

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda
Thursday, May 10, 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 April 12, 2012 EOC Meeting
 - 5.2 Vouchers previously reviewed by Trustee Hartweg
 - 5.3 Increase to GWA Purchase Authorization Levels

GWA has had Lead Agency Oversight from the Village of Glen Ellyn since inception, dating back to approximately 1982. Historically, we have two employees who have been here greater than 20 years and it has been noted that GWA's \$750 purchase authorization level has been the same for more than those 20 years. In January 2012 a change in purchasing authorization was approved by the GWA lead agency as an identification of needs for operating and maintaining a facility of GWA's capacity. This notification is to serve as a form of transparency to the EOC Committee that the administration has taken a step wise approach to the authorization increases and feels confident that GWA will continue to follow the purchasing policies implemented by the Lead Agency.

6. GWA Lead Agency Spending Authorization Increase

With this being the first EOC meeting of the new fiscal year, GWA would like to request that the EOC approve an increase to the GWA Lead Agency's authorization level. This will adjust the current authorization limit from the current level of \$10,000 to the requested level of \$20,000 per the IL code 5/8-9-1.

Motion the EOC approved authorization per the IL code 5/8-9-1 to increase the GWA Lead Agency's spending authorization level to \$20,000.

7. Facilities Plan Engineering Services Agreement

The Facilities Plan is considered to be a comprehensive planning tool utilized to develop a long term capital improvement plan. A facility plan generally takes place every five (5) to ten (10) years depending on the growth of the communities, impacts of projects, and IEPA permit requirements. GWA's most recent facility planning efforts were in 1999 and 2007.

The Professional Services Agreement is for a total of 599 hours of work, which includes ten (10) different engineering disciplines.

The facilities plan is a budgeted project from FY2012 that allocated \$75,000 for completion. GWA also budgeted last fiscal year for the Asset Analysis in the amount of \$75,000 of which \$38,500 was utilized. With the combined total of the two projects budgeted at \$150,000 only \$127,967 will be utilized.

Motion the EOC to award the Facilities Plan Engineering Services Agreement to Strand Associates Inc. of Madison, Wisconsin in the amount of \$89,467 invoiced to Capital Account Code 40-580600.

8. Unox Inlet Pipe Gallery Construction Award

The bid opening for the Unox Inlet Pipe Gallery Project took place April 24, 2012 at 11:00 a.m. Three companies participated in the bidding process with the high bid being submitted by Keno & Sons Construction Company in the amount of \$524,000. The low bid for the project was submitted by Manusos General Contractors in the amount of \$389,000. The Engineer's estimate for the project was \$500,000. Allan Mack & Sons were the middle bidders with a bid of \$490,500.

Motion the EOC award the Unox Inlet Pipe Gallery Project to Manusos General Contractors of Fox Lake, Illinois in the amount of \$408,450 inclusive of a 5% contingency invoiced to Fund 40-580140 Infrastructure Improvements.

9. Baxter & Woodman Engineering Services Agreement

On April 24, 2012 at 11:00am Baxter & Woodman and GWA attended the opening of competitive bids at the Glen Ellyn Civic Center for the construction of the Unox Inlet Pipe Gallery. Baxter & Woodman successfully fulfilled their Design & Bidding Engineering Service Agreement obligation on April 26, 2012 by submitting their recommendation to award letter to GWA. The letter clearly identifies the tabulated bids

and the recommendation of award to Manusos General Contracting in the amount of \$389,000. The engineer's estimate of the project was \$500,000.

The engineering construction services consists of oversight of a construction project inclusive of earth excavation, inlet channel underpinning, construction of cast-in-place concrete pipe gallery, installation of 6" PVC drain piping, site restoration, and other miscellaneous items of work.

Total projected cost, including design engineering, construction engineering, and construction, is \$435,645. GWA had budgeted \$210,000 in FY12 and has budgeted \$200,000 in FY13 for this project. Total engineering services for this project equal 12% of construction or \$46,645.

Motion the EOC award to Baxter & Woodman Inc. of Crystal Lake, Illinois for engineering services provided for the Unox Inlet Pipe Gallery Project in the amount of \$25,000 invoiced to Fund 40-580140 Infrastructure Improvements.

10. SCADA & LAN Server Replacements & Upgrades

Since 2001 the Glenbard Wastewater Authority has been, and continues to be, heavily dependent on the operation of two (2) distinct computer networks to accomplish our mission; the SCADA (Supervisory Control and Data Acquisition) System and the business LAN (Local Area Network).

The SCADA System is a computerized network used to monitor and control plant processes and equipment, provide real-time and historical data, and provide local and remote alarm notification to staff. This system affords Glenbard the ability to operate the facility with manned personnel during one shift per day as opposed to the round the clock coverage which was once the normal practice prior to the SCADA System installation.

The business LAN is the other computer network used to provide typical business functionality such as e-mail, data storage, word processing, spreadsheet creation/data analysis, CMMS (Computerized Maintenance Management System), SCADA historical data archiving, WIMS (Water Information Management Software) a wastewater process database and reporting system, web based equipment research and purchasing, access of VGE accounting software for accounts payables and payroll processing, and electronic IEPA Discharge Monitoring Reports.

Funds for these replacements are included in the FY-2013 Budget Fund 40-580120 Small Capital-SCADA Server Replacement & System Upgrades-Server Software in the amount of \$80,000.

Motion the EOC award the purchase and installation agreements with Baxter & Woodman Inc. CSI of Crystal Lake, Illinois for the total project amount of \$74,984 invoiced to Fund 40-580120 Small Capital Improvements.

11. Other Business

- 11.1** Ithaca New York Digester Gas Article
- 11.2** Virginia Utility Biogas Savings Article

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