

**GLENBARD WASTEWATER AUTHORITY**

**Executive Oversight Committee**

**MINUTES**

**Thursday, April 11, 2013**

**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
Phil Hartweg	Trustee, Village of Glen Ellyn
Peter Breen	Trustee, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
David Hulseberg	Village Manager, Village of Lombard
Julius Hansen	Public Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

Erik Lanphier	Wastewater Manager, GWA
Rick Freeman	Sr. Plant Electrician/Electronics Technician, GWA
Gary Scott	Sr. Plant Mechanic, GWA
David Goodalis	Sr. Plant Operator, GWA
Gayle Lendabarker	Administrative Secretary, GWA
Kevin Wachtel	Finance Director, Village of Glen Ellyn
Tim Sexton	Finance Director, Village of Lombard

1. Call to Order at 8:02 a.m.
2. Roll Call: Mr. Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith answered "Present". Mr. Ware was excused.
3. Pledge of Allegiance
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. Mr. Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.***

- 5.1 Minutes from the March 14, 2013 EOC Meeting
- 5.2 Vouchers previously reviewed by Trustee Hartweg
- 5.3 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.

*Mr. Lanphier indicated that per the contract with Wolf & Company the amount of the additional cost for a single audit should GWA receive any reimbursement from the IEPA will be \$2,300 thus changing the amount of the approval to \$15,500 instead of \$15,400.*

**Motion the EOC approve the annual renewal of independent audit services for the Authority's fiscal year ending April 30, 2013 including the fees for a Single Audit Report, at a cost not to exceed \$15,400 as identified in the Proposal for Auditing Services dated February 5, 2010 by Wolf & Company LLP.**

**5.4 ADS 2 Year Service Contract Award**

During the previous six (6) fiscal years ADS has successfully maintained our meters and provided accurate and timely metering analysis and reporting. ADS provided GWA with a two (2) year quote in FY2013 that totaled \$218,520 of which the second (2<sup>nd</sup>) year pricing includes a 2.0% increase, making the second (2<sup>nd</sup>) year cost \$110,376. This will be the first increase we have seen from ADS in four years.

**Motion the EOC to award ADS of Huntsville, AL the second (2<sup>nd</sup>) year of the two (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 \$110,376 to be paid in FY2014.**

**5.5 Janitorial Cleaning Service Contract Renewal**

In FY2012, the EOC Committee approved a three (3) year 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 third (3<sup>rd</sup>) year of the contract at a rate of \$16,056. This represents a three percent (3%) increase over FY2012 and FY2013 rates, as per the schedule below.

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

**Motion the EOC to award the third (3<sup>rd</sup>) year of a three (3) year contract extension to Coverall Cleaning Service in the budgeted amount of \$16,056 to be invoiced to Glenbard Plant O&M account 270-520971. To be paid in FY2014**

**5.6 Biosolids Hauling Contract Renewal for Second Year of Three Year Contract**

The second (2<sup>nd</sup>) year terms have changed based on the Consumer Price Index (CPI) to \$18.77 per cubic yard hauled. This represents a 1.79% increase over last year's approved hauling rate.

**Motion EOC to award the second (2<sup>nd</sup>) year of a three (3) year contract for land application of bio-solids to Stewart Spreading, Inc. of Sheridan, Illinois, at a second (2<sup>nd</sup>) year rate of \$18.77 per cubic yard hauled to be expensed to O&M account 270-521150. To be paid in FY2014**

**5.7 Landscape Maintenance Contract Renewal**

In 2011 GWA awarded the Landscape Maintenance Contract to Western DuPage Services Inc. in the amount of \$20,317.04 per year. GWA has been pleased with the overall performance of the contractor and recommends the renewal of the second (2<sup>nd</sup>) year of the renewal executed in November of 2011 extending the 2009 contract of services with no price increase. With the charges being allocated as indicated below:

270-520971 - \$12,992  
270-1-520970 - \$6,320  
270-3-520970 VV - \$1,005.04

**Motion EOC to approve the second (2<sup>nd</sup>) year of the two (2) year contract extension to Western DuPage Services Inc. of Naperville, IL in the amount of \$20,317.04, to be charged to the accounts outlined above. To be paid in FY2014.**

*Mr. Pfefferman asked if there was any possibility of having GWA included in any future bids that either of the Villages goes out for bid.*

**6. Lighting Retrofit Project Bid Award**

The Glenbard Wastewater Authority presently utilizes numerous magnetically driven T-12 fluorescent lighting fixtures to illuminate the many interior building spaces in which we operate. The existing fluorescent fixtures are predominately original equipment dating back to the last major plant expansion of the late seventies. On July 1, 2010, the Department of Energy (DOE) initiated a mandate which eliminated the production of the magnetic ballasts that power the T-12 lamps. On July 2012, this mandate extended to the phase out the T-12 lamp production as well. The Authority has sought engineering support to assist us in dealing with this transition and phase out, via an Energy Efficiency Lighting Improvement Assessment and Design. On October 12, 2012, the Authority entered into agreement with Baxter & Woodman, Inc. (B&W) to perform this Energy Efficiency Lighting Improvement Assessment and Design.

The project was advertised for bid on February 15, 2013 and bids opened March 18, 2013; four bids were received. The GWA team has reviewed the bids and the B&W bid evaluation and agree with the recommendation to award the Lighting Improvement Project to Light Source Unlimited, Inc in the amount of \$132,821. After formal project bid preparation and bid opening, grant awards of \$29,922 are expected for a project net total of \$102,898, which is \$17,898 higher than the approved budget amount.

There are several Capital Budget items that are anticipated to not being undertaken which will help allow for this unanticipated overage to be approved, including:

- Carbonaceous Magnetic Flow Meter Replacement - \$30,000
- Influent Pump Suction Valve Rehabilitation - \$30,000

The addition funds required to complete the Plant Lighting Retrofit Project are available and are recommended to be utilized to complete this project.

**Motion the EOC award the Lighting Retrofit Project to Light Source Unlimited of Vernon Hills, IL in the amount of \$139,462 inclusive of a 5% contingency to be invoiced to Capital Account 40-580140.**

*Mr. Lanphier expressed his appreciation to Mr. Richard Freeman for his work on getting this project pulled together and to the point of contract award.*

*Mr. Lanphier indicated that there was some disappointment in the potential amount of grant funding GWA was hoping to receive for the project which was in the ball park of \$45,000 with the actual amount being closer to \$29,000. Mr. Lanphier indicated that the final number of grants funds received will not be known until after the project has been completed and submitted for review and verification. Mr. Lanphier added that as a result the amount budgeted in FY2013 for this project is approximately \$18,000 short which will be covered as GWA has decided to not undertake two (2) projects in FY2013 which were budgeted at an amount of \$30,000 each allowing for funds to be available to the lighting project. Mr. Lanphier continued by stating that the driver for this project is a result of the T12 lighting system ballasts and lamps no longer be manufactured and these lights are currently in use in the Admin Building, a large majority of the other buildings on the premises as well as key buildings at the CSO plant.*

*Mr. Goldsmith asked if the two capital projects are being slated for future years. Mr. Lanphier advised that the influent pump suction valve replacement is going to be included in the pump station rehabilitation or replacement project that is outlined in the capital plan as a future project.*

**Mr. Goldsmith motioned and Mr. Franz seconded the motion to award the Lighting Retrofit Project to Light Source Unlimited of Vernon Hills, in the amount of \$139,462 inclusive of a 5% contingency to be invoiced to Capital Account 40-580140. Mr. Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.**

**7. FY2013 Fund 44 to Fund 45 Interfund Transfer Request**

Due to a budget error in the FY2012 & FY2013 budget the Valley View Lift Station Capital Account Fund 45 has an estimated shortfall of \$40,000. The shortfall is due to a \$45,000 being indicated as the current year beginning balance when in actuality it was not. The monies were carried over to FY2013 and when the FY2013 budget was approved for the Lift Station Design the money was utilized to calculate the end of year cash on hand. The GWA is requesting that authorization is given to transfer from St. Charles Road L.S. Capital Fund 44 to the Valley View L.S. Capital Fund 45. The planned Budget for FY2014 indicates the estimated costs for FY2013 and the available balance in Fund 45.

**Motion the EOC to authorize a Capital Fund 44 Interfund Transfer to Capital Fund 45 in the amount of \$40,000.**

*Mr. Lanphier indicated that this request is due an interfund transfer error in FY2012 wherein funds were should not have been placed in Fund 44 and not that it has carried through, reigns as a shortfall and as there is enough funding available in Fund 45 without creating shortfall in that fund.*

*Mr. Goldsmith asked if there was any value in completing the transfer with the pending consolidation of the capital accounts. Mr. Lanphier indicated that for the auditing purposes it is necessary to not leave a negative fund balance. Mr. Goldsmith asked if interfund transfers would be done to consolidate all of the funds from the multiple accounts back in to the single Fund 40 account. Mr. Lanphier advised that was outlined in the FY2014 capital plan included in the budget for approval.*

**Mr. Hulseberg motioned and Mr. Breen seconded the motion to authorize a Capital Fund 44 Interfund Transfer to Capital Fund 45 in the amount of \$40,000. Mr. Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.**

**8. FY2014 Budget Approval**

The FY2014 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 March 6, 2013. 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 FY2014 draft budget are indicated within the supporting document.

The EOC is requested to recommend the approval of the FY2014 Budget to the GWA Board for presentation at the scheduled Annual Board Meeting to be held April 15, 2013 in Glen Ellyn.

**Motion the EOC recommend to the GWA Board for approval the proposed FY2014 Annual Budget for the Operation, Maintenance and Capital Improvements for all GWA Facilities for a total amount of \$8,509,025.**

*Mr. Lanphier indicated that the FY2014 budget reflects the agreement reached by the villages on the Intergovernmental Agreement. Mr. Lanphier reviewed the cover memo he had included in the packet which explains some of the major impacts to the FY2014 O&M budget and how some of the major items are a result of the budget consolidation from eight different divisions into a single O&M division and a breakdown of the projects planned to be funded through the Capital fund. Mr. Lanphier summarized that the overall budget increase of 5.48% increase with the O&M funding accounting for only 1.2% of the increase with the balance being attributed to the \$300,000 increase of contributions to the Capital fund.*

*Mr. Pfefferman asked if the budget accurately reflects the capital plan outlined several months ago. Mr. Lanphier confirmed it did and advised that the capital plan sheet in the draft copies of the budget distributed includes comments on the various projects outlined for FY2014 and future planning.*

**Mr. Hulseberg motioned and Mr. Breen seconded the motion to recommend to the GWA Board to approve the FY2014 Annual Budget for Operation, Maintenance and Capital Improvements for all GWA Facilities for a total amount of \$8,509,025 subject to the IGA approval by both Communities and the GWA Board of Directors listed as Item #10 on the Agenda for the April 15, 2013 GWA Annual Board meeting agenda, with any Amendments that may come forth. Mr. Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.**

**9. GWA Annual Meeting Draft Agenda and Minutes from the 2012 meeting**

The Annual meeting of the Glenbard Wastewater Authority is scheduled for Monday, April 15, 2013 at 7:00 p.m. in Clayton North Room at the Village of Glen Ellyn Civic Center. A proposed Agenda and minutes from the 2012 Annual Meeting are attached for review.

**Motion the EOC approve the proposed Agenda and 2012 Minutes as prepared for the scheduled April 15, 2013 Meeting of the GWA Board.**

*Mr. Pfefferman asked Mr. Lanphier if he was going to have enough time for his presentation at the meeting considering the Village Board of Glen Ellyn had a workshop immediately after the GWA Board meeting and wants to insure that Mr. Lanphier has the time he needs to present the budget. Mr. Lanphier advised that he plans to keep the presentation as brief but thorough as possible. Mr. Lanphier asked if the IGA agreement would require a formal presentation. Mr. Goldsmith advised that the Village Board members from the Village of Lombard are meeting prior to the GWA Board meeting and will have already approved the IGA by then. Mr. Lanphier advised that he was going to include the 1998 IGA, the proposed IGA and a cover letter that highlights the major drivers behind the changes and would only require about 25 minutes for both the IGA, Budget and Annual Facility Performance Report.*

*Mr. Hulseberg requested that the motion for the Approval of the FY2014 budget be amended to reflect the motion as amended in Agenda Item #8 above.*

*Mr. Goldsmith also noted that the total budget amount on the GWA Board agenda did not match the number approved at the EOC level.*

*Mr. Lanphier advised both would be corrected as requested before the Full Board packets were distributed the following day.*

**Mr. Hulseberg motioned and Mr. Franz seconded the motion to approve the proposed Agenda and 2012 Board Meeting Minutes as prepared for the scheduled April 15, 2013 meeting of the GWA Board. Mr. Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.**

**10. Intergovernmental Agreement Discussion and Recommendation for Full Board Approval**

The Intergovernmental Agreement (IGA) between the Village of Glen Ellyn and the Village of Lombard pertaining to the Glenbard Wastewater Authority has been amended to reflect changes to address the current Makeup, Governance, Oversight, Wastewater Facilities, Legal Representation, Personnel, Budget, Rate Determination, Capital Funding, Overhead Fees, and Conflict Resolution. With more than three years of negotiating behind us the Members have conquered some major milestones and are prepared to discuss and recommend the IGA for GWA Board approval at the April 15, 2013 annual meeting.

**Motion the EOC recommend the Final Draft of the Intergovernmental Agreement for Board approval at the April 15, 2013 Annual Meeting of the GWA Board.**

*Mr. Franz expressed his appreciation to Mr. Goldsmith for his time and effort in getting all of the changes to the agreement made and a final document ready for approval at the EOC Committee and the GWA Board and that there was one (1) final revision that needed to be made before final approval at the Board meeting. Mr. Lanphier advised the Members that the packet of information that was distributed at the start of the meeting has included this last change on the last page of the packet.*

*Mr. Breen recommended the addition of some sort of verbiage to agreement regarding the members of the EOC Committee to allow for a situation similar to what the Village of Lombard is experiencing with an Acting Village President to avoid any future issues. Mr. Hulseberg and Mr. Franz agreed to take the point back to legal counsels for more concise verbiage on the text.*

*Mr. Goldsmith indicated that another item that had come up recently was whether or not the IGA should include a definition of the term Executive Director of the Glenbard Wastewater Authority. Mr. Pfefferman indicated that it should probably be included.*

*Mr. Breen asked how the agreement was reached. Mr. Hulseberg and Mr. Franz both indicated that it was a compromise in taking the total flow approached as recommended by Baxter & Woodman as well as a review of the ten year facility plan which highlighted the amount of work that will be taking place in the next ten years at not only the main GWA facility but the CSO plant as well and the realization that both Communities should be contribute to a total system approach.*

*Mr. Breen questioned the calculation of the overhead fees appearing to be somewhat contradictory. Mr. Hulseberg explained that each year the Operating Agency would have the right to present an increase to the Overhead Fee based on the CPI with the ability for adjustment higher or lower based on review by the EOC Committee members. Mr. Pfefferman again recommended the consultation with the legal counsels for clarification on the terminology.*

*Mr. Breen asked if the grievance procedure was new. Mr. Goldsmith indicated that Mr. Lanphier felt it would be good idea to add a process to the agreement for the handling of grievances. Mr. Breen asked if the step of arbitration was something the Villages wanted to be committed to as a method for resolving grievances. Mr. Goldsmith asked Mr. Lanphier if the procedure was based on a procedure used by another agency. Mr. Lanphier advised that it was. Mr. Goldsmith asked if that agency had any experience with the procedure or was it mainly used as a guidance tool as well as whether or not the agency has used the procedure. Mr. Lanphier advised that it was used as a guidance tool and he did not have any knowledge on if that agency had ever used the policy to settle any grievances, but he would be willing to call and ask them.*

*Mr. Breen questioned the section regarding liability of the fees associated with any mediation that may occur in the grievance process. It was agreed that some clarification on the how the fees will be paid needs to be provided before the final document is presented to the GWA Board for approval.*

*Mr. Pfefferman expressed an appreciation of thanks to all parties who have worked so diligently to resolve the issues around the IGA.*

**Mr. Breen motioned and Mr. Hartweg seconded the motion to recommend the Final Draft of the Intergovernmental Agreement with amendments that have been proposed during the meeting, for Board approval at the April 15, 2013 Annual Meeting of the GWA Board. Mr.**

*Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.*

**11. Other Business**

None

**12. Next EOC Meeting** – The next regularly scheduled EOC Meeting will be on **Thursday, May 9, 2013 at 8:00 a.m. at the Glenbard Plant.**

*Mr. Pfefferman asked if it would be appropriate to have the meeting with the member of the Committee who will not be returning.*

*Mr. Franz asked if there would be a need for a May meeting. Mr. Lanphier advised that there is a need for a May meeting as there are items that need to be addressed however, he will be on vacation the week of the June meeting.*

*It was agreed to have the May 2013 meeting on Thursday, May 23, 2013 with the cancellation of the June 2013 meeting.*

**Mr. Hartweg moved to adjourn the April 11, 2013 EOC meeting and Mr. Goldsmith seconded the motion. The members responded unanimously to a verbal call of "Aye". The motion carried. The meeting adjourned at 8:50 a.m.**

Submitted by:

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Gayle A. Lendabarker  
GWA Administrative Secretary