

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
June 11, 2020
8:00 a.m.

Zoom Link: <https://us02web.zoom.us/j/89285940053>

Glenbard Wastewater Authority Meeting Procedures Statement

On March 16, 2020, Governor Pritzker issued Executive Order No. 5 in response to COVID-19, which temporarily suspended certain requirements of the Open Meetings Act ILCS 120 allowing Executive Oversight Committee members to participate electronically in Executive Oversight Committee meetings.

The Public is welcome to observe and participate in all meetings of the Executive Oversight Committee. Meetings are able to be viewed using the link <https://us02web.zoom.us/j/89285940053>, or by calling (312) 626-6799 and using the Meeting ID: 892 8594 0053. All public comments received during the meeting will be read into the record during the appropriate portion of the agenda.

Members Present:

Keith Giagnorio	President, Village of Lombard
Diane McGinley	President, Village of Glen Ellyn
William Ware	Trustee, Village of Lombard
Kelli Christiansen	Trustee, Village of Glen Ellyn
Mark Franz	Village Manager, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, 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
Jon Braga	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 8:03 a.m.
2. Roll Call: President Giagnorio, President McGinley, Trustee Ware, Trustee Christiansen, Mr. Franz, Mr. Goldsmith, and Mr. Hansen answered "Present". Mr. Niehaus 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 the months of March, April and May 2020 \$3,124,350.87 (Trustee Christiansen).

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

- 5.1 Executive Oversight Committee Meeting Minutes:
- March 12, 2020 EOC Meeting

- 5.2 Vouchers previously reviewed by Trustee Christiansen
- March 2020
 - April 2020
 - May 2020

- 5.3 Request for Authorization to Enter into the ILWARN Mutual Aid Agreement

Following the impacts of Hurricane Katrina, it became apparent that even with the extraordinary efforts of utilities, water associations, and state regulatory agencies, the demand for resources and knowing where those resources were available overwhelmed the ability to effectively coordinate the initial response. Realizing that utilities needed a different approach, the leaders in the water community and state agencies have joined together to create the Illinois Water/Wastewater Agency Response Network or ILWARN.

Through the ILWARN Web site, a member can request emergency equipment (pumps, generators, chlorinators, evacuators, etc.) and trained personnel (eg. treatment plant operators) that they may need in an emergency. There is no cost to being part of the network.

The Authority applied and was approved to enter into the ILWARN network, however, in able to be authorized to call upon any assistance the enclosed Mutual Aid Agreement needs to be executed. The Authority’s attorney has reviewed the agreement and sees no issues with the Authority joining. Therefore, it’s formally requested that the EOC to authorize the Authority’s Executive Director to sign the agreement and enter in the ILWARN mutual aid network.

- 5.4 Renewable Energy Credit Agreement Renewal

The Authority is requesting the EOC to allow automatic renewal of the existing contract with Blue Delta to evaluate the Authority’s eligibility as a renewable resource within the Applicable Program and evaluate any other GWA assets for Environmental Attribute creation, as well as to perform the necessary services to

create, manage and market any environmental attributes generated by the Authority. This opportunity is made available mainly due to the Combined Heat and Power facility, which can be considered a source of renewable energy.

As the CHP's generate electricity, this information is recorded, and translated into Renewable Energy Credits (RECs). A REC means any renewable energy certificate, tradable renewable certificate or green tag, howsoever entitled or named, resulting from, attributable to, or associated with the generation of energy by the Authority pursuant to any international, federal, state or local legislation or regulation that is required for such renewable energy credit to be certified under the Applicable Program, associated with one (1) megawatt hour of energy generation from the Authority's Combined Heat and Power facility.

As Blue Delta's sole compensation for performing the Services, the Authority shall pay to Blue Delta a fee equal to twelve percent (12%) of the proceeds actually received from the sale of the Environmental Attributes to a third-party buyer ("Services Fee") net of Transaction Costs. Blue Delta shall collect the gross proceeds actually received from each sale, deduct any Transaction Costs, and retain Blue Delta's Services Fee. Blue Delta will remit the remainder of the proceeds to the Authority within ten (10) business days of receipt of the gross proceeds. The Authority acknowledges that Blue Delta is not required to distribute any amounts not actually collected from any sale of the Environmental Attributes.

