



AGENDA – Administration Committee

Thursday, June 20, 2024

6:15 PM

- I. Roll Call
- II. Approval of the April 18, 2024 Administration Committee Minutes

RECOMMENDED MOTION: To approve the Minutes of April 18, 2024 Administration Committee Meeting of the DuPage Water Commission.

- III. Resolution No. R-36-24: A Resolution Reviewing/Releasing certain Executive Session Meeting Minutes.
- IV. Request for Board Action: Approval of Professional Development Travel and Expenses. One (1) employee to attend the AMPP CP-1 Corrosion Protection Tester Certification in Houston, TX at an estimated cost of \$5,000, as listed in the approved FY-24/25 Management Budget.
- V. Request for Board Action: To authorize the General Manager to purchase one (1) 2024 Ford F450 from to Sutton Ford Commercial Truck Center under contract of the Suburban Purchasing Cooperative and outfitted with ancillary equipment in total amount of \$90,578.00.
- VI. Old Business
- VII. New Business
- VIII. Other
- IX. Adjournment

Minutes of a Meeting
of the

ADMINISTRATION COMMITTEE

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

April 18, 2024

- I. Commissioner Cuzzone called the meeting to order at 6:15 PM.

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

Commissioners absent: J. Healy, K. Rush

Also in attendance: D. Mundall

- II. Commissioner Van Vooren moved to approve the Minutes of the March 21, 2024 Administration Committee Meeting, seconded by Chairman Zay, unanimously approved by a voice vote. All aye, motion carried.
- III. Commissioner Van Vooren moved to approve the Request for Board Action: Authorize the General Manager to purchase one (1) 2024 Ford Transit Van from Currie Motors, Frankfort, in Fiscal Year 2024-2025, pending budget approval in the amount of \$79,005. Chairman Zay asked if a vehicle had been researched outside the cooperative, Mr. May replied that they indeed had, however staff feels it is worthwhile to advance the approval through the SPC as supply chains have loosened a bit. If unexpected delays are realized, staff will bring the contract back at a later date for separate approval with a direct vendor. Chairman Zay seconded, unanimously approved by a voice vote, all aye, motion carried.
- IV. Commissioner Van Vooren made a motion to approve a Resolution R-32-24 a Resolution suspending the purchasing procedures and authorizing the execution of a consulting agreement with ITSavvy, LLC, for IT cyber security services. Commissioner Van Vooren asked how long this vendor had been used by the Commission. General Manager May detailed the history of the relationship and gave examples of the support provided. Seconded by Chairman Zay, all aye, motion carried.
- V. Old Business
- No Old Business was offered.
- VI. New Business
- No New Business was offered.

VII. Other

VIII. Adjournment

Chairman Zay moved to adjourn the meeting at 6:20 PM, seconded by Commissioner Van Vooren, unanimously approved by a voice vote. All aye, motion carried. Meeting adjourned.



Resolution #: R-36-24

Account: N/A

Approvals: *Author / Manager / Finance / Admin*

DM - - PDM

REQUEST FOR BOARD ACTION

Date: 6/13/2024

Description: A Resolution Reviewing/Releasing certain Executive Session Minutes

Agenda Section: Administration Committee

Originating Department: Administration

Pursuant to the 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.

Recommended Motion:

Schedule A:

Staff recommends that the minutes of a closed meeting segments of the December 16, 2021 Commission Meeting, the January 20, 2022 Commission Meeting, April 21, 2022, June 15, 2023 Commission Meeting, September 21, 2023 Commission Meeting, April 18, 2024 Commission Meeting and May 6, 2024 Special Meeting not be released to the public at this time. It is staff's position that these minutes contain information requiring continued confidential treatment. (See copies attached to Schedule A in Executive Session packet)

Recommended Motion:

To adopt Resolution R-36-24, a Resolution Reviewing/Releasing certain Executive Session Minutes.

DUPAGE WATER COMMISSION

RESOLUTION NO. R-36-24

A RESOLUTION REVIEWING/RELEASING
CERTAIN EXECUTIVE SESSION MINUTES

WHEREAS, the Commission was formed and exists pursuant to the Water Commission Act of 1985, 70 ILCS 3720/0.01 et seq., and Division 135 of Article 11 of the Illinois Municipal Code, 65 ILCS 5/11-135-1 et seq., for the purpose of securing an adequate source and supply of water for its customers; and

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

WHEREAS, on June 20, 2024 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

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: Effective Date. This Resolution shall be in full force and effect from and after its adoption.

	Aye	Nay	Absent	Abstain
Bouckaert, D.				
Cuzzone, N.				
Fennell, J.				
Healy, J.				
Novotny, D.				
Pruyn, J.				
Romano, K.				
Rush, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Van Vooren, D.				
Zay, J.				

ADOPTED THIS _____ DAY OF _____, 2024.

James F. Zay, Chairman

ATTEST:

Danna Mundall, Clerk
Board/Resolutions/2024/R-36-24

SCHEDULE A

DECEMBER 16, 2021

JANUARY 20, 2022

APRIL 21, 2022

June 15, 2023

September 21, 2023

April 18, 2024

May 6, 2024

SCHEDULE B



Resolution #: N/A

Account: 01-60-613301

Approvals: *Author / Manager / Finance / Admin*

RCB RCB CAP PDM

REQUEST FOR BOARD ACTION

Date: 6/20/2024

Description: **Approval of Professional Development Travel and Expenses**

Agenda Section: Administration Committee

Originating Department: Administration

The following are approved budgeted expenditures in FY 24/25 for Commission Employees to attend professional development training programs and/or conferences in Q1 including early discount registrations, lodging and fares, if applicable.

Location/Event		Budgeted/Estimated	
Dates	Description	Attendees	Expenditure
August 19-August 23, 2024	AMPP CP-1 Corrosion Protection Tester Certification. Houston, TX	[REDACTED]	\$5,000

Recommended Motion:

To Ratify the Estimated Expenditures as listed in the approved FY-24/25 Management Budget and as listed above.



Request For Board Action

Account: 01-60-686000

Approvals: *Author / Manager / Finance / Admin*

D.P. RCB CAP PDM

REQUEST FOR BOARD ACTION

Date: 6/13/2024

Description: **Authorize the Purchase of a 1-Ton Dump Truck via the Suburban Purchasing Cooperative**

Agenda Section: Administration Committee

Originating Department: Pipeline & Remote Facilities

The FY2024/2025 Annual Budget includes \$110,000 for a 1-Ton Dump Truck and ancillary equipment. The vehicle will be outfitted to perform various forms of maintenance work and transportation of materials throughout the Commission's expanding service area.

The purchase of the 2024 Ford F450 will be through the issuance of a purchase order to Sutton Ford Commercial Truck Center, of Matteson Illinois, under Contract #226 of the Suburban Purchasing Cooperative - Joint Purchasing Program. The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference, DuPage Mayors & Managers Conference, South Suburban Mayors and Managers Association, and the Will County Governmental League.

Approval of this Request for Board Action would approve the purchase of one (1) 2024 Ford F450 and also approves the outfitting of the vehicle with a dump body, toolboxes and ancillary equipment and warning/emergency lighting at a cost of \$90,578.00.

Recommended Motion:

To authorize the General Manager to purchase one (1) 2024 Ford F450 including outfitted with ancillary equipment.