



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED MAY 2012 REGULAR ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 6:30 P.M. ON THURSDAY, MAY 17, 2012, AT 600 EAST BUTTERFIELD ROAD, ELMHURST, ILLINOIS 60126. THE AGENDA FOR THE RESCHEDULED MAY 2012 REGULAR ADMINISTRATION COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, MAY 17, 2012
6:30 P.M.**

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

COMMITTEE MEMBERS

L. Crawford
T. Cullerton
W. Murphy
J. B. Webb

- I. Roll Call
- II. Approval of Minutes of April 19, 2012
- III. Discussion of By-Law Changes
- IV. Discussion of Credit Card Policy
- V. Discussion of Ethics Policy
- VI. Other
- VII. Adjournment

H:\Board\Agendas\Administration\2012\ADM1205.docx

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 APRIL 19, 2012**

The meeting was called to order at 6:40 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: T. Cullerton (arrived at 7:10 P.M.), W. Murphy, J. B. Webb, and L. Crawford

Committee members absent: J. Zay (*ex officio*)

Also in attendance: D. Loftus (arrived at 6:50 P.M.), J. Spatz (arrived at 7:11 P.M.), M. Crowley, F. Frelka, and J. Rodriguez (arrived at 6:55 P.M.)

Commissioner Murphy moved to approve the Minutes of the March 15, 2012, Administration Committee meeting as presented. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to Resolution No. R-16-12, Staff Attorney Crowley explained that approval of the Resolution would authorize the release to the public of the minutes of the closed meetings listed in Schedule B to the Resolution while at the same time continuing the confidential treatment of the minutes of the minutes listed in Schedule A to the Resolution. It was the consensus of the Committee members present to recommend to the full Board approval of Resolution No. R-16-12.

Commissioner Murphy moved to recommend approval of Resolution No. R-16-12: A Resolution Releasing Certain Executive Session Meeting Minutes at the April 19, 2012, DuPage Water Commission Meeting as presented. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Administration Committee reviewed the draft of recommended changes to the Commission By-Laws except Article VIII (purchasing) and Article XII (ethics). Among the items discussed were the following:

- The special majority vote that was required before the Commission could proceed with the actions identified in the draft amendments, with Staff Attorney Crowley explaining that the special majority vote was not required by the recent amendments to the Water Commission Act but, rather, by the Charter Customer Contract.
- The statutorily required process for appointing the Chairman and Vice Chairman of the Commission, with Staff Attorney Crowley explaining that even though the appointment of a Commission Chairman required the advice and consent of both

Minutes 4/19/12 Administration Committee Meeting

the DuPage County Board and the Commission, the Chairman of the DuPage County Board retained sole authority to make the appointment.

- The maximum amount of compensation that a Commissioner could receive under the Water Commission Act, with Staff Attorney Crowley noting that the recommendation to eliminate referencing a specific dollar amount would avoid the need to amend the By-laws if the statutory compensation limit changed.
- The duties and responsibilities of the Treasurer, the General Manager, and the Financial Administrator and that any overlap between and among them was consistent with the recent legislative changes to the Water Commission Act.
- The balance between the statutorily required Board appointment of the Financial Administrator and the authority of the General Manager over Commission personnel.
- The change to staff's recommendation regarding the limits to be imposed upon on Public Comments from a period of 50 minutes and five minutes per person to a period of 30 minutes and three minutes per person.
- The recommended duties and responsibilities of each of the standing Committees established by the Commission: Administration; Engineering and Construction; and Finance, with Staff Attorney Crowley confirming that, as required by state statute, the recommended changes included a requirement to maintain a Finance Committee for so long as required by the Water Commission Act.
- The recommendation that the Chairman be a voting *ex officio* member of each Committee, with the Administration Committee agreeing that allowing other Commissioners to "fill in" as needed for Committee quorum and voting purposes would complicate Open Meetings Act compliance.
- The current check signing requirements and whether two signatures should continue to be required and whether the Staff Attorney should be eliminated as an authorized check signer, with Staff Attorney Crowley noting a personal preference for the two signature requirement even though banks generally ignore it.

During the discussion, Commissioner Loftus arrived at 6:50 P.M., Jenessa Rodriguez arrived at 6:55 P.M., Commissioner Cullerton arrived at 7:10 P.M., and General Manager Spatz arrived at 7:11 P.M.

In response to the Administration Committee's request for direction on check signing and authority issues, General Manager Spatz recommended retaining the two signature requirement and the authority of a Staff Attorney, if any, to sign checks.

Minutes 4/19/12 Administration Committee Meeting

With respect to the procurement policy revisions recommended by Crowe Horwath in the report commissioned by DuPage County, General Manager Spatz noted that Crowe Horwath might have misunderstood the Commission's current policy which General Manager Spatz felt was sufficiently, if not overly, restrictive. In reply, Commissioner Crawford suggested that the Administration Committee could consider ways to simplify that policy at the May meeting.

With respect to the ethics policy revisions recommended by Crowe Horwath, General Manager Spatz advised that he had met with the ethics consultant recommended by Commissioner Cullerton and had also scheduled a meeting with DuPage County to explore avenues of streamlining costs by, for example, having DuPage County act as the Commission's Ethics Officer. At which point, Commissioner Cullerton suggested that the County consider creating an independent, three-member Ethics Board akin to the election board to uniformly establish and enforce ethics rules across the numerous entities over which DuPage County has appointment powers.

After General Manager Spatz advised the Administration Committee that he hoped to present a new credit card policy to the Board for its review and approval at the May meeting, Commissioner Murphy moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Cullerton and unanimously approved by a Voice Vote.

All voted aye. Motion carried.



DuPage Water Commission

DuPage Water Commission Credit Card Policy

Purpose:

To set forth guidelines regarding the application, use, and termination of credit cards issued to Commission employees.

Overview:

It is the policy of the Commission to permit use of corporate credit cards by employees designated by the General Manager and approved by the Board of Commissioners for charging legitimate company expenses. Eligible employees are those who are or will be regularly incurring legitimate business expenses in which this procurement process is more efficient and expeditious. After reading this policy, all employees who currently have obtained a credit card or approved to receive a card must sign the addendum to this document and return it to the Credit Card Administrator.

Effective immediately, the recipients of this document are mandated to abide by the following credit card policy and procedures.

Use:

Commission credit cards are to be used for the purchase of goods and services for official business of the Water Commission. Commission credit cards cannot be used for personal use, provide for cash advances or cash back from purchases, items under contract or items that should be bid. The General Manager may restrict card credit use by only allowing certain Merchant Category Codes.

The credit card that a cardholder receives shall only be used by the cardholder. No other person is authorized to use the card. The cardholder may make transactions on behalf of others in the Commission. However, the cardholder is responsible for all purchases charged to their card.

The Commission will establish reasonable credit limits for a single transaction or purchase and/or for the total limit on each card.

The total value of a transaction shall not exceed the cardholder's single purchase limit set by the Commission. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.

Purchases via phone, fax or internet must follow the same guidelines and limits. Internet purchases should be made on only secure sites with proper encryption transmission tools.

Accountability:

Employees approved by the Board to be issued a Commission credit card must be issued a copy of this procedure and shall be required to sign the Credit Card Policy Acknowledgement Form to indicate that they understand the procedure and the responsibilities of the cardholder.

Upon completion of the Credit Card Policy Acknowledgement form, employees approved to receive a credit card will be issued the card in the individual's name with an expiration date of 12 months from approval of the card. The card must be signed immediately upon receipt. It is the responsibility of the employee that all purchases meet the requirements of this policy and proper documentation of receipt of the goods or services is maintained. The balance of the card must be paid in full each month. Violations of the policy may result in disciplinary actions up to and including termination of employment.

Expenditure approval will be performed by the Credit Card Administrator and General Manager. They will review the purchase and approve the purchase as long as it meets all requirements. Expense submittals should be made within 15 days of receipt of the cardholder statement.

Employees with a Commission credit card must maintain the card in a secure location and protect it from misuse by unauthorized parties. It is the cardholder's responsibility to follow up on any erroneous charges or adjustments to ensure proper credit is given on subsequent statements.

If the credit is lost or stolen, Credit Card Administrator and General Manager must be notified immediately.

Upon expiration, the expired credit card must be returned to the Credit Card Administrator for proper inventory and disposal. Upon separation from the Commission, the credit card must be returned to the Credit Card Administrator. Employees must immediately surrender the card upon termination of employment. The Commission reserves the right to withhold final payroll checks and payouts until the card is surrendered.

Credit Card Administrator

It shall be the responsibility of the Credit Card Administrator to maintain an inventory of the cards issued and to whom. Provide employees with any

changes to the policies and procedures surrounding the credit card program. Provide notification to the credit card company of lost or stolen cards. Replace cards as required.

In addition, the Administrator should review the usage on the cards to determine the applicability of each card and whether or not the card should be canceled, as well as monitor the expenditures and balances to ensure they are within the Commission's limits.

Maintain the required documentation that the employees have read and agree to this policy.

Upon notification, ensure accounts have been terminated timely for cardholders who have left the Commission.
Any questions on procedures for corporate credit cards should be directed to the Credit Card Administrator.

DuPage Water Commission Credit Card Policy Acknowledgement

I have read and understood the attached Commission Credit Card Policy (the Policy) and agree to abide by the responsibilities as set forth in this document. I understand that any violations to this policy will result in remediation actions as listed in this Policy, up to and including termination of employment.

EMPLOYEE/CARDHOLDER NAME: _____

SIGNATURE: _____

DATE: _____