

GLENBARD WASTEWATER AUTHORITY

Executive Oversight Committee

MINUTES

Wednesday, November 16, 2011

8:00 A.M.

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

Members Present:

William Mueller	President, Village of Lombard
Mark Pfefferman	President, Village of Glen Ellyn
William Ware	Trustee, Village of Lombard
Phil Hartweg	Trustee, Village of Glen Ellyn
David Hulseberg	Village Manager, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard
Bob Minix	Village Engineer, Village of Glen Ellyn

Others Present:

Erik Lanphier	Wastewater Manager, GWA
Gary Scott	Sr. Plant Mechanic, GWA
Rick Freeman	Sr. Electrician/Electronics Technician, GWA
David Goodalis	Sr. Plant Operator, GWA
Gayle Lendabarker	Administrative Secretary, GWA
Tim Sexton	Finance Director, Village of Lombard
Kevin Wachtel	Finance Director, Village of Glen Ellyn
Larry Noller	Assistant Finance Director, Village of Glen Ellyn
Derek Wold	Project Manager, Baxter & Woodman
Christopher Buckley	Sr. Engineer, Baxter & Woodman
Kristin Rehg	Engineer, Baxter & Woodman

1. Call to Order at 8:00 a.m.
2. Roll Call: Mr. Mueller, Mr. Pfefferman, Mr. Ware, Mr. Hartweg, Mr. Hulseberg, Mr. Franz, Mr. Goldsmith and Mr. Minix answered "Present".
3. Public Comment

Mr. Mueller provided Mr. Lanphier the opportunity to introduce Derek Wold, Kristin Rehg and Christopher Buckley, from Baxter & Woodman who would be presenting the results of their Asset Analysis and Alternative Funding study.

Mr. Franz took this opportunity to introduce Mr. Kevin Wachtel, the new Finance Director for the Village of Glen Ellyn.

4. Consent Agenda

Mr. Pfefferman motioned and Mr. Hulseberg seconded the *MOTION that the following items on the Consent Agenda be approved. Mr. Mueller, Mr. Pfefferman, Mr. Ware, Mr. Hartweg, Mr. Hulseberg, Mr. Franz, Mr. Goldsmith, and Mr. Minix individually responded "Aye" during a roll vote. The motion carried.*

4.1 Minutes from the October 13, 2011 EOC Meeting

4.2 Vouchers previously reviewed by Trustee Hartweg

4.3 Landscape Maintenance Contract Renewal

In 2009 GWA awarded the Landscape Maintenance Contract to Western DuPage Services Inc. in the amount of \$20,317.04 per year. The GWA has been pleased with the overall performance of the contractor and recommends we accept the 2 year offer to extend the 2009 contract of services with no price increase.

Motion EOC to approve a 2 year contract extension to Western DuPage Services Inc. as a net zero increase to the current rate we are paying for the same service.

4.4 CSO Project Change Order and Update

Change Order #3 is a small piping modification in both clarifiers relating to a scum pipe location that must be lowered due to the change in elevation and location of the new trough structure. The requested amount for this change is \$2,234.23 changing the contractual price to \$1,117,669.23. The other aspect to this change order is not monetary; it is an agreement for a time extension of 60 days due to the impacts of change order #2.

Motion EOC to approve Change Order No. 3 modifying the contract price to \$1,117,669.23 as well as approving a 60 day time extension for substantial and final completion dates.

4.5 Roadway Patching Award

The annual budget development normally includes funds for contracted road treatment, patching or resurfacing to maintain the serviceability of these surfaces at both the Glenbard and CSO Facilities. Due to these ongoing projects such work was set aside on road surfaces over the past two (2) years pending completion of projects.

Although Fund 40 allocates \$50,000 for roadway resurfacing, Fund 41 does not. I would recommend utilizing the Fund 40 to repair all of the roadway surfaces that are proposed since the Fund 40 is split based on flow at 52% Lombard and 48% Glen Ellyn.

Motion EOC to award the asphalt patching to Tom's Construction of Lombard, IL in the amount of \$12,054.50 to complete these asphalt repairs.

Mr. Hulseberg advised the Committee that the costs for asphalt patching repairs at the Lombard facility need to be funded from Capital Fund 41.

Mr. Lanphier advised there will be a reduction in costs as Manusos, the general contractor for the upgrade work being completed at the facility, had advised their contractor had made several of the repairs as they felt they had been the cause and the amount of the reduction was approximately \$1,655 with final totals to be available once project is complete. Mr. Lanphier advised that the amended amount of the contract would be approximately \$10,400.

Mr. Mueller asked if the landscape maintenance contract included work at the CSO facility. Mr. Lanphier advised that it did work at the CSO plant. Mr. Lanphier advised that the only facility no longer incorporated into the contract is the St. Charles Road Lift Station, as with the way the upgrade to the station was designed the area requiring mowing is a strip of grass in the right of way which is small enough for GWA to handle with seasonal help and a push mower.

Mr. Franz asked for clarification regarding the cost distribution for the asphalt repairs. Mr. Goldsmith indicated that the portion of the total costs as they relate to the Lombard facility will need to be funded through Capital Fund 41 and the costs relating to GWA's main plant will still need to be funded through Capital Fund 40.

5. Asset Analysis and Cost Allocation Study Results

The study has been completed and the results will be presented to the EOC Committee by Baxter & Woodman. The scope of the project and the schedule that was outlined for Baxter & Woodman will then have been fulfilled. This will give the EOC and GWA the opportunity to move forward with discussions on updating the Intergovernmental Agreement which has direct impacts on the foundation of the GWA budget.

Mr. Lanphier opened the floor to the staff of Baxter & Woodman who presented the results of the Asset Analysis and Alternative Funding study.

Mr. Wold, Mr. Buckley and Ms. Rehg, presented the various aspects of the study they completed including a ten (10) year capital plan which included recommended equipment replacement projects throughout the various locations as well as a proposed budgeting plan for the Operations and Maintenance divisions and the Capital funds as per the requirements of the contract they were awarded.

Discussions regarding questions the EOC Committee members had took place with requests that Baxter & Woodman staff provide additional information regarding:

1) Verification of the accuracy of the beginning and ending cash balances used in the report as well as whether or not debt services numbers were included.

2) Supply copies of the slides pertaining to the proposed budget allocation plan and the current budget allocation plan as these were not part of the report submitted.

3) An asset value for equipment in each of the existing cost centers and the cost value percentage associated with each cost center based on asset values and a depreciation schedule for all of the assets and the background data used to reach the data and compare it to the method used by the Finance Directors to determine the current budget allocation percentages used for the current budget.

4) Mr. Lanphier advised he has a report from 2006 on the an oxygen system evaluation comparing GWA's existing system to more conventional systems, with the outcome of the study indicated that the most cost effective plan, both short and long term, was to stay with the current system in use and do repairs and systems upgrades as they are currently being planned to bring the system current with new technology and offered to provide this report to any member who wanted to review the report.

9:35 a.m. - Mr. Ware was excused from the remainder of the meeting.

6. Cryo Control Systems Rehabilitation

It has been five (5) years since Strand Associates Inc. provide GWA with the first assessment of a present worth analysis of the Cryogenic Oxygen Facility. The analysis provided a report that compared multiple oxygen/air supply systems that would be viable for GWA over a period of the next twenty years. The report results indicated that updating the current Cryogenic Oxygen supply system was the most cost effective means upfront and long term for GWA.

The Oxygen System Facilities Evaluation that was completed in 2010 indicated needs that were;

- Short term
- Long term
- Control Upgrades
- Aerator Upgrades
- Process Alternatives

After months of evaluation and discussion GWA and M²T made a decision to move forward in two Phases.

- M²T has provided a Design/Build cost proposal for the completion of Phase 1 activities in the amount of \$157,500 and Phase 2 in the amount of \$295,000.

Phase 1 is budgeted in FY12 with a \$100,000 allocation. We also have available from reduction in scope on the 5 year Cryo Maintenance Turnaround \$40,000. The final piece of the funding will come from the unused allocation of money for a magnetic flow meter and installation \$17,500.

Motion EOC to award Phase 1 of 2 Cryo Systems Control Rehabilitation to Mixing and Mass Transfer Technologies (M²T), LLC (a division of Lotepro, Inc.) of Peekskill, New York at a contract price of \$157,000 with costs expensed to Capital Budget Account 40-580150.

9:45 a.m. Mr. Pfefferman was excused from the remainder of the meeting.

Mr. Lanphier advised that the start of this project will allow for the attachment of this process to the SCADA system for detailed monitoring instead of a single general alarm. Mr. Lanphier advised that a cost savings of \$57,000 was realized on the five (5) year Cryo system turnaround, thus leaving an allocation of approximately \$500 dollars that will be covered from savings on other projects.

