

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda

October 8, 2020

8:00 a.m.

Zoom Link: <https://us02web.zoom.us/j/84288624217>

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/84288624217> or by calling (312) 626-6799 and using the Meeting ID: 842 8862 4217. 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
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
Jon Braga	Maintenance Superintendent, GWA
David Goodalis	Operations Superintendent, GWA
Ashley Staat	Environmental Resources Coordinator, GWA
Christina Coyle	Finance Director, Village of Glen Ellyn

1. Call to Order at 8:05 a.m.
2. Roll Call: President Giagnorio, President McGinley, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen answered "Present".
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 September 2020 \$968,104.35 (Trustee Christiansen).

Mr. Franz motioned and Trustee Christiansen seconded the MOTION that the following items, on the Consent Agenda be approved. President Giagnorio, 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:
 - September 10, 2020 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Christiansen
 - September 2020
- 5.3 Authorization to Purchase New Carbonaceous Recycled Activated Sludge Pumps

Through evaluations of equipment, staff determined that the Return Activated Sludge Station Rehabilitation could be deferred in lieu of the more urgent need to replace the Carbonaceous Return Activated Sludge Pumps. Additional information on the project development is enclosed in the memo. The approach and proposed purchase were reviewed by the TAC and all were in agreement to recommend approval to the EOC.

The Authority requests a motion to waive competitive bidding and authorize the purchase of new Flygt CRAS Pumps from Xylem Water Services for the amount of \$49,943.00. This item will be invoiced to Fund 40-580180, to which \$180,000 was budgeted. Although installation will be performed in-house remaining costs associated with that installation will be invoiced to the same budget number, and are not expected to exceed \$15,000.

- 5.4 Request for Authorization to Proceed with Hydraulic Model of GWA Sewer System

In 2016 – 2019, the Authority had RJN Group own and maintain the sewer flow meter network for billing purposes. In 2020, the Authority renewed this service with RJN for another three years and added the option for RJN to use the collected flow meter data and create a hydraulic model of the Authority’s sewer system.

The Hydraulic Model would be used to provide a further understanding of the capacity of the sewer system, the impacts of each Village connection to the interceptors, the sewer reaction to different size rain events, the optimization of the CSO facility, and plant malfunction repercussions. This understanding will help the Authority to plan future upgrades to the system, advise the Villages on areas that could be at risk for backups, save operational budget at the CSO plant, and develop an SOP for emergency situations.

In addition to the benefits to the Authority, each Village can use the model to understand impacts of any changes made to their collection systems and use the GWA system model as a base for any modelling done on their own.

The Authority has included the Hydraulic Modelling in the budget for 2020 – 2023, splitting the cost over the three-year contract. The total cost of the Hydraulic Modelling is \$43,600 and is expected to be split between 2020 and 2021. The TAC has met with RJN and discussed this outside of the most recent TAC meeting; however, all are in agreement to recommend proceeding with the study.

The Authority requests motion to approve the Hydraulic Modelling portion of the existing contract with RJN Group. This item will be invoiced to fund 270-520981 at the amount of \$43,600.

5.5 Authorization to approve an amendment to the agreement between the Glenbard Wastewater Authority and the DuPage River/Salt Creek Workgroup.

By agreeing to the proposed amendment, the implementation of Phosphorus limit would be extended from September 2025 to September 2028, effectively saving the Authority roughly \$4.2M in O&M costs, and also deferring roughly \$2M in capital upgrades. It is also possible that by agreeing to the proposed amendment, and assisting in funding for the continuation of the special assessment projects to be performed by the DRSCW, the Phosphorus limit could be either further delayed or reduced.

The draft proposed amendment was discussed at the September 2020 EOC meeting and it appeared the EOC had no opposition. The slideshow from that discussion is enclosed with this memo, along with the proposed amendment itself.

It is recommended the EOC motion to authorize approval of the Amendment between the Glenbard Wastewater Authority and the DuPage River Salt Creek Workgroup to agree to continue paying the special assessment fees through CY2028.

6. Request for Authorization to Extend Existing Property Lease

In April 2020 the tenant at the property to the North of the plant that the Authority acquired late last year (1S641 Sunnybrook Road) approached the Authority requesting an extension to the “rent-free” lease. At the time, the lessee informed the Authority that he had lost his job due to the COVID crisis. Also, due to the uncertainty of the housing market, the tenants are concerned that their search for a new home may be slowed down as a result of the COVID crisis. Although it’s not ideal for a municipal body to give rent free leases, the TAC and Village Managers had come to a consensus to recommend extending the “rent-free” lease period. This recommendation since if the lessee were to start paying rent, and the Authority received monetary contributions, the property would lose its tax exemption status and the Authority would have to end up paying taxes. The TAC and Village

managers were all in agreement that this would be the only extension granted to the lessee despite any similar circumstances that may arise.

Shortly after the request was made, the lessee rescinded the request for the extension, as it was thought to be no longer needed. Since then, the lessee has had an offer accepted on the purchase of a new home, however he has again requested an extension as timing on the ability to move into the new home may conflict with the end of the rent-free lease. Despite the lessee only requesting an extension of a couple of weeks, it's the TAC's recommendation to agree to the original one-time 90-day extension, so that if there are any other delays the agreement would not have to be renegotiated again. Since the TAC and Village Managers had previously come to a consensus to recommend extending the "rent-free" lease period, the TAC was once again agreeable to these terms.

A motion is requested to the EOC to authorize approval of the enclosed amendment to the agreement that the Authority's attorney authored.

Mr. Streicher explained tenant of the parcel GWA purchased last year had approached him back in the Spring indicating that he had lost his job and was requesting an extension on the one year rent free lease. Mr. Streicher explained that at the time, he had presented the request to the TAC, who, along with the Village Managers, agreed to an extension. However, the tenant came back and stated he got his job back and the extension was no longer necessary. Mr. Streicher indicated that while the tenant was able to find a new home to purchase, and will be closing on the new property in the coming week, the home is in need of some remodeling before the family can move in and has requested an extension until the second week of November. Mr. Streicher indicated that he felt granting the original three (3) month extension that the tenant had requested and was approved back in the Spring, was reasonable to avoid any issues with contractors at the new home that might result in the tenant having to request additional extensions. Mr. Streicher added that if GWA were to start charging rent to the tenant, the property would lose its tax exemption status and the amount of taxes that would have to be paid, would exceed the amount collected for three months of rent.

Mr. Niehaus made the motion and Mr. Goldsmith seconded to approve the amendment for a three (3) month lease extension to the tenant at the Sunnybrook property. President Giagnorio, 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. Discussion

7.1 Capital Improvement Projects Update

Facility Improvement Project:

Mr. Streicher provided the following updates on the project:

The project is moving along slowly and per their schedule, substantial completion was to be this week. Mr. Streicher indicated that, in his opinion, the project will not be substantially completed per their schedule, but believes they are within a week's time of reaching this point. Mr. Streicher added that final completion is scheduled to be October 31st; however, he does see this time frame giving GWA staff enough time to create a valid punch list that Boller would be able to complete by the October 31st final completion date and feels that middle of November is a more realistic time frame.

Mr. Streicher indicated that progress has been slow and there are some change orders pending, but the ultimate goal is to include these in with the liquidated damages discussions, which will be reviewed in the Executive Session, and he is hopeful that by the next EOC meeting this project will have reached the final completion status.

HVAC Project Update:

Mr. Streicher provided the following status:

This project is completed; however, there are some lingering issues, namely some paperwork relating to O&M manuals that they need to address comments on and GWA is still withholding a substantial amount of money from them that they have not even requested yet. Mr. Streicher indicated that while we are not concerned about the lingering items, final completion was issued for the project, and Amber has not asked for the remaining payment.

Medium Voltage Electric Grid Update:

Mr. Streicher provided the following status:

Work on this project has started, with excavation of the existing duct banks expected to start next week and the contractor is anticipating picking up the permit from the Village of Glen Ellyn on Friday, October 9th. Mr. Streicher indicated that the project is looking to stay on track, so far, and believes that Broadway is a good contractor, but knows the project is predicted to last a little more than a year, which was scheduled.

Mr. Franz asked if October 2021 is the projected completion date. Mr. Streicher advised that the excavation part of the project will take from early next week until mid-winter, then starting early next year, the work will shift to inside work within the buildings completing one building at a time and not trying to work on multiple buildings at the same time.

Mr. Streicher stated that this project will be less of an impact than the FIP has been, but GWA will experience some inconveniences at various points.

Biosolids Dewatering Improvement Project:

Mr. Streicher provided the following status:

This project will also coincide with the Electrical Distribution Upgrade project and will be centrally located in a single building, and while not as large scale as the FIP or the Electrical Distribution projects, it is still a \$2 million dollar project, with the bulk of the cost being equipment replacement.

Bid opening is October 27, 2020 and will need to be presented at either a November or December meeting in order to issue the Notice of Intent to Award in order for GWA to move forward with the IEPA SRF Loan application.

Roof Replacement – Filter Building:

Mr. Streicher provided the following status:

The roof itself is completed, but the contractor is still in the process of completing the metal sheeting work and should be done within the next week.

RE Hours:

Mr. Streicher indicated that he anticipates a sharp rise in Mr. Romza's RE hours as he will be undertaking the tasks of making sure the FIP's punch list completed, as well as, working closely with Rick Freeman on the Electrical Distribution Upgrade project and the Biosolids Improvement Project, which will not require as much of Mr. Romza's time as the two other project, but it will still need his attention.

8.0 Other Business

8.1 Technical Advisory Committee Updates

8.2 Pending Agenda Items

Several items on the 2020 list were approved under the Consent Agenda will wrap up the project list for 2020.

Mr. Streicher did remind the EOC Committee members that a November or December meeting will be needed to approve the Notice of Intent to Award the Biosolids Rehabilitation project as well as approving a CY2021 project contract once the CY2021

Budget is formally approved by the GWA Full Board, that will not be invoiced until sometime in 2021.

8.3 Full Board Meeting – Thursday, November 5th or 19th, 2020 at 6:00pm

Meeting will either be performed remotely via Zoom, in person at the Village of Lombard Village Hall, or a combination of the two.

Mr. Niehaus advised that a decision regarding the final date for the Full Board meeting is still pending. Mr. Niehaus indicated that the date of November 5th is an issue for the Village of Lombard's board as they are hosting public meetings for residents regarding their CY2021 Budget and feels November 19th would be better for the Village. Mr. Franz asked President McGinley and Trustee Christiansen if they had any concerns with setting the meeting for November 19th, both indicated they did not.

Mr. Streicher suggested the possibility of hosting a brief EOC Committee meeting to approve the Notice of Intent to Award the Biosolids Rehabilitation project, prior to the Full Board meeting on November 19th.

9. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, November 12, 2020 at 8:00 a.m. via Zoom.***

10. Executive Session – Materials to be Provided Under Separate Cover

Motion the EOC to adjourn to Executive Session for the purposes of discussing probable litigation without returning to open session thereafter.

Mr. Franz made the motion to adjourn the October 8, 2020 EOC Committee and move to Executive Session for the purpose of discussing probable litigation without returning to Open Session, and Trustee Christiansen seconded the MOTION. President Giagnorio, President McGinley, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded “Aye” during a roll call. The motion carried. The meeting adjourned at 8:25 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary