

GLENBARD WASTEWATER AUTHORITY  
Executive Oversight Committee  
Minutes  
August 15, 2024  
**8:00 a.m.**

Members Present:

Mark Senak	President, Village of Glen Ellyn
Keith Giagnorio	President, Village of Lombard
Trustee Christiansen	Trustee, Village of Glen Ellyn
Mark Franz	Village Manager, Village of Glen Ellyn
Scott Niehaus	Village Manager, Village of Lombard
Dave Buckley	Works Director, Village of Glen Ellyn
Carl Goldsmith	Public Works Director, Village of Lombard

Others Present:

Matthew Streicher	Executive Director, GWA
Phil Modaff	Interim Assistant Executive Director, GWA
Gayle Lendabarker	Executive Assistant, GWA
Tim Sexton	Finance Director, Village of Lombard

1. Call to Order at 8:00 a.m.
2. Pledge of Allegiance
3. Roll Call: President Giagnorio, President Senak, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley, answered “Present”. Trustee Bachner was excused
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 months of June and July 2024 and payroll in the amount of \$1,364,712.59 (Trustee Christiansen).*

**President Giagnorio motioned and Mr. Buckley seconded the MOTION that the following items, on the Consent Agenda be approved, with an amendment to the Minutes as per Trustee Christiansen’s comment. President Giagnorio, President Senak, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley responded “Aye” during a roll vote. The motion carried.**

5.1 Executive Oversight Committee Meeting Minutes:  
June 13, 2024 EOC Meeting

*Trustee Christiansen noted that under Section 13 Adjournment of the Minutes in the month needs to be changed from April to June.*

5.2 Vouchers Previously Reviewed:  
Months of June and July 2024 and Payroll  
– Trustee Christiansen

5.3 Ratification of Email Poll Items

5.3.1 Authorization to Approve Agreement with GOVTEMPSUSA for the  
Employment of a Temporary Worker

As discussed at the June 13, 2024 EOC meeting, due to having two key positions vacant, the Authority is utilizing GOVTEMPSUSA (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 Authority is seeking a motion to authorize approval of the agreement with GOVTEMPSUSA in the not to exceed amount of \$35,000.***

5.3.2 Authorization to Approve Amendment #2 with RJN Group, Inc.

At the September 8, 2023 EOC meeting, a contract was approved with RJN Group for the design, bidding, and construction oversight of Phase I and II of the North Regional Interceptor Rehabilitation Project in the amount of \$155,000. After multiple attempts at bidding and restructuring the work associated with Phase I, RJN sought to amend their contract for the extra efforts and time spent in order to secure proper bids, which added another \$22,200 to the contract, making it a total of \$177,200. In September of 2023, Manager Franz was able to approve this amendment due to it being under the \$25,000 threshold requiring EOC approval.

After meeting with the contractor and obtaining permits from DuPage County, it was discovered that one of the manholes being rehabilitated is located within identified wetlands. DuPage County Stormwater Department has unique requirements for when work is being done in wetlands, and requires wetland specialist consultants to prepare specifications. Therefore, RJN Group has to retain a sub-consultant in order for the County to approve of the proposed work. An amendment is needed to cover the costs of the sub-consultant.

***The Authority is seeking a motion to authorize approval of Amendment #2 with RJN Group in the amount of \$14,800, bringing the total contract amount to \$192,000.***

5.3.3 Authorization to Approve and Sign a Memorandum of Agreement for the Purposes of Applying for a USEPA Grant.

As discussed at previous Executive Oversight Committee meetings, in efforts to find ways to best use the biogas that is generated through the anaerobic digestion process, the Authority joined a coalition consisting of other biogas generators, and submitted an application for a \$196M grant from the USEPA. The grant awards would cover the engineering, equipment costs, construction, and some operation & maintenance costs to construct renewable natural gas facilities at each facility that is part of the coalition. The coalition consists of 8 other wastewater treatment facilities, the Forest Preserve District of DuPage County (relating to their closed landfill facilities), and the Metropolitan Mayors Caucus (for public relation purposes). The USEPA is expected to announce grant winners sometime during July 2024; however, grants will not be formally awarded until October of 2024. One initial condition prior to being awarded the grant is to submit a memorandum of agreement (MOA) with basic terms no later than August 1<sup>st</sup>, 2024. The members of the coalition met to draft the attached MOA with an effort to minimize any liabilities due to the uncertainty of other requirements moving forward. If the coalition is selected as a grant recipient, it is very likely that the MOA will need to be revised based on any conditions of the grant award. Legal counsel will continue to review any further revisions to protect the best interests of the Authority. If the coalition is not selected for the grant, the MOA will become null and void.

***The Authority is seeking a motion to authorize approval and signature to enter into a Memorandum of Agreement for the Purposes of Applying for a USEPA Grant.***

*Mr. Streicher noted that he appreciated the EOC Committee granting him the authorization to sign the document; unfortunately, the grant was not awarded to the Coalition.*

5.4 Authorization to Approve MVP One 3-Year Subscription Fee

In June of 2021, after the Authority performed a thorough evaluation, the Executive Oversight Committee approved the purchase of MVP Plant, a new Computerized Maintenance Management System (CMMS), to replace the previous CMMS software that no longer met our needs.

The software requires annual license fees in order for it to be continued to be supported, as well as to allow the Authority to receive new versions of the software as it is upgraded.

After discussion with MVP Plant, in accordance with the Village of Glen Ellyn's purchasing policy, which allows for a maximum of a 3-year term, a longer term was requested in order to avoid need for future approvals from the EOC.

***The Authority seeks a motion to authorize approval of the MVP One Subscription Fee for the period beginning August 1, 2024 and ending July 31, 2027 in the amount of \$76,308.75.***

5.5 Retroactive Emergency Approval for Authorization to Purchase Consumable Parts from Nissen Energy

In 2015, GWA purchased 2 CHP generators. These generators are designed to run 24/7, and with running at this frequency, consumable parts need replacement fairly often. Each year funds are budgeted for consumable items. These items include oil filters, air filters, oil separators, gas filters, spark plug and valve cover gaskets. Recent inventory of existing parts revealed lower than desired quantity of these essential consumables.

The approved 2016 purchasing policy item C.1.f. defines Standardization purchases, as "technical in nature of certain items or services may result in standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or existing equipment." Therefore, it is being requested to provide Nissen Energy with a notice to proceed for the amount of \$22,060.33 includes freight costs. Nissen Energy is the manufacturer of the CHP generators and guarantees compatibility of the consumables with the existing equipment. Funds will be sourced from budget line items 270-520975 and 40-580120. Fund 40-580120 contains \$10,000 and fund 270-520975 contains \$60,534.09 of the original \$64,813.00 budgeted for CHP related expenses. This dollar amount will result in the Authority spending a cumulative amount exceeding \$25,000 from Nissen Energy in 2024, and therefore, it requires Executive Oversight Committee approval. Emergency approval was obtained from Village Manger Franz on August 8<sup>th</sup>, 2024, as the Authority required some of the consumable parts prior to the date of the Executive Oversight Committee in order to sustain operation of the CHP units.

6. Authorization to Purchase Property at 1S659 Sunnybrook Road, Glen Ellyn, IL and Authorization to Approve the Post-Closing Occupancy Period for the sellers of the property.

In Spring of 2024 the property owners at 1S659 Sunnybrook, directly adjacent to GWA to the North approached the Authority in regards to the purchase of their parcel. Per the

EOC's direction and authorization in closed sessions, an appraisal was obtained, and negotiations ensued. A deal was agreed upon, with the agreed purchase price of \$470,000, with the additional term that the seller would be allowed to stay at the property for 4-month term after the sale without paying rent.

