



# DuPage Water Commission

**30** YEARS OF SERVICE  
Pure. Essential. Stewardship.

## **AGENDA – Administration Committee**

Thursday, October 20, 2022 6:15 PM

### Committee Members

J. Broda  
P. Gustin  
J. Healy – Chair  
K. Rush  
J. Zay

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- I. Roll Call
  - II. Approval of the August 18, 2022 and September 15, 2022 Administration Committee Minutes
  - III. Resolution No. R-57-22: To suspend purchasing procedures and authorize approval of purchasing requisition No. 74811 to Roesch Ford for the purchase of one 2023 Ford Explorer in the amount of \$36,502.00.
  - IV. Resolution No. R-58-22: A Resolution reviewing certain Executive Session meeting minutes.
  - V. Other
  - VI. Adjournment

**MINUTES OF THE MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON THURSDAY, AUGUST 18, 2022  
600 EAST BUTTERFIELD ROAD  
ELMHURST, ILLINOIS 60126**

Commissioner P. Gustin called the meeting to order at 6:17 P.M.

Committee members in attendance: J. Broda, P. Gustin, K. Rush and J. Zay

Committee members absent: J. Healy

Also in attendance: P. May, D. Mundall

Commissioner Rush moved to approve the Minutes of the June 16, 2022 Administration Committee meeting. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Broda made a motion to approve a Request for Board Action, authorization for the General Manager to engage in a two (2) year agreement with Sikich LLC for Human Resources Consulting Services. Seconded by Commissioner Rush. A brief discussion followed, noting the qualifications of Sikich and their areas of expertise.

Ayes: J. Broda, P, Gustin, K. Rush, J. Zay

Nays: None

Absent: J. Healy

Commissioner Broda made a motion to approve Resolution R-47-22, a resolution authorizing and ratifying the disposal of certain personal property, computer and electronic equipment, owned by the DuPage Water Commission, at no cost. Seconded by Commissioner Rush and unanimously approved.

Ayes: J. Broda, P, Gustin, K. Rush, J. Zay

Nays: None

Absent: J. Healy

With no further discussion, Commissioner Broda moved to adjourn the meeting at 6:19 P.M. Seconded by Commissioner Zay and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**Minutes of a Meeting  
of the**

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**ADMINISTRATION COMMITTEE**

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

September 15, 2022

Commissioner Broda and Chairman Zay were present. Due to lack of quorum, the meeting could not be called to order.

General Manager Paul May gave a brief description of the agenda item and a question-and-answer period followed.

Commissioner Broda will bring the item forward during the Administration Committee portion of the Commission meeting.



**Resolution #:** R-57-22

**Account:** 01-60-686000, \$36,502.00

**Approvals:** *Author / Manager / Finance / Admin*

## REQUEST FOR BOARD ACTION

**Date:** 10/13/2022

**Description:** To Authorize Approval of Requisition No. 74812 to Roesch Ford for the Purchase of a 2023 Ford Explorer.

**Agenda Section:** Administration Committee

**Originating Department:** Pipeline

The FY 2020/2021 Management Budget included the purchase of a 2020 Ford Explorer to replace an existing 2012 Ford Escape Hybrid. On September 17, 2020, Requisition Number 72117 was approved by the Board to purchase of the Ford Explorer from Kunes Country Ford in the amount of \$25,415.00 via the Suburban Purchasing Cooperative (SPC) - Joint Purchasing Program.

Kunes Country Ford failed to deliver the subject vehicle due to manufacturing issues by Ford Motor Company which has not been able to fully produce fleet vehicles as promised. The Purchasing Director of the Suburban Purchasing Cooperative (SPC) advised the DuPage Water Commission to seek other means of vehicle purchasing since the Ford Motor Company and Kunes Country Ford cannot deliver the vehicle.

Staff developed a traditional Request for Proposal and delivered it to twelve (12) local Ford dealerships including an optional trade-in for a 2012 Ford Escape. At the time of the RFP solicitation, several Ford Dealerships expressed interest, however only one dealership submitted a sealed proposal.

Staff is recommending the Board suspend the purchasing procedures and approve the Purchase Requisition to Roesch Ford for one new 2023 Ford Explorer in the amount of \$41,002.00 and accept the trade-in offer for the 2012 Ford Escape of \$4,500.00, resulting in the net purchase price of \$36,502.00.

The cost of outfitting the truck with ancillary equipment is not included in this vehicle purchase; however, it has been included in the FY 2022/2023 Management Budget; this equipment will be purchased and installed separately in accordance with purchasing procedures.

