



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
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AGENDA

ADMINISTRATION COMMITTEE
THURSDAY, SEPTEMBER 19, 2013
6:40 P.M.

600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126

COMMITTEE MEMBERS

L. Crawford
J. Broda
W. Murphy
J. B. Webb
J. Zay

- I. Roll Call
- II. Approval of Minutes of July 18, 2013
- III. Discuss Commission's By-Laws - Article IX Disbursement Authority
- IV. Discuss 2014 Healthcare Benefits
- V. Other
- VI. 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 MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, JULY 18, 2013
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

The meeting was called to order at 6:44 P.M.

Committee members in attendance: L. Crawford, W. Murphy and J. Zay (*ex officio*)

Committee members absent: J. Broda and J. B. Webb

Also in attendance: F. Frelka and J. Rodriguez

Commissioner Murphy moved to approve the Minutes of the June 20, 2013, Administration Committee meeting. Seconded by Board Chairman Zay and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Board Chairman Zay noted that the topic of revising the DuPage County Ethics Ordinance was discussed at a recent DuPage County board meeting. He stated that he asked the DuPage County Board Members to thoroughly review the ordinance to eliminate multiple future revisions since many other organizations use the DuPage County's Ethics Ordinance. He added that even though the Commission's ordinance was written in such a way that it would adopt any changes, it still needed to be reviewed by the Commission's lawyers.

Committee Chair Crawford stated that she had received a letter from DuPage County Chairman Cronin about taking the online Ethics training. Board Chairman Zay stated that he believed all county appointed Commission board members received this letter even though all board members need to submit to Ethics training.

Board Chairman Zay moved to adjourn the meeting at 6:47 P.M. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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ARTICLE IX

DISBURSEMENTS

Section 1: No Disbursement Without Authority. No funds, monies or other things of value in the hands of the Commission shall be paid out, disbursed or delivered except upon warrant, draft or order approved and signed as herein provided.

Section 2: Authorization. All disbursements in excess of \$20,000.00 shall be approved in advance by the Board of Commissioners except for payroll disbursements and disbursements for payroll-related taxes, contributions and payments. The General Manager is authorized to incur and pay contingency expenditures up to and including \$20,000.00 without the prior approval of the Board of Commissioners.

Section 3: Required Signatures. All checks shall be manually or electronically signed by any two of the following: the Chairman, the Treasurer, the Finance Committee Chairman, the General Manager, the Financial Administrator or the Staff Attorney.

Section 4: Designation of Fund and Payee. For each check issued by the Commission, a record shall be kept which specifies the particular fund or appropriation to which it is chargeable and the person or other entity to whom it is payable.

Section 5: Credit Card Policy. It is the policy of the Commission to permit use of corporate credit cards by employees designated by the General Manager and approved by the Board of Commissioners for charging legitimate company expenses. Eligible employees are those who are or will be regularly incurring legitimate business expenses in which this procurement process is more efficient and expeditious. The Commission shall, from time to time, by Resolution adopt specific policies regulating the use of Commission credit cards (the "Credit Card Policy"). Employees made eligible to have

and use Commission credit cards, as herein provided, shall first read the Commission's Credit Card Policy and then acknowledge that they have read and understand the Policy and will be bound by, and will adhere to, same. Said acknowledgement shall be evidenced by the eligible employee's signature on the addendum attached to the Commission's Credit Card Policy. The eligible employee shall deliver the executed addendum to the Credit Card Administrator who shall be that person designated by the Commissioners in the Resolution adopting the Credit Card Policy.