

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Minutes
April 11, 2019, 2018
Meeting held at the Glenbard Wastewater Plant
945 Bemis Road, Glen Ellyn, IL

Members Present:

Diane McGinley	President, Village of Glen Ellyn
Keith Giagnorio	President, Village of Lombard
Mike Fugiel	Trustee, Village of Lombard
Mark Franz	Village Manager, Village of Glen Ellyn
Tim Sexton	Finance Director, Village of Lombard
Julius Hansen	Public Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

Matthew Streicher	Executive Director, GWA
Tom Romza	Assistant Director/Engineer, GWA
Rick Freeman	Electrical Superintendent, GWA
David Goodalis	Operations Superintendent, GWA
Jon Braga	Interim Maintenance Superintendent, GWA
Ashley Staat	Environmental Resources Coordinator, GWA
Christina Coyle	Finance Director, Village of Glen Ellyn
Gayle Lendabarker	Administrative Secretary, GWA

1. Call to Order at 8:00 a.m.
2. Roll Call: President Giagnorio, President McGinley, Trustee Fugiel, Mr. Sexton, Mr. Franz, Mr. Goldsmith and Mr. Hansen answered "Present". Mr. Niehaus and Trustee Enright was excused
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda - The following items are considered to be routine by the Executive Oversight Committee and will be approved with a single vote in the form listed below:

Motion the EOC to approve the following items including Payroll and Vouchers for part of the months of January 2019, February 2019 and March 2019 \$1,775,627.23 (Trustee Enright).

Mr. Franz motioned and President Giagnorio seconded the MOTION that the following items on the Consent Agenda be approved. President McGinley, President Giagnorio, Trustee Fugiel, Mr. Sexton, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

EOC Meeting/April 2019
Minutes

- 5.1 Amended Executive Oversight Committee Meeting Minutes:
 - June 14, 2018 EOC Meeting
- 5.2 Executive Oversight Committee Meeting Minutes:
 - January 10, 2019 EOC Meeting
- 5.3 Vouchers previously reviewed by Trustee Enright
 - January, February and March 2019
- 5.4 Request for Authorization to Enter into Manhole Inspection Contract with RJN Group, Inc.

In late 2018, GWA's Director and Assistant Director met with the Village of Lombard and RJN Group in regards to performing manhole inspections. Since the sewers have been inspected, it makes sense to also inspect the manhole structures, as they go hand in hand. GWA has never done extensive inspection of its structures, which are all approaching nearly 40 years old. GWA benefited from the Village of Lombard doing research and determining that besides the existing good relationship the Village has with RJN (which GWA also has), RJN is the only professional service provider that could meet the specifications for the type of inspections both ourselves and Lombard would require. Essentially, they are the only company with the type of technology that would be ideal for the remote locations of our manholes.

The proposal given to GWA was in the form of a not to exceed amount of \$29,860. This proposal had been discussed and approved by the TAC at the January 24th TAC meeting. Therefore, GWA recommended the approval of this contract, but would need EOC approval level due to the dollar amount. In order to take advantage of the competitive pricing for both GWA and Lombard, an agreement was needed to be entered into during February, which would give RJN adequate time to prepare to perform the work for both entities. Since no February EOC meeting occurred, request for approval was sent to the Village Managers, as well as the Glen Ellyn Finance Director.

GWA requests the waiver of bids and for the EOC give retroactive approval for the RJN Manhole Inspection Proposal in the not to exceed amount of **\$29,860**. This work will be charged towards Fund 40-580150, Plant Equipment Rehabilitation, which has \$100,000 budgeted for interceptor related inspection work.

6. Approval of Televising Contract

In March 2019 Authority staff developed and sent out a request for qualifications and technical proposals for Large Diameter Sewer Inspection/Assessment. The due date for the proposals was March 29, 2019.

The Authority received three sets of qualifications and technical proposals in response to the RFP that was sent out, along with prices. Attached is a spreadsheet containing the bid prices. The apparent low bidder is \$68,134.25. All references were checked and are satisfactory.

Therefore, it is recommended the EOC award Redzone Robotics the 2019 Large Diameter Sewer Inspection/Assessment Contract in the amount not to exceed **\$68,134.25**. This amount will be taken out of the designated amount in CY2019 Approved Budget, Fund 40 580150 Plant Equipment Rehabilitation, which is currently budgeted at \$100,000.

Motion the EOC to approve the award the 2019 Large Diameter Sewer Inspection/Assessment Contract to Redzone Robotics in the not to exceed amount of \$68,134.25 to be charged against Plant Equipment Rehabilitation Fund 40-580150.

Mr. Goldsmith motioned and Trustee Fugiel seconded the motion to award Redzone Robotics the 2019 Large Diameter Sewer Inspection/Assessment Contract for an amount not to exceed \$68,134.25. President Giagnorio, Trustee Fugiel, Mr. Sexton, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried.

7. High Strength Waste Standard Operation Procedure Modifications

At the January 2019 EOC meeting the modification of the existing High Strength Waste (HSW) Receiving Standard Operating Procedures (SOP) was discussed. To summarize the modifications, attached to the agenda item is the package that was posted for public comment.

The Authority received very little public feedback, with the only comments being unrelated to the actual modifications being requested, and only one question. The comments received were simply put, “if odors are detected, we will call.” One resident asked how the modifications would affect truck traffic on Bemis. As described in the FAQ’s that were distributed to the residents, it is expected that potentially one more truck per day could be traveling on Bemis due to the modifications.

Therefore, seeing no objections from the Public, the Authority respectfully requests the EOC approve the modifications to the HSW SOP’s allowing the Authority to receive 20,000 gallons of HSW on a daily basis (M-F, 7am-4pm, no holidays).

Mr. Streicher stated that GWA notified neighbors of the pending change to the HSW SOP's and only received comments back advising they will call if they smell anything, no opposition to the changes has been received and while GWA has not had to turn away any deliveries, there have been a few days where the previous limit was close to being exceeded.

Mr. Streicher added, as a follow up to a comment made by Trustee Enright at the previous meeting, that while GWA continues to take all the steps to prevent and/or keep odors to a minimum there are no guarantees that the plant will never experience a digester upset like it did in 2017, as there are factors that are not necessarily in the control of staff that can result in the process being upset and odor occurring; however, GWA staff monitors the process even more closely than it did before in an effort to catch any issues before they reach the same scale.

President Giagnorio motioned and Trustee Fugiel seconded the motion to approve the modifications to the HSW SOP's allowing the Authority to receive 20,000 gallons of HSW on a daily basis (M-F, 7am-4pm, no holidays). President Giagnorio, Trustee Fugiel, Mr. Sexton, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded "Aye" during a roll vote. The motion carried.

8. Discussion

8.1 Facility Improvement Project Update

Mr. Romza advised that while the project is still behind schedule and Boller has yet to provide a full action plan for completion, progress is being made; and payments are still being withheld until a complete schedule and other details are received.

8.2 June 2, 2019 Open House

The Authority has scheduled its first open house for the hours of 9am-12pm on Saturday, June 1, 2019. Staff is working with both Village's to help advertise, and will be sending physical out mailings as well. The Open House will mainly consist of tours being given on regular intervals, along with displays of stages through the treatment process, equipment, and other items that may be of interest to the public. Enclosed is the advertisement for the event.

Mr. Streicher advised that the planning of GWA's first open house are in the works and hopes the event will be success. Mr. Streicher asked the EOC members to share the invitation with whomever they'd like. The EOC suggested inviting our federal representatives; i.e. Representative Casten, Senator Duckworth, and Senator Durbin.

9. Other Business

9.1 Technical Advisory Committee Updates

9.2 Pending Agenda Items

10. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for Thursday, May 9, 2019 at 8:00 a.m., however, GWA staff has a conflict and will not be able to attend that meeting. Therefore, GWA requests input from the EOC as to a date to reschedule the meeting. The May EOC meeting will still be held ***in the Conference Room at the Glenbard Wastewater Authority, 945 Bemis Road, Glen Ellyn, IL 60137.***

Mr. Streicher indicated that due to the IPSI conference scheduled in May, he and Mr. Romza would not be available and therefore recommend moving the next meeting to June 13, 2019. The EOC Committee agreed.

Mr. Franz moved to adjourn the April 11, 2019 EOC Meeting and Mr. Fugiel seconded the MOTION to adjourn the meeting and go into Executive session. President Giagnorio, President McGinley, Mr. Fugiel, Mr. Sexton, Mr. Franz, Mr. Goldsmith, and Mr. Hansen responded “Aye” during a roll vote. The motion carried. The meeting adjourned at 8:20 a.m.

11. Executive Session – Materials to be Provided Under Separate Cover

Motion the EOC to adjourn to Executive Session for the purposes of discussing the purchase of real estate property for the use of the public body. The EOC will not be returning to open session after adjournment of the Executive Session. Executive Session Materials to be provided under separate cover.

Submitted by:

Gayle A. Lendabarker
GWA Administrative Secretary