

**Minutes of a Meeting
of the**

BOARD OF COMMISSIONERS

DuPage Water Commission
600 E. Butterfield Road, Elmhurst, Illinois

March 16, 2023

I. The meeting was called to order by Vice Chair Pruyn at 6:33 PM

II. Roll Call

Commissioners in attendance: D. Bouckaert, J. Broda, J. Fennell, J. Healy, J. Pruyn, D. Russo, F. Saverino, D. Van Vooren, P. Suess

Commissioners absent: R. Gans, D. Novotny, K. Rush, J. Zay

Also in attendance: P. May, C. Bostick, C. Peterson, M. Weed, D. Panaszek, D. Cuvalo, J. Haney and D. Mundall

III. Public Comments

No Public Comment was offered.

IV. Approval of Minutes

Commissioner Russo moved to approve the minutes of the February 16, 2023 Regular Meeting of the DuPage Water Commission and the February 16, 2023 Minutes of the Committee of the Whole seconded by Commissioner Broda, unanimously approved by a voice vote.

Ayes: D. Bouckaert, J. Broda, J. Fennell, J. Healy, J. Pruyn, D. Russo, F. Saverino,
P. Suess

Abstain: D. Van Vooren

Nay: None

Absent: R. Gans, D. Novotny, K. Rush, J. Zay

V. Treasurer's Report

Treasurer Fates presented the February 2023 Treasurer's Reports consisting of 13 pages with pages 1 and 2 containing a brief summary of the report.

February 2023

Treasurer Fates pointed out the \$227.2 million of cash and investments on page 4, which reflected a decrease of about \$1.1 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 11 totaling \$189.9 million and the market yield on the total portfolio showed 2.31% which is up slightly from the prior month. On page 12, the statement of cash flows showed an increase in cash and investments by about \$10.3 million and operating activities increased by approximately \$11.7 million. Also noted on page 13, the monthly cash/operating report showed that the Commission has met all recommended reserve balances.

Commissioner Russo moved to accept the February 2023 Treasurer's Report, seconded by Commissioner Broda, unanimously approved by a voice vote.

Ayes: D. Bouckaert, J. Broda, J. Fennell, J. Healy, J. Pruyn, D. Russo, F. Saverino, D. Van Vooren, P. Suess

Nay: None

Absent: R. Gans, D. Novotny, K. Rush, J. Zay

VI. Committee Reports

A. Finance Committee

Commissioner Suess gave an update on the Finance Committee meeting.

Item 1: Request for Board Action - Authorization for the General Manager to engage in a two (2) year agreement with Arthur J. Gallagher for insurance brokerage services at the DuPage Water Commission for a cost not to exceed \$30,385.00 annually.

Item 2: Request for Board Action – A request amending and restating the Investment Policy of the DuPage Water Commission.

Item 3: Request for Board Action – A request for retain the services of Baker Tilly Virchow Krause, LLP, for a one (1) year term.

Commissioner Seuss made a motion adopt item numbers 1 through 3 under the Finance Committee section of the Agenda pursuant to the Omnibus Vote Procedures, seconded by Commissioner Russo, unanimously approved by a Roll Call vote.

B. Administration Committee

Commissioner Healy gave a brief update on the Administration Committee meeting. Commissioners Broda and Van Vooren expressed the desire to have a scope of work going forward from consultant John J. Millner to which General Manager May agreed and will proceed accordingly.

Item 1: Request for Board Action - To Authorize a Consulting Agreement with John J. Millner and Associates, Inc., in an amount not to exceed \$40,000.00.

Item 2: Resolution No. R-12-23: A Resolution Authorizing the General Manager to process FY 2024 Vehicle Replacement Purchase Orders for an amount not to exceed \$196,000.00.

Commissioner Healy made a motion adopt item numbers 1 and 2 under the Administration Committee section of the Agenda pursuant to the Omnibus Vote Procedures, seconded by Commissioner Russo, unanimously approved by a Roll Call vote.

Ayes: D. Bouckaert, J. Broda, J. Fennell, J. Healy, J. Pruyn, D. Russo, F. Saverino, D. Van Vooren, P. Suess

Nay: None

Absent: R. Gans, D. Novotny, K. Rush, J. Zay

C. Engineering & Construction Committee

Commissioner Fennell gave a brief update on the Engineering Committee meeting.

Item 1: Resolution No. R-8-23: A Resolution Approving and Ratifying Certain Change Orders for a Contract for the Construction of DPPS Emergency Generation System Modifications, Contract PSD-10/22, At a cost of \$61,500.46.

Item 2: Resolution No. R-9-23: A Resolution Approving and Ratifying certain Change Orders for the Influent, Effluent, and 72" Meter Buildings Coating Rehabilitation contract (PSD-11/22) to GP Maintenance Services, Inc, increasing the net contract price by an amount not to exceed \$23,800.00.

Item 3: Resolution No. R-10-23: A Resolution approving a two (2) year contract time extension of Contract QR-12/21 to John Neri Construction Co. Inc., Rossi Contractors, Inc., and Benchmark Construction Co. Inc., for quick response construction work, at no cost.

Item 4: Resolution No. R-11-23: A Resolution approving and ratifying certain task orders under a Master Contract with AECOM Technical Services for the Condition Assessment of the Lexington Pumping Station at an estimated cost of \$91,369.00.

Commissioner Fennell moved to approve Items 1-4 under the Engineering & Construction Committee Report section of the agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Healy, unanimously approved by a roll call vote.

Ayes: D. Bouckaert, J. Broda, J. Fennell, J. Healy, J. Pruyn, D. Russo, F. Saverino, D. Van Vooren, P. Suess

Nay: None

Absent: R. Gans, D. Novotny, K. Rush, J. Zay

VII. Accounts Payable

A. February 2023

Item 1: To approve the Accounts Payable in the amount of \$8,505,614.03 (February 2023), subject to submission of all contractually required documentation, for invoices that have been received.

Commissioner Russo moved to approve the accounts payable disbursements for February 2023, seconded by Commissioner Broda and unanimously approved by a roll call vote.

Ayes: D. Bouckaert, J. Broda, J. Fennell, J. Healy, J. Pruyn, D. Russo, F. Saverino, D. Van Vooren, P. Suess

Nay: None

Absent: R. Gans, D. Novotny, K. Rush, J. Zay

Item 2: To approve the Accounts Payable in the amount of \$3,720,330.00 (February 2023), subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated.

Commissioner Healy moved to approve the accounts payable disbursements and the estimated accounts payable for February 2023, seconded by Commissioner Russo and unanimously approved by a roll call vote.

Ayes: D. Bouckaert, J. Broda, J. Fennell, J. Healy, J. Pruyn, D. Russo, F. Saverino, D. Van Vooren, P. Suess

Nay: None

Absent: R. Gans, D. Novotny, K. Rush, J. Zay

VIII. Chairman's Report

Vice Chair Pruyn invited General Manager May to address the Commissioners. General Manager May began with the Sikich HR Assessment Report and reviewed the recommendations matrix relative to the progress made so far. Commissioner Suess asked how many vacant positions the Commission has currently, the primary cause for attrition, and where employees next jobs have been. There has been some loss of senior staff, particularly over the last 18 months primarily as a result of retirements, said General Manager May. He went on to note that we currently have three open entry-level positions and stated that the loss of non-senior personnel has included movement to private utilities and municipalities, primarily due to compensation. Commissioner Russo asked

if the Commission has tried to counteroffer to the departing personnel. General Manager May explained that the HR Assessment did identify this as a priority and noted that a more formalized step system would better demonstrate a career path for staff. General Manager May also noted that the proposed FY 2023-24 budget includes a 5% CPI adjustment for staff, as well as an incentive payment program which would reward high achievers and those who pursue and procure valuable industry and professional certifications: Water Operators licenses, NACE certification, and/or Professional Engineer's licenses. Commissioner Van Vooren asked if exit interviews are utilized here at the Commission, and if so, what is done with the information collected. Commissioner Van Vooren went on to ask if being down three employees is creating any operating deficiencies or concerns. General Manager May replied that overtime has increased yet not to a level to cause concern, and that exit interviews are held for each departing employee.

General Manager May then provided an overview of the discharge header pipe repair project. Mr. May noted that this was a complex and challenging project and recognized that the institutional knowledge of our staff, particularly Chris Bostick, Dariusz Panaszek, Mike Weed, and Bill Wegner made a very difficult repair process run smoothly and efficiently. Looking ahead, efforts will be underway to evaluate other pipes in the system in an effort to prevent disruption in service.

IX. Old Business

No Old Business was offered.

X. New Business

No New Business was offered.

XI. Executive Session

There was no Executive Session.

XII. Adjournment

Commissioner Russo made a motion to adjourn, seconded by Commissioner Broda, unanimously approved by a voice vote. All aye, motion carried.

Meeting adjourned at 7:17 PM.