

GLENBARD WASTEWATER AUTHORITY

Executive Oversight Committee

MINUTES

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**

Members Present:

Mark Pfefferman	President, Village of Glen Ellyn
William Mueller	President, Village of Lombard
Phil Hartweg	Trustee, Village of Glen Ellyn
Mark Franz	Village Manager, Village of Glen Ellyn
David Hulseberg	Village Manager, Village of Lombard
Julius Hansen	Public Works Director, Village of Glen Ellyn

Others Present:

Erik Lanphier	Wastewater Manager, GWA
Richard Freeman	Sr. Plant Electrician, GWA
Gary Scott	Sr. Plant Maintenance Mechanic, 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

1. Call to Order at 8:00 a.m.
2. Pledge of Allegiance
3. Roll Call: Mr. Pfefferman, Mr. Mueller, Mr. Hartweg, Mr. Franz, Mr. Franz, and Mr. Hansen answered "Present". Mr. Goldsmith and Mr. Ware were excused.
4. Public Comment
5. Consent Agenda

Mr. Hulseberg motioned and Mr. Hartweg seconded the *MOTION that the following items on the Consent Agenda be approved. The members responded unanimously to a verbal call of "Aye". The motion carried.*

- 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.

Mr. Lanphier explained that this request is to bring GWA's authorization in alignment with the State of Illinois Statue as well as the current levels of both the Village of Glen Ellyn and the Village of Lombard purchasing policies.

Mr. Hulseberg asked that the approval applied to taking only from specific budget line items and not transfer amount the various divisions and requested that Mr. Lanphier advise the Village Managers when there are situations where approvals are being granted for items between the \$10,000 to \$20,000 range.

Mr. Hulseberg motioned and Mr. Hartweg seconded the motion to authorization per the IL code 5/8-9-1 to increase the GWA Led Agency's spending authorization level to \$20,000. The members responded unanimously to a verbal call of "Aye". The motion carried.

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.

Mr. Lanphier indicated that GWA had distributed a total of nine (9) RFQ/RFP packets and received five (5) responses; with the assistance of the Technical Advisory Committee which consisted of GWA staff, Mr. Hansen and Mr. Goldsmith, the field was narrowed to three (3) finalists, Baxter & Woodman, Trotter & Associates and Strand Associates, all of which are currently working on projects with at GWA, with each of the three giving a presentation; based on the presentations and proposals, Strand Associates was selected as the firm for the project. Mr. Lanphier added that the original cost proposal from Strand was \$75,000 however there were some items that GWA had determined there were additional items, with electrical wiring throughout the plant being one of the items which had the largest cost impact, that needed to be included to the rough proposal Strand had developed and these items increased the cost to \$89,500. Mr. Lanphier indicated that the actual amount was \$89,497 but Mr. Lanphier rounded the number to an even number for convenience.

Mr. Lanphier indicated that there was a cost savings realized since the previous plan which was completed back in 2006 was done by Strand Associates as well they will be able to utilize a majority of the information from that planning study to assist in completing the new facilities plan which included a highly detailed analysis of flow. Mr. Lanphier stated that GWA is pleased with the work Strand Associates has done over the past years and out of \$13,000,000 of work, they are at a negative one percent (-1%) in change order costs.

Mr. Franz asked if the \$38,000 used in the previous fiscal year was for preliminary work towards the preliminary study. Mr. Lanphier advised that the FY2012 budget had allocated \$75,000 each for the completion of both the Asset Analysis Study and Facilities plan with only \$38,000 being utilized for the Asset Analysis Study.

Mr. Mueller asked what the cost proposal totals for the two (2) other finalists were. Mr. Lanphier advised that their cost proposals were not opened. Mr. Mueller inquired as to why not. Mr. Lanphier explained that evaluation and decision process was guided by the qualifications of each vendor and its staff and not solely pricing. Mr. Lanphier indicated that if an agreement on costs had been reached with Strand, GWA would have moved on to the second (2nd) place firm and begun negotiations with them. Mr. Lanphier advised that the unopened cost proposals will be returned to the non-winning vendors.

Mr. Pfefferman asked if this was a unique way of securing services instead of an out bidding process. Mr. Lanphier explained that this is the procedure that has been used in the past and that it is difficult to quantify price when selecting service and what is typically done is the price provided is compared to industry standards to make sure it is in alignment to industry trends. Mr. Lanphier added that he compare the per hour rate from Strand's proposal to the rate used by Baxter & Woodman on a project they are working on and found there to be a less than one percent (1%) difference between Strand's proposed hourly rate and what Baxter & Woodman is charging.

Mr. Mueller motioned and Mr. Hartweg seconded the motion to award the Facilities Plan Engineering Services Agreement to Strand Associates Inc. of Madison, Wisconsin in the amount of \$89,500 invoiced to Capital Account Code 40-580600. The members responded unanimously to a verbal call of "Aye". The motion carried.

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.

Mr. Lanphier advised that he had approached the EOC Committee back in April with concerns that the bids for this project were going to be in the range of \$500,000 however Manusos General Contracting submitted a bid that brought the project in under the original planned budget. Mr. Lanphier indicated that GWA was happy to see that Manusos was going to be the general contractor on the project since Staff was impressed with the work they had done on the recent CSO project and has no reservations about Manusos being able to perform the work this project requires.

Mr. Franz asked for a brief description of the project. Mr. Lanphier explained that the project will create a basement of sorts that will allow staff to service existing valves which are currently buried underground, thus preventing any type of maintenance work to be performed on the valves or the ability to isolate tanks for maintenance purposes. Mr. Lanphier added that this project is the first step in giving GWA the ability to access the valves and replace ten (10) out-of-date valves that are original to the plant and are no longer used in the wastewater industry. Mr. Scott added that to replace the existing valves is going to cost approximately \$30,000 per valve. Mr. Scott indicated that one of the major contributors to the high costs of this project is that there is no underlying support below the valves and until this is in place the contractor will have to supply unpinning to prevent a collapse.

Mr. Mueller asked if the valves were going to be raised. Mr. Scott advised that the valves cannot be moved as it would interfere with the process. Mr. Mueller asked if this was going to be an ongoing problem. Mr. Scott advised that once the vault or basement is created, the valves would be exposed and easy to access whenever needed.

Mr. Hartweg asked was the lifetime of the existing valves was. Mr. Lanphier advised that the current valves are due to for replacement and that replacement of these is to be incorporated as part of the facilities plan that Strand Associates will be conducting.

Mr. Hulseberg inquired if the potential for \$30,000 per valve was going to be expected. Mr. Lanphier that the cost will probably be higher per valve as there would be installation costs associated with the new valves since the existing pipework would need to be redone to accommodate the lay lengths for the pumps now used in the industry. Mr. Lanphier indicated that this part of the overall treatment process is the last to be upgraded.

Mr. Pfefferman asked if GWA staff was happy with the results of the bidding process and Manusos. Mr. Lanphier reiterated that staff was very pleased with the Manusos as they are knowledgeable and find innovative ways to accomplish out of the ordinary projects which the CSO plant was and this project is.

Mr. Hulseberg motioned and Mr. Hartweg seconded the motion to award the Unox Inlet Pipe Gallery Project to Manusos General Contractors of Fox Lake, Illinois in the amount of \$408,450 inclusive of a five percent (5%) contingency invoiced to Fund 40-580140 Infrastructure Improvements. The members responded unanimously to a verbal call of "Aye". The motion carried.

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.

Mr. Lanphier indicated that Baxter Woodman will only be required to provide part-time construction oversight as most of the work is laborious and does not require monitoring by a full-time engineer. Mr. Lanphier added that their hourly rate is comparable to the industry.

Mr. Mueller motioned and Mr. Franz seconded the motion to award Baxter & Woodman Inc. of Crystal Lake, Illinois for engineering services provided for the Unox Inlet Pipe Gallery Project in the amount of \$25,000 to be invoiced to Fund 40-580140 Infrastructure Improvements. The members responded unanimously to a verbal call of "Aye". The motion carried.

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.

Mr. Lanphier indicated that this project is a stepping stone to new technologies that GWA would like to incorporate into the facilities in the future that will aid in the increase in efficiencies of the plant and staff. Mr. Lanphier indicated that Mr. Freeman has worked with Baxter & Woodman CSI on several projects over the year and has been very pleased with their understanding of GWA systems and goals, in addition to the fact that one of Baxter & Woodman's key employees is a former wastewater plant operator who became an information technology person who is able to quickly understand GWA's systems and our needs.

Mr. Mueller asked if any other firm was investigated. Mr. Lanphier indicated that the company Mr. Freeman used in the past relocated and was no longer able to service our needs. Mr. Lanphier added that Mr. Freeman sought out feedback on Baxter & Woodman from other sanitary districts who had nothing but positive feedback for Baxter & Woodman's performance. Mr. Lanphier added that the equipment that will be purchased for this project will be direct purchase by GWA and will be Dell equipment to stay uniform with what GWA is currently using.

Mr. Mueller asked how is Baxter & Woodman being monitored to make sure they are being fair and not getting comfortable and overcharging. Mr. Lanphier explained that Baxter & Woodman was pre-qualified for the Unox pipe gallery project during the asset analysis and facilities plan bidding processes when they supplied a statement of qualifications and as they designed the pipe gallery it makes sense to have them perform the oversight of the project; secondly, every year they provide updated price sheets when asked which are then compared to the pricing of other engineering firms that GWA works with on a regular basis to make sure they are within

acceptable range; and thirdly, the CSI group is a separate entity from the Environmental group which is going the pipe gallery project and this is a selective services agreement. Mr. Mueller asked Mr. Lanphier if he feels his checks and balances is best practice. Mr. Lanphier indicated he did.

Mr. Franz clarified that the facilities plan project was going to be performed by Strand Associates and Baxter & Woodman.

Mr. Pfefferman asked if there was any competition as Strand and Baxter & Woodman seem to be the primary firms used at GWA. Mr. Lanphier stated there is a lot of competition and we submit RFQ/RFP's that the Technical Advisory Committee were able to review and that one of the advantages of Strand Associates is that they have every aspect of engineering of under a single roof and do not have to subcontract any aspect of the various aspects of GWA's facilities.

Mr. Hansen added that it is not unusual on professional services to stay with firms that have the institutional knowledge for facilities like GWA because they will not have to spend time getting to know staff or becoming familiar the operations which saves time and money in the long run.

Mr. Franz asked about who manages GWA's IT network on a day to day basis. Mr. Lanphier advised that Mr. Rick Freeman does. Mr. Franz asked if CSI is used for backup or special projects. Mr. Freeman explained that GWA has had a services agreement contract for the past year wherein GWA has been billed when CSI was called up for any issues that Mr. Freeman needed assistance with.

Mr. Pfefferman asked if there was any economies of scale if the three (3) entities were to combine a contract for services for something such as SCADA since all three entities have a system. Mr. Hansen indicated that economies of scale works well for liner feet of sidewalk, roofing and/or paving but not something in the line of IT consulting. Mr. Lanphier added that like with the facilities plan, Strand Associates is drawing on the experience of ten (10) different disciplines to perform the facilities plan, i.e. environmental, engineering, electrical, mechanical, etc. which makes it difficult to place on a boiler plate pricing.

Mr. Franz motioned and Mr. Hartweg seconded the motion to award the purchase and installation agreements with Baxter & Woodman Inc. CSI of Crystal Lake, Illinois for the total project amount of \$74,984 to be invoiced to Fund 40-580120 Small Capital Improvements. The members responded unanimously to a verbal call of "Aye". The motion carried.

11. Other Business

11.1 Ithaca New York Digester Gas Article

11.2 Virginia Utility Biogas Savings Article

Ms. Lendabarker expressed her thanks to the staff to both Villages in their efforts to find ways to make electronic distribution of the monthly packet easy and effective.

- 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.**

Mr. Lanphier advised that he will out of town the date of the June EOC meeting and asked the EOC Committee to consider cancelling the June meeting. Mr. Mueller indicated that he will most likely be out of town that day as well. The decision was made to cancel the June meeting with the next regularly scheduled meeting being set as July 12, 2012.

Mr. Mueller moved to adjourn the May 11, 2012 EOC meeting and Mr. Hulseberg seconded the motion. The members responded unanimously to a verbal call of “Aye”. The motion carried. The meeting adjourned at 9:14 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary