

**MINUTES OF A MEETING OF THE
DuPAGE WATER COMMISSION
HELD ON THURSDAY, AUGUST 17, 2017
600 E. BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Zay at 6:35 P.M.

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

Commissioners Absent: None

Also in attendance: Treasurer W. Fates, J. Spatz, C. Johnson, C. Peterson, M. Weed, J. Schori, R. Nolan, R.C. Bostick, E. Kazmierczak, Jim Savio of Sikich LLP, and P. Luetkehans representing Gorski & Good

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Healy moved to approve the Minutes of the June 15, 2017 Regular Meeting and the Minutes of the June 15, 2017 Executive Session Meeting of the DuPage Water Commission. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

TREASURER'S REPORT

Treasurer Fates presented the June and July 2017 Treasurer's Reports consisting of 12 pages each, noting that pages 1, 2 and 3 contained a brief summary of each report.

June 2017

Treasurer Fates pointed out the \$164.9 million of cash and investments on page 4, which reflected an increase of about \$1.8 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 10 totaling \$146.5 million and the market yield on the total portfolio showed 1.33% basis points which reflected an increase from the prior month. On page 11, the statement of cash flows showed an increase in cash and investments by about \$2.9 million and operating activities increased cash by approximately \$2.9 million, and roughly \$207,000 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.

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July 2017

Treasurer Fates pointed out the \$165.8 million of cash and investments on page 4, which reflected an increase of about \$0.9 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 10 totaling \$146.7 million and the market yield on the total portfolio showed 1.36% basis points which reflected an increase from the prior month. On page 11, the statement of cash flows showed an increase in cash and investments by about \$3.9 million and operating activities increased cash by approximately \$3.8 million, and roughly \$217,000 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 Saverino moved to accept the June and July 2017 Treasurer's Reports.
Seconded by Commissioner Russo 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 reviewed and recommended for approval all action items listed on the Finance Committee Agenda.

With regards to the 2017 Annual Audit Report, Commissioner Suess asked Sikich LLP representative Jim Savio to present the 2017 Annual Audit Report. Mr. Savio provided a favorable summary of the report pointing out that the Commission had no audit adjustments, no past adjustments, no material weaknesses, no significant deficiencies, no deficiencies, and also issued an unmodified opinion to the Commission. Commissioner Suess thanked General Manager Spatz, Financial Administrator Peterson and staff for their hard work on the audit.

There being no further comments regarding the 2017 Annual Audit Report, Commissioner Suess moved to accept the draft audit report for the fiscal year ending April 30, 2017, to direct the auditors to print the final report, and to direct staff to distribute the FY2017 audit report to the Commission's customers and other interested parties. Seconded by Commissioner Russo and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyne, D. Russo, F. Saverino, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: None

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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. After providing a brief summary, Commissioner Healy moved to adopt item numbers 2 through 4 under the Administration Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Obarski.

With regards to the Consulting Agreement with the Rory Group, LLC., Commissioner Suess pointed out a discrepancy noting that the fees listed in the agreement were not consistent throughout. After General Manager Spatz clarified that the yearly fee would be \$18,000.00, the motion was unanimously approved, as amended, by a Roll Call Vote.

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

Nays: None

Absent: None

Item 2: Resolution No. R-18-17: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission

Item 3: Resolution No. R-24-17: A Resolution Releasing Certain Executive Session Meeting Minutes at the August 17, 2017, DuPage Water Commission Meeting

Item 4: Request For Board Action – To Authorize the Execution of a Consulting Agreement with Rory Group, LLC., for a one year period, in an amount not to exceed \$18,000.00, as amended.

Commissioner Healy concluded his report by noting that discussions continue regarding the Commission's Drug and Alcohol policy and the Service Day Credit relating to sick time. More information will be provided at the next Board meeting.

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. After providing a brief summary of all items, he then specifically referred to Ordinance No. O-8-17 noting the revised legal description for the easements. With no further discussion, Commissioner Loftus moved to adopt item numbers 2 through 10 (with item number 8 as amended) under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Fennell and unanimously approved by a Roll Call Vote.

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

Nays: None

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Absent: None

- Item 2: Resolution No. R-19-17: A Resolution Approving and Ratifying Certain Task Orders under a Master Contract with AECOM Technical Services, Inc. at the August 17, 2017 DuPage Water Commission Meeting (AECOM not-to-exceed \$15,000.00)
- Item 3: Resolution No. R-21-17: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Electrical Contract QRE-7/15 at the August 17, 2017, DuPage Water Commission Meeting (McWilliams Electric Co. Inc., estimated cost of \$9,492.00)
- Item 4: Resolution No. R-22-17: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QR-11/17 at the August 17, 2017, DuPage Water Commission Meeting (John Neri Construction Co. Inc. WAO # 1 in an estimated about of \$305,700.00 and WAO #2 in an estimated amount of \$95,000.00)
- Item 5: Resolution No. R-23-17: A Resolution Suspending the Purchasing Procedures and Authorizing the Execution of a Consulting Agreement with IT SAVVY, LLC for Consulting Services (IT Savvy, LLC in the amount of \$6,797.00/per month).
- Item 6: Resolution No. R-25-17: A Resolution Approving and Ratifying Certain Contract Change Orders at the August 17, 2017, DuPage Water Commission Meeting (AECOM Engineering, Change Order No. 1 for an increase in the contract price of \$54,334.77)
- Item 7: Resolution No. R-26-17: A Resolution Directing Advertisement for DWC Supply Line to the Village of Bartlett Project (No Cost)
- Item 8: Ordinance No. O-8-17: An Ordinance Requesting the Intergovernmental Transfer of Easement Rights for the Construction and Maintenance of Bartlett Supply Line and Authorizing Execution of Associated Agreements (The Alvira J. Henrici Trust No. 1) (Central Sod Farms estimated cost of \$140,000.00 plus estimated legal fees of \$2,000.00), as amended.
- Item 9: Ordinance No. O-9-17: An Ordinance Requesting the Intergovernmental Transfer of Easement Rights for the Construction and Maintenance of Bartlett Supply Line and Authorizing Execution of Associated Agreements (Evangel Assembly of God – estimated cost of \$60,000.00, plus estimated legal fees of \$2,000.00)
- Item 10: Ordinance No. O-10-17: An Ordinance Requesting the Intergovernmental Transfer of Easement Rights for the Construction and Maintenance of Bartlett Supply Line and Authorizing Execution of Associated Agreements (Electri-Flex Company estimated cost of \$10.00 plus estimated legal fees of \$2,000.00)

ACCOUNTS PAYABLE

Commissioner Suess moved to approve the Accounts Payable in the amount of \$10,548,633.55 (June 2017, disbursements made with concurrence of Commission's Chairman) and \$10,408,482.13 (July 2017) subject to submission of all contractually required documentation, for invoices that have been received and to approve the Accounts Payable in the amount of \$1,997,185.00 (June 2017, disbursements made with concurrence of Commission's Chairman) and \$1,120,630.00 (July 2017) subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated. Seconded by Commissioner Russo and unanimously approved by a Roll Call Vote.

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

Nays: None

Absent: None

CHAIRMAN'S REPORT

Chairman Zay reported that the Village of Bartlett's water service design project was moving quickly and that Requests for Proposals should be out by September/October. Chairman Zay thanked General Manager Spatz and the Commission's attorney Phil Luetkehans for their work in obtaining the necessary easements needed to reroute the project away from the residential streets. The new route will save the Commission a significant amount of time and money.

Chairman Zay concluded his report by noting that both the City of Yorkville and the Village of Oswego are still interested in the possibility of the Commission supplying water to their communities.

OMNIBUS VOTE REQUIRING MAJORITY VOTE

None

OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE

None

OLD BUSINESS

General Manager Spatz reminded Commissioners to complete their annual ethics training.

NEW BUSINESS

None

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EXECUTIVE SESSION

None

Commissioner Loftus moved to adjourn the meeting at 7:00 P.M. Seconded by Commissioner Healy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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