

**THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY  
MINUTES OF THE FINANCE-ADMINISTRATION  
COMMITTEE MEETING  
June 30, 2011**

The Illinois State Toll Highway Authority held a Finance-Administration Committee Meeting on Thursday, June 30, 2011 at approximately 8:15 a.m. at the Central Administration Building in Downers Grove, Illinois. Directors on the Committee in attendance were as follows:

Committee Chairman James Banks

Director Bill Morris

Director George Pradel

Director Tom Weisner

Committee Chairman Banks called the meeting to order. Director Weisner moved to approve the Minutes of the Finance-Administration Committee meeting held on May 26, 2011; seconded by Director Pradel. The motion was approved unanimously.

Committee Chairman Banks called upon Mike Colsch, Chief of Finance. Mr. Colsch requested approval of the following for the Consent Agenda:

Approval to write off unpaid miscellaneous receivables in the amount of \$21,914.67.

Mr. Colsch explained that \$10,300 of the unpaid miscellaneous receivables mentioned were due to unpaid invoices for roadside services

provided to Tollway users who need gasoline, coolant or have other roadside issues. Chair Wolff asked whether it was routine for the Tollway Help Truck worker to ask for payment at the time of service. John Benda, General Manager of Maintenance, indicated that the workers provide a release to the users prior to providing service. If the Tollway provides gasoline or coolant that release becomes an invoice. However the worker does not ask for or accept payment at the time of service.

Chair Wolff asked whether it would be less expensive and/or more efficient to have Tollway workers process payment at the time of service. Executive Director Lafleur indicated that management discourages workers from accepting cash payments or accepting tips from Tollway users. She also indicated that the uncollectable receivable amount is small compared to the public safety hazard that the road obstructions caused by stranded motorists. **She also indicated that staff will look into other methods of collecting payment for these roadside services.**

Mr. Colsch then explained that the second write-off was for an invoice owed by a trucking company that has gone through bankruptcy and therefore the debt is not collectible in the amount of \$11,614.67.

Director Morris moved to approve said write off; seconded by Director Weisner. Director Banks called for a vote. The motion was approved unanimously.

Committee Chairman Banks called upon Shana Whitehead, Acting Chief of Business Systems. Ms. Whitehead requested approval for the following:

Amending of Board Resolution No. 19402 – Correction of Dollar amount. Cost to the Tollway: \$2,491,272.

Ms. Whitehead explained that Board Resolution No. 19402 approved at the May Board meeting incorrectly identified the cost of the one year term or \$2,491,272 instead of the two year term cost of \$4,982,544.

Director Morris moved to approve said amendment. Director Saldana indicated that she was surprised to see an error of this magnitude in the approved resolution. Executive Director Lafleur assured the Board that the full cost of the system was accommodated in the budget. Chair Wolff asked for clarification that all bidders on the contract were provided the correct bid amount and specifications. Mr. Donato, Procurement Chief, confirmed that the correct information was provided during the bid process.

The motion was seconded by Director Pradel. The motion was approved unanimously.

Committee Chairman Banks called upon John Donato, Procurement Chief. Mr. Donato requested approval for the following:

Award of Contract No. 11-0111 to Bell City Manufacturing, Incorporated for Automotive Batteries, in an amount not to exceed \$52,000.00 (CMS Master Contract).

Award of Contract No. 11-0158 to Wright Express Financial Services Corporation for Commercial Fuel Cards, in an amount not to exceed \$120,000.00 (CMS Master Contract).

Award of Contract No. 11-0166 to Environmental Systems Research Institute for ESRI Software Maintenance, in an amount not to exceed \$44,039.54 (CMS Master Contract/Sole Source).

Award of Contract No. 11-0139 to Sherwin Industries, Incorporated for Asphalt Crack Sealer, in an amount not to exceed \$128,285.34 (CMS for Tollway).

Director Pradel moved to approve said award; seconded by Director Weisner. The motion was approved unanimously.

Committee Chairman Banks called upon Jeff Redding, Chief of Operations. Mr. Redding requested approval for the following:

Award of Contract 11-0033 to Quality Window Tinting for Window Tinting at the Central Administration Building in an amount not to exceed \$39,263.00.

Award of Contract 11-0036 to United Construction Forces for providing parts and labor to replace glass windows as needed system-wide in an amount not to exceed \$42,146.00.

Director Morris noted that there was only one bidder for the contract to replace glass windows system-wide and asked whether follow-up had been done to determine how to increase the number of bidders for future contracts. Mr. Redding responded that contractors could have been deterred by the large geographical area that is covered for a relatively small contract amount, making it not cost effective for some. Executive Director Lafleur added that in the future the bid contract can be structured to focus on smaller geographical areas to make them more feasible to contractors.

Director Morris noted that several of the bidders in the window tinting process were disqualified because they did not submit the Board of Elections certificate. Director Weisner asked whether management was tracking which companies have routinely been disqualified due to insufficient submissions. Executive Director Lafleur reminded the Board that the legislature is looking at this process. She also noted that checklists and memos have been provided to contractors to remind them to submit the board of elections certificate. The Tollway is advocating for making this type of oversight curable by either allowing the Tollway to notify the vendor about the missing document or allowing the Tollway to verify existence of certificate directly with the State agency.

Director Weisner moved to approve said award; seconded by Director Weisner.

Committee Chairman Banks called upon Tom Bamonte, General Counsel. Mr. Bamonte requested approval for the following:

An Intergovernmental Agreement with the Department of Transportation and Village of Glenview. Cost to the Tollway \$0.

Director Pradel moved to approve the agreement; seconded by Director Weisner. It was approved unanimously.

An Intergovernmental Addendum Agreement with the DuPage County Forest Preserve District. Cost to the Tollway up to a maximum of \$65,000.

Director Morris moved to approve the agreement; seconded by Director Weisner. It was approved unanimously.

Property Damage Settlement Authority. Cost to the Tollway \$38,116.17

Committee Chair asked General Counsel whether he recommended this

settlement. He responded yes. Director Morris moved to approve the settlement; seconded by Director Pradel.

Chair Wolff asked whether management completed an internal investigation to determine the cause of the accident. John Benda, General Manager of Maintenance, indicated that reports are generated for every accident involving a Tollway vehicle. Depending on the seriousness of the accident, the report could be referred to the Safety Committee, which is comprised of a cross-functional team of management professionals including legal representatives. Mr Bamonte added that after the Safety Committee reviews the reports, it makes recommendations to operational changes if warranted based on its review.

Committee Chair Banks called for a vote. The motion was passed unanimously.

Mr. Bamonte asked that the Board defer discussion of the following item until Executive Session:

Litigation Settlement – Wright. Cost to the Tollway \$39,361.

At approximately 9:00 a.m., Director Morris made a motion to enter into Executive Session of the Finance Committee and to allow Directors who are not on this Committee to participate in the discussion; seconded by Director Pradel. The motion was approved unanimously.

The open Finance Administration Committee meeting resumed at approximately 9:50 a.m.

Director Morris made a motion to approve the Mary Wright litigation; seconded by Director Weisner. The motion was approved unanimously.

Director Morris moved to adjourn; seconded by Director Pradel. The motion was approved unanimously.

Meeting adjourned at approximately 9:55 a.m.

Minutes taken by: \_\_\_\_\_

Tranece Artis  
Board Secretary  
Illinois State Toll Highway Authority