

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Draft Minutes
November 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
Mike Fugiel	Trustee, Village of Lombard
Dean Clark	Trustee, Village of Glen Ellyn
Scott Niehaus	Village Manager, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard
Julius Hansen	Public Works Director, Village of Glen Ellyn

Others Present:

Erik Lanphier	Executive Director, GWA
Matthew Streicher	Engineer/Assistant Director, GWA
Rick Freeman	Electrical Superintendent, GWA
Jay Dahlberg	Maintenance Superintendent, GWA
Christina Coyle	Finance Director, Village of Glen Ellyn
Debbie Solomon	Recording Secretary

1. Call to Order at 7:30 a.m.
2. Roll Call: President Giagnorio, President Demos, Trustee Fugiel, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen answered "Present."
3. Pledge of Allegiance was led by Alex Demos, President of Glen Ellyn.
4. Public Comment

None

5. Consent Agenda - the following items are considered routine by the Executive Oversight Committee and were presented for a single approval in the form listed below:

Mr. Lanphier amended the minutes from October 13, 2016: Section 6 on page 4, paragraph 1 – strike use and put test and strike seven (7) and put five (5). Section 6 on page 5, paragraph 4 – strike disinfecting and put testing.

Mr. Niehaus asked Finance Director Coyle about feedback from Finance Director Sexton on the Investment Policy to which Finance Director Coyle stated she did make the changes Finance Director Sexton requested.

Motion the EOC to approve the following items including Payroll and Vouchers for the month of October totaling \$335,818.47. (Trustee Clark)

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

- 5.1 Executive Oversight Committee Meeting Minutes – amended
 - October 13, 2016 EOC Minutes
 - 5.2 Vouchers Previously Reviewed by Trustee Clark
 - October 2016
 - 5.3 GWA Investment Policy
VGE Finance Director – Christina Coyle
 - 5.4 Request for Covanta High Strength Waste Agreement Approval
 - 5.5 Request for Landscape Maintenance One Year Contract Extension Approval
Maintenance Superintendent - Jay Dahlberg
6. Request for Flow Meter Contract Approval – Matt Streicher/Erik Lanphier

The Glenbard Wastewater Authority (GWA) has received proposals for flow monitoring services for the installation, operation, maintenance, monitoring, and leasing of sixteen (16) flow meters and two (2) rain gauges (lease only one [1] rain gauge) to be located throughout GWA's owned interceptors. Existing GWA owned flow meters and rain gauges need to be removed from those locations and are offered to be purchased from the GWA. With the exception of a single rain gauge, the remainder of the equipment is nearing the end of its useful life, as replacement parts are becoming difficult to obtain. All sixteen (16) flow meters and two (2) rain gauges are currently connected to telephone land lines, along with eight (8) flow meters and one (1) rain gauge having 4-10mA connections to GWA's SCADA system. The main purpose of these meters is to determine the flow splits between the two owning Villages in order to properly bill each Village for the treatment of their wastewater.

GWA would no longer like to pursue owning equipment, but instead lease it for a three-year (3) term. Therefore, the GWA would avoid a capital cost of purchasing all new equipment. GWA would also like for all new flow meters to be connected via wireless telemetry with the data plan being included in the lease price. The cost for the land line connections is expensive and out of date.

For the past sixteen years, GWA has been utilizing ADS Environmental Services for operations and maintenance, data analysis and reporting on the Authority-owned meters. ADS submitted a proposal to continue their work with the GWA, but with the lease option instead of purchasing new meters. To perform our due diligence, we also requested a similar proposal from a local professional consultant that specializes in collection system monitoring – RJN Group, Inc. In addition to the scope in the request for a proposal, RJN Group is also including additional rain gauges and an inflow/infiltration (I/I) report at no extra cost. The additional rain gauges are for the purposes of being able to prepare a thorough inflow and infiltration report with more accurate information. The I/I report could be of significant value to the Villages of Lombard and Glen Ellyn since a detailed report will be provided showing them which metering basins are contributing excess flow, and they would also be able to track the results of any improvements in those basins. This report would be shared with both Village for their benefit.

Therefore, due to the more comprehensive services provided at a better value, it is recommended to award RJN Group, Inc. the contract for flow monitoring services for the period 2017-2020. Since GWA has not previously worked with RJN Group, language was added to the proposal that would give the Authority the ability to renew on an annual basis so that if certain performance measures are not being met, we can withdraw from the contract with no consequence.

Motion the EOC to award RJN Group, Inc. of Wheaton, Illinois the budgeted three (3) year Flow Services Contract in the amount of \$9,649 per month. Invoiced to O&M account number 270-520981.

Mr. Niehaus motioned and Mr. Clark seconded the MOTION to award RJN Group, Inc. of Wheaton, Illinois the budgeted three (3) year Flow Services Contract in the amount of \$9,649 per month. Invoiced to O&M account number 270-520981. President Giagnorio, President Demos, Trustee Fugiel, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll call vote. The motion carried.

