

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
September 13, 2018
Meeting held at the Glenbard Wastewater Plant
945 Bemis Road, Glen Ellyn, IL

Members Present:

Keith Giagnorio	President, Village of Lombard
Diane McGinley	President, Village of Glen Ellyn
Mike Fugiel	Trustee, Village of Lombard
Bill Enright	Trustee, Village of Glen Ellyn
Scott Niehaus	Village Manager, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
Carol Goldsmith	Public Works Director, Village of Lombard
Dave Buckley	Assistant Public Works Director, Village of Glen Ellyn

Others Present:

Matthew Streicher	Executive Director, GWA
Tom Romza	Assistant Director/Engineer, 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
Tim Sexton	Finance Director, Village of Lombard
Gayle Lendabarker	Administrative Secretary, GWA

1. Call to Order at 8:00 a.m.
2. Roll Call: President Giagnorio, President McGinley, Trustee Fugiel, Trustee Enright, Mr. Franz, Mr. Goldsmith and Mr. Buckley 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 Month of June, July and August 2018 totaling \$3,7836,008.32 (Trustee Enright).

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

- 5.1 Executive Oversight Committee Meeting Minutes:
 - June 14, 2018 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Enright
 - June, July and August 2018
- 5.3 Approval of Purchase of Biogas Media

As part of the new CHP system, the biogas being used to fuel the generators needs to be cleaned of hydrogen sulfides and siloxanes, which would cause damage to the internal CHP engine parts that are essential to the system. The scrubbing of the gas is key to increasing the overall life of the engines.

The current media has reached its useful life and needs to be replaced. Calls were made to 3 other local plants in the area that have the same equipment, and they all go with Unison for the media, so we were unable to find more suppliers of the media to attempt to get prices than what we have listed in the memo. Also, the gas scrubbing system itself is manufactured by Unison, so ideally their media is the best to use – however it is possible to use 3rd party sources, if available.

In the 2018 GWA budget, staff allocated \$75,000 for the purchase of this media in budget category Plant Equipment Rehabilitation account 40 580150. This purchase is well below this budgeted amount. The Authority recommends approving the purchase from Unison Solutions in the not-to-exceed amount of \$24,675.75 that would come out of account 40-580150.

- 5.4 Roof Contract Award

On Tuesday, August 28, 2018, eight (8) bids were opened for the Roof Replacement at Buildings P and T. The low Base Bid of \$142,270.00 was submitted by Adler Roofing and Sheet Metal, Inc. of Joliet, Illinois. The highest bid received was \$249,550. See attached Bid Tabulation Sheet for a complete summary of the bids.

The budgeted amount for CY2018 for this project was \$84,723, putting this projection \$57,547 above the budgeted amount. However, prior to going to bid, the Authority's new roofing consultant had advised us that the budgeted amount for the work was low, which is demonstrated by the good range of bids received. The Consultant has been working with the Authority to revise future budget amounts. Also attached is a spreadsheet showing the over/under total for Fund 40 projects, which includes this projected amount above budget, but does not include any overages from the FIP project. As demonstrated, excluding the FIP project, overall the Authority is under budget on Fund 40 projects, therefore this overage does not affect the budget significantly.

Based on the recommendation of the Authority's roofing consultant, it is recommended that the Authority award the contract to Adler Roofing and Sheet Metal for the Roof Replacement at Buildings P and T in the amount of \$142,270, which would come out of Fund 40-580145.

Trustee Enright asked what the biogas media did. Mr. Streicher advised that the media filters the impurities from the methane gas before it is burned by the CHP engines.

Mr. Goldberg noted that he was not listed on the members present at the June meeting. Ms. Lendabarker indicated she would amend the Minutes to reflect Mr. Goldsmith's presence at the meeting.

6. CY2019 Draft Budget Review

Enclosed in the agenda is a memo highlighting the significant budgetary impacts for CY2019 and how they compare to CY2018. Also enclosed are pertinent sheets from the Draft CY2019 budget, and the full detail will be able to be discussed at the meeting.

Mr. Streicher provided a summary of the latest update to the proposed CY2019 budget. Mr. Streicher noted that in the Capital plan the overpayment for the FIP loan repayment was no longer being separated out, as well as the operating surpluses from the previous two years. Also, the Biosolids Improvements project in the future was no longer scheduled to be a loan project; as well as moving all of the salary expenses relating to the Assistant Director/Engineer to the O&M personnel fund. Mr. Streicher indicated that the O&M side of the budget did see increases mainly due to moving all expenses relating to the new Assistant Director/Engineer to the O&M side of the budget and the unpredictability of usage for various utilities as the historical data is not available due to the significant changes the plant has seen; i.e. installation and start-up of the CHP, and the shutting down of the cryo plant. Mr. Streicher indicated that Chemicals costs were increased as there was an additional chemical process installed at the main plant as part of the FIP, and the anticipated increase of chemical hauling costs. The chemical haulers already attempted to increase costs due to themselves experiencing unexpected cost increases, but GWA is currently holding them to contract pricing. Mr. Streicher indicated that overall, there is only a one percent (1%) increase to the CY2019 budget over the CY2018 budget.

Trustee Fugiel expressed his appreciation of the efforts of the TAC to thoroughly comb through the budget and keep the increases to a minimum. Mr. Streicher expressed his appreciation to Mr. Franz, Mr. Sexton and Ms. Coyle for their guidance and input on making sure the budget was an accurate reflection of GWA's finances.

Trustee Enright asked if the waste receiving revenue in the capital budget plan is the FOG revenue. Mr. Streicher advised it was.

Trustee Enright asked about the complaints regarding truck traffic. Mr. Streicher indicated that in addition to the odor complaints, several neighbors complained about truck traffic as several vendors were coming during off/overnight hours and the exit gate on the West end of the plant is directly across from their homes so all trucks were restricted to more traditional daytime hours, seven days a week.

Trustee Enright asked about the increase for merit pay and asked if it was across the board. Mr. Streicher explained that the percentage is a maximum amount eligible and that each employee's performance will determine the actual increase amount they receive.

Trustee Enright inquired as to why the natural gas line item in the budget is going up if GWA is able to produce their own gas. Mr. Streicher explained that in the past the budget numbered had been lowered in anticipation of the CHP producing enough gas to fuel the digester boilers but that has not been the reality due to the issues with the CHP, so the boilers are being heated by using natural gas when there is not enough methane gas to fuel CHP being produced.

Mr. Franz asked what the final decision on the percent of contributions from the Villages for the capital plan came in at. Mr. Streicher indicated that the budget reflects a 1 percent (1%) contribution. Mr. Niehaus asked if Mr. Streicher anticipated any additional or drastic changes to the budget. Mr. Streicher indicated that other than revised roof replacement cost planning for the coming years, which will have a minimal impact, he does not foresee any substantial changes to the presented numbers. Mr. Streicher indicated that his hope at the next meeting is to present final version for approval and recommendation to present to the Full Board at the Annual GWA Full Board meeting.

7. Facility Improvement Project Change Order No. 005

The Technical Advisory Committee (TAC) has previously reviewed the change order documents and is aware of the proposed changes. Based on the review of the items included in the change order by the TAC committee, at the time the Authority recommends approval of the proposed Facility Improvements Project Change Order No. 005 in the amount of \$6,425.98, increasing the overall contract cost from \$17,694,832.84 to \$17,701,258.82. This change order involves two credits and one additional cost item that is non-negotiable, as explained in further detail in the enclosed memo.

Mr. Streicher indicated that the change order is a result of complications encountered during the digging, in that the contractor did encounter an obstruction from a previous structure that had been abandoned, as well as some cost savings that the GWA staff was able to realize these savings by not completing some of the scheduled work, and avoiding the purchase of additional equipment. The matter had been presented to the TAC Committee for preliminary feedback and approval.

Mr. Niehaus motioned and Mr. Goldsmith seconded the motion to approve Change Order 005 to the Facilities Improvement Project for in the amount of \$6,425.98, increasing the overall contract price from \$17,694,832.84 to \$17,701,258.82. President Giagnorio, President McGinley, Trustee Fugiel, Trustee Enright, Mr. Franz, Mr. Goldsmith, and Mr. Buckley responded “Aye” during a roll vote. The motion carried.

8. Discussion

8.1 Facility Improvement Project Update

Mr. Streicher provided an update on the FIP Project indicating that all of their current payments have been released and that some items from the filter portion of the project are not completed but staff is holding the accountable for getting the items done; but overall the system is operational and functioning as designed.

Mr. Goldsmith asked if there was an anticipated number of RE hours to be put in by GWA Staff. Mr. Streicher indicated that was not a specific number of hours designated to be GWA staff hours.

Mr. Franz asked if project will be completed by November 2019. Mr. Streicher indicated that he is optimistic that the project will reach substantial completion by that time; however, he does not think the project will be done and signed off until the early 2020.

8.2 Pretreatment Ordinance Status Update

Mr. Streicher indicated that as he has become more involved in the matter it has become apparent that what the EPA had pre-approved was different than the final version Lombard asked to have sent in for approval. GWA has learned that a letter outlining the issues is forthcoming. Mr. Streicher advised that the IEPA's response will be brought to the TAC when it is received.

8.3 CHP Updates

Mr. Streicher provided an update on how the process of resuming the intake of FOG and the operation of the CHP indicating that GWA is having difficulty locating vendors to bring their FOG deliveries to our facility again but we are getting some steady deliveries and Laurie Frieders is working on locating more qualified vendors to make deliveries to the GWA.

8.4 Personnel Updates – Assistant Director Introduction

Mr. Streicher introduced the new Assistant Director/Engineer, Thomas Romza who comes to GWA from RJN Group.

9. Other Business

9.1 Technical Advisory Committee Updates

9.2 Pending Agenda Items

9.3 GWA Annual Full Board Meeting – The Full Board Meeting with both Village’s full boards in attendance to approve the Glenbard Wastewater Authority’s CY2019 Budget, is set for **Thursday, November 15, 2018 at 6:00 pm** in the Community Room of the Village of Lombard Village Hall, 255 E Wilson Avenue, Lombard, IL 60148.

10. *Next EOC Meeting* – The next regularly scheduled EOC Meeting is set for **Thursday, October 11, 2018 at 8:00 a.m. in the Conference Room at the Glenbard Wastewater Authority, 945 Bemis Road, Glen Ellyn, Illinois.**

Trustee Fugiel moved to adjourn the September 13, 2018 EOC Meeting and convene for Executive Session for the purpose of discussing the purchase of real property, from which the Committee will not return to regular session. Mr. Goldsmith seconded the MOTION. President Giagnorio, President McGinley, Mr. Fugiel, Mr. Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Buckley responded “Aye” during a roll vote. The motion carried. The meeting adjourned at 8:35 a.m.

11. Executive Session – Materials to be Provided Under Separate Cover

Motion the EOC to adjourn to Executive Session for the purposes of discussing the purchase of real property for the use of the public body. The EOC will not be returning to open session after adjournment of the Executive Session.

Executive Session Materials to be provided under separate cover!

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary