

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
MINUTES
March 11, 2021

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/83750789884> or by calling (312) 626-6799 and using the Meeting ID: 837 5078 9884. 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
Gary Fasules	Acting 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
Richard Freeman	Electrical Superintendent, GWA
Ashley Staat	Environmental Resources Coordinator, GWA
Jason Neighbors	Plant Operator, GWA
Mark Eddington	President, CSWEA
Gayle Lendabarker	Administrative Secretary, GWA
Christina Coyle	Finance Director, Village of Glen Ellyn

1. Call to Order at 8:05 a.m.
2. Roll Call: President Giagnorio, President Fasules, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith, and Mr. Hansen answered "Present".
3. Pledge of Allegiance
4. Public Comment
5. Award Recognition –

The President of the Central States Water Environmental Association (CSWEA), Mark Eddington, Executive Director of the Kishwaukee Water Reclamation District, will be presenting the CSWEA

EOC Meeting/March 2021
Minutes

2020 Operations Award to Jason Neighbors, Operator 1 at GWA, and the 2020 Water Stewardship Award to Matt Streicher. Since the usual awards ceremony was not allowed to take place this year, CSWEA would like to formally recognize the award winners at their respective public meetings.

Mr. Eddington presented the 2020 Operations Award to GWA staff member, Jason Neighbors and announced that Matt Streicher won the Water Stewardship Award; both awards honor them for their dedication to the wastewater industry and the environment. Mr. Eddington noted that GWA has become the standard that many plants seek to follow in regards to safety and forward thinking in the industry.

6. 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 months of January 2021 \$987,162.57 and February 2021 \$235,228.62 (Trustee Christiansen)

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

Mr. Niehaus made the motion to approve the Consent Agenda with the stipulation that the 1998 Daewoo Forklift in Item 6.2, be officially declared as surplus via a resolution issued at a later date. Mr. Streicher advised that based on a late afternoon call from GWA’s attorney on Wednesday, who advised that a declaration of this nature needs to be done in a more formal manner and GWA will bring a formal document to the EOC Committee in the future. Mr. Niehaus indicated that based on GWA’s legal counsel advice that Mr. Streicher provided, he was withdrawing his stipulation from the motion, with the knowledge this point will be addressed at a future meeting.

- 6.1 Vouchers previously reviewed by Trustee Christiansen
o January 2021 and February 2021

- 6.2 Forklift Purchase

The Authority has budgeted \$48,000 for the replacement of unit 612, a 1998 Daewoo Forklift. Existing unit 612 is past it’s useful service life and is need of replacement. The Village of Glen Ellyn’s Fleet Superintendent is agreement with this assessment.

The Authority staff is requesting your authorization to provide Illinois Material Handling (Woltergroup, LLC) with a notice to proceed in the amount of **\$32,646.00** billed to **40-570155 Vehicles and Equipment Replacement**.

- 6.3 Biosolids Hauling and Disposal Contract Award

During the month of February, GWA placed an advertisement for bid for a three-year contract for the removal and disposal of municipal bio-solids from the main Glenbard plant. At the bid opening date on February 26, 2018 at 12:00pm, there were seven registered plan holders. At the bid opening GWA received three bid packets. The TAC and the Authority recommend to the EOC to motion to Authorize the award of the three-year contract for Disposal of Municipal Bio-Solids to Synagro for the amount of \$19.20 per cubic yard for the three-year contract.

6.4 Approval to Purchase CHP Spare Parts

In 2015, GWA purchased 2 CHP generators. These generators are designed to run 24/7 and with running at this frequency, consumable parts need replacement fairly often. Each year funds are budgeted for consumable items. These items include oil filters, air filters, oil separators, gas filters, sparkplugs and valve cover gaskets. Recent inventory of existing parts revealed lower than desired quantities of these essential consumables.

