



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

NOTICE IS HEREBY GIVEN THAT THE FEBRUARY ADMINISTRATION COMMITTEE REGULAR MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 20, 2020, AT 600 EAST BUTTERFIELD ROAD, ELMHURST, ILLINOIS 60126. THE AGENDA FOR THE FEBRUARY 2020 REGULAR ADMINISTRATION COMMITTEE MEETING IS AS FOLLOWS:

AGENDA
ADMINISTRATION COMMITTEE
THURSDAY, FEBRUARY 20, 2020
5:30 P.M.

600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126

COMMITTEE MEMBERS

J. Healy- Chair
J. Broda
R. Obarski
K. Rush
J. Zay

- I. Roll Call
- II. To approve the Minutes of the January 16, 2020 Regular Scheduled Committee Meeting
- III. RFBA – To Authorize the Execution of a Consulting Agreement with Strategia LLC for a one-year period in the amount of \$250 per hour, as needed.
- 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 MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON THURSDAY, JANUARY 16, 2020
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

Commissioner Broda called the meeting to order at 6:17 P.M.

Committee members in attendance: J. Broda, J. Healy, R. Obarski, K. Rush and J. Zay

Committee members absent: none

Also in attendance: D. Cuvalo, F. Frelka, J. Rodriguez, A. Stark (arrived at 6:26 P.M.), and J. Spatz

Commissioner Obarski moved to approve the Minutes of the November 21, 2019 Administration Committee meeting. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

It was consensus of the Committee Members to recommend to the board Resolution No. R-9-20: A Resolution Suspending Purchasing Procedures and Approving Requisition 64272 for the Purchase of New HPE 10GB Switches from IT Savvy, LLC at the January 16, 2020 DuPage Water Commission Meeting.

Regarding the Request for Board Action – To authorize the General Manager to enter into a Consulting Agreement with John J. Millner and Associates, Inc., subject to negotiation of acceptable terms, in an amount not to exceed \$30,000.00; Commissioner Broda asked if staff would prepare a quarterly summary of items that the firm handles for the Commission. General Manager Spatz stated that he would write up a quarterly summary. Discussion ensued regarding work this firm has done for the Commission. Items outlined were:

- Rewrote legislation that stated that consecutive systems could be charged for lead replacement in the originating system;
- Stopped legislation that stated that if a Commission pipeline was located in a community that the community could tap into to pipeline at any point;
- Arranged to have DWC representatives speak to the correct legislators to give testimonials as water experts on water-related bills that affect the Commission and other Illinois water agencies; and
- Communicates with Chairman Zay and General Manager Spatz regularly about legislation involving water-related items that affect the Commission and other Illinois water agencies, then General Manager Spatz notifies other Illinois water agencies.

Regarding the Request for Board Action – To authorize the Execution of a Consulting Agreement with Rory Group, LLC., for a one-year period, in an amount not to exceed \$20,000.00; General Manager Spatz noted that an updated Attachment A was distributed to the Commissioners and added that he would prepare a quarterly summary of items that this firm handles for the Commission as well.

It was consensus of the Committee Members to recommend to the board the Request for Board Action – To approve Requisition No. 64223 in the amount of \$55,326.25 to Infor Global Solutions Inc.

Minutes 1/16/2020 Administration Committee Meeting

After some discussion with regards to the ad hoc committee representing the six districts for the renegotiations of the Water Purchase and Sale Contracts between the Commission and its customers, General Manager Spatz informed the Committee Members that the ad hoc committee will receive a red-line draft version of the contract next month.



With no further discussion, Commissioner Broda adjourned the meeting at 6:37 P.M. Seconded by Commissioner Rush and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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DATE: February 10, 2020

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	Contract Agreement	APPROVAL	 
Account Number: 01 -60-628000			
To authorize the General Manager to enter into an Agreement between DuPage Water Commission and Strategia Consulting, LLC., for communication and consulting services in the amount of \$250.00 per hour as needed for a one-year term (see attached agreement).			
MOTION: To Authorize the Execution of a Consulting Agreement with Strategia Consulting, LLC., for a one-year period, in the amount of \$250.00 per hour.			

January 10, 2020

Mr. John Spatz
General Manager
DuPage Water Commission
600 Butterfield Rd.
Elmhurst, IL 60126

spatz@dpwc.org
(630) 834-0100

Re: Engagement Letter

Dear John:

Thank you for choosing Strategia Consulting LLC ("Strategia") to provide strategic communication and consulting services to you. The purpose of this letter is to document our professional relationship. I ask that you review this letter with care and then either confirm your agreement to these terms or state any different or additional terms you would like us to consider.

This Engagement Letter is designed to address our responsibilities to each other and to outline certain important matters we have found are best established at the beginning of our relationship. By proceeding with this engagement, you will be indicating to Strategia you reviewed and understand all the terms of our relationship.

1. **Parties.** Unless and until agreed by all parties in writing, our only client in this engagement will be the DuPage Water Commission ("Client").

2. **Scope of Work.** We have agreed to provide the following services to you: strategic communication and crisis communications services as directed by Client.

3. **Term and Modification.**

- a) Term. This engagement shall be effective as of January 10, 2020 and shall continue in full force and effect through December 31, 2020, unless the Client and Strategia agree in writing to extend.
- b) Modification. If additional services are required, this Engagement Letter shall be modified in writing by mutual agreement of the parties.

4. **Fees, Payment and Expenses.**

- a) Strategia will be paid an hourly fee of \$250 for its professional services.
- b) Client hereby provides Strategia with approval to incur reasonable and necessary expenses up to \$250 per month. Any expenses incurred in excess of \$250 will need to be preapproved by Client.

Strategia Initials: JS DWC Initials: _____

- c) We typically incur a variety of out-of-pocket expenses for which you are responsible. These include items such delivery services, photocopying, travel expenses, and outside service providers, as needed. Client agrees to pay Strategia the amounts owed within thirty (30) days of the date of each monthly invoice.
- d) If travel by car is needed, outside a 30-mile radius of Strategia's DuPage office, Strategia will bill for mileage at the current federal mileage rate. Any travel, hotel and car rental/ground transportation needed outside of a 30-mile radius of Strategia's DuPage office will need to be approved by Client.
- e) Strategia will invoice Client with payment due in full and payable to Strategia upon receipt of invoice. Payment is to be made through Strategia Consulting's secured *QuickBooks ACH payment system*.

5. **Termination.** Client may terminate Strategia's engagement to provide services, with or without cause, upon thirty (30) days written notice, with no further obligation, other than to pay for such fees and expenses that would have accrued up to and through the thirty (30) day notice termination period. The parties may mutually agree to terminate Strategia's engagement at any time.

6. **Indemnification.** To the fullest extent provided by law, Client shall indemnify, defend and hold Strategia harmless from any and all claims, causes of action, suits, judgements, expenses and costs incurred (including reasonable attorney's fees), which may arise due to or related to Strategia executing its responsibilities under this Engagement Letter, unless said action was the result of Strategia's sole and willful negligence.

Please countersign a copy of this letter and return it to Strategia for our records. Until you return a signed copy of this Engagement Letter, Strategia will not commence working on this matter.

If you have any questions or concerns regarding any of the terms of this Engagement Letter, please call me.

Throughout our relationship, we want you to be satisfied with the professional services that we perform on your behalf. Accordingly, we encourage you to contact us just as soon as you have any questions or concerns regarding our services or our fees so that we can resolve them to our mutual satisfaction.

Very truly yours,



Lissa Druss
Founder & CEO
Strategia Consulting LLC
312.259.8600

By: _____
John Spatz
General Manager
DuPage Water Commission

Date: _____

Strategia Initials LD DWC Initials _____