



AGENDA – Administration Committee

Thursday, August 20, 2026

6:15 PM

I. Roll Call

II. Approval of the May 21, 2026 Administration Committee Minutes

RECOMMENDED MOTION: To approve the Minutes of May 21, 2026 Administration Committee Meeting of the DuPage Water Commission.

III. Resolution No. R-64-26: A Resolution Approving Digital Conversion of Historical Commission Documentation by Microsystems, Inc., at a not to exceed cost of \$50,000 for Fiscal Year 26/27.

IV. Resolution No. R-66-26: A Resolution Approving an Agreement with Metro Strategies Group as Source Water Initiative Communications Consultant, at a not to exceed cost of \$125,000, 30% reimbursable from NSMJAWA.

RECOMMENDED MOTION: To recommend approval of Items 2 and 3 of the Administration committee Report section of the Commission meeting agenda.

V. Old Business

VI. New Business

VII. Executive Session

RECOMMENDED MOTION: To go into Executive Session to discuss security procedures pursuant to 5 ILCS 120/2(c)(8), to discuss matters related to personnel pursuant to 5 ILCS 120/2(c)(1) and (2), to discuss acquisition of real estate pursuant to 5 ILCS 120/2(c)(5), to discuss the setting of a price for sale or lease of property owned by the DuPage Water Commission 5 ILCS 120/2(c)(6), to discuss pending, probable, or imminent litigation pursuant to 5 ILCS 120/2(c)(11), and/or to discuss minutes of closed meetings pursuant to 5 ILCS 120/2(c)(21) (Roll Call).

RECOMMENDED MOTION: To come out of Executive Session (Voice Vote).

VIII. Adjournment

**Minutes of a Meeting
of the**

ADMINISTRATION COMMITTEE

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

May 21, 2026

- I. Commissioner Van Vooren called the meeting to order at 6:17 PM.
Commissioners in attendance: A. Honig, D. Van Vooren, J. Zay
Commissioners absent: S. Greaney, K. Romano,
Also in attendance: D. Mundall, P. May
- II. Commissioner Van Vooren asked for a motion to approve the Minutes of the April 16, 2026 Administration Committee Meeting. Commissioner Honig moved, seconded by Chairman Zay, unanimously approved by a voice vote. All aye, motion carried.
- III. Commissioner Van Vooren asked for a motion to approve Resolution No. R-33-26, a Resolution Authorizing the Purchase of three (3) Budgeted FY-26/27 Vehicles via the Suburban Purchasing Cooperative, and Ancillary Equipment, at a not to exceed cost of \$210,000. Commissioner Honig asked for cost breakdown for each vehicle, Commissioner Van Voorn replied the two (2) Ford Explorers will cost \$94,650 and the one (1) Ford F-250 truck will cost \$ 94,917. Commissioner Honig moved, seconded by Chairman Zay, unanimously approved by a voice vote, all aye, motion carried.
- IV. Old Business
No Old Business was offered.
- V. New Business
No New Business was offered.
- VI. Executive Session
No Executive Session was required.
- VII. Adjournment

Commissioner Honig moved to adjourn the meeting at 6:21 PM, seconded by Chairman Zay, unanimously approved by a voice vote. All aye, motion carried.

Meeting adjourned at 6:21 PM.



Resolution #: R-64-26

Account: 01-60-629000

Approvals: *Author / Manager / Finance / Admin*

RCB RCB CAP PDM

REQUEST FOR BOARD ACTION

Date: 8/13/2026
Description: **A Resolution Approving Digital Conversion of Historical Commission Documentation**
Agenda Section: Administration Committee
Originating Department: Administration

Resolution R-64-26 seeks approval of digital conversion of historical paper documentation including scanning and indexing services for critical information preservation and efficient access to the documentation.

The Commission obtained original system design and construction documentation from the original engineer of record which had been stored in an environmentally controlled and unadulterated condition.

Staff requested proposals from qualified document management firms for scanning of the original construction documentation, which results are listed below.

Datamation Imaging Services	\$42,762.40
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Microsystems, Inc.	\$28,689.00
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In addition to the original construction drawings noted above, additional existing historical documents are currently stored at the DuPage Pump Station in a location that is not environmentally controlled. It is the desire of staff to scan these additional documents utilizing remaining budgeted funds - under the approved agreement pricing - to continue the conversion of general historical documentation but not to exceed the approved FY-26/27 Management Budget amount of \$50,000.

Recommended Motion:

To authorize the digital conversion of Commission historical documentation by Microsystems, Inc., at a cost not-to-exceed \$50,000 for Fiscal Year 26/27.

DuPAGE WATER COMMISSION

RESOLUTION NO. R-64-26

A RESOLUTION AUTHORIZING THE PURCHASE OF DIGITAL DOCUMENT CONVERSION AND INDEXING SERVICES FROM MICROSYSTEMS, INC.

