



# DuPage Water Commission

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## AGENDA

**ADMINISTRATION COMMITTEE**  
**THURSDAY, APRIL 20, 2017**  
**6:15 P.M.**

**600 EAST BUTTERFIELD ROAD**  
**ELMHURST, IL 60126**

## COMMITTEE MEMBERS

J. Healy- Chair  
J. Broda  
D. Novotny  
R. Obarski  
J. Zay

- I. Roll Call
- II. To approve the Minutes of the February 16, 2017 Regular Committee Meeting
- III. Resolution No. R-12-17: A Resolution Approving Travel Requests and Expense Reimbursement Policy
- IV. Other
- V. Adjournment

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All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A RESCHEDULED MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DUPAGE WATER COMMISSION  
HELD ON THURSDAY, FEBRUARY 16, 2017  
600 EAST BUTTERFIELD ROAD  
ELMHURST, ILLINOIS 60126**

Commissioner Broda called the meeting to order at 5:45 P.M.

Committee members in attendance: J. Broda, J. Fennell, D. Novotny and J. Healy

Committee members absent: J. Zay

Also in attendance: J. Spatz and F. Frelka.

Commissioner Novotny moved to approve the Minutes of the January 19, 2017, Administration Committee meeting. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Discussion began about the first agenda item, a Request for Board Action to retain the services of Storino, Ramello & Durkin as Labor Counsel for the DuPage Water Commission. General Manager Spatz stated that the union contracts were up for renegotiation soon and outside legal assistance was once again needed. He further commented on the Commission's previous satisfactory experience with this law firm and specifically made commendatory comments about the firm's direct approach that did not cause the negotiations to drag out and take longer than necessary. After General Manager Spatz added information about the status of the Commission's labor relations and the law firm selection process, Commissioner Novotny moved to recommend approval of the Request for Board Action – To retain the services of Storino, Ramello & Durkin as Labor Counsel for the DuPage Water Commission. Seconded by Commissioner Healy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The next agenda item, Resolution No. R-6-17: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission, was the subject of a brief discussion.

Commissioner Novotny moved to recommend approval of R-6-17. Seconded by Commissioner Healy and unanimously approved by a Voice Vote.


All voted aye. Motion carried.

With no further discussion, Commissioner Healy adjourned the meeting at 5:49 P.M. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DATE: April 13, 2017

## REQUEST FOR BOARD ACTION

<b>AGENDA SECTION</b>	Administration Committee	<b>ORIGINATING DEPARTMENT</b>	General Manager's Office
<b>ITEM</b>	A Resolution Approving Travel Requests and Expense Reimbursement Policy Resolution No. R-12-17	<b>APPROVAL</b>	
<p>Please see attached memorandum from Phillip Luetkehans and Brian Armstrong regarding the Travel Expense Policy.</p>			
<b>MOTION:</b> To adopt Resolution No. R-12-17.			

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**MEMORANDUM**

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**TO:** DuPage Water Commission Board of Commissioners

**FROM:** Phillip A. Luetkehans  
Brian J. Armstrong

**SUBJECT:** Local Government Travel Expense Control Act

**DATE:** April 3, 2017

**FILE:** DuPage Water Commission  
Our File No. 4156

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The Governor recently signed into law Public Act 99-0604, the Local Government Travel Expense Control Act (50 ILCS 150/1 *et seq.*) (the "Act"), imposing new statutory requirements on local governments' approval of travel expense reimbursement and recordkeeping for travel expenses. The new law became effective January 1, 2017. The following is a summary of important aspects of the statute.

A. The Act applies to all units of local government except home rule units. Thus, the Act applies to the DuPage Water Commission (the "Commission"). The Act covers reimbursement of travel expenditures directly incident to official travel by employees and officers of the local public agency, including members of the Board of Commissioners. It also applies to direct payments by local governmental agencies to private agencies providing transportation or related services.

B. All local public agencies must enact a resolution or ordinance regulating the reimbursement of all travel, meal and lodging expenses of officers and employees including, but not limited to:

(1) the types of official business for which travel, meal and lodging expenses are allowed;

(2) the maximum allowable reimbursement for travel, meal and lodging expenses;  
and

(3) provision of a standardized form for submission of travel, meal and lodging expenses, which must be supported by the following types of documentation:

(a) an estimate of the cost of travel, meals or lodging expenses if those expenses have not yet been incurred;

(b) a receipt for the cost of travel, meals or lodging expenses if the expenses have already been incurred;

(c) the name of the individual who received or is requesting the travel, meal or lodging expense;

(d) the job title or office of the individual who received or is requesting the travel, meal or lodging expense; and

(e) the date or dates and nature of the official business in which the travel, meal or lodging expense will be expended.

Note that the Act does not set maximum reimbursement amounts; it is up to the public agency to set the maximum reimbursement amounts. Additionally, the policy itself and all of the reimbursement records are public records pursuant to the Freedom of Information Act.

C. Effective June 30, 2017, a local public agency may not approve a travel, meal or lodging expense unless it has adopted a resolution or ordinance promulgating regulations under the Act.

D. Effective March 3, 2017, expenses for travel, meals and lodging of: (1) any officer or employee that exceeds the maximum expenses allowed under the local public agency's ordinance or resolution; or (2) any member of the governing board or corporate authorities of a local public agency, may only be approved by roll call vote at an open meeting of the governing board of the local public agency.

E. Finally, no public agency may reimburse a governing board member, employee or officer for any entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.

In our opinion, the proposed Travel Requests and Expense Reimbursement Policy conforms with the requirements of the Act and we recommend enactment of this Policy.

## DUPAGE WATER COMMISSION

## RESOLUTION NO. R-12-17

A RESOLUTION APPROVING TRAVEL REQUESTS AND  
EXPENSE REIMBURSEMENT POLICY

WHEREAS, the DuPage Water Commission (the "Commission") was formed and exists pursuant to the Water Commission Act of 1985 (70 ILCS 3720/1 *et seq.*) and Division 11 of Article 135 of the Illinois Municipal Code (65 ILCS 5/11-135-1 *et seq.*) for the purpose of financing, constructing, and operating a water supply system to serve its Charter Customers and other customers in DuPage County with a common source of supply of water from Lake Michigan; and

WHEREAS, the State of Illinois has recently enacted Public Act 99-0604, the Local Government Travel Expense Control Act (50 ILCS 150/1 *et seq.*) (the "Act") imposing new requirements on local governments' approval of travel expense reimbursement and recordkeeping for travel expenses which must be in place before June 30, 2017; and

WHEREAS, the Board of Commissioners deems it in the best interest of the Commission to enact the Travel Requests and Expense Reimbursement Policy in the form attached hereto as Exhibit A in compliance with the Act.

Agreement.

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

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: Policy. The Travel Requests and Expense Reimbursement Policy in the form attached hereto as Exhibit A is hereby enacted as the Policy of the Commission and the General Manager, is hereby authorized to take whatever steps necessary to effectuate the terms of this Policy.

SECTION THREE: Effective Date. This resolution shall be in full force and effect from and after its adoption by a majority affirmative vote of those Commissioners present.

AYES:

NAYS:

ABSENT:

ADOPTED this 20th day of April, 2017

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Chairman

ATTEST:

\_\_\_\_\_  
Clerk

**EXHIBIT A**



# DRAFT

## DUPAGE WATER COMMISSION

### TRAVEL REIMBURSEMENT POLICY

#### A. Purpose.

The DuPage Water Commission ("Commission") will reimburse employee and officer (including Commissioners) travel, meal and lodging expenses incurred in connection with approved travel, meal and lodging expenses incurred on behalf of the Commission. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

#### B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purposes of the program or event.

"Maximum allowable reimbursement" means the maximum amount that may be reimbursed for travel, meal, and lodging expenses, which is set at \$2,500 per event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Commission or by wards or charges of the Commission involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

#### C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Commission only for purposes of official business conducted on behalf of the Commission, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the General Manager.

#### D. Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher-priced tickets and coach or economy tickets with his or her personal funds. The Commission will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this Section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended; however, employees or officers will not be reimbursed for that portion of the car rental insurance incurred after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The travelers must refuel the vehicle before returning it to the rental company.
4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. If the accommodations are sponsored by or arranged for by the event sponsor, the cost of the accommodation will be reimbursed at the rate secured/arranged for by the sponsor of the event. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Commission business. If a conference, for example, opens on a Sunday evening and closes at Thursday noon, reimbursement for Sunday through Wednesday night would be

allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Commission unless approved by a vote of the Board of Commissioners.

7. **Meals** – Meals will be reimbursed for actual cost not to exceed the U.S. General Services Administration regulations in place at the time the expense is incurred. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time.
8. **Vacation In Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Commission.
10. **Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.
11. **Entertainment Expenses** – No employee or officer of the Commission may be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**E. Approval of Expenses.**

1. **Expenses for Members of the Board of Commissioners.** All travel, meal and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the Board of Commissioners.
2. **Expenses for Officials or Employees Other than Members of the Board of Commissioners.** Travel, meal and lodging expenses incurred by any official or employee not covered by paragraph 1 of this Section E in excess of the maximum allowable reimbursement as defined in Section B of this Policy, must be approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
3. **Advanced Expenses.** Travel, meal and lodging expenses advanced as a per diem to any employee or official of the Commission must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of incurred expenses must be provided in accordance with Sections C, D and F of this Policy, and any excess from the per diem must be repaid.
4. **Other Expenses.** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the General Manager's approval.

**F. Documentation of Expenses.**

Before an expense for travel, meals or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the General Manager on a DuPage Water Commission Expense Report form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

**G. Travel, Meal, and Lodging Expense Report Form.**

The Commission hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the DuPage Water Commission Expense Report form attached hereto and incorporated herein as Attachment 1.