

GLENBARD WASTEWATER AUTHORITY

Executive Oversight Committee

Agenda

Monday, April 20, 2009

6:00 P.M.

Meeting will be held in Clayton Hall North at the Civic Center

Village of Glen Ellyn

535 Duane Street, Glen Ellyn, IL

1. Call to Order
2. Roll Call
3. Public Comment
4. Consent Agenda

- 4.1 Minutes from the March 12, 2009 EOC Meeting
- 4.2 Vouchers previously reviewed by Trustee Norton
- 4.3 Biosolids Hauling Contract Extension for Third Year of Five Year Contract

The third year terms have changed based on the Consumer Price Index (CPI) to \$18.39 per cubic yard hauled. This represents a 3.6% increase over last year's approved hauling rate.

Motion EOC to award the third (3rd) year of a five-year contract for reuse of biosolids to Stewart Spreading, Inc. of Sheridan, Illinois, at a third-year rate of \$18.39 per cubic yard hauled to be expensed to O&M account 270-521150.

- 4.4 Contract Award - Landscape Maintenance

Attached you will find the Tabulation sheets for the April 10, 2009 Request for Proposal (RFP) openings for Landscape Maintenance Services. Nine (9) pre-certified agencies were sent the RFP. Of these, five (5) responded with proposals ranging from a high of \$40,374.00 to a low of \$21,192.00 for annual services.

Having reviewed the submissions GWA would like to make the following recommendation to the Executive Oversight Committee:

Motion awarded three year contract to Western DuPage Landscape Services, Inc. of Naperville, IL in the amount \$63,576 for a total annual cost of \$21,922 with the first year costs expensed to the FY2010 O&M Budget, Building and Grounds Maintenance line items #270-520971 (Main Plant), #271-520970 (CSO), #272-520970 (St. Charles L.S.) and #273-520970 (Valley View L.S.)

- 4.5 ADS Contract Extension for Second Year of Three Year Contract

During FY08 & FY09 ADS has been successfully maintaining our meters and providing accurate and timely data reports.

In FY10 we have both the metering/maintenance agreement (270-520981), and the meter replacement program (division 40), budgeted in appropriate accounts. The metering/maintenance agreement will have a significant increase due to the balancing of years past without an increase. The increase in FY10 based on the attached schedule is 20% for metering/maintenance. The increase for FY11 is right in line with typical year by year adjustments of 4%.

The success of the West Glen Ellyn meter means that we can move forward with the removal of 7 old meters and the installation of 7 new meters, and 2 RTU (Control Panel) installations throughout the system, pending your approval.

Motion the EOC to approve the 2nd year of the 3 year service contract proposal in the amount of \$104,000 to ADS Environmental from account 270-520981.

Motion the EOC to approve the 2nd year of the 3 year replacement plan for the ADS flow meters for \$77,400 from account #40-580120.

4.6 Contract Extension – Oxygen System Maintenance Services

Under the current approved contract, an *Agreement for Oxygen System Maintenance Services* was approved by the Executive Oversight Committee and signed by President Hase on May 1, 2006 which extended the previous Agreement for a period beginning April 30, 2006 and ending April 9, 2010 between the Authority and M2T.

Motion EOC approve to award the fourth year of the four year contract to Mixing and Mass Transfer Technologies, LLC (a division of Lotepro, Inc.) of Peekskill, New York at a contract price of \$44,000 for Oxygen System Maintenance Services with \$20,000 of the costs expensed to O&M Budget Account 270-520991 and \$24,000 of the costs expensed to O&M Budget Account 270-520976.

4.7 Pitney Bowes Lease Contract

The recent elimination of the Mail Clerk position at the Village of Glen Ellyn has left the Glenbard Wastewater Authority with a position utilization conflict. The VGE's mail clerk would pick up and deliver all of GWA's postal mail and inner office mail on a daily basis. With this loss of service our Administrative Assistant must make time each day to deliver mail to the post office, and approximately twice per week she is delivering inner office mail to the civic center and the public works department. These deliveries are not intended to be part of our everyday routine, so when the administrative assistant leaves the facility another GWA employee has to monitor the front desk. One of the core responsibilities of the administrative assistant includes allowing access into the front office, and the front gate via a separate buzzer for each mode of entry. This mode of operation has been in place at GWA for a minimum of 10 years. This inconvenience significantly impacts the work flow within the office of GWA.

Motion EOC to award a 63 month lease agreement with Pitney Bowes in the amount of \$3900 to be expensed to O&M account 270-530100.

Motion EOC to approve an adjusted "Overhead Fee Charge" for FY10 in the amount of \$230,800 leaving a \$3,900 balance in account #270-521130.

5. Next EOC Meeting – The next regularly scheduled EOC Meeting will be on Thursday, May 14, 2009 at 8:00 a.m. at the Glenbard Plant.