

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
MINUTES  
April 14, 2022  
Meeting held at the Glenbard Wastewater Plant  
945 Bemis Road, Glen Ellyn, IL

Members Present:

Keith Giagnorio	President, Village of Lombard
Robert Bachner	Trustee, Village of Lombard
Kelli Christiansen	Trustee, Village of Glen Ellyn
Mark Franz	Village Manager, Village of Glen Ellyn
Dave Buckley	Public Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

Matthew Streicher	Executive Director, GWA
Thomas Romza	Assistant Director, GWA
Jon Braga	Maintenance Superintendent, GWA
Andy Pakosta	Operations Superintendent, GWA
Ashley Staat	Environmental Resources Coordinator, GWA
Patrick Brankin	Assistant Finance Director, Village of Glen Ellyn

1. Call to Order at 8:00 a.m.
2. Pledge of Allegiance
3. Roll Call: President Giagnorio, Trustee Bachner, Trustee Christiansen, Mr. Franz, Mr. Goldsmith and Mr. Buckley answered "Present". President Senak and Mr. Niehaus were excused.
4. Public Comment
5. Staffing Update

*Mr. Streicher advised that Mr. Romza left GWA to return to the private sector and an advertisement for an Assistant Director/Engineer has been posted with some of the qualifications being changed to be directed not only at engineers, but basically anyone with a related Bachelor's Degree. Mr. Streicher noted that this was done as right now, engineers are a particularly hot commodity in the industry and to get one is going to be extremely difficult. Mr. Streicher indicated that the advertisement is due to expire this Friday and based on the type of responses, he may need to revise the job description. Mr. Streicher noted that changing the job description is something he wants to take some time to consider before reposting.*

*Mr. Streicher advised that as Andy Pakosta was promoted to the Operations Superintendent position and another Operator, left GWA to pursue opportunities elsewhere after being passed over, leaving the Operations staff down a person as well. Mr. Streicher advised that there is a second interview scheduled in the afternoon with a qualified candidate and hopes to have that position filled soon.*

*Mr. Buckley asked if there were any applicants for the Assistant Director/Engineer position. Mr. Streicher advised there were none. Mr. Buckley shared that he has been in touch with two (2) employment recruiting firms that a consultant engineer he has worked with has used in the past recommended to see if one of these firms can assist with finding candidates to fill the engineer positions at Public Works, Community Development and at GWA. Mr. Buckley noted that he was not sure what the cost structure would be, but feels this may be the best option to fill the vacant engineering positions.*

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 month of February 2022 and March 2022 \$2,156,271.43 (Trustee Christiansen).*

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

- 6.1 Executive Oversight Committee Meeting Minutes
  - February 10, 2022 meeting
- 6.2 Vouchers previously reviewed by Trustee Christiansen
  - February 2022
  - March 2022
- 6.3 Approval to purchase CHP Media

Prior to digester gas being used in the CHP's, the gas needs to be “scrubbed” in order to remove siloxanes and hydrogen sulfide, in order to help preserve the life of the engines. Although the life of the media is tracked, due to varying usage and gas conditions, it is difficult to exactly predict when the media will be reaching its useful life. Since there is little expiration notice, and the media has a long shelf life, we prefer to have the media onsite and available to keep the down time of the engines to a minimum. Therefore, staff obtained pricing ahead of schedule so that the purchase can be made, and available for use when needed.

In the 2021 GWA budget, staff allocated \$100,000 for the purchase of this media in budget category Plant Equipment Rehabilitation account 40-580150. The budget amount was taking into account at least two purchases of the hydrogen sulfide media (similar to current request), and one purchase of the siloxane media. Therefore, we motion the EOC to authorize approval to purchase CHP media from Unison Solutions in the amount of \$24,498.00. This has been discussed with the TAC, and all are in agreement with the recommendation.

7. Request to Authorization to Approve Proposal for National Pollutant Discharge Elimination System (NPDES) Permit Special Condition Assistance

In early 2022 the Authority received its renewed NPDES Permit's for both the main plant and the Combined Sewer Outfall (CSO) plant. The NPDES permits are mandated at a federal level by the United States Environmental Protection Agency, who delegates authority to the Illinois Environmental Protection Agency (IEPA). These permits essentially dictate the operation of the Authority, by setting pollutant removal requirements, water quality standards, operating requirements, special condition projects, and other various requirements.