The approved 2016 purchasing policy item C.1.f. defines Standardization purchases, as “technical in nature of certain items or services may result in the standardization of a particular supplier’s specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.” Therefore, it is being requested to provide Nissen Energy with a notice to proceed for the amount of \$28,426.78. Nissen Energy is the manufacturer of the CHP generators and guarantees compatibility of the consumables with the existing equipment. Funds will be sourced from budget line item 270-520975. Nissen has agreed to provide a 10% discount and free shipping for all the parts.

6.5 Ratification of February 4, 2021 Phone Poll Items

6.5.1 Executive Oversight Committee Meeting Minutes:
November 19, 2020 EOC Meeting

6.5.2 Vouchers Previously Reviewed by:
November and December 2020 – Trustee Christiansen

6.5.3 Request for Authorization to continue into Year 1 of 3 of the Janitorial Services Contract with Vega Building Maintenance.

GWA requests waiver of bids and authorization to continue into year one of the three-year contract for Janitorial Services with RCC Cleaning for \$13,780, and shall be invoiced to Fund 270-520971 in CY2021

6.5.4 Request for Authorization to Enter into Year 2 of 3 of Flow Monitoring Services Contract with RJN Group, Inc.

GWA requests waiver of bids and authorization to continue into year two of the three-year contract for Flow Monitoring Services with the RJN Group, Inc. The amount of \$132,000 shall be invoiced to Fund 270-520981 in CY2021.

- 6.5.5 Request for Authorization to Enter into Year 2 of 3 of Sodium Thiosulfate Supply Contract with PVS Chemical.

GWA requests waiver of bids and authorization to continue into year two of the three-year contract for the Sodium Thiosulfate Supply Contract with PVS Chemical at \$2.59/gallon, and shall be invoiced to Fund 270-1-530440 in CY2021

- 6.5.6 Request for Authorization to Enter into Year 2 of 3 of Sodium Hypochlorite Supply Contract with Alexander Chemical Corporation.

GWA requests waiver of bids and authorization to continue into year two of the three-year contract for the Sodium Hypochlorite Supply Contract with Alexander Chemical Corporation at \$0.7101/gallon, and shall be invoiced to Fund 270-520981 in CY2021

- 6.5.7 Request for Authorization to Enter into Year 5 of 5 of the Lease of Atmospheric Vaporizers and Airgas Liquid Oxygen Hauling Agreement

GWA requests waiver of bids and authorization to continue into year four of the five-year contract for the leasing of atmospheric vaporizers and liquid oxygen hauling with Airgas in CY2021. Starting in April 2021 Liquid Oxygen hauling will be priced at \$0.282/per 100 cubic feet with a base delivery charge of \$15,600, and invoiced to Fund 270-530443 in the CY2021 Budget. Atmospheric Vaporizers Leasing will be priced at \$1,500/month, and invoiced to Fund 40 Capital Plan in the CY2021 Budget.

This contract is set to expire in April 2022, and therefore both the supply of liquid oxygen and the atmospheric vaporizer leasing will be rebid out next calendar year to obtain competitive pricing.

- 6.5.8 Contract Laboratory Services Open Purchase Order Request

The Authority Staff would like to request waiving of competitive bidding requirements per the Village of Glen Ellyn code, 1-10-2: EXCEPTIONS TO COMPETITIVE BIDDING. Per Administrative Order No. 3 Section "D" Professional Services – Section 3 the Authority is required to seek at least three competitive proposals. The request provides support that the Authority has gathered and evaluated three competitive proposals from qualified laboratories.

This request is made due to the specific requirements that need to be met in order for the Authority to properly test our Influent, Effluent, Anaerobic Digester and Land Applied Biosolids samples per the IEPA and EPA specifications. With the EOC's approval, a purchase order will be created under O&M account 270-520806 – Professional Services Laboratory Support for a not to exceed budgeted amount of \$25,000 to be utilized during the 2021 calendar year.

7. Authorize GWA to Approve Illinois Environmental Protection Agency (IEPA) State Revolving Fund (SRF) Low Interest Loan Agreement for Biosolids Dewatering Improvements Project

At the June 2020 EOC Meeting, the EOC approved the application for an IEPA SRF Low Interest Loan for the purposes of funding the Biosolids Dewatering Improvements Project. After the bids for the project were received, and the notice of intent to award was approved by the EOC, the final application documents were sent to the IEPA.

GWA recently received the enclosed paperwork providing notification that the loan has been approved in the amount of \$2,490,750 at a 1.35% simple annual interest rate. The loan is a 20-year term with semi-annual repayments, which will begin after the project has reached substantial completion. At this time, the project is expected to commence in late March/early April, with a substantial completion date in fall 2021.

The Authority respectfully requests the EOC motion to authorize GWA to enter into the Illinois Environmental Protection Agency (IEPA) State Revolving Fund (SRF) Low Interest Loan Agreement in the amount of \$2,490,750 at a 1.35% simple annual interest rate.

Mr. Streicher stated that in June 2020, the EOC Committee approved GWA's application for an IEPA State Revolving Fund loan to pay for the biosolids dewatering project. Mr. Streicher explained that the loan application has been approved by the IEPA and will cover the entire cost of the project; however, Mr. Streicher added that based on conversations with the Village of Glen Ellyn's Finance Director, Christina Coyle, all of the engineering costs, both design and construction, were budgeted for in the capital budget and will therefore, not be submitted for loan reimbursement. Mr. Streicher added that GWA will have 20 years to pay back the loan at 1.35% interest rate.

Mr. Niehaus made the motion and Mr. Franz seconded to grant GWA authority to enter into the Illinois Environmental Protection Agency (IEPA) State Revolving Fund (SRF) Low Interest Loan Agreement in the amount of \$2,490,750 at a 1.35% simple annual interest rate. President Giagnorio, President Fasules, Trustee Christiansen, Trustee Ware, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

8. Authorize GWA to approve Notice of Award and Agreement to Independent Mechanical Industries for the Biosolids Dewatering Improvements Project

After a public bid opening was performed, the EOC authorized the approval of the Notice of Intent to Award the Biosolids Dewatering Improvements Construction Contract to Independent Mechanical Industries, Inc. for \$2,085,000.00 at the November 19, 2020 EOC Meeting. The notice of intent to award was required in order to submit the final loan application for the IEPA SRF Low Interest Loan that is planned to be used to finance the project.

Providing item number 7 on this agenda is approved by the EOC, the TAC and the Authority recommend the EOC to motion to authorize the approval of the Notice of Award and Agreement for the Biosolids Dewatering Improvements Construction Contract to Independent Mechanical Industries, Inc. in the amount of \$2,085,000.00.

Mr. Streicher indicated while the Intent of Notice to Award was approved by the EOC Committee back in November 2020, the time has come formally issue the Notice of Award and formally execute the Agreement for the Biosolids Dewatering Project with Independent Mechanical Industries, Inc. in the amount of \$2,085,000.

Mr. Ware made the motion and Mr. Niehaus seconded for GWA to issue the Notice of Award and Agreement for the Biosolids Dewatering Improvements Construction Contract to Independent Mechanical Industries, Inc. in the amount of \$2,085,000 to be charged to account 40-580180-20003. President Giagnorio, President Fasules, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

9. Electric Supply Procurement

The Authority’s Electric Supply contract expires February, 2022, at which time the existing contract would automatically revert to the default supplier, ComEd. Typically, electric supply can be procured for cheaper rates. 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, July 2017, and again most recently with Natural Gas in 2020, the Authority is requesting that the Executive Director be provided the ability to secure prices for Electric Supply when they appear to be at their lowest point. The selection process as requested is outlined below:

1. Receive quotes from all qualified Electric suppliers.
2. Identify and confirm the lowest three- or four-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 Electric supplier presented to the EOC in the consent agenda at the next scheduled EOC meeting.

This process provides the Authority with the best means to acquire the lowest pricing in the most efficient manner. This information was also previously described to the EOC at the September 2020 meeting when the Natural Gas contract was secured. The TAC is agreement with this approach, as it allows the Authority to capitalize on market opportunities. It is requested that the EOC motion to authorize the Executive Director to secure Electric supply when rates are at or below our existing rate of \$0.0436/kWh (transmission fees not included).

