

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
MINUTES
July 15, 2021
Meeting held at the Glenbard Wastewater Plant
945 Bemis Road, Glen Ellyn, IL

Members Present:

Mark Senak	President, Village of Glen Ellyn
Keith Giagnorio	President, Village of Lombard
Bob Bachner	Trustee, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
Scott Niehaus	Village Manager, Village of Lombard
Dave Buckley	Public Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

Matthew Streicher	Executive Director, GWA
Richard Freeman	Electrical Superintendent, GWA
David Goodalis	Operations Superintendent, GWA
Gayle Lendabarker	Administrative Secretary, GWA
Christina Coyle	Finance Director, Village of Glen Ellyn
Jamie Wilkey	Auditor, Lauterbach and Amen

1. Call to Order at 8:03 a.m.
2. Pledge of Allegiance
3. Roll Call: President Giagnorio, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Buckley and Mr. Goldsmith answered "Present". President Senak arrived at 8:06 a.m. after Roll Call and after approval of Consent Agenda items. Trustee Christiansen was excused.
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 months of June 2021 \$969,128.73 (Trustee Christiansen).

Mr. Franz motioned and Mr. Goldsmith seconded the MOTION that the following items, on the Consent Agenda be approved. President Giagnorio, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Buckley and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.

- 5.1 Executive Oversight Committee Meeting Minutes
 - June 10, 2021
- 5.2 Vouchers previously reviewed by Trustee Christiansen
 - June 2021
- 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.

EOC Meeting/July 2021
Minutes

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

Mr. Streicher, asked Christina Coyle, Village of Glen Ellyn's Finance Director, to present the information regarding the Annual Audit to the EOC Committee.

Ms. Coyle reviewed the financial highlights as outlined on pages 6-7 of GWA's Annual Financial Report, noting that members should focus on reading the Management's Discussion and Analysis (MDA) section of the report, as it provides a very high-level overview of the financial performance from year to year. Ms. Coyle referred the Committee to page 7 of the MDA, which highlights the operating surplus of \$353,423 for the fiscal year. Ms. Coyle also noted that GWA did maintain the minimum working cash balance in the operating fund; as well as highlighting that the FIP Project continued to be in progress in 2020, noting that as of the end of 2020, GWA had expended approximately \$20.2 million dollars on the project. Ms. Coyle explained that the operating surplus in the Operating Fund was due, in part, to lower electrical costs and lower maintenance costs than in prior years.

Ms. Coyle advised that in previous years, the EOC Committee opted to distribute any operating surplus to the Capital Fund in an effort to reduce contribution amounts from both Villages and is recommending that the same be done with the 2020 surplus. Ms. Coyle added that in 2019, in order to maintain working cash levels, \$10,255 of the 2019 surplus could not be distributed; however, in light of meeting the 2020 working cash reserve minimum, this amount can now be distributed to the Capital Fund.

Mr. Niehaus asked, just for informational purposes for President Senak and Trustee Bachner, how many years has the EOC Committee has been approving distributing O&M surplus amounts to the Capital Fund. Ms. Coyle responded that for as long as she has been at the Village, which stands at nine (9) years and it was done for several years before that.

Ms. Wilkey expressed her appreciation to Ms. Coyle and her team for all of their work and effort in making sure the audit went smoothly. Ms. Wilkey added that a clean audit and no management letter was issued, meaning no issues that required corrective actions were found.

Mr. Niehaus made the motion and President Senak seconded the 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 Authority Full Board for final approval at the next Annual Meeting and to allocate the 2020 operating surplus of \$353,423 and the remaining 2019 operating surplus of \$10,255 to the Capital Fund. President Senak, President Giagnorio, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Buckley and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.

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 eliminating 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.

Mr. Streicher stated that the 2018 Facility plan identified 2020 as the year for performing the rehabilitation of GWA's RAS pump station, consisting of replacement of valve actuators to control flow and magnetic meters, which track the flow rate through the pipes. Mr. Streicher explained that GWA is sole-sourcing this equipment to match existing equipment. Mr. Streicher stated that the budget for this project is \$180,000 and as these parts are only \$61,000, GWA will secure quotes to replace various piping runs that are starting to deteriorate due to the nature of the material flowing through them and approval for this work will be brought to the EOC Committee at a future meeting yet this year. Mr. Streicher advised that staff is investigating the best option for installation, either having staff purchase the pipe and have a contractor handle the installation or have a contractor handle everything and bare the liability. Mr. Streicher advised that this item was brought to the TAC for review and it was agreed this phase should proceed now and the header part of the project be addressed later.

President Giagnorio made the motion and Mr. Buckley seconded the Motion for approval of the purchase of five (5) valve actuators from SwansonFlo in the amount of \$23,390.69 and eight (8) magnetic meters from ABB in the amount of \$37,673.24. Both purchases are budgeted in the Fund 40-580180, where \$180,000 is budgeted for the

entire RAS Pump Station Rehabilitation. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Buckley and Mr. Goldsmith responded “Aye” during a roll vote. The motion carried.

8. Discussion

8.1 Capital Improvement Projects Update

Facility Improvement Project:

Mr. Streicher provided the following updates on the project:

- This project is now completed.*
- The weeping in the new wet well has been repaired;*
- Final “As Built” plans have been received.*

Medium Voltage Electric Grid Update:

Mr. Streicher provided the following status:

- Most of the site has undergone grass restoration*
- The area around the Admin and Maintenance buildings is currently being done with the last of the digging scheduled to be completed within the next few weeks. The underground work is one challenging part of the project as the as built documentation is not always accurate.*
- The next phase will be pulling of the wire bundles, the landing of the lines and interior work, which will be just as challenging as the work is a bit more complex.*
- There have been quite a few change orders with one being a credit at the beginning of the project for a change in material; however, at the time Mr. Romza did this presentation, the change orders did not equal the credit amount, but the project is now teetering at the point where the “add” change orders are about to negate the credit amount. Mr. Streicher mentioned that the project does have a \$20,000 allowance for unforeseen items, meaning GWA would not need to request an increase to the contract until the \$20,000 allowance has been exceeded.*

Mr. Streicher advised that Mr. Romza deserves a substantial amount of credit for negotiating with the contractor on every single change order that has been submitted as the contractor is really “nickel and diming” GWA with the change orders; and in turn, Mr. Romza is scrutinizing every request and has substantially reduced the past three (3) or four (4) change order requests by nearly 50%.

Mr. Niehaus asked if the extended completion date will be impacted by winter or adverse weather conditions. Mr. Streicher advised that as long the contractor has completed all of the underground work within the next few weeks, and gets the cable bundles pulled, which they are on schedule to do, the remaining work is all inside work. Mr. Streicher stated that unless there is sudden cold snap wherein the temperature goes below 40 degrees, wherein the cable bundles cannot be pulled, the targeted December completion date should not see any delays due to weather.

EOC Meeting/July 2021
Minutes

Mr. Streicher noted that the new completion date is mid-December for 2021 for substantial completion, with final completion in the middle of January 2022.

Biosolids Dewatering Improvement Project (BDIP):

Mr. Streicher provided the following status:

- Work is progressing with a majority of the shop drawings and submittals having been approved*
- The building permit has been issued; however, immediately after the EOC Committee meeting, Mr. Streicher will be meeting with the Village of Glen Ellyn Building officials, to try and get the fire suppression requirement waived. Mr. Streicher reminded the EOC Committee of the issue that the Village's permit is geared towards a commercial remodel and not equipment rehabilitation and the dollar amount of the project triggered the requirement for fire suppression. Mr. Streicher stated that he has tried to convince the Village Building Department that fire suppression is not necessary as by having a fire suppression system more damage could be caused by the destruction of the control panels; not to mention it would add approximately \$100,000 to the cost of the project as a fire suppression system was not part of the original work scope.*

Mr. Franz asked Mr. Streicher to clarify that the building in question is not staffed. Mr. Streicher advised that while the building has staff going in and out, it is not occupied long term and there are no offices located inside. Mr. Streicher added that when reports are filed for insurance purposes, the building is reported as an unoccupied building.