Mr. Goldsmith asked if the contract will be for a year or three years to which Mr. Lanphier stated it is \$9,649 per month for three years, with an option in the contract that if RJN was not meeting the GWA's performance expectations of each annual period then the GWA would have the right to break the contract. Mr. Niehaus stated \$119,500 is budgeted annually for this contract through CY2017.

Mr. Niehaus asked if the existing meters are only being removed due to being at the end of their useful life to which Mr. Streicher stated the current meters are owned meters and need to be swapped out for leased meters. Mr. Streicher stated the current meters are functional; however, this equipment is no longer being made so if one of the meters breaks, there would be a big problem. Mr. Streicher stated the meters are in corrosive atmospheres so new generations of these meters are being made routinely.

Mr. Franz stated he is not seeing the cost savings between the leased meters and owned meters to which Mr. Lanphier stated RJN will embed the cost of the leased meters into the service they are providing, and RJN is throwing in the additional meters as part of the lease as an incentive to do the data work. Mr. Goldsmith asked what annual expense would be reduced due to this outsourcing to which Mr. Streicher stated the GWA would be reducing the cost of the landlines needed for the current meters. Mr. Streicher stated when you look at both full proposals, ADS's real cost is around \$462,000 while RJN's real cost is around \$347,000, and the lease saves about \$100,000 over the three years of the contract.

Mr. Lanphier stated ADS came to the GWA about doing a lease and submitted a proposal which the GWA team thought was a bit costly so Mr. Streicher sought out RJN for a proposal. Mr. Franz stated that if the new meters were leased or purchased, there would need to be a switch to cellular instead of landline technology. There was a discussion around the cost and the need to replace the existing flow meters and rain gauges. President Demos stated in the future, it would be good to see all the factors contributing to possible changes.

President Demos asked if there were any more vendors to go to about this proposal to which Mr. Streicher stated RJN and ADS are the only two local vendors that he is aware of. Mr. Streicher stated RJN is offering a unique service as most of the time, you would have to purchase and then get your own data analysis.

7. Discussion

7.1 Liquid Oxygen Follow-Up Information – Matt Streicher/Erik Lanphier

Mr. Streicher stated the initial proposal from Airgas did not include the construction of the concrete pads the vaporizers will be placed on. Mr. Streicher stated Airgas then quoted a price of \$25,724 and would be included at a cost of \$714.64 a month into the three-year lease. Mr. Streicher stated the GWA felt this was too costly as it equaled \$43.85 per cubic foot so Mr. Streicher looked into other price comparisons for concrete work and then requested quotes from two more contractors. There was a discussion about how to execute the concrete pads, and the consensus was to get quotes from contractors and move forward. Mr. Goldsmith stated the GWA should not put the cost of the concrete pads into a lease if there is cash up front to use. Mr. Goldsmith asked the concrete pad purchase would need to come back to the EOC to which Mr. Franz stated if the cost is over \$20,000, it would need to be approved by the EOC as per the Purchasing Policy.

Mr. Streicher stated the GWA is still waiting on quotes from Praxair regarding the lease of atmospheric vaporizers.

Mr. Streicher stated as a side note, Airgas had indicated the dual-safety option on the tank was important so Airgas is putting this in the monthly atmospheric vaporizer lease at no additional cost to the GWA.

7.2 Facility Improvement Project Update – Matt Streicher

Mr. Streicher stated some work has been completed since the last EOC meeting including temporary power, temporary fiber communications, test well drilled and pumped as well as some requests for information and about 40 submittals. Mr. Franz asked how much the dewatering hold-up has held the project back to which Mr. Lanphier stated at the last progress meeting, the contractor was to finish up six months past the original completion date. Mr. Lanphier stated Black and Veatch will not accept this schedule and has pushed back on this. Mr. Franz asked if the weather could begin to be an issue to which Mr. Lanphier stated they would have to wait and see on this. Mr. Franz asked if there was any talk about the penalty clause to which Mr. Lanphier stated not at this point as there has been progress on the paperwork, but not much on the construction as of now.

7.3 Pending Agenda Items

Mr. Lanphier stated some projects have been deferred to CY2017, and Mr. Niehaus stated it would be good to know what months that the capital items are scheduled for so the EOC knows what is coming and can hammer out any possible policy issues. Mr. Goldsmith stated he received a draft back from the Forest Preserve last week and hopes to get the surveys buttoned up soon.

8. Other Business

8.1 VGE eNews - GWA Receives Award for Exceptional Performance

9. Next EOC Meeting – The next regularly scheduled EOC Meeting is set for **Thursday, December 8, 2016, at 7:30 a.m. at the Glenbard Facility.**

At 8:04 a.m., Mr. Franz moved to adjourn to Executive Session for the purposes of discussing the employment, compensation, performance or dismissal of specific employees and the purchase of real property for the use of the public body without returning to open session thereafter and Trustee Clark seconded the MOTION. President Giagnorio, President Demos, Trustee Fugiel, Trustee Clark, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll call vote. The motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary

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