

GLENBARD WASTEWATER AUTHORITY
Executive Oversight Committee
Agenda
September 12, 2024
8:00 a.m.
Village of Lombard Public Works Office
Main Conference Room
1051 S. Hammerschmidt Avenue
Lombard, IL 60148

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
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 the month of August of 2024 payroll in the amount of \$618,170.28 (Trustee Christiansen).

- 5.1 Executive Oversight Committee Meeting Minutes:
August 15, 2024 EOC Meeting
- 5.2 Vouchers Previously Reviewed:
August 2024 Payroll – Trustee Christiansen
- 5.3 Ratification of Email Poll Items
 - 5.3.1 Authorization to Approve Amendment to the Agreement with GOVTEMPSUSA for the Employment of a Temporary Worker

As previously discussed with the EOC, due to having two key positions vacant, the Authority is utilizing GOVTEMPSUSEA (GovTemps) to bring in a temp worker. The specific position/assignment for this individual is “Management Consultant,” with the intent to help evaluate the structure of the Authority, undergo analysis and strategic development, as well as perform any administrative functions where assistance is needed. The EOC already approved to enter into a contract with GovTemps for a not to exceed amount of \$35,000. This amount was to cover through August 23, 2024. Since neither vacancy has been filled, the Authority would like to extend the agreement end date to October 4, 2024. The Authority will continue to be invoiced by GovTemps for \$113.60 per hour that Phil Modaff works, and it is expected that he will continue working 24 hours a

week. Therefore, the Authority is seeking approval to amend the agreement for an additional amount not to exceed of \$16,500, for a total amount of \$51,500. Due to the vacant positions, there are sufficient funds in the approved CY2024 Budget's personnel item.

The Authority is seeking a motion to authorize approval to amend the agreement with GOVTEMPSUSA for an additional amount not to exceed of \$16,500, for a total amount of \$51,500.

5.3.2 Authorization to Purchase a 2024 Ford F250 from Sutton Ford Commercial and Fleet

At the June 13, 2024 EOC meeting, the EOC gave authorization to purchase a 2024 Ford F250 from Haggerty Ford Commercial & Fleet in a not to exceed amount of \$47,581. This was due to the dealership that handled the Suburban Cooperative Purchasing contract being unresponsive. Since that time, Authority staff has been able to maintain communication with the cooperative purchasing dealership, and has received the attached quote that is \$119 lower than the original amount approved, however, since the EOC approved the purchase from Haggerty Ford Commercial & Fleet, the Authority will need to amend this request for approval.

The Authority is seeking a motion to authorize purchase a 2024 Ford F250 from Sutton Ford Commercial and Fleet in a not to exceed amount of \$47,462.

6. Approval to Engage in a Two-Year Agreement for Auditing Services

In 2015 the Village of Glen Ellyn Board selected Lauterbach & Amen in 2015 through a request for proposal process subject to annual approval by the Village Board. Due to the Village of Glen Ellyn's role as the Authority's lead agency, with Finance being one of their areas of responsibility, the Authority moved forward with using Lauterbach & Amen as well.

Therefore, staff requests the Executive Oversight Committee motion to approve a two-year renewal for audit services for a not to exceed amount of \$17,900 for the CY2024 Audit (to be invoiced in 2025) and a not to exceed amount of \$18,750 for the CY2025 Audit (to be invoiced in 2026), for a total not to exceed amount of \$36,650.

7. Discussion

7.1 Draft Budget Discussion

Enclosed in the agenda packet is the draft CY2025 Budget for discussion. The enclosed memo details changes in the draft CY2025 budget over the approved CY2024 budget.

To summarize, at this time the budget has an O&M increase of 4.82% (\$252,453). About 60% (\$150,000) of the O&M increase is a result of personnel increases, while nearly 18% (\$45,400) of the increase is a result of health insurance costs, and about 9% (\$22,000) as a result of the increase in the liquid oxygen costs. This is a lower increase from CY2024's budget, which saw a 6.71% increase.

The budgets overall increase including capital is 3.8% or \$347,645 over the CY2024 approved budget. Comparatively, the Consumer Price Increase for the Chicagoland area was 3.4%

This draft budget has been reviewed by the Technical Advisory Committee as well as the Finance Directors, who have provided comments that have been addressed. It is requested that the Executive Oversight Committee provide any feedback or thoughts on the draft budget. After the mid-September sludge hauling bid opening, the budget will be updated to reflect the new rates, and a request will be made to motion the EOC to authorize approval to the Full Boards of Glen Ellyn and Lombard.

The Authority is not seeking approval of the budget at this time due to an upcoming bid opening for Biosolids Hauling that may impact the operations and maintenance budget.

7.2 Solar Discussion

In July 2024 the Authority re-released the request for proposals, including the feasibility study results for the land development portion. This request yielded three qualified proposals. Instead of evaluating the proposals strictly on the base price, a review was based off the best return on investment. For example, a more extensive solar field may cost slightly more, but would yield better energy generation, resulting in a more favorable return on investment. Enclosed with this packet is a snapshot of the return on investment calculations, showing the entire estimated project cost (including land development) of \$6.3M, with a return on investment of approximately 8 years. Also enclosed with this packet is a demonstration of the capital cash on hand predictions with solar, and without solar.

The Technical Advisory Committee and Finance Directors recommended discussing this with the Executive Oversight Committee in order to receive feedback on the recommended direction. If the EOC is favorable to the Village's lending money, and the Villages are able to lend the money, the next steps forward would be to seek approval in a not to exceed amount in order to begin contract negotiations with the selected solar developer.

7.3 Pending EOC Action Items

- 7.3.1 3-Year Biosolids Hauling Contract
- 7.3.2 Solar Procurement
- 7.3.3 Primary Sludge Direct Feed Line

- 7.3.4 CY2025 Budget
- 7.3.5 Vehicle Purchase

- 8. Other Business
 - 8.1 Technical Advisory Committee Updates
 - 8.2 Other items
- 9. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, October 10, 2024 at 8:00 a.m.***