

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Minutes  
September 8, 2025  
**8:00 a.m.**

Members Present:

Anthony Puccio	President, Village of Lombard
Trustee Christiansen	Trustee, Village of Glen Ellyn
Trustee Bachner	Trustee, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
Scott Niehaus	Village Manager, Village of Lombard
John Hubsky	Interim Public Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

Matthew Streicher	Executive Director, GWA
Ron Dulceak	Assistant Executive Director, GWA
Andy Pakosta	Operations Superintendent, GWA
Michael Kavanaugh	Maintenance Superintendent, GWA
Rick Freeman	Electrical Superintendent, GWA
Daniella Martinez	Environmental Resources Coordinator, GWA
Gayle Lendabarker	Executive Assistant, GWA
Patrick Brankin	Finance Director, Village of Glen Ellyn
Jamie Wilkey	Lauterbach & Amen

1. Call to Order at 8:00 a.m.
2. Pledge of Allegiance
3. Roll Call: President Puccio, Trustee Christiansen, Trustee Bachner, Mr. Niehaus, Mr. Franz, Mr. Hubsky and Mr. Goldsmith, answered "Present". President Burket was excused.
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 August of 2025 in the amount of \$1,049,935.31 (Trustee Christiansen).*

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

- 5.1 Executive Oversight Committee Meeting Minutes:  
August 11, 2025 EOC Meeting
- 5.2 Vouchers Previously Reviewed:  
August 2025 – Trustee Christiansen
- 5.3 Request for a Motion to waive competitive bidding and authorize awarding Quad Plus in the amount of \$63,207 for a fully re-conditioned tiebreaker, and to repair the Authority's existing breakers for the Backup Generation System (Co-Generation)

At the conclusion of the Co-Generation bi-annual switchgear maintenance services performed in November 2023, it was noted in the final report on January 11, 2024, that the Tie-Breaker stationary contacts displayed heavy pitting. Based on those findings, a budgetary quote for repair/replacement was sought and received for inclusion in the CY-25 Budget, as it was not imminently imperative to make the needed repairs. The root cause of the stationary contacts pitting is due to the tiebreaker disconnecting Combined Heat & Power System generated loads in the event of a utility outage.

Repair/replacement options were explored in 2025 to address the issue of the noted tie-breaker deficiencies. The original equipment manufacturer (OEM), Siemens, informed the Authority that new or retrofitted breakers were not available. Therefore, Quad Plus, a Chicagoland Breaker Reconditioning, Repair, and Parts locator firm, which the Authority has used in the past was contacted. The repair of the tiebreaker is difficult to accomplish, as it would require the tiebreaker be removed from service and transported to the repair/reconditioning shop. There is only one tiebreaker, and it is required to connect both the emergency backup generators, as well as our Combined Heat & Power (CHP) generators to our plant load. If the tiebreaker were to be removed and transported off-site, the Authority would have no back up power source and would be vulnerable to power outages.

Therefore, the Authority 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," as Quad Plus is the only vendor who can provide the OEM product and service.

**The Authority requests the EOC motion to waive competitive bidding and authorize awarding Quad Plus in the amount of \$63,207 for a fully re-conditioned tiebreaker and to repair the Authority's existing breakers for the Backup Generation System.**

- 5.4 Request for a Motion to Waive a Competitive Selection Process and Utilize Concentric Integration to complete Phase 2 of the implementation of Ignition by Inductive Automation for its Data Analysis and Reporting Platform in an amount not to exceed \$50,000.

Early in 2023, the GWA admin and supervisory team began discussions regarding the difficulties with our ability to pull reporting and analytical data from the various systems the Authority uses. Currently, process and control data is saved in two primary systems; first the SCADA platform called GE iFix which helps control and visualize the treatment process at the main plant and all remote sites, and a program called OpWorks that helps the operations and lab staff capture manually recorded information.

After an extensive search and selection process, in April 2024, the EOC authorized Concentric Integration for the purchase and time and material implementation of Ignition by Inductive Automation for its Data Analysis and Reporting Platform.

With the initial phase completed, the Authority is seeking to move onto Phase 2, which will consist of finishing creating the appropriate databases for historical data collecting and reporting, finish linking the new software to the Authority's equipment, creating dynamic data queries to facilitate "ad-hoc" reporting, and to develop the final user interface for Authority staff to utilize the program. The Authority has issued \$50,000 in the approved CY2025 capital budget for this work to be completed.

***The Authority is seeking a motion to authorize the waiving of a competitive selection process and utilize Concentric Integration to continue to Phase 2 of the implementation of Ignition by Inductive Automation for its Data Analysis and Reporting Platform in an amount not to exceed \$50,000.***

6. Approval of CY2024 Audit

Attached are the Annual Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year ended December 31, 2024. Financial highlights for the Authority's fiscal year 2024 (FY2024) 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 a representative 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 \$453,432. We annually adjust the partners' contributions to match expenses. Using this measure, the Village of Lombard is owed \$270,549 and Glen Ellyn is owed \$182,883 for the fiscal year ended December 31, 2024.

As of December 31, 2024, the Authority's working cash was 35.0% of operating expenses, or \$487,920 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 excess working cash amount exceeds the operating surplus amount, we can distribute the entire surplus.

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 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 Jamie Wilkey, from Lauterbach & Amen, presented the results of GWA's December 2024 Financial Audit, reporting that there no significant issues found with the financial policies and procedures being used.*

*Mr. Niehaus asked President Puccio if he had any questions concerning the surplus transfer. President Puccio advised that as there is a historical precedent for handling the O&M surplus, he does not have any questions.*

Proposed Action Items:

***Motion to accept the Audited Financial Statements of the Glenbard Wastewater Authority for the fiscal year ended December 31, 2024, and to forward the audit report to the full Authority Board for final approval at the next annual meeting.***

***Mr. Goldsmith motioned, and Mr. Hubsky seconded the acceptance of the Audited Financial Statements for the Glenbard Wastewater Authority for the fiscal year ended December 31, 2024, and to forward the audit report to the Full Authority Board for final approval at the next annual meeting. President Puccio, Trustee Bachner, Trustee***

***Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Hubsky responded “Aye” during a roll vote. The motion carried.***

***Motion to allocate the 2024 operating surplus of \$453,432 to the Capital Fund.***

***Mr. Goldsmith motioned, and Trustee Bachner seconded the motion to allocate the 2024 operating surplus of \$453,432 to the Capital Fund. President Puccio, Trustee Bachner, Trustee Christiansen, Mr. Franz, Mr. Niehaus, Mr. Goldsmith and Mr. Hubsky responded “Aye” during a roll vote. The motion carried.***

7. Discussion

7.1 CY2026 Draft Budget Presentation

The Technical Advisory Committee met with the Finance Directors for each Village and discussed the first draft of the CY2026 budget. The draft budget is seeing a 4.8% increase (\$453,568) over the CY2025 budget, with a 6.47% increase (\$355,996) in Operations and Maintenance, and a 2.5% increase (\$97,572) in Capital. The significant contributors to the increases in Operations and Maintenance are software licensing/support fees, overhead fees, electric supply, and liquid oxygen. Enclosed in this agenda packet are the pertinent sheets from the draft budget, along with a memo providing explanations for increases/decreases in the draft CY2026 budget over the approved CY2025 budget.

*Mr. Franz asked what the project total was that will be going out for bond funding in 2026 is. Mr. Streicher advised \$7 Million Dollars.*

*Mr. Niehaus explained that the process will be the same as in 2024 wherein, the Village of Glen Ellyn issued the debt, but then the Village of Lombard provided a certain percentage back because of the interest rate savings on the bond rating. Mr. Streicher noted the Village of Lombard reimbursed Glen Ellyn 50% of the savings by Glen Ellyn issuing the bond over Lombard.*

*Mr. Franz noted that Glen Ellyn will need to take into consideration the timing of the issuance of bonds since Glen Ellyn may need to issue other debt. Mr. Streicher noted that the project may get pushed to 2027 as the project is only at 60% design completion and will likely run into the same issue as the current bond funded project; wherein, significant costs will not be seen, until further into the project; and spending down the bond proceeds will not be quick enough if the bond is issued too early in the project. Mr. Streicher added that with the bond for the current project, there will be a penalty since the bond funds were not used within a certain time frame; and the penalty will most likely be paying back some of the interest savings. Mr. Brankin explained that due to the delay in spending the bonds earned more interest than permitted, some of which will need to be repaid, and that it is not actually a penalty.*

*Mr. Streicher noted that timing of the bond issuance may need to be planned to coincide with the actual procurement of the equipment, rather than receiving the funding before the project has even broken ground, to avoid a repeat of the issue.*

*Mr. Franz noted that a lot of details will need to be worked out down the road, but understands it is not a rush situation.*

*Mr. Niehaus asked if the Finance Directors, Public Works Directors, and TAC Committee were all on board with the budget recommendations. Mr. Streicher advised they were.*

