



# DuPage Water Commission

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## AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, JUNE 18, 2015  
6:40 P.M.**

**600 EAST BUTTERFIELD ROAD  
ELMHURST, IL 60126**

## COMMITTEE MEMBERS

L. Crawford - Chair  
J. Broda  
J. Fennell  
D. Novotny  
J. Zay

- I. Roll Call
- II. Approval of Minutes of the May 21, 2015 Regular Committee Meeting
- III. Resolution No. R-19-15: A Resolution Releasing Certain Executive Session Meeting Minutes at the June 18, 2015, DuPage Water Commission Meeting
- IV. Other
- V. Adjournment

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All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DUPAGE WATER COMMISSION  
HELD ON THURSDAY, MAY 21, 2015  
600 EAST BUTTERFIELD ROAD  
ELMHURST, ILLINOIS 60126**

The meeting was called to order at 6:40 P.M.

Committee members in attendance: J. Broda, L. Crawford, and D. Novotny

Committee members absent: J. Fennell and J. Zay

Also in attendance: J. Spatz (arrived at 6:45 P.M.), F. Frelka and J. Rodriguez

Commissioner Broda moved to approve the Minutes of the April 16, 2015, Administration Committee meeting. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Request for Board Action for an agreement with Reach HR Consulting, General Manager Spatz noted that this agreement would allow the Commission to continue to use the consulting services of Reach HR beyond the General Manager's spending authority of \$20,000. He reminded the committee members that when staff was searching for a Human Resources consultant, a majority of the consultants were nonresponsive. Currently, Reach HR is working with the Commission to update its Employee Manual. This task should be completed by the end of June. The Commission would like to use Reach HR to assist with the new project to complete a job title specific comparison and establish salary ranges.

Commissioner Crawford inquired as to why the agreement is for two years. General Manager Spatz responded although he does not anticipate these tasks taking two years to complete, the possibility does exist, and that the agreement could be terminated at any time. Commissioner Crawford asked about the possibility of other tasks that staff might like the consultant to complete. General Manager Spatz replied that there might be some additional tasks needed, such as staff training.

After some discussion on the salary ranges, Commissioner Broda asked staff to take into consideration that the Commission is a unique type of organization when comparing similar salaries especially against the private sector, to which Commissioner Crawford agreed. He suggested considering American Water Works as a similar private agency for salary comparisons.

General Manager Spatz added that staff would work collaboratively with the consultant during this salary comparison, because they have a vested interest in the outcome of this task being correct.

After more discussion, General Manager Spatz suggested updating the Administration Committee two to three times over the next year as to the progress and status regarding the task. They will be kept abreast of the project and if something needs to be altered, it can be accomplished sooner rather than at the end of the project, to which the committee members agreed.

Minutes 5/21/2015 Administration Committee Meeting


Before the meeting adjourned, Commissioner Novotny confirmed with General Manager Spatz that the rate for the agreement with Reach HR Consulting would be \$100 per hour with no additional fees.

Commissioner Broda moved to adjourn the meeting at 6:58 P.M. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DATE: June 5, 2015

## REQUEST FOR BOARD ACTION

<b>AGENDA SECTION</b>	Administration Committee	<b>ORIGINATING DEPARTMENT</b>	General Manager's Office
<b>ITEM</b>	A Resolution Releasing Certain Executive Session Meeting Minutes at the June 18, 2015, DuPage Water Commission Meeting  Resolution No. R-19-15	<b>APPROVAL</b>	
<p>Pursuant to the Illinois Open Meetings Act, the Board is required to periodically review its closed meeting minutes to determine if they are eligible for release to the public.</p> <p><b>Schedule A</b> Staff recommends that the minutes of the closed meetings of April 15, 2010, May 13, 2010, June 10, 2010 First Session, July 14, 2010 Special Meeting, August 12, 2010, June 19, 2014, August 21, 2014, October 16, 2014, and March 19, 2015, be released to the public because, in staff's view, they no longer contain information requiring confidential treatment (see copies attached to Schedule A Memorandum in the Confidential/Executive Session envelope).</p> <p><b>Schedule B</b> It is also staff's recommendation that the minutes of all of the other closed meetings of the Board that have not been previously released to public should not be released to the public because they continue to contain information requiring confidential treatment (see copies attached to Schedule B Memorandum in the Confidential/Executive Session envelope).</p>			
<p><b>MOTION:</b> To adopt Resolution No. R-19-15: A Resolution Releasing Certain Executive Session Meeting Minutes at the June 18, 2015, DuPage Water Commission Meeting</p>			

## DuPAGE WATER COMMISSION

## RESOLUTION NO. R-19-15

**A RESOLUTION RELEASING CERTAIN  
EXECUTIVE SESSION MEETING MINUTES AT THE  
JUNE 18, 2015, DuPAGE WATER COMMISSION MEETING**

WHEREAS, the Board of Commissioners of the DuPage Water Commission has periodically met in closed session to consider matters expressly exempted from the public meeting requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the "Act"); and

WHEREAS, as required by the Act, the Clerk has kept written minutes of all such closed sessions; and

WHEREAS, on June 18, 2015, the Board of Commissioners of the DuPage Water Commission met to review the minutes of all such closed sessions that have not heretofore been made available for public inspection as required by Section 2.06(d) of the Act; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission further determined that the minutes of the closed session meetings set forth in Schedule A attached hereto and by this reference incorporated herein and made a part hereof no longer require confidential treatment and should be made available for public inspection;

WHEREAS, the Board of Commissioners of the DuPage Water Commission determined that the need for confidentiality still exists as to the minutes of the closed session meetings set forth in Schedule B attached hereto and by this reference incorporated herein and made a part hereof; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

Resolution No. R-19-15

SECTION ONE: Recitals. The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: Release. The minutes of the closed session meetings set forth in Schedule A attached hereto shall be and they hereby are released.

SECTION THREE: Inspection and Copying. The Clerk shall be and hereby is authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the DuPage Water Commission.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk

**SCHEDULE A**

April 15, 2010

May 13, 2010

June 10, 2010  
First Session

July 14, 2010  
Special Meeting

August 12, 2010

June 19, 2014

August 21, 2014

October 16, 2014

March 19, 2015

Resolution No. R-19-15

**SCHEDULE B**

November 20, 2014

April 16, 2015