

GLENBARD WASTEWATER AUTHORITY

Executive Oversight Committee

MINUTES

Thursday, March 14, 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
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
David Goodalis	Sr. Plant Operator, GWA
Gayle Lendabarker	Administrative Secretary, GWA
Kevin Wachtel	Finance Director, Village of Glen Ellyn
Al Stonitsch	Assistant Village Manager, Village of Glen Ellyn

1. Call to Order at 8:03 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. Franz motioned and Mr. Goldsmith 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 February 14, 2013 EOC Meeting

5.2 Vouchers previously reviewed by Trustee Hartweg

Mr. Lanphier highlighted on page 2 of the Manager's Performance Report there was an error in the area listing the plant excursions, in that Lombard did not have any permit excursions but, in fact, the excursion had occurred at the main Glenbard plant. Mr. Lanphier explained that the violation was the result of a high ammonia reading for a single day. Mr. Lanphier added that the cause was due to a lack of biological activity and that the plant was able to avoid a violation on the monthly permit limit by trucking in multiple loads of waste activated sludge from the Wheaton Sanitary District to resupply the biological agents needed to restore the process to normal. Mr. Lanphier indicated that this excursion occurred thirty-two (32) days shy of breaking GWA's excursion free record.

Mr. Franz asked about the follow up regarding correspondence he had sent out over the weekend highlighting the impact of rain and melting snow on the system. Mr. Lanphier indicated that they hydraulic flows maximized the system and as of Wednesday, March 13, 2013, the plant was still at 40 mgd (million gallons per day); while the facility's maximum peak flow is 47 mgd, while the design average flow is 16mgd which has been exceeded over the last four (4) to five (5) days. Mr. Lanphier added the CSO plant just went off on Wednesday after running for three (3) to four days (4) and GWA still made permit.

6. Draft FY2012 Glenbard Wastewater Authority Annual Financial Report

Wolf & Company LLP has provided independent auditing services to GWA for the Fiscal Year ending April 30, 2012. The draft audit was presented at the February 14, 2013, EOC meeting. The language that was requested to be updated at the February 14, 2013 EOC has been completed. The EOC also needs to determine how the excess working cash as of April 30, 2012, will be used.

Motion the EOC to approve the draft Annual Financial Report of the Glenbard Wastewater Authority for the year ended April 30, 2012 and to forward the audit report to the full Authority Board for final approval at the April 2013 annual meeting.

Mr. Wachtel advised that the issues regarding the text of the Management's Discussion and Analysis has been resolved after conversations with Mr. Sexton.

Mr. Hulseberg motioned and Mr. Franz seconded the motion to table the approval of the draft FY2012 Annual Audit report pending revisions to the Management Discussion and Analysis section of the report. Mr. Pfefferman, Mr. Hartweg, Mr. Breen, Mr. Franz, Mr. Hulseberg, Mr. Hansen and Mr. Goldsmith responded "Aye" during a roll vote. The motion carried.

Determine the disposition of the \$294,287 in excess working cash as of April 30, 2012.

Mr. Franz suggested transferring the full amount to the capital fund to assist both Villages in reducing the amount of contribution being projected for FY2014. Mr. Hulseberg indicated that the Village of Lombard would prefer to have the amount split in accordance with past practice. The refund should be returned to each Village and then each Village determines how they wish to use the funds.

Mr. Goldsmith asked if the total was going to be split 50/50. Mr. Hulseberg indicated the amount due the Village of Lombard is \$158,999.

Mr. Hulseberg motioned and Mr. Breen seconded the motion to divide the excess working cash amount of \$294,287 by the appropriate split percentages, between the two villages allowing each to determine the best use of the refund for their individual communities. 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. Other Business

7.1 Hach Service Contract Renewal

Mr. Lanphier explained how Rick Freeman took steps to reduce the increase from a 7.4% increase down to 5%.

Mr. Hulseberg thanked Mr. Lanphier for taking steps to reduce costs to the Villages.

7.2 Budget Discussions

Mr. Lanphier explained that he has been having meetings with the Village Managers and Finance Directors.

Mr. Franz indicated that during the course of several meetings the group was able to reduce the budget by \$34,750 dollars on the Operations & Maintenance side of the budget. Mr. Franz indicated that there were also discussions regarding planning for funding the Capital account to accommodate the facilities plan that was presented at the February EOC Committee meeting.

Mr. Breen asked how a drop in the medical costs was realized. Mr. Franz indicated that the Village has had a few good years and is part of IPBC which is a pool and after an increase the first year of membership, the costs are starting to hold fairly level these past few years and the prediction is that this trend will continue for a few more.

Mr. Wachtel clarified that the reduction occurred by reducing the annual increase for health care from 10% to 5%.

The Village Managers indicated that there are ongoing discussions still taking place regarding the Capital side of the budget.

Mr. Hulseberg mentioned that discussions regarding the scheduling of annual GWA Full Board meeting need to begin, so that all of the Trustees can be advised of the date and time.

Dates and times were tentatively discussed with both Village Managers deciding to discuss availability with their respective Boards for the best date and time for the annual Full Board Meeting.

- 8. Next EOC Meeting** – The next regularly scheduled EOC Meeting will be on **Thursday, April 11, 2013 at 8:00 a.m. at the Glenbard Plant.**

Mr. Breen moved to adjourn the March 14, 2013 EOC meeting and Mr. Hartweg seconded the motion. The members responded unanimously to a verbal call of “Aye”. The motion carried. The meeting adjourned at 8:29 a.m.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary