



DuPage Water Commission

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

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, NOVEMBER 21, 2019
6:15 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 September 19, 2019 Committee Meeting
- III. Resolution No. R-49-19: A Resolution Amending Resolution R-53-04 to Amend Authorized Credit Card Users
- IV. Other
- V. Adjournment

H:\Board\Agendas\Administration\2019\ADM1911Meeting.docx

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, SEPTEMBER 19, 2019
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

Commissioner Broda called the meeting to order at 6:15 P.M.

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

Committee members absent: J. Broda

Also in attendance: D. Cuvalo, F. Frelka, J. Rodriguez, A. Stark and J. Spatz

Commissioner Obarski moved to approve the Minutes of the August 15, 2019 Administration Committee meeting. Seconded by Commissioner Rush and unanimously approved by a Voice Vote.

With regards to Resolution No. R-33-19: A Resolution Suspending the Purchasing Procedures and Authorizing the Execution of a Consulting Agreement with IT Savvy, LLC for Consulting Services at the September 19, 2019 DuPage Water Commission Meeting; General Manager Spatz stated that unit costs decreased prior to last year's contract and staff has been very pleased with their services.

General Manager Spatz stated that the Commission's SAN system was replaced around five years ago and replacement has been pushed to next fiscal budget year. He noted that recently a hard drive failed and staff requested a quote from IT Savvy to replace it, so it will be brought to the Administration Committee in the coming months.


Commissioner Obarski asked if staff was reviewing the legislation that was passed regarding employment policies on cannabis. General Manager Spatz stated that yes he had been reviewing employment policies regarding cannabis in other states as well as watching other Illinois organizations to see what they're planning to do regarding this legislation.

After some discussion on different cannabis tests, Commissioner Healy adjourned the meeting at 6:20 P.M.

All voted aye. Motion carried.

DATE: November 1, 2019

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	A Resolution Amending Resolution R-53-04 to Amend Authorized Credit Card Users Resolution No. R-49-19	APPROVAL	
Account Number: N/A			
<p>Resolution No. R-49-19 authorizes the General Manager and General Manager's designee (subject to Board approval), but no one else, to incur charges against the Commission's <i>Platinum Plus® for Business MasterCard®</i> Credit Card Account for legitimate Commission purposes in which this procurement process is more efficient and expeditious. This amendment is due to personnel changes.</p>			
MOTION: To approve Resolution No. R-49-19.			

DUPAGE WATER COMMISSION

RESOLUTION NO. R-49-19

A RESOLUTION AMENDING
RESOLUTION NO. R-53-04
TO AMEND AUTHORIZED CREDIT CARD USERS

WHEREAS, pursuant to Resolution No. R-53-04, being "A Resolution Authorizing the Execution of a MBNA America (Delaware), N.A. Commercial Credit Agreement for a *Platinum Plus® for Business MasterCard®* Credit Card" ("Resolution No. R-53-04"), which authorized entry into a credit card agreement and further implemented a credit card use policy for Commission employees; and

WHEREAS, the Commission has from time to time amended Resolution R-53-04 and the credit card use policy, including via Resolution R-40-05, R-43-07; and R-34-12;

WHEREAS, pursuant to Resolution No. R-34-12, being "A Resolution Further Amending Resolution No. R-43-07 to Specify Authorized Credit Card Users and Limits Per Adoption of New Credit Card Policy" the Commission implemented certain new policies regarding credit card use, including specifying authorized credit card users by title, limiting the amount of purchases authorized, and providing for a Credit Card Administrator; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission has found and determined that it is in the best interests of the Commission to further revise the credit card policy regarding who may be authorized to use a Commission credit card to charge legitimate Commission expenses such that the General Manager and any employee designated by the General Manager and approved by the Board of Commissioners be authorized to use credit cards issued to the Commission, subject to

Resolution No. R-49-19

the limits and provisions contained in Resolution R-53-04 as amended (including specifically as amended by Resolution R-34-12);;

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

SECTION ONE: The foregoing recitals are hereby incorporated herein as if fully set forth.

SECTION TWO: Effective as of the effective date of this Resolution, Section Three of Resolution No. R-53-04 shall be, and it hereby is, further amended in its entirety so that said Section Three shall hereafter be and read as follows:

SECTION THREE: The General Manager and any employee designated by the General Manager and approved by the Board of Commissioners shall be and they each hereby are authorized to incur charges against the Account for proper Commission purposes by using the *Platinum Plus® for Business MasterCard®* Credit Cards issued in the Commission's name or by any other appropriate means, and FIA Card Services, N.A. is hereby authorized to accept and pay on behalf of the Commission any charges incurred by any of the foregoing persons and to charge such amounts to the foregoing Account.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2019.

Chairman

Resolution No. R-49-19

ATTEST:

Clerk

Board\Resolutions\R-49-19.doc