

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, MAY 17, 2018
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

Commissioner Broda called the meeting to order at 6:15 P.M.

Committee members in attendance: J. Broda, J. Healy, D. Novotny, R. Obarski and J. Zay

Committee members absent: None

Also in attendance: F. Frelka, J. Rodriguez, and J. Spatz

Commissioner Obarski moved to approve the Minutes of the April 19, 2018, Administration Committee meeting. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Obarski moved to recommend approval of Ordinance No. O-6-18: An Ordinance Approving and Authorizing the Execution of an Intergovernmental Agreement Between the DuPage Water Commission and the Village of Hanover Park Concerning the Installation of a Water Main in the Village of Hanover Park. Seconded by Commissioner Broda.

Commissioner Obarski asked for clarification of which work days are outlined in the intergovernmental agreement, General Manager Spatz confirmed that the work days are Monday-Friday and Saturdays, if needed.

All voted aye. Motion carried.

Commissioner Broda moved to recommend approval of Ordinance No. O-7-18: An Ordinance Approving and Authorizing the Execution of a First 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. Seconded by Commissioner Obarski.

General Manager Spatz stated that this intergovernmental agreement covers future work where if Commission's pipe would need to be relocated, the Village of Bartlett would be responsible for all associated costs. He added that this agreement is written so that it supersedes the original agreement. He noted that the Village of Bartlett board passed this agreement earlier in the week.

All voted aye. Motion carried.

Regarding incentives for senior staff to give advanced notice of retirement, General Manager Spatz handed out and reviewed a draft list of proposed qualifications for staff eligibility as well as two different options. Discussion ensued which included:

- These proposed incentives would be for any employee regardless of their title if they meet the qualifications;
- These proposed incentives would be for union and non-union employees if the qualifications are met, which General Manager Spatz would confer with the union to see if a side letter is needed;
- Regarding the healthcare incentive, Commissioner Healy noted that there could be tax implications. General Manager Spatz stated that he would check with Illinois Municipal Retirement Fund (IMRF) and tax professionals;

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Due to personnel leaving and movement between departments, General Manager Spatz proposed conducting a salary range comparison with some of our customers so the Commission can be competitive with new hires; to which the Committee Members agreed.

With no further discussion, Commissioner Obarski adjourned the meeting at 6:34 P.M. Seconded by Commissioner Broda and approved by a Voice Vote.

All voted aye. Motion carried.

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