

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Agenda  
August 15, 2024  
8:00 a.m.  
Village of Glen Ellyn Civic Center  
Clayton Meeting Room  
535 Duane Street  
Glen Ellyn, IL 60317

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 June and July of 2024 payroll in the amount of \$1,364,712.59 (Trustee Christiansen).*

- 5.1 Executive Oversight Committee Meeting Minutes:  
June 13, 2024 EOC Meeting
- 5.2 Vouchers Previously Reviewed:  
June and July 2024 Payroll – Trustee Christiansen
- 5.3 Ratification of Email Poll Items
  - 5.3.1 Authorization to Approve Agreement with GOVTEMPSUSA for the Employment of a Temporary Worker

As discussed at the June 13, 2024 EOC meeting, due to having two key positions vacant, the Authority is utilizing GOVTEMPSUSA (GovTemps) to bring in a temp worker. The specific position/assignment for this individual is “Management Consultant,” with the intent to help evaluate the structure of the Authority, undergo analysis and strategic development, as well as perform any administrative functions where assistance is needed.

***The Authority is seeking a motion to authorize approval of the agreement with GOVTEMPSUSA in the not to exceed amount of \$35,000.***

### 5.3.2 Authorization to Approve Amendment #2 with RJN Group, Inc.

At the September 8, 2023 EOC meeting, a contract was approved with RJN Group for the design, bidding, and construction oversight of Phase I and II of the North Regional Interceptor Rehabilitation Project in the amount of \$155,000. After multiple attempts at bidding and restructuring the work associated with Phase I, RJN sought to amend their contract for the extra efforts and time spent in order to secure proper bids, which added another \$22,200 to the contract, making it a total of \$177,200. In September of 2023, Manager Franz was able to approve this amendment due to it being under the \$25,000 threshold requiring EOC approval.

After meeting with the contractor and obtaining permits from DuPage County, it was discovered that one of the manholes being rehabilitated is located within identified wetlands. DuPage County Stormwater Department has unique requirements for when work is being done in wetlands, and requires wetland specialist consultants to prepare specifications. Therefore, RJN Group has to retain a sub-consultant in order for the County to approve of the proposed work. An amendment is needed to cover the costs of the sub-consultant.

***The Authority is seeking a motion to authorize approval of Amendment #2 with RJN Group in the amount of \$14,800, bringing the total contract amount to \$192,000.***

### 5.3.3 Authorization to Approve and Sign a Memorandum of Agreement for the Purposes of Applying for a USEPA Grant.

As discussed at previous Executive Oversight Committee meetings, in efforts to find ways to best use the biogas that is generated through the anaerobic digestion process, the Authority joined a coalition consisting of other biogas generators, and submitted an application for a \$196M grant from the USEPA. The grant awards would cover the engineering, equipment costs, construction, and some operation & maintenance costs to construct renewable natural gas facilities at each facility that is part of the coalition. The coalition consists of 8 other wastewater treatment facilities, the Forest Preserve District of DuPage County (relating to their closed landfill facilities), and the Metropolitan Mayors Caucus (for public relation purposes). The USEPA is expected to announce grant winners sometime during July 2024; however, grants will not be formally awarded until October of 2024. One initial condition prior to being awarded the grant is to submit a memorandum of agreement (MOA) with basic terms no later than August 1<sup>st</sup>, 2024. The members of the coalition met to draft the attached MOA with an effort to minimize any liabilities due to the uncertainty of other requirements moving forward. If the coalition is

selected as a grant recipient, it is very likely that the MOA will need to be revised based on any conditions of the grant award. Legal counsel will continue to review any further revisions to protect the best interests of the Authority. If the coalition is not selected for the grant, the MOA will become null and void.

***The Authority is seeking a motion to authorize approval and signature to enter into a Memorandum of Agreement for the Purposes of Applying for a USEPA Grant.***

#### 5.4 Authorization to Approve MVP One 3-Year Subscription Fee

In June of 2021, after the Authority performed a thorough evaluation, the Executive Oversight Committee approved the purchase of MVP Plant, a new Computerized Maintenance Management System (CMMS), to replace the previous CMMS software that no longer met our needs.

The software requires annual license fees in order for it to be continued to be supported, as well as to allow the Authority to receive new versions of the software as it is upgraded.

After discussion with MVP Plant, in accordance with the Village of Glen Ellyn's purchasing policy, which allows for a maximum of a 3-year term, a longer term was requested in order to avoid need for future approvals from the EOC.

***The Authority seeks a motion to authorize approval of the MVP One Subscription Fee for the period beginning August 1, 2024 and ending July 31, 2027 in the amount of \$76,308.75.***

#### 5.5 Retroactive Emergency Approval for Authorization to Purchase Consumable Parts from Nissen Energy

In 2015, GWA purchased 2 CHP generators. These generators are designed to run 24/7, and with running at this frequency, consumable parts need replacement fairly often. Each year funds are budgeted for consumable items. These items include oil filters, air filters, oil separators, gas filters, spark plug and valve cover gaskets. Recent inventory of existing parts revealed lower than desired quantity of these essential consumables.

The approved 2016 purchasing policy item C.1.f. defines Standardization purchases, as "technical in nature of certain items or services may result in 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 existing equipment." Therefore, it is being requested to provide Nissen Energy with a notice to proceed for the amount of \$22,060.33 includes freight costs. Nissen Energy is the manufacturer of the CHP generators and guarantees compatibility of the

consumables with the existing equipment. Funds will be sourced from budget line items 270-520975 and 40-580120. Fund 40-580120 contains \$10,000 and fund 270-520975 contains \$60,534.09 of the original \$64,813.00 budgeted for CHP related expenses. This dollar amount will result in the Authority spending a cumulative amount exceeding \$25,000 from Nissen Energy in 2024, and therefore, it requires Executive Oversight Committee approval. Emergency approval was obtained from Village Manger Franz on August 8<sup>th</sup>, 2024, as the Authority required some of the consumable parts prior to the date of the Executive Oversight Committee in order to sustain operation of the CHP units.

6. Authorization to Purchase Property at 1S659 Sunnybrook Road, Glen Ellyn, IL and Authorization to Approve the Post-Closing Occupancy Period for the sellers of the property.

In Spring of 2024 the property owners at 1S659 Sunnybrook, directly adjacent to GWA to the North approached the Authority in regards to the purchase of their parcel. Per the EOC's direction and authorization in closed sessions, an appraisal was obtained, and negotiations ensued. A deal was agreed upon, with the agreed purchase price of \$470,000, with the additional term that the seller would be allowed to stay at the property for 4-month term after the sale without paying rent.

To move forward, the Authority is seeking two motions:

***Motion for approval of (i) the Contract of Purchase and Sale of real property located at 1S659 Sunnybrook Road, Milton Township, DuPage County, P.I.N. number 05-24-302-018 for \$470,000 subject to adjustments and prorations in the contract as presented; (ii) the Post-Closing Occupancy Agreement allowing sellers to reside in the property through December 31, 2024, as presented; and (iii) authorization and direction for Executive Director Matt Streicher to take all actions and sign all documents necessary to effectuate and close said purchase transaction.*** The approved CY2024 budget included \$550,000 in the 40-580180 capital budget for this purchase.

7. Discussion

- 7.1 Draft Budget Discussion

Enclosed in the agenda packet is the draft CY2025 Budget for initial discussion. The overall draft budget has been reviewed with the TAC. Capital contribution increases have been discussed both, within the TAC and with the Village Finance Directors. The enclosed memo highlights significant changes in the draft CY2025 budget over the approved CY2024 budget.

Several budgetary figures still need to be updated in the draft budget; however, the purpose of this discussion is to bring Executive Oversight Committee members up to speed on certain aspects of the budget prior to presenting a final draft.

- 7.2 Pending EOC Action Items

- 7.2.1 2-Year Engagement Letter for the Glenbard Wastewater Authority Audit Services
- 7.2.2 3-Year Biosolids Hauling Contract
- 7.2.3 Solar Procurement
- 7.2.4 Primary Sludge Direct Feed Line
- 7.2.5 CY2025 Budget
- 7.2.6 Vehicle Purchase

8. Other Business

8.1 Technical Advisory Committee Updates

8.2 Other items

9. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, September 12, 2024 at 8:00 a.m.***