

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda
Thursday, April 12, 2012
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. Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Consent Agenda
 - 5.1 Minutes from the February 9, 2012 EOC Meeting
 - 5.2 Vouchers previously reviewed by Trustee Hartweg
 - 5.3 Patten – Annual Generator Service Contract Renewal

As part of the St. Charles Road Lift Station project the Glenbard Wastewater Authority (GWA) replaced the 1978 Allis Chalmers Diesel Co-Generation unit with a new Caterpillar unit. GWA has solicited an updated service contract for your approval.

The updated quotation from Patten Power has been supplied to the EOC listing the proposed Annual Maintenance Agreement supplied at the *Advantage Gold* 53-point inspection and maintenance level recommended by each manufacturer. This service level maintains the service level we have received in the past for all three (3) Co-Generation units.

Motion the EOC to award Patten Power of Elmhurst, IL the annual generator service agreement in the amount of \$11,814

- 5.4 Auditor Contract Renewal

Wolf & Company LLP was selected as the Authority's auditor as a result of an RFP conducted in the spring of 2010. Their proposal was for a five year period, with annual renewal by the EOC. Proposal fees were \$12,440, \$12,700, \$12,900, \$13,200 and \$13,500 annually for audit services for the fiscal years ending on April 30, 2010 through 2014.

A Single Audit Report may be required to comply with the terms of the low interest loan from the Illinois Environmental Protection Agency to fund the new digester. This loan is funded in part with Federal dollars and necessitates additional detailed audit procedures. The cost for this added service is \$2,200.

Motion the EOC approve the annual renewal of independent audit services for the Authority's fiscal year ending April 30, 2012 including the fees for a Single Audit Report, at a cost not to exceed \$14,900 as identified in the Proposal for Auditing Services dated February 5, 2010 by Wolf & Company LLP.

5.5 ADS 2 Year Service Contract Award

During the previous five fiscal years ADS has successfully maintained our meters and provided accurate and timely metering analysis and reporting. ADS has provide a two year quote that holds the current total annual service and data reporting price at \$108,144 for the first year. The second year pricing will include a 2.0% increase making the second year cost \$110,376. This will be the first increase we have seen from ADS in three years.

Motion the EOC to award ADS of Huntsville, AL a 2 year contract for service/maintenance and data analysis/reporting of GWA's sixteen (16) flow meters and two (2) rain gauges in the amount of \$218,520.

5.6 Janitorial Cleaning Service Contract Renewal

In FY2012, the EOC Committee approved a three (3) year contract with contract with Coverall Cleaning Services to provide five (5) day a week services through FY2014.

GWA has been extremely satisfied with the level of service we have been receiving from Coverall and requests the approval of the second (2nd) year of the contract at a rate of \$15,588. As per the below schedule, there will be no increase in cost over the FY2012 contract.

FY2012 - \$15,588 annual
FY2013 - \$15,588 annual
FY2014 - \$16,056 annual

Motion the EOC to award the second (2nd) year of a three (3) year contract extension to Coverall Cleaning Service in the budgeted amount of \$15,588 to be invoiced to Glenbard Plant O&M account 270-520971.

6. Natural Gas Supply Award

After review of the suppliers pricing, and discussing options with Proliance Energy and Integrys Energy it was agreed that fixed pricing for a two or three year period was the best option. The natural gas market is at a 12 year low and as volatile as natural gas has been it was the best option to recommend to the Village managers for authorization. I proceeded to speak with Mr. Julius Hansen about his thoughts, and then took his recommendation to Mr. Mark Franz and Mr. David Hulseberg requesting an authorization to contract with Integrys Energy for a two year period at \$0.334/therm. Mr. Franz and Mr. Hulseberg responded that they felt locking into a three year deal at \$0.363/therm was the best alternative. The previous 5 year average GWA has paid for gas is \$0.478/therm. After receiving the approval from the Village managers I met with EOC Chairman, President Bill Mueller to have him authorize the contract document.

Motion the EOC award a 3 year contract with Integrys Energy for Natural Gas Supply for the Glenbard Wastewater Plant from April 1, 2012 through March, 2015 for an agreed upon fixed rate of \$0.363/therm.

