



# DuPage Water Commission

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

**NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED AUGUST 2004 ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 8:30 A.M. ON THURSDAY, AUGUST 12, 2004, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED AUGUST 2004 REGULAR COMMITTEE MEETING IS AS FOLLOWS:**

## AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, AUGUST 12, 2004  
8:30 A.M.**

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

## COMMITTEE MEMBERS

**L. Hartwig - Chair  
D. Zeilenga  
E. Chaplin  
W. Murphy**

- I. Roll Call
- II. Approval of Minutes of June 10, 2004
- III. Request for Additional Maintenance Personnel
- IV. Establishment of Mission Statement
- V. Ordinance O-17-04: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Articles VI and VII Prohibiting Electronic Meeting Participation) – First Reading
- VI. General Manager Duties and Expectations
- VII. Other

Board/Agendas/Administration/ADM0408.DOC

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 DU PAGE WATER COMMISSION  
HELD ON JUNE 10, 2004**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: L. Hartwig and D. Zeilenga

Committee members absent: R. Benson

Also in attendance: E. Chaplin, M. Crowley

By unanimous consent, Commissioner Hartwig was appointed Chairman Pro Tem of the June 10, 2004, meeting of the Administration Committee.

Commissioner Zeilenga moved to approve the Minutes of the May 13, 2004 Administration Committee. Seconded by Commissioner Hartwig and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee discussed the establishment of a "Mission Statement" as requested by Commissioner Chaplin. Commissioner Chaplin suggested the organizational mission statement be based upon the mission statement used by City of Naperville's Department of Public Utilities or the following provision from the Water Commission Act of 1985: "[T]o help assure a sufficient and economic supply of a source of water within those county wide areas of this State where, because of a growth in population and proximity to large urban centers, the health, safety and welfare of the residents is threatened by an ever increasing shortage of a continuing, available and adequate source and supply of water on an economically reasonable basis. . . ." An organizational mission statement based upon the Naperville DPU mission statement was preferred by the Committee, and the Staff Attorney was directed to adapt the Naperville model for review by the Committee at the August 2004 meeting.

With respect to Commissioner Chaplin's request that staff periodically issue press releases concerning actions taken, projects completed, projects started, and other items of interest, it was the recommendation of the Administration Committee that it would be more useful for staff to issue a brief statement of the actions taken at each meeting which could be shared with Commission customers, the County, and the press.

In reviewing the organizational chart prepared by the General Manager, the Committee discussed whether it would be more appropriate for the proposed Human Resources/Training Coordinator to report to the General Manager (or the Manager of Water Operations) rather than the Financial Administrator because of the predominantly technical background of Commission personnel, and whether

## Minutes 06/10/04 Administration Meeting

the Board should establish/sanction the various positions within the organizational chart and/or the total number of personnel to be employed. The Committee had no concerns with respect to the need for a new Manager of Water Operations and a Human Resources/Training Coordinator, but wanted more information on the other new positions.

With respect to using an executive search firm for the recruitment of the Manager of Water Operations and the Human Resources/Training Coordinator, the Administration Committee will recommend to the Board that The PAR Group – Paul A. Reaume, Ltd. be retained to provide such services in light of the Commission's current circumstance of having new hires in key administrative staff positions.

Commissioner Zeilenga moved to adjourn the meeting at 7:29 P.M. Seconded by Commissioner Hartwig and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Board/Minutes/Adm0406.doc



# DuPage Water Commission

## MEMORANDUM

TO: Administration Committee

FROM: Robert L. Martin, P.E. *RLM*  
General Manager

DATE: July 27, 2004

SUBJECT: Comments on Organizational Chart

### **Preventative Maintenance Program**

I have stated on many occasions that I am concerned that the Commission does not have a preventative maintenance program to insure the integrity of the Commission's distribution system. To correct this lack of preventative maintenance I have reorganized the Commission into smaller departments with specific responsibilities. To perform the necessary preventative maintenance activities there is a need to increase the Commission staff by three individuals which were not budgeted.