Traditionally, these permits are renewed every 5 years, at which time the IEPA (through the USEPA) may impose new permit requirements or special conditions. The Authority's previous permits had expired August 31, 2020. Many of the special conditions were being negotiated over the two years it took to issue the new permit. Although most of the pollutant removal requirements and water quality standards have not changed in the new permits, many of the special conditions require studies, evaluations, or other written reports to be completed each permit cycle. In addition, several new requirements in the special conditions have been added.

Although many of the special condition requirements will be completed in-house by Authority staff, due to both the complexity and the volume of work to complete several of the requirements, Authority staff will need assistance from a consulting engineer familiar with the NPDES process.

There are three major components of this project; the local limits evaluation, the Capacity, Management, Operations, and Maintenance (CMOM), and the Combined Sewer Outfall Plan Updates. The CMOM Plan and CSO Plans will begin immediately and are due back to the IEPA at the beginning of the 2023. Those two components (total of \$19,400) will be charged to CY2022's budget Fund 270-520816, which has \$20,000 budgeted currently. The local limits evaluation (\$24,000) will begin in 2023, and will be charged to CY2023's budget Fund 270-530107 (once approved by the EOC).

Therefore, it is recommended that the EOC allow waiving of the RFP process for selecting a consultant, and authorize the Authority to award Baxter & Woodman, Inc. the contract for the National Pollutant Discharge Elimination System (NPDES) Permit Special

Condition Assistance in the amount not to exceed \$43,400. This has been discussed with the TAC, and all are in agreement with the recommendation.

***Mr. Goldsmith motioned and Trustee Bachner seconded the motion to award Baxter & Woodman, Inc. the contract for National Pollutant Discharge Elimination System (NPDES) Permit Special Condition Assistance in the amount not to exceed \$43,400 with \$19,400 charged to CY 2022 Budget account 270-520816 and \$24,000 to be charged to CY2023 Budget, once approved, budget account 270-530107. President Giagnorio, Trustee Bachner, Trustee Christiansen Mr. Franz, Mr. Goldsmith, and Mr. Buckley responded “Aye” during a roll vote. The motion carried.***

*Mr. Streicher advised that he was going to ask Ashley Staat, GWA’s Environmental Resources Coordinator, to provide the information for this agenda item.*

*Ms. Staat explained that there are special conditions associated with the new NPDES permit, which GWA requires assistance completing, namely local limits evaluation, CMOM, and completing a CSO plan. Ms. Staat added that as Baxter & Woodman has been working with other members of the DuPage River Salt Creek Workgroup on these items, it makes sense to contract with them to assist GWA. Ms. Staat explained that the total contract is \$43,400, with \$19,400 for the CMOM and CSO plan work to be done in CY2022 and \$24,000 in 2023 for the local limits evaluation, which is mainly laboratory testing fees.*

*Mr. Franz asked if these costs were in addition to the costs GWA has been paying for the DRSCWG. Mr. Streicher explained that these costs are not related to the work group and that everyone in the work group has received similar special conditions and as Baxter & Woodman is assisting other work group members with the same work, it makes sense to have them assist GWA.*

8. Discussion

8.1 Capital Improvement Projects Update

Medium Voltage Electrical Grid Project

*Mr. Streicher advised that the project was granted substantial completion status on March 28, 2022 with the remaining items being a combination of punch list items, demolition and restoration work, with the latter items originally designated to be completed prior to substantial completion; however, GWA agreed to add them to the punch list. Mr. Streicher advised that the contract had \$38,000 in allowances and only \$25,000 was used over the course of the project to date and typically a contract reduction is sought when closing out the contract if there is a surplus of allowance funds. Mr. Streicher noted that Strand did a lot of work to keep the project in line.*

*Mr. Streicher did note that the Contractor has made a claim for price escalation costs, which staff is still in discussions with the contractor.*

Biosolids Dewatering Improvement Project

*Mr. Streicher advised that both belt filter presses have been refurbished and change orders are in the negative, with only \$16,000 of the \$30,000 allowance being used. Mr. Streicher stated that he anticipates a final change order that will lower the final contract amount by the remaining allowance balance. Mr. Streicher added that at this time, the substantial completion has not yet been issued as the manufacturer of the belt presses is scheduled to be onsite the following week to do some fine tuning on the equipment, after which, GWA anticipates issuing the substantial completion notice. Mr. Streicher added that a punch list has been compiled and the contractor is working to address the items. Mr. Streicher added that the project has gone relatively smoothly overall, while there were some delays relating to supply chain issues, which GWA cannot pin on the contractor. Mr. Streicher indicated that there are some liquidated damages; however, GWA is able to stay out of this one as the consulting engineer is working directly with the manufacturer on the supply chain issues and will not affect GWA's contract.*

RAS/Return Activated Sludge Header Replacement

*Mr. Streicher advised that this project was a hybrid, with a contractor and GWA's Maintenance staff working together to get the project completed in one day, as well as recognition to the Operations staff for their adaptability to keep the plant operating as the project required shutting down part of the process so the replacement work could be completed. Mr. Streicher added that the Maintenance team is also handling the replacement of actuators that were installed in 1977, and the Maintenance and Electrical groups working together to replace the mag meters that were in need of replacement.*

Primary Clarifier/Gravity Thickener Improvements

*Mr. Streicher stated that the project is still in the planning stages; and that staff did make a site visit to St. Charles to evaluate tank covers as the current cover will most likely be replaced with a flat cover. Mr. Streicher advised that IEPA funding is being pursued for this project and noted that Senators Duckworth and Durbin were able to appropriate \$211 million dollars for infrastructure projects, so GWA submitted an application for \$2 million dollars that would basically be a grant as it would be eligible for loan forgiveness. Mr. Streicher explained that when the project was originally budgeted, it was budgeted as a \$2 million project; however, due to inflation and supply chain issues, the project is more in the ball park of \$4 million dollars and believes the purpose of the \$211 million appropriation was to help fund these types of infrastructure projects that are being impacted by pandemic and other conditions. Mr. Streicher noted that he is hopeful, but as GWA is not an environmental justice area, he is not confident that funding for the project will be received.*

## 8.2 Fire Monitoring Panel Future Approval Discussion

Siemens Fire Monitoring System located throughout the Authority's buildings and remote sites has reached the end of its useful service life, and many parts/repairs are becoming obsolete. Parts of the system were replaced during the 2021 Biosolids Dewatering Improvements Project, as the building permit issuance was reliant on the system being brought up to standards, however, the remainder of the plant and remote sites still need to be upgraded to current technology. A quote was obtained in 2021 for this work, coming in at \$235,365.87. Therefore, that amount was inserted into the approved CY2022 budget. Since some of the work was completed with the Biosolids project, a new quote was requested, however, it has not been received. As this purchase is for a highly specialized piece of equipment, I am requesting to waive competitive bidding for this purchase based on Section C.1.f of the 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 item has been discussed with the TAC during a meeting in 2021.

The intent of this discussion is to make the EOC aware of the future request for approval, in event timing between EOC meetings becomes a hindering issue.

*Mr. Streicher noted that he wanted discuss this item in the event an approval is needed prior to the next meeting or in the event there is no May meeting. Mr. Streicher highlighted that the main panel in the Admin Building and the panel in the Biosolids Dewatering Building were both replaced during the Biosolids project; however, the remainder of the panels need updating as they have reached the end of their useful life and the Electrical Department has been procuring replacements parts from E-bay in order to keep the system operating. Mr. Streicher noted that the panels are no longer manufactured, and support services are no longer available as well. Mr. Streicher added that there had been a meeting with the Glen Ellyn Fire Department to insure that GWA is meeting all of their requirements. Mr. Streicher added that Mr. Freeman budgeted \$235,000 for the project, but staff does not anticipate the cost being that high as the quote included replacement of the Admin Building panel, which has already been replaced.*

*Mr. Streicher explained that the quote was supposed to be delivered to GWA the previous week, but it has yet to be submitted and depending on the timing*

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*of when it actually arrives and how long the pricing will be held, he may need to do a quick phone poll to get approval for the project to proceed.*

9.0 Other Business

9.1 Technical Advisory Committee Update

10. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, May 12, 2022 at 8:00 a.m.***

*Mr. Streicher noted that depending on agenda items, the May meeting could be cancelled, but he does anticipate the June meeting taking place as the Assistant Finance Director, Patrick Brankin, will have the CY2021 Audit report to present to the EOC Committee for acceptance and recommendation to the Full Board for approval.*

*Mr. Streicher requested the EOC Committee meeting be adjourned and move into Executive Session for the purpose of discussing potential litigation under 5 ILCS 120/2(c)(11).*

***Mr. Franz made the motion to adjourn the April 14, 2022 EOC Committee meeting and adjourn to Executive Session for the purposes of discussion and will not return to open meeting, and Mr. Goldsmith seconded the MOTION. President Giagnorio, Trustee Bachner, Trustee Christiansen, Mr. Franz, Mr. Buckley and Mr. Goldsmith responded “Aye” during a roll call. The motion carried. The meeting adjourned at 8:21 a.m.***

Submitted by:

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Gayle A. Lendabarker  
GWA Administrative Secretary