

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda

August 13, 2020

8:00 a.m.

Zoom Link: <https://us02web.zoom.us/j/82142446338>

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.

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/82142446338> or by calling (312) 626-6799 and using the Meeting ID: 821 4244 6338. All public comments received during the meeting will be read into the record during the appropriate portion of the agenda.

1. Call to Order
2. Roll Call
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 July 2020 \$1,103,249.51 (Trustee Christiansen).

- 5.1 Executive Oversight Committee Meeting Minutes:
June 11, 2020 EOC Meeting
- 5.2 Vouchers Previously Reviewed by:
July 2020 – Trustee Christiansen
- 5.3 Approval of new 3-year contract for Janitorial Services

The Authority's existing janitorial contract expired in early 2020 during the COVID crisis, and it was decided that in the interim cleaning would be done in-house to avoid bringing in outside parties. Since more safeguards have been implemented, and the janitorial work is becoming too burdensome for in-house staff to continue, a bid package was put together and advertised in late June. The bid opening occurred on July 22nd, and bids from seven (7) vendors were

received. In the weeks leading up to the bid opening, six vendors walked through the facility to garner a better understanding of the scope of services needed.

Vega Building Maintenance Inc. presented the lowest bid of \$1,148.33 per month for three day a week cleaning. Due to the Authority's smaller size and diligent staff, it was realized that costs could be reduced by scaling back to three days a week instead of the previous five day a week service. The total cost of the contract is equal to \$13,780 per year. GWA will see a \$1,540 increase in cost per year compared to the previous contract, but it will also include a greater scope in order to provide more adequate janitorial services that were previously lacking.

Therefore, GWA would like to request authorization to enter into a three-year contract with Vega Building Maintenance Inc. in the amount \$13,780/year to be invoiced to account 270-520971 during CY's 2020-2023.

6. CY2019 Financial Audit

Attached is the Annual Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year that ended December 31, 2019. Financial highlights for the Authority's fiscal year 2019 (FY2019) are presented on pages 6-7 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 5-14. 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, 2019 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 \$181,469 in a manner determined by the Executive Oversight Committee

7. Request for Authorization to Purchase New Program Logic

Since the inception of the Supervisory Control and Data Acquisition System (SCADA) at the Authority in the late nineties, we have utilized Allen Bradley Programmable Logic Controllers (PLC's) to automate, control, and monitor the numerous process control aspects of the treatment facility. These PLC's are approximately 20 years old, are at end of life, and discontinued by the manufacturer. Procurement of replacement PLC components due to failure, has become increasingly difficult to obtain and are very costly if they can be had. Based on the above stated needs, we are proposing upgrading our PLC and Communications System at the Bemis Road Facility at this time

With this mind, the Authority began dialogue internally and with Concentric Integration in August of 2019. Shortly thereafter, we requested Concentric provide a PLC Migration Assessment Budgetary Proposal with a breakdown of hardware costs versus

installation/programming/documentation, with the idea of soliciting quotes from three vendors for the hardware and utilizing Concentric Integration, as a professional service, to perform the installation/programming/documentation aspect. This concept was brought forward to the Technical Advisory Committee for guidance as to whether this was an acceptable methodology.

A proposal in the amount of \$216,360 was received from Concentric Integration to perform the hardware replacement, programming, and provide documentation/As-Builts etc. (Installation is planned to take place next year CY-21). It's recommend to utilize Concentric as a professional service. The CY21 Budget 40-580180 will be appropriately designated for such funds once approved. This item will be brought forward again after the CY21 budget is approved with the designated funds in it.

Proposals from three vendors were received for the purchase of the hardware. The purchase is recommended via Revere Electric in the amount of **\$88,293.11 (Purchase this year CY-20)**. This amount will be sourced from CY20 Budget 40-580180, which had a \$250,000 budget designated for PLC and MCC replacements.

8. Discussion
 - 8.1 Capital Improvement Projects Update
 - 8.2 CY2021 Budget Update

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

10. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, September 10, 2020 at 8:00 a.m. via Zoom.***