

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
July 9, 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/85339027349> or by calling (312) 626-6799 and using the Meeting ID: 853 3902 7349. All public comments received during the meeting will be read into the record during the appropriate portion of the agenda.

Members Present:

Diane McGinley	President, Village of Glen Ellyn
William Ware	Trustee, Village of Lombard
Kelli Christiansen	Trustee, Village of Glen Ellyn
Scott Niehaus	Village Manager, Village of Lombard
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, 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 8:00 a.m.
2. Roll Call: President McGinley, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen answered "Present". President Giagnorio 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 June 2020 \$716,770.05 (Trustee Christiansen).

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

- 5.1 Executive Oversight Committee Meeting Minutes:
 - o June 11, 2020 EOC Meeting
 - 5.2 Vouchers previously reviewed by Trustee Christiansen
 - o June 2020
6. Request for Authorization to Purchase Replacement Bar Screen Parts

GWA’s 2018 facility plan identifies equipment that may be at the end of its intended useful life. This year the bar screen and associated equipment had been identified. Screening or “Headworks” is the first pre-treatment process at the main plant. GWA’s screens are tasked with removing anything in the waste stream larger than 4mm, day in and day out. Material usually referred to as “rags” or “screenings” is removed via mechanical rakes. These “rags” are then washed of organics and sent to a dumpster. GWA’s current screens were installed in 2007. In the 13-year span of being in service, limited repairs have been performed. However, excessive wear has been noted in recent yearly inspections. Headworks Inc, the manufacturer, has engineered into their design replaceable wear parts. Both the screen bars and rakes are easily replaced by unbolting and replacing with new. GWA will perform this in-house utilizing no outside contractor support. A proposal from the manufacturer was requested for the replacement parts. Pricing totaled \$114,438.21. This will provide parts for both screens. Competitive bidding is requested to be waived with regard to section C. item 1. Example *f. Standardization purchases*, of the Glen Ellyn purchasing policy, as replacing this equipment with any other manufacturer would result in major construction costs above and beyond the cost of the replacements parts themselves.

With competitive bidding waived, it is requested to authorize Headworks with a notice to proceed in the amount of \$114,438.21 sourced from 2020 GWA Capital budget 40-580180-20001. Prior to this request, the \$310,000 budget line that included this item had approximately \$126,000 spent to date, with this requested equipment being the last to be included under the budget item. Therefore, this line item in the capital budget will finish approximately \$69,000 under budget, proving sufficient funds are available.

Mr. Streicher stated that this purchase was a budgeted expense and when combined with other approved purchases from the June EOC meeting for a single line item in the budget, along with one that did not meet the dollar amount criteria requiring EOC approval, the overall line item in the budget fell under budget. Competitive bidding was not an option as this is a part of a larger

machine and only OEM parts can be used. Mr. Streicher indicated that in total, the line item that this equipment is included under is finishing approximately \$45,000 under budget.

Trustee Ware made the motion and Trustee Christiansen seconded to authorize the purchase of Replacement Bar Screen Parts from Headworks, Inc. in the amount of \$114,438.21 with funds allocated to CY2020 Capital budget. President McGinley, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

7. Request for Authorization to Approve 2020 Roofing Contract

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 2020 is to replace the failing roof of Building L, the filter building. The building's roof had significant modifications made on it during the installation of the HVAC equipment related to the FIP project. As part of the FIP contract, only patch work was completed, with the intention that the roof would be replaced after the FIP work was completed. Therefore, in order to properly complete the roof, and protect the significant investments inside the building, it is important to move forward with this project. This was discussed at the TAC level and agreed that as long as the bids came in near the budgeted amount, this work should be recommended to be approved and move forward.

In June Authority staff and the roofing consultant, Arcon, developed and sent out a public request for qualifications and proposals for the rehabilitation of the roof of buildings L (Filter Building). The bid opening is scheduled for July 7, 2020, at 2:00pm. Therefore, due to the timing of the agenda release, final details on this agenda item will be provided the morning of July 8, 2020, and discussed at the July 9, 2020 EOC meeting.

The Authority has an approved budget for roof rehabilitation in 2020 of \$362,000 out of Fund 40 Capital Improvement Projects. Arcon, having experience with most of the companies that are anticipated to submit bids, will provide a letter of recommendation for accepting a low bid, which will be presented to the EOC along with the final details of recommendation.

If approved, this amount will be taken out of the designated amount in CY2020 Approved Budget, Fund 40 580180 Capital Improvements Projects.

Mr. Streicher stated that each year GWA evaluates and allocates funding for roof replacements. While staff had considered postponing this particular item a year or so due to attempts to defer project and save budget, this roof had patch work and other impacts

on it that had been done as part of the FIP project. Since the roof had been planned to be replaced after the FIP, the work patching was done with the future replacement in mind, and therefore staff decided it would be best not to postpone this replacement due to all of the expensive new equipment housed in that building.

Mr. Franz asked if GWA staff has had the opportunity to do background checks on Crowther. Mr. Streicher indicated that as roofing is not a specialty of any GWA employees, GWA relies on a roofing consultant, Arcon to perform the background checks and verification of qualifications; and the consultant had stated at the bid opening that he has worked with Crowther on many occasions and find their work to be of high standard.

Trustee Christiansen indicated a concern as Crowther was more than a little low compared to the other bidders. Mr. Streicher indicated that he was not clear on why their bid was as low as it was.

Mr. Romza advised that GWA has received a recommendation letter from the roofing consultant indicating that Crowther is reliable and capable, and that he had also the consultant if he had any ideas why Crowther's bid was lower than the other contractors. Mr. Romza explained that the consultant stated that the contractor has several large jobs coming up but needed a small job to keep his crews working until they could start on the other jobs and intentionally submitted a low bid in an effort win the bid.

Trustee Ware motioned and Trustee Christiansen seconded to approve award of the 2020 Roofing Contract for Building L Roof Rehabilitation project to Crowther Roofing & Sheetmetal, Inc. in the amount not to exceed \$268,000. President McGinley, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

8. Discussion

8.1 Capital Improvement Projects Update

Facility Improvement Project

Mr. Romza indicated that quite a bit had changed since his report for the EOC was prepared, as the new raw pumps have been the focus. Mr. Romza explained that Boller did manage to get the bypass pumping rate up to the 20mgd required in order to maintain redundancy, and therefore the contractor moved forward removing the 2nd of the 3 old pumps.

Mr. Romza stated that based on this progress, GWA asked Boller to update the most recent version of the schedule that showed a mid-October completion date, since they had indicated they included quite a bit of float due to some uncertainties.

Mr. Romza stated that Boller had begun digging to repair the UV drain line which was damaged at the beginning of the project, and hopes that this will be resolved quickly.

Mr. Romza advised that the funds available on the FIP loan will be exhausted with Boller's July payment application, leaving approximately \$1 million dollars that will have to be expended from GWA's capital account. Mr. Romza stated that the funding available on the loan, including change orders, was \$16.725 million and he anticipates the project total being near \$17.5 million. Mr. Streicher indicated that expense was anticipated and budgeted for in the CIP. Mr. Streicher also indicated that the loan closeout paperwork for the project will be out of the ordinary as with most loan close outs the project is typically complete and this one will not be. This may require additional coordination with IEPA and the Village of Glen Ellyn's Finance Director, Christina Coyle.

Mr. Franz dared to say that there was light at the end of the tunnel. Mr. Romza replied that its very faint, but there. Mr. Streicher indicated his disappointment when Boller provided an updated schedule and the completed date had only moved up by two weeks, but he agreed with Boller's cautious approach to their scheduling and hopes there are opportunities to cut additional time off the project.

Admin HVAC Project

Mr. Romza stated that Amber has been dragging their feet on completing the last 10% of the project. Mr. Romza indicated that while the system is functioning, it is not functioning at optimal performance due to issues with equipment, some of which were manufacturing defects that Amber is working on getting replacement parts for. Mr. Romza added that they have completed a good chunk of the punch list items and the final completion date is scheduled for July 23rd, however, this will depend on when the replacement parts arrive.

Mr. Romza indicated that due to the completion of a large portion of the punch list, GWA will likely be making a 75% payment to Amber. Mr. Romza advised that retainage is available if needed.

Medium Voltage Grid

Mr. Romza advised that there has not been a lot of activity on this project since GWA had submitted DCOE grant applications and were awaiting notification if GWA receives any type of grant

funding since GWA had applied for approximately \$3 million in grants. Mr. Romza indicated that once a decision regarding the grants is known, the notice to proceed will be issued so work can get started.

Mr. Franz asked if the project will get starting yet in 2020. Mr. Romza advised it would regardless of whether or not GWA receives any grants. Mr. Streicher indicated that the notices of grant award are anticipated at the end of July.

BioSolids Improvement Project

Mr. Romza indicated that GWA is in on the intended award list and staff is working on getting the necessary paperwork for the loan application completed. Mr. Streicher expressed his appreciation to The Village of Glen Ellyn Board for passing the Ordinance and knows the Village of Lombard is scheduled to pass their Ordinance in the next week, which will leave the legal opinion letter and the budget plan as the only two remaining items needed for the loan application. Mr. Romza has been working with the IEPA's CPA just to make sure all of the financial information the IEPA wants to see is submitted correctly.

9. Other Business

9.1 Technical Advisory Committee Updates

9.2 Pending Agenda Items

Mr. Streicher pointed out that a number of items on the Pending Agenda items list have been postponed with some items needing EOC approval, such as the janitorial bid, which is not on the list but will require approval at the August meeting.

10. **Next EOC Meeting** – The next regularly scheduled EOC Meeting is set for **Thursday, August 13, 2020 at 8:00 a.m. via Zoom.**

Mr. Streicher indicated that there will be an August EOC Meeting, however, this meeting will still be held via Zoom.

Trustee Ware moved to adjourn the August 13, 2020 EOC Meeting and Trustee Christiansen seconded the MOTION. The members responded unanimously to a verbal call of "Aye". The motion carried. The meeting adjourned at 8:23 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary