

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Minutes  
June 13, 2024  
8:00 a.m.

Members Present:

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

Others Present:

Matthew Streicher	Executive Director, GWA
Rick Freeman	Electric Superintendent, GWA
Andy Pakosta	Operations Superintendent, GWA
Gayle Lendabarker	Executive Assistant, GWA
Patrick Brankin	Finance Director, Village of Glen Ellyn
Ann Scales	Associate, Lauterbach & Amen

1. Call to Order at 8:00 a.m.
2. Pledge of Allegiance
3. Roll Call: President Senak, President Giagnorio, Trustee Bachner, Mr. Niehaus, Mr. Franz, and Mr. Goldsmith, answered “Present”.
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 months of April and May 2024 and payroll in the amount of \$1,133,811.99 (Trustee Christiansen).*

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

EOC Meeting/June 2024  
Minutes

- 5.1 Executive Oversight Committee Meeting Minutes:  
April 11, 2024 EOC Meeting
- 5.2 Vouchers Previously Reviewed:  
Months of April and May 2024 Payroll  
– Trustee Christiansen
- 5.3 Authorization to purchase a new 2024 Crane Truck

GWA Maintenance team utilizes two vehicles to conduct regularly scheduled and emergency repairs at all facilities. Vehicle 644, a 2012 Ford F-550, is a mechanics utility body truck with a 7,500lbs 30' IMT crane. This vehicle was due to be replaced CY2023 but was deferred to CY2024. Due to factors that are explained in the enclosed memo, GWA sought and received approval for the replacement of 644 with a heavier duty chassis and larger capacity crane. Some of the factors that play into this decision are: larger pumps, increased work scope, crane rental costs/availability and weight limitations.

Utilizing a cooperative purchasing organization was found to be the best course of action. Sourcewell of Minnesota contract #060920-PMC provides competitive bidding for large trucks. More specifically class 7 size chassis from Peterbilt. A local rep for Peterbilt was contacted to provide a quote under the Sourcewell contract. JX Peterbilt of Bolingbrook provided a quote for the chassis and is working with Runnion Equipment to provide the mechanics body for the chassis.

CY 2024 approved budget lists a capital line item for vehicle replacement. \$603,000.00 was the total line item with \$500,000.00 anticipated for the new mechanic's truck. Overall, this vehicle is \$164,467.00 under budgeted amount. JX Peterbilt has also informed GWA remaining build slots are available for 2024. Delivery will take place in 2024 barring any unforeseen issues.

***The Authority requests the Executive Oversight Committee make two motions;***

- ***Authorization to provide JX Peterbilt with a notice to proceed in the amount of \$143,198.16 for the chassis, and***
- ***Authorization to provide Runnion Equipment with a notice to proceed in the amount of \$192,335.00 for the body of the truck and upfit.***

- 6. Approval of CY2023 Audit.

2023 Audited Financial Statements

Attached are the Annual Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year that ended December 31, 2023.

Financial highlights for the Authority's fiscal year 2023 (FY2023) are presented on pages 6-7 of the report. A complete narrative summary of the Authority's operations and financial position is found in Management's Discussion and Analysis on pages 4-14. I will present highlights of the financial report during the EOC meeting and Ann Scales from our auditing firm Lauterbach & Amen, LLP, will present the auditor's opinion.

The Authority again received an unmodified audit opinion from the auditing firm, Lauterbach & Amen LLP, which is the highest and best opinion.

#### Operating Fund Surplus

The Operating Fund Surplus before the long-term pension adjustment was \$274,790. We annually adjust the partners' contributions to match expenses. Using this measure, the Village of Lombard is owed \$200,819 and Glen Ellyn is owed \$73,971 for the fiscal year ended December 31, 2023.

As of December 31, 2023, the Authority's working cash was 30.8% of operating expenses, or \$277,392 above the minimum 25% as set in the current intergovernmental agreement. A complete schedule detailing the working cash calculation may be found in the notes to the financial statements (page 33-34). As the year end amount is below the working cash minimum, we can distribute the entire amount.

The operating surplus may be either rebated back to each community or may be distributed to the Capital Fund. In the past, the operating surplus has been distributed to the Capital Fund and has been used for either specific projects or to offset future Capital Fund rate increases to both Villages.

#### Other Communications

There are two other communications that are included as attachments to this memo.

SAS114 Letter: This letter is a required communication between the auditors and those charged with governance. It highlights certain areas that auditors are required to disclose each year to those charged with governance.

Management Letter: This letter only highlights forthcoming accounting standards for the coming year. There are no internal control matters reported in the letter.

*Patrick Brankin, Village of Glen Ellyn Finance Director, and Ann Scales, from Lauterbach & Amen, presented the results of GWA's December 2023 Financial Audit, reporting that there no significant issues found with the financial policies and procedures be using.*

#### Proposed Action Items:

***Motion to accept the Audited Financial Statements of the Glenbard Wastewater Authority for the fiscal year ended December 31, 2023 and to forward the audit report to the full Authority Board for final approval at the next annual meeting.***

*Mr. Goldsmith motioned and Trustee Bachner seconded the acceptance of the Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year ended December 31, 2023 and to forward the audit report to the Full Authority Board for final approval at the next annual meeting. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Goldsmith and Mr. Buckley responded “Aye” during a roll vote. The motion carried.*

*Motion to allocate the 2023 operating surplus of \$274,790 to the Capital Fund.*

*Mr. Goldsmith motioned and Trustee Bachner seconded the motion to allocate the 2023 operating surplus of \$274,790 to the Capital Fund. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Goldsmith and Mr. Buckley responded “Aye” during a roll vote. The motion carried.*

*Mr. Franz noted that this practice has been done for past ten plus (10+) years and helps fill some funding needs, as well as reducing each Village’s annual contribution and fully supports the recommendation to transfer the funds to the Capital Account.*

7. Authorization to Approve Primary Clarifier and Gravity Thickener Improvements Construction Contract

In November 2021 the Authority initiated design for the Primary Clarifier and Thickener Rehabilitation Improvements Project that was identified in the 2018 Facility Planning Study. The design was completed in 2022, and the scope of work was intended to start in the same year, with construction possibly carrying over into 2023. Although the Authority was originally slated to received funding from the Illinois Environmental Protection Agency’s State Revolving Loan Fund, eventually, the project no longer qualified for funding. After an exhaustive process, the Authority will now be receiving funding through a Village of Glen Ellyn bond issuance. This process has been described in detail during previous Executive Oversight Committee (EOC) meetings.

The project had publicly advertised bid opening of May 30th, 2024 with the below results:

<b>Company</b>	<b>Base Bid Amount</b>	<b>Percent Above Low Bid</b>
Vissering Construction	\$5,710,000	-
John Burns	\$6,198,000	7.9%
IHC Construction Companies, LLC.	\$6,320,000	9.7%
Manusos General Contracting, Inc.	\$6,434,000	11.3%
Joseph J. Henderson & Son, Inc.	\$6,868,000	16.9%

After reviewing the bid package and references, the Authority's consultant, Trotter & Associates, Inc., provided the enclosed letter recommending award to Vissering Construction.

***The Authority is requesting the Executive Oversight Committee motion to give authorization to award Vissering Construction with a notice to proceed for the Primary Clarifier and Gravity Thickener Improvements in the amount of \$5,595,000. The Authority budgeted \$6,000,000 for in the CY2024 Approved Budget, Fund 40-580180 Capital Budget, and expects to receive \$6,500,000 in bond issuance revenue from the Village of Glen Ellyn.***

*Mr. Goldsmith inquired as to why the difference, as the base bid was originally \$5,710,000. Mr. Streicher stated that as the engineers and staff were unsure of actual bid numbers that might come in, the bid requirements listed five (5) different deductive options, that would allow GWA to reduce project scope if the bids far exceeded the project budget. Mr. Streicher added that only one (1) deductive option was removed, a new odor control system, as GWA staff was able to rehabilitate the existing system and save it for future use; additionally, as part of the project, covers are being installed on the weirs, which should substantially eliminate odor issues.*

*Mr. Niehaus confirmed that the lower cost reflects the elimination of the system. Mr. Streicher confirmed that it is. Mr. Niehaus also noted that he liked the seeing the number of bidders and how close the bids were, as it speaks wells to the reputation of GWA that five (5) bidders presented bids and in the end the citizens benefit from the competitive bidding. Mr. Streicher added that Staff was happy to see the number of bids and noted that it was the second project that came in under the budgeted amount.*

***Mr. Niehaus motioned and Mr. Buckley seconded the motion to award Vissering Construction with a notice to Proceed for the Primary Clarifier and Gravity Thickener Improvements in the amount of \$5,595,000. The Authority budgeted \$6,000,000 for in the CY2024 Approved Budget, Fund 40-580180 Capital Budget, and expects to receive \$6,500,000 in bond issuance revenue from the Village of Glen Ellyn. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley responded "Aye" during a roll vote. The motion carried.***

8. Authorization to Approve Primary Clarifier and Gravity Thickener Improvements Construction Engineering Contract.

Prior to beginning design on the Primary Clarifier and Gravity Thickener Improvements Project, Authority staff developed and sent out a request for qualifications and technical proposals to our six (6) shortlisted professional consulting firms to design a rehabilitation plan to the primary clarifiers and thickener based off the greatest needs and cost-effective approaches, prepare bidding documents, and up to assisting in the bidding process. Trotter & Associates, Inc. ranked the highest and was awarded the contract in February

2022. With the bidding process complete, and construction moving forward, the Authority will now need to retain a consultant for Construction Engineering Services.

After requesting a proposal from TAI, negotiations were held to specify scope and price, and a final proposed amendment to the existing contract with TAI was presented. Unlike many projects where the Authority may assist in some level of construction observation, due to staffing levels at this particular time, the Authority is requesting full time engineering services.

***The Authority is requesting the Executive Oversight Committee motion to give authorization to approve Addendum No. 1 with Trotter & Associates, Inc. for construction engineering services for the Primary Clarifier and Gravity Thickener Improvements Project in the not to exceed amount of \$370,800. This contract has been budgeted for in the CY2024 Approved Budget, Fund 40-580180 Capital Budget.***

***Mr. Franz motioned and President Giagnorio seconded the motion to approve Addendum No. 1 with Trotter & Associates, Inc. for construction engineering services for the Primary Clarifier and Gravity Thickener Improvements Project in the not to exceed amount of \$370,000. This amount was approved in the CY2024 Approved Budget, Fund 40-580180. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley responded "Aye" during a roll vote. The motion carried.***

9. Authorization to Approve 2024 Bridge Rehabilitation Construction Contract

In August 2023 the Authority sent a request for proposals for an IDOT inspection the only bridge located in the main plant, commonly referred to the SRI bridge. The RFP was sent to shortlisted firms that had certified IDOT bridge inspectors in-house. Trotter and Associates, Inc. (TAI) was selected for the work, and the inspection was completed shortly afterwards. In the Spring of 2024, TAI also inspected the single bridge at the Authority's Combined Sewer Outfall (CSO) plant. Both inspections yielded similar results in that the bridges are in generally good shape and in need of minor rehabilitation work. Due to similar scopes, the repair work for both bridges was combined into a single project, and advertised for a public bid opening on May 30<sup>th</sup>, 2024. After reviewing the bid packages and references, TAI is recommending award to Alliance Contractors, Inc.

***The Authority is requesting the Executive Oversight Committee give authorization to award Alliance Contractors Inc. with a notice to proceed for the 2024 Bridge Rehabilitation in the amount of \$93,500. This project was budgeted for in the CY2024 Approved Budget, Fund 40-580140 Capital Infrastructure Improvement.***

*Mr. Franz asked if the references for the contractor checked out. Mr. Streicher advised that they had.*

***Trustee Bachner motioned and President Giagnorio seconded the motion to award Alliance Contractors Inc. with a notice to proceed for the 2024 Bridge Rehabilitation in the amount of \$93,500. This project was budgeted for in the CY2024 Approved Budget, Fund 40-580140 Capital Infrastructure Improvement. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley responded “Aye” during a roll vote. The motion carried.***

10. Authorization to Purchase a 2024 Ford F250

The approved CY2024 capital budget includes the replacement of the Authority’s vehicle number 643, a 2012 F250 with a plow and fuel saddle, in the amount of \$83,815, with an anticipated \$5,000 in resale value for the existing vehicle.