*Mr. Brankin asked if GWA was going to pursue SRF, IEPA State Revolving Funding, for the final clarifier project. Mr. Streicher advised that the plan is to apply for SRF funding; however, there is potential for the project to be switched to a design-build project, which would make the project ineligible for SRF funding. Mr. Streicher added that the chances of the project receiving the funding are very slim based on the project scoring assigned by the IEPA.*

*Mr. Franz asked if the bigger project would be eligible for SRF funding. Mr. Streicher advised that it has a better chance as the project will address nutrient removal, which will garner higher scores.*

*Mr. Franz noted that in the budget capital plan, the 2013 Facility Plan is referenced. Mr. Streicher noted that it was a typo. Mr. Franz asked if it would be the 2024 Facility Plan. Mr. Streicher advised it will be updated in the final budget.*

*Mr. Niehaus asked if it was the Village of Glen Ellyn's turn to host. Mr. Streicher advised that it was. Mr. Franz stated that November 10<sup>th</sup> is the date of the Village of Glen Ellyn's board meeting and would like to schedule the GWA Annual Full Board meeting for just prior the Village's meeting.*

*Mr. Streicher noted that the final CY2026 Budget would be presented for the EOC Committee's recommendation for submission to the GWA Full Board, at the October EOC Committee meeting.*

*Mr. Niehaus suggested to Mr. Streicher that when presenting the budget to the Full Board meeting, he highlight the fact that if the \$225,000 electrical cost increase were removed from the equation, there is only an overall increase of approximately two percent (2%). Mr. Streicher indicated he will create a graph or pie chart reflecting the difference.*

*Mr. Niehaus asked if the three percent (3%) increase in personnel mirrors the Village of Glen Ellyn's personnel plan. Mr. Franz advised that it does; however, final numbers have not yet been reached. Mr. Streicher noted that the two point nine percent (2.9%) range increase; and a one-point one percent (1.1%) merit pool increase. Mr. Niehaus noted the Village of Lombard has an across-the-board*

*three percent (3%) for non-union staff; and then, typically a two percent (2%) merit pool.*

7.2 Pending EOC Action Items

7.2.1 Recommend Approval of Budget

7.2.2 Schedule for Annual Full Board Meeting

7.2.3 Design/Build Contracts

8. Other Business

8.1 Technical Advisory Committee Updates

8.2 Other Items

*Mr. Streicher noted that there were a few items that came up after the distribution of the EOC Committee agenda packet:*

8.2.1 *MICA Insurance*

*A resolution will be needed to extend GWA's MICA insurance; adding that he believes the Village of Glen Ellyn has already completed their Resolution; and will be used as a template for the one that will be presented to the EOC Committee for approval.*

8.2.2 *Community Solar*

*Mr. Streicher noted that approximately six (6) months ago, the EOC Committee gave approval for GWA to enter a Community Solar program, and at that time, a program was not available; one has since become available and GWA's legal counsel recommended EOC Committee approval be given.*

*Mr. Franz asked for further explanation. Mr. Streicher noted that company will be selling back up to 90% of GWA's renewable credits, giving GWA a 10% savings..*

*Mr. Franz asked where things stood with creating a place for a solar field on the property. Mr. Streicher explained that the EOC Committee had decided not to proceed with a proposal GWA had received; however, GWA is slowly working away at developing the land on the other side of the river so that it can be more suitable for solar panels; and make the area more attractive for competitive use and pricing. Mr. Franz asked if the option of a solar field will*

*be revisited in a year or so. Mr. Streicher stated that GWA has been working on procuring clean fill from both Villages, in an effort to avoid having to pay for it if a suitable project comes along. Mr. Streicher noted that there have been some instances where private contractors have inquired about dumping clean fill; of course, dumping of this nature would result in the contractors being charged for dumping.*

*Trustee Bachner asked if the fill is being compacted, since it is not engineered fill. Mr. Streicher stated that work is part of the requirements to dump; the contractor would have to bring in a bulldozer to spread and compact any fill, as GWA does not have the ability to perform those tasks.*

*Mr. Franz asked if the work that was done on the bridge in 2024 was so that dumping could be handled. Mr. Streicher advised that the bridge work was due to the age of the bridge and not specifically to handle any future dumping.*

10. ***Next EOC Meeting*** – Next regularly scheduled EOC Meeting on ***Monday, October 13, 2025, at 8:00 a.m.***

***President Puccio called for motion to Adjourn and Trustee Christiansen seconded the motion to adjourn the September 8, 2025. President Puccio, called for a verbal all in favor and all responded “Aye”.***

***Meeting was adjourned at 8:24 a.m.***

Submitted by:

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Gayle A. Lendabarker  
GWA Executive Assistant