



# DuPage Water Commission

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**NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED APRIL 2004 ADMINISTRATION COMMITTEE MEETING OF THE DU PAGE WATER COMMISSION WILL BE HELD AT 6:00 P.M. ON WEDNESDAY, APRIL 7, 2004, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED APRIL 2004 REGULAR COMMITTEE MEETING IS AS FOLLOWS:**

## AGENDA

**ADMINISTRATION COMMITTEE  
WEDNESDAY, APRIL 7, 2004  
6:00 P.M.**

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

## COMMITTEE MEMBERS

R. Benson  
L. Hartwig  
D. Zeilenga

- I. Roll Call
- II. Approval of Minutes of December 11, 2003
- III. Release of Committee Executive Session Minutes
  - a. July 17, 2003
  - b. August 14, 2003
  - c. September 11, 2003
  - d. October 8, 2003
- IV. Ordinance O-11-04: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Article XI) Concerning Ethics Regulations and Ethics Officer (First Reading)
- V. Municipal Response to Redundancy Policy Implementation
- VI. Executive Search
- VII. Other

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DU PAGE WATER COMMISSION  
HELD ON DECEMBER 11, 2003**

The meeting was called to order at 11:00 A.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: L. Hartwig, R. Thorn, D. Zeilenga and M. Vondra (*ex officio*)

Also in attendance: J. Holzwart, M. Crowley (H&K)

Commissioner Hartwig moved to approve the Minutes of the November 13, 2003 Administration Committee. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Administration Committee reviewed the draft Request for Proposals for Legal Counsel and the list of law firms that the General Manager recommended receive copies of the RFP by mail. The General Manager also advised that notice of the RFP would be published in appropriate periodicals.

Commissioner Hartwig moved to recommend approval of the form of Request for Proposals transmitted by the General Manager in a memorandum dated December 5, 2003 and direct staff to advertise in the appropriate periodicals. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Administration Committee reviewed the Executive Search proposals received. Commissioner Zeilenga moved to recommend that the proposal of The Par Group – Paul A. Reaume, Ltd. be accepted. Seconded by Commissioner Hartwig and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee also discussed the selection process and will recommend to the Commission that The Par Group – Paul A. Reaume, Ltd. be directed to (a) prepare a short list of no more than six candidates to be interviewed by the Board of Commissioners, (b) prepare the evaluation forms to be used by the Commissioners during the interviews, (c) provide the Board with written summaries of the completed evaluation forms, and (d) report back to the Commission the results of the evaluations.

## Minutes 12/11/03 Administration Meeting

The Administration Commission discussed policy considerations related to telephonic meeting participation, the appointment of a new Ethics Officer (in lieu of the General Manager as currently appointed), and the new ethics legislation, HB3412 and SB0702, the discussion of which will be continued in following meetings.

Commissioner Hartwig moved to adjourn the meeting at 11:55 A.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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