

**MINUTES OF A MEETING OF THE
DuPAGE WATER COMMISSION
HELD ON THURSDAY, MAY 17, 2018
600 E. BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Zay at 6:35 P.M.

Commissioners in attendance: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruy, D. Russo, F. Saverino, M. Scheck, and J. Zay

Commissioners Absent: P. Suess

Also in attendance: Treasurer W. Fates, J. Spatz, C. Johnson, C. Peterson T. McGhee, F. Frelka, J. Schori, J. Rodriguez, M. Weed, C. Bostick, E. Kazmierczak, and B. Armstrong of Schirott, Luetkehans & Garner, LLC

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Healy moved to approve the Minutes of the April 19, 2018 Regular Meeting of the DuPage Water Commission. Seconded by Commissioner Russo and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

TREASURER'S REPORT

Treasurer Fates presented the April 2018 Treasurer's Report consisting of 12 pages, noting that pages 1, 2 and 3 contained a brief summary of the report.

Treasurer Fates pointed out the \$174.6 million of cash and investments on page 4, which reflected an increase of about \$0.6 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 10 totaling \$153.1 million and the market yield on the total portfolio showed 1.58% basis points which reflected an increase from the prior month. On page 11, the statement of cash flows showed an increase in cash and investments by about \$12.6 million and operating activities increased cash by approximately \$17.1 million, and roughly \$362,000 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 Russo moved to accept the April 2018 Treasurer's Report. Seconded by Commissioner Gans and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

COMMITTEE REPORTS

Finance Committee – Reported by Commissioner Pruyn

Commissioner Pruyn reported that although there were no action items for consideration, the Finance Committee did discuss the year-end financials, specifically noting an approximate \$2 million excess in the Commission's pension fund. Commissioner Obarski inquired as to how the Commission received such a significant surplus with General Manager Spatz replying that the surplus was mainly due to a high rate of return on IMRF's investment.

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, he welcomed any questions. Hearing none, 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. Pruyn, D. Russo, F. Saverino, M. Scheck, and J. Zay

Nays: None

Absent: P. Suess

Item 2: 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

Item 3: 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

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, he welcomed any questions. Hearing none, Commissioner Loftus moved to adopt item numbers 2 through 6 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Fennell.

Before the vote was called, General Manager Spatz pointed out a mistake on Resolution No. R-13-18 stating that the year on the resolution title was incorrect and it should have been 2018.

Minutes of the 5/17/2018 Commission Meeting

With no further discussion, 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, D. Russo, F. Saverino, M. Scheck, and J. Zay
- Nays: None
- Absent: P. Suess
- Item 2: Resolution No. R-12-18: A Resolution Approving and Ratifying Certain Work Authorizing Orders Under Quick Response Electrical Contract QRE-8/17 at the May 17, 2018 DuPage Water Commission Meeting (McWilliams Electric Co., Inc., in an estimated amount of \$187,140.00)
- Item 3: Resolution No. R-13-18: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QR 11/17 at the May 17, 2018 DuPage Water Commission Meeting (John Neri Construction Co., Inc., at an estimated cost of \$21,000.00), as amended.
- Item 4: Resolution No. R-14-18: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Electrical Contract QRE-8/17 at the May 17, 2018 DuPage Water Commission Meeting (Volt Electric, Inc. in an estimated cost not-to-exceed \$29,000.00)
- Item 5: Resolution No. R-15-18: A Resolution Directing Advertisement for Bids on a Contract for the Construction of Bartlett Meter Station 30A (no cost)
- Item 6: Resolution No. R-16-18: A Resolution Approving and Authorizing the General Manager to Purchase an Intelligent Key Security System through GSA Contract GS-07F-0611X at the May 17, 2018 DuPage Water Commission Meeting (Oak Security Group, LLC in the amount of \$129,090.83)

With regards to the high security intelligent key security system locks, General Manager Spatz referred to a couple sample locks that he had brought with him to the meeting noting that by having a programmable electronic key system at the Commission's remote facilities, it would allow the Commission to activate/deactivate user access rights, record user access information, and eliminate security vulnerability should a key be lost or stolen.

ACCOUNTS PAYABLE

Commissioner Russo moved to approve the Accounts Payable in the amount of \$8,018,752.57 subject to submission of all contractually required documentation, for invoices that have been received and to approve the Accounts Payable in the amount of \$6,846,375.00 subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated. Seconded by Commissioner Broda and unanimously approved by a Roll Call Vote.

Minutes of the 5/17/2018 Commission Meeting

Ayes: J. Broda, J. Fennell, R. Gans, J. Healy, D. Loftus, D. Novotny, R. Obarski, J. Pruyn, D. Russo, F. Saverino, M. Scheck, and J. Zay

Nays: None

Absent: P. Suess

CHAIRMAN'S REPORT

Chairman Zay reported that the presentation meetings with Standard & Poor's and Moody's Investors Services in an effort to reestablish the Commission's bond rating had gone well and that a favorable report was expected.

OMNIBUS VOTE REQUIRING MAJORITY VOTE

None

OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE

None

OLD BUSINESS

General Manager Spatz referred back to the April 2018 Board meeting in which Board members had been informed about a Commission employee being placed on administrative leave pending an investigation involving an accident with one of the Commission vehicles. General Manager Spatz noted that the investigation had been completed resulting in the employee resigning in lieu of termination.

Next, General Manager Spatz informed that the Commission had received the resignation of one of the Assistant Operators leaving only one Assistant Operator remaining in the Operations Department. With that said, General Manager Spatz recommended promoting the remaining Assistant Operator to a Lead Operator which in turn would help cover Lead Operator absences and reduce overtime, to which all agreed.

Lastly, General Manager Spatz noted that he spoke with Chairman Zay about revisiting the salary compensation report, specifically, the salary ranges for employee comparative job titles and experience with similar water utilities to see if any recommended adjustments are needed.

NEW BUSINESS

None

EXECUTIVE SESSION

None

Commissioner Healy moved to adjourn the meeting at 6:55 P.M. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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