Mr. Mueller asked if this project was put out to bid. Mr. Lanphier advised that this system is so unique that the number of companies available to provide this service is very limited and in the past GWA used another company only to be let down by their level of service and overall performance. Mr. Lanphier added that the staff of M2T are part of the original system manufacturer Union Carbide that have intimate knowledge of not only the equipment but how it needs to function optimally and what to do to help GWA staff achieve optimum performance.

Mr. Mueller asked if we are getting a fair price considering there is a lack of competition. Mr. Lanphier advised that based on the pricing GWA has been receiving on the annual service contracts wherein prices have been held for numerous years, he believes the pricing is fair. Mr. Scott highlighted how the staff agreed to modify their contract to only bill GWA for actual costs of time, material and expenses versus the fixed price that had been agreed to in the contract which was higher.

Mr. Hartweg noted to amend the motion to be \$157,500 and moved to approve and Mr. Minix seconded the motion: Mr. Mueller, Mr. Hartweg, Mr. Hulseberg, Mr. Franz, Mr. Goldsmith and Mr. Minix responded "Aye"; during a roll vote. The motion passed.

7. CSO Mandated Backflow Preventer Modification

The Village of Lombard has contracted with Aqua Backflow to upgrade and inspect all RPZ and water meter installations. GWA has two sites that fall under the Village of Lombard Plumbing Codes; the CSO Facility and the SRI Lift Station. The SRI Lift Station underwent a water meter upgrade in early 2011, and the CSO Facility water meter installation was completed shortly after. GWA received a letter of non-compliance

regarding the backflow preventer that has been identified as out of compliance with current plumbing codes. GWA was given to September, 2011 to complete the modification. Aqua Backflow was contacted immediately after receiving the letter and was requested to grant GWA an extension of time to get the project completed. Aqua Backflow allowed an extension of time and made the installation due date March, 2012.

GWA has contacted the most reputable mechanical contractor we have used, Dahme Mechanical Inc. and currently they are being utilized on the CSO Project as a subcontractor for Manusos General Contracting. Dahme was also the contractor that was available for the emergency NRI manhole rehabilitation on St. Charles Road, and was also just awarded a low bid to do the installation work on our Raw Flow magnetic flow meter installation. This proposal was more than \$2,000 lower than the competitor on an approximate \$8,500 proposal.

The work is mandatory, it is not budgeted but we do have available cash in the overall Capital account just not in Fund 41. If agreeable that we can cover this as an overall Capital Expenditure please read the motion as indicated. If the EOC would like to handle this request differently GWA would like guidance on how the committee wishes to proceed.

Motion EOC to approve the proposal from Dahme Mechanical Inc. in the amount of \$23,775 invoiced to Fund 41-580140.

Mr. Lanphier explained that this is a mandated repair as per requirements by a contractor for the Village of Lombard.

Mr. Hulseberg indicated that he would like to see this paid from the CSO Capital cost center of Division 41.

Mr. Hulseberg moved and Mr. Franz seconded the motion: Mr. Mueller, Mr. Hartweg, Mr. Hulseberg, Mr. Franz, Mr. Goldsmith and Mr. Minix responded "Aye"; during a roll vote. The motion passed.

8. Other Business:

8.1 Status updated on Anaerobic Digester Mediation

December 5th & 6th is the new dates for the mediation.

8.2 Letters to Bemis Road neighbors regarding clean spoil hauling

Routine hauling letters to neighbors.

8.3 Monopole cell tower update

Contract is being finalized at a rate of \$2,000 per month
three (3) additional co-locators.

8.4 Leachate alternative trucking route information

Village of Lombard provided some information regarding turning radius for several intersections on the proposed route and it became obvious that the proposed was not a viable long term option. Trotter & Associates submitted a proposal for evaluation for land surveying, basic engineering and work for creating an easement agreement with ComEd easement in the amount of \$5,815.

It was recommended this item be placed on the December agenda for further discussion.

8.5 Consulting services selection process

- 9. Next EOC Meeting – The next regularly scheduled EOC Meeting will be on Thursday, December 8, 2011 at 8:00 a.m. at the Glenbard Plant.**

Mr. Hartweg moved to adjourn the November 16, 2011 EOC Meeting and Mr. Minix seconded the motion. The members responded unanimously to a verbal call of “Aye”. The motion carried. The meeting adjourned at 10:20 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary