

**MINUTES OF A MEETING OF THE  
DuPAGE WATER COMMISSION  
HELD ON THURSDAY, JANUARY 17, 2019  
600 E. BUTTERFIELD ROAD  
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Zay at 6:30 P.M.

Commissioners in attendance: J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyn, M. Scheck, P. Suess, and J. Zay

Commissioners Absent: J. Broda, D. Russo and F. Saverino

Also in attendance: J. Spatz, C. Johnson, C. Peterson, A. Stark, D. Cuvalo, T. McGhee, J. Rodriguez, F. Frelka, J. Schori, M. Weed, C. Bostick, E. Kazmierczak, P. Luetkehans of Schirott, Luetkehans & Garner, LLC., Kay McKeen of SCARCE, and DuPage County Board Members Elizabeth Chaplin and Sean Noonan

**PRESENTATION OF PLAQUES**

Chairman Zay presented Commissioner's Loftus and Scheck with their Plaques thanking them for their hard work, dedication and leadership noting that their engineering expertise played a big role in the Commission's success. Commissioner Suess echoed Chairman Zay and presented each Commissioner with a gift, on behalf of the Board members, as a token of appreciation for their service. To which, Commissioner's Loftus and Scheck thanked Chairman Zay and the Commissioner's for the opportunity.

Chairman Zay welcomed members from the DuPage County Board: Elizabeth Chaplin former Commissioner of the DuPage Water Commission and current Chairman of the DuPage County's Environmental Committee and Sean Noonan Chairman of the DuPage County's Emergency Telephone System Board and also a member of the County's Stormwater Committee.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Commissioner Gans moved to approve the Minutes of the December 13, 2018 Rescheduled Meeting of the DuPage Water Commission. Seconded by Commissioner Pruyn and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**TREASURER'S REPORT**

Financial Administrator Peterson presented the December 2018 Treasurer's Report consisting of 12 pages, noting that pages 1 and 2 contained a brief summary of the report.

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Financial Administrator Peterson pointed out the \$172.7 million of cash and investments on page 4, which reflected an increase of about \$0.3 million from the previous month. Financial Administrator Peterson also pointed out the schedule of investments on pages 5 through 10 totaling \$152.5 million and the market yield on the total portfolio showed 2.0% which reflected an increase from the prior month. On page 11, the statement of cash flows showed a decrease in cash and investments by about \$1.9 million and operating activities generated \$8.0 million, and roughly \$113,000 of sales tax was received. On page 12, the monthly cash/operating report showed that the Commission had met or exceeded all of its reserve requirements.

Commissioner Obarski moved to accept the December 2018 Treasurer's Report. Seconded by Commissioner Gans and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

### **COMMITTEE REPORTS**

#### **Finance Committee – Reported by Commissioner Suess**

Commissioner Suess reported that the Finance Committee had reviewed and approved all finance reports with no actions items for Board consideration.

#### **Administration Committee – Reported by Commissioner Healy**

Commissioner Healy reported that the Administration Committee reviewed and recommended for approval all action items listed on the Administration Committee Agenda and welcomed any questions. Hearing none, Commissioner Healy moved to adopt item number 2 under the Administration Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Obarski and unanimously approved by a Roll Call Vote.

Ayes: J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruy, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: J. Broda, D. Russo and F. Saverino

Item 2: Request for Board Action To authorize the General Manager to enter into a Consulting Agreement with John J. Millner and Associates, Inc., subject to negotiation of acceptable terms, in an amount not to exceed \$24,000.00.

#### **Engineering & Construction Committee – Reported by Commissioner Loftus**

Commissioner Loftus reported that the Engineering & Construction Committee reviewed and recommended for approval all action items listed on the Engineering & Construction Committee Agenda and welcomed any questions. Hearing none, Commissioner Loftus

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moved to adopt item numbers 2 and 3 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Scheck and unanimously approved by a Roll Call Vote.

