

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda

March 8, 2018

8:00 a.m.

**Meeting will be held at the Glenbard Wastewater Plant
945 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 Month of January 2018 and February 2018 totaling \$1,012,512.54 (Trustee Enright).

5.1 Executive Oversight Committee Meeting Minutes:
January 11, 2018 EOC Meeting

5.2 Vouchers Previously Reviewed by:
January 2018 and February 2018 – Trustee Enright

5.3 Approval of New Three-Year Bio-Solids Hauling Contract

During the month of January, GWA placed an advertisement for bid for a 3-year contract for the removal and disposal of municipal bio-solids from the main Glenbard plant. At the bid opening date on January 26, 2018 at 12:00pm, there were six (6) registered plan holders. At the bid opening GWA received four (4) bid packets. GWA recommends the award of the three (3) year contract for Disposal of Municipal Bio-Solids to Synagro for the amount of \$19.00 per cubic yard for the first year.

5.4 Approval of Digester Cleaning Disposal of Municipal Sludge Contract

During the month of February, GWA placed an advertisement for bid Digester Cleaning and Disposal of Municipal Biosolids at the main Glenbard plant.

This contract will consist of removing remaining contents of digester number two, and cleaning the digester. Per standards, it is recommended to clean anaerobic digesters every 7-10 years. It has been over 12 years since digester number has been cleaned. Due to the potential of odors being created due to the work, the Authority has provided for a \$5,000 incentive if the work is to be completed prior to March 26, 2018. Also, the Authority has the right to stop the work, and terminate the contract if the work is not completed by April 6, 2018. GWA recommends the award of Digester Cleaning and Disposal of Municipal Sludge to Stewarts Spreading with a hauling rate of \$0.10 gallon of liquid sludge and \$699.00 per hour of labor. GWA also requests approval to award a \$5,000 stipend if the project is completed prior to March 26, 2018.. This contract was budgeted at \$65,000 in the CY2018 Approved Budget, Fund 40-580150 Plant Equipment Rehabilitation.

5.5 Approval of Payment to the Forest Preserve District of DuPage County

In April 2016, the Village of Lombard was notified that an easement agreement for property adjacent to the Combined Sewer Overflow (CSO) facility with the DuPage County Forest Preserve District had expired. The property was subject to an easement agreement dating back to 1966 for the property just south of the Combined Sewer Overflow facility on Hill Avenue. In order to renew the easement, per District policy, the Village of Lombard is responsible for paying fair market for the acreage, which is valued at \$15,000 per acre. The total cost for the easement is \$142,500 and will be paid for by the Glenbard Wastewater Authority.

6. Proposed Policy for GWA Engineering Shortlist

Historically GWA has generally solicited professional services using a “shortlist” process, by which the Authority retained five to six professional firms on its list of engineering firms that previously submitted qualifications. Prior to the professional services being retained for a project, the Authority would request proposals, along with specific qualifications, only from these shortlisted firms. The shortlist would be updated from time to time based on firm’s qualifications, or amount of work performed with the Authority.

Together with the TAC, Authority staff drafted the attached standard operating policy in regards to contracting professional services. Main highlights are that the Authority will revisit the shortlist every three years to ensure that firms on the list remain qualified and interested in working with the Authority. The policy also states that prices from professional firms will not be requested until a specific firm is selected for a particular professional service, as is directed by state and federal statute and the ethical standards of licensed engineers. This policy was reviewed and approved by the Authority’s attorney for legal purposes.

7. Approval of contract with Strand Associates, Inc. for the 2018 Electrical Service Distribution System Rehabilitation and Upgrades Design Engineering

In November 2017 Authority staff developed and sent out a request for qualifications and technical proposals to our six shortlisted professional consulting firms for Design Engineering Services pertaining to the Electrical Service, Backup, and Redundancy and Site Lighting Project. The due date for the proposals was January 31, 2018.

The Authority received four sets of qualifications and technical proposals in response to the RFQ/RFP that was sent out, at which point staff performed an initial review, and narrowed it down to two firms to invite for formal interviews. A member of the TAC, as well as Authority staff, participated in the interviews, and after a process of evaluation and elimination selected Strand Associates to perform the design work.

It is recommended the EOC award Strand Associates the 2018 Electrical Service, Backup, and Redundancy and Site Lighting Project Design Engineering Services in the amount not to exceed **\$145,500**, which includes the design services with an option to award an additional not to exceed \$2,500 for procurement services. This amount will be taken out of the designated amount in CY2018 Approved Budget, Fund 40 Capital, which has a \$250,000 budget number currently.

8. Approval of High Strength Waste Standard Operating Procedures and Revoke Moratorium Placed on Receiving of High Strength Waste.

Authority staff has put together a draft Standard Operating Procedures in relation to accepting high strength waste, co-digesting the high strength waste with our municipal sludge, and other related operational procedures. Based on the thorough investigations and time spent putting together the Standard Operating Procedures, the Authority requests the EOC approve the procedures, and allow the revocation of the moratorium placed on receiving High Strength Wastes.

9. Approval of Amendment to Existing Engineering Services with RJN Group, Inc. for the Installation and Analysis of the Glen Oak Lift Station Magmeter

In late 2017 the Village of Glen Ellyn officially annexed an area just West of the DuPage River along Hill Avenue. Although unincorporated, this area was previously serviced by Village of Lombard water and sewer. The sewer flow from this area goes to the Glen Oak Lift Station, where it is pumped via force main into a Village of Lombard sewer just upstream of the Authority's North Regional Interceptor, where it's flow was metered along with the sewer it discharged into. Since the area is now incorporated into Glen Ellyn, a need arose to separate the metered flow coming from the force main, as it is needed for Village of Glen Ellyn flow billing purposes. An evaluation was performed, and it was determined that installing a Magnetic Meter (Magmeter) in the force main was the most suitable method to monitor the flow due to the characteristics of the collection system in that location.

It is recommended the EOC award RJN Group, Inc. the Amendment to the Existing Engineering Services to include the Installation and Analysis of the Glen Oak Lift Station Magmeter in the amount not to exceed **\$45,000**. This amount will be taken out of the Infrastructure Improvement budget, 40-580140, in the CY2018 Approved Budget.

10. Discussion

10.1 Facility Improvement Project Update

11. Other Business

11.1 Technical Advisory Committee Updates

11.2 Pending Agenda Items

12. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, April 12, 2018 at 8:00 a.m. in the Conference Room at the Glenbard Wastewater Authority, 945 Bemis Road, Glen Ellyn, IL 60137.***