

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON THURSDAY, DECEMBER 17, 2015
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

The meeting was called to order at 6:20 P.M.

Committee members in attendance: J. Broda, L. Crawford, J. Fennell, D. Novotny and J. Zay (arrived 6:24 P.M.)

Committee members absent: none

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

Commissioner Broda moved to approve the Minutes of the November 19, 2015, Administration Committee meeting. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

It was the consensus of the Committee members to recommend to the full board Resolution R-37-15.

General Manager Spatz reviewed the Consulting Services Agreement with John J. Millner, stating that this is a renewal contract with the same fee structure as last year.

After some discussion, Commissioner Broda requested that the consultant provide a quarterly report. General Manager Spatz replied in the affirmative.

With no further discussion on this Request for Board Action, it was the consensus of the Committee members to recommend to the full board the Consulting Services Agreement with John J. Millner.

General Manager Spatz thanked the Commissioners for their comments on the Employee Handbook and added that they were incorporated into the Handbook. He stated that the supervisors reviewed the Employee Handbook and their comments were incorporated as well. He added that he would be bringing the final draft of the handbook for approval to a future board meeting.

General Manager Spatz also added that he met with HR Reach regarding the salary compensation project and that a draft would be presented at a future board meeting.

Commissioner Broda moved to adjourn the meeting at 6:34 P.M. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.