

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Minutes  
June 13, 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
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 McGinley, President Giagnorio, Trustee Christiansen, Mr. Franz, Mr. Niehaus, Mr. Hansen and Mr. Goldsmith answered "Present". Trustee Ware was excused. President McGinley welcomed new the new Trustee representative from the Village of Glen Ellyn, Kelli Christiansen.
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 April 2019 and May 2019 \$2,182,662.09 (Trustee Christiansen).*

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

- 5.1 Executive Oversight Committee Meeting Minutes:
  - April 11, 2019 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Christiansen
  - April 2019 and May 2019
- 5.3 Polymer Supplier Approval

The Authority uses a polymer to help coagulate digested sludge during the dewatering process, as is typical in wastewater treatment. The purpose of the polymer is to help yield greater percent solids in the biosolids materials, and therefore relieves significant hauling costs. Since the amount of polymer used is dependent on how much sludge is produced, the quality of the sludge, as well as the amount of sludge dewatered – pricing for polymer is obtained on a dollar per pound basis. Approximately \$20,000-\$40,000 of polymer is used per year, and is budgeted for appropriately in the “270-530440 Chemicals” budget line.

The Operations Staff would like to request purchasing polymer from Polydyne at a cost of \$1.13 per pound from our current polymer supplier Polydyne. We have used Polydyne for years without any major issues of their product or delivery services.

*Mr. Niehaus wanted it noted that the rolling average for chemicals over the last five (5) years has been approximately \$42,000 and the number fluctuates based on operational variabilities.*

## 6. 2019 Facility Plan Study Presentation

Trotter & Associates, Inc. (TAI) was selected to perform the 2018 Facility Plan and worked on its development throughout the 2018 calendar year. Due to a shift in the scope during the summer of 2018 to focus on odor control, the overall study duration was extended, and was completed in early 2019.

Attached is an executive summary of the Facility Plan provided by TAI, along with a power point presentation going over the report.

*Mr. Streicher highlighted key points from the 2018 Facility Plan that had been completed by Trotter & Associates during a PowerPoint presentation to the EOC Committee.*

*Mr. Streicher noted that if GWA needed to seek funding for any projects within the next few years, this Facility plan has to be submitted and filed with the IEPA, which was part of the scope included by Trotter & Associates.*

*Mr. Goldsmith stated that the EOC Committee should probably have a motion and approval on record to accept the 2018 Facilities plan since it is mandated that a facilities plan be completed every five (5) years in the IGA.*

***Mr. Franz motioned and Mr. Goldsmith seconded the motion to accept the 2018 Facility Plan as prepared by Trotter & Associates. President McGinley, President Giagnorio, Trustee Christiansen, Nr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote.***

7. Admin HVAC Construction Contract

The Authorities present HVAC system/equipment consists primarily of two main air handlers (one supply, one return), an inline electric duct heater which tempers the fresh air supply and provides additional heat during colder periods, an outdoor redundant reciprocal chiller package with interior located glycol cooling coil, variable air volume's (VAV's) & electric baseboard heaters controlled by pneumatic thermostats located in each office, along with numerous exhaust fans. 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. Although the HVAC system in place is not in extreme imminent danger of failing, it is beyond its predicted life and would become an emergency if it fails. This design work evaluated different types of technology to replace the existing system with, taking into account any return on investment by using more “green” methods. The complete design took nearly a year to complete, and had an engineer's estimate of \$1.35M.

The Authority held a public bid opening May 24, 2019 at 1pm for the construction contract. Two sets of bids were submitted, with a low bid of \$998,000, submitted by Amber Mechanical, Inc. Please see the attached bid tabulation for a full list of bidders and amounts. The Authority's consultant reviewed the bid proposal and reference checks were made. The engineers estimate for this project was \$1.247M.

Therefore, after discussion with the TAC, it is recommended the EOC award Amber Mechanical, Inc. the 2019 Administration Building HVAC Rehabilitation Construction in the amount not to exceed **\$998,000**. If approved, this amount will be taken out of the designated amount in CY2019 Approved Budget, Fund 40 580180 Capital Improvements Projects, which is currently budgeted at \$1,000,000.

*Mr. Romza indicated that while Amber Mechanical is not a company familiar to GWA, the responses from the references they provided were very positive and that when staff asked a competing mechanical contractor who has done projects in the past for the Authority about the Amber, the response was positive; Mr. Romza indicated that a majority of Amber Mechanical's past work has been on schools/municipal clients with a wide range of contract from \$50,000 to \$5 million dollars.*

*Mr. Franz motioned and Mr. Niehaus seconded the motion to approve awarding the 2019 Administration Building HVAC Rehabilitation Construction project to Amber Mechanical for the not to exceed amount of \$998,000 to be charged to Capital Improvement Fund 40-580180 in the 2019 Approved Budget. President McGinley, President Giagnorio, Trustee Christiansen, Mr. Franz, Mr. Niehaus, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.*

8. Admin HVAC Construction Engineering Contract

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 proposals were received and Strand Associates Inc. was selected for this project. This design was recently completed, and in a previous EOC agenda item, the Authority requested approval of the construction contract.

Due to the anticipated award of the construction contract, a proposal for construction engineering was requested from Strand Associates Inc. As stated in the Authority's professional engineering services policy, since Strand Associates Inc. provided satisfactory work in design (Phase 1), a request for a proposal for construction engineering services was sent only to Strand. Through negotiations, the Authority was able to agree on a scope of services that reduced the cost of the contract from approximately \$125,000 down to \$64,000, which is 4.7% of the estimated construction cost.

Therefore, after discussion with the TAC, it is recommended the EOC approve the amendment with Strand Associates, Inc. to increase the Administration Building HVAC Rehabilitation Engineering Contract **\$64,000** to include Construction Engineering. The amendment increases the overall contract from \$107,000 to \$171,000, and extends its anticipated completion to June 20, 2020. If approved, this amount will be taken out of the designated amount in CY2019 Approved Budget, Fund 40 580180 Capital Improvements Projects, which is currently budgeted at \$1,000,000.

*Mr. Romza indicated that as Strand Associates did the design work, staff felt it is was important to retain Strand Associates for some of the construction oversight services. Mr. Streicher advised that Strand's responsibilities will mainly be administrative by assisting with submittals, shop drawing reviews, verifying the correct equipment is being installed, etc. and Rick Freeman and his team will be watching over the work of the contractors; while GWA budgeted \$1 million dollars for this project and between the construction and total engineering costs the project will be slightly over budget, there are other projects in the capital plan that have come in under budget to help offset this project exceeding the budgeted amount.*

*Mr. Goldsmith motioned and Mr. Franz seconded the motion to approve the amendment to Strand Associates' 2019 Administration Building HVAC Rehabilitation Engineering contract by \$64,000 to include Construction Engineering services increasing the current contract from \$107,000 to \$171,000 and extends the anticipated completed date to June 20, 2020. President McGinley, President Giagnorio, Trustee Christiansen, Mr. Franz, Mr. Niehaus, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.*

9. Discussion

9.1 Facility Improvement Project Update

*Mr. Romza indicated that the project has encountered another set back due to the ERS system that was used to hold sheeting in place is preventing the pouring of the walls. Boller and Black & Veatch have been trying to come to a resolution that is agreeable to both parties. Mr. Romza indicated that the Authority has sent a letter indicating that GWA will not pay for dewatering costs while there is no work being performed on the project.*

*Mr. Streicher indicated that the dewatering costs are an issue as there has been no documentation provided demonstrating costs, or for verifying the gallons being pumped. This has been requested from the contractor numerous times with no responses.*

*President McGinley asked for a reminder as to why we have not kicked Boller off the project. Mr. Niehaus indicated that by pulling their bond, the surety company would then make the decision on the replacement contractor which is not something GWA wants to risk at this point, and that it is still in the best interests of the Authority not to pull them from the job.*

*President McGinley asked if anyone higher up at Boller has been made aware of the issues. Mr. Niehaus and Mr. Franz both indicated that the owner of Boller is well aware of the situation and steps are being taken to get the issues addressed.*

*Mr. Franz asked if other than this particular of the project if Boller is completing all other work. Mr. Romza indicated that they are working on punch list items in the disc filter building, slowly, but surely.*

*Trustee Christiansen asked if the EOC Committee would be required to approve any final resolution. Mr. Niehaus indicated that only if there is a monetary change order to the overall contract, otherwise Black & Veatch would be approving any resolutions after getting feedback from GWA staff.*

*Tom Romza also advised that there will most likely be change order coming with regards to the upgrading of the chemical pumps for disinfecting the non-potable plant water, as the ones that were called for in the project scope are undersized and cannot perform as needed. Mr. Streicher indicated that the issue with the pumps is a design flaw by Black & Veatch based on a note from a consultation where it was supposedly stated by GWA staff that the pipe would no longer be under a high-pressure load, so they designed the system with smaller pumps; therefore, they would not be held liable for the costs as they would be able to point to the fact that GWA would be incurring the higher costs if the design had originally called for the larger pumps anyways.*

*Mr. Goldsmith asked if GWA was at a point that if no progress had been made within the next 45 days, would be make sense to pull the surety and terminate Boller from the project. Mr. Streicher indicated that at this time the plant is able to operate at needed and as all of the equipment has already been purchased, it does not seem logical. Terminating Boller may only increase the project duration significantly*

#### 9.2 High Strength Waste Tipping Fees

*Mr. Streicher indicated that Ashley Staat, the Environmental Resources Coordinator, had been approached by a hauler that wants to bring in a higher volume of waste throughout the week, but wants a lower rate. Mr. Streicher indicated that the vendor had indicated the potential for steady FOG deliveries of 20,000 to 25,000 gallons per week. Mr. Streicher indicated that the Authority proposes an agreement to the lower tipping fee should be combined with a stipulation that vendor will be billed for a weekly minimum of 15,000 gallons per week, even if the deliveries do not equal 15,000 gallons as GWA could see a loss of revenue if other vendors are turned away in anticipation of being near the daily intake maximum per the SOP's.*

*Mr. Franz asked what the term of the contract was. Mr. Niehaus advised it is a sixty (60) trial to start. Mr. Streicher added that there would be no "term" as it could create problems if, for some reason, GWA had to cease taking in FOG. Mr. Niehaus recommended a clause indicating that a 30 or 45-day prior notice by either party prior to ceasing deliveries to GWA should be included in the agreement. Mr. Streicher indicated that the trial period will determine how their product impacts our digester.*

#### 9.3 June 2, 2019 Open House

*Mr. Streicher summarized the attendance and the positive feedback received from those who attended the open house.*

EOC Meeting/June 2019  
Minutes

10. Other Business
  - 10.1 Technical Advisory Committee Updates
  - 10.2 Pending Agenda Items
11. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for Thursday, July 11, 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. Streicher asked if the July meeting should remain the same or be moved back due to July 4<sup>th</sup> holiday or simply send out the EOC packets on Monday, July 8<sup>th</sup>.*

*Mr. Franz advised leaving the date as is and the packet going out that week is good.*

**Mr. Franz moved to adjourn the June 13, 2019 EOC Meeting and Mr. Niehaus seconded the MOTION to adjourn the meeting and go into Executive session for the purpose of discussing the purchase of real estate property for use by the public body and not return once Executive Session is adjourned. President McGinley, President Giagnorio, Trustee Christiansen, Mr. Franz, Mr. Niehaus, Mr. Hansen, and Mr. Goldsmith responded “Aye” during a roll vote. The motion carried. The meeting adjourned at 9:29 a.m.**

12. 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 estate 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:

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Gayle A. Lendabarker  
GWA Administrative Secretary