Mr. Streicher explained that like the natural gas contract last fall, GWA is in the process of securing the best possible electric pricing per kilowatt and as the pricing changes daily, requests the EOC Committee's permission be able to sign agreement documents once the best price is reached. Mr. Streicher also outlined that the GWA is looking into a four (4) year pricing contract, like it has now as the industry trend is predicting that pricing will go up on over the next three (3) years and GWA would realize a cost savings with a four (4) year term.

Mr. Niehaus made the motion and Trustee Christiansen seconded to authorize the Executive Director to secure Electric Supply when rates are at or below our existing rate of \$0.0436/kWh (transmission fees excluded) President Giagnorio, President Fasules, Trustee Ware, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

10. Discussion

10.1 Capital Improvement Projects Update

Facility Improvement Project:

Mr. Romza provided the following updates on the project:

- While the final completion date has technically passed there are a few minor, minor items remaining, i.e., operations manuals, leaking into the new low flow wet well, which is more like weeping than leaking and is not related to any structural issues and is being fixed. Mr. Romza advised that in lieu of liquidated damages, final payment is being withheld until the issues are resolved and noted that Boller has not submitted their final payment request yet.

Medium Voltage Electric Grid Update:

Mr. Romza provided the following status:

*- Work began at the end of 2020
- Currently working on installing concrete encased conduits starting at the West side of the plant
- A little behind schedule due to weather, encountering unknown structures and moving a little slow in general.
- Contractor is working to find efficiencies that will get them back on schedule such as bringing on a second crew to do the underground work.*

Biosolids Dewatering Improvement Project:

Mr. Romza provided the following status:

EOC Meeting/March 2021
Minutes

- As the contract and the Loan application were just approved, work on the project can officially begin.
- The Engineers and the contractor have been actually working to get items lined up and ready to go prior to the execution of the Contract in an effort to be able to start as quickly as possible and hopefully stay on schedule.

RE Hours:

Mr. Romza highlighted how the RE hours for the FIP project have dropped dramatically; however, the hours for the electrical grid project have increased in its place due to the project moving slower than expected with the delays being experienced for weather and unidentified buried structures being encountered.

10.2 High Strength Waste Receiving SOP's

Mr. Streicher stated that as a result of the digester upset event that occurred back in 2017, and based on a recommendation by the EOC Committee, GWA established SOP's to monitor the digester health and as a result, when the digester began to show early signs of an upset in January, GWA Staff were able to take immediate corrective action avoid a repeat.

Mr. Streicher wanted to recognize the Operations Department for their quick recognition of the problem and the quick action they took to remedy the situation as well as highlight how effective the SOP's are.

11. Other Business

11.1 Technical Advisory Committee Updates

12. **Next EOC Meeting** – The next regularly scheduled EOC Meeting is set for **Thursday, April 8, 2021 at 8:00 a.m. via Zoom.**

Mr. Niehaus asked Mr. Streicher if he anticipated a need for an April EOC Committee meeting. Mr. Streicher indicated that he did not think there would be any items that would require the EOC Committee to meet in April.

Mr. Niehaus expressed that as a result this would be Trustee Ware's last EOC Committee and wanted to recognize his second term of service on the EOC Committee. Mr. Streicher expressed his gratitude and appreciation to Trustee Ware on behalf of GWA.

Trustee Ware stated it had been a pleasure and an honor to work with everyone on the EOC Committee over the years.

Trustee Ware made the motion to adjourn the March 11, 2021 EOC Committee and Mr. Franz seconded the MOTION. President Giagnorio, President Fasules, Trustee Ware, Trustee Christiansen, Mr. Franz, Mr. Goldsmith and Mr. Hansen responded "Aye" during a roll call. The motion carried. The meeting adjourned at 8:25 a.m.

EOC Meeting/March 2021
Minutes

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary