

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
March 8, 2018
Meeting held at the Glenbard Wastewater Plant
945 Bemis Road, 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
Tim Sexton	Finance Director, Village of Lombard
Julius Hansen	Public Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

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 8:01 a.m.
2. Pledge of Allegiance
3. Roll Call: President Giagnorio, President McGinley, Trustee Fugiel, Trustee Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen answered "Present".
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 and February 2018 totaling \$1,012,512.54 (Trustee Enright).

Trustee Niehaus motioned and Mr. Goldsmith seconded the MOTION that the following items on the Consent Agenda be approved. President Giagnorio, President McGinley, Trustee Fugiel, Trustee Enright, 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 8, 2017 EOC Meeting

- 5.2 Vouchers previously reviewed by Trustee Enright
○ January 2018 and February 2018

- 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.

Mr. Franz proposed an amendment to this item wherein the approval is awarded for a full three (3) years.

- 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.

Mr. Enright asked about the motivation for a completion date of March 26, 2018. Mr. Streicher indicated that due to the IEPA requirements for land application, the material must be incorporated into land application processes as well as to help keep the odors to a minimum with

immediately removal of the material from the digester. Mr. Streicher indicated that the idea of the bonus was discussed with the TAC as a way to keep the project moving and not have the contractor unnecessarily draw out the duration of the project.

Mr. Goldsmith asked where the contract amount falls without the inclusion of the \$5,000. Mr. Streicher advised that the budgeted amount for the project was \$60,000.

Mr. Hansen indicated that Stewart spreading may have lowered their bid in an effort to get the business and earn the bonus.

Mr. Goodalis indicated that another objective of the short turn-around for the project is to get the digester back up and running before the acceptance of high strength waste starts again since the digester needs to have the pressure seal re-established to help keep odors from becoming too noticeable.

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.

Mr. Streicher explained that due to the unique nature of wastewater treatment plants, having a list of pre-approved engineering firms which GWA can reach out to for project work and resource support.

Mr. Niehaus asked Mr. Goldsmith for his feedback on the list as this is something he has been wanting to see for some time. Mr. Goldsmith stated that he was happy to see a formalized policy in place which brings the EOC in compliance with procedures for securing professional services.

Mr. Goldsmith motioned and Trustee Fugiel seconded the motion approval of GWA's proposed policy for Engineering Shortlist of vendors for future project resources. President McGinley, President Giagnorio, Trustee Enright, Trustee Fugiel, Mr. Franz, Mr. Sexton, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

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.

Mr. Streicher advised that GWA issues an RFP to all of the short-list engineering firms for the design services and which the TAC Committee narrowed to two (2) firms with Strand Associates being the firm the Committee felt was best suited for the work.

Mr. Streicher advised that numerous studies, including the previous facility plans have highlighted the need to upgrade the electrical service inside the plant. Mr. Streicher added that GWA has experienced multiple electrical system failures as a result of the aging infrastructure and 40-year old design. Mr. Streicher advised that the \$2,500 in procurement services could potentially results in costs savings as it would allow GWA to seek outside procurement of equipment instead of relaying on contractors to provide the items at a mark-up ahead of the contractor bidding process.

Mr. Franz asked for a quick description of what the project will entail and a rough ballpark estimate for the cost of the project. Mr. Freeman indicated that the engineer's estimate was approximately \$2.5 million and will cover updating the electrical supply throughout the facility, having the ability to expand the system as new processes are incorporated into the treatment process, and allow for redundancies. Mr. Hansen stated that currently the Administration Building does not have any redundant backup and if something were to the happen to the designated electric supply to the building there is nothing that would start-up to provide power to the building and as this building houses the SCADA system it is a little unnerving. Mr. Franz asked if this applied to the entire plant. Mr. Freeman advised that many of the buildings have two transformers which provide the necessary redundancy for each of the two (2) grids that service the plant; however, the Admin Building does not have dual transformers. Mr. Enright asked what currently happens in the event of a power failure. Mr. Freeman explained that GWA does have three (3) 800 Kw natural gas back-up generators which can power the entire plant; however, if the transformer at the Admin building were to become damaged, then there is no way for the power to reach the building.

Mr. Hansen indicated that the root problems are that the system is antiquated in addition to being very poorly designed.

Mr. Franz motioned and Mr. Niehaus seconded the motion to award Strand Associates the 2018 Electrical Service, Backup and Redundancy and Site Lighting Project Design Engineering Services in the amount not to exceed \$145,000, 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 as a \$250,000 budget number currently. President Giagnorio, President McGinley, Trustee Fugiel, Trustee Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

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.

Mr. Streicher advised that Laurie Frieders drafted an SOP for the taking the HSW/FOG and after input from the staff and visiting the Downers Grove Sanitary District and reviewing their procedures after they experienced an upset last year as well, the final revised version is presented for approval. Mr. Streicher indicated that Staff evaluated every possible scenario for inclusion into the procedures including the conservative calculations as to the amount of HSW/FOG to be taken in daily based on the capacity of our digesters. Mr. Streicher stated that the SOP's were distributed to the existing email subscriber list through GWA's website for a period of public review to which GWA received no feedback. Mr. Streicher added that he did speak with Bonnie Buckley, the sole applicant to the Ad Hoc Committee GWA tried to form, earlier in the week, in an effort to provide her an opportunity to respond. Mr. Streicher indicated that her only addition request to the SOP was that if GWA ever decides to increase the amount of HSW/FOG it is taking in as indicated in the Schedule A, that public notification be given ahead of the change, which he felt was a good suggestion to which he did modify the SOP's after the packets were distributed and that the decision to increase the quantity would not be brought back to the EOC Committee for approval, but would be distributed via the email list and posted on GWA's web site before the change is made.