The Authority seeks to waive competitive bidding for the purchase of a 2024 Ford F250 based on section C.1.d of the Village of Glen Ellyn’s purchasing policy, which is for the purposes of cooperative purchasing. The justification for using that specific basis is because the Authority is seeking approval to purchase the vehicle for a not to exceed amount equaling the same price that would have been paid through the Suburban Purchasing Cooperative. As seen in the enclosed quotation, the total cost of the vehicle through the Suburban Purchasing Cooperative was estimated to be \$47,581.00. The remaining funds out of the \$83,815 budgeted will be used to purchase the plow and fuel saddle that will be equipped on the vehicle.

***The Authority is requesting the Executive Oversight Committee motion to give authorization to purchase a 2024 Ford F250 from Haggerty Ford Commercial & Fleet in a not to exceed amount of \$47,581.***

*Mr. Niehaus noted, that the Village of Lombard has encountered the same issues trying to purchase new vehicles, and feels that having the dollar amount approved prior to heading to the dealership does allow for some bargaining at local dealers.*

***Mr. Franz motioned and Mr. Niehaus seconded the motion to authorize The Authority to purchase a 2024 Ford F250 from Haggerty Ford Commercial & Fleet in the not to exceed amount of \$47,581. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley responded “Aye” during a roll vote. The motion carried.***

11. Discussion

11.1 Pending EOC Action Items

11.1.1 Renewable Natural Gas Memorandum of Understanding

11.1.2 Solar Procurement

11.1.3 Primary Sludge Direct Feed Line

*Mr. Franz asked if the contractor who was awarded the primary clarifier project job would be the contractor doing the work. Mr.*

*Streicher advised this work would be a separate project that will need to go out to bid. Mr. Streicher added that Trotter and Associates would be the engineers for the project and as of right now they are trying to grasp the sequencing of the work with the clarifier project before proving a proposal for engineering costs.*

*Mr. Streicher asked if this was the appropriate time to bring up future email approval poll that will be going out regarding the contracting services for GovHR. Mr. Niehaus explained that following a model that the Village of Lombard has used, as well as DUCOMM; seeing as Mr. Henning has moved on to another agency, there were discussions with the TAC and other personnel at the Village of Glen Ellyn; wherein, prior to the job description for the Assistant Executive Director's position being posted, the suggestion to bring in an outside person who has experience, to temporarily fill the position for 90 to 120 days was recommended through GovHR was agreed to. Mr. Niehaus stated that there happens to be a retired Public Works Director, Phil Modaff, who Mr. Streicher, Mr. Buckley, Mr. Goldsmith, Mr. Franz and himself are familiar with, since he worked for the Village of Lombard for three (3) years. Mr. Niehaus advised that Mr. Modaff will be starting next week; and while Mr. Streicher has the authority to sign on of items up to \$5,000; the EOC Committee will need to approve a contract that will eventually exceed that amount via a phone poll and then ratification at the next EOC Committee meeting. Mr. Niehaus noted that this all came together to late to add it to the agenda for this meeting.*

*President Senak noted that he believes everyone is in agreement with the decision and the goal of what is trying to be achieved.*

## 12. Other Business

### 12.1 Technical Advisory Committee Updates

### 12.2 National Association of Clean Water Agencies (NACWA) Platinum Peak Performance Award

The Glenbard Wastewater Authority has once again received the NACWA Platinum Peak Performance Award. The Peak Performance Awards recognizes NACWA member agency facilities for excellence in National Pollution Discharge Elimination System (NPDES) permit compliance, and the platinum awards recognize 100% compliance with permits over a minimum of a consecutive five-year period. The Authority has gone a total of 11 years without violating its NPDES permit (11 years to date, the award is recognizing through 2023). Congratulations to the Authority's current and former staff that have helped achieve this tremendous accomplishment.



12.3 Other Items

13. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, July 11, 2024 at 8:00 a.m.***

***Mr. Streicher advised that he will not be available for either the scheduled July 11<sup>th</sup> or August 8<sup>th</sup> meetings; therefore, both will be cancelled and in the event a meeting is needed, it will be to be schedule for a different date.***

***Mr. Franz made the motion to adjourn the June 13, 2024 EOC Committee meeting, and move to Executive Session for the purposes of discussing the purchase of real estate property for the use of the public body. The EOC will not be returning to open session after adjournment of the Executive Session, and Trustee Bachner seconded the MOTION. President Giagnorio, President Senak, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley, responded “Aye” during a roll call. The motion carried. The meeting adjourned at 8:19 a.m.***

Submitted by:

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Gayle A. Lendabarker  
GWA Executive Assistant