

Minutes
2020 Annual Meeting
Glenbard Wastewater Authority
Thursday, November 19, 2020

Zoom Link: <https://us02web.zoom.us/j/89261983313>

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/89261983313> or by calling (312) 626-6799 and using the Meeting ID: 892 6198 3313. All public comments received during the meeting will be read into the record during the appropriate portion of the agenda.

1.0 Call to Order

Lombard Village President Keith Giagnorio called the meeting to order at 6:02 p.m.

2.0 Roll Call

Present: Keith Giagnorio, Reid Foltyniewicz, Andrew Honig, Anthony Puccio, William Ware, Dan Whittington, Sharon Kuderna, Diane McGinley, Kelli Christiansen, Bill Enright, Gary Fasules, Mark Senak

Absent: Dan Militello and Craig Pryde

Lombard Staff Present:

Scott Niehaus, Village Manager
Carl Goldsmith, Public Works Director

Glen Ellyn Staff Present:

Mark Franz, Village Manager
Julius Hansen, Public Works Director
Christina Coyle, Finance Director

Glenbard Wastewater Staff Present:

Matt Streicher, Executive Director
Tom Romza, Assistant Director/Engineer
Richard Freeman, Electric Superintendent
Gayle Lendabarker, Administrative Secretary

Lauterbach & Amen Auditors:

Jamie Wilkey

3.0 Pledge of Allegiance

Lombard Village President Giagnorio requested the Pledge of Allegiance be led by Glenbard Wastewater Authority's Gayle Lendabarker

4.0 Introduction of Board Members and the Glenbard Wastewater Authority (GWA) Team

Glen Ellyn Village President McGinley had the members of the Glen Ellyn Village Board, the Glen Ellyn staff, the Lombard Village Board, the Lombard staff and the GWA staff introduce themselves.

5.0 Public Comment

None

6.0 Consent Agenda:

Village of Glen Ellyn Trustee Senak advised that the Minutes from the 2019 meeting need to be amended to reflect he was not present for the opening Roll Call of the meeting and only present for the approval of the CY2020 Annual Budget as it was noted that he arrived at 6:35 p.m.

A motion was made by Trustee Ware and seconded by Trustee Christiansen to approve the Minutes from the November 12, 2019 Annual Meeting of the Glenbard Wastewater Authority Board with the corrections to the Minutes noting that Trustee Senak was not present for the Roll Call at the beginning of the meeting, but arrived late arrived at 6:35 p.m. and was present only for the Roll Call vote on approving the CY2020 Glenbard Wastewater Authority budget.

Aye (12): Keith Giagnorio, Reid Foltyniewicz, Andrew Honig, Anthony Puccio, William Ware, Dan Whittington, Diane McGinley, Kelli Christiansen, Bill Enright, Gary Fasules, Mark Senak, Steve Thompson

Absent (2): Dan Militello and Craig Pryde

7.0 Annual Financial Reports FY2019 (Lauterbach & Amen, LLP)

Glen Ellyn Finance Director Coyle provided an overview of the Fiscal Year 2019 Audited Financial Statements for the Glenbard Wastewater Authority for the period ending December 31, 2019. Finance Director Coyle encouraged the Trustees to read the Management Discussion Analysis. Finance Director Coyle stated there are 2 funds: Operating and Capital. Finance Director Coyle stated there was a surplus in the 2019 Operating Fund which the Executive Oversight Committee (EOC) voted to distribute back into GWA's Capital Fund.

Jamie Wilkey, a partner in the firm of Lauterbach & Amen, LLP, provided a review of the financial status of the Glenbard Wastewater Authority for FY2019 and thanked Finance Director Coyle and her team for doing an outstanding job preparing as there were no adjusting journal entries. Ms. Wilkey stated the 2019 Audited Financial Statements were an Unmodified or "Clean" Audit which is the highest level that can be achieved. Ms. Wilkey stated the Internal Controls were audited, and there were no findings with this or the issued single audit. Ms. Wilkey also stated that there was no Management Letter required.

A motion was made by Trustee Puccio and seconded by Trustee Fasules, that the Annual Financial Reports for the Glenbard Wastewater Authority for the Fiscal Year ending December 31, 2019, as presented by Christina Coyle and Jamie Wilkey, Lauterbach & Amen, LLP, be approved. The motion carried by the following vote:

Aye (12): Keith Giagnorio, Reid Foltyniewicz, Andrew Honig, Anthony Puccio, William Ware, Dan Whittington, Diane McGinley, Kelli Christiansen, Bill Enright, Gary Fasules, Mark Senak, Steve Thompson

Absent (2): Dan Militello and Craig Pryde

8.0 Comments by GWA Full Board Chairperson – President Keith Giagnorio, Village of Lombard

President Giagnorio expressed his appreciation to President McGinley for her support as she is always pleasant to work with and is always open to suggestions, is a lot of fun, as well as having the right attitude to do this job. Mr. Giagnorio referenced Ms. Wilkey's comments about teamwork, and stated how Mr. Streicher and his team, President McGinley and the Village of Glen Ellyn's Board and the Village of Lombard's Board is one of the best teams he has ever been involved in. President Giagnorio, speaking on behalf of President McGinley, expressed his gratitude to the GWA staff for making their jobs easy, by being so prepared for the monthly meetings and professional, making the EOC Committee's job more as overseers.

President McGinley expressed her appreciation to President Giagnorio and how well everyone works together to keep everything going smoothly throughout the year.

9.0 Executive Director Streicher will summarize significant events from CY2020 and present information on goals and projects that are planned for CY2021

GWA Executive Director Streicher expressed his appreciation to the members of the Village of Lombard and Village of Glen Ellyn's Board for attending and introduced other GWA staff members who had joining the meeting, Assistant Director Thomas Romza, Electrical Superintendent Richard Freeman and Administrative Secretary, Gayle Lendabarker who is recording Minutes for tonight's meeting.

Executive Director Streicher recognized and thanked the members of the Executive Oversight Committee for taking extra time out their schedules to meet monthly and provide their guidance over the past year. Executive Director Streicher reviewed the Key Performance Indicators for CY2020:

- 3,471,000,000 (3.47 billion) gallons treated through September 2020; which is 60,000,000 gallons lower than usual, due in part to a lack of precipitation.
- 28.93 inches of rainfall through September 2020, 5-year average = 32.82 inches through September;
- Main Plant = No Permit Excursions; Current Record – No Excursions since 4/4/2013 which is tremendous record and has garnered GWA and its staff some National awards. Mr. Streicher explained that this means GWA has not violated its US EPA National Pollutant Discharge Permit that it is mandated to follow.
- Combined Sewer Outfall Facility = 0 Excursions – Last occurrence was April 15, 2018 Wet Weather Event. Executive Director explained that this facility only goes online during high rain events, and to do for that length is just as impressive.
- No Lost time Injuries since 2013
- 18 Odor Complaints through September 2020:
 - ✓ 2017 Odor Complaints = 172 through September 2017
 - ✓ 2018 Odor Complaints = 70 through September 2018
 - ✓ 2019 Odor Complaints = 40 through September 2019
 - ✓ Annual Average Previous to 2017 = 6

Executive Director Streicher mentioned the 2017 process upset that created quite a strong odor around that plant and made it into the news making GWA the center of attention for a while; and noted that the number of complaints has continued to decrease each year due to the diligence and credits the efforts by staff in taking steps to mitigate odors, resulting

in the reduction of odors. Executive Director Streicher noted to the Full Board that of the 18 complaints GWA has received in 2020, ten (10) are from one individual and another four (4) are from a second. Executive Director Streicher stated that while GWA staff takes every odor complaint seriously, knowing that fourteen (14) of the complaints come from two (2) individuals can be credited to the efforts of GWA staff.

Assistant Director Romza highlighted other changes that have helped with the odor control, especially the new pumps that were installed as part of the FIP project as they are more efficient in conveying the flow to the plant more efficiently reducing the amount of time the length of time organic materials sits in the pipes generating odors. Mr. Romza highlighted a hydrogen peroxide system that injects the chemical into the flow to oxidate some of the odor causing agents in the raw sewage before they daylight into the plant. Mr. Romza stated that GWA has actually received compliments from neighbors regarding the fact that they are less odors.

Assistant Director Romza highlighted the status of the Top CY2020 Capital Projects:

- Facility Improvement Project – Anticipates the project wrapping up sometime in December, but will most likely be over budget, even though the slide shows the construction side of the project being under. Mr. Romza stated that the Engineering Services portion of the project is over budget, and that when the project is closed out with the contractor there will be a deductive amendment that will cover the additional expenses incurred by GWA for the additional engineering costs.
- Electric Service Distribution System Rehabilitation Construction/Engineering – this project was scheduled to start mid- year 2020; however, the project was delayed as grants for the project were sought. Mr. Romza stated that unfortunately, the project did not receive any of the grants, although not from a lack of effort, as it boiled down to a timing issue, wherein the organization issuing the grants opted to push back the time table for awarding the grants by four (4) months and the project could not be delayed that long, which is why the project is currently under budget.
- Biosolids Dewatering Improvements Engineering – Mr. Romza highlighted that the engineering portion of the project came in under budget due largely to the well established working relationship GWA has with the engineering company, who advised eliminating some aspects of the project that were not going to garner high returns on investment.

Assistant Director Romza highlighted the Top CY2022 Capital Projects:

- Electric Service Distribution System Rehabilitation, Project Construction and Engineering – Mr. Romza stated that while this project was originally scheduled to be done 50% in 2020 and 50% in 2021, the bulk of the work will be completed in CY2021.
- Biosolids Dewatering Improvements, Construction and Engineering – Mr. Romza stated that the bid opening for the project occurred at the end of October, with IMI being awarded the contract for the work at this morning's EOC Committee meeting, the project will be moving forward in CY2021. Mr. Romza added that Trotter Engineering was asked to remain on board to provide construction engineering oversight.

Mr. Romza explained that the total Capital projects for CY2022 is \$7,080,100, GWA will be utilizing an IEPA's SRF low interest loan to fund this project, with the payments being spread out over twenty (20) years.

10.0 Proposed CY2021 Budget

Executive Director Streicher stated the Proposed CY2021 reflects a 2.2% increase to the O&M Fund for a total of \$4,704,680. Mr. Streicher highlighted the categories contributing to the increase are items which GWA does not have direct control, namely, Personnel, Insurance and Fees, which include IEPA Annual Permit Fees and DuPage River Salt Creek Work Group fees. Mr. Streicher highlighted that the reason for the increased O&M costs relates to the Combined Heat and Power (CHP) system which has two (2) large engines that are used to generate electricity for the plant, and with any engine, requires service after reaching a certain number for service hours. Mr. Streicher indicated that the engines are due for a 20,000-hour service interval overhaul at a cost of \$250,000. Mr. Streicher expressed his appreciation to the GWA staff for making strides to post-pone non-essential work in an effort to keep the increase to the O&M fund to a minimum. Mr. Streicher explained that the O&M fund allocations for each Village is based solely on percent of flow through the facility, with Lombard traditionally being close to 60% and Glen Ellyn being 40%, and is not based on population.

Mr. Streicher explained that the Capital Fund is used in the same manner as the Villages, to fund capital improvement projects or make major equipment repairs and for CY2021; the budget reflects a one percent (1%) increase over CY2020 from each Village. Mr. Streicher stated that unlike the O&M Fund, the contributions from each Village is calculated differently in that 50% of the contribution is split 50/50 between the two Villages, and the remaining 50% of the contribution is split based on the same flow basis as the O&M fund.

Mr. Streicher referred to his presentation that the percent of increase has varied for the past few years between one percent (1%) and three percent (3%). Mr. Streicher noted that some years back it ranged as high as 40% and as low as zero percent (0%). Mr. Streicher explained that is short-sighted to not have some sort of increase year after year as due to the nature of our facility operating 24/7, being a fairly large plant, and due to the age of the plant, GWA is going to be in constant need of Capital Improvements, equipment rehabilitations, and replacements. Mr. Streicher highlighted that as recent as CY2019, the Capital Fund was projecting a deficit in the Fund and there were discussions regarding increasing the contribution percentage to the Capital Fund; however, after working with the Finance Directors for both Villages, Staff was able to identify several Capital Improvement projects that will be able to utilize the IEPA's State Revolving Fund for low interest rate loans, rather than seeing a big impact in a single year, the loans allow for the costs to be spread out over twenty (20) years at a relatively low interest rate. Mr. Streicher advised that as a result the budget forecasts being able to sustain the one percent (1%) increase for the next twenty (20) years. Mr. Streicher stated that obviously any state or federal regulations that come down the line will impact the projections.

Mr. Streicher summarized that the overall the CY2021 budget reflected a 1.7% increase over the CY 2020 budget; which for a facility of our size and nature, is a fairly minimal increase; adding that the credit goes to GWA Staff in finding purchases and projects that could be deferred or eliminated from the CY2021 budget without putting the plant at risk and keeping to a minimal increase for the Villages considering the current times the world is in.

Mr. Streicher made the formal request for the GWA CY2021 budget to be approved.

President Giagnorio made and Trustee Enright seconded the Motion, to Approve the Glenbard Wastewater Authority approve the CY2021 Budget in the amount of \$11,809,922. The motion carried by the following vote:

Aye (12): Keith Giagnorio, Reid Foltyniewicz, Andrew Honig, Anthony Puccio, William Ware, Dan Whittington, Diane McGinley, Kelli Christiansen, Bill Enright, Gary Fasules, Mark Senak, Steve Thompson

Absent (2): Dan Militello and Craig Pryde

11.0 Other Business

None

12.0 Adjournment

A motion was made by Trustee Fasules and seconded by Trustee Honig, that the Annual Meeting of the Village of Lombard Village Board and the Village of Glen Ellyn Village Board known as the Glenbard Wastewater Authority held on Thursday, November 19, 2020 be adjourned at 6:35 p.m. The motion carried by the following vote:

Aye (12): Keith Giagnorio, Reid Foltyniewicz, Andrew Honig, Anthony Puccio, William Ware, Dan Whittington, Diane McGinley, Kelli Christiansen, Bill Enright, Gary Fasules, Mark Senak, Steve Thompson

Absent (2): Dan Militello and Craig Pryde

Respectfully submitted,

Gayle Lendabarker
Administrative Secretary
Glenbard Wastewater Authority