



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, OCTOBER 17, 2013
6:40 P.M.**

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

COMMITTEE MEMBERS

L. Crawford
J. Broda
W. Murphy
J. B. Webb
J. Zay

- I. Roll Call
- II. Approval of Minutes of the September 19, 2013 Regular Committee Meeting
- III. Ordinance No. O-6-13: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Section 2 of Article IX)
- IV. Resolution No. R-27-13: A Resolution Approving Employee Insurance Benefits for Plan Year Beginning December 1, 2013 and ending November 30, 2014
- V. Other
- VI. Adjournment

H:\Board\Agendas\Administration\2013\ADM1310.docx

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON THURSDAY, SEPTEMBER 19, 2013
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

DRAFT

The meeting was called to order at 6:41 P.M.

Committee members in attendance: J. Broda, L. Crawford, W. Murphy and J. Zay (*ex officio*)

Committee members absent: J. B. Webb

Non-Committee members in attendance: D. Loftus (arrived at 6:45 P.M.),

Also in attendance: J. Spatz (arrived at 6:42 P.M.), F. Frelka, and J. Rodriguez

Commissioner Murphy moved to approve the Minutes of the July 18, 2013, Administration Committee meeting. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

General Manager Spatz arrived at 6:42 P.M.

Regarding Article IX of the Commission's By-Laws, General Manager Spatz stated that staff would like to modify Section 2 of this Article to read something along the lines of 'The General Manager is authorized to incur and pay normal reoccurring payments...' By doing this, this would authorize the General Manager to pay normal reoccurring invoices (electric, gas, etc.) should the Board be unable to meet for ratification at the next regular meeting. Committee Chair Crawford asked if there would be a cap on the total amount of an invoice to be paid. General Manager Spatz responded that some reoccurring payments are diverse and can be rather large, so a cap would hinder the payment of certain bills such as the City of Chicago water bill.

It was the consensus of the Committee members present to recommend to the full Board the discussed modifications of Article IX Section 2 of the Commission's By-Laws.

Commissioner Loftus arrived at 6:45 P.M.

Regarding the 2014 Healthcare Benefits, General Manager Spatz stated that the Commission's Healthcare consultant recommended renewing Healthcare Benefits one month early (December 1st) instead of January 1, 2014 due to various uncertainties of The Affordable Care Act. General Manager Spatz noted that the healthcare consultant was finalizing the renewal rates and that staff should have the new rates within the next few weeks to bring forward for Board review at the October or November meetings.


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

All voted aye. Motion carried.

Board\Minutes\Administration\2013\Adm1309.docx

DATE: October 10, 2013

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Section 2 of Article IX) Ordinance No. O-6-13	APPROVAL	

At the September 19, 2013 meeting, the Administration Committee recommended that the Commission's By-Laws be amended to permit the General Manager to make disbursements which would otherwise requiring prior Board approval under emergency circumstances or circumstances where the Board of Commissioners is unable to meet due to a lack or quorum of otherwise – subject to the subsequent ratification by the Board. Attached is an Ordinance that would amend Article IX "Disbursements", Section 2. "Authorization" so as to permit the General Manager to make disbursements in excess of \$20,000 for budgeted and/or contracted for goods and services and further amending Article VIII, Section 3. so as to conform it with this change.

In accordance with Article XII, Section 2. of the By-Laws, the Ordinance cannot be adopted at the same meeting at which it is initially considered unless the first reading procedures of the By-Laws are suspended by a 2/3rds vote of the Commissioners present in accordance with the procedure set forth in Article XII, Section 3. "Suspension of the Rules". Therefore, the attached Ordinance is recommended for consideration and first reading at the Commission's regular meeting of October 17, 2013 and for adoption at the Commission's regular meeting of November 21, 2013 unless the Commissioners elect to proceed under Article XII, Section 3. and suspend the rules so as to permit the passage of the Ordinance at the regular meeting of October 17, 2013.

MOTION: To consider Ordinance No. O-6-13 on First Reading or to adopt Ordinance No. O-6-13 at the discretion of the Commissioners pursuant to Article XII, Section 3. of the By-Laws.

DUPAGE WATER COMMISSION

ORDINANCE NO. O-6-13

AN ORDINANCE AMENDING THE
BY-LAWS OF THE DUPAGE WATER COMMISSION
(Amending Section 2 of Article IX)

WHEREAS, the Board of Commissioners of the DuPage Water Commission has determined that it is appropriate and in the best interests of the Commission to amend the Commission's By-Laws, as restated in Ordinance No. O-10-12, to modify the General Manager's authority to make disbursements under certain circumstances as set forth in the body of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: Amendment – Article IX. Article IX, Section 2, entitled "Authorization," of the Commission's By-Laws shall be, and it hereby is, amended in its entirety so that said Section 2 shall hereafter read as follows:

"Section 2. Authorization. All disbursements in excess of \$20,000.00 shall be approved in advance by the Board of Commissioners except that, in the case of emergencies or in cases where the Commission is unable to meet or establish a quorum, the General Manager is hereby authorized to make all disbursements which have been previously budgeted and/or expenditures for which the Commission has previously contracted. All disbursements made under this authorization shall be placed on the agenda for the next regular meeting of the Commission for the purpose of ratification. The General Manager is authorized to incur and pay contingency expenditures up to and including \$20,000.00 without the prior approval of the Board of Commissioners."

SECTION THREE: Amendment – Article VIII. Article VIII “Purchasing Procedures”, Section 3 entitled “Minor Purchases”, of the Commission’s By-Laws shall be, and it hereby is, amended by inserting in front of the first word of the first sentence thereof the following: “Except as otherwise provided in Article IX, Section 2, Authorization” as said Article IX, Section 2, Authorization is amended herein.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its adoption by a majority affirmative vote of all of the Commissioners, including the affirmative votes of at least one-third of the Commissioners appointed by the County Board Chairman and 40% of the Commissioners appointed by the Mayors.

AYES:

NAYS:

ABSENT:

ADOPTED this ____ day of _____, 2013

Chairman

ATTEST:

Clerk

Board/Ordinances/O-6-13.docx

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	A Resolution Approving Employee Insurance Benefits for Plan Year Beginning December 1, 2013 and ending November 30, 2014 Resolution No. R-27-13	APPROVAL	

Account No.: 01-60-6122

The Commission annually determines employee insurance benefits to be provided commencing January 1 of each year. Due to the changes to be made to national healthcare in 2014, the Commission staff is recommending accelerating the renewal date to December 1, 2013 if available for its employee insurance benefits. Because the Commission is not expected to receive the renewal rates until shortly after the October Board meeting and in order to implement before Dec. 1st, the Commission is requesting approval conditional on acceptable rates.

In consultation with Dato Pistorio Financial Group, Inc., staff is recommending that the Commission continue providing medical coverage through its current carrier, Blue Cross Blue Shield, and continue paying 80 percent of the premiums for eligible employees' coverage and for eligible employees' dependent coverage. However, staff is also recommending that the Commission accelerate the renewal date to be able offer employees the two different medical coverage options that were available in 2013, as long as there are only minimal changes to the plans and rates do not exceed a combined 15% increase for all the benefits over prior year's rates. The employees were able to choose from: a Blue Cross Blue Shield PPO Plan and a Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan.

With respect to Vision, Dental and Life Insurance, staff is recommending that coverage continue to be with MetLife as long as there are only minimal changes to the current plans offered and rates do not exceed a combined 15% increase for all the benefits over prior year's rates.

Staff is also recommending that the Commission contribute to Health Savings Accounts similar amounts to prior year's contributions for eligible employees that elect coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan. For employees that elect self-only coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan, the Commission shall contribute, via electronic funds transfer, the sum of \$2,500.00. For employees that elect family (employee + 1) coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan, the Commission shall contribute, via electronic funds transfer, the sum of \$5,000.00.

A summary of the employee insurance benefits recommended by staff and associated premiums and administrative costs to be paid by the Commission are summarized in Exhibit 1 to Resolution No. R-27-13. A more detailed summary of benefits and comparison to current

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	<p>A Resolution Approving Employee Insurance Benefits for Plan Year Beginning December 1, 2013 and ending November 30, 2014</p> <p>Resolution No. R-27-13</p>	APPROVAL	
<p>costs is attached to this Request for Board Action.</p> <p>Resolution No. R-27-13 would suspend the purchasing provisions of the Commission's By-Laws and approve plan year 2014 eligible employee insurance benefits and associated premiums and administrative costs to be paid by the Commission as recommended by staff.</p>			
MOTION: To adopt Resolution No. R-27-13.			

DUPAGE WATER COMMISSION

RESOLUTION NO. R-27-13

A RESOLUTION APPROVING EMPLOYEE
INSURANCE BENEFITS FOR PLAN YEAR BEGINNING DECEMBER 1, 2013 AND
ENDING NOVEMBER 30, 2014

WHEREAS, the Commission annually determines employee insurance benefits to be provided commencing January 1 of each year; however, due to the changes to be made to national healthcare in 2014, the Commission staff is recommending accelerating the renewal date to December 1, 2013; and

WHEREAS, in consultation with Dato Pistorio Financial Group, Inc., Commission staff recommends approval of the employee insurance benefits for the year beginning December 1, 2013 and ending November 30, 2014 (Plan Year 2014) summarized in Exhibit 1 attached hereto and by this reference incorporated herein;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The Plan Year 2014 employee insurance benefits and associated premium costs and administrative fees to be paid by the Commission, all as summarized in Exhibit 1 attached hereto, shall be and they hereby are approved for the Plan Year 2014. The General Manager shall be and hereby is authorized and directed to provide the insurance coverages and pay the associated premium costs and administrative fees to be paid by the Commission as summarized in Exhibit 1 attached hereto without further act of the Board of Commissioners, so long as the final premium

costs and administrative fees do not exceed a combined 15% increase for all the benefits over last year's rates.

SECTION THREE: Notwithstanding any restrictions contained in Resolution No. R-27-90, as modified by Resolution Nos. R-34-90, R-34-96 as amended, R-46-04 as amended, R-5-05 as amended, R-6-08 as amended, R-54-08, and as amended by Resolution No. R-14-00, which prohibit, except in specified circumstances, the wire transfer of Commission funds to financial institutions not listed on the approved Depository List and to accounts not held in the name of the Commission, the Chairman, the Treasurer, the Finance Committee Chairman, the General Manager, or the Financial Administrator shall be and they hereby are authorized to direct the electronic transfer of Commission funds out of any Account held in the name of the Commission for the remittance of the Commission's contributions to the Health Savings Accounts established by the Commission for eligible employees that elect coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan as provided in Exhibit 1 attached hereto. In furtherance thereof, the General Manager shall be and hereby is authorized and directed to execute any agreements required to establish the Health Savings Accounts for eligible employees that elect coverage under the Blue Cross Blue Shield HSA-Qualified High Deductible Health Plan as provided in Exhibit 1 attached hereto as well as any agreement required to effectuate the electronic transfers hereinabove provided for. Upon execution by the General Manager, the agreements, and all things provided for therein, shall be deemed accepted by the DuPage Water Commission without further act.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption, the Board of Commissioners of the DuPage Water Commission having

Resolution No. R-27-13

determined, by a two-thirds majority vote, to suspend the purchasing provisions of the Commission's By-Laws.

AYES:

NAYS:

ABSENT:

ADOPTED THIS ____ DAY OF _____, 2013.

Chairman

ATTEST:

Clerk

Board/Resolutions/2013/R-27-13.docx

EXHIBIT 1

THE PLAN YEAR BEGINNING DECEMBER 1, 2013 AND ENDING NOV. 30, 2014
EMPLOYEE INSURANCE BENEFITS

Plan Year 2014 Health Insurance Plans

The following health insurance plans or significantly similar plans shall be made available to Eligible Commission Employees/Retirees for Plan Year 2014 as long as rates do not exceed a combined 15% increase for all the benefits over prior year's rates. Estimated rates based upon a 15% increase from last year's rates are as follows:

Blue Cross Blue Shield 80/60 PPO Plan RPP43323 with Prescription Drug benefit \$15/\$30/\$50

Employee	\$599.54
Employee & Spouse	\$1,211.09
Employee & Children	\$1,126.28
Family	\$1,737.83

Blue Cross Blue Shield 100/80 HSA Plan RPSC1807 with Prescription Drug benefit 0% after deductible

Employee	\$461.94
Employee & Spouse	\$933.13
Employee & Children	\$867.79
Family	\$1,338.99

The Commission's contribution for health insurance for Plan Year 2014 shall be 80% of the premium for eligible employees and their covered dependents for the selected health insurance plan.

Employees shall continue to pay 20% of the selected health insurance plan premium for themselves and their covered dependents.

For each eligible employee selecting the High Deductible Health Plan \$2,500/\$5,000 HSA Plan, the Commission shall establish a Health Savings Account funded in the following amounts:

Employee only	\$2,500.00
---------------	------------

Family (employee + 1) \$5,000.00

The Commission shall not establish, nor contribute to, Health Savings Accounts for retirees selecting the High Deductible Health Plan \$2,500/\$5,000 HSA Plan.

The Commission-established Employee Health Savings Accounts shall be administered by Mellon Bank as the Commission's third party administrator for Plan Year 2014 at a rate not-to-exceed \$4.00/account/month. Due to the uncertainty as to how many employees will elect this option, the Commission's annual not-to-exceed cost is \$3,000.00.

Plan Year 2014 Life Insurance

The life insurance benefit program for Eligible Commission Employees shall be through MetLife for Plan Year 2014 at a combined rate of all the benefits that does not exceed a 15% increase in the prior year rates. Estimated rates based upon a 15% increase from last year's rate is \$0.191x per \$1,000 of coverage per employee per month. The life insurance benefit is in the amount of one and one-half times the eligible employee's annual base pay rounded to the nearest \$1,000. The premium shall be paid in full by the Commission.

Plan Year 2014 Dental Insurance and Vision Insurance

The dental and vision insurance benefit program or significantly similar programs for Eligible Commission Employees shall be through MetLife for Plan Year 2014 as long as rates do not exceed a combined 15% increase for all the benefits over prior year's rates. Estimated rates based upon a 15% increase from last year's rates are as follows:

Coverage	Dental	Vision
Employee	\$44.14	\$11.65
Employee & Spouse	\$91.68	\$23.36
Employee & Children	\$88.00	\$21.91
Family	\$139.90	\$33.53

The Commission's contribution for dental and vision insurance for Plan Year 2014 shall be 80% of the dental and vision insurance plan premiums for eligible employees and their covered dependents.

Employees shall continue to pay 20% of the dental and vision insurance plan premiums for themselves and their covered dependents.