

**Minutes of a Meeting  
of the**

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**BOARD OF COMMISSIONERS**

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

August 15, 2024

I. The meeting was called to order by Chairman Zay at 6:32 PM

II. Roll Call

Commissioners in attendance: D. Bouckaert, N. Cuzzone, J. Fennell, J. Healy, D. Novotny, J. Pruy, K. Romano, K. Rush, F. Saverino, P. Suess, D. Van Vooren, J. Zay

Commissioners absent: D. Russo

Also in attendance: P. May, C. Peterson, M. Weed, J. Loster, D. Cuvalo, D. Mundall, Z. Evans, Phil Luetkehans of Luetkehans, Brady, Garner & Armstrong, LLC

III. Public Comments

No public comment was offered.

IV. Water Ambassador Presentation

The Commission was presented with the Water Ambassador Certificate by representatives from the Illinois Section American Water Works Association, Mr. Ralph Gross and Ms. Shaunna Richardson. Chairman Zay thanked Zach Evans for all of his hard work on the Water Conservation Program that led to the Water Ambassador Gold Award for a second year in a row.

V. Approval of Minutes

Commissioner Healy moved to approve the Minutes of the June 20, 2024 Regular Meeting of the DuPage Water Commission, Executive Session Meeting Minutes from June 20, 2024. Seconded by Commissioner Saverino. Approved by a voice vote. All Aye, motion carried.

VI. Treasurer's Report

Treasurer William Fates presented the June and July 2024 Treasurer's Reports consisting of 13 pages each with pages 1 and 2 containing brief summaries of the reports.

June 2024:

Treasurer Fates noted \$151.0 million of cash and investments on page 4, a decrease of \$4.3M from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 11 totaling \$140.8 million and the market yield on the total portfolio showed 3.55% which is up slightly from the prior month. On page 12, the statement of cash flows showed a decrease in

cash and investments by approximately \$86.5 million and operating activities decreased by approximately \$4.2 million. Also noted on page 13, the monthly cash/operating report showed that the Commission has not met all recommended reserve balances.

July 2024:

Treasurer Fates noted \$148.2 million of cash and investments on page 4, a decrease of \$2.8M from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 11 totaling \$141.1 million and the market yield on the total portfolio showed 3.63% which is up slightly from the prior month. On page 12, the statement of cash flows showed a decrease in cash and investments by approximately \$89.3 million and operating activities decreased by approximately \$3.7 million. Also noted on page 13, the monthly cash/operating report showed that the Commission has not met all recommended reserve balances.

Commissioner Healy moved to accept the June and July 2024 Treasurer's Reports, seconded by Commissioner Romano, unanimously approved by a voice vote. All aye, motion carried.

VII. Committee Reports

**A. Finance Committee**

Item 1: Commissioner Suess gave a brief report of the Finance Committee and introduced Mr. Jim Savio of Sikich to present the FYE 2024 Annual Audit Report.

The Finance Committee brings forward the FYE 2024 Annual Audit Report. Sikich LLC representative Jim Savio was introduced to present the 2024 Annual Audit Report. Mr. Savio began by thanking General Manager May, Financial Administrator Peterson and staff for their participation and cooperation throughout the process. He then provided a favorable summary of the report pointing out that the Commission had no audit adjustments, no past adjustments, no material weaknesses, no significant deficiencies, no deficiencies, and that Sikich therefore provides the most favorable unmodified opinion to the Commission, which is the highest opinion they are permitted to provide. After Mr. Savio concluded his report, Chairman Zay expressed his appreciation to General Manager May and Financial Administrator Peterson for a job well done. Commissioner Suess went on to mention that a Reserve Policy update will be brought forward in September along with Investment Policy changes.

Commissioner Suess moved to accept the draft audit report for the fiscal year ending April 30, 2024, to direct the auditors to print the final report, and to direct staff to distribute the FY2024 audit report to the Commission's customers and other interested parties, seconded by Commissioner Pruyn, unanimously approved by a Roll Call Vote.

Ayes: D. Bouckaert, N. Cuzzone, J. Fennell, J. Healy, D. Novotny, J. Pruyn, K. Romano, K. Rush, F. Saverino, P. Suess, D. Van Vooren, J. Zay

Nay: None

Absent: D. Russo

**B. Administration Committee**

- Item 1: Commissioner Healy gave a brief report of the Administration Committee meeting.
- Item 2: 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.
- Item 3: 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.
- Item 4: Request for Board Action: To Authorize a contract for Professional Services with Tai Ginsberg & Associates, LLC.

Commissioner Healy made a motion to combine and approve Items 2 through 4. Commissioner Suess requested more detailed communication from Tai Ginsberg & Associates, specifically interested in developing strategies. Chairman Zay and General Manager May noted that the consultant was able to deliver results in a very short time. Federal and State earmarks have been advanced due to early and effective coordination with all DuPage County congressional representatives. In-person meetings with their staff assembling CDS requests happened in short order. They were also instrumental in obtaining letters of support from Locals 150 and 399, as well as the DuPage Mayors and Mangers Conference. Commissioner Suess noted he would request greater communication with the Board. Seconded by Commissioner Van Vooren, unanimously approved by a Roll Call Vote.

- Ayes: D. Bouckaert, N. Cuzzone, J. Fennell, J. Healy, D. Novotny, J. Pruyn, K. Romano, K. Rush, F. Saverino, P. Suess, D. Van Vooren, J. Zay
- Nay: None
- Absent: D. Russo

**C. Engineering & Construction Committee**

- Item 1: Commissioner Fennell gave a brief report of the Engineering & Construction Committee.
- Item 2: Resolution No. R-41-24: A Resolution Suspending Purchasing Procedures and Authorizing the General Manager to Purchase a Valve Actuator and Operator from a Sole Source Provider, PO No. 41937 – Ferguson Industrial, at a cost of \$40,789.
- Item 3: Resolution No. R-43-24: A Resolution Suspending Purchasing Procedures and Authorizing the General Manager to Purchase Material and Services from a Sole Source Provider and in Excess of the General Manager’s Purchasing Authority to Maintain

Electric Motors for High-Lift Pumping Equipment, from WEG Electric Machinery (EM), total cost Not-To-Exceed \$100,000 for Fiscal Year 24/25.

- Item 4: Resolution No. R-45-24: A Resolution ratifying authorization of a contract for professional engineering services with Haeger Engineering for Woodridge site evaluation at a cost of \$15,000.
- Item 5: Resolution No. R-46-24: A Resolution Approving Task Order No. 10 under a Master Contract with DeLasCasas CP. LLC. Task Order No. 10 – Indeterminate Assistance, Not-To-Exceed \$15,000 per Assignment.
- Item 6: Resolution No. R-47-24: A Resolution Approving the Contract Extension for Soils and Materials Testing Services (Contract MT-12/22) With Construction and Geotechnical Material Testing, Inc., at no additional cost.

Commissioner Fennell moved to adopt item numbers 2 through 6 under the Engineering & Construction Committee Report section of the agenda in a single group pursuant to the Omnibus Vote Procedures seconded by Commissioner Saverino, unanimously approved by a Roll Call Vote.

Ayes: D. Bouckaert, N. Cuzzone, J. Fennell, J. Healy, D. Novotny, J. Pruyn, K. Romano, K. Rush, F. Saverino, P. Suess, D. Van Vooren, J. Zay

Nay: None

Absent: D. Russo

## VIII. Accounts Payable

### **A. June and July 2024**

- Item 1: To approve the Accounts Payable in the amount of \$12,367,152.49 (June 2024), disbursements made with the concurrence of the Commission's Chairman and \$12,421,607.84 (July 2024) subject to submission of all contractually required documentation, for invoices that have been received (Roll Call).

Chairman Zay asked for a motion to combine and approve the accounts payable disbursements, for June and July 2024, Commissioner Cuzzone moved, seconded by Commissioner Healy and unanimously approved by a roll call vote.

Ayes: D. Bouckaert, N. Cuzzone, J. Fennell, J. Healy, D. Novotny, J. Pruyn, K. Romano, K. Rush, F. Saverino, P. Suess, D. Van Vooren, J. Zay

Nay: None

Absent: D. Russo

Item 2: To approve the Accounts Payable in the amount of \$4,380,475.00 (June 2024), disbursements made with the concurrence of the Commission's Chairman and \$3,690,075.00 (July 2024) subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated (Roll Call).

Chairman Zay asked for a motion to combine and approve the estimated accounts payable, as amended for June and July 2024, Commissioner Cuzzone moved, seconded by Commissioner Healy and unanimously approved by a roll call vote.

Ayes: D. Bouckaert, N. Cuzzone, J. Fennell, J. Healy, D. Novotny, J. Pruyne, K. Romano, K. Rush, F. Saverino, P. Suess, D. Van Vooren, J. Zay

Nay: None

Absent: D. Russo

#### IX. Chairman's Report

Chairman Zay informed the Board that Congressman Sean Casten will be visiting the Commission on August 28, 2024, all are invited.

The Green Acres property site plan is forthcoming from Christopher Burke Engineering. The Village of Northbrook has acquired a 2-acre parcel adjacent to Green Acres. Clean up at the site continues to progress. Gates will be installed in the next few weeks. A letter was sent to neighboring properties detailing the intentions for the property, and to clear up any misconceptions and provide a contact for neighbors to direct questions to.

A meeting was held with the City of Chicago and negotiations continue.

The WaterLink Agreement has been modified to reflect different disbursement amongst the three towns; a MOU has been prepared and will be authorized administratively if there is no objection from the board. Commissioner Van Vooren asked for clarification on the split between towns. Attorney Phil Luetkehans clarified the terms, noting that the terms between the towns has changed but regardless of the split, the entire amount will be paid to the Commission, simply in a modified share from each town; the total sum received by the Commission will not change. With that understanding, no objection was presented to authorize the MOU.

Commissioner Cuzzone inquired about Northbrook and if they are satisfied with our cleanup efforts. General Manager May reported that yes, he believes they are satisfied with our efforts, as are the neighbors. The Commission will be undertaking some additional work this year, including extra landscape maintenance, tree removal, and removal of fly-dumping debris.

X. Old Business  
No Old Business was offered.

XI. New Business  
No New Business was offered.

XII. Executive Session  
  
Executive Session was not necessary.

XIII. Adjournment  
  
Commissioner Pruyn made a motion to adjourn, seconded by Commissioner Fennell, unanimously approved by a voice vote. All aye, motion carried.

Meeting adjourned at 7:06 PM.