

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Minutes  
July 11, 2019  
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
Kelli Christiansen	Trustee, Village of Glen Ellyn
William Ware	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

Others Present:

Matthew Streicher	Executive Director, GWA
Tom Romza	Assistant Director/Engineer, 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
Jamie Wilkey	Financial Auditor, Lauterbach & Amen
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 McGinley, President Giagnorio, Trustee Christiansen, Trustee Ware, Mr. Franz, Mr. Niehaus, and Mr. Hansen answered "Present". Mr. Goldsmith 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 month of June 2019 totaling \$353,900 (Trustee Christiansen).*

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

EOC Meeting/July 2019  
Minutes

- 5.1 Executive Oversight Committee Meeting Minutes:
  - June 13, 2019 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Christiansen
  - June 2019

6. CY2018 Financial Audit Report

Attached is the Annual Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year that ended December 31, 2018. Financial highlights for the Authority's fiscal year 2018 (FY2018) are presented on pages 10-11 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 9-19. Village of Glen Ellyn Finance Director Christina Coyle 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, 2018 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 \$449,410 in a manner determined by the Executive Oversight Committee.

*Ms. Coyle advised that due to the funds received through the IEPA's revolving loan fund, GWA was required to have a single audit completed for CY2018 which was not required in 2017 as State funds had been used to fund part of the FIP project instead of Federal. Ms. Coyle highlighted that overall CY2018 was a positive year and resulted in an O&M surplus of \$449,410. Ms. Coyle indicated that historically, any O&M surplus has been rolled over into GWA's capital fund. Ms. Coyle also indicated that GWA exceeded the 25% cash reserve policy in the O&M fund; which means the entire \$449,410 can be rebated to the Capital fund or back to the Villages.*

*Ms. Coyle summarized the balances associated with the FIP project in that the \$14,900,000 with \$12,100,000 in funds received from the IEPA's SRF loan fund. Mr. Coyle expressed her appreciation to the Village's Finance Department, namely Dale Fabianski and Matt Streicher and Gayle Lendabarker for providing any additional information that the Auditors required.*

*Ms. Wilkey summarized that GWA and the Village's Finance Department was in compliance with all rules and regulations with regards to financial controls and checks and balances.*

***Trustee Ware motioned and President Giagnorio seconded the Motion to accept the Audited Financial Statements of the Glenbard Wastewater Authority for the fiscal year***

*ended December 31, 2018 and to forward the audit report to the full Authority Board for final approval at the next annual meeting and distribute the operating surplus of \$449,410 to GWA's Capital Improvement Fund. President McGinley, President Giagnorio, Trustee Christiansen, Mr. Franz, Mr. Niehaus, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote.*

7. 2019 Roofing Project

In 2017, GWA sought an evaluation of all the roofing systems on plant grounds and lift stations. Many of the roofs are original to the late 1970's and far past their useful life. While some of the roofs are still in decent condition, many are already failing, or on the verge of failing. GWA took the 2017 evaluation and developed an annual roof rehabilitation program over the next 15 years in effort to spread out the costs of rehabilitating every Authority roof asset.

The roof rehabilitation plan for 2019 is to replace the failing roof of Building O and the shingled roof of Building Z. In May 2019 Authority staff and the roofing consultant, Arcon, developed and sent out a public request for qualifications and proposals for the rehabilitation of the roofs of buildings O (UV building) and Z (SRI lift station). Nine (9) proposals were received, with Elens & Maichin Roofing being the low bid. The bids ranged from the low of \$136,300 to the high of \$184,950 (bid tabulation attached).

Therefore, after discussion with the TAC, it is recommended the EOC award Elens & Maichin Roofing & Sheet Metal, Inc the 2019 Buildings O and Z Roof Rehabilitation project in the amount not to exceed **\$136,300**. If approved, this amount will be taken out of the designated amount in CY2019 Approved Budget, Fund 40 580180 Capital Improvements Projects.

