



DuPage Water Commission

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AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, SEPTEMBER 11, 2008
7:00 P.M.**

**600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126**

COMMITTEE MEMBERS

W. Murphy, Chair
E. Chaplin
T. Elliott
J. Zay

- I. Roll Call
- II. Approval of Minutes of August 14, 2008
- III. Resolution No. R-44-08: A Resolution Approving and Authorizing the Execution of a Master Contract with Jacques Whitford Company, Inc. for Professional Consulting Services
- IV. Other
- V. Adjournment

Board/Agendas/Administration/ADM0809.DOC

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**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON AUGUST 14, 2008**

DRAFT

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, and L. Hartwig

Committee members absent: D. Zeilenga and L. Rathje (*ex officio*)

Also in attendance: T. Elliott, J. Zay, R. Martin, and M. Crowley

Commissioner Murphy moved to approve the Minutes of the June 12, 2008, Administration Committee meeting. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to joining the National Institute of Governmental Purchasing (NIGP) and engaging them to perform a procurement management audit, Commissioner Murphy suggested that the matter be deferred. Commissioner Murphy explained that he had received feedback from several government officials that the NIGP recommended purchasing procedures were unduly burdensome, especially for a small organization such as the Commission. Commissioner Murphy also noted that it seemed premature to be making changes to existing Commission policy and procedures before all of the new Commissioners and Committee Members had had an opportunity to assess the sufficiency of those policies and procedures.

Commissioner Chaplin suggested that perhaps representatives from NIGP should be invited to attend a Commission meeting to present NIGP's view of the advantages of membership and of engaging NIGP to perform a procurement management audit.

Commissioner Zay noted his agreement with the sentiments expressed by Commissioner Murphy, and expressed his belief that the Commission does a good job with its purchasing and did not need to spend \$10,000 on a procurement management audit. Commissioner Zay also suggested that the Committee could revisit the matter in five or six months if need be.

After Commissioners Hartwig and Elliott concurred with Commissioners Murphy and Zay, Commissioner Hartwig advised the Committee that he would report to the full Board that it was the consensus of the Administration Committee to defer, for five or six months, the question of whether to join the National Institute of Governmental Purchasing and engage them to perform a procurement management audit.

There being no further discussion, Commissioner Murphy moved to adjourn the meeting at 7:15 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.