

**MINUTES OF A MEETING OF THE
DUPAGE WATER COMMISSION
HELD ON THURSDAY, JUNE 20, 2019
600 E. BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Zay at 6:33 P.M.

Commissioners in attendance: J. Broda, J. Fennell, R. Gans, J. Healy, D. Novotny, R. Obarski, J. Pruyne, F. Saverino, and J. Zay

Commissioners Absent: D. Bouckaert, D. Russo, and P. Sues

Also in attendance: Treasurer W. Fates, J. Spatz, C. Peterson, A. Stark, T. McGhee, F. Frelka, J. Schori, D. Cuvalo, C. Bostick and P. Luetkehans of Schirott, Luetkehans & Garner, LLC.

Chairman Zay began by asking for a moment of silence in remembrance of Commission employee Michael Ladegaard who passed away due to illness noting his friendly personality and dedication would be greatly missed.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Healy moved to approve the Minutes of the April 18, 2019 Regular 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 April and May 2019 Treasurer's Reports each consisting of 12 pages, noting that pages 1 and 2 contained a brief summary of the reports.

April 2019

Treasurer Fates pointed out the \$171.2 million of cash and investments on page 4, which reflected a decrease of about \$1.1 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 10 totaling \$153.4 million and the market yield on the total portfolio showed 2.17% which has slightly increased from the prior month. On page 11, the statement of cash flows showed a decrease in cash and investments by about \$3.4 million and operating activities generated \$11.0 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.

Minutes of the 6/20/2019 Commission Meeting

May 2019

Treasurer Fates pointed out the \$172.1 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 \$153.7 million and the market yield on the total portfolio showed 2.17% which was unchanged from the prior month. On page 11, the statement of cash flows showed an increase in cash and investments by about \$0.9 million and operating activities generated \$0.7 million. On page 12, the monthly cash/operating report showed that the Commission had met or exceeded all of its reserve requirements.

Commissioner Broda moved to accept the April and May 2019 Treasurer's Reports.
Seconded by Commissioner Obarski and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

COMMITTEE REPORTS

Finance Committee – Reported by Commissioner Pruyn

Commissioner Pruyn reported that the Finance Committee had reviewed all items on the Finance Committee Agenda with no action items for consideration.

Administration Committee

Meeting Cancelled

Engineering & Construction Committee – Reported by Commissioner Fennell

Commissioner Fennell 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 Fennell moved to adopt item numbers 2 through 5 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Saverino and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, J. Fennell, R. Gans, J. Healy, D. Novotny, R. Obarski, J. Pruyn, F. Saverino, and J. Zay

Nays: None

Absent: D. Bouckaert, D. Russo and P. Suess

Item 2: Resolution No. R-18-19: A Resolution Approving and Ratifying Certain Task Orders Under a master Contract with AECOM Technical Services, Inc. at the June 20, 2019 DuPage Water Commission Meeting (AECOM Technical Services at an increase cost from \$15,000.00 to \$35,000.00)

Minutes of the 6/20/2019 Commission Meeting

- Item 3: Resolution No. R-19-19: A Resolution Approving and Ratifying Certain Task Orders Under a Master Contract with Carollo Engineering at the June 20, 2019, DuPage Water Commission Meeting (Carollo Engineering, Inc. in the amount of \$883,434.00)
- Item 4: Resolution No. R- 20-19: A Resolution Approving and Ratifying Certain Contract Change Orders at the June 20, 2019 DuPage Water Commission Meeting (Contract MS-21/19 - JJ Henderson and Son, Inc. net increase of \$36,457.00)
- Item 5: Resolution No. R-21-19: A Resolution Directing Advertisement for Bids on a Contract for the DPPS Sodium Hypochlorite Facility Improvements (Contract PSD-8/19 – no cost)

ACCOUNTS PAYABLE

Commissioner Pruyn moved to approve the Accounts Payable in the amount of \$8,229,110.46 (April 2019, disbursements made with concurrence of Commission's Chairman) and \$8,511,008.89 (May 2019) subject to submission of all contractually required documentation, for invoices that have been received and to approve the Accounts Payable in the amount of \$1,401,575.00 (April 2019, disbursements made with concurrence of Commission's Chairman) and \$1,163,225.00 (May 2019) 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, R. Gans, J. Healy, D. Novotny, R. Obarski, J. Pruyn, F. Saverino, and J. Zay

Nays: None

Absent: D. Bouckaert, D. Russo and P. Sues

CHAIRMAN'S REPORT

Chairman Zay began by thanking staff for their work on completing the Village of Bartlett project noting that the ribbon cutting ceremony went very well and thanked those that were able to attend.

Chairman Zay stated that staff met with representatives from the Village of Bolingbrook, as well as the Village of Shorewood both of which are interested in the possibility of the Commission supplying water to their communities. General Manager Spatz added that he had reviewed a cost analysis with the Village of Shorewood and that the Village seemed interested in discussing further.

OMNIBUS VOTE REQUIRING MAJORITY VOTE

None

OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE

None

OLD BUSINESS

General Manager Spatz began by noting that the Commission had received a Citation and Notification of Penalty from the Illinois Department of Labor regarding the fatal accident involving employee Rocky Ellingsworth. He noted that although there were no fees or fines associated with the citation, the Commission has taken corrective active by updating its safety policy, as well as provide further training. In addition, the Commission would be preparing a letter to the Illinois Department of Labor which would state the abatement steps taken and include all supportive documentation in an effort to close the case.

Next, General Manager Spatz referred back to the December 2018 meeting in which employee salary adjustments had been discussed and approved based upon comparisons to other cities. It was also decided that the General Manager would hold on employee cost of living increases until the summer of 2019. With that said, General Manager Spatz noted that he had researched the 2019 national averages and found that the average increase was at 3% with averages being slightly higher for the year 2020. Since salary adjustments were approved back in December, General Manager Spatz recommended a 2% cost of living increase starting July 1st and asked for a consensus to move forward with the increase. With no further comments, it was the consensus of the Board members to authorize the General Manager to move forward with a 2% employee cost of living salary increase beginning July 1, 2019.

Lastly, General Manager Spatz referred to the Lead Legislation going on in Springfield noting that language had been included in the legislation to prevent water systems from passing any lead related costs onto the consecutive systems. Unfortunately, that piece of legislation had died, for now, due to funding issues. General Manager Spatz added how well respected the Commission's consultant John Millner is and how he made sure staff was introduced to the right people to get this accomplished.

NEW BUSINESS

None

EXECUTIVE SESSION

None

Commissioner Healy moved to adjourn the meeting at 6:50 P.M. Seconded by Commissioner Gans and unanimously approved by a Voice Vote.

All voted aye. Motion carried.