



# DuPage Water Commission

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**NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED FEBRUARY 2011 REGULAR FINANCE COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 10, 2011, AT 600 EAST BUTTERFIELD ROAD, ELMHURST, ILLINOIS 60126. THE AGENDA FOR THE RESCHEDULED FEBRUARY 2011 REGULAR FINANCE COMMITTEE MEETING IS AS FOLLOWS:**

**AGENDA**  
**FINANCE COMMITTEE**  
**THURSDAY, FEBRUARY 10, 2011**  
**5:30 P.M.**

**COMMITTEE MEMBERS**  
P. Suess, Chair  
C. Janc  
J. Pruyn  
D. Russo

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

- I. Roll Call
- II. Approval of Minutes for Regular Committee Meeting of February 11, 2010
- III. Approval of Minutes for Special Committee Meeting of January 31, 2011
- IV. Approval of Reconciliations
- V. Retain Financial Services Provider
- VI. Extension/Refinancing of \$40MM Certificate of Debt issued to Northern Trust Bank
- VII. Treasurer's Report – January 2011
- VIII. Financial Statements – January 2011
- IX. Quarterly Budget Review
- X. Accounts Payable
- XI. Other
- XII. 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  
FINANCE COMMITTEE  
OF THE DUPAGE WATER COMMISSION  
HELD ON FEBRUARY 11, 2010**

The meeting was called to order at 7:03 P.M. at the offices of the DuPage Water Commission, 600 E. Butterfield Rd., Elmhurst, Illinois 60126. Committee members in attendance: Committee Chairman G. Mathews, Commissioner F. Saverino, and Commissioner D. Zielenga. Commissioners Chaplin, Elliott, and Zay also attended the Finance Committee, arriving at 7:08 P.M. Also in attendance: Treasurer R. Thorn, General Manager R. Martin, R Skiba, and J. Nesbitt.

**MINUTES OF MEETING – January 14, 2010**

A motion was made by Commissioner Saverino and seconded by Commissioner Zeilenga to approve the minutes of January 14, 2010 Finance Committee meeting. The motion carried unanimously.

**TREASURER'S REPORT – February, 2010**

After the Treasurer's Report was discussed by Former Financial Administrator Skiba, Commissioner Zielenga motioned to recommend for Board approval of the Treasurer's Report and was seconded by Commissioner Saverino. The motion carried unanimously.

**FINANCIAL STATEMENTS – February, 2010**

Former Financial Administrator Skiba then presented the Financial Statements. The following items were discussed:

- Commissioner Zeilenga stated that as of January 31, the Sales Tax Account has \$7 million unrestricted top of the \$8 million in the Contingency Reserve. This leaves \$15 million of Commission funds free of obligation.
- Commissioner Zay asked if the reason for Water Fund reserve was in writing. Former Financial Administrator Skiba stated that the requirement is in the Water Revenue Bond Ordinance, O-1-87, which is still in effect.
- Commissioner Zay then asked if the Ordinance reserve requirements can be eliminated or reduced. Former Financial Administrator Skiba responded that such a Commission action would require approval of the revenue bond holders.
- Commissioner Zay then asked if the revenue bond ordinance Depreciation Account requirement was \$5 million. Former Financial Administrator Skiba concurred, stating further that the Commission must deposit \$175,000 to that account every month even it has met its full requirement. This has not been down for several months due to the Commission's current cash situation. Commissioner Zay asked when it needs to be refilled. Former Financial Administrator Skiba stated that it must be refilled as soon as possible.

Commissioners Chaplin, Elliott, and Zay left the Finance Meeting at 7:20 P.M.

### **ACCOUNTS PAYABLE**

General Manager Martin stated that there was a supplemental Accounts Payable totaling \$120,263.60, with \$82,880.75 of that for bonds for the Commissioners, the Treasurer and the General Manager. The supplemental Accounts Payable lists items that will be at least 30 days overdue before the next Commission meeting.

A motion was made by Commissioner Zeilenga and seconded by Commissioner Saverino to approve the original Accounts Payable in the amount of \$11,413,996.37 and the supplemental Accounts Payable in the amount of \$120,263.60. The motion carried unanimously.

Former Financial Administrator Skiba then asked for another motion for the estimated and accrued payments required before the next Commission meeting for items such as electric charges and Lexington Pumping Station Labor.

A motion was made by Commissioner Zeilenga and seconded by Commissioner Saverino to approve the estimated Accounts Payable in the amount of \$378,100.00. The motion carried unanimously.

### **RESOLUTION R-10-10**

After Resolution R-10-10 was discussed, Commissioner Zeilenga moved to approve Resolution R-10-10: A Resolution Amending the Wire Transfer Policy and was seconded by Commissioner Saverino. The motion carried unanimously.

### **OTHER**

Former Financial Administrator Skiba then explained that he has some personal and professional obligations which will limit his availability. He will be able to work 30-40 hours in certain critical weeks and 15-20 hours in other weeks. He and the General Manager are assessing whether any additional financial assistance may be needed to help with the day-to-day financial operations. Once the Commission hires a Financial Administrator, Mr. Skiba will help orient the person to the job and be available to assist the Commission from time to time.

### **ADJOURNMENT**

A motion to adjourn the meeting was made by Commissioner Zielenga and seconded by Commissioner Saverino. The meeting was adjourned at 7:26 P.M.

**MINUTES OF A SPECIAL MEETING  
OF THE FINANCE COMMITTEE  
OF THE DUPAGE WATER COMMISSION  
HELD ON MONDAY, JANUARY 31, 2011  
600 EAST BUTTERFIELD ROAD  
ELMHURST, ILLINOIS**

The meeting was called to order at 7:35 A.M.

Committee members in attendance: Committee Chairman P. Suess, Commissioner C. Janc, Commissioner J. Pruyn, and Commissioner D. Russo

Committee members absent: None

Also in attendance: Acting General Manager T. McGhee, Staff Attorney, M. Crowley, R Skiba, and M. Mulcrone

Chairman Suess thanked everyone for attending the meeting and gave a brief overview of the meeting's agenda.

Chairman Suess asked Staff Attorney Crowley to give a brief overview of the committee's duties and responsibility. Staff Attorney Crowley explained the committee's duties as listed in the Commission's By-Laws and the new responsibilities as stated in PA-96-1389.

The Committee discussed the future needs of the accounting department (staffing, duties, and what would be required to reorganize the Incode accounting package).

Chairman Suess requested that staff investigate the cost associated with reorganizing the account structure in the Incode accounting package.

Commissioner Janc requested that staff investigate the ability to setup a monthly budget in the Incode system.

Commissioner Russo asked staff to investigate what the water rate would be if the Commission planned to pay off the debt as soon as possible and not utilize the sales tax revenue to subsidize the fixed costs portion of the rate.

Chairman Suess requested that staff calculate the current total cost of manning the Commission's financial department so that the committee could make an informed decision about outsourcing these services.

Chairman Suess requested that staff contact the two selected outsourcing firms to set up interviews on February 10, 2011. He also requested that each firm have the following information prepared for the interviews on February 10, 2011:

- Work plan for providing the required service to the Commission
- In-house experience, if any, with the Incode Accounting system
- Cost proposals for additional services such as developing
  - Standard Operating Procedures (S.O.P.)
  - New chart of accounts
- Roles of listed members

The Committee decided the meeting would start at 5:30 P.M. and allow 45 minutes for each interview.

Chairman Suess suggested staff contact Wheaton Bank in regard to refinancing the \$40MM Certificate of Debt currently held by Northern Trust Bank.

The Committee discussed topics for the next meeting which included:

- Update on the Northern Trust C.D.
- Whether to go Taxable or Tax-Exempt
- Fixed vs. variable rate
- Administration fees
- How long to carry debt
- Explanation of Financial documents

Chairman Suess adjourned the meeting at 9:35 A. M.