

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda

June 14, 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 April and May 2018 totaling \$1,521,815.17 (Trustee Enright).

- 5.1 Executive Oversight Committee Meeting Minutes:
April 12, 2018 EOC Meeting
- 5.2 Vouchers Previously Reviewed by:
April and May 2018 – Trustee Enright
- 5.3 Approval of 4” Trash Pump Purchase

On May 31, 2018 the Authority received and publicly opened bids for a new 4” portable trash pump purchase. The bid had been publicly advertised in the Daily Herald and was budgeted for replacement this year. The Village of Glen Ellyn’s Fleet Maintenance inspected the Authority’s existing 2001 4” pump and is in agreement that due to its age and number of running hours, it is in need of replacement. The low bidder was Mersino in the amount of \$32,730.

Therefore, it is recommended the EOC award Mersino the 4” pump purchase in the amount of **\$32,730**. This amount will be taken out of the designated amount in CY2018 Approved Budget, Fund 40 Vehicle and Equipment Replacement, which is currently budgeted at \$23,962.

6. Approval of Televising Contract

In April 2018 Authority staff worked with the Village of Lombard, who developed and sent out a request for qualifications and technical proposals for Large Diameter Sewer Inspection/Assessment. The due date for the proposals was April 17, 2018.

The Authority received three sets of qualifications and technical proposals in response to the RFP that was sent out, along with prices. Attached is a spreadsheet containing the bid prices. The apparent low bidder is Red Zone Robotics. The proposed bid and contract were reviewed by the TAC. All references were checked and are satisfactory.

Therefore, it is recommended the EOC award Red Zone Robotics the 2018 Large Diameter Sewer Inspection/Assessment Contract in the amount not to exceed **\$135,912.50**. This amount will be taken out of the designated amount in CY2018 Approved Budget, Fund 40 580150 Plant Equipment Rehabilitation, which is currently budgeted at \$100,000.

7. CY2017 Audit Report

Attached is the Annual Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year that ended December 31, 2017. Financial highlights for the Authority's fiscal year 2017 (FY2017) are presented on pages MD&A2 and MD&A3 of the report. A complete narrative summary of the Authority's operations and financial position is found in Management's Discussion and Analysis on pages MD&A1 through 9. I will present highlights of the financial report during the EOC meeting and our audit partner, Jamie Wilkey, will present the auditor's opinion.

Motion to accept the Audited Financial Statements of the Glenbard Wastewater Authority for the fiscal year ended December 31, 2017 and to forward the audit report to the full Authority Board for final approval at the next annual meeting.

Motion to distribute the operating surplus of \$159,394 in a manner determined by the Executive Oversight Committee.

8. Approval of Administration Building HVAC Rehabilitation Design

In February 2018 Authority staff developed and sent out a request for qualifications and technical proposals to our six shortlisted professional consulting firms for the 2018 Administration Building HVAC Rehabilitation Design. The due date for the proposals was April 6, 2018. The existing control system is pneumatic and requires manual intervention for seasonal changes with no external alarming or control. Outside of the chiller package and duct heater, which were replaced in 1994, the remainder of the equipment has been in operation since the 1977 plant improvement. Any potential incentives or grant funding related to the project shall be explored as well, as it is suspected many are available.

The Authority received two sets of qualifications and technical proposals in response to the RFQ/RFP that was sent out, at which point staff performed reviews of the proposals and selected Strand Associates, Inc. to perform the work. After the selection was made a cost proposal was submitted for \$125,000 which staff was able to negotiate down to a not to exceed price of \$99,000.

During a TAC meeting the Village of Lombard raised concerns about the high cost of design and mentioned other routes that could be taken, such as considering the other proposal that was received, or going a different direction and utilizing an architect or HVAC contractor for design. Typically, GWA needs to work with a design engineering consulting firm for these types of design projects due a consultant's ability to assist with not just design, but also researching technology options, writing specifications, researching manufacturers, SCADA integration, automation, bidding requirements, and other items that we at the Authority have limited resources and staff for. After further discussion, it was still recommended to bring forward this proposal for EOC approval.

Therefore, it is recommended the EOC award Strand Associates, Inc. the 2018 Administration Building HVAC Rehabilitation Design in the amount not to exceed **\$99,000**. This amount will be taken out of the designated amount in CY2018 Approved Budget, Fund 40 580150 Plant Equipment Rehabilitation, which is currently budgeted at \$75,000.

9. Request to Declare Surplus Equipment – Cryogenic Plant and Associated Equipment

In April 2017 the Authority shut down it's 40-year old cryogenic generation plant and switched to using liquid oxygen created off site. The plant was costly to operate and maintain, and lower costs were able to be utilized by hauling in the liquid oxygen.

Although the Authority has not reached any agreements to sell the equipment, or have it taken off site, the Authority requests the EOC declare the Cryogenic Plant and Associated Equipment as surplus equipment, which would allow it to be sold or auctioned off to the highest bidder.

10. Approve Contract for new SCADA Server, LAN Server, and Firewall

The Glenbard Wastewater Authority presently employs and is heavily dependent on the operation of two distinct computer networks/systems to accomplish its' mission, the SCADA System and the business Local Area Network (LAN).

The SCADA (Supervisory Control and Data Acquisition) System is a computerized network used to monitor and control plant processes and equipment, provide real-time and historical data, and provide local/remote alarm notification to staff. This system affords Glenbard the ability to operate the facility with manned personnel during one shift per day as opposed to the round the clock coverage which was once the normal practice prior to the SCADA System installation.

The business LAN is the other computer network used to provide typical business functionality such as e-mail, data storage, word processing, spreadsheet creation/data

analysis, CMMS (Computerized Maintenance Management System), SCADA historical data archiving, WIMS & Ops Works, a wastewater process database and reporting system, web-based equipment research and purchasing, access of VGE accounting software for accounts payables, and electronic IEPA Discharge Monitoring Reports.

We are recommending utilizing the firm of Concentric Integration, as a sole source provider, and seeking a Waiver of Bids, in the total amount of **\$58,585**. Funds for this replacement were included in the FY-2018 Budget Fund 40-580140 **Infrastructure Improvement-SCADA & LAN Server, Firewall Replacement** line item in the amount of \$80,000.

11. Formalize TAC Resolution

The Technical Advisory Committee (TAC) was formed based off a request made by the Village Managers in order to provide recommendations to the Executive Oversight Committee on matters pertaining to projects, budgets, operations and other duties assigned by the Executive Oversight Committee. The TAC consists of three members; the Directors of Public Works from each Village and the Executive Director of the Authority and meets on a monthly basis or more frequently as required.

Due to the TAC's role in recommending items being brought forward to the EOC, the Authority's legal consul recommended formalizing a resolution establishing the TAC. Therefore, attached is a formal resolution prepared by the TAC, and reviewed by the Authority's legal consul.

It is recommended the EOC adopt the resolution formalizing the TAC to make recommendations to the EOC on the operations of GWA.

12. Discussion

- 12.1 Facility Improvement Project Update
- 12.2 Pretreatment Ordinance Status Update
- 12.3 Personnel Update

13. Other Business

- 13.1 Technical Advisory Committee Updates
- 13.2 Pending Agenda Items

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