

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Agenda

September 8, 2022

8:00 a.m.

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment
5. New Assistant Executive Director Introduction

The Assistant Executive Director role with the Glenbard Wastewater Authority has recently been filled by Jeremy Henning, who comes to us with 22 years of diverse work experience, including; technology, operations, process improvement, and project management. His past seven years were spent at a local water agency where he was tasked with a broad range of responsibilities and is excited to bring all of his knowledge and expertise to the Glenbard Wastewater Authority.

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 May, June, July and August 2022 \$2,910,700.97 (Trustee Christiansen).*

6.1 Executive Oversight Committee Meeting Minutes:  
June 9, 2022 EOC Meeting

6.2 Vouchers Previously Reviewed:  
May, June, July and August 2022 – Trustee Christiansen

6.3 Ratification of August 3, 2022 Phone Poll Item

- 6.3.1 The Operations Department is requesting approval for a purchase of UNI-CL2V Media for use in our four Unison Solutions siloxane removal tanks. The reason for the needed media replacement is that the gas conditioning skid gas samples and the engine oil samples are starting to see breakthrough of the corrosive siloxane component. The (Total Base Number) TBN of the oil has decreased and the main justification is the siloxanes exponentially decrease the base life of the

oil. This causes us to reduce runtime hours between oil changes to protect the engine from failure as the oil breaks down more quickly.

Since the material itself is not unique or proprietary in nature, multiple quotes were sought; however, no other parties elected to provide pricing as the entire Unison gas scrubbing system is designed using their own product. Therefore, it is also being requested to waive competitive bidding under Section C.1.f of the Village of Glen Ellyn's Purchasing Policy, which states; "Standardization Purchases, as defined 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."

This material does not have a shelf life, and factoring in potential shipping delays and sufficient available funding, it will be beneficial to purchase 2 replacement mediate sets and store the backup set onsite.

It is being requested that the EOC authorize the Authority to purchase the replacement media from Unison Solutions for \$57,068.00 to be invoiced to Capital Account Fund 40-580150.

#### 6.4 Notification of Open Purchase Order for Contract Laboratory Services

The Authority's existing provider for contract lab services, Suburban Laboratories, has recently increased their pricing – and in addition, they have had a number of issues with recent data, which has caused the Authority to have less faith in their ability to complete accurate laboratory analysis. Dave Peters received a quote from First Environmental Laboratories in Naperville, and compared the quote what the Authority is currently paying to Suburban for the same analytical services. It is estimated that by switching to First Environmental, the Authority can save approximately \$1,500 a year, or more depending on the number of samples needing to be sent out. The Authority will also hopefully receive higher quality analytical services on our laboratory data.

Although the EOC had approved to use Suburban Laboratories at the beginning of the year, as seen in the quote, the anticipated annual cost of these services does not exceed the \$25k amount required for EOC approval – therefore, the request for approval was sent to Manager Franz, and it was approved July 26, 2022.

#### 6.5 Declaration of Surplus – Forklift Unit 632, two (x2) Spencer Series 4000 Blower Units, two (x2) Quincy Air Compressor Units, and various Electrical Equipment (see Exhibit A)

At the March 11, 2021 Executive Oversight Committee meeting, the EOC approved the purchase of a new forklift. Traditionally, the Authority has owned two forklifts; one for the main plant for general use, and one for the CSO plant with the sole use of moving grit dumpsters. After the purchase, the Authority no longer had a use for its oldest forklift located the CSO plant, and requested it be declared surplus. The EOC approved the resolution declaring it surplus in June 2021, and the existing forklift that was replaced at the main plant was moved to the CSO plant.

Since that time, the Operations Department has acquired new grit dumpsters at the CSO plant, and has realized an agreement was already in place with the Authority's waste hauler for the dumpsters to be emptied by the hauler. Therefore, the Authority no longer had a use for the old forklift located at the CSO plant. In addition, the Authority has recently purchased a trailer that is capable of transporting the Authority's new forklift, or any other larger equipment that may be needed, to the CSO plant. Based on this information, some revenue can be generated by auctioning off the old forklift, as well as cost savings due to less equipment in the Authority's fleet.

While preparing the resolution for declaration of surplus, it was decided to include other salvaged or end-of-life pieces of equipment as well. Four items had previously been declared surplus by the EOC, but not formally through a resolution. In June of 2021, the Authority's legal consul recommended instituting a policy to pass resolutions declaring equipment surplus, rather than the prior method of simply approving it as an agenda item. Therefore, these additional pieces of equipment are being added to the resolution so they can be sold, and properly accounted for in the audit process.

The additional 4 pieces of equipment that were previously classified as surplus via agenda item consists of two blowers and two compressors that were salvaged in 2018 during the upgrade of the sand filters to the disc filters. They serve no use to the Authority any longer, and have been consuming valuable storage space since being taken out of commission.

In addition, the Authority is also requesting to classify a collection of spare parts inventory for electrical equipment (see attached Exhibit A) as surplus. These Programmable Logic Controllers and fiber optic converters served the Authority well since being installed in the late nineties, but became too expensive to maintain or repair due to their age, and were recently replaced as a part of the ongoing campus wide PLC replacement capital project.

Therefore, enclosed with this memo is the formal resolution auctioning off Forklift Unit 632, two (x2) Spencer Series 4000 Blower Units, two (x2) Quincy Air Compressor Units, and a list of spare parts inventory for electrical equipment (see Exhibit A) for approval. The Authority respectfully requests that the EOC motion to approve Resolution No. 2022-001, a resolution authorizing the sale of

equipment – Forklift Unit 632, two (x2) Spencer Series 4000 Blower Units, two (x2) Quincy Air Compressor Units, and the electrical equipment listed in the enclosed Exhibit A.