Ayes: J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyn, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: J. Broda, D. Russo and F. Saverino

Item 2: Request For Board Action: To Authorize Approval of Requisition No. 55884 to Roesch Ford for the Purchase of One ford F-350 Pickup Truck with Service Body and Snow Plow Equipment via the Suburban Purchasing Cooperative – Joint Purchasing Program in the amount of \$50,867.00 to Roesch Ford

Item 3: Request For Board Action: To Authorize the General Manager to issue a Purchase Order to Beyond Shades for an estimated cost of \$22,046.79 for the Purchase and Installation of Draperies at the DuPage Pump Station. (Beyond Shades in an estimated amount of \$22,046.79)

### ACCOUNTS PAYABLE

Commissioner Healy moved to approve the Accounts Payable in the amount of \$8,187,783.49 subject to submission of all contractually required documentation, for invoices that have been received and to approve the Accounts Payable in the amount of \$3,663,180.00 subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated. Seconded by Commissioner Loftus and unanimously approved by a Roll Call Vote.

Ayes: J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyn, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: J. Broda, D. Russo and F. Saverino

### CHAIRMAN'S REPORT

Chairman Zay began his report by reminding the Commissioners to complete their online ethics training by the end of the month.

For the February Board Meeting, Chairman Zay noted that a Committee of the Whole meeting would be scheduled for 6:00pm to begin discussions on the Tentative Draft Management Budget for Fiscal Year 2019-2020 and that all Committee start times would be rescheduled to begin at 5:30pm.

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### Presentation of Earth Flag and Water Quality Flag

Chairman Zay introduced Kay McKeen of SCARCE to begin the presentation of the Earth Flag and the Water Quality Flag. Ms. McKeen began by thanking everyone for attending with a special thanks to Manager of Water Operations McGhee and Document Management Specialist Rodriguez for their continued hard work and dedication with water quality and conservation. Ms. McKeen then introduced Document Management Specialist Rodriguez and asked her to provide a presentation which reflected all of the steps that the Commission had taken towards earning these flags. Before the presentation began, Manager of Water Operations McGhee pointed out how dedicated Document Management Specialist Rodriguez had been since the program began in 2008 noting she attends annual conservation events, works with schools by educating teachers and students on the importance of conservation, works with the Commission's customers and now serves as the Commission's Conservation Coordinator.

Document Management Specialist Rodriguez began her presentation by thanking everyone for attending the event with a special thanks to Ms. McKeen for her support and partnership. Document Management Specialist Rodriguez shared that the goal in creating the Water Conservation and Protection Program was to show the Commission's commitment to stewardship and long-term planning, as well as, sharing these initiatives with the Commission's customers through information and resources. She then shared all of the Commission's environmental accomplishments, over the past 10 years, some of which included:

- A goal to reduce DWC demand by 10% in a ten-year period was achieved in two years with a 16% reduction in DWC demand to date
- 85% of Commission staff attended SCARCE Conservation Employee Training
- Replacement of various items for waste and energy reduction
- Implemented various recycling responsibility, as well as, collection stations throughout the plant
- Installed rainwater collection system to be used for on-site irrigation
- Installed low-flow plumbing fixtures and water bottle filling stations
- Replacement of cleaning products with Green Seal Certified cleaning supplies
- Replacement of meters to provide more accurate flow measurement

In conclusion, Document Management Specialist Rodriguez shared the following water conservation awards and certifications that the Commission had received:

#### For Energy

- LEED Silver for the generator building remodel
- ACEC Illinois Special Achievement Award – energy category

#### For Water

- American Water Works Association-Illinois Section Water Saver Utility Award for Water Conservation Program
- Conservation@Work Certification from The Conservation Foundation for the native landscaping

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Ms. McKeen thanked Document Management Specialist Rodriguez for her impressive presentation and congratulated the Commission on their achievements noting that the Commission continues to be an extraordinary role model by expressing the importance of protecting the environment. With that said, Ms. McKeen introduced DuPage County Board Member Elizabeth Chaplin and asked her to read and present a Resolution of Commendation on behalf of DuPage County Board Chairman Daniel Cronin. After which, Ms. McKeen presented the Commission with the Earth Flag and the Water Quality Flag and thanked everyone for their part in protecting the future of the planet.

Chairman Zay thanked Ms. McKeen for her dedication and making the County a better place through all her hard work.

### **OMNIBUS VOTE REQUIRING MAJORITY VOTE**

None

### **OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE**

None

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **EXECUTIVE SESSION**

None

Commissioner Scheck moved to adjourn the meeting at 7:03 P.M. Seconded by Commissioner Loftus and unanimously approved by a Voice Vote.

All voted aye. Motion carried.