

**GLENBARD WASTEWATER AUTHORITY**

**Executive Oversight Committee**

**Agenda**

**Thursday, March 11, 2010**

**8:00 A.M.**

**Meeting will be held at the Glenbard Wastewater Plant  
21 W 551 Bemis Rd, Glen Ellyn, IL**

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

4.1 Minutes from the January 14, 2010 EOC Meeting

4.2 Vouchers previously reviewed by Trustee Hartweg

4.3 Anaerobic Digester Project Change Order #5

The contractor for the Anaerobic Digester Project has submitted change order number five (5) which contains a total of six (6) different projects that were successfully completed. All change orders have been reviewed and recommended by our Project Engineers (Strand) and deemed necessary and appropriate by GWA. Itemized descriptions of the projects included in Change Order No 5 have been provided to you as an attachment.

**Motion to approve Change Order No. 5 for the Anaerobic Digester Project which results in a total net increase of the contract in the amount of \$4,193 for a revised contract amount of \$7,454,193.**

4.4 Contract Extension – Oxygen System Maintenance Services

Under the 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 through April 9, 2010 between the Authority and Lotepro (M<sup>2</sup>T). GWA would like to request an extension of the current contract for an additional four (4) years at the same cost as the previous four (4) year agreement.

**Motion EOC approve to award a four (4) year extension to the contract agreement with Mixing and Mass Transfer Technologies, LLC (a division of Lotepro, Inc.) of Peekskill, New York at a contract price of \$152,000.**

## 5. Auditor Selection

We are in the process of securing an independent accounting firm to perform the annual audit of the Authority's finances for fiscal year 2010. The Authority's policy directs that the audit firm be changed at least every five years. The firm of Baker Tilly Virchow Krause has now performed the Authority's audit for the past five years concluding with the year ended April 30, 2009.

Requests for proposals were distributed in late January to five local audit firms having experience in governmental accounting. Proposals were requested for the Authority's next five fiscal years ending on April 30, 2010 through 2014 with the EOC renewal of the audit agreement on an annual basis. Proposals were due on February 12, 2010. Staff received proposals from three of the five firms invited to participate.

Attached is a summary of the cost proposals from each of the three firms submitting proposals.

The pricing for the Annual Financial Report was extremely close with only a \$500 difference separating the high proposal from the low proposal over the five year span. However, there was greater differentiation in pricing for the Single Audit Report, with fees ranging from \$2,160 to \$5,100 in the first year. A Single Audit is required in any fiscal year when the Authority receives more than \$500,000 in Federal money. With the completion of the Digester project, FY2010 should be the final year the Authority will need a Single Audit.

All three of the submitting firms are well qualified and well respected in the field of governmental auditing. Staff would be comfortable working with any one of these firms. As such, Staff is recommending that the Authority award the contract to the firm with the lowest combined cost for the Annual Audit Report and Single Audit Report. In addition to having submitted the lowest total cost proposal, Wolf & Company LLP has familiarity with the Authority as they were previously engaged as the Authority's auditor for FY2000 thru FY2004.

**Motion to approve the award of independent auditing services for the Authority's fiscal year ending April 30, 2010 at a cost not to exceed \$12,440 as identified in the Proposal for Auditing Services dated February 5, 2010 by Wolf & Company LLP, plus an additional amount of \$2,160 for a Single Audit Report.**

## 6. FY11 Draft Budget

The FY 2011 GWA Draft Budget was provided to the EOC for review on March 4, 2010. The EOC is asked to recommend the approval of the Budget to the board at the scheduled Annual Board Meeting to be held April 15, 2010 in Lombard.

**Motion the EOC recommend to the GWA Board for approval the proposed FY11 Annual Budget for the Operation, Maintenance and Capital Improvements for all GWA Facilities for a total amount of \$12,848,900**

7. GWA Annual Meeting Draft Agenda and Minutes from the 2009 meeting

The Annual meeting of the Glenbard Wastewater Authority is scheduled for Thursday, April 15, 2010 at 6:30 p.m. in the Community Room at the Village of Lombard Village Hall. A proposed Agenda and minutes from the 2009 Annual Meeting are attached for review.

**Motion the EOC approve the proposed Agenda and 2009 Minutes as prepared for the scheduled April 15, 2010 Meeting of the GWA Board.**

8. Strand Associates Inc. Amendment No. 5

GWA and Strand are continuing to do the best we can to get the contractor to finish the job per contract and specifications. A table has been submitted as part of the request for the addition of Amendment #5 to the original contract. This amendment is even more difficult to outline than Amendment #4 due to the “Unknowns” regarding the closeout of the project.

Amendment #5 to the June 6, 2007, Agreement for Construction-Related Services – Anaerobic Digester Improvements include the estimated engineering fees for engineering services from January 2010 through May 2010 based on our best estimate of the Contractor's construction schedule considering the contract work remaining to be completed.

**GWA would like to discuss with the EOC the best way to proceed with Engineering Services to finish out the Anaerobic Digester Project. This is the second amendment that we have brought to your attention in a four (4) month period and we want to avoid a potential for another amendment due to the unpredictable progress of the contractor. The motion provided below is only to be utilized if the EOC agrees that documented contract changes for engineering services as outlined by Strand in their attachment is the best management practice for this particular situation.**

**Motion the EOC to approve the Amendment #5 for Anaerobic Digester Project Construction Related Services with Strand Associates, Inc. in the amount of \$104,900. This will change the agreement price from \$901,620 to \$1,006,520.**

9. Other Business

9.1 Correspondence to Bemis Road Neighbors regarding Sludge Hauling the first week of February – **No Action**

9.2 George W. Burke Facility Safety Award Nomination – **No Action.**

9.3 Travelers Insurance Annual Inspection – **No Action.**

9.4 Anaerobic Digester Discussion

10. **Next EOC Meeting** – The next regularly scheduled EOC Meeting will be on **Thursday, April 15, 2010 at 5:30 p.m. in the Community Room at the Village of Lombard Village Hall.** The Annual Meeting of the Glenbard Wastewater Authority Board will follow at 6:30 p.m.