



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 JANUARY 2005 ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 7:00 P.M. ON THURSDAY, JANUARY 13, 2005, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED JANUARY 2005 REGULAR COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, JANUARY 13, 2005
7:00 P.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 December 9, 2004
- III. Revolving Loan Program
 - a. Establishment of Priority Methodology
 - b. Parity Issues
- IV. Goals and Objectives
- V. Other

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON DECEMBER 9, 2004**

The meeting was called to order at 10:00 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, M. Crowley, and K. Godden

Commissioner Zeilenga moved to approve the Minutes of the November 11, 2004 Administration Committee meeting. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Chaplin moved to recommend to the Commission that Commissioner Benson be allowed to participate in the January 2005 and February 2005 Commission meetings by teleconference due to conflicting travel plans that were arranged prior to the Board's July 8th motion prohibiting such electronic participation. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

Commissioner Hartwig inquired whether the General Manager had met with the managers/administrators of the customer utilities to explore options to ensure the reliability and safety of the customers' back up well water supply. The General Manager advised he was planning to discuss the matter at the next Managers Round Table that was being planned to coincide with the Board's discussion of the Five Year Capital Improvement Plan and Annual Management Budget for FY 2005/06. Commissioner Chaplin advised that Dave McMillan, head of the Groundwater Division of the IEPA, offered to meet with the managers and administrators to stress the importance of well maintenance and testing, which testing is supposed to be performed quarterly.

After discussing whether the Commission needed to involve itself if the IEPA already required quarterly testing of wells, the General Manager was directed to investigate for the January Committee meeting (i) whether the IEPA requires quarterly testing of municipal back-up wells; (ii) whether the Downers Grove well at Maple and Belmont has been or is scheduled to be capped and abandoned as indicated in a December 2, 2004, letter from the DuPage County Department of Health; and (iii) whether the Downers Grove well at Maple and Belmont is/was tested quarterly and, if so, whether test results are/were filed with the IEPA and what the test results indicated with respect to the quality of the water.

Minutes 12/09/04 Administration Committee Meeting

Commissioner Zeilenga moved to adjourn the meeting at 10:25 A.M. Seconded by Commissioner Chaplin 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. *[Signature]*
General Manager

DATE: January 3, 2005

SUBJECT: General Manager Duties and Expectations

Attached is an updated project schedule for the fiscal year 2004-05. This the schedule that staff is using to monitor projects throughout the year.

ID	Task Name	Duration	Start	Finish	Predecessors
1	Administrative and Personnel Matters	407 days	Thu 2/12/04	Thu 9/1/05	
2	Financial Administration	407 days	Thu 2/12/04	Thu 9/1/05	
3	Hire Financial Administrator	88 days	Thu 2/12/04	Mon 6/14/04	
4	Evaluate Financial Software Packages	76 days	Thu 7/1/04	Thu 10/14/04	
5	Install Core Financial Software Package	99 days	Thu 10/14/04	Tue 3/1/05	
6	Install Remaining Financial Software Package	111 days	Fri 4/1/05	Thu 9/1/05	
7	Insurance Renewal	55 days	Mon 8/2/04	Sun 10/17/04	
8	Five Year capital Improvement Program	75 days	Fri 10/1/04	Thu 1/13/05	
9	Budget	74 days	Mon 11/1/04	Thu 2/10/05	
10	Personnel Matters	88 days	Mon 8/2/04	Wed 12/1/04	
11	Control Room Operator	51 days	Mon 9/6/04	Mon 11/15/04	
12	Pay and Classification Plan	44 days	Fri 10/1/04	Wed 12/1/04	
13	Job Descriptions	45 days	Mon 8/2/04	Fri 10/1/04	
14	GIS/EDMS/CMMS Project	320 days	Mon 2/2/04	Fri 4/22/05	
15	GPS Data Collection	175 days	Mon 2/2/04	Fri 10/1/04	
16	Select Consulting Firm	21 days	Thu 6/10/04	Thu 7/8/04	
17	Needs Assessment	66 days	Fri 7/9/04	Fri 10/8/04	16
18	Implementation Plan	20 days	Mon 10/11/04	Fri 11/5/04	17
19	Hire GIS Coordinator	52 days	Fri 9/3/04	Mon 11/15/04	
20	Systems Implementation	120 days	Mon 11/8/04	Fri 4/22/05	18
21	Information Systems Projects	295 days	Mon 9/13/04	Thu 10/27/05	
22	DPPS Telephone System Upgrade	42 days	Mon 12/13/04	Tue 2/8/05	
23	SCADA System Host Upgrade	70 days	Mon 9/13/04	Fri 12/17/04	
24	SCADA System Field RTU Upgrade (25% Annually)	80 days	Mon 1/3/05	Fri 4/22/05	
25	Back-Up Telemetry System Upgrade	130 days	Mon 5/2/05	Thu 10/27/05	
26	Pump Vibration Monitoring System Upgrade - CANCELLED	55 days	Wed 12/1/04	Tue 2/15/05	
27	UPS at DuPage Pumping Station	230 days	Mon 6/14/04	Fri 4/29/05	
28	Design/Bidding	174 days	Mon 6/14/04	Thu 2/10/05	
29	Construction	56 days	Fri 2/11/05	Fri 4/29/05	28
30	Facilities Construction Projects	886 days	Mon 3/22/04	Fri 8/10/07	
31	Pipe Storage Facility	251 days	Fri 5/14/04	Fri 4/29/05	
32	Design/Bidding	85 days	Fri 5/14/04	Thu 9/9/04	
33	Construction	166 days	Fri 9/10/04	Fri 4/29/05	32
34	PSD-6 30 MG Reservoir & Storage Facility	169 days	Mon 3/22/04	Thu 11/11/04	
35	Design	169 days	Mon 3/22/04	Thu 11/11/04	
36	PSD-7 Engine Generator Facility	847 days	Fri 5/14/04	Fri 8/10/07	
37	Design/Bidding - SUSPENDED	195 days	Fri 5/14/04	Thu 2/10/05	
38	Construction	652 days	Fri 2/11/05	Fri 8/10/07	37
39	Pipeline Construction Projects	647 days	Thu 6/12/03	Thu 12/1/05	
40	TIB-1/03 Inner Belt Transmission Main	430 days	Wed 1/7/04	Mon 8/29/05	
41	Construction	430 days	Wed 1/7/04	Mon 8/29/05	
42	TW-2 West Transmission Main	51 days	Mon 5/10/04	Mon 7/19/04	
43	Place in Operation	51 days	Mon 5/10/04	Mon 7/19/04	
44	TW-3 West Transmission Main - CANCELLED	0 days	Thu 6/12/03	Thu 6/12/03	
45	Phase I - Stearns Rd./S. Bartlett Rd. to County Farm Rd.	0 days	Thu 6/12/03	Thu 6/12/03	
46	Design/Bidding - CANCELLED	0 days	Thu 6/12/03	Thu 6/12/03	

ID	Task Name	Duration	Start	Finish	Predecessors
47	Construction - CANCELLED	0 days	Thu 6/12/03	Thu 6/12/03	46
48	Phase II - Fair Oaks Rd./St. Charles to Army Trail Rd.	0 days	Thu 6/12/03	Thu 6/12/03	
49	Design/Bidding - CANCELLED	0 days	Thu 6/12/03	Thu 6/12/03	
50	Construction - CANCELLED	0 days	Thu 6/12/03	Thu 6/12/03	49
51	Phase III - Balance of Project	0 days	Thu 6/12/03	Thu 6/12/03	
52	Design/Bidding - CANCELLED	0 days	Thu 6/12/03	Thu 6/12/03	
53	Construction - CANCELLED	0 days	Thu 6/12/03	Thu 6/12/03	52
54	RTU Installations - New Construction	340 days	Mon 8/16/04	Thu 12/1/05	
55	TIB-1 ROV 15D	199 days	Tue 3/1/05	Thu 12/1/05	
56	TSW-3 ROV 29A	5 days	Mon 8/16/04	Fri 8/20/04	
57	TIB-1 ROV 10D	199 days	Tue 3/1/05	Thu 12/1/05	
58	BOV-1 Blow-Off Valve Rehabilitation	100 days	Mon 5/3/04	Fri 9/17/04	
59	Valve Rehabilitation	100 days	Mon 5/3/04	Fri 9/17/04	
60	BOV-2 Blow-Off Valve Rehabilitation - 90" Transmission Main	298 days	Thu 8/12/04	Fri 9/30/05	
61	Approve Design Engineering	1 day	Thu 8/12/04	Thu 8/12/04	
62	Design/Bidding	166 days	Fri 8/13/04	Fri 4/1/05	61
63	Valve Rehabilitation	131 days	Mon 4/4/05	Fri 9/30/05	62
64	TS-6 South Transmission Main - Plainfield Rd. Relocation	142 days	Thu 10/14/04	Fri 4/29/05	
65	Design/Bidding	66 days	Thu 10/14/04	Thu 1/13/05	
66	Construction	76 days	Fri 1/14/05	Fri 4/29/05	65
67	90" Transmission Main Corrosion Remediation	81 days	Thu 1/13/05	Thu 5/5/05	
68	Design/Bidding	21 days	Thu 1/13/05	Thu 2/10/05	
69	Construction	60 days	Fri 2/11/05	Thu 5/5/05	68
70	Meter Testing	260 days	Mon 5/3/04	Fri 4/29/05	
71	Meter Test Bench Modifications	65 days	Mon 5/3/04	Fri 7/30/04	
72	Meter Shop PLC Design/Bidding	88 days	Mon 6/14/04	Wed 10/13/04	
73	Meter Shop PLC Fabrication/Installation	58 days	Thu 11/11/04	Mon 1/31/05	72
74	Meter Testing Program	195 days	Mon 8/2/04	Fri 4/29/05	
75	Meter Station Preventative Maintenance (PM) Program	260 days	Mon 5/3/04	Fri 4/29/05	
76	Hire Maintenance Technician	30 days	Mon 9/6/04	Fri 10/15/04	
77	Hire Instrumentation Technician	30 days	Mon 9/6/04	Fri 10/15/04	
78	Data Gathering	43 days	Mon 5/3/04	Wed 6/30/04	
79	Implement PM Program	217 days	Thu 7/1/04	Fri 4/29/05	78
80	Pipeline Preventative Maintenance (PM) Program	300 days	Mon 9/6/04	Thu 10/27/05	
81	Hire Pipeline Technician	30 days	Mon 9/6/04	Fri 10/15/04	
82	Data Gathering	65 days	Thu 9/30/04	Wed 12/29/04	
83	Implement PM Program	217 days	Thu 12/30/04	Thu 10/27/05	82
84	Pipe Loop Study	505 days	Thu 5/13/04	Tue 4/18/06	
85	Pipe Loop Test Bench Construction	112 days	Thu 5/13/04	Fri 10/15/04	
86	Pipe Loop Testing	393 days	Mon 10/18/04	Tue 4/18/06	85