

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda

July 15, 2021

8:00 a.m.

**Meeting will be held at the Glenbard Wastewater Plant
945 Bemis Rd, Glen Ellyn, IL**

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 June 2021 \$969,128.73 (Trustee Christiansen).

- 5.1 Executive Oversight Committee Meeting Minutes
June 10, 2021 EOC Meeting
- 5.2 Vouchers Previously Reviewed by:
June 2021 – Trustee Christiansen
- 5.3 Approval of Maintenance Contract for Combined Heat and Power Engine’s
20,000 Service Interval

With the installation of the Combined Heat and Power (CHP) System in 2016, the Authority has anticipated and budgeted for various service intervals on the engines and generators based on the number of hours they have been operating. One of the major service intervals is the 20,000-hour interval, which both sets of engines and generators have now reached. Although most of the maintenance on the CHP system is performed in house, due to the larger scope and need for specific equipment, this work will be outsourced to the manufacturer of the CHP system

Due to the proprietary nature of the CHP system, the Authority is formally requesting competitive bidding to be waived based on Section C.1.f of the Village of Glen Ellyn’s purchasing policy which waives competitive bidding for “Standardization purchases, defined as technical 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.” The manufacturer of the CHP system, Nissen Energy, will be utilized to assist with the work. This approach was discussed and agreed upon by the TAC.

The Authority recommends the EOC authorize the Authority to approve the contract with Nissen Energy in the amount of \$151,600 for the CHP 20,000 service interval. The funds will be taken from Fund 270-520975 where \$248,000 was budgeted for this work.

5.4 CY2021 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 2021 is to replace the failing roof of Buildings E and G. 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 E&G. The bid opening was scheduled for July 1, 2021, at 2:00pm. Seven proposals were received, with Crowther Roofing & Sheet Metal Inc being the low bid. The bids ranged from the low of \$68,000 to the high of \$105,000 (bid tabulation attached).

The Authority has an approved budget for roof rehabilitation in 2021 of \$47,000 out of Fund 40 Capital Improvement Projects. Arcon, having experience with most of the companies that submitted bids, has provided a letter of recommendation for accepting a low bid.

The Authority has an approved budget for roof rehabilitation in 2021 of \$47,000 out of Fund 40 Capital Improvement Projects. The low bid of \$68,000 is in excess of the budgeted amount, however, the authority is still seeking to approve the Crowther bid for several reasons; it is unknown if costs are going to come down next year if this project is lumped in with the 2022 roofing project, the roofs are in need of significant repair, and we can absorb the extra \$21k into our capital reserve/cash on hand. Arcon, having experience with most of the companies that submitted bids, has provided the attached letter of recommendation for accepting the bid provided by Crowther Roofing & Sheet Metal, Inc.

Therefore, after discussion with the TAC, it is recommended the EOC authorize the Authority to award Crowther Roofing & Sheet Metal, Inc. the 2021 Building E&G Roof Rehabilitation project in the amount not to exceed \$68,000. If approved, this amount will be taken out of the CY2021 Approved Budget, Fund 40 580180 Capital Improvements Projects.

6. Approval of CY2020 Audit

Attached is the Annual Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year that ended December 31, 2020. Financial highlights for the Authority's fiscal year 2020 (FY2020) 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, 2020 and to forward the audit report to the full Authority Board for final approval at the next annual meeting.

Motion to allocate the 2020 operating surplus of \$353,423 and the remaining 2019 operating surplus of \$10,255 to the Capital Fund.

7. Approval of Parts Purchase for Return Activated Sludge (RAS) Pump Station Rehabilitation

The Authority's most recent facility plan identified the rehabilitation of the Return Activated Sludge (RAS) Pump Station in CY2021, with the work being completed in-house. A portion of the scope included replacing five valve actuators and eight magnetic flow meters, however, staff is able to realize some savings by eliminated an unnecessary valve actuator as a result of other changes in the RAS pumping systems.

In an effort to maintain uniformity, the proposed valve actuators and magnetic flow meters are the same brand and models as others throughout the plant site, and therefore The Authority is formally requesting competitive bidding to be waived based on Section C.1.f of the Village of Glen Ellyn's purchasing policy which waives competitive bidding for "Standardization purchases, defined as technical 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." This approach was discussed and agreed upon by the TAC.

The Authority recommends the EOC authorize the Authority to approve the purchase of five valve actuators from SwansonFlo in the amount of \$23,390.69 and eight magnetic meters from ABB in the amount of \$37,673.24. Both purchases are budgeted in Fund 40-580180, where \$180,000 is budgeted for the entire RAS Pump Station Rehabilitation.

The purchase of the remaining equipment associated with the rehabilitation will be requested at a future EOC meeting.

8. Discussion

8.1 Capital Improvement Projects Update

9. Other Business

9.1 Technical Advisory Committee Updates

10 ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, August 12, 2021 at 8:00 a.m. location TBD.***