

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
January 10, 2019, 2018
Meeting held at the Glenbard Wastewater Plant
945 Bemis Road, Glen Ellyn, IL

Members Present:

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:

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
Ashley Staat	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 Giagnorio, Trustee Fugiel, Trustee Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen answered "Present". President McGinley was excused
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 part of the months of October 2018 (partial), November 2018 totaling and December 2018 \$1,797,455.53 (Trustee Enright).

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

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- 5.1 Executive Oversight Committee Meeting Minutes:
 - October 25, 2018 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Enright
 - Partial October, November and December 2018
- 5.3 Request for Authorization to Enter into Year 3 of 3 of Flow Monitoring Services Contract with RJN Group, Inc.

GWA requests waiver of bids and authorization to continue into year three of the three-year contract for Flow Monitoring Services with the RJN Group, Inc. The amount of \$122,000 shall be invoiced to Fund 270-520981 in CY2019.

- 5.4 Request for Authorization to Enter into Year 3 of 3 of Sodium Hypochlorite Supply Contract with Alexander Chemical Corporation.

GWA requests waiver of bids and authorization to continue into year three of the three-year contract for the Sodium Hypochlorite Supply Contract with Alexander Chemical Corporation at \$0.632/gallon, and shall be invoiced to Fund 270-520981 in CY2019.

- 5.5 Request for Authorization to Enter into Year 3 of 3 of Sodium Thiosulfate Supply Contract with PVS Chemical.

GWA requests waiver of bids and authorization to continue into year three of the three-year contract for the Sodium Thiosulfate Supply Contract with PVS Chemical at \$1.72/gallon, and shall be invoiced to Fund 270-1-530440 in CY2019.

- 5.6 Request for Authorization to Enter into Year 3 of 3 of the Janitorial Services Contract with RCC Cleaning

GWA requests waiver of bids and authorization to continue into year three of the three-year contract for Janitorial Services with RCC Cleaning for \$12,240, and shall be invoiced to Fund 270-520971 in CY2019.

- 5.7 Request for Authorization to Enter into Year 3 of 5 of the Lease of Atmospheric Vaporizers and Airgas Liquid Oxygen Hauling Agreement

GWA requests waiver of bids and authorization to continue into year three of the five-year contract for the leasing of atmospheric vaporizers and liquid oxygen hauling with Airgas in CY2019. Liquid Oxygen hauling will be priced at \$0.266/per 100 cubic feet with a base delivery charge of \$15,600, and invoiced to Fund 270-530443 in the CY2019 Budget. Atmospheric Vaporizers Leasing will

be priced at \$1,500/month, and invoiced to Fund 40 Capital Plan in the CY2019 Budget.

5.8 Contract Laboratory Services Open Purchase Order Request

In late 2016 the Operations and Laboratory staff solicited three quotes for laboratory professional services for three-year period starting in 2017. Per Village of Glen Ellyn Purchasing Policy Section B.5., since this is a recurring/ongoing service, quotes only need to be obtained once every three years, so long as the cost remains competitive and there is no significant change to the scope of goods/services. Suburban Labs projected a cost of \$25,001.50 for a one-year period based on information provided to them from the Authority. The cost can be variable as call out work is required for the Stormwater Facility during rain events, as well as any extra sampling that might be required for our permit discharge or special condition on river sampling.

This professional service is budgeted in the CY2019 O&M budget account #270-520806 Prof. Serv. Laboratory in the amount of \$24,000. The Operations and Laboratory staff kindly requests the Executive Oversight Committee to approve an open purchase order for a not to exceed amount of \$24,000 for CY2019 as budgeted.

6. Second Amendment to Cell Phone Tower License Agreement

In 2018 TOWERCO, the owner of the cell tower located on Authority (Village of Glen Ellyn) property, approached the Authority with discussion in regards to adding a 3rd carrier (T-Mobile) on the existing cell tower. The proposed amendment would add a 400 square foot enclosure at ground level in the existing storage area that would not have an impact on the operation of the Authority. The proposed amendment would also increase the monthly revenue to the Authority by \$1,650 per month.

Prior to the license agreement amendment going to the Village of Glen Ellyn for formal approval, EOC approval is needed since both member Villages are part of the EOC, and the revenue would benefit the Authority. Therefore, EOC approval is requested for the attached license agreement amendment with TOWERCO. No signature is needed at this time.

Motion the EOC to approve the Second Amendment to the Cell Phone Tower License Agreement with Towerco.

Mr. Streicher indicated that T-Mobile would be the third vendor on the tower which is going to require some additional height being added to the tower. Mr. Streicher noted that all of the zoning and permitting is being handled by the Village of Glen Ellyn Planning Department but the revenue will revert back to GWA.

Trustee Fugiel motioned and Mr. Niehaus seconded the motion to approve the Second Amendment to the Cell Tower License Agreement. President Giagnorio, Trustee

Fugiel, Trustee Enright, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

7. Discussion

7.1 High Strength Waste Standard Operating Procedure

Mr. Streicher indicated that between the SOP's that were approved in April 2018 and the addition of a second feed pump to reduce the chances of a digester upset, GWA Staff has been enabled to better manage feed rate to the digester for the past eight (8) months and would like to post for public comment a sole change to the SOP's reflecting the updated calculations on the amount of FOG that GWA can accept and not the amount being pumped into the digester. Mr. Streicher clarified the purpose behind requesting the change in volume to be taken in is due, in part, to now having actual data as to how much is being fed to the digesters as well as, staff concerns about having to turn away new vendors or returning vendors if the lower daily quantity is close to or has been reached for any given day. Mr. Streicher stated that any changes in the quantity of FOG being taken in as outlined in the SOP's needs to be posted for forty-five (45) days for public review and comment and is seeking approval to post the proposed changes on GWA's web site, in addition to an email communication to those currently on the email distribution list.

Mr. Goldsmith asked what the percentage of increase is being proposed. Mr. Streicher indicated that the current gallons per day being fed into the digesters is 10,800 gallons and is looking to increase to 15,600 gallons. Mr. Goldsmith indicated that he would like to see a quick narrative outlining the percentage of increase and an FAQ document.

Mr. Niehaus asked when the approval to change the quantity would be needed. Mr. Streicher indicated most likely at the April 2019 EOC Committee meeting.

Trustee Fugiel asked if there was any difference between storing in the winter versus storing in the spring. Mr. Streicher indicated that the entire process is enclosed and that while there are odors during the off-loading, FOG is not a contributing factor to odors nor is it impacted by dry or wet weather flows.

Mr. Hansen asked if GWA was increasing FOG intake to it's maximum limit. Mr. Streicher advised GWA is not and the intent of the increase request is to help reduce the times staff has to turn deliveries away. President Giagnorio asked how often has Staff turned away deliveries due to reaching near capacity. Mr. Streicher indicated that it has occurred several times and while it is not a frequent issue, if GWA begins taking on new vendors, it has the potential to become an issue. Mr. Streicher indicated that one of the CHP engines has been running non-stop since January 2, 2019.

Mr. Hansen asked if Mr. Streicher was confident that the new calculations were not going to impact the digester. Mr. Streicher advised that based on the new calculations, which are still at a conservative level, GWA can feed 29,000 gallons a day to the digester without the amount causing the digester to become upset.

Mr. Goldsmith asked what the feed rate was when the digester upset occurred. Mr. Streicher stated that the feed rate was 40,000 gallons in an eight (8) hour period. Mr. Streicher reminded the EOC that as part of the SOP's the health of the digester is being monitored more closely than it was prior to the upset, and that testing is being done three (3) days a week.

Trustee Enright asked what the capacity of the storage tanks was. Mr. Streicher advised approximately 40,000 gallons.

Mr. Streicher asked if he needed to bring the item back to the EOC before public posting. President Giagnorio advised he did not. Mr. Franz added that it will need to be brought for approval after the forty-five (45) day period.

7.2 Facility Improvement Project Update

Mr. Romza advised that most of the work in the Filter building has been completed except for the Chemical Feed, HVAC and sump pump systems that still to be completed; the digging of the hole for the raw pump station is continuing with only some bracing remaining to be installed and an additional eight (8ft) still needs to be dug to accommodate the new pumps.

Mr. Romza also advised that the project is behind schedule on the digging and conversations with GWA's legal counsel have been taking place concerning a letter advising Boller of GWA's position.

Mr. Niehaus indicated that there is a scheduled meeting with Greg Dose and Bill Hrabak, Goldstine's attorney who specializes in construction law.

Mr. Niehaus expressed that while work is still ongoing, he feels there is a need to start documenting GWA's concern about the project going beyond the November 2019 completion date.

Mr. Franz sked if the construction delays are impacting the day-to-day operations of the facility. Mr. Romza and Mr. Goodalis advised that other than the messy appearance of the plant, the delays are not impacting daily operations.

7.3 Discussion of FPA Amendment Inquiry

Mr. Niehaus provided a background of the FPA amendment, which is the result of a developer wanting to develop a piece of property in Lombard that is part of the Flagg Creek Reclamation District; Flagg Creek has regulations restricting the amount of flow per acre that would be prohibitive to certain types of development. Mr. Niehaus indicated that as the property is in a TIF district, the Village's desire to have this property available for a variety of different development options makes moving this parcel from Flagg Creek's FPA to GWA's is very desirable. Mr. Niehaus indicated that the preliminary discussions with Flagg Creek point to them being willing to relinquish the area to GWA and that a meeting to discuss the move is scheduled for later in the day. Mr. Goldsmith added that there have been seven (7) previous FPA amendments in the past for similar reasons, so this is not something that has never been done before.

Mr. Niehaus added that the Village is anticipating Flagg Creek recommending that another area of restaurants at the corner of Butterfield Road and Meyers Road also be transferred as it would free up additional capacity for them and has already had conversations with Mr. Streicher regarding GWA's capacity. Mr. Streicher added that part of the Facility Plan study includes a method for re-calculating GWA's PE, as the that residential use of water is not nearly as high as the totals that were originally calculated.

Mr. Franz asked how is capacity calculated. Mr. Streicher explained that each home is considered to have 3.5 population equivalence (PE) with the one "PE" being 100 gallons, per person, per day; and the new method deems the PE to be 2.8. Mr. Romza added that even the 100 gallons, per person, per day is a dated number.

8. Other Business

8.1 New Personnel Introduction – Environmental Resources Coordinator

Mr. Streicher introduced Ashley Staat, the new Environmental Resources Coordinator, replacing Laurie Frieders who retired last fall.

8.2 Technical Advisory Committee

8.3 Pending Agenda Items

Mr. Streicher indicated that staff is currently reviewing the projects list and will have firm dates by the next EOC Committee meeting.

8.4 Executive Oversight Committee 2019 Meeting Dates

Mr. Franz asked if the Committee had any interest in converting to an every-other month schedule. Mr. Streicher indicated that he is not opposed but would need to be flexible.

Trustee Enright suggested that the currently monthly schedule remain and meetings be cancelled if there are not enough agenda items.

Mr. Enright indicated he had noticed a number of computer system upgrades and ask how they are going. Mr. Streicher deferred to Mr. Freeman who indicated all was going well with the server upgrades and that PC's are next.

9. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, February 14, 2019 at 8:00 a.m. in the Conference Room at the Glenbard Wastewater Authority, 945 Bemis Road, Glen Ellyn, Illinois.***

Mr. Franz moved to adjourn the January 10, 2019 EOC Meeting and Mr. Niehaus seconded the MOTION. President Giagnorio, 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 8:35 a.m.

Submitted by:

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Gayle A. Lendabarker
GWA Administrative Secretary