tension on the membrane belt. When the polymer activates with the mixture of solids and water (approximately 1-2 percent solids) it creates a floc that bonds together keeping the solids on top of the belt while the water flows through it. The solids are then thickened at the end of the belt to approximately 5 to 6 percent before they discharge into a pump suction chute. This process requires additional man hours for monitoring and polymer cost which are currently at almost \$10 per gallon. Currently, we use approximately \$2,500 worth of polymer a month without having the GBT in service. This number would double if the Authority chose to use the GBT. Instead, we have been utilizing our gravity thickener which combines the waste activated sludge and the primary sludge in one tank prior to being pumped to digestion. This process does not require any polymer addition or additional man hours for monitoring. We are able to thicken both solid waste streams in one location for no additional costs and we produce 3.5 percent solids. It is not as efficient for sludge thickening but it is more efficient for cost of operation.

The Authority respectively request the EOC consider weighing the options of keeping this piece of equipment which has not been used in more than 13 years, or deem it as obsolete equipment. If determined to be obsolete equipment the Authority may proceed with the necessary steps to begin working with the member villages in an effort to find the best means to sell the equipment for the highest offer that may be received.

Motion the EOC deem the 2003 Ashbrook Gravity Belt Thickener as obsolete equipment with final decision on disposal to be determined in the future.

Mr. Lanphier provided a brief explanation as to the equipment and why it was initially installed and why it has not been utilized. Mr. Lanphier clarified that he is only seeking authorization to deem the equipment obsolete so he can begin pursuing potential buyers for the equipment.

Mr. Niehaus recommended an auction service that has experience in this type of equipment sales, and will forward the contact information to Mr. Lanphier for his use.

Mr. Niehaus motioned and Mr. Clark seconded the MOTION to deem the 2003 Ashbrook Gravity Belt Thickener as obsolete equipment with final decision on disposal to be determined in the future. President Giagnario, President Demos, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

12.0 Discussion

12.1 Pending Agenda Items

Mr. Lanphier reviewed a list future agenda items based on the capital budget with the understanding that the list is a working document that can fluctuate depending on needs and/or when projects come up for approval.

13.0 **Next EOC Meeting** – The next regularly scheduled EOC Meeting will be on **Thursday, April 14, 2016 at 7:30 a.m. at the Glenbard Plant.**

Mr. Demos moved to adjourn the March 10, 2016 EOC Meeting and Mr. Goldsmith 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 8:05 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary