

**MINUTES OF A MEETING OF THE  
DuPAGE WATER COMMISSION  
HELD ON THURSDAY, JULY 14, 2005  
600 E. BUTTERFIELD ROAD  
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Vondra at 7:30 P.M.

Commissioners in attendance: R. Benson, E. Chaplin, T. Feltes, R. Ferraro, G. Mathews, W. Mueller, A. Poole, W. Murphy, J. Vrdolyak, G. Wilcox, D. Zeilenga, and M. Vondra

Commissioners Absent: L. Hartwig

Also in attendance: Treasurer R. Thorn, R. Martin, M. Crowley, M. Richter, C. Johnson, R. C. Bostick, E. Kazmierczak, T. McGhee, F. Frelka, J. Schori, D. Shea (Alvord Burdick & Howson), and K. Godden

Commissioner Murphy moved to open the Public Hearing regarding the Annual Budget and Appropriation Ordinance for the Fiscal Year Commencing May 1, 2005 and Ending April 30, 2006. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Ferraro moved to close the Public Hearing regarding the Annual Budget and Appropriation Ordinance for the Fiscal Year Commencing May 1, 2005 and Ending April 30, 2006. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

Commissioner Ferraro moved to approve the Minutes of the June 7, 2005 Regular Meeting of the DuPage Water Commission. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**TREASURER'S REPORT**

Treasurer Thorn presented the Treasurer's Report. The Treasurer's Report for the month of June 2005 showed receipts of \$8,079,030.47, disbursements of \$21,605,536.11, and a cash and investment balance of \$144,324,990.06.

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Commissioner Feltes moved to accept the June 2005 Treasurer's Report. Seconded by Commissioner Ferraro and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

### **COMMITTEE REPORTS**

#### **Administration Committee – Report by Commissioners Chaplin and Zeilenga**

Commissioner Zeilenga reported the Administration Committee discussed the Document Management System and recommended that staff proceed based on the following:

- The primary criteria for award should be price
- Each vendor's price proposal should include the cost of converting (scanning) 500 documents for system start-up and verification and for staff training purposes
- No commitment should be made to the successful vendor that any other conversion services will be needed; it being expected that all document conversion (except as noted above) will be performed in-house
- The Commission should have the option of purchasing any associated hardware separately

Commissioner Chaplin advised that, even though there was nothing new to report on pending legislation, the Committee, at Commissioner Chaplin's suggestion, requested that staff post the mission statement on the Commission's website, in addition to posting meeting notices, agendas, and minutes as required by Public Act 94-28.

#### **Engineering Committee – Report by Commissioner Wilcox**

Commissioner Wilcox reported that staff is ready to go out to bid on the Contract for the Construction of Blow-Off Valve Improvements for the 90" Transmission Main (Contract BOV-2/05). Commissioner Wilcox noted, with Commissioner Poole's concurrence, that enclosing the blow-off valves within vaults after rehabilitation would be preferred even though the project would be more costly. Commissioner Wilcox stated he was unsure of the legality of some of the language in the proposal, and would discuss it with the Commission's Attorney. Commissioner Wilcox also noted the Committee recommended that Resolution No. R-44-05: A Resolution Approving a First Amendment to Task Order No. 19 Under the Master Engineering Agreement with Alvord, Burdick & Howson, L.L.C. be tabled to the August meeting to allow additional time for review by the Committee.

In response to Chairman Vondra's question, Ed Kazmierczak, Pipeline Supervisor, estimated the cost of the Contract BOV-2/05 project at \$1.4 million for the refurbishment

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alone (no manholes). Chairman Vondra asked whether the former Manager of Maintenance and Construction, Ed Nawrocki, had ever suggested that the blow-off valves on the 90" Transmission Main could be abandoned once the C-Factor issue was resolved. General Manager Martin replied that he was unaware of any such suggestion and noted the blow-off valves would always be useful in order to isolate sections of the 90" Transmission Main for maintenance and emergency repair purposes. Chairman Vondra also asked if the original bolts on the 90" Transmission Main were steel. General Manager Martin advised that they were and informed the Board that the bolts would be replaced with stainless steel as a preventative maintenance measure.

### **Finance Committee – Report by Commissioner Poole**

Commissioner Poole reported that the Finance Committee reviewed and recommended the Accounts Payable for approval, as well as Resolution Nos. R-40-05 and R-43-05, and Ordinance No. O-9-05. Commissioner Poole also reported that while both revenue and expenses exceeded current budget estimates, the net effect was to the Commission's favor.

With respect to Resolution No. R-43-05: A Resolution Approving and Accepting the Proposal of Nugent Consulting Group for Insurance and Risk Management Consulting Service, Michael Nugent of Nugent Consulting Group advised Chairman Vondra of the market allocation process that would be used to bid brokerage services. In addition, Mr. Nugent assured Commissioner Chaplin that reviewing the adequacy of the Commission's current property and liability coverage was part of the services to be provided.

With respect to Resolution No. R-40-05: A Resolution Amending Resolution No. R-53-04 to Specify Authorized Credit Card Users By Title, Commissioner Chaplin questioned the credit limit for each credit card issued to staff members. General Manager Martin confirmed that each card had a \$10,000.00 limit, but assured the Board that the cards were very seldom used. Staff Attorney Crowley also advised that all purchases made with a credit card are individually listed on the monthly Items Paid Report.

With respect to the Financial Statements, Commissioner Zeilenga confirmed with Financial Administrator Richter that the approximately \$3,000,000 reduction in debt service was attributable to the issuance of refunding bonds.

### **CHAIRMAN'S REPORT**

Chairman Vondra noted there was a meeting scheduled between Commission Customers and Chairman Schillerstrom for July 29, 2005 to discuss the draft County Subsequent Customer Contract. As a result, Chairman Vondra noted it was time to get back to the generator issue. In that regard, Chairman Vondra mentioned that General Manager Martin and Commissioner Vrdolyak met with Chicago's new Acting Water Commissioner, Brian Murphy, and Deputy Commissioner Spatz earlier in the day to establish a good working rapport. General Manager Martin stated that the meeting went

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very well and Acting Commissioner Murphy is in favor of the generators at the Lexington Pump Station. Chairman Vondra confirmed that if the City is willing to make a commitment then the Commission will need an agreement in writing. General Manager Martin agreed and noted he had already advised Acting Chicago Water Commissioner Murphy that Commission staff would prepare a letter proposing how the Commission plans to move forward. Chairman Vondra suggested that the letter should include a request for Chicago to outline the precise approval process that would be required and a timetable for going through the process. Chairman Vondra also assigned the generator issue to both the Engineering and Finance Committees for further discussion at the August meeting; noting the Administration Committee would be involved once an intergovernmental agreement was ready for review.

### **MAJORITY OMNIBUS VOTE AGENDA**

Commissioner Wilcox moved to adopt the items listed on the Majority Omnibus Vote Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Feltes. After Commissioner Benson confirmed that a permit is not needed for the barbed wire replacement project, the motion was unanimously approved by a Roll Call Vote:

#### **Majority Omnibus Vote**

Ayes: R. Benson, E. Chaplin, T. Feltes, R. Ferraro, G. Mathews, W. Mueller, W. Murphy, A. Poole, J. Vrdolyak, G. Wilcox, D. Zeilenga, and M. Vondra

Nays: None

Absent: L. Hartwig

Item 1: Ordinance No. O-9-05: Annual Budget and Appropriation Ordinance for the Fiscal Year Commencing May 1, 2005 and Ending April 30, 2006—"Majority Omnibus Vote"

Item 2: Resolution No. R-39-05: A Resolution Awarding a Contract for Removing and Replacing Barbed Wire on Three Tank Site Fences—"Majority Omnibus Vote"

### **SUPER/SPECIAL MAJORITY OMNIBUS VOTE AGENDA**

Chairman Vondra requested that Resolution No. R-37-05 be removed from the Super/Special Majority Vote Omnibus Vote Agenda for separate consideration at the July 2005 meeting, with Resolution No. R-44-05 being removed from the Super/Special Majority Vote Omnibus Vote Agenda for separate consideration at the August 2005 meeting.

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Commissioner Murphy moved to adopt the items listed on the revised Super/Special Majority Omnibus Vote Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Ferraro.

After General Manager Martin explained that no cost estimate was provided for the Work Authorization Order to be ratified under Quick Response Contract QR-6/02 due to the urgent and uncertain nature of the leak repair required, and that Commissioner Chaplin would receive a copy of the invoice once it was prepared, the motion was unanimously approved by a Roll Call Vote:

### **Super/Special Majority Omnibus Vote**

Ayes: R. Benson, E. Chaplin, T. Feltes, R. Ferraro, G. Mathews, W. Mueller, W. Murphy, A. Poole, J. Vrdolyak, G. Wilcox, D. Zeilenga, and M. Vondra

Nays: None

Absent: L. Hartwig

Item 1: Resolution No. R-38-05: A Resolution Approving and Ratifying Certain Task Orders Under a Master Engineering Agreement with Alvord, Burdick & Howson, L.L.C. at the July 14, 2005, DuPage Water Commission Meeting—"Super/Special Majority Omnibus Vote"

Item 2: Resolution No. R-40-05: A Resolution Amending Resolution No. R-53-04 to Specify Authorized Credit Card Users By Title—"Super/Special Majority Omnibus Vote"

Item 3: Resolution No. R-41-05: A Resolution Directing Advertisement for Bids on a Contract for the Construction of Blow-Off Valve Improvements – 90" Transmission Main (Contract BOV-2/05)—"Super/Special Majority Omnibus Vote"

Item 4: Resolution No. R-42-05: A Resolution Approving and Ratifying Certain Work Authorization Orders under Quick Response Contract QR-6/02 at the July 14, 2005, DuPage Water Commission Meeting—"Super/Special Majority Omnibus Vote"

Item 5: Resolution No. R-43-05: A Resolution Approving and Accepting the Proposal of Nugent Consulting Group for Insurance and Risk Management Consulting Services—"Super/Special Majority Omnibus Vote"

Item 6: Resolution No. R-45-05: A Resolution Approving a First Amendment to Task Order No. 18 Under the Master Engineering Agreement with Alvord, Burdick & Howson, L.L.C.—"Super/Special Majority Omnibus Vote"

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Item 7: Resolution No. R-46-05: A Resolution Approving a First Amendment to Task Order No. 17 Under the Master Engineering Agreement with Alvord, Burdick & Howson, L.L.C.—“Super/Special Majority Omnibus Vote”

Commissioner Wilcox moved to adopt Resolution No. R-37-05: A Resolution Approving and Ratifying Certain Contract Change Orders at the July 14, 2005, DuPage Water Commission Meeting. Seconded by Commissioner Chaplin and approved by a Roll Call Vote:

### **Super/Special Majority Omnibus Vote**

Ayes: R. Benson, E. Chaplin, T. Feltes, R. Ferraro, G. Mathews, W. Mueller, W. Murphy, A. Poole, J. Vrdolyak, G. Wilcox, and D. Zeilenga

Nays: None

Abstain: M. Vondra

Absent: L. Hartwig

### **OLD BUSINESS**

In response to Commissioner Benson’s question, Staff Attorney Crowley advised that all Commissioners appeared to have timely filed their Statements of Economic Interests as no default notice had been received from the State. Commissioner Ferraro inquired about the status of the West Chicago refund request. Chairman Vondra stated that the issue is in West Chicago’s hands but that he was assigning Winfield’s refund request to the Finance Committee for consideration at the August meeting.

Commissioner Murphy reported on the status of the Municipal County Working Group with respect to the draft County Subsequent Customer Contract, noting the draft contract was currently in the review stage with legal advisors for both the County and the municipal customers to report back on their analysis and opinions.

### **NEW BUSINESS**

After Commissioner Benson requested that the time of bid opening be noted in future Requests for Board Actions, Commissioner Ferraro moved to approve Purchase Order No. 8991 in the amount of \$49,581.00 to Oakfield Ford. Seconded by Commissioner Chaplin and unanimously approved by a Roll Call Vote:

Ayes: R. Benson, E. Chaplin, T. Feltes, R. Ferraro, G. Mathews, W. Mueller, W. Murphy, A. Poole, J. Vrdolyak, G. Wilcox, D. Zeilenga, and M. Vondra

Nays: None

Absent: L. Hartwig

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### **ACCOUNTS PAYABLE**

Commissioner Murphy moved to approve the Accounts Payable in the amount of \$1,512.00 subject to submission of all contractually required documentation. Seconded by Commissioner Mathews and unanimously approved by a Roll Call Vote:

Ayes: R. Benson, E. Chaplin, T. Feltes, R. Ferraro, G. Mathews, W. Mueller, W. Murphy, A. Poole, J. Vrdolyak, G. Wilcox, D. Zeilenga, and M. Vondra

Nays: None

Absent: L. Hartwig

### **PUBLIC COMMENTS**

None

### **EXECUTIVE SESSION**

None

Commissioner Ferraro moved to adjourn the meeting at 8:15 P.M. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.