### **Remote Facilities Maintenance (1)**

To improve maintenance of the remote facilities, I plan to create a separate two-person remote facilities maintenance crew by reassigning one of the existing instrumentation technicians to the remote facilities maintenance crew and hiring a second crew member. A two-person crew is required for increased productivity and safety. I chose to re-assign one of the existing instrumentation technicians to this new maintenance crew to better utilize in-house capabilities and expertise.

### **Remote Instrumentation Technician (1)**

At the present time, there are two instrumentation technicians who are responsible for testing and repairing remote instrumentation. As noted above, I plan to reassign one of the existing technicians to the newly-created remote facilities maintenance crew, leaving a vacancy in the existing two-person remote instrumentation technician crew. This vacancy needs to be filled to accommodate existing workloads and for reasons of safety.

### **Assistant Operator (1)**

At the present time, there are two operators on duty at all times. The operators are responsible for preventative and corrective maintenance at the DuPage Pumping Station, as well as responding to radio and SCADA inquiries at the control console. During normal business hours (Monday through Friday 07:00 to

15:30), the operators are continually interrupted from their maintenance activities due to the large volume of radio and SCADA inquiries received during these hours. I plan to employ an additional Assistant Operator who will be stationed full-time at the control console during normal business hours, thereby relieving the other two operators from constant interruption and improving productivity and efficiency.

**Human Resources Administrator/Training Coordinator**

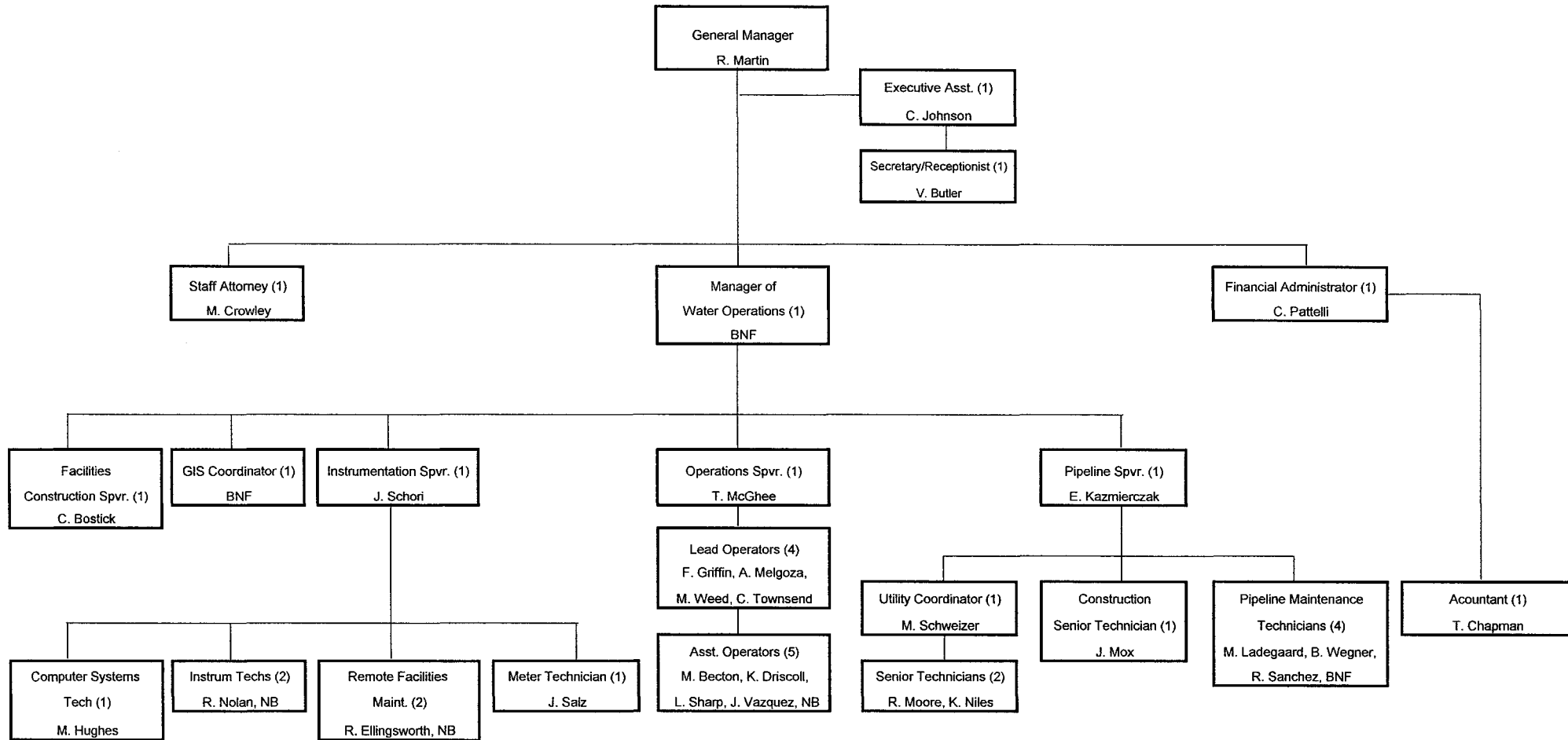
Cheryl Pattelli, Finance Administrator, will continue with the responsibilities that were to be assigned to the Human Resources Administrator/Training Coordinator. For this reason I will have directed the PAR Group not to seek candidates for this position.