*Mr. Romza advised that most of the existing roofs are original to the facility's construction and some roofs are in need of replacement. Mr. Romza advised that with the assistance of Arcon Consulting bids were sought for Buildings O and Z and nine (9) contractors submitted bids, with the lowest bidder coming in under the amount approved in the CY2019 budget of \$144,000.*

*Trustee Christiansen asked if GWA had worked with the contractor in the past. Mr. Romza indicated they have not done any work with GWA in the past; however, Arcon advised they are reputable contractor who has done a lot of work on schools in the past and have been around for a long time.*

*Trustee Christiansen asked if any type of contingency is needed. Mr. Streicher indicated that contract does have some allowances built into the not to exceed price.*

*Mr. Franz asked Mr. Romza to explain the "alternate bid" option that was included in the bidding process. Mr. Romza explained that there had been some discussion as to using metal roofing on Building O, which is the SRI Lift Station, and once the bids were*

*opened and the costs revealed for this option, the decision was made that the only value the of having a metal roof is for “aesthetics” and as this building is tucked out by the lagoons and the life of the materials is not any longer than regular asphalt roofing materials, so it was decided to not pursue that type of roofing.*

***President Giagnorio motioned and Mr. Franz seconded the motion to approve awarding the 2019 Buildings O and Z Roof Rehabilitation project in the amount not to exceed \$136,300 to Elens & Maichin Roofing & Sheet Metal, Inc. with costs being allocated from the CY2019 Approved Budget, Capital Improvement Projects 40-580180. President McGinley, President Giagnorio, Trustee Christiansen, Trustee Ware, Mr. Franz, Mr. Niehaus and Mr. Hansen responded “Aye” during a roll vote. The motion carried.***

8. Discussion

8.1 Facility Improvement Project Update

*Mr. Romza provided an update on the FIP project indicating that there are still ongoing discussions between the Contractor and the engineering firm on how to build the walls of the new pump station with Boller hiring Baxter & Woodman to help them design/develop a resolution that everyone feels will perform as needed. Mr. Romza added that a preliminary plans have been submitted to Black and Veatch early in the week and it appears to be an acceptable resolution and hopes that Boller can resume pouring concrete in four (4) to six (6) weeks. Mr. Romza stated that, in the meantime, Boller is working to resolve punch list completion items from the disc filter project while the issues with the raw pump station are being worked out.*

*Mr. Hansen added that he felt that all the parties are making strides in resolving the issue to move forward during a recent meeting with all parties.*

*Mr. Franz asked what the next phase of the project would be once the walls are poured. Mr. Romza advised that the roof would need to be installed before any backfilling could take place or the ceasing of dewatering; then the holes from the bracing system will need to be patched and allowed to cure as they backfill each segment so that will be a long process.*

*Mr. Streicher indicated that the completion of this phase will be significantly longer than the original proposal as there will be 32 holes that will need to be patched; so, there will be an additional delay on top of the three to four months delay the project has currently endured. Mr. Streicher added that it would not be a surprise if the project was not*

*completed until 2021 as a result of this approach. Mr. Streicher added that the current contractual completion date is November of 2019, however it has been acknowledged that they will not make that date and the latest schedule they have submitted is showing June of 2020 but this date is even in doubt as the delay continues.*

*Mr. Streicher indicated he did have some good news from GWA's attorney in that liquidated damages can be assessed if the November 2019 date is missed in the amount of \$2,000/day even if GWA has not incurred any actual damages as a result of the delay.*

*Trustee Ware asked if GWA would pursue damages. Mr. Streicher indicated yes and that further details would be discussed in Executive Session.*

*Mr. Franz asked what would occur in the phase after the roof is installed. Mr. Romza indicated that the pumps would be lowered into the new building before the roof was completed, and the more detailed work, i.e. piping and electrical, would begin inside the building.*

## 8.2 CY2020 Budget

*Mr. Streicher indicated that he provided three different capital plan options to the TAC for evaluation by the Villages and noted that none of the options include the surplus from CY2018 O&M Fund. Mr. Streicher explained that regardless of which option the EOC chooses, an increase in contributions by the Villages will be necessary in order to help insure GWA has funding necessary for projects in the future or GWA will need to make plans to rely on IEPA SRF funds for future projects; and noted that if choosing the option of IEPA SRF for funding, it is recommended that when filing applications they be submitted as early as possible since the IEPA chooses projects based on submission date. Mr. Streicher added that the Financial Directors will be attending the next TAC meeting to try and determine the best capital plan option to move forward with.*

