

**MINUTES OF A MEETING OF THE
DuPAGE WATER COMMISSION
HELD ON THURSDAY, AUGUST 16, 2018
600 E. BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

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

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

Commissioners Absent: R. Gans

Also in attendance: Treasurer W. Fates, J. Spatz, C. Johnson, C. Peterson T. McGhee, F. Frelka, J. Schori, J. Rodriguez, M. Weed, C. Bostick, E. Kazmierczak, B. Armstrong of Schirott, Luetkehans & Garner, LLC, and Jim Savio from Sikich LLP

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Healy moved to approve the Minutes of the July 26, 2018 Rescheduled Meeting of the DuPage Water Commission. Seconded by Commissioner Russo and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

TREASURER'S REPORT

Treasurer Fates presented the July 2018 Treasurer's Report consisting of 12 pages, noting that pages 1, 2 and 3 contained a brief summary of the report.

Treasurer Fates pointed out the \$173.0 million of cash and investments on page 4, which reflected an increase of about \$0.3 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 10 totaling \$151.5 million and the market yield on the total portfolio showed 1.76% basis points 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 \$1.6 million and operating activities generated \$1.4 million, and roughly \$94,000 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 Russo moved to accept the July 2018 Treasurer's Report. Seconded by Commissioner Obarski 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 2018 Annual Audit Report, Commissioner Suess asked Sikich LLP representative Jim Savio to present the 2018 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 Treasurer Fates, General Manager Spatz, Financial Administrator Peterson and staff for their hard work on the audit. There being no further comments regarding the 2018 Annual Audit Report, Commissioner Suess moved to accept the draft audit report for the fiscal year ending April 30, 2018, to direct the auditors to print the final report, and to direct staff to distribute the FY2018 Audit Report to the Commission's customers and other interested parties. Seconded by Commissioner Pruyn and unanimously approved by a Roll Call Vote.

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

Nays: None

Absent: R. Gans

With regards to the insurance brokerage services, Commissioner Suess noted that staff had invited five insurance providers to submit a Request for Proposal and of the five only three proposals were received. It was staff's recommendation, with the concurrence of the Finance Committee, to select Alliant/Mesirow Insurance Services.

With no further discussion, Commissioner Suess moved to Authorize the General Manager to engage in a two (2) year agreement with Alliant/Mesirow Insurance Services for insurance brokerage services at the DuPage Water Commission. Seconded by Commissioner Russo and unanimously approved by a Roll Call Vote.

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

Nays: None

Absent: R. Gans

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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, he welcomed any questions. Hearing none, 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 Russo and unanimously approved by a Roll Call Vote.

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

Nays: None

Absent: R. Gans

Item 2: Resolution No. R-26-18: A Resolution Amending the Employee Handbook

Item 3: Ordinance No. O-9-18: An Ordinance Approving and Authorizing the Execution of an Amended and Restated Intergovernmental Agreement between the DuPage Water Commission and the Village of Bartlett Concerning the Loan for Connection Facilities to Implement Water Service to the Village of Bartlett

Item 4: Ordinance No. O-10-18: An Ordinance Approving and Authorizing the Execution of a Second Amendment to the Water Purchase and Sale Contract between the DuPage Water Commission and the Village of Bartlett for the Village of Bartlett Unit System

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, he welcomed any questions. Hearing none, Commissioner Loftus moved to adopt item numbers 2 through 4 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Broda and unanimously approved by a Roll Call Vote.

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

Nays: None

Absent: R. Gans

Item 2: Resolution No. R-25-18: A Resolution Awarding a Contract for the Construction of Bartlett Meter Station 30A (Joseph J. Henderson & Son, Inc. in the amount of \$867,000.00)

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- Item 3: Resolution No. R-27-18: A Resolution Approving and Ratifying Certain Contract Change Orders at the August 16, 2018 DuPage Water Commission Meeting (Contract TW 3/17 increase in net contract price by \$3,661,625.25)
- Item 4: Request for Board Action: To Authorize Approval of Requisition No. 53063 to Currie Motors for the Purchase of One Ford F-250 XL Pickup Truck and Snow Plow Equipment in the amount of \$40,508.00. (Suburban Purchasing Cooperative – Currie Motors in the amount of \$40,508.00)

Commissioner Loftus concluded his report by noting that staff would be presenting a request for board action, at the next board meeting, which would require suspending the Commission's purchasing procedures to authorize the purchase of high-lift pump shaft seals for the Commission's large water pumps from a sole source supplier.

ACCOUNTS PAYABLE

Commissioner Healy moved to approve the Accounts Payable in the amount of \$11,359,291.27 subject to submission of all contractually required documentation, for invoices that have been received and to approve the Accounts Payable in the amount of \$3,303,330.00 subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated. Seconded by Commissioner Broda and unanimously approved by a Roll Call Vote.

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

Nays: None

Absent: R. Gans

CHAIRMAN'S REPORT

Chairman Zay thanked staff for their hard work on the audit, as well as, their continued work on the Bartlett project noting that the project has been a huge undertaking and that staff has been doing an outstanding job.

OMNIBUS VOTE REQUIRING MAJORITY VOTE

None

OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE

None

OLD BUSINESS

None

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NEW BUSINESS

General Manager Spatz informed the Commissioners that the Assistant Operator that was just promoted to Lead Operator had resigned. With that said, General Manager Spatz recommended revisiting the salary compensation report, specifically, the salary ranges for employee comparative job titles and experience with similar water utilities to see if any recommended adjustments are needed.

EXECUTIVE SESSION

None

Commissioner Broda moved to adjourn the meeting at 6:55 P.M. Seconded by Commissioner Scheck and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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