7. Draft FY11 Glenbard Financial Statements

Wolf & Company LLP has provided independent auditing services to GWA for the Fiscal Year ending April 30, 2011. Financial highlights for the Authority's 2010/11 fiscal year are presented on pages 3 and 4 of the draft Annual Financial Report. A complete narrative summary of the Authority's operations and financial position is found in Management's Discussion and Analysis on pages 2 though 9. Mr. Kevin Wachtel will be at the meeting to present to you highlights of the 2010/2011 draft Annual Financial Report.

Motion the EOC to approve the draft Annual Financial Report of the Glenbard Wastewater Authority for the year ended April 30, 2011 and to forward the audit report to the full Authority Board for final approval at the April 2012 annual meeting.

8. Waste Management Leachate Hauling Contract Award

Discussions began in September 2011 regarding Leachate treatment resuming at the Glenbard Wastewater Authority. Leachate was suspended indefinitely in 2003 after a series of violations in Fall 2002, and then again in Winter 2002/2003. The impacting factor of the leachate treatment was the inability to control how much was being dumped at the VGE Public Works department and what the chemical composition of the leachate was. The discussions that began in August - September last year between GWA and Waste Management included discussion about the following:

- Origination of Leachate
- How many loads
- Hauling hours

- Composition of the leachate
- Name and location of each landfill responsible for leachate
- Length of contract
- Contract verbiage
- Safety

The second (2nd) of two (2) public meetings was held on February 29, 2012 at 7:30 p.m. at the Glenbard Wastewater Authority to update the Bemis Road residents on the leachate hauling status, Bemis Road improvements and associated Intergovernmental Agreement with Milton Township regarding said improvements, and an update on the alternative evaluations that had been completed. I have attached the meeting minutes for your review. I have also attached within the packet the power point presentation given to the three (3) residents that attended. The discussion informed the residents that GWA is planning to evaluate the easement access to the East of the facility, but no promises can be made whether it will be feasible or not to redirect large truck traffic away from Bemis Road via a one (1) mile road leading South from GWA to Butterfield Road.

With that being said I informed the residents that it is GWA's intent to start bringing three (3) trucks a day down Bemis Road while we are doing the study on the easement alternative. Three (3) trucks a day at \$0.025/gallon will provide GWA with approximately \$117,000/year in additional revenue. The contract is a two year deal with a 90 day out clause, and a 48 hour stop clause. If for any reason the leachate has any ill effects on the treatment process Waste Management will halt all deliveries until the process recuperates. The Waste Management contract is attached for your review and approval.

Motion the EOC award Waste Management Inc. a two (2) year contract to deliver leachate to the Glenbard Plant at a cost of \$0.025/gallon delivered from Wheatland Prairie Landfill, and Green Valley Landfill with the understanding that Waste Management shall not exceed three (3) trucks per day Monday through Friday on Bemis Road.

9. Com-Ed Easement Alternative Route Feasibility Study

In September 2011 GWA began discussion with Waste Management Inc. regarding treatment of landfill leachate. Those discussions led to an agenda item for the October EOC, which lead to meeting with the residents to discuss the impacts of the additional trucks on Bemis Road. Approximately seven (7) residents attended the meeting and alternative truck routes were discussed. Some routes that were identified were put to bed in the 1990's, and a couple of new alternatives surfaced. These ideas were the Stormwater facility offloading site, and the other was the Com-Ed Easement heading south to Butterfield Road accessing the Glenbard Plant from the east. The Stormwater Plant alternative was evaluated and dismissed due to numerous safety concerns dealing with sixty foot (60 ft.) tankers and radial turns at three different intersections.

This leads us to request the approval of the Com-Ed easement access road feasibility study to be performed by Trotter & Associates in the amount of \$5,815. The professional services contract is attached for your review. The sum of the contract would not normally warrant EOC action, but since this study is sensitive in nature, impacts both communities and the endless possibilities of revenue generation a dedicated access road could bring to the GWA, we felt it was of value to bring to you for discussion. I have attached correspondence from both Villages Public Works Departments and Village Managers indicating there are distinctly different opinions on this matter.

Motion the EOC Approve \$5,815 invoiced to Capital Account 40-580140 Infrastructure Improvements for the engineering study by Trotter & Associates Inc. of St. Charles, IL regarding access to the Glenbard Plant through a one mile stretch of Com-Ed easement, heading south of the GWA Plant property, and intersecting with west bound Butterfield Road.

10. FY2013 Budget Approval

The FY2013 draft budget is proposed as agreed upon between the Village of Lombard and the Village of Glen Ellyn per the last draft budget meeting held on February 6, 2012. Changes were agreed upon during the budget discussions that have been either added or subtracted depending on the particular budgeted item. The major capital drivers for the FY2013 draft budget are indicated within the supporting document.

The EOC is requested to recommend the approval of the FY2013 Budget to the board at the scheduled Annual Board Meeting to be held April 19, 2012 in Lombard.

Motion the EOC recommend to the GWA Board for approval the proposed FY13 Annual Budget for the Operation, Maintenance and Capital Improvements for all GWA Facilities for a total amount of \$7,337,410

11. Vehicle Purchase Authorization

In previous years the EOC has approved the purchase of vehicles through the Illinois State Joint Purchase Program to allow for the cost saving benefit. The State Joint Purchase allocation periods are held only until the mid-spring of the year, closing this year on May 15, 2012. This assures the vehicles will be obtainable during the current manufacturing year season prior to factory refit for 2013 model year, yet delivery will not occur before the FY2013 budget year.

The State Joint Purchase Program has proven to provide cost savings to the Authority in several ways.

- The Authority receives the lower cost benefit of the State Joint Purchase Program unit bids, while the State of Illinois Management Services Group administers the specifications and bidding process.

- We are still able to choose from a variety of options supplied under this program, and receive a more than competitive price.
- The current State Joint Purchase Program has within it several vehicles which are compatible to our scheduled vehicle replacements within Purchase Contract No. 4015998.

For the FY2013 budget year, the Authority has scheduled the replacement of the following:

- Unit 608, a 2001 Ford F350 having a Hydraulic Crane Service Body will be replaced with:
 - Ford F550 4x4 Cab/Chassis -- \$40,039 including license, title, and delivery.
 - IMT Dominator I Service Body w/Hydraulic Crane -- \$ 69,150 mounted on the Cab/Chassis.
- Unit 631, a 2006 Ford F250 pickup truck utilized by the Operations Group as the Fuel Transfer Truck will be replaced with:
 - Ford F250 4x4 Pickup Truck w/snow plow -- \$29,799 including license, title, and delivery.

The Joint Purchase Contract agency for these units is currently Morrow Brothers Ford Inc., RR 2 Box 120, Greenfield, IL, 62044.

Motion the EOC award the purchase of these vehicles, subsequent to budget approval, in the amount of \$139,200.00 to Morrow Brothers Ford Inc., RR 2 Box 120, Greenfield, IL. Payment shall be invoiced to the Capital Improvement Fund, Vehicle Replacement account 40-570155.

12. Roof Rehabilitation Contract Award

The approved FY2012 Capital Improvement Budget includes funds for annual roofing system replacements, and estimated costs through FY2017 in accordance with the proposed Roof Replacement Schedule. This schedule proposes rehabilitation of roofing systems which have gone at least 8-years beyond their warranted periods, and proposes completion prior to reaching 10-years beyond warranty periods.

For FY2012 the roofing systems on the Grit (Bld. C) and Co-Gen (Bld. V) are scheduled for rehabilitation, having a total of 3,700 square feet of roof area, or roughly 7% of our roofing systems. The budget includes \$50,000.00 under Capital Improvement Division 40, Roof Replacement Account 580145. This budget figure includes the cost of physical roof replacements as a result of Public Bids.

The approved FY2012 budget also includes \$4,000.00 under O&M Division 270, Building and Grounds Support Account 520971. This budget figure includes the cost of physical roof system repairs as a result of Public Bids. The Contractor included a bid amount of \$5,000.00 for these identified required repairs to comply with current specifications.

Motion the EOC award a contract to Glenbrook Roofing, in the amount of \$62,500.00, and approve funds subject to a not to exceed amount of \$65,625.00 including a 5% contingency invoiced to Capital Fund 40-580145.

13. Other Business

13.1 Bio-Solids Hauling notice to Bemis Road neighbors

13.2 FY2013 EOC Committee meeting dates

14. Next EOC Meeting – The next regularly scheduled EOC Meeting will be on Thursday, May 10, 2012 at 8:00 a.m. at the Glenbard Plant.

The Annual Board Meeting will be held in the Community Room at Lombard Village Hall on Thursday, April 19, 2011. Refreshments will be provided at 6:00 p.m. with the meeting schedule to begin at 6:30 p.m. This meeting will need to be adjourned by 7:20 p.m. due to a regularly scheduled Village of Lombard Board meeting at 7:30 p.m.