

**MINUTES OF A MEETING OF THE  
DuPAGE WATER COMMISSION  
HELD ON THURSDAY, SEPTEMBER 21, 2017  
600 E. BUTTERFIELD ROAD  
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Zay at 6:30 P.M.

Commissioners in attendance: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyn, M. Scheck, P. Suess, and J. Zay

Commissioners Absent: D. Russo and F. Saverino

Also in attendance: Treasurer W. Fates, J. Spatz, C. Peterson, M. Weed, J. Schori, R.C. Bostick, E. Kazmierczak, J. Rodriguez, and P. Luetkehans representing Gorski & Good

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Commissioner Healy moved to approve the Minutes of the August 17, 2017 Regular Meeting of the DuPage Water Commission. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**TREASURER'S REPORT**

Treasurer Fates presented the August 2017 Treasurer's Report consisting of 12 pages each, noting that pages 1, 2 and 3 contained a brief summary of each report.

Treasurer Fates pointed out the \$167.4 million of cash and investments on page 4, which reflected an increase of about \$1.6 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 10 totaling \$146.8 million and the market yield on the total portfolio showed 1.39% which reflected an increase from the prior month. He noted that in August of 2016 the market yield was 1.04% which is an increase of almost 33% over the last 12 months.

Treasurer Fates stated that on page 11, the statement of cash flows showed an increase in cash and investments by about \$5.5 million and operating activities increased cash by approximately \$6.3 million, and roughly \$249,000 of sales tax was received. On page 12, the monthly cash/operating report showed that the Commission had met or exceeded all of its reserve requirements.

Commissioner Pruyn moved to accept the August 2017 Treasurer's Report. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**COMMITTEE REPORTS**

**Finance Committee – Reported by Commissioner Suess**

Commissioner Suess reported that the Finance Committee reviewed and recommended for approval the action item listed on the Finance Committee Agenda.

With regards to the Reserve Policy discussion in the Finance Committee Meeting, Commissioner Suess stated that there will be revisions to the Reserve Policy that will be presented to the Board next month.

With regards to the following Request for Board Action, Commissioner Suess noted that the proposal shows a reduction in prices compared to the current audit services.

With no further discussion, Commissioner Suess moved to accept the Authorization for the General Manager to engage in a two (2) year agreement with Sikich LLC for audit services at the DuPage Water Commission for a not-to-exceed amount of \$30,000.00 per year. Seconded by Commissioner Healy and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyne, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: D. Russo and F. Saverino

**Administration Committee – Reported by Commissioner Healy**

Commissioner Healy reported that the Administration Committee reviewed and recommended for approval all action items listed on the Administration Committee Agenda. After providing a brief summary, Commissioner Healy moved to adopt item numbers 2 and 3 under the Administration Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Obarski and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyne, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: D. Russo and F. Saverino

Item 2: Resolution No. R-29-17: A Resolution Amending the Personnel Manual (Service Day Credit)

Item 3: Resolution No. R-32-17: A Resolution Approving Employee Insurance Benefits for Plan Year Beginning December 1, 2017 and ending November 30, 2018

Minutes of the 9/21/17 Commission Meeting

**Engineering & Construction Committee – Reported by Commissioner Loftus**

Commissioner Loftus reported that the Engineering & Construction Committee reviewed and recommended for approval all action items listed on the Engineering & Construction Committee Agenda. After providing a brief summary of all items, Commissioner Loftus moved to adopt item numbers 2 through 8 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Scheck.

With regards to Item Numbers 7 and 8, General Manager Spatz stated that these items are being purchased from sole source manufacturers and therefore the motion would need to be amended to reflect that the purchasing procedures are being suspended. After Commissioner Loftus amended his motion, with the consent of the second, to include suspending the purchase procedures regarding item numbers 7 and 8, the motion was unanimously approved, as amended, by a Roll Call Vote.

Ayes: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyn, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: D. Russo and F. Saverino

Item 2: Resolution No. R-27-17: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Electrical Contract QRE-7/15 at the September 21, 2017, DuPage Water Commission Meeting (McWilliams Electric Co., Inc., in an estimated amount of \$79,600.00, plus any conduit required to be installed at \$13.00 per linear foot)

Item 3: Resolution No. R-28-17: A Resolution Suspending the Purchasing Procedures and Approving and Authorizing the Execution of an Addendum to the AT&T Managed Internet Service Pricing Schedule at the September 21, 2017, DuPage Water Commission Meeting (AT&T in the estimated annual cost of \$25,000.00)

Item 4: Resolution No. R-30-17: A Resolution Directing Advertisement for Bids on a Contract for 36-Month Maintenance, Parts and Repair Services for Large Water Pumps (No Cost)

Item 5: Resolution No. R-31-17: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QR-11/17 at the September 21, 2017 DuPage Water Commission Meeting (John Neri Construction Co. Inc. in an estimated amount of \$26,000.00)

Item 6: Request for Board Action: Directing Advertisement for Bids to Remove/Replace the Commission's Flow Meters at the September 21, 2017, DuPage Water Commission Meeting (No Cost)

## Minutes of the 9/21/17 Commission Meeting

- Item 7: Request for Board Action: Authorization to Purchase Replacement Flow Meters and Parts for Installation from Sole Source Meter Manufacturer Representatives, Core & Main LP not-to-exceed \$1,340,000.00, as amended
- Item 8: Request for Board Action: Authorization to Purchase an Automatic Meter Reading System from Sole Source Manufacturers Representative, Midwest Meter, Inc., not-to-exceed \$49,000.00, as amended.

### **ACCOUNTS PAYABLE**

Commissioner Gans moved to approve the Accounts Payable in the amount of \$10,615,644.24 subject to submission of all contractually required documentation, for invoices that have been received; and to approve the Accounts Payable in the amount of \$713,275.00 subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated. Seconded by Commissioner Healy and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyn, M. Scheck, P. Suess, and J. Zay

Nays: None

Absent: D. Russo and F. Saverino

### **CHAIRMAN'S REPORT**

Chairman Zay reported that General Manager Spatz and he were interviewed on WBBM radio as well as Naperville NCTV last month following the hurricanes to discuss if there was a local catastrophe, how the Commission would still provide water to customers. They detailed how the emergency generators were put in place for disasters where loss of water service would be an issue.

Next, Chairman Zay reported that there was an article in the Daily Herald about the City of St. Charles' hard water and that they were doing a water study to soften the water in the City. General Manager Spatz reached out to the City via a letter offering our water services on any feasibility study they would like to conduct. Chairman Zay noted there is a portion of St. Charles in DuPage County.

Chairman Zay concluded his report by noting that the Illinois Municipal League's Annual Conference was occurring currently in Chicago and that next year, he would like the Commission to attend as an exhibitor so surrounding suburbs can be aware that the Commission is a water utility that has the potential to take on additional customers. Commissioner Broda agreed and stated that it would be a good opportunity to speak with councilmen, trustees, and alderman as well.

### **OMNIBUS VOTE REQUIRING MAJORITY VOTE**

None

**OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE**

None

**OLD BUSINESS**

General Manager Spatz noted that an operating engineer, who has been an employee for the past nine years, has moved on to a different career and that Staff is looking into hiring a permanent replacement or trainee. He added that the Commission signed a side letter with Local 399 to add operating engineer trainees since only field technician trainees were originally included in the contract.

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

None

Commissioner Healy moved to adjourn the meeting at 6:47 P.M. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.