

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda
October 12, 2023
8:00 a.m.
945 Bemis Road
Glen Ellyn, IL

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
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 the months of September of 2023 in the amount of \$1,395,839.35 (Trustee Christiansen).

5.1 Executive Oversight Committee Meeting Minutes:
September 14, 2023 EOC Meeting

5.2 Vouchers Previously Reviewed:
September 2023 – Trustee Christiansen

6. Approve to engage in services with Chapman and Cutler, LLP for purposes of bond and disclosure counsel services.

As discussed at a previous Executive Oversight Committee, the Authority will be seeking a bond to finance the Primary Clarifier and Gravity Thickener Improvement Project that is expected to take place in 2024.

Due to the nature of a bond, it is highly recommended, if not required, for the Authority to retain legal counsel in addition to its existing legal representation, specifically for the purposes of serving as bond counsel and disclosure counsel for the bond in reference. Enclosed with this memo is an engagement letter from Chapman and Cutler LLP for these services. Chapman and Cutler also provides financial counsel services for the Village of Glen Ellyn.

The Authority is requesting authorization to engage in bond counsel and disclosure counsel for the Primary Clarifier and Gravity Thickener Improvements Project with Chapman and Cutler LLP.

Proceeds from the bond itself will be used to pay these fees, and will be paid at the closing of the bond.

7. Approve to engage in services with Robert W. Baird & Co. Incorporated for purposes of financial advice in obtaining a bond.

As discussed at a previous Executive Oversight Committee, the Authority will be seeking a bond to finance the Primary Clarifier and Gravity Thickener Improvement Project that is expected to take place in 2024.

Due to the nature of a bond, it is highly recommended, if not required, for the Authority to retain a financial advisor, specifically for the purposes retaining and working with an underwriter. Enclosed with this memo is an engagement letter from Robert W. Baird & Co. for these services. Robert W. Baird & Co. provides financial counsel services for the Village of Glen Ellyn as well.

The Authority is requesting authorization to engage in financial advising services for the Primary Clarifier and Gravity Thickener Improvements Project with Robert W. Baird & Co.

Proceeds from the bond itself will be used to pay these fees, and will be paid at the closing of the bond.

8. Bond Resolution

As discussed at a previous Executive Oversight Committee, the Authority will be seeking a bond to finance the Primary Clarifier and Gravity Thickener Improvement Project that is expected to take place in 2024.

In order to proceed with the bond issuance, per Section 3.2(d)(1) of the Intergovernmental Cooperation Act requires approval by a majority of the Authority's Full Board in order to issue revenue bonds.

Enclosed with this memo is the proposed bond resolution that will be brought forth to the November 13, 2023 Glenbard Wastewater Authority Full Board Meeting. The resolution was prepared by the Authority's bond council, Chapman and Cutler, and is in accordance with all laws and regulations.

No approval from the Executive Oversight Committee is being requested at this time, as the only requirement is for the Full Board approval, therefore, this item is only brought forward for discussion and information sharing purposes.

9. Request to waive competitive bidding for the SRI Bridge Rehabilitation

In August 2023 the Authority sent a request for proposals for an IDOT inspection on the only bridge located in the main plant, commonly referred to as the SRI bridge. The RFP was sent to shortlisted firms that had certified IDOT bridge inspectors in-house. Trotter

and Associates was selected for the work, and the inspection was completed shortly afterwards.

The inspection yielded that the bridge itself was in relatively good shape, but did require some rehabilitation work in order to maintain its rated capacity of 80,000 pounds. The engineers estimate calculated roughly \$65,000 of rehabilitation work. Based on the Authority's purchasing policy for professional services, Trotter and Associates was chosen to develop plans and specifications to supply to a contractor in order to move forward with the rehabilitation work. A portion of the rehabilitation consists of repaving asphalt on the bridge deck prior to winter in order to protect the structural components from further degradation. Asphalt paving typically ceases in late November due to colder weather, therefore, the Technical Advisory Committee suggested to request to waive the public bidding process to expedite the process. As this work is expected to exceed \$20,000, waiving of the competitive bidding is allowed in accordance with Section C, 1: Exceptions to Competitive Bidding of the Glen Ellyn Purchasing Policies and Procedures (per the IGA, the Authority follows the lead agencies purchasing policy), which states, "A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board." However, in order to maintain a competitive procurement process, proposals will still be requested from at least three qualified contractors.

Therefore, the Authority requests to waive the competitive bidding process for the SRI Bridge Rehabilitation and move forward with obtaining proposals from at least three qualified contractors to perform the work.

10. Final CY2024 Budget Requesting Recommendation for Approval to GWA Full Board

After the presentation of the first draft of the CY2024 budget to the Executive Oversight Committee at the September 14, 2023 EOC meeting, comments were received and the budget was modified to reflect those changes, and further updates have also been inserted into the draft budget that were not available at that time. Below summarizes the changes in the proposed budget:

The budget has an O&M increase of 6.71% (\$329,247), and an overall increase, including capital, of 4.3% or \$379,256 over the CY2023 budget. It is requested that the EOC motion to authorize approval of the CY2024 GWA Budget to the Full Boards of Glen Ellyn and Lombard.

11. Discussion

11.1 Anticipated near future Requests for Authorization

As the Authority prepares to finalize and seek approval of its CY2024 budget, initial steps to begin projects that are anticipated to be completed and approved in CY2024 have also began. Pending approval of the CY2024 budget, in future months, the Authority anticipates seeking approval for the following items;

- Primary Clarifier and Gravity Thickener Improvements Project Construction

The Authority has continued to “shelf” this project in hopes that it may become eligible for funding via the Illinois Environmental Protection Agencies State Revolving Loan Low Interest funding, however, after being moved to the bypass list the past several years, this project has been deferred long enough and needs to move forward. If a bond resolution is approved, the Authority will be ready to move forward with a public bidding process to obtain a contractor to perform the work.

- 2024 Facility Plan

Per the Intergovernmental Agreement that the Authority was formed by, every five years the Authority shall conduct a review of the capital plan; said review shall be performed by an outside consultant and be known as the facilities plan. The result shall be used as the basis for updating the Authority’s ten (10) year capital plan. The last Facility Plan was completed in CY2019, and therefore, is due to be completed in CY2024. A formal request for proposals will be sent to the Authority’s shortlisted consulting firms, afterwards staff will score the proposals, and recommend the selected proposal for award to the Executive Oversight Committee.

- SRI Bridge Rehabilitation

As described in item 9 of this agenda, if approved, the Authority will be seeking quotes from qualified contractors to perform rehabilitation work on the “SRI Bridge” located on the main plant site. Due to the engineers estimate of \$65,000, if reasonably priced proposals are received, a request for approval will be needed from the Executive Oversight Committee to award a contract.

12. Other Business

12.1 Technical Advisory Committee Updates

13. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, November 9, 2023 at 8:00 a.m.***