Mr. Niehaus commended the work that GWA Staff put into getting things right. Mr. Niehaus asked Ms. Frieders if trucks would be lined up in advance of the start date and would begin rolling in immediately. Ms. Frieders indicating that she cannot say for sure as most of the discussions have been in trying to find a "sole" provider or reliable stream of HSW/FOG and as there currently are only two (2) companies, one of which never came through with what they promised the first go around and the second being Mahoney, who is not responding phone calls. Mr. Niehaus asked if this was an indication of a ramping up of deliveries versus and line at the gate on the first day. Ms. Frieders agreed that there will be a gradual ramp up of deliveries. Mr. Niehaus indicated he was happy with a slow start.

Mr. Niehaus also suggested that this new policy and procedures be forwarded to all of the elected officials, such as Messers. Elliott, Breen, Nybo and any others that Mr. Arnish has contacted in the past as a pre-emptive measure in the event he tries to contact them and lodge any type of complaint against lifting the moratorium, they will be fully aware that GWA now has a specific policy and a set of procedures in place. Mr. Niehaus indicated that he reached out to Rep. Breen and Nybo's offices after Mr. Arnish sent a recent email against the start-up.

President McGinley asked if GWA staff was comfortable with a 45-day advance notice if the decision is made to increase.

Mr. Fugiel asked if it would help “soften” the fact that HSW/FOG intake was starting up again if verbiage was added to the SOP’s stating that a review of the new policy will take place in twelve (12) months to insure the procedure is effective.

Mr. Franz reminded that all along we had stated that we would start taking in the HSW/FOG again once the issues had been resolved.

Mr. Enright asked about the financial impact of not taking in the HSW/FOG. Mr. Streicher indicated that majority of the impact was a loss of tipping fee revenue, increase in electrical and natural gas costs in the O&M budget.

Mr. Niehaus indicated he approved on the wording of the agenda item, as it clearly states the moratorium is being revoked so there can be no claims that GWA was not transparent in making the decision to start taking HSW/FOG again.

President McGinley added that she did not want GWA staff’s decision as to when to increase the amount of HSW/FOG being taking in not to be driven by the public; GWA staff are the experts who know how the plant is running and whether or not the system can support an increase.

Mr. Enright asked how quickly positives impact on the budget would be seen. Mr. Streicher indicated that revenue from the tipping fees would be the first positive impact; then with the increase production of methane, the decrease in electric and natural gas costs would be more apparent by the end of the year. Mr. Enright asked if there would be a difference between spring/summer and fall/winter with regards to odors. Mr. Streicher indicated that with the same volume of HSW/FOG coming in does not impact the odors, as much as the biologic process becoming upset and causing the odors; which is what happened last year.

Mr. Niehaus motioned and Trustee Enright seconded the motion to approve the High Strength Waste Standard Operating Procedures and to Revoke the Moratorium Placed on Receiving High Strength Waste and to review the SOP’s in twelve (12) months to evaluate and determine if any changes need to be made. President Giagnorio, President McGinley, Trustee Fugiel, Trustee Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

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.

Mr. Streicher advised that this meter will be installed to meter flow for an area that was previously serviced by the Village of Lombard and incorporated into the Village of Glen Ellyn. Mr. Streicher indicated that as RJN was already performing the services it was logical to have them perform the installation and to add the meter to their current scope of reporting services.

Mr. Goldsmith motioned and Mr. Franz seconded the motion to amend the existing Engineering Services agreement 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 charged to the budget account 40-580140 Infrastructure Improvement President Giagnorio, President McGinley, Trustee Fugiel, Trustee Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

10. Discussion

10.1 Facility Improvement Project Update

Mr. Streicher advised that at the current moment, the contractor was beginning to move the second set of disk filters into place and as per the large Change Order place into operation by April 1st. Mr. Streicher indicated that they are on track to complete this part of the agreement.

Mr. Streicher indicated that an submittal for the ERS system was recently submitted and is currently in the review process and per the overall project schedule that was recently received, the dig for the ERS system was slated to begin on April 1st; the potable system replacement has been completed and he has been encouraging the contractor to get the plant grounds back to pre-construction condition.

Mr. Streicher advised that at this point in time GWA is holding close to a \$1 million in payment applications. Mr. Franz noted that he wanted the TAC to insurance that deadlines are being met before payments are made.

11. Other Business

11.1 Technical Advisory Committee Updates

11.2 Pending Agenda Items

Trustee Enright raised questions concerning the different alarm monitoring bills he has seen while reviewing the vouchers each month and asked for clarification between Siemens and Tyco. Mr. Freeman explained that Siemens is the fire alarming monitoring system that reports directly to the fire department and Tyco is the monitoring for the Admin building and St. Charles Lift Station.

Mr. Enright asked about a software invoice for IBM. Mr. Streicher advised that this invoice was for the MAXIMO maintenance management software that GWA uses generating the work orders and corrective orders for all of the equipment GWA has.

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, Illinois.***

Mr. Fugiel moved to adjourn the March 8, 2018 EOC Meeting and Mr. Franz seconded the MOTION. President Giagnorio, President McGinley, Mr. Fugiel, Mr. Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried. The meeting adjourned at 8:38 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary