

GLENBARD WASTEWATER AUTHORITY  
**Executive Oversight Committee**  
**Minutes**  
**July 13, 2017**  
**Meeting held at the Glenbard Wastewater Plant**  
**21 W 551 Bemis Rd, Glen Ellyn, IL**

Members Present:

Diane McGinley	President, Village of Glen Ellyn
Keith Giagnorio	President, Village of Lombard
Bill Enright	Trustee, Village of Glen Ellyn
Mike Fugiel	Trustee, Village of Lombard
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
Matthew Streicher	Engineer/Assistant Director, GWA
Rick Freeman	Electrical Superintendent, GWA
David Goodalis	Operations Superintendent, GWA
Jon Braga	Interim Maintenance Superintendent, GWA
Laurie Frieders	Environmental Resources Coordinator, GWA
Christina Coyle	Finance Director, Village of Glen Ellyn
Gayle Lendabarker	Administrative Secretary, GWA

1. Call to Order at 8:00 a.m.
2. Roll Call: President McGinley, President Giagnorio, Trustee Enright, Trustee Fugiel, Mr. Franz, Mr. Niehaus, Mr. Hansen and Mr. Goldsmith answered "Present".
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 June 2017 totaling \$502,989.78. (Trustee Enright)*

**Mr. Enright motioned and Mr. Niehaus seconded the *MOTION that the following items on the Consent Agenda be approved with the amendment to item 5.3 Electricity and Natural Gas Procurement as indicated. President McGinley, President Giagnorio, Mr. Enright, Mr. Fugiel, Mr. Franz, Mr. Niehaus, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.***

- 5.1 Executive Oversight Committee Meeting Minutes:
  - June 8, 2017 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Enright
  - June 2017
- 5.3 Electricity and Natural Gas Procurement

Following the success of the EOC approved Natural Gas and Electricity procurement practice utilized in October/November 2014 I am requesting that the Executive Director be provided the ability to secure prices when they appear to be at their lowest point. The selection process as requested is outlined below:

1. Receive quotes from all qualified Electric Energy and Natural Gas suppliers.
2. Identify and confirm the lowest three-year contract prices.
3. Have legal do a review of the contract.
4. The Executive Director will sign the contract documents.
5. Contract Documents and Information about the Electric Energy and Natural Gas supplier presented to the EOC in the consent agenda at the next scheduled EOC meeting.

This process seems to provide the Authority with the best means to acquire the lowest pricing in the most efficient manner.

*Mr. Niehaus amended to authorize the Executive Director to enter into agreements at or below \$.035/Kwh for electrical and \$3.25/MBtu for Natural Gas.*

- 5.4 Renewable Energy Credits

The Authority is requesting the EOC to retain the services of Blue Delta to evaluate the Authority's eligibility as a renewable resource within the Applicable Program and evaluate any other GWA assets for Environmental Attribute creation, as well as to perform the necessary services to create, manage and market any environmental attributes generated by the Authority. This opportunity is brought to your attention by virtue of having the Combined Heat and Power facility which utilizes biogas produced from an organic method of wastewater treatment called anaerobic digestion.

Applicable Program means an existing or future domestic or foreign renewable energy standard, program, scheme or organization, adopted or approved by a Governmental Authority, or other similar program with respect to which exists a market, registry, or reporting for Environmental Attributes. An Applicable Program may include, but is not limited to, any state's renewable energy portfolio standard, and National Standard.

Environmental Attributes means any aspects, claims, or avoided emission characteristics associated with the generation of energy from the Authority and any other operations, including but not limited to, Renewable Energy Credits, Greenhouse Gas Reductions, allowances, offsets and benefits associated with the Authority's generation of energy, including any avoided emissions of carbon dioxide, methane, and any other greenhouse gases.

REC or Renewable Energy Credit means any renewable energy certificate, tradable renewable certificate or green tag, howsoever entitled or named, resulting from, attributable to, or associated with the generation of energy by the Authority pursuant to any international, federal, state or local legislation or regulation that is required for such renewable energy credit to be certified under the Applicable Program, associated with one (1) megawatt hour of energy generation from the Authority's Combined Heat and Power facility.

As Blue Delta's sole compensation for performing the Services, the Authority shall pay to Blue Delta a fee equal to twelve percent (12%) of the proceeds actually received from the sale of the Environmental Attributes to a third-party buyer ("Services Fee") net of Transaction Costs. Blue Delta shall collect the gross proceeds actually received from each sale, deduct any Transaction Costs, and retain Blue Delta's Services Fee. Blue Delta will remit the remainder of the proceeds to the Authority within ten (10) business days of receipt of the gross proceeds. The Authority acknowledges that Blue Delta is not required to distribute any amounts not actually collected from any sale of the Environmental Attributes.

Blue Delta is currently providing services to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) and Rock River Water Reclamation District (Rockford, IL).

The Authority staff requests your approval to proceed with Blue Delta's service as described above and in more detail within the agreement. The agreement has been reviewed by the Authority's attorney Gregory Dose. All comments that were made by Mr. Dose have been included in the agreement for signature.

5.5 Bid Award for Landscape Contract Services for CY2018-2020

The CY2018-CY2020 Landscape Maintenance Services Contract is a Lump-Sum contract billed on a monthly basis during the eight (8) month contract season each year. Below is the bid tabulation sheet for the June 27, 2017 Landscape Maintenance Services bid opening. Nine (9) agencies were sent the RFP. Of these, five (5) responded with proposals ranging from a high of \$145,845 to a low of \$84,095 for annual services. Our previous Landscape Maintenance Service provider chose not to submit a bid.

<b>Company</b>	<b>Bid Amount - Total 3 Year</b>
<i>Twin Oaks Landscaping</i>	<i>\$84,095.00</i>
Complete Landscaping	\$84,600.00
Earth Care	\$103,500.00
Langton Group*	\$143,043.19
HL Landscape	\$145,845.00

\*Addendum No. 1 Not Included

Having reviewed the submissions, Authority staff would like to make the following request to the Executive Oversight Committee:

- 1) Award a Three-Year (3) contract to Twin Oaks Landscaping in the total amount of \$84,095 to supply Landscape Maintenance Services as proposed for the Glenbard Plant, Stormwater Plant, and the acquired parcel across from the Glenbard Plant (21W518 Bemis) during this three-year contract term.
- 2) Each year shall equate to a Lump-Sum contract valued at \$27,880 with payments of \$3,485 billed on a monthly basis during the eight (8) month contract season each year.
- 3) Upon approval of the CY2018 Budget, issue Purchase Requisition for the first year of the Glenbard Facility contract period with \$21,200 allocated to O&M Account 270-520971 and \$6,680 allocated to O&M Account 270-1-520970.

References were corresponded with in regards to the low bidder, Twin Oaks Landscaping, all which came back very positive.

*Mr. Niehaus noted that GWA does make every effort to maximize economies on services where possible by bidding projects just as landscaping services with both Villages, however in the past, this has proven more expensive for GWA than when they conduct their own bidding process.*

6. Siloxane Removal Media Replacement

Presented by – Operations Superintendent, David Goodalis

The Operations Department is requesting approval for an open purchase order for 12,760 pounds of UNI-CL2V Media for use in our four Unison Solutions siloxane removal tanks. The original plan was to run CHP #1 engine on biogas and CHP #2 engine on natural gas for the first year of operation. The reason for the needed media replacement is that the gas conditioning skid gas samples and the engine oil samples are starting to see breakthrough of the corrosive siloxane component. The (Total Base Number) TBN of the oil has decreased and the main justification is the siloxanes exponentially decrease the base life of the oil. This causes us to reduce runtime hours between oil changes to protect the engine from failure as the oil breaks down more quickly. As we continue to utilize biogas as the main fuel source for the CHP engines there is likely to be another media change prior to the end of CY2017. The initial purchase of 6380 pounds of media is required, the secondary purchase will only be utilized out of necessity. This expenditure will be accounted for in the CHP Return on Investment (ROI) located in the Directors Report at the front of the EOC packet.

This is not a budgeted replacement item as the Authority was not anticipating this kind of progress in such a short amount of time. I would like to add that based off our HSW/FOG receipts to date we are anticipating to exceed the budget projection by \$129,000. However, as an offset to the unbudgeted media replacement request the painting of the North and South Clarifier Bridges, budgeted at \$60,000 (Page 94 of the CY2017 budget), will be deferred until CY2018.

*Motion the EOC to waive competitive bidding under Section C.1.f of the Village of Glen Ellyn's Purchasing Policy, which states; "Standardization Purchases, as defined as technical in nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment."*

*Motion the EOC to Approve a purchase order for the replacement media from Unison Solutions for a not to exceed amount of \$45,000 to be invoiced to Capital Account Fund 40-580150*

*Mr. Goldsmith asked If Mr. Lanphier knew what the future costs on the siloxane media will be. Mr. Lanphier advised that the information is currently not available, as GWA staff is trying to locate a direct supplier instead of having to purchase the product through Unison.*

*Mr. Goldsmith inquired about to when the clarifier painting that is being delayed to cover the costs will be planned. Mr. Lanphier advised that as the Bio-Phosphorus*

*project there is work to be done on the clarifiers; therefore, staff does not feel expending capital funds for painting at this time is wise.*

*Mr. Goldsmith asked if there was a budget number in place for future siloxane purchases. Mr. Lanphier advised that in the future purchases will be from the operations and maintenance fund.*

**Mr. Goldsmith motioned and Mr. Franz seconded the MOTION to waive competitive bidding under Section C.1.f of the Village of Glen Ellyn’s Purchasing Policy, which states; “Standardization Purchases, as defined as technical in nature of certain items or services may result in the standardization of a particular supplier’s specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.”**

**Motion the EOC to Approve a purchase order for the replacement media from Unison Solutions for a not to exceed amount of \$45,000 to be invoiced to Capital Account Fund 40-580150. President McGinley, President Giagnorio, Mr. Enright, Mr. Fugiel, Mr. Franz, Mr. Niehaus, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.**

7. Facility Improvements Project (FIP) Request for Change Order No. 2  
Presented by – Assistant Executive Director/Civil Engineer, Matt Streicher

The Technical Advisory Committee (TAC) reviewed the documents at a meeting held June 30, 2017 and recommends approval of the proposed Facility Improvements Project Change Order No. 002 as a credit in the amount of \$182,726.34 being presented to the EOC. This change order is a request in which the majority of the equipment substantially affects the critical path of the project as identified in comments below.

The FIP project change order request is addressing a multitude of issues relative to different aspects of the project. The following is the list of items being addressed within this change order.

* Filter Building Louver Credit -	\$ 1,568.00
* Reclaimed Water System Credit -	\$193,030.20
* Electrical Feed Sump Pump -	\$ 0.00
* 42” Pipe Saddle Support -	\$ 3,671.45
* Inf. Channel Blind Flanges Credit-	\$ 9,517.00
* Transformer Primary Fused -	\$ 22,574.34
* MCC-L Sequencing -	\$ 7,427.22
* Painting Credit -	\$ 12,283.95
<b>Total (CREDIT)-</b>	<b>\$182,726.34</b>

Descriptions of the requested changes can be found in the supporting memo. Additional information pertaining to changes to the contract that would have added cost have also been described. It is the staff's intention to keep the changes minimized to incorporate only critically important changes. Changes that may demonstrate long term O&M benefits with larger up-front cost have been waived due to the criticality of the pending Earth Retention System change.

*Motion the EOC to Approve Change Order No. 002 to the Facility Improvements Project contract as a credit in the amount of \$182,726.34*

**Mr. Niehaus motioned and Mr. Giagnorio seconded the MOTION to approve Change Order No. 002 to the Facility Improvements Project contract as a credit in the amount of \$182,726.34. President McGinley, President Giagnorio, Mr. Enright, Mr. Fugiel, Mr. Franz, Mr. Niehaus, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.**

*Mr. Streicher highlighted the changes and provided some background on what some of the credits were for; additionally, he advised that they will be more changes that are currently being finalized for EOC Committee approval and presented at future meetings.*

8. Discussion

8.1 Facilities Improvement Project – General and Earth Retention System Updates

*Mr. Streicher provided an update of the progress of the FIP project with a large part of the work being done in the sand filter building with demo and preparation of the existing wells for the new equipment; additionally, the launder covers were added to the clarifiers which will help prevent the growth of algae which can damage the new disc filters.*

*Mr. Franz asked when the new filters will go online and the other side of the building can be demolished and prepared for the new equipment. Mr. Streicher indicated that this tentatively scheduled for September.*

*Mr. Franz asked what happens with the sand filter process since the capacity is reduced and there is a high rain event. Mr. Lanphier advised that bypass pumping has employed for some time, which is why the filters are being upgraded; therefore, bypass pumping is happening more frequently.*

*Mr. Lanphier advised that a consultant has been contracted with to provided additional expertise for the earth retention system and insure that GWA is securing the best possible system to move the project on. Mr. Niehaus recommended reaching an agreement much like union negotiations when it comes to negotiate with Boller on revising the contract amount for the project.*

9. Other Business

9.1 Technical Advisory Committee Updates

*Mr. Niehaus asked for a status on the demolition of the Hinds property. Mr. Lanphier advised that due to an error by the apparently lowest bidder who did not include the additional costs associated with the asbestos removal. Mr. Lanphier advised that the goal is to have something on the next agenda for approval.*

*Mr. Goldsmith asked if the intent was to award the contract and then also approve a change order. Mr. Lanphier indicated that there is evaluation of the situation by Legal counsel.*

9.2 Pending Agenda Items

*Mr. Franz asked Mr. Goldsmith to provide a status on the land swap between the Villages and the Forest Preserve. However, the Forest Preserve is no longer interested in pursuing a land swap and is looking for an outright sale of the lagoon property at fair market value or approximately \$32,000 per acre if the property is clean, which the lagoon property is not and therefore, feels that the overall purchase price could be in the vicinity of \$100,000. Mr. Goldsmith indicated he will keep the EOC Committee advised as information is forthcoming from the Forest Preserve.*

*Mr. Franz inquired about the status of the Village of Lombard review of FOG ordinance. Mr. Goldsmith advised that he felt it could be to Village of Glen Ellyn staff within the next thirty days or so.*

10. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, August 10, 2017 at 8:00 a.m. at the Glenbard Facility.***

**Mr. Franz moved to adjourn the July 13, 2017 EOC Meeting and Mr. Fugiel seconded the MOTION. The members responded unanimously to a verbal call of “Aye”. The motion carried. The meeting adjourned at 8:45 a.m.**

Submitted by:

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Gayle A. Lendabarker  
GWA Administrative Secretary