*Mr. Streicher provided a summary of the capital plans of other surrounding wastewater treatment facilities per Mr. Franz's request as a way to show where GWA sands with its neighbors.*

## 8.3 NACWA Platinum Award

*Mr. Streicher shared that GWA had received NACWA's highly prestigious Platinum Award; which is awarded after a facility goes five (5) consecutive years without any NPDES permit violations, and stated that*

*Gayle Lendabarker was going to make the trip to the annual conference in Minneapolis to accept the award for GWA.*

*President McGinley congratulated the staff on their hard work in keeping the facility violation free.*

9. Other Business
  - 9.1 Technical Advisory Committee Updates
  - 9.2 Pending Agenda Items

*Mr. Streicher advised that the next large-scale project that will be brought to the EOC Committee for approval is the Electrical Grid upgrade project. Mr. Streicher indicated that the original bid date for the project was supposed to be let in late July; however, 90% design specifications have not yet been received by GWA staff for review. Mr. Streicher added that the budget amount for the project was \$2.6 million including engineering and the engineer's estimate based on 60% drawings is \$3.2 million which is higher but includes a 20% contingency; staff is hopeful that the costs will be lower once the 90% drawings are completed as well as hopes for a competitive bidding atmosphere like the HVAC project had, especially heading in the fall/winter seasons.*

*Mr. Franz asked if the work can be done during winter. Mr. Streicher indicated that the goal is to have the underground outside work done by December before the hard freezes happen, and then be able to focus on the inside work with the goal of having that portion completed by summer of 2020. Mr. Franz encouraged the GWA staff to keep moving the project along. Mr. Romza explained that the engineers are encountering a lot of issues due to the age of the existing system and the fact that working with the electricity in general is dangerous, Staff is encouraging them to work quickly without sacrificing safety.*

*Mr. Streicher distributed a letter and form that will be distributed to the neighbors via email that will hopefully educate the residents about the factors with the warm weather contributing to the cause of the odors and ask them to fill out a form that provides more details about the type of odor, etc. in and effort to reduce the number of calls.*

*President McGinley asked if GWA would be impacted by the water main break that occurred earlier in the week. Mr. Streicher indicated that all of that water went to the villages storm drains and not into the sewer drains.*

10. **Next EOC Meeting** – The next regularly scheduled EOC Meeting is set for Thursday, August 8, 2019 at 8:00 a.m., The July EOC meeting will still be held **in the Conference Room at the Glenbard Wastewater Authority, 945 Bemis Road, Glen Ellyn, IL 60137.**

**Mr. Franz moved and Mr. Niehaus seconded the MOTION to go into Executive session for the purpose of discussing threatened or pending litigation between the Glenbard Wastewater Authority and Boller Construction, Inc. and will return once Executive Session is adjourned. President McGinley, President Giagnorio, Trustee Christiansen, Trustee Ware, Mr. Franz, Mr. Niehaus, Mr. Hansen, and Mr. Goldsmith responded “Aye” during a roll vote. The motion carried. The meeting adjourned at 8:34 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 threatened or pending litigation between the Glenbard Wastewater Authority and Boller Construction, Inc. The EOC will be returning to open session after adjournment of the Executive Session. Executive Session Materials to be provided under separate cover.*

11.1 – The EOC Committee returned from Executive Session to make the follow motion:

**Trustee Ware moved and Trustee Christiansen seconded the MOTION that the EOC grant GWA staff the authority, if warranted, to do the following termination for Cause, termination for convenience, give notice and exercise performance bond rights or issue general stop work orders to/for Boller Construction, Inc. if needed. President McGinley, President Giagnorio, Trustee Christiansen, Trustee Ware, Mr. Franz, Mr. Niehaus, Mr. Hansen, and Mr. Goldsmith responded “Aye” during a roll vote. The motion carried.**

**Mr. Niehaus moved to adjourn the July 11, 2019 EOC Meeting and Mr. Franz seconded the MOTION to adjourn the meeting. President McGinley, President Giagnorio, Trustee Christiansen, Trustee Ware, Mr. Franz, Mr. Niehaus, Mr. Hansen, and Mr. Goldsmith responded “Aye” during a roll vote. The motion carried. The meeting adjourned at 8:47 a.m.**

Submitted by:

---

Gayle A. Lendabarker  
GWA Administrative Secretary