**Budget**

Attached is a sheet showing the impact on the budget related to the increase in the personnel costs related to these three additional positions.

**Organizational Chart**

Attached is a revised organizational chart showing the elimination of the Human Resources Administrator/Training Coordinator position.



BNF: Budgeted / Not Filled

NB: Not Budgeted

NEW POSITION COSTS

COMPENSATION	BASIS	INSTR TECH	REMOTE FAC		ASST OPERATOR	TOTAL ALL NEW POSITIONS	TOTAL ALL NEW POSITIONS BY APPROPRIATION CATEGORY	APPROPRIATION AMOUNT GREATER THAN BUDGET	APPROPRIATION OF UNBUDGETED PERSONNEL COSTS
			MAINT						
ANNUAL SALARY		\$ 40,000.00	\$ 35,000.00		\$ 45,000.00	\$ 120,000.00	\$ 120,000.00	\$ 523,737.00	436%
IMRF	12.07%	\$ 4,829.33	\$ 4,225.67		\$ 5,433.00	\$ 14,488.00	\$ 14,488.00	\$ 716,034.00	4942%
SOCIAL SECURITY	6.20%	\$ 2,480.00	\$ 2,170.00		\$ 2,790.00	\$ 7,440.00			
MEDICARE	1.45%	\$ 580.00	\$ 507.50		\$ 652.50	\$ 1,740.00	\$ 9,180.00	\$ 40,066.00	436%
WORKERS COMPENSATION INSURANCE WATER WORKER	7.33%	\$ 2,932.00	\$ 2,565.50		\$ 3,298.50	\$ 8,796.00			
WORKERS COMPENSATION INSURANCE ADMINISTRATIVE	0.34%	\$ -	\$ -		\$ -	\$ -	\$ 8,796.00	\$ 17,916.00	204%
MONTHLY HEALTH INSURANCE (FAMILY)	\$1,372.78	\$ 16,473.36	\$ 16,473.36		\$ 16,473.36	\$ 49,420.08			
MONTHLY DENTAL INSURANCE (FAMILY)	\$122.01	\$ 1,464.12	\$ 1,464.12		\$ 1,464.12	\$ 4,392.36			
MONTHLY FOR DEPENDENT COVERAGE (FAMILY)	(\$202.82)	\$ (2,433.84)	\$ (2,433.84)		\$ (2,433.84)	\$ (7,301.52)			
MONTHLY LIFE INSURANCE POLICY	\$21.90	\$ 262.80	\$ 262.80		\$ 262.80	\$ 788.40			
MONTHLY \$5,000 DEPENDENT LIFE INSURANCE POLICY	\$2.35	\$ 28.20	\$ 28.20		\$ 28.20	\$ 84.60			
MONTHLY DISABILITY INSURANCE	\$17.33	\$ 207.96	\$ 207.96		\$ 207.96	\$ 623.88	\$ 48,007.80	\$ 96,960.00	202%
		\$ 66,823.93	\$ 60,471.27		\$ 73,176.60	\$ 200,471.80	\$ 200,471.80	\$ 1,394,713.00	696%
<b>HOURS REQUIRED</b>									
REGULAR		2,080	2,080		2,080				
VACATION	2 WEEKS	(80)	(80)		(80)				
HOLIDAYS	8 DAYS	(64)	(64)		(64)				
PERSONAL DAY	1 DAY	(8)	(8)		(8)				
		1,928	1,928		1,928				
<b>ALL IN EMPLOYEE HOURLY RATE</b>									
		\$ 34.66	\$ 31.36		\$ 37.95				
<b>SALARY ONLY HOURLY RATE</b>									
		\$ 19.23	\$ 16.83		\$ 21.63				
<b>FRINGE BENEFIT FACTOR (ALL IN HOURLY/SALARY ONLY HOURLY)</b>									
		80.24%	86.33%		75.45%				
						NEW POSITIONS % OF			
TOTAL UNBUDGETED NEW POSITIONS						AMOUNT			
TOTAL PERSONNEL BUDGET						\$ 200,471.80			
TOTAL OPERATING BUDGET						\$ 5,604,604.00	3.58%		
						\$ 74,974,296.00	0.27%		