WHEREAS, pursuant to Article VIII, Section 4 of the Commission's By-Laws, and as required by State Statute, the Commission solicited quotations to perform digital conversion and indexing services to preserve historical design and construction documentation; and

WHEREAS, three quotations were received and evaluated by staff; and

WHEREAS, the Commission desires to purchase digital conversion and indexing services from Microsystems, Inc. as being the lowest cost qualified respondent; and

WHEREAS, based upon representations made by staff, the Board of Commissioners of the DuPage Water Commission has determined that it is in the best interest of the Commission to authorize the purchase of digital conversion and indexing services from Microsystems, Inc.;

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 authorizes the purchase of digital conversion and indexing services from Microsystems, Inc., for the price set forth in its quotation, but not to exceed \$50,000 for Fiscal Year 2026/2027.

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

	Aye	Nay	Absent	Abstain
Cuzzone, N.				
Fennell, J.				
Greaney, S.				
Honing, A.				
Noonan, T.				
Novotny, D.				
Pruyn, J.				
Romano, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Van Vooren, D.				
Zay, J.				

ADOPTED THIS _____ DAY OF _____, 2026.

James F. Zay, Chairman

ATTEST:

Danna Mundall, Clerk
Board/Resolutions/2026/R-64-26docx

Exhibit 1

Microsystems, Inc. Proposal



Microsystems, Inc.

Scanning, Microfilming, and Storage

625 Academy Drive
Northbrook, IL 60062
Phone (847) 205-1986 Fax (847) 205-5386
www.microsystemsinc.com

June 16, 2026

Zach Evans
DuPage Water Commission
600 E. Butterfield Road
Elmhurst, IL 60126

Dear Zach,

Thanks very much for your time to look at the records! Microsystems, Inc. has been in business since 1957 and services over 500 accounts throughout the Midwest. I will break down the 3 categories that you outlined based on the numbers provided. We'll also quote 300 DPI AUTO COLOR for OCR and I've included the OCR for A and B. There is no datashare option.

CATEGORY DOCUMENTS A

35 TFC 24" boxes with 3,000 11x17 or smaller pages and 140 oversize 18x24 or larger documents per box totals 105,000 pages and 4,900 drawings – quote 3,850 folders to be indexed

PREP Copy folder if it has written info and target each file, unfold and target, oversize, unbind, destaple and mend as required

224 hours x \$19.50 **\$ 4,368**

NOTE: Create 1 large oversize roll for EACH BOX for easier re-prep

SCAN REGULAR 300 DPI, PDF, Auto Color
105,000 x \$.045 **\$ 4,725**

SCAN OVERSIZE 200 DPI, PDF, B&W or COLOR
4,900 x \$.90 **\$ 4,410**

PAGING Page through oversize to set up document breaks for indexing
4,900 x \$.02 **\$ 98**



Microsystems, Inc.

Scanning, Microfilming, and Storage

INDEX	Contract or transmittal # 7,700 x \$.07	\$ 539
	NOTE: Regular documents and oversize have to have contract number or transmittal # indexed separately so files can be merged back together thus the double indexing charge	
OCR	109,900 x \$.005	\$ 550
	NOTE: We merge drawings back to the regular file prior to doing the OCR because we have found out that if you merge after the OCR is done it can disrupt the OCR.	
QC	Image by image inspections and corrections 14 datagroups x \$20	\$ 280
FLASH DRIVE		\$ 35
RE-PREP	A single stack of drawings will be created from each box. After scanning, each rolls drawings will be refolded and put back in order at the end of each box. 35 hours x \$19.50	\$ 683
PICKUP OF BOXES	35 boxes x \$1.00	\$ 35
DELIVER BOXES	35 boxes x \$1.00	<u>\$ 35</u>
ESTIMATE	Exact image counts are billed	\$15,758



Microsystems, Inc.

Scanning, Microfilming, and Storage

CATEGORY	DOCUMENTS B	
	37 - 1.2 15" boxes with 1,500 11x17 or smaller pages and 70 oversize 18x24 or larger documents per box totals 55,500 pages and 2,590 drawings – quote 2,035 folders to be indexed	
PREP	Copy folder if it has written info and target each file, unfold and target, oversize, unbind, destaple and mend as required 119 hours x \$19.50	\$2,321
	NOTE: Create 1 large oversize roll for <u>EACH BOX</u> for easier re-prep	
SCAN REGULAR	300 DPI, PDF, Auto Color 55,500 x \$.045	\$2,498
SCAN OVERSIZE	200 DPI, PDF, B&W or COLOR 2,590 x \$.90	\$2,331
PAGING	Page through oversize to set up document breaks for indexing 2,590 x \$.02	\$ 52
INDEX	Contract or transmittal # 4,070 x \$.07 NOTE: Regular documents and oversize have to have contract number or transmittal # indexed separately so files can be merged back together thus the double indexing charge	\$ 285
OCR	58,090 x \$.005 NOTE: We merge drawings back to the regular file prior to doing the OCR because we have found out that if you merge after the OCR is done it can disrupt the OCR.	\$ 290
QC	Image by image inspections and corrections 8 datagroups x \$20	\$ 160
FLASH DRIVE		\$ 35



Microsystems, Inc.

Scanning, Microfilming, and Storage

RE-PREP	A single stack of drawings will be created from each box. After scanning, each rolls drawings will be refolded and put back in order at the end of each box.	
	19 hours x \$19.50	\$ 371
PICKUP OF BOXES	37 boxes x \$1.00	37
DELIVER BOXES	37 boxes x \$1.00	<u>\$ 37</u>
ESTIMATE	Exact image counts are billed	\$8,417

CATEGORY	PHOTOS	
	23 – 1.2 15” boxes with 5 albums per box (115 total albums) and 100 – 200 photos per album	
	NOTE: USE 150 photos per album AVERAGE to quote or 17,250 photos then quote to scan all photos DUPLEX to capture writing or no writing on <u>ALL</u> backsides of photos – or 34,500 scans	
PREP	Remove 17,250 photos from albums.and target each group of photos with album description	70 hours x \$19.50 \$1,365
SCAN	300 DPI, PDF, Color, DUPLEX	34,500 x \$.045 \$1,553
INDEX	Album description	115 (Minimum) \$ 50
QC	Image by image inspections and corrections	
	5 datagroups x \$20	\$ 100
FLASH DRIVE		\$ 35
RE-PREP	Put each photo back into the album	70 hours x \$19.50 \$1,365



Microsystems, Inc.

Scanning, Microfilming, and Storage

PICKUP OF BOXES	23 boxes x \$1.00	\$ 23
DELIVER BOXES	23 boxes x \$1.00	<u>\$ 23</u>
ESTIMATE	Exact image counts are billed	\$4,514

OPTIONS

PICKUP BOXES MICROSYSTEMS DRIVERS

NOTE: The per box pickup charge is quoted for each job because we know the box counts. The trip charge is not included in any of the 3 jobs because we do not know how many trips we will make.

TRIP CHARGE	\$50
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Zach, I hope this quote is useful to you. We include all retrievals at N/C.
I guarantee you will not be disappointed with your decision to use Microsystems, Inc.

Sincerely,

Chris Ripkey
Microsystems, Inc.
847/205-1986 x13
847/732-5268

Datamation Imaging Services

7700 Griffin Way , Ste B,
Willowbrook, IL 60527

Phone: 630-321-0601

Fax: 630-321-0602

David Ruschel



Prepared For:

DuPage Water Commission

Zach Evans

evans@dpwc.org





Datamation Imaging Services

7700 Griffin Way, Suite B
Willowbrook, IL 60527
Phone: 630-321-0601
Fax: 630-321-0602

About Datamation Imaging Services

Here at Datamation, our goal is to help our customers go paperless and streamline their business processes. Since we opened our doors in 1995, we have grown into one of the largest, most experienced document scanning and content management service organizations in the Midwest. From scanning physical media like paper, microfilm/fiche, and books, to content management systems and advanced process automation tools, Datamation has continuously stayed on the leading edge of document management solutions and services.

We can help you design, build, and manage secure information management systems that meet the current and future needs of your organization. With these systems, you can intelligently store and manage your information so that it is accessible, searchable, and shareable, no matter where your employees work.

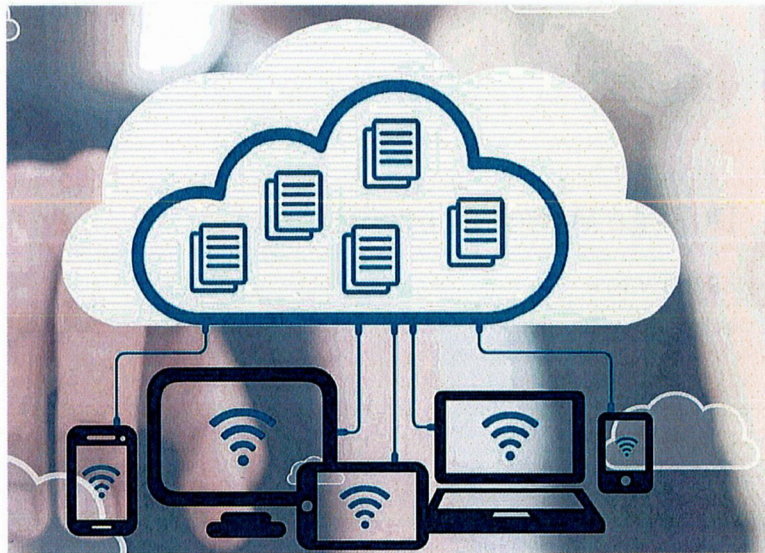
Datamation is centrally headquartered in Willowbrook, Illinois, and works with organizations across the country. We've worked with businesses in every industry and of every size, from startups to the Fortune 500. Our customers include banks and other financial services firms, manufacturers, healthcare and insurance organizations, airlines and transportation companies, educational institutions, public-sector agencies, and unions.

Our customers benefit from decades of best practices learned over thousands of client projects. We listen to your needs, then can advise you on the solution you need based on the goals you want to accomplish and suggest the right software, hardware, and processes for the job. All of that to say: we have a solution that's perfect for you.

From basic search and retrieval document management, to advanced, high-end process automation solutions, Datamation's team of professionals prides itself on its ability to satisfy our customers' needs in electronic filing solutions and support.

And best of all, you can trust that your information will be secure the entire time it's with us. Datamation continually passes a [SOC 2 Type II audit](#) demonstrating our commitment to security and customer data safety. Our facility is monitored with security cameras and secured with limited electronic keycard access. Not to mention all the cyber security measures in place.

To learn more about Datamation, please visit our [about us page](#).





Datamation Imaging Services

7700 Griffin Way, Suite B
Willowbrook, IL 60527
Phone: 630-321-0601
Fax: 630-321-0602

The Datamation Process

1. Courier Services: All physical media is picked up by a Datamation employee in one of our vehicles. This is done to maintain security and limit who has access to your files. The employees and vehicles are covered under our liability insurance.
2. Recording and Labeling: Once the media is received at our secure facility, it is assigned a unique barcode to facilitate tracking the box through our conversion process. It is then logged in our tracking system and routed to our preparation department.
3. Document Preparation: Employees extract documents from file folders, remove all staples, tape torn or small documents, insert document separator pages between files, and remove the document separator pages after capture. At this stage, large format pages are marked with tracking information and separated from the file.
4. Scanning and Capture: The scanning department uses high speed production scanners to scan standard-sized paper documents. Large documents are hand fed through a large format scanner. Documents are continuously monitored for image quality as they are scanned.
5. Indexing: The batch is then routed to the indexing department for manual and automated data entry. All files are indexed per the specifications.
6. Quality Control: Upon completion of scanning and indexing, the box goes to our QC area where each file folder scanned is matched to one in the box to confirm all folders are accounted for.
7. Data Export: If the batch passes the QC inspection, the batch is exported to the format specified. If requested, full-text OCR is run on the batch to create fully text-searchable files.
8. File Delivery: Digital files are burned to a hard drive, flash drive or uploaded to either our secure FTP or our customer's content management system.
9. Document Disposition and Destruction: Original paper or microfilm documents are returned to the customer, or scheduled for secure destruction, based on customer's directions.

Our Scanning Process





Datamation Imaging Services

7700 Griffin Way , Ste B,
Willowbrook, IL 60527

Phone: 630-321-0601

Fax: 630-321-0602

QUOTE

QUOTE #: DISQ1920

DATE: Jul 1, 2026

Prepared For:

Zach Evans
DuPage Water Commission
600 East Butterfield Road
Elmhurst, IL 60126-4642

Phone 630-834-0100

Prepared By:

David Ruschel
Datamation Imaging Services
7700 Griffin Way , Ste B,
Willowbrook, IL 60527

druschel@datamationis.com

630-321-0601

P.O. Number	Payment Terms	Valid Through
	UPON RECEIPT	Jul 31, 2026

Project Estimates/Requirements:

Documents:

- (35) Regular Banker Box - 3,000 pages per box = 105,000 pages
- Mix of letter, legal, 11x17, large format drawings mixed in folders
- Estimate 140 large format drawings per box = 4,900 drawings
- Documents date back to the 1980s - 1990s so estimate <5% are not in the best condition
- Light stapling and clipping - Not considered heavily stapled
- Estimate 5% - 10% are bound. Majority of files appear to be loose and not attached.
- Order is important. We'd like files put back in same order in which they came. Drawings at back of folder.
- Indexing - Estimate 110 folders/clipped files per box = Approximately 3,850 folders to be indexed
 - Common File Type - Transmittals appear not be in folders but rather paper clipped. Each Transmittal would be its own Indexing File
 - Remaining Files appear to be in folders with descriptions on the outside.

- (37) Half-Sized Banker Boxes - 1,500 pages per box = 55,500 pages
- Mix of letter, legal, 11x17, large format drawings mixed in folders
- Estimate 70 large format drawings per drawer = 2,590 drawings
- Estimate 55 folders/clipped files per box = Approximately 2,035 folders to be indexed - Same Doc types as above
- Re-assembly required - Put pages/drawings back in folders in original page order. Drawings at back of folder.

Scanning:

- Files to be scanned at 300 dpi bitonal to optimize OCR readability. Auto-color detect is also an option but will increase file size.
- All pages will be OCR processed for full text search capability and output to text searchable PDF's

Photos

- (23) Half-Sized Banker Boxes - 5 Photo Albums per box - 100 - 200 Photos per Photo Album = Low End - 11,500 photos ; High End - 23,000 photos - Assume 17,250 (midpoint)
- Estimate 115 Photo Albums to remove photos from
- Mix of small and large photos, most are not large format
- Mix of Photo albums and Photo Envelopes. Photo Envelopes Estimated to be <20%
- Documents date back to the 1980s - 1990s so estimate <5% are not in the best condition
- Photos often have descriptions written on back, if so, these would be double-sided scan.
- Indexing - Based off Description on Binder/Photo Envelope if provided. Estimated 5 Binders/Photo Envelopes to be indexed per box = Approximately 115 Binders/Photo Envelopes to be indexed.
- Assume photos "will not" need to be placed back in the album, rather place in separate envelopes or rubber-banded by album.
- Reassembly back into albums also available for an hourly rate of \$29 per hour
- Photos to be scanned 300 dpi color as single or two page PDFs

Qty	Description	Part Number	Unit Price	Ext. Price
Scanning Services (35) 24" boxes				\$24,061.50
105,000	Prep and scan standard size pages	SCAN-S	\$0.090	\$9,450.00
4,900	Scan folded large format pages - Scan at end of folder	SCAN	\$2.500	\$12,250.00

Qty	Description	Part Number	Unit Price	Ext. Price
4,900	Fold and reassemble large format documents at back of folder	REASSEMBLE	\$0.000	\$0.00
109,900	OCR Processing - Create text searchable PDF's	OCR	\$0.010	\$1,099.00
3,850	Document Indexing: Transmittal # (Clips) or Folder Description (Folders)	SCAN-I	\$0.250	\$962.50
1	Secure FTP Delivery (Included)	FTP	\$0.000	\$0.00
3	Courier service - Pickup and return (35) 24" Bankers Boxes	COURIER	\$100.000	\$300.00

Scanning Services (37) 15" boxes	\$12,709.65
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55,000	Prep and scan standard size pages	SCAN-S	\$0.090	\$4,950.00
2,590	Scan folded large format pages - Scan at end of folder	SCAN	\$2.500	\$6,475.00
2,590	Fold and reassemble large format documents at back of folder	REASSEMBLE	\$0.000	\$0.00
57,590	OCR Processing - Create text searchable PDF's	OCR	\$0.010	\$575.90
2,035	Document Indexing: Transmittal # (Clips) or Folder Description (Folders)	SCAN-I	\$0.250	\$508.75
1	Secure FTP Delivery (Included)	FTP	\$0.000	\$0.00
2	Courier service - Pickup and return (37) 24" Bankers Boxes	COURIER	\$100.000	\$200.00

Photo Scanning Services (23) 15" Boxes	\$5,991.25
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17,250	Scan various size photos - 300 DPI Color - mixed simplex and duplex	SCAN-S	\$0.250	\$4,312.50
50	Hours Doc Prep - (115) Photo Albums/Envelopes (remove from albums - 150 photos each)	PREP	\$29.000	\$1,450.00
0	Reassemble Photos back in albums - Not required \$29 per hour	REASSEMBLE	\$0.750	\$0.00
115	Document Indexing: From binder or envelope if available	SCAN-I	\$0.250	\$28.75
2	Courier service - Pickup and return (35) 24" Bankers Boxes	COURIER	\$100.000	\$200.00

DELIVERY	\$0.00
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1	Secure FTP Delivery (Included)	FTP	\$0.000	\$0.00
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Please sign this form to indicate your agreement to the terms and general conditions set forth in this document and return it to Datamation. This quotation is valid for 30 days.

These are estimates and customer will be invoiced for actual number of pages scanned. Please let us know if you have any questions. Thank you!

To accept this quotation and all attached terms, sign here and return:

Name: _____ Date: _____

Title: _____

Signature: _____

SubTotal	\$42,762.40
Tax	\$0.00
Shipping	\$0.00
TOTAL	\$42,762.40



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SERVICE AGREEMENT

1.0 SERVICES

Datamation shall perform the work described in the attached Quote (the "Services") in a timely and professional manner. The manner and means by which Datamation chooses to perform the Services are in Datamation's sole discretion and control. Datamation agrees to exercise the highest degree of professionalism, expertise and integrity in completing all aspects of customer imaging services.

1.1 Change Requests - In the event that the Customer desires to change the scope of the Services, or any other aspect, the Customer shall submit to Datamation a change request ("Change Request"), describing the exact nature of the changes requested. Within a reasonable time thereafter, Datamation will provide the Customer with: (i) Datamation's proposal for implementing the requested change; (ii) the amount of additional fees, if any, payable to Datamation as a result of the proposed Change Request; and (iii) the impact, if any, on the delivery schedule arising from the proposed Change Request. Notwithstanding the forgoing, Datamation shall have the right to refuse a Change Request for any reason in its sole and absolute discretion.

2.0 CONFIDENTIALITY & DATA SECURITY

Datamation agrees that all confidential information ("Confidential Information") communicated to Datamation with respect to the Services, including any Confidential Information received by Datamation or its representatives by reason of association or employment with the Customer or its associates is confidential. Customer shall make reasonable efforts to mark as confidential any materials to be protected pursuant to this paragraph. Datamation shall not disclose any Confidential Information to any other person unless specifically authorized in writing by the Customer to do so, except to the extent disclosure is required by subpoena or an order from a court of competent jurisdiction. Datamation shall use its best efforts to prevent inadvertent disclosure of any Confidential Information to any third party. If supplied with personally identifiable information (PII), Datamation will not sell, rent, or use that information.

2.1 Data Security - The privacy and security of the Customer's work is of paramount importance. Datamation has thorough processes, policies and systems to ensure the utmost of privacy and security in all aspects of processing the Customer's work. To ensure compliance with SOC II security standards and requirements, in the event of a security incident, as described in Datamation's company policy, Datamation is required to notify you. In addition, since Datamation may receive data and data files from the Customer, we ask that the Customer notify Datamation in the event of a security incident or data breach in the Customer's organization.

2.2 Data Ownership - If this is copyrighted work, the customer will not distribute or host any copyrighted works without explicit consent from the publisher or copyright owner. By signing this agreement, customer confirms they have permission to create electronic backup of the copyrighted work. In the event of a dispute or legal action, customer will indemnify Datamation.

3.0 DATA RETENTION

Datamation may, but is not required, to retain a copy of Customer's documents in an electronic form for disaster recovery purposes. This data will be retained for a maximum of 6 months unless other terms are defined by the customer.

4.0 REPRESENTATIONS AND WARRANTIES

Notwithstanding any other provision of this Agreement, the maximum and total liability of either Party arising from or in connection with this Agreement, the Services, and/or any other materials provided hereunder shall not exceed the total of the payments actually paid to and received by Datamation under the Agreement during the term hereof.

5.0 NONCOMPLIANT WORK

When processing the Customer's work, if Datamation encounters work (boxes, data or images) that is not compliant with the scope of the Services or other agreed upon characteristics of the job, this work will be identified and set aside. The Customer will be notified and asked for instructions on how to proceed with the noncompliant work. All other work that is compliant will be processed in the agreed upon timeframe. If the Customer does not provide input or instruction on how to address the noncompliant work within 30 days of the completion of the rest of the job, then the noncompliant work (boxes) will be placed in storage and billed at a minimum rate of \$1 per box per month until the Customer provides input of instructions to Datamation.

6.0 ANNUAL PRICE ADJUSTMENT (if applicable)

Due to rising labor costs and supplier pricing, Datamation reserves the right to adjust the price of software or services on an annual basis.

7.0 DOCUMENT MANAGEMENT CLOUD SERVICES AND USE (if applicable)

During the term of this Agreement, Datamation may agree to provide the Customer electronic document storage and retrieval warehousing services. The Services will be provided on a computer server owned, operated or accessible by vetted, third-party software vendors (the "Server") and will allow Customer to electronically store Customer's documents and access and retrieve the stored documents via the Internet.

Subject to the terms and conditions of this Agreement, Datamation hereby grants to Customer, and Customer hereby accepts, a nontransferable, nonexclusive, revocable license to use these cloud-based document management systems. Customer shall use these systems solely for Customer's own business operations and shall not use them for the business operations of any other, entity, enterprise or person whether or not Customer has an equity interest therein. Customer may not attempt to sublicense or otherwise transfer use rights to the software or the Services Documentation or use them or the Services to provide time-sharing or service bureau services for the benefit of or on behalf of any third party. All efforts will be taken to make the Services available for use 24 hours a day, seven days per week (with the exception for scheduled maintenance downtime).

Datamation and Customer shall implement and maintain reasonable security procedures relating to Customer's access to the document management software. Customer shall be responsible for administering the procedures relating to the assignment and administration of all identification codes and passwords authorizing access to the software on behalf of or for the benefit of Customer and its authorized users, and Customer shall be responsible for taking appropriate security measures relating to such identification codes and passwords. Any requests for additional system access must either be performed by a system administrator in your organization or be requested in writing, to Datamation, prior to the access being granted.



Resolution #: R-66-26

Account: 01-60-772500 (Source Water)

Approvals: *Author / Manager / Finance / Admin*

PDM - CAP PDM

REQUEST FOR BOARD ACTION

Date: 7/8/2026

Description: **A Resolution approving Agreement with Metro Strategies Group for Source Water Initiative Communications Consultant**

Agenda Section: Administration Committee

Originating Department: Administration

As discussed previously, significant progress continues to be made regarding advancement of a governance structure for the Source Water Initiative between DWC, NSMJAWA, and strategic partner the Village of Glencoe. Concurrently with the development of the Governance IGA, DWC has identified the need for a communications consultant to orchestrate and execute a wide variety of communications and media activities to ensure that the project is effectively presented to customers, legislators, vendors, permitting agents, and the general public.

In this regard, DWC has engaged with NSMJAWA to consider a variety of firms and mechanisms to fulfil this role. Metro Strategies Group was consistently among the top referred firms considered, and DWC and NSMJAWA requested a presentation of firm capabilities and their recommended approach during a in-person steering committee meeting on July 20th. Metro Strategies at that time presented and exhibited a unique combination of relevant experience with large regional projects similar to size, scope, and complexity to the proposed Source Water Initiative; and importantly, present no conflicts of interest. All references reviews have been exemplary. Therefore, DWC requested that Metro Strategies prepare a 30/60/90 day plan and engagement letter (attached). Costs associated with this contract will be reimbursable 30% from NSMJAWA under the existing IGA.

While the communications activities will continue for the duration of the contract, the recommended approval under consideration at this time is focused on specific activities intended to develop, establish, and implement critical early communications activities for the project, including but not limited to the following:

30 Day Deliverables:

- Coordination of Congressman Krishnamoorthi event / Check Presentation
- Engagement and Communication Plan
- Style and Branding Guide
- Initial Core Message Development
- Board and Committee Briefings

- Begin Board Member and Key Staff Interviews
- Schedule DuPage and Cook Interviews
- Stakeholder List Development
- Website Launch
- Interview Strategy and Guide Development
- Opinion Tracking Tool Creation
- Legislative Tracker

60 Day Deliverables

- Stakeholder interview
- Refined Messaging
- Social Media Campaign
- Fact Sheet
- Complete Board Member and Key Staff Interviews and Executive Summary
- Advocacy and Legislative Briefing Material Development
- Identification of Presentation Opportunities
- Board Updates

90 Day Deliverables:

- Advocacy and stakeholder engagement
- Coordinate Legislative Needs Post Veto Session
- Document Non-Member Agency Issues and Concerns
- Begin Presentation Circuit
- Media Toolkit
- Project Manager Firm Coordination

Activities listed above, along with any additional activities directed by DWC will be paid for at the established rate listed in the proposal up to an amount not-to-exceed \$125,000. Should the vendor perform satisfactorily, a contract extension will be presented when that amount is reached.

Recommended Motion:

To Approve Resolution R-66-26 authorizing an agreement with Metro Strategies Group for Source Water Initiative Communications Consultant, for a cost not-to-exceed \$125,000, 30% reimbursable from NSMJAWA.

RESOLUTION NO. R-66-26

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH METRO STRATEGIES GROUP FOR REGIONAL SOURCE WATER INITIATIVE COMMUNICATIONS CONSULTANT

WHEREAS, the DuPage Water Commission (the “Commission”) is advancing a Regional Source Water Initiative; and

WHEREAS, the need for a communications consultant has been identified to ensure effective and transparent communication and media involvement; and

WHEREAS, Metro Strategies Group has presented an engagement letter and strategic plan to carry out the desired communication tasks, and has presented their approach and firm capabilities and experience to DWC and NSMJAWA representatives; and

WHEREAS, DWC in collaboration with NSMJAWA find Metro Strategies Group to be well positioned to effectively carry out the desired tasks; and

WHEREAS, an existing IGA between NSMJAWA and DWC provides a reimbursement agreement whereby NSMJAWA will reimburse DWC for 30% of the cost associated with the work performed by the Communications Consultant;

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

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

SECTION TWO: The Engagement Agreement attached hereto as Exhibit 1 shall be and hereby is approved and, if already issued, ratified.

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

	Aye	Nay	Absent	Abstain
Cuzzone, N.				
Fennell, J.				
Greaney, S.				
Honing, A.				
Noonan, T.				
Novotny, D.				
Pruyn, J.				
Romano, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Van Vooren, D.				
Zay, J.				

ADOPTED THIS _____ DAY OF _____, 2026.

James F. Zay, Chairman

ATTEST: _____

Danna Mundall, Clerk

Board/Resolutions/2026/R-66-26.docx

EXHIBIT 1

Metro Strategies Group Engagement Letter & Scope

DuPage Water Commission Regional Water System Initiative

Initial Engagement Proposal

Project Approach

The DuPage Water Commission (DWC)'s Regional Water System Initiative represents a once-in-a-generation investment in water reliability, regional resilience and economic competitiveness for more than 1.5 million residents across northeastern Illinois. Following authorization, Metro Strategies Group is prepared to immediately support the Commission and the Northwest Suburban Municipal Joint Action Water Agency (NSMJAWA) in establishing a unified communications and stakeholder engagement program that aligns leadership, builds informed advocacy, addresses emerging opposition and creates a clear, fact-based narrative around the initiative's long-term benefits. Our phased 30-, 60- and 90-day approach is designed to quickly drive a unified narrative among DWC, NSMJAWA and Glencoe, provide lobbyists with legislative fact sheets and information to support their efforts and build support among key stakeholders including labor and regional partners. Leveraging our expertise in public engagement, strategic communications, legislative coordination and coalition-building, Metro Strategies Group will help position the initiative as a regional partnership focused on sustainable infrastructure, economic growth, water system resilience and future opportunities for communities throughout DuPage, Cook and the broader northeastern Illinois region.

Our recommended approach is structured on a 30-, 60- and 90-day workplan that will allow the Commission and its partners to begin a proactive engagement and communication effort.

First 30 Days: Discovery, Alignment and Launch

The primary objective for the first 30 days is to establish a common understanding of factual information, align DWC and NSMJAWA leadership, identify known risks and begin building the engagement and communication materials needed to support this effort. Through meetings with Board members, key staff and executive committee members, we will gather insights into stakeholder conversations, understand concerns being raised and distinguish between issues grounded in fact and those driven by rumor or misinformation. We will also engage key project advocates, including Cook County stakeholders representing NSMJAWA communities, to help align messaging, document known issues and build support around a shared project narrative. The information gathered through these meetings will be added to an issue tracker document that serves as a single source of information to support informed decision-making and proactive issue management. In parallel, we will begin developing the project's core messaging framework and establish a project specific website content to support future public outreach and stakeholder engagement efforts. To mark the official launch of this effort, we will coordinate all logistics for an event featuring Congressman Krishnamoorthi, project partners and key stakeholders. The event will include a ceremonial check presentation by the Congressman and will showcase the broad support for this initiative from federal, regional, county and local agencies, as well as community organizations. Throughout the initial phase of the project, we will work closely with the DWC, NSMJAWA and Village of Glencoe leadership to provide Board and staff updates on activities to further help drive their decision making.

This initial phase deliverables include:

- Engagement and Communication Plan
- Style and Branding Guide
- Initial Core Message Development
- Board and Committee Briefings
- Begin Board Member and Key Staff Interviews
- Schedule DuPage and Cook Interviews
- Stakeholder List Development
- Website Launch
- Interview Strategy and Guide Development
- Opinion Tracking Tool Creation
- Legislative Tracker

60 Days: Message Refinement, Stakeholder Activation and Advocacy Coordination

As the project moves into the next phase, our team will focus on refining and validating the project narrative, mobilizing key supporters and preparing for broader outreach efforts in advance of the election cycle and fall veto session. After we complete any remaining stakeholder interviews, we will begin to engage industry, labor and advocacy partners to test and strengthen key messages, address likely questions and concerns and identify the most credible and effective messengers for priority audiences. To support consistent and targeted outreach, we will develop audience-specific engagement briefs for unions, legislators, local governments, county officials, advocacy organizations, professional associations, business groups and other key stakeholders. We will finalize initial messaging materials and website content to provide a cohesive platform for outreach, briefings, point of contact and partner coordination. In parallel, we will identify a presentation and stakeholder briefing series with industry and advocacy partners to communicate the project's benefits, highlight its potential to create sustainable long-term jobs and build broader understanding and support. Working closely with lobbyists and labor leaders, we will ensure all partners are equipped with the facts, messaging and supporting materials necessary to effectively respond to opposition during the fall veto session.

Deliverables will include:

- Stakeholder interview
- Refined Messaging
- Social Media Campaign
- Fact Sheet
- Complete Board Member and Key Staff Interviews and Executive Summary
- Advocacy and Legislative Briefing Material Development
- Identification of Presentation Opportunities
- Board Updates

90 Days

As the project advances toward the fall veto session, our team will focus on strengthening and coordinating the network of supporters, aligning key stakeholders around a unified message, and positioning the initiative for expanded communications and engagement efforts. We will refine project messaging based on feedback from Board members, stakeholders, labor organizations, industry

representatives and advocacy partners to ensure it resonates with diverse audiences and effectively addresses emerging concerns. To support legislative outreach, we will finalize comprehensive briefing packets and messaging materials that clearly articulate the project's purpose, regional benefits, labor and industry support, implementation timeline and the consequences of delaying action. Working in close coordination with lobbyists, we will help maintain a presence in Springfield and facilitate meetings among DWC and NSMJAWA leadership, Board members and key legislators. We will also equip labor, industry, and other aligned stakeholders with concise talking points and supporting facts to ensure consistent and credible advocacy across all channels. Concurrently, we will develop a broader post-veto-session communications and engagement strategy that includes ongoing stakeholder outreach, public communications, website management, legislative monitoring, media engagement and community engagement. We will also begin coordinating with the Program Management Office (PMO) to ensure efforts and schedules align cohesively. Finally, we will identify and promote near-term opportunities to demonstrate project momentum following the veto session, including advancing key agreements, securing technical design resources, and initiating low-risk implementation activities that reinforce progress and build confidence among stakeholders and decision-makers.

Deliverables include:

- Advocacy and stakeholder engagement
- Coordinate Legislative Needs Post Veto Session
- Document Non-Member Agency Issues and Concerns
- Begin Presentation Circuit
- Media Toolkit
- PMO Coordination

Classification	Rate
Principal	\$264.06
Senior Director	\$227.16
Director	\$163.71
Creative Director	\$153.27
Senior Project Manager	\$133.41
Project Manager	\$124.59

Proposal Fee

Metro Strategies Group will charge a fee not to exceed \$125,000 for the services outlined above. The estimated fee does include costs associated with print material and website development.

Metro Strategies Group is available to provide these services once approval is received. Future engagement support can be negotiated after the initial work is completed and includes an option to continue work directly contracted with the DWC and NSMJAWA or as a part of the PMO contract. If engagement efforts are to be included under the PMO, Metro Strategies Group recommends including a statement in the Request for Proposal from vendors that the selected vendor will be required to add Metro Strategies Group to their contract as their preferred engagement vendor.