



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 OCTOBER 2004 ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 9:30 A.M. ON THURSDAY, OCTOBER 14, 2004, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED OCTOBER 2004 REGULAR COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, OCTOBER 14, 2004
9:30 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 September 9, 2004
- III. Ordinance No. O-18-04: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Articles VI and VII Regarding Electronic Meeting Participation)
- IV. Resolution R-59-04: A Resolution Supporting Existing Withdrawal Language in the Proposed Annex 2001 Regulations
- V. Fostering Customer Cooperation/Collaboration in Well Maintenance
- VI. Other

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON SEPTEMBER 9, 2004**

The meeting was called to order at 9:30 A.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, D. Zeilenga, and L. Hartwig

Committee members absent: None

Also in attendance: R. Martin and M. Crowley

Commissioner Chaplin moved to approve the Minutes of the August 12, 2004 Administration Committee meeting. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee discussed the "consensus" version of the draft Mission Statement that was included in the General Manager's memorandum dated August 20, 2004. After verifying consensus still existed, and discussing the comments received from Commission customers, the Committee agreed that introductory text needed to be added to the beginning of the Mission Statement to identify the Commission.

Commissioner Murphy moved to recommend approval of the following Mission Statement to be adopted by resolution at the October meeting: "The mission of the DuPage Water Commission is to provide reliable, quality, responsive, and cost-efficient Lake Michigan water service for existing and future customers as required by, or pursuant to, state statutes." Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee then discussed the Board's July 8th motion prohibiting electronic participation in Commission meetings. Though indicating he could support the prohibition, Commissioner Zeilenga expressed his preference that electronic participation be allowed, especially in light of the various super- and special-majority votes required for Board action and the division of thought on the Board. Commissioners Chaplin and Hartwig expressed their view that, at a minimum, electronic participation in special and emergency meetings should be allowed. After some further discussion, Commissioner Murphy agreed with Commissioner Hartwig's suggestion that electronic participation be allowed without restriction except for a requirement that a quorum be physically present at regular meetings, noting the policy could be revisited if abused.

Minutes 09/09/04 Administration Meeting

Commissioner Zeilenga moved to recommend to the Commission that the Commission's By-Laws be amended to (i) allow electronic participation in Commission meetings subject only to the requirement that a quorum be physically present at regular meetings and (ii) repeal the Board's July 8th motion prohibiting electronic participation in Commission meetings, such amendment to be considered at a meeting Commissioner Mueller could attend. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee then reviewed the General Manager's updated project schedule for FY 2004-05, requesting that the schedule be updated quarterly for review by the Committee. Commissioner Hartwig also requested that the General Manager meet periodically with the Managers/Administrators of Commission customers and DuPage County, in addition to periodically meeting with the water operators of Commission customers. Commissioner Murphy requested that the recommended motions be included on Commission Agendas to simplify the materials distributed to the Commissioners. Commissioner Zeilenga reminded the Staff Attorney to prepare, in laymen's terms, a primer on the ethical obligations of the Commissioners; perhaps demonstrated by five or six simple fact-based scenarios.

Commissioner Murphy moved to adjourn the meeting at 10:06 A.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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

DATE: October 5, 2004

SUBJECT: Fostering Customer Cooperation/Collaboration in Well Maintenance

Although I agree that it is in the best interests of the customer utilities to maintain their wells for backup purposes, the Commission does not have the authority to unilaterally impose maintenance standards. However, at the Round Table meeting with the managers/administrators held on September 29, 2004, it was noted that the customer utilities should maintain their wells for emergency back up purposes. In addition, I plan to raise this matter at the next quarterly operators round table meeting.