# DuPage Water Commission

## MEMORANDUM

TO: Administration Committee

COPIES: Chairman and Commissioners

FROM: Robert L. Martin, P.E.   
General Manager

DATE: July 22, 2004

SUBJECT: FIRST REVISED Draft Mission Statement

In response to my memorandum dated July 14, 2004, we have received two suggested revisions to the revised draft mission statement.

Commissioner Murphy requested the words "Lake Michigan" be inserted as follows:

TO PROVIDE RELIABLE, QUALITY, RESPONSIVE, AND COST-EFFICIENT **LAKE MICHIGAN** WATER SERVICES FOR EXISTING AND FUTURE CUSTOMERS OF THE COMMISSION AND FOR ANY UNIT OF LOCAL GOVERNMENT HAVING A WATERWORKS SYSTEM AND HAVING WITHIN ITS CORPORATE LIMITS TERRITORY WITHIN DUPAGE COUNTY, WHICH IS NOT AN "EXCLUDED UNIT," AS DEFINED IN THE WATER COMMISSION ACT OF 1985, ALL IN SUPPORT OF THE HEALTH, WELFARE, AND GROWTH OF DUPAGE COUNTY.

Commissioner Chaplin thought the revised draft of the mission statement was too complicated and offered the following alternative:

THE DUPAGE WATER COMMISSION IS A COUNTY-WIDE SYSTEM THAT IS COMMITTED TO PROVIDING RELIABLE, QUALITY, RESPONSIVE, AND COST EFFECTIVE WATER SERVICES, ALL IN SUPPORT OF THE HEALTH, WELFARE, AND GROWTH OF DUPAGE COUNTY.

Now that there are two entirely different drafts of the proposed mission statement, I am requesting the Administration Committee continue the discussion at its August 12<sup>th</sup> meeting and reach consensus on a recommended draft before comments are solicited from Commission Customers.





# DuPage Water Commission

## MEMORANDUM

TO: Administration Committee

FROM: Robert L. Martin, P.E. *[Signature]*  
General Manager

DATE: July 27, 2004

SUBJECT: General Manager Duties and Expectations

Chairman Vondra directed that the Administration Committee address General Manager Duties and Expectations. To assist the Committee in this matter, I am attaching a schedule which I prepared of items I hope to accomplish this fiscal year.

An earlier version of this schedule was submitted to the Board for the May 13, 2004 meeting. Among the more significant changes are the following:

### **PSD-6 30 MG Reservoir & Storage Facility**

The construction of this project has been delayed until completion of the construction of Contract PSD-7 Engine Generator Facility and Vehicle storage Building. The reason for the delay is the lack of sufficient space at the DuPage Pumping Station site to allow for simultaneous construction staging.

### **TW-3 West Transmission Main**

The three phases of Contract TW-3 have been suspended due to the Board's action of June 10<sup>th</sup>.

### **BOV-2 Blow-Off Valve Rehabilitation**

I originally scheduled the rehabilitation of the 90" Transmission Main blow off valves as part of Contract BOV-1. As a result of the Board's action at the July 8<sup>th</sup> Commission meeting, the repair of the 90" Transmission Main blow off valves will be separately designed and bid, resulting in a minimum delay of six months.

### **Meter Station Preventative Maintenance (PM) Program**

The meter station preventative maintenance program has been delayed due to lack of sufficient remote facilities maintenance staff.

### **Pipeline Preventative Maintenance (PM) Program**

The pipeline preventative maintenance program has been delayed due to pipeline staff having to install/repair cathodic protection monitoring devices and perform other remedial work due to lack of preventative maintenance in the past.

ID	Task Name	Duration	Start	Finish	May	Jun	Jul
1	<b>Administrative and Personnel Matters</b>	<b>261 days</b>	<b>Thu 2/12/04</b>	<b>Thu 2/10/05</b>			
2	<b>Financial Administration</b>	<b>261 days</b>	<b>Thu 2/12/04</b>	<b>Thu 2/10/05</b>			
3	Hire Financial Administrator	88 days	Thu 2/12/04	Mon 6/14/04			
4	Insurance Renewal	66 days	Mon 8/2/04	Mon 11/1/04			
5	Five Year capital Improvement Program	75 days	Fri 10/1/04	Thu 1/13/05			
6	Budget	74 days	Mon 11/1/04	Thu 2/10/05			
7	<b>Human Resources Administration - SUSPENDED</b>	<b>0 days</b>	<b>Fri 5/14/04</b>	<b>Fri 5/14/04</b>	◆ 5/14		
8	Hire Human Resource Administrator - SUSPENDED	0 days	Fri 5/14/04	Fri 5/14/04	◆ 5/14		
9	Human Resource Compliance Audit - SUSPENDED	0 days	Fri 5/14/04	Fri 5/14/04	◆ 5/14		
10	Pay and Classification Plan - SUSPENDED	0 days	Fri 5/14/04	Fri 5/14/04	◆ 5/14		
11	Job Descriptions - SUSPENDED	0 days	Fri 5/14/04	Fri 5/14/04	◆ 5/14		
12	<b>GIS/EDMS/CMMS Project</b>	<b>320 days</b>	<b>Mon 2/2/04</b>	<b>Fri 4/22/05</b>			
13	GPS Data Collection	175 days	Mon 2/2/04	Fri 10/1/04			
14	Select Consulting Firm	21 days	Thu 6/10/04	Thu 7/8/04			
15	Needs Assessment	66 days	Fri 7/9/04	Fri 10/8/04			
16	Implementation Plan	20 days	Mon 10/11/04	Fri 11/5/04			
17	Hire Staff	30 days	Tue 9/21/04	Mon 11/1/04			
18	Systems Implementation	120 days	Mon 11/8/04	Fri 4/22/05			
19	<b>Information Systems Projects</b>	<b>161 days</b>	<b>Mon 6/7/04</b>	<b>Mon 1/17/05</b>			
20	DPPS Telephone System Upgrade	30 days	Wed 9/1/04	Tue 10/12/04			
21	SCADA System Upgrade	10 days	Mon 6/7/04	Fri 6/18/04			
22	Back-Up Telemetry System Upgrade	70 days	Wed 9/1/04	Tue 12/7/04			
23	Pump Vibration Monitoring System Upgrade	55 days	Tue 11/2/04	Mon 1/17/05			
24	<b>Facilities Construction Projects</b>	<b>886 days</b>	<b>Mon 3/22/04</b>	<b>Fri 8/10/07</b>			
25	<b>Pipe Storage Facility</b>	<b>251 days</b>	<b>Fri 5/14/04</b>	<b>Fri 4/29/05</b>			
26	Design/Bidding	85 days	Fri 5/14/04	Thu 9/9/04			
27	Construction	166 days	Fri 9/10/04	Fri 4/29/05			
28	<b>PSD-6 30 MG Reservoir &amp; Storage Facility</b>	<b>169 days</b>	<b>Mon 3/22/04</b>	<b>Thu 11/11/04</b>			
29	Design/Bidding	169 days	Mon 3/22/04	Thu 11/11/04			
30	<b>PSD-7 Engine Generator Facility</b>	<b>847 days</b>	<b>Fri 5/14/04</b>	<b>Fri 8/10/07</b>			
31	Design/Bidding	195 days	Fri 5/14/04	Thu 2/10/05			
32	Construction	652 days	Fri 2/11/05	Fri 8/10/07			
33	<b>Pipeline Construction Projects</b>	<b>612 days</b>	<b>Thu 6/12/03</b>	<b>Thu 10/13/05</b>			
34	<b>TIB-1/03 Inner Belt Transmission Main</b>	<b>430 days</b>	<b>Wed 1/7/04</b>	<b>Mon 8/29/05</b>			
35	Construction	430 days	Wed 1/7/04	Mon 8/29/05			
36	<b>TW-2 West Transmission Main</b>	<b>51 days</b>	<b>Mon 5/10/04</b>	<b>Mon 7/19/04</b>			
37	Place in Operation	51 days	Mon 5/10/04	Mon 7/19/04			
38	<b>TW-3 West Transmission Main</b>	<b>0 days</b>	<b>Thu 6/12/03</b>	<b>Thu 6/12/03</b>			
39	<b>Phase I - Stearns Rd./S. Bartlett Rd. to County Farm Rd.</b>	<b>0 days</b>	<b>Thu 6/12/03</b>	<b>Thu 6/12/03</b>			
40	Design/Bidding - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03			
41	Construction - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03			
42	<b>Phase II - Fair Oaks Rd./St. Charles to Army Trail Rd.</b>	<b>0 days</b>	<b>Thu 6/12/03</b>	<b>Thu 6/12/03</b>			
43	Design/Bidding - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03			
44	Construction - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03			
45	<b>Phase III - Balance of Project</b>	<b>0 days</b>	<b>Thu 6/12/03</b>	<b>Thu 6/12/03</b>			
46	Design/Bidding - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03			
47	Construction - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03			
48	<b>RTU Installations - New Construction</b>	<b>114 days</b>	<b>Mon 5/3/04</b>	<b>Thu 10/7/04</b>			
49	TW-1 ROV 15D (Phase II)	5 days	Mon 5/3/04	Fri 5/7/04			
50	TSW-3 ROV 29A	5 days	Mon 8/16/04	Fri 8/20/04			
51	TIB-1 ROV 10D	5 days	Fri 10/1/04	Thu 10/7/04			
52	<b>BOV-1 Blow-Off Valve Rehabilitation</b>	<b>100 days</b>	<b>Mon 5/3/04</b>	<b>Fri 9/17/04</b>			
53	Valve Rehabilitation	100 days	Mon 5/3/04	Fri 9/17/04			
54	<b>BOV-2 Blow-Off Valve Rehabilitation - 90" Transmission Main</b>	<b>307 days</b>	<b>Thu 8/12/04</b>	<b>Thu 10/13/05</b>			
55	Approve Design Engineering	1 day	Thu 8/12/04	Thu 8/12/04			
56	Design/Bidding	110 days	Fri 8/13/04	Thu 1/13/05			
57	Valve Rehabilitation	196 days	Fri 1/14/05	Thu 10/13/05			
58	<b>Meter Testing</b>	<b>260 days</b>	<b>Mon 5/3/04</b>	<b>Fri 4/29/05</b>			
59	Meter Test Bench Modifications	65 days	Mon 5/3/04	Fri 7/30/04			
60	Meter Testing Program	195 days	Mon 8/2/04	Fri 4/29/05			
61	<b>Meter Station Preventative Maintenance (PM) Program</b>	<b>260 days</b>	<b>Mon 5/3/04</b>	<b>Fri 4/29/05</b>			
62	Data Gathering	43 days	Mon 5/3/04	Wed 6/30/04			
63	Implement PM Program	217 days	Thu 7/1/04	Fri 4/29/05			
64	<b>Pipeline Preventative Maintenance (PM) Program</b>	<b>282 days</b>	<b>Fri 7/30/04</b>	<b>Fri 8/26/05</b>			
65	Data Gathering	65 days	Fri 7/30/04	Thu 10/28/04			
66	Implement PM Program	217 days	Fri 10/29/04	Fri 8/26/05			