

**Minutes of a Meeting
of the**

ADMINISTRATION COMMITTEE

DuPage Water Commission
600 E. Butterfield Road, Elmhurst, Illinois

November 17, 2022

Commissioner Broda called the meeting to order at 6:18 PM.

Commissioners in attendance: J. Broda, K. Rush, J. Zay

Commissioners absent: P. Gustin, J. Healy

Also in attendance: P. May, D. Mundall

Commissioner Broda moved to approve the Minutes of the October 20, 2022 Administration Committee Meeting, seconded by Commissioner Rush, unanimously approved by a voice vote. All aye, motion carried.

Chairman Zay made a motion to approve Ordinance O-4-22, an Ordinance approving and authorizing the execution of a Water Purchase and Sale Agreement between the DuPage Water Commission and Aqua Illinois for the Aqua Illinois-Oak Brook Unit System and an interim water supply agreement between the DuPage Water Commission and the Village of Oak Brook and Aqua Illinois.

General Manager Paul May gave an overview of the Ordinance. Contracts, agreements, and buy in fees are established. A brief discussion took place with General Manager May addressing all questions and concerns raised by the Commissioners. Commissioner Rush had questions regarding the ICC signoff, as well as water rates. General Manager May assured the committee that the ICC and the IDNR approvals are addressed in the contract between Aqua and Oakbrook, which the DWC is not a direct party to – nonetheless DWC has been engaged in the review of the document. Chairman Zay thanked General Manager May and staff for their guidance and hard work on this project to date. The motion was seconded by Commissioner Rush, unanimously approved by a voice vote. All aye, motion carried.

Commissioner Rush made a motion to approve Resolution R-68-22, a Resolution approving employee insurance benefits for the plan year 2023 beginning January 1, 2023 and ending December 31, 2023. Chairman Zay seconded the motion, unanimously approved by a voice vote. All aye, motion carried.

Chairman Zay made a motion to approve Resolution R-74-22, a Resolution authorizing and ratifying the disposal of certain personal property owned by the DuPage Water Commission. Seconded by Commissioner Rush, unanimously approved by a voice vote. All aye, motion carried.

Chairman Zay made a motion to approve the Request for Board Action to suspend the purchasing procedures of the Commissioner's By-Laws and authorize the General Manager to approve Requisition No. 74964 in the amount of approximately \$51,000.00 to Hexagon (formerly INFOR). The motion was seconded by Commissioner Rush, unanimously approved by a voice vote. All aye, motion carried.

Commissioner Rush made a motion to approve the Request for Board Action to approve the 2023 schedule of meetings. Chairman Zay seconded the motion, unanimously approved by a voice vote. All aye, motion carried.

No Old Business was offered.

No New Business was offered.

General Manager May began discussion on the COVID/infection disease sick leave policy. Effective, Monday, November 21, 2022, the Commission's normal attendance and leave policies will resume. Any employee who believes they may have an infectious disease or tests positive for an infectious disease (including COVID) will utilize the Commission's Paid Sick Leave policy and any available sick or vacation accrued balance for any absence resulting from an infectious disease.

Review of document procedures discussion began with General Manager May updating the Committee on changes to the ongoing procedures. The current contract for scanning documents cost to the Commission is nearly \$200,000.00, is being put on hold. The State Archivist was brought in to consult with our Document Management Specialist to provide a path forward, and he suggested reviewing the procedures before continuing.

The purchase of a new vehicle was discussed, and the scarcity of vehicles was brought forward. General Manager May noted that the cost for a previously approved Ford Explorer purchase had increased \$1,700 since the time of approval, but that he recommended proceeding with the purchase. Chairman Zay instructed General Manager May to move forward quickly with the Explorer, as well as with any other planned vehicle purchases to limit the impact of cost increases.

Commissioner Broda made a motion to adjourn the meeting, seconded by Commissioner Rush. Unanimously approved by a voice vote.

Meeting was adjourned at 6:32 PM.