To move forward, the Authority is seeking two motions:

***Motion for approval of (i) the Contract of Purchase and Sale of real property located at 1S659 Sunnybrook Road, Milton Township, DuPage County, P.I.N. number 05-24-302-018 for \$470,000 subject to adjustments and prorations in the contract as presented; (ii) the Post-Closing Occupancy Agreement allowing sellers to reside in the property through December 31, 2024, as presented; and (iii) authorization and direction for Executive Director Matt Streicher to take all actions and sign all documents necessary to effectuate and close said purchase transaction.*** The approved CY2024 budget included \$550,000 in the 40-580180 capital budget for this purchase.

*Mr. Streicher made mention that despite the agenda and memo stating "seeking two motions," the request was actually for a single motion with multiple approvals.*

***Mr. Franz motioned and Mr. Niehaus seconded the Motion to approval of (i) the Contract of Purchase and Sale of real property located at 1S659 Sunnybrook Road, Milton Township, DuPage County, P.I.N. number 05-24-302-018 for \$470,000 subject to adjustments and prorations in the contract as presented; (ii) the Post-Closing Occupancy Agreement allowing sellers to reside in the property through December 31, 2024, as presented; and (iii) authorization and direction for Executive Director Matt Streicher to take all actions and sign all documents necessary to effectuate and close said purchase transaction. President Giagnorio, President Senak, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley responded "Aye" during a roll vote. The motion carried.***

7. Discussion

7.1 Draft Budget Discussion

Enclosed in the agenda packet is the draft CY2025 Budget for initial discussion. The overall draft budget has been reviewed with the TAC. Capital contribution increases have been discussed both with the TAC and with the Village Finance Directors. The enclosed memo highlights significant changes in the draft CY2025 budget over the approved CY2024 budget.

Several budgetary figures still need to be updated in the draft budget; however, the purpose of this discussion is to bring Executive Oversight Committee members up to speed on certain aspects of the budget prior to presenting a final draft.

*Mr. Streicher noted that after discussions with the Finance Directors from both Villages, it was agreed to increase the capital contribution amount to 2.5% for the*

*next five (5) years to help build the fund for an anticipated large capital project coming around 2030; as well as, avoiding some significant shortfalls that were being projected around that time.*

*Mr. Streicher added that the review of and discussions about the O&M portion of the budget are scheduled to take place in the near future; however, this side of the budget is projecting a 4.4% increase. Mr. Streicher explained that there are three (3) main contributors to the increase; the first is personnel; GWA is looking to temporarily add a fifth (5<sup>th</sup>) Maintenance employee, as two (2) of the three (3) current Maintenance Mechanics are within one (1) year of retirement, and the third (3<sup>rd</sup>) Mechanic has only been with GWA for two (2) years come December; therefore, the goal would be to hire an fifth mechanic to transfer institutional knowledge prior to the retirements. Mr. Streicher added that two (2) Operators will be achieving higher classification certification levels, which will also impact the personnel fund. Mr. Streicher noted that, in all, the anticipated increase for personnel is approximately \$180,000 of the projected \$230,000 O&M increase.*

*Mr. Streicher advised that the second contributing factor is liquid oxygen noting that GWA typically incurs an annual price increase of 5%; however, in reviewing previous years' expenses, he noticed the line in came in over budget, which prompted him to do a reconciliation that revealed he had been inaccurately projecting annual usage. Mr. Streicher stated that the increase to the line item was a true-up of sorts to more accurately reflect more accurate usage with the anticipated 5% annual increase; which, resulted in an overall increase of approximately \$20,000.*

*Mr. Streicher stated the third contributing factor was an increase in fleet services charges. Mr. Streicher noted that in CY2023 he had advised the EOC that GWA benefitted off the interest revenue from the Village of Glen Ellyn's vehicle equipment replacement fund and the auction revenue from equipment that was not GWA's, which, resulted in the CY2024 budget being reduced by half. Mr. Streicher advised that GWA will not be seeing those benefits for CY2025; therefore, this line item's increase will be along the lines of years prior to CY2024.*

*Mr. Buckley explained that since the Village of Glen Ellyn oversees GWA's fleet and the way the spreadsheet is set-up, GWA benefits. Mr. Buckley stated that he is not sure if that is the way it should be, but it is the way things have been done for a very long time and the process is being evaluated to determine if this is the proper way for things to be done. Mr. Buckley stated that a change in how the proceeds from the sale of vehicles are allocated, is also being evaluated.*

*Mr. Niehaus stated that discussions on the budget have taken place with the TAC; and noted that, with regards to hiring, the market is truly an employee's market, wherein, the days of bringing a new employee onboard at the lower end of the pay scale are gone; and to hire a quality person, middle, to top end of the range is the new starting point. Mr. Niehaus stated that even though several employees could*

*be retiring in the near future, hiring replacements will either cost the same or be higher as a result of the market.*

*Mr. Niehaus also agreed that the days of the 1.25% Capital Fund contribution are over, as GWA is a 24/7 operation that has moving parts, and not a paved road; and in order to maintain a water treatment facility, it is going to cost the Villages more to maintain those systems, especially as everyone is aware of federal mandates that are coming and if the contribution rate is not moderately increase now, people on this Committee in five (5) to six (6) years down the road, will be looking at a much bigger number.*

*Mr. Streicher stated GWA is currently in the process of updating its facility plan, which was last done in 2019; and a lot of the future capital project costs were pre-COVID; and as bid results have shown, COVID had a huge impact on construction and material costs. Mr. Streicher stated that as part of the Facility Plan work, is the updating of these projected costs, which is another driver for the increase in the capital fund contribution percentage.*

*Mr. Buckley asked Mr. Streicher how far out were any pinch points in the capital fund with increasing the contribution to the 2.5%. Mr. Streicher advised 2038. Mr. Streicher noted that around 2032 there is the potential for a minor deficit, but that could be easily be addressed with the change or moving of a project, or a new source of revenue.*

*Mr. Streicher noted that he anticipates bringing a completed budget to the September meeting, but it most likely will not be for approval, as GWA does have a bid opening coming up in late September for a three-year Biosolids Hauling contract, which will have to be plugged into the budget; and anticipates a meeting in October for the EOC Committee to approve recommending of the CY2025 Budget to the Full Board for approval.*

*Mr. Niehaus, noted that as it is the Village of Lombard's turn to host, in looking at the Village of Lombard's November 2024 calendar, he recommends scheduling GWA's Annual Full Board meeting for Thursday, November 21<sup>st</sup> at 5:00 p.m., just prior Lombard's regularly scheduled Board meeting,*

7.2 Pending EOC Action Items

- 7.2.1 2-Year Engagement Letter for the Glenbard Wastewater Authority Audit Services
- 7.2.2 3-Year Biosolids Hauling Contract
- 7.2.3 Solar Procurement
- 7.2.4 Primary Sludge Direct Feed Line
- 7.2.5 CY2025 Budget
- 7.2.6 Vehicle Purchase

8. Other Business

EOC Meeting/August 2024  
Minutes

- 8.1 Technical Advisory Committee Updates
  - 8.2 Other items
9. ***Next EOC Meeting*** – The next regularly scheduled EOC Meeting is set for ***Thursday, September 12, 2024 at 8:00 a.m.***

***Mr. Franz made the motion to adjourn the August 15, 2024 EOC Committee meeting, and President Giagnorio seconded the MOTION. President Giagnorio, President Senak, Trustee Christiansen, Mr. Niehaus, Mr. Franz, Mr. Goldsmith and Mr. Buckley, responded “Aye” during a roll call. The motion carried. The meeting adjourned at 8:19 a.m.***

Submitted by:

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Gayle A. Lendabarker  
GWA Executive Assistant