### **Recommended Motion:**

To Suspend the Purchasing Procedures and authorize approval of Purchase Requisition No. 74811 to Roesch Ford for the purchase of one 2023 Ford Explorer in the amount of \$36,502.00.

DUPAGE WATER COMMISSION

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**RESOLUTION NO. R-57-22**

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A RESOLUTION SUSPENDING THE PURCHASING PROCEDURES  
AND AWARDING A CONTRACT TO FURNISH AND DELIVER 2022-23 FORD EXPLORER

WHEREAS, pursuant to Article VIII, Section 4 of the Commission's By-Laws, and as required by State statute, the Commission solicited sealed bids to Furnish and Deliver one new and unused 2022-23 Ford Explorer; and

WHEREAS, on September 19, 2022, only one sealed bid was received; and

WHEREAS, pursuant to Article VIII, Section 4 of the Commission's By-Laws, in cases where only one bid is received, the awarding of a contract must be approved by the Board of Commissioners; and

WHEREAS, based upon representations made by staff, the Board of Commissioners of the DuPage Water Commission has determined that the bid of Roesch Ford is favorable to the interests of the Commission;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are hereby incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The DuPage Water Commission hereby approves the purchase of one new and unused 2022-23 Ford Explorer from Roesch Ford for the net price set forth in Its bid of \$36,502.00.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

	Aye	Nay	Absent	Abstain
Bouckaert, D.				
Broda, J.				
Fennell, J.				
Gans, R.				
Gustin, P.				
Healy, J.				
Novotny, D.				
Pruyn, J.				
Rush, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Zay, J.				

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
James Zay, Chairman

ATTEST:

\_\_\_\_\_  
Danna Mundall, Clerk



**Resolution #:** R-58-22

**Account:** [Click or tap here to enter text.](#)

**Approvals:** *Author / Manager / Finance / Admin*

## REQUEST FOR BOARD ACTION

**Date:** 10/13/2022

**Description:** A Resolution reviewing certain Executive Session Meeting minutes

**Agenda Section:** Administration Committee

**Originating Department:** Administration

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Pursuant to the Illinois Open Meetings Act, the Board is required to periodically review its closed meeting minutes to determine if they are eligible for release to the public. Staff does not recommend any closed meeting minutes be released at this time.

### Schedule A

Staff recommends that the minutes of a closed meetings of the April 15, 2021, December 16, 2021, January 20, 2022 and April 21, 2022 Regular Meetings, not be released to the public because these minutes continue to contain information requiring confidential treatment.

**(see copy attached to Schedule A in the Confidential/Executive Session packet).**

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### **Recommended Motion:**

To adopt Resolution No. R-58-22: A Resolution Reviewing Certain Executive Session Meeting Minutes.

DUPAGE WATER COMMISSION

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**RESOLUTION NO. R-58-22**

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A RESOLUTION REVIEWING CERTAIN  
EXECUTIVE SESSION MEETING MINUTES

WHEREAS, the Board of Commissioners of the DuPage Water Commission has periodically met in closed session to consider matters expressly exempted from the public meeting requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the "Act"); and

WHEREAS, as required by the Act, the Clerk has kept written minutes of all such closed sessions; and

WHEREAS, on October 20, 2022, the Board of Commissioners of the DuPage Water Commission met to review the minutes of all such closed sessions that have not heretofore been made available for public inspection as required by Section 2.06(d) of the Act; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission determined that the need for confidentiality still exists as the minutes of the closed session meetings set forth in Schedule A attached hereto and by this reference incorporated herein and made a part hereof; and

WHEREAS, the minutes of the closed session meetings set forth in Schedule A attached hereto are the only minutes of closed session meetings of the Board that have not heretofore been made available for public inspection as required by Section 2.06(d) of the Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: No Release. The minutes of the closed session meetings set forth in Schedule A attached hereto, being the only minutes of closed session meetings of the Board that have not heretofore been made available for public inspection as required by Section 2.06(d) of the Act, continue to contain information requiring confidential treatment and shall not be released at this time.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

	Aye	Nay	Absent	Abstain
Bouckaert, D.				
Broda, J.				
Fennell, J.				
Gans, R.				
Gustin, P.				
Healy, J.				
Novotny, D.				
Pruyn, J.				
Rush, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Zay, J.				

ADOPTED THIS \_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
James Zay, Chairman

ATTEST:

\_\_\_\_\_  
Danna Mundall, Clerk

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SCHEDULE A

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CLOSED SESSION MINUTES NOT TO BE RELEASED

APRIL 15, 2021

DECEMBER 16, 2021

JANUARY 20, 2022

APRIL 21, 2022