Mr. Franz asked the representatives from the Village of Lombard if they currently have any examples of a similar situation within their Village. Mr. Goldsmith responded that GWA is their example. Mr. Franz asked if the Village waived the requirements. Mr. Goldsmith stated that the Village of Lombard's code did not require a sprinkler system for unoccupied buildings. Mr. Goldsmith advised that Lombard's permitting team has been in communication with Glen Ellyn's staff explaining why the system was not installed when the building was built.

Mr. Niehaus asked Mr. Streicher to explain what would happen if a sprinkler system was to go off in the building. Mr. Streicher stated that all of the electrical panels, which control all of the equipment in the building, would be destroyed as they are not in water proof boxes, as well as, destroying everything in the building's control room and would result in hundreds of thousands of dollars of additional damage.

Mr. Niehaus asked Mr. Franz if the matter would need to go before Glen Ellyn's Village Board to have the section of the code that requires fire suppression waived. Mr. Franz stated that it would, or possibly the Building Board of Appeals.

EOC Meeting/July 2021
Minutes

Mr. Niehaus offered to provide any type of letter to the Village of Glen Ellyn's Planning Board, in support of the waiving of the requirement for this project.

Mr. Buckley asked if the building in question has fire monitoring. Mr. Streicher advised that it does. Mr. Buckley stated that this situation is similar to some of the buildings the Village has and that the requirement for adding fire suppression came in to play due to the amount of the rehabilitation project. Mr. Streicher stated that the Building Department took the total square footage of the building and classified it as a remodel and not equipment rehabilitation, which triggered the fire suppression issue. Mr. Streicher noted that he was told that occupancy had nothing to do with the code, but the requirement for suppression is intended to keep the fire under control so that when the fire department responds to a call, they are not battling an out-of-control fire. Mr. Streicher added that he explained to the Building Department that there is nothing within the building to burn as its construction is cement block, and if a belt press were to catch on fire, the fire would be contained for a long period of time before it would begin to spread.

PLC Replacement Project:

Mr. Streicher provided the following status:

- Project was mainly completed inhouse by Rick Freeman*
- All work is now completed and everything has been tested and all aspects are functioning properly. The SCADA system is communicating properly and all of the PLC's that were outdated are now up-to-date.*

CRAS Pump Replacement Project:

Mr. Streicher provided the following status:

- Capital Project that was highlighted in the Facility plan*
- Completed with all work being done in-house by our Maintenance department.*
- Mr. Streicher credited the Maintenance Department for saving approximately \$100,000 by completing this project in-house.*
- Mr. Braga worked with Mr. Romza to ensure that the proper pumps were purchased as replacement for pumps that were quite old, which had been repurposed to start.*
- Reduced the size of the pumps from 4, 25 hp to 2, 18 hp pumps to suit the needs of the facility.*
- Project done under budget*
- Received approximately \$6,000 in incentives from ComEd for reducing the number and horsepower of the pumps.*

RE Hours:

EOC Meeting/July 2021
Minutes

Mr. Streicher highlighted that the chart not only reflects Mr. Romza's RE hours, but the hours of all Superintendents who have assisted with contractor oversight on the various projects.

Mr. Streicher added that the chart is an indication of the benefit of having GWA staff who can provide oversight services, versus relaying on outside engineering firms.

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.***

Mr. Streicher advised that the August meeting may or may not be necessary, as staff is awaiting quotes on several items and will advise the status near the end of July.

Mr. Franz made the motion to adjourn the July 15, 2021 EOC Committee and President Senak seconded the MOTION. President Senak, President Giagnorio, Trustee Bachner, Mr. Franz, Mr. Niehaus, Mr. Buckley and Mr. Goldsmith responded "Aye" during a roll call. The motion carried. The meeting adjourned at 8:21 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary