

**Minutes of a Meeting
of the**

ADMINISTRATION COMMITTEE

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

August 15, 2024

- I. Commissioner Healy called the meeting to order at 6:18 PM.

Commissioners in attendance: N. Cuzzone, J. Healy, K. Rush, D. Van Vooren, J. Zay

Commissioners absent:

Also in attendance: P. May, D. Mundall

- II. Commissioner Rush moved to approve the Minutes of the June 20, 2024 Administration Committee Meeting, seconded by Commissioner Cuzzone, unanimously approved by a voice vote. All aye, motion carried.
- III. Commissioner Rush moved to approve a Request for Board Action to Authorize the Estimated Expenditures for professional training as included in the approved FY-24/25 Management Budget and as listed. Chairman Zay requested further breakdown of expenses on all travel in the future. Commissioner General Manager May suggested that staff could include an additional form accompanying the travel request going forward. Seconded by Commissioner Van Vooren, unanimously approved by a voice vote, all aye, motion carried.
- IV. Commissioner Van Vooren made a motion to approve a Request for Board Action to Authorize the Purchase of (2) two 2025 Ford Explorers 4WD Utility Vehicles under Contract #231 of the Suburban Purchasing Cooperative Joint Purchasing Program, at a total cost of \$78,238. Chairman Zay encouraged staff to advise if the delivery is delayed, in which case alternate purchase methodology could be used. Seconded by Commissioner Rush, all aye, motion carried.
- V. Commissioner Cuzzone made a motion to approve the Request for Board Action to Authorize a contract for Professional Services with Tai, Ginsberg & Associates, LLC. Commissioner Van Vooren inquired as to the length of the contract. General Manager May replied it will be 6 months. He went on to say that this firm has exceeded all expectations to date. Chairman Zay echoed his sentiments, and went on to say that they have accomplished a great deal in a short amount of time. Commissioner Van Vooren requested bullet points for scope/actions going forward. Seconded by Chairman Zay unanimously approved by a voice vote. All aye, motion carried.

VI. Old Business

No Old Business was offered.

VII. New Business

No New Business was offered.

VIII. Other

IX. Adjournment

Commissioner Healy moved to adjourn the meeting at 6:24 PM, seconded by Commissioner Van Vooren, unanimously approved by a voice vote. All aye, motion carried. Meeting adjourned.