Blue Delta is currently providing services to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), Rock River Water Reclamation District (Rockford, IL), and Downers Grove Sanitary District. Other brokerage services for RECs generated from CHP's were sought out, but none were found, as Blue Delta appears to cover most of the wastewater treatment plants that generate energy.

To date, the Authority has not generated enough energy to yield any compensation, but as more energy is generated, and RECs become a more valuable commodity, it is appropriate to have the Authority well positioned to sell its RECs.

The Authority staff requests approval to allow Blue Delta's existing contract, which has been in place for 3 years, to automatically renew come the renewal date on July 17, 2020. The agreement had been reviewed by the Authority's attorney at the time it was executed.

5.5 Approval to purchase CHP Media

Prior to digester gas being used in the CHP's, the gas needs to be "scrubbed" in order to remove siloxanes and hydrogen sulfide, in order to help preserve the life

of the engines. Although the life of the media is tracked, due to varying usage and gas conditions, it is difficult to exactly predict when the media will be reaching its useful life. Since there is little expiration notice, and the media has a long shelf life, we prefer to have the media onsite and available to keep the down time of the engines to a minimum. Therefore, staff obtained pricing early in the year so that the purchase can be made, and available for use when needed.

In the 2020 GWA budget, staff allocated \$50,000 for the purchase of this media in budget category Plant Equipment Rehabilitation account 40-580150. Therefore, *we motion the EOC to authorize approval to purchase CHP media from Unison Solutions in the amount of \$41,505.00.*

5.6 Approval for new rag washer

The Authority's 2018 facility plan identifies equipment that may be at the end of its intended useful life. This year the rag washer was identified. The rag washer is the first pre-treatment process at the main plant. This machine is tasked with the rigorous job of washing rags, debris, plastics and abrasive material on a daily basis. Material enters the machine after being removed from raw influent bar screens then "rags" are washed of organics, compressed (removing water) and sent to a dumpster. GWA's current Washer was installed in 2006 and has experienced significant failures in recent years. Repairs have been made to keep it in service, but only to the extent to keep it working long enough until it's designated replacement date.

Competitive pricing for new rag washers were obtained from several different manufacturers. Results of the pricing are listed in the table below.

Manufacturer	Price
JWC Environmental	\$38,695.75
Vulcan Industries	\$66,398.00
Wes Tech	\$70,306.00
Lakeside	\$81,015.00
Kusters Water	\$86,427.00

Due to the large range in prices obtained, further investigation was done on the low bidder, and all results came back satisfactory. Therefore, it's requested authorization be given to issue JWC Environmental a notice to proceed in the amount of \$38,695.75 sourced from the CY2020 Capital Fund.

6. Request for Authorization to Purchase Replacement Grit Pumps

The Authority's 2018 facility plan identifies equipment that may be at the end of its intended useful life. This year the grit pumps had been identified. Grit pumps are the second pre-treatment process at the main plant. They are tasked with pumping

concentrated abrasive material day in and day out. Material pumped typically consists of silt, sand and small rocks. The “grit” is then washed of organics and sent to a dumpster. It was determined to replace the pumps in kind for a few reasons. The excellent track record of minimal down time, consistent ability to pump “grit” material and the seamless replacement logistics. By simply replacing the pump head from the same manufacturer, many additional costs are being avoided, as replacing this equipment with any other manufacturer would result in additional construction costs above and beyond the cost of the pumps themselves. Therefore, it is being requested that competitive bidding be waived with regard to section C.1.f, Standardization purchases, of the Glen Ellyn purchasing policy. This has been discussed at the TAC level and was agreed that due to the replacement of only one component of an entire system, waiving the competitive bidding is appropriate. Therefore, it’s requested authorization be given to issue Gasvoda and Associates a notice to proceed in the amount of \$88,410 sourced from the CY2020 Capital Fund.

Mr. Streicher explained that the grit pumps are responsible for removing inorganic material from the system and for the past 15 years have pumped a lot of sand from the old sand filters that was pushed into the system during multiple filter backwashes; as a result, the internal workings were worn down. Mr. Streicher indicated that in the latest facility plan, the grit pumps were identified as equipment in need of replacement. Mr. Streicher added that the pricing was sought for “in kind” pumps from the same manufacturer, with the installation work being completed in house. Mr. Streicher highlighted that funding for the pumps and a few other related purchases had been consolidated under a single project in the CY2020 Capital Budget.

Trustee Ware made the motion and Trustee Christiansen seconded to authorize the purchase of Replacement Grit Pumps from Gasvoda and Associates in the amount of \$88,410 with funds allocated to CY2020 Capital budget. President Giagnorio, President McGinley, Trustee Ware, Trustee Christiansen, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

7. Request for Authorization to Approve New Legal Representation

In late 2019, the Authority’s existing legal representative, Greg Dose from Goldstein, Skrodzki, Russian, Nemeč, & Hoff, indicated that he would be retiring at the end of the year. Mr. Dose had been the Authority’s legal representation since 2013 when his firm was selected during a professional selection process. Although the Authority had been satisfied with Mr. Dose and his firms’ representation, the Executive Oversight committee indicated the need to perform a formal Request for Proposal (RFP) to other firms in order to evaluate the best options to move forward. Therefore, on January 27, 2020, the Authority distributed nine RFP’s various legal firms who represent municipal bodies.

Per the language in the RFP, the TAC was assigned to recommend no more than three (3) firms as finalists for consideration as General Counsel. Therefore, based on the results from the scoring, the TAC proposes the three highest ranking firms to the EOC:

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- Goldstein, Skrodzki, Russian, Nemec, & Hoff
- Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
- Hauser, Izzo, Petrarca, Gleason & Stillman, LLC.

The three highest ranking firms were then interviewed by Village Manager Niehaus, Village Manager Franz, and Director Streicher. After the interviews, the interviewing team came to a consensus to recommend and request that the EOC authorize the Authority to select Hauser, Izzo, Petrarca, Gleason & Stillman, LLC as it's legal representation.

Mr. Streicher indicated that proposals were sent to nine (9) different firms with only five (5) responding. The TAC narrowed the five (5) to three (3) and after interviews with the Village Managers and post interview discussions, the decision was made to go with Houser, Izzo, Petrarca, Gleason and Stillman, LLC, as they had a strong construction background, an area of expertise that GWA needs. Mr. Streicher indicated that the Houser, Izzo, et al would work at a reduced rate of 50% of their hourly rate of \$230, when reviewing the files on the FIP Project from Goldstine, Skrodzki, et al, providing a comprehensive transition letter is provided, to aid them in becoming familiar with all the legal intricacies of the FIP project as well as input from GWA staff.

Mr. Franz motioned and Trustee Ware seconded to approve the recommendation of Hauser, Izzo, Petrarca, Gleason & Still, LLC as legal counsel for GWA. President Giagnorio, President McGinley, Trustee Ware, Trustee Christiansen, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

8. Request to adopt formal resolution and authorization for State Revolving Loan Fund application documents for the 2020 Biosolids Dewatering Project

Enclosed in the agenda packet is a memo outlining the procedures that need to be followed in order to begin the application process to obtain a low interest State Revolving Fund (SRF) loan to fund the 2020 Biosolids Dewatering Project

Mr. Streicher explained that in 2018 the EOC Approved the design phase for the Biosolids Dewatering project and the project was highlighted as a prospect for funding through the IEPA's SRF loan program, if the necessary documents could be forwarded to the IEPA in time. Mr. Streicher continued by stating that Trotter & Associates has received word that this project, along with two other GWA projects, are all on the list be funded by SRF funds and as part of the loan process, the Executive Oversight Committee needs to pass the Resolution, as well as each Village Board also approving their own Resolutions per their policies. Mr. Streicher indicated that while there are several different cost options outlined, the decision was made for the pre-application process to request \$3 million dollars for the project to ear mark the funds and will have a more solid number when the project is bid out, at which time the loan documents will be finalized with the actual amount. Mr. Streicher outlined the loan procedure is to submit a pre-application, bid out the project, finalize projects costs and then within 90 days of the

bid award, submit the final loan application; therefor, based on this time line, the project would begin in early 2021. Mr. Streicher also requested authorization to sign all SRF loan documents that require an Executive Director's signature.

Mr. Franz motioned and Trustee Ware seconded adoption of Resolution 01-20 and give authorization for the Executive Director to sign the necessary State Revolving Loan Fund application documents for the 2020 Biosolids Dewatering Project. President Giagnorio, President McGinley, Trustee Ware, Trustee Christiansen, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

9. Discussion

9.1 Capital Improvement Projects Update – Provided by Thomas Romza

Facility Improvement Project:

Good News:

- *Punch list for the filter building is approximately 98% complete*
- *Chemical feed system is ready, awaiting delivery of the chemicals to put the system into operation*
- *Raw Pump Building outdoor restoration is nearly complete, which also means the dewatering process is also complete; hole has been filled in and concrete poured over the area.*
- *A repair plan for the UV drain line that was damaged during the effluent structure rehab work early on in the project has been developed and is being reviewed*
- *low flow pumps are installed and working well*

Bad News:

- *High flow pumps – a plan was provided to install a by-pass pumping system that could pump 20mgd and keep the plant operating, in the event issues were to arise, similar to what occurred during the low flow pump installation, as well as, reduce the number of plant shutdowns that would need to be performed to complete the project; unfortunately, the by-pass pumps are not able to pump at the required 20mgd, they are only able to pump at 14mgd; this would mean that only one old pump would be able to be removed at a time, adding more shutdowns to the plan*

Mr. Romza added that Boller had hoped the bypass pumping would allow for substantial completion to be reached in August instead the September date currently being targeted.

Admin Building HVAC

Mr. Romza indicated that substantial completion for the project has been reached; however, issues have been encountered in the last several weeks when the outside weather became hot. Mr. Romza stated that the hot weather revealed some programming and control issues not operating various pieces of the system properly. Mr. Romza added that GWA did give Amber some leeway with the substantial completion date due to the COVID stopping their work; however, once they were granted permission to resume working, their efforts to address the issues found, has been lagging, in that they need to resolve the problems and have not been making much effort to show up and resolve the problems. Therefore, GWA is withholding payment of \$300,000 that is equal to 30% of the project cost until all the items are fixed.

Trustee Christiansen asked if Amber has provided any timeline for addressing the issues. Mr. Romza advised that GWA is giving Amber until the end of June to have the system working, correct issues, and have the system operating at 100%, and then focus on any punch list items and indicated that if they miss the June date, then discussions regarding liquidated damages will start. Mr. Romza indicated that while the project has already exceeded the original contract dates, but due to the COVID work stoppage they were given some leniency until the end of June.

Mr. Streicher added that the hope is that by withholding \$300,000 will motivate Amber to get back to work, which, in the last week, has resulted in some work being completed.

Medium Voltage Electrical Grid

Mr. Romza indicated that since the award of the project, several opportunities for grants to help offset the budget overage became available through the DCOE that have the potential for \$700,000, DCOE Fast Track, minimum of \$500,000 and DCOE Rebuild Illinois with a minimum of \$250,000 to cover part of the costs. Mr. Romza continued by stating as a result of the grant opportunities, the notice to proceed has been placed on hold until the grants are awarded and that Broadway is willing to hold their pricing for 100 days while GWA applied for the grants.

Mr. Romza indicated that a problem with the Fast Track application was encountered in that the number of applicants exceeded expectations, so the DCOE placed a pause on making

any disbursements for the time being to see if they can find additional funding, as with 100 applicants and only if giving out the minimum, they would exceed the \$25 million dollars they currently have very quickly.

Mr. Romza asked Mr. Streicher what the total amount GWA had requested was. Mr. Streicher advised that for both grants the full amount of the engineer's estimate of \$3,125,000 was requested per instructions from DCOE and they will reduce the funding if the decision is to only give out the minimum award amount.

Mr. Romza indicated that the plan is still to move forward with the project in the fall, even if grants are not received. Mr. Streicher indicated that the bid price has been extended to the end of August and if GWA had issued a notice to proceed now, GWA would not have been eligible to apply for the grants. Mr. Streicher confirmed that even without the grants, the project will continue as it is work that needs to be done sooner rather than later and that the extra 100 days was worth the delay if it meant receiving funds to offset some of the higher than anticipated costs of the project and extend the completion date to later in 2021.

Biosolids Dewatering Rehab/Improvements

Mr. Romza stated that GWA received word that this project is on IEPA's list to receive SRF funding; GWA staff has much of the pre-application work completed and hopes to submit in the coming weeks.

Mr. Romza indicated that Staff was involved in providing a workable resolution to the issues with part of the polymer injection and storage system re-design that would provide a more permanent and useful system, which Trotter said would work and added into the design.

Mr. Streicher indicated that earlier this year the IEPA had stated that they were going to change the rules of the SRF loan program so that there would be a minimum of a 2.5% interest rate; however, due to strong push back for the Illinois Association of Wastewater Agencies (IAWA), of which GWA is a member, the rate increase has been postponed and preliminary indications are that the interest rate for this project will be 1.39%.

Mr. Franz congratulated GWA staff on their efforts for the grants and the interest rate on the upcoming BioSolids project.

Mr. Streicher highlight the slide in the packet showing resident engineering hours and stated that without Mr. Romza being on board to handle some of the day to day oversight, resident engineering costs for projects would be soaring if GWA had to hire consultants at a rate of \$150 to \$200 per hour to be onsite every day. Mr. Streicher indicated that there is still a need for outside resident engineering to perform some inspections and specialized testing that Staff does not have the ability to perform.

10. Other Business

10.1 Technical Advisory Committee Updates

10.2 Pending Agenda Items

Mr. Streicher noted that some items will be brought forward in the near future for approval, and Staff decided to defer some items due to both Villages being impacted by COVID-19 significantly; therefore, GWA is doing its part to try and keep costs low like Staff always does, by deferring what absolutely does not need to be done. Mr. Streicher added, that as budget planning for the coming year is beginning, Staff will make every effort to keep O&M as flat as possible, but there will still need to be contributions for the Capital budget to stay at the required minimum operating level.

President McGinley expressed her appreciation that GWA is working diligently to limit the 2021 budget impact to the Villages to a minimum.

Mr. Streicher expressed his and all of the GWA staff's gratitude that everyone was able to remain working and applauded their dedication to keeping the plant performing at it optimum level. Mr. Streicher summarized that GWA staff had been working a split shift by turning the lives of half the staff upside down by having them work an evening shift, including himself, but staff has been patient and understanding during this time. Mr. Streicher indicated that as recent as the previous week, there was a move to a more normal work schedule that was accomplished by having staggered start times, so there was a minimum number of staff congregating around the time clock, microwaves were provided in other locations to reduce the number of employees eating lunch in the same area at the same time; therefore, we are slowly making a return to normalcy and it feels good to have staff back working together.

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President McGinley conveyed her appreciation to GWA staff for their flexibility and adaptability to changing schedules and rocked keeping operations as normal as possible.

11. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, July 9, 2020 at 8:00 a.m. via Zoom.***

Mr. Streicher indicated that he will provide an update if the July meeting is not necessary.

Mr. Ware moved to adjourn the June 11, 2020 EOC Meeting and Mr. Goldsmith seconded the MOTION. President Giagnorio, President McGinley, Trustee Ware, Trustee Christiansen, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried. The meeting adjourned at 8:52 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary