

**MINUTES OF A RESCHEDULED MEETING OF THE  
DuPAGE WATER COMMISSION  
HELD ON THURSDAY, AUGUST 13, 2020  
600 E. BUTTERFIELD ROAD  
ELMHURST, ILLINOIS**

**DUE TO THE CORONAVIRUS THE MEETING WAS HELD VIA WEBEX.**

The meeting was called to order by Chairman Zay at 6:30 P.M.

Commissioners in attendance via Webex: D. Bouckaert, J. Fennell, R. Gans, D. Novotny, R. Obarski, J. Pruyne, K. Rush, F. Saverino, P. Suess and J. Zay

Commissioners Absent: J. Broda, J. Healy and D. Russo

Also in attendance via Webex: Treasurer W. Fates, J. Spatz, C. Johnson, C. Peterson, A. Stark, D. Cuvalo, J. Rodriguez, M. Weed, J. Schori, E. Kazmierczak, C. Bostick, B. Armstrong of Luetkehans, Brady, Garner & Armstrong LLC and J. Savio of Sikich LLP

**PUBLIC COMMENT**

None as verified by Commission employee Alan Stark present at the Elmhurst City Hall, 290 N York Street, Elmhurst IL 60126

**APPROVAL OF MINUTES**

Commissioner Obarski moved to approve the Minutes of the June 18, 2020 Regular Scheduled Meeting of the DuPage Water Commission. Seconded by Commissioner Novotny and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**TREASURER'S REPORTS**

Treasurer Fates presented the June and July 2020 Treasurer's Reports each consisting of 13 pages, noting that pages 1 and 2 contained a brief summary of each report.

**June 2020**

Treasurer Fates pointed out the \$184.3 million of cash and investments on page 4, which reflected an increase of about \$0.9 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 11 totaling \$157.7 million and the market yield on the total portfolio showed 1.58% which had decreased from the prior month. On page 12, the statement of cash flows showed an increase in cash and investments by about \$586,000 and operating activities generated \$461,000. On page 13, the monthly cash/operating report showed that the Commission has met all recommended reserve balances.

**July 2020**

Treasurer Fates pointed out the \$186.5 million of cash and investments on page 4, which reflected an increase of about \$2.2 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 11 totaling \$158.0 million

## Minutes of the 8/13/2020 Rescheduled Commission Meeting

and the market yield on the total portfolio showed 1.55% which had decreased from the prior month. On page 12, the statement of cash flows showed an increase in cash and investments by about \$2.8 million and operating activities increased cash by approximately \$2.7 million. On page 13, the monthly cash/operating report showed that the Commission had met all recommended reserve balances.

Commissioner Saverino moved to accept the June and July 2020 Treasurer's Reports.  
Seconded by Commissioner Obarski and unanimously approved by a Roll Call Vote.

Ayes: D. Bouckaert, J. Fennell, R. Gans, D. Novotny, R. Obarski, J. Pruyn, K. Rush,  
F. Saverino, P. Suess, and J. Zay

Nays: None

Absent: J. Broda, J. Healy and D. Russo

### **COMMITTEE REPORTS**

#### **Finance Committee – Meeting Cancelled**

Commissioner Suess reported that the Finance Committee did not meet but that the 2020 Annual Audit Report was on the Agenda for Board consideration sharing the success of the Commission accomplishing another clean audit. He then asked Sikich LLP representative Jim Savio to begin presenting the 2020 Annual Audit Report. Mr. Savio began by thanking General Manager Spatz, Financial Administrator Peterson and staff for their help 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 also issued an unmodified opinion to the Commission.

After Mr. Savio concluded his report, Chairman Zay expressed his appreciation to General Manager Spatz and Financial Administrator Peterson for a job well done. Commissioner Pruyn added how uncommon it was to receive a management letter from the auditors with no deficiencies noting that the Commission should be very proud of this achievement.

Commissioner Suess echoed Chairman Zay and Commissioner Pruyn noting how pleased he was to receive the good news. There being no further comments, Commissioner Suess moved to accept the draft audit report for the fiscal year ending April 30, 2020, to direct the auditors to print the final report, and to direct staff to distribute the FY2020 Audit Report to the Commission's customers and other interested parties.  
Seconded by Commissioner Rush and unanimously approved by a Roll Call Vote.

Ayes: D. Bouckaert, J. Fennell, R. Gans, D. Novotny, R. Obarski, J. Pruyn, K. Rush,  
F. Saverino, P. Suess, and J. Zay

Nays: None

Absent: J. Broda, J. Healy and D. Russo

Minutes of the 8/13/2020 Rescheduled Commission Meeting

**Administration Committee – Meeting Cancelled**

Commissioner Obarski moved to adopt item number 2 under the Administration Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Saverino and unanimously approved by a Roll Call Vote.

Ayes: D. Bouckaert, J. Fennell, R. Gans, D. Novotny, R. Obarski, J. Pruyn, K. Rush, F. Saverino, P. Suess, and J. Zay

Nays: None

Absent: J. Broda, J. Healy and D. Russo

Item 2: Resolution No. R-32-20: A Resolution Authorizing and Ratifying the Disposal of Electronic Equipment and Certain Personal Property Owned by the DuPage Water Commission at the August 13, 2020 DuPage Water Commission Meeting (no cost)

**Engineering & Construction Committee – Meeting Cancelled**

Commissioner Fennell moved to adopt item numbers 2 through 10 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Saverino and unanimously approved by a Roll Call Vote.

Ayes: D. Bouckaert, J. Fennell, R. Gans, D. Novotny, R. Obarski, J. Pruyn, K. Rush, F. Saverino, P. Suess and J. Zay

Nays: None

Absent: J. Broda, J. Healy and D. Russo

Item 2: Resolution No. R-27-20: A Resolution Approving a First Amendment to Task Order No. 2 under a Master Contract with Greeley and Hansen (additional \$3,000.00)

Item 3: Resolution No. R-28-20: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Electrical Contract QRE-8/17 at the August 13, 2020 DuPage Water Commission Meeting (Volt Electric, Inc. at an estimated cost of \$20,000.00)

Item 4: Resolution No. R-29-20: A Resolution Approving and Ratifying Certain Contract Change Orders at the August 13, 2020 DuPage Water Commission Meeting (Contract PSD-8/19 Independent Mechanical Industries, Inc. in the amount of \$4,078.00)

Item 5: Resolution No. R-30-20: Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Electrical Contract QRE-8/17

## Minutes of the 8/13/2020 Rescheduled Commission Meeting

at the August 13, 2020, DuPage Water Commission Meeting (Work Authorization Order No. 17 to Volt Electric, Inc., in an estimated amount of \$185,160.00 and Work Authorization Order No. 22 to Volt Electric, Inc., in an estimated amount of \$5,492.00)

- Item 6: Resolution No. R-31-20: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QR-11/17 at the August 13, 2020, DuPage Water Commission Meeting (Work Authorization Order No. 17 to Rossi Contractors, Inc. in an estimated amount of \$451,100.00)
- Item 7: Resolution No. R-33-20: A Resolution Approving and Ratifying Certain Contract Change Orders at the August 13, 2020 DuPage Water Commission Meeting (Contract SS-9/19 Rossi Contractors, Inc. in the amount of \$24,261.00)
- Item 8: Request for Board Action: To Suspend the Purchasing Procedure of the Commission's By-laws and give the General Manager the Authorization to Purchase Spare Parts for Electric Valve Actuators from the Manufacturer, Emerson Automation Solutions in an amount not to exceed \$50,000.00
- Item 9: Request for Board Action: To Authorize Approval of Requisition No. 71266 to Currie Motors Frankfort for the Purchase of one 2020 Ford Transit in the amount of \$53,093.00.
- Item 10: Request for Board Action: To Authorize Approval of Requisition No. 71300 to Currie Motors for the Purchase of one 2020 Ford F-350 Chassis 4x4 SD Crew Cab in the amount of \$41,113.00.

General Manager Spatz update Board members on the following items:

- During the storm on Monday, August 10<sup>th</sup>, similar to most of Elmhurst, the Commission lost power to its two incoming power lines. During this time, the Commission switched over to the backup line and ran on the generators until Tuesday afternoon when ComEd was able to restore one of the power lines and is working towards restoring the other power line within the next couple of days. He then pointed out the Commission's Operations team and the excellent job they did in making sure water operations were not disrupted during the power outage.
- Next, General Manager Spatz reported a leak on one of the Commission's 24" watermains in the Village of Addison noting work was scheduled to begin the following day to identify the location of the leak.
- General Manager Spatz then reported that the Commission, as well as the City of Chicago, has received some taste and odor complaints with their drinking water. The Commission has been in communication with the City regarding the issue and found that they have begun adding powder activated carbon to its treatment process to aid in removing the taste and odor issues.

## Minutes of the 8/13/2020 Rescheduled Commission Meeting

- With regards to the SCADA project, General Manager Spatz noted that the project is going well and is at 30% design with a current estimated cost of \$60,000.00 below budget. However, staff will be preparing a change order due to a redesign of the Commission's control center and that the savings will help offset those costs.

With regards to the taste and odor issues, Commissioner Obarski asked about how the communication is handled. General Manager Spatz noted that once the Commission is notified by any of its customers, that information is officially relayed to the City of Chicago.

Commissioner Suess inquired as to any new updates regarding the Illinois Tollway Authority. General Manager Spatz reported that the bid opening went well and that the project had been awarded with construction beginning sometime in September.

Circling back to the taste and odor issues, Commissioner Novotny asked what would cause this issue. General Manager Spatz explained that the issue is usually caused by one or two naturally occurring compounds. The compound Geosmin, in this case, produces a musty, earthy smell and taste in drinking water, but the water is safe to drink.

### **ACCOUNTS PAYABLE**

Commissioner Suess moved to approve the Accounts Payable in the amount of \$10,618,868.33 (June 2020, disbursements made with concurrence of Commission's Chairman) and \$11,734,492.38 (July 2020) subject to submission of all contractually required documentation, for invoices that have been received and moved to approve the Accounts Payable in the amount of \$2,324,680.00 (June 2020, disbursements made with concurrence of Commission's Chairman) and \$2,759,425.00 (July 2020) subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated. Seconded by Commissioner Pruyn and unanimously approved by a Roll Call Vote.

Ayes: D. Bouckaert, J. Fennell, R. Gans, D. Novotny, R. Obarski, J. Pruyn, K. Rush, F. Saverino, P. Suess and J. Zay

Nays: None

Absent: J. Broda, J. Healy and D. Russo

### **CHAIRMAN'S REPORT**

During the ongoing challenges of the Coronavirus, Chairman Zay asked Committee Chairpersons if they would like to try and hold their committees, via Webex, before the regular Commission meeting begins or would they prefer to continue as is with the Board meeting as a whole. Several Commissioners noted their preference would be to continue meeting as a whole and Commissioner Suess suggested that the Finance Committee meet on a quarterly basis. Chairman Zay stated that staff would be following up with each Committee Chairperson.

### **OMNIBUS VOTE REQUIRING MAJORITY VOTE**

None

**OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE**

None

**OLD BUSINESS**

General Manager Spatz provided a status update regarding the Village of Oak Brook's Water System noting that after their presentation at the June meeting, Commissioner Obarski had emailed several legal questions that were addressed by Attorney Luetkehans and forwarded to all Board members. On July 7<sup>th</sup>, staff followed up with an email to Mr. Patchin at the Village of Oak Brook requesting that the following information, discussed at the June meeting, be provided:

- A list of the completed capital improvements in the unincorporated zones for the last 10 years and a list for what was being planned for over the next 10 years
- A copy of the 2016 Water Loss Survey Report.

On July 14<sup>th</sup>, Oak Brook's attorney reached out to Attorney Luetkehans stating that he felt that the Board did not have a good understanding of Oak Brook's system and that Mr. Patchin would make another attempt to address the Board's questions and concerns.

On August 3<sup>rd</sup> a conference call was held with Chairman Zay, General Manager Spatz, Attorney Luetkehans, Oak Brook's Attorney, Village Manager, and Public Works Director, along with representatives from Aqua Illinois. The week prior, staff sent another email to Mr. Patchin asking if the requested information would be provided prior to the August 3<sup>rd</sup> meeting. What Mr. Patchin provided was the same information presented at the June meeting and did not include any information on capital improvements nor the 2016 Water Loss Survey Report. During the conference call, General Manager Spatz noted that he had again requested that the Village provide this information as well as reiterated many of the same concerns brought up by the Board members. At this point, the Commission is waiting on the Village as nothing has been received. Chairman Zay shared concerns that questions/concerns have yet to be addressed by the Village and if nothing is received within the next couple of weeks, staff would be reaching out to Mr. Patchin to find out the status.

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

None

Commissioner Novotny moved to adjourn the meeting at 7:15 P.M. Seconded by Commissioner Saverino and unanimously approved by a Voice Vote.

All voted aye. Motion carried.