#### 6.6 Electrical Grid Project Change Order 002

At the June 9, 2022 Executive Oversight Committee, the EOC approved a settlement agreement with the contractor for the Electrical Grid Rehabilitation Project, in which the Authority agreed to release the remaining \$13,141 in cash allowances that were not used in the project but approved by the EOC, and accept a change order increasing the overall contract cost by \$74,859. Enclosed is the formal change order for approval.

#### 7. Request for Approval for Interceptor Rehabilitation Proposal

In October 2021 Authority staff developed and sent out a request for qualifications and technical proposals to our six shortlisted professional consulting firms for Preliminary Design Engineering Services pertaining to the 2022-2024 Collection System Rehabilitation Program.

The intent of the request for proposals was to retain a professional firm in order to provide further analysis and interpretation of Red Zone Robotic and RJN Group Inspections and Reports, develop a 3-year capital rehabilitation program for the Authority's collection system based off the greatest needs as well as any cost-effective approaches, prepare bidding documents and assist in the bidding process, and provide part-time construction engineering services. The scope of work was anticipated to take place over the calendar year budgets of 2022-2024 where the Authority has approximately \$350,000 budgeted each year for the construction costs of these specific capital rehabilitations.

RJN Group was selected and completed the preliminary design, leading to a submittal of a proposal for the final design, bidding, and construction services. The primary goal of the submitted proposal is to design, bid, and oversee rehabilitation of the NRI Interceptor from late 2022 through 2024. The two phased approach will require multiple years of design, bidding, and construction. Following the completion of this project, GWA will have the high priority rehabilitation of their interceptor system completed. This project will be invoiced on a lump sum, percent complete basis for a total not-to-exceed fee of \$155,000. The project will have milestones in 2022, 2023, and 2024, with completion of rehabilitation construction in 2024.

Therefore, it is recommended the EOC authorize the Authority to award RJN Group, Inc. the Design Engineering Services pertaining to the 2022-2024 Collection System Rehabilitation Program in the not to exceed amount of **\$155,000.00**. This amount will be taken out of the designated amount in CY2022 Approved Budget, Fund 40-580150 Capital Plant Equipment Rehabilitation, and future years budgeted as appropriated.

8. Request for Approval for Remote Site Telemetry Upgrade

From inception of the Supervisory Control and Data Acquisition System (SCADA) at the Authority in the late nineties, until mid-2014 we had relied on “Leased Line” (copper twisted pairs) technology from AT&T to communicate with our remote sites. We rely heavily on this communication as it affords the Authority the continued ability to control, monitor, and respond to operational conditions at our remote Lift Stations, CSO Facility, and Interceptor Systems un-manned.

The cellular hardware located at each of the nine remote sites is now at end of life, and will no longer be supported after December 31, 2022. With this in mind, the Authority began a dialogue with Concentric Integration in June of 2021, to obtain an upgrade estimate for CY-2022 budget planning.

We are recommending moving forward with this Remote Sites Communication Hardware Upgrade with Concentric Integration in the amount of \$46,470. They are exceptionally qualified with cellular technology and intimate knowledge/understanding of our existing system, and have the complete in-house capabilities to tackle the myriad of technical disciplines required for a project like this; IT, Instrumentation, PLC, SCADA, Security, etc. They also have completed similar installations for Downers Grove Sanitary District and NWJAWA, and the Authority has also had previous success with projects utilizing Concentric Integration as our IT systems and integration technology experts. Based on the Authority’s Professional Services SOP, a competitive process was waived due to the prior relationship and continuation of a similar project.

Funds for this project were included in the CY-2022 Budget, Fund 40 Capital Account 40-580180, in the amount of \$40,500. An un-anticipated budgeted shortfall of \$5,970, due to current economic conditions. Adequate funding does exist within this line item to cover the expense.

9. 2022 Roof Rehabilitation Project Request for Approval

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 2022 is to replace the roofs of Buildings A (Bar Screen), J (Pump and Meter), and N (Warehouse) at the main facility, and Building C (Tin Shed) at the Combined Sewer Outfall facility.

In July Authority staff and the roofing consultant, Arcon, developed and sent out a public request for qualifications and proposals for the rehabilitation project. The bid opening was scheduled for August 17<sup>th</sup>, at 2:00pm. Seven proposals were received, with L. Marshall, Inc. being the low bid. The bids ranged from the low of \$242,000 to the high of \$364,000 (bid tabulation attached).

Arcon, having experience with most of the companies that submitted bids, has provided a letter of recommendation for accepting the low bid of \$242,000 submitted by L. Marshall Inc.

The Authority has an approved budget for roof rehabilitation in 2022 of \$209,000 out of Fund 40 Capital Improvement Projects. The recommended bid of \$242,000 is in excess of the budgeted amount, however, the authority is still seeking to approve the L. Marshall Inc bid since the roofs are in need of significant repair, a safety measure is also being addressed in Building A with this project, and the extra \$33k can be absorbed into our capital reserve/cash on hand.

Therefore, after discussion with the TAC, it is recommended the EOC authorize the Authority to award L. Marshall, Inc. the 2022 Building Roof Rehabilitation project in not to exceed amount of \$242,000. If approved, this amount will be taken out of the CY2022 Approved Budget, Fund 40-580180 Capital Improvements Projects.

10. Discussion

10.1 Capital Project Update

10.2 CY2023 Draft Budget

Proposed 3.6% increase (\$299,412) in overall operations, maintenance, and capital budget for CY2023 as broken down in the enclosed memo.

11. Other Business

11.1 Technical Advisory Committee Updates

12. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, October 13, 2022 at 8:00 a.m.***