

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Agenda

September 10, 2020

8:00 a.m.

**Zoom Link:** <https://us02web.zoom.us/j/84301244778>

*Glenbard Wastewater Authority Meeting Procedures Statement*

*On March 16, 2020, Governor Pritzker issued Executive Order. No. 5 in response to COVID-19, which temporary 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/84301244778> or by calling (312) 626-6799 and using the Meeting ID: 843 0124 4778. 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 August 2020 \$473,679.52 (Trustee Christiansen).*

- 5.1 Executive Oversight Committee Meeting Minutes:  
August 13, 2020 EOC Meeting
- 5.2 Vouchers Previously Reviewed by:  
August 2020 – Trustee Christiansen
- 5.3 Bid Award for Landscape Contract Services for CY2018-2020

The CY2021-CY2023 Landscape Maintenance Services Contract is a Lump-Sum contract billed on a monthly basis during the eight (8) month contract season each year. Below is the bid tabulation sheet for the August 28, 2020 Landscape Maintenance Services bid opening. Seven (7) agencies were sent the RFP. Of these, six (6) responded with proposals ranging from a high of \$342,900 to a low of \$66,000 for annual services. Our previous Landscape Maintenance Service provider chose not to submit a bid.

<b>Company</b>	<b>Bid Amount - Total 3 Year</b>
<i>*Vega Building Maintenance</i>	\$66,000.00
Sebert Landscaping	\$79,176.00
Beary Landscaping	\$103,624.00
Acres Group	\$117,195.00
Serenity Landscape Group	\$195,140.00
Evergreen Lawn Care	\$342,900.00

Having reviewed the submissions, The following request is being made to the Executive Oversight Committee:

- 1) Award a Three-Year (3) contract to Sebert Landscaping in the total amount of \$79,176.00 to supply Landscape Maintenance Services as proposed for the Glenbard Plant, Stormwater Plant, the acquired parcel across from the Glenbard Plant (940 Bemis) and acquired parcel directly north of the main plant (1S 641 Sunnybrook Rd) during this three-year contract term.
- 2) Each year shall equate to a Lump-Sum contract valued at \$26,392.00 with payments of \$3,299.00 billed on a monthly basis during the eight (8) month contract season each year.
- 3) Upon approval of the CY2021 Budget, issue Purchase Requisition for the first year of the Glenbard Facility contract period with \$20,624.00 allocated to O&M Account 270-520971 and \$5,768.00 allocated to O&M Account 270-1-520970.

\*Upon review of lowest bidder, Vega Building Maintenance, the references provided indicated inadequate comparisons, as it appears they had not performed landscape services on facilities of our similar size and scope. This was reviewed with the TAC and all were in agreement.

The second lowest bidder, Sebert Landscaping, yields a savings of \$4,919.00 over the 3-year period of the contract over the previous landscaping services contract.

References were corresponded with in regards to the second lowest bidder, Sebert Landscaping, all which came back very positive.

## 6. Electricity and Natural Gas Procurement

The Authority's Natural Gas contract expires March 31, 2021, at which time the existing contract would automatically renew for successive one-month periods unless formal notice is given. With the successive one-month periods, the contract states the price per dekatherm will be the "index" price (price per dekatherm listed in Natural Gas Intelligence's Bidweek Survey) *plus* \$0.30 per dekatherm. This could result in significant price increases for the Authority unless a new contract is secured prior to the existing contract's expiration. Due to the rapid market changes and the inability to secure prices for not much more than a day, it would be in the best interest of the Authority and the EOC if the Executive Director were able to secure prices when they appear to be at their lowest point. Therefore, following the success of the EOC approved Natural Gas and Electricity procurement practice utilized in October/November 2014 and again in July 2017, the Authority is requesting that the Executive Director be provided the ability to secure prices for Natural Gas when they appear to be at their lowest point. The selection process as requested is outlined below:

1. Receive quotes from all qualified Natural Gas suppliers.
2. Identify and confirm the lowest three-year contract prices.
3. Have legal do a review of the contract.
4. The Executive Director will sign the contract documents.
5. Contract Documents and Information about the Natural Gas supplier presented to the EOC in the consent agenda at the next scheduled EOC meeting.

This process seems to provide the Authority with the best means to acquire the lowest pricing in the most efficient manner. This method will be requested again from the EOC next fall prior to the Electric contract expiring in April 2022. It is requested that the EOC motion to authorize the Executive Director to secure Natural Gas prices when gas prices are below \$3.25/MMBtu.

## 7. CY2021 Draft Budget

Enclosed is a memo summarizing the highlights of the draft CY2021 budget, along with the draft budget itself. At this point in time, the budget has an overall increase of 1.3% or \$106,357 over the CY2020 budget. All items that affect the O&M budget and member contribution amounts have been received to date. An additional item or two may still be included in the Capital budget, however, it will not increase the contribution amounts. After those are obtained, the budget will be presented to the EOC again in its final format, and a motion to approve it will be requested.

## 8. Discussion

### 8.1 Capital Improvement Projects Update

- 8.2 DuPage River Salt Creek Workgroup Assessment Extension/Phosphorus Implementation Extension in NPDES Permit
- 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, October 8, 2020 at 8:00 a.m. via Zoom.**