



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
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NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED SEPTEMBER 2004 ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 9:30 A.M. ON THURSDAY, SEPTEMBER 9, 2004, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED SEPTEMBER 2004 REGULAR COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, SEPTEMBER 9, 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 August 12, 2004
- III. Establishment of Mission Statement
- IV. Discussions Concerning Telephonic Meeting Participation
- V. General Manager Duties and Expectations
- VI. Other

Board/Agendas/Administration/ADM0409.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 DuPAGE WATER COMMISSION
HELD ON AUGUST 12, 2004**

The meeting was called to order at 8:30 A.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

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

Committee members absent: D. Zeilenga

Also in attendance: R. Martin

Commissioner Chaplin moved to approve the Minutes of the June 10, 2004 Administration Committee. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee reviewed the additional staffing requested by the General Manager. The General Manager explained his concern about the lack of a preventative maintenance program and the importance of implementing such a program. The General Manager informed the Committee that a Human Resources/Training Coordinator was not needed at this time because the Financial Administrator would be performing those duties. Commissioner Murphy moved to recommend to the Commission the additional staffing requested by the General Manager in his memorandum dated July 27, 2004. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee discussed the two versions of the revised draft "Mission Statement" that were included in the General Manager's memorandum dated July 22, 2004. After considerable discussion, the Committee agreed on the following as a further revised draft of the Mission Statement:

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.

Staff was directed to prepare a memorandum to the other Commissioners soliciting their comments on this further revised draft Mission Statement. Upon receipt of their comments, the preliminarily agreed upon draft of the Mission Statement will be sent to the customer utilities for their comments.

Minutes 08/12/04 Administration Meeting

Commissioner Chaplin moved to adjourn the meeting at 9:00 A.M. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

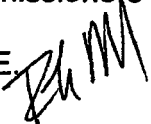
Board/Minutes/Adm0408.doc



DuPage Water Commission

MEMORANDUM

TO: Chairman and Commissioners

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

DATE: August 20, 2004

SUBJECT: SECOND REVISED Draft Mission Statement

At its meeting of August 12, 2004, the Administration Committee discussed the differing versions of the draft Mission Statement that were included in my memorandum dated July 22, 2004. After considerable discussion, the Committee agreed on the following second revised draft of the Mission Statement:

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.

Even though the Administration Committee reached consensus, the Committee directed Staff to solicit comments on this newly revised draft from the other Commissioners before comments were solicited from Commission Customers.

Because the Committee would like to consider Customer comments at its meeting on September 9, 2004, I plan to distribute the foregoing second revised draft to the managers of the existing Customers on Friday, August 27, 2004, if there are no objections. If you have any objections, please let me know at your earliest convenience.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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

A handwritten signature in black ink, appearing to read 'R. Martin', is written over the printed name and title.

DATE: September 3, 2004

SUBJECT: Mission Statement

Attached are responses from Argonne National Laboratory, Village of Carol Stream, Village of Downers Grove and Village of Hinsdale in response to my letter of August 27, 2004 soliciting comments from the Customer Utilities.

Robert Martin

From: Heine, James A. [JHeine@anl.gov]

Sent: Tuesday, August 31, 2004 8:10 AM

To: Robert Martin

Hi Bob,

First let offer my congratulations on your new appointment of General Manager.

Mission Statement: Why differentiate between future and existing customers? Your aim is to supply the best possible service to all of your customers whether the be new or not.

The DuPage Water Commission mission is to:

Provide the highest quality Lake Michigan Water in a reliable and cost effective manner to all customers while complying with all required state satutes.

Jim

8/31/2004

Robert Martin

From: Joe Breinig [jbreinig@carolstream.org]
Sent: Friday, September 03, 2004 8:02 AM
To: Robert Martin
Subject: Draft Mission Statement

Bob,

I have reviewed the draft mission statement and feel it is acceptable.

Joe

Robert Martin

From: Ginex, Riccardo [rginex@downers.us]
Sent: Monday, August 30, 2004 10:59 AM
To: Robert Martin
Subject: Missions Statement

Bob,

The missions statement looks fine to me. I would take "Quality" to mean the water would be clean, free of contamination.

Thanks,

Rick

8/30/2004

Robert Martin

From: Bo Proczko [bproczko@villageofhinsdale.org]
Sent: Monday, August 30, 2004 2:36 PM
To: Robert Martin
Subject: Mission Statement

Bob,

I have received your letter of August 27th that contains the Mission Statement agreed to by the Administration Committee. It is difficult to disagree with a statement as general as this. I realize that, of necessity, mission statements are vague, general and subject to more than one interpretation. This allows the organization to have a mission statement that doesn't become dated every 2-5 years.

My one comment, however, is that the language included in the statement ".....as required by, or pursuant to, state statutes." Just begs for people to parse the language in the statutes to justify whatever idea they may. Further, (and this may too detailed) I would think that the mission statement would include some language about that would say something about the financial ability (or capacity) of the Commission to provide the service. I am sure the statutes did not intend the Commission to extend or provide service and at the same time go broke doing it.

I apologize for the length of these comments.

If you have any questions do not hesitate to contact me.

Bo

8/30/2004



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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

DATE: September 1, 2004

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	May
1	Administrative and Personnel Matters	317 days	Thu 2/12/04	Fri 4/29/05	
2	Financial Administration	317 days	Thu 2/12/04	Fri 4/29/05	
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 Financial Software Packages	142 days	Thu 10/14/04	Fri 4/29/05	
6	Insurance Renewal	66 days	Mon 8/2/04	Mon 11/1/04	
7	Five Year capital Improvement Program	75 days	Fri 10/1/04	Thu 1/13/05	
8	Budget	74 days	Mon 11/1/04	Thu 2/10/05	
9	Personnel Matters	88 days	Mon 8/2/04	Wed 12/1/04	
10	Control Room Operator	30 days	Mon 9/6/04	Fri 10/15/04	
11	Pay and Classification Plan	44 days	Fri 10/1/04	Wed 12/1/04	
12	Job Descriptions	45 days	Mon 8/2/04	Fri 10/1/04	
13	GIS/EDMS/CMMS Project	320 days	Mon 2/2/04	Fri 4/22/05	
14	GPS Data Collection	175 days	Mon 2/2/04	Fri 10/1/04	
15	Select Consulting Firm	21 days	Thu 6/10/04	Thu 7/8/04	
16	Needs Assessment	66 days	Fri 7/9/04	Fri 10/8/04	
17	Implementation Plan	20 days	Mon 10/11/04	Fri 11/5/04	
18	Hire GIS Coordinator	42 days	Fri 9/3/04	Mon 11/1/04	
19	Systems Implementation	120 days	Mon 11/8/04	Fri 4/22/05	
20	Information Systems Projects	195 days	Mon 9/13/04	Thu 6/9/05	
21	DPPS Telephone System Upgrade	30 days	Mon 5/2/05	Thu 6/9/05	
22	SCADA System Host Upgrade	5 days	Mon 9/13/04	Fri 9/17/04	
23	SCADA System Field RTU Upgrade (25% Annually)	75 days	Mon 1/17/05	Fri 4/29/05	
24	Back-Up Telemetry System Upgrade	70 days	Mon 11/1/04	Fri 2/4/05	
25	Pump Vibration Monitoring System Upgrade	55 days	Wed 12/1/04	Tue 2/15/05	
26	Facilities Construction Projects	886 days	Mon 3/22/04	Fri 8/10/07	
27	Pipe Storage Facility	251 days	Fri 5/14/04	Fri 4/29/05	
28	Design/Bidding	85 days	Fri 5/14/04	Thu 9/9/04	
29	Construction	166 days	Fri 9/10/04	Fri 4/29/05	
30	PSD-6 30 MG Reservoir & Storage Facility	169 days	Mon 3/22/04	Thu 11/11/04	
31	Design/Bidding	169 days	Mon 3/22/04	Thu 11/11/04	
32	PSD-7 Engine Generator Facility	847 days	Fri 5/14/04	Fri 8/10/07	
33	Design/Bidding	195 days	Fri 5/14/04	Thu 2/10/05	
34	Construction	652 days	Fri 2/11/05	Fri 8/10/07	
35	Pipeline Construction Projects	612 days	Thu 6/12/03	Thu 10/13/05	
36	TIB-1/03 Inner Belt Transmission Main	430 days	Wed 1/7/04	Mon 8/29/05	
37	Construction	430 days	Wed 1/7/04	Mon 8/29/05	
38	TW-2 West Transmission Main	51 days	Mon 5/10/04	Mon 7/19/04	
39	Place in Operation	51 days	Mon 5/10/04	Mon 7/19/04	
40	TW-3 West Transmission Main	0 days	Thu 6/12/03	Thu 6/12/03	
41	Phase I - Stearns Rd./S. Bartlett Rd. to County Farm Rd.	0 days	Thu 6/12/03	Thu 6/12/03	
42	Design/Bidding - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03	
43	Construction - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03	
44	Phase II - Fair Oaks Rd./St. Charles to Army Trail Rd.	0 days	Thu 6/12/03	Thu 6/12/03	
45	Design/Bidding - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03	
46	Construction - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03	

FY04-05 Executive Schedule Draft September 2004.mpp
Date: Wed 9/1/04

Task
Split



Progress
Milestone



Summary
Project

ID	Task Name	Duration	Start	Finish	May
47	Phase III - Balance of Project	0 days	Thu 6/12/03	Thu 6/12/03	
48	Design/Bidding - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03	
49	Construction - SUSPENDED	0 days	Thu 6/12/03	Thu 6/12/03	
50	RTU Installations - New Construction	114 days	Mon 5/3/04	Thu 10/7/04	
51	TW-1 ROV 15D (Phase II)	5 days	Mon 5/3/04	Fri 5/7/04	
52	TSW-3 ROV 29A	5 days	Mon 8/16/04	Fri 8/20/04	
53	TIB-1 ROV 10D	5 days	Fri 10/1/04	Thu 10/7/04	
54	BOV-1 Blow-Off Valve Rehabilitation	100 days	Mon 5/3/04	Fri 9/17/04	
55	Valve Rehabilitation	100 days	Mon 5/3/04	Fri 9/17/04	
56	BOV-2 Blow-Off Valve Rehabilitation - 90" Transmission Main	307 days	Thu 8/12/04	Thu 10/13/05	
57	Approve Design Engineering	1 day	Thu 8/12/04	Thu 8/12/04	
58	Design/Bidding	110 days	Fri 8/13/04	Thu 1/13/05	
59	Valve Rehabilitation	196 days	Fri 1/14/05	Thu 10/13/05	
60	Meter Testing	260 days	Mon 5/3/04	Fri 4/29/05	
61	Meter Test Bench Modifications	65 days	Mon 5/3/04	Fri 7/30/04	
62	Meter Shop PLC Design/Bidding	88 days	Mon 6/14/04	Wed 10/13/04	
63	Meter Shop PLC Fabrication/Installation	27 days	Thu 10/14/04	Fri 11/19/04	
64	Meter Testing Program	195 days	Mon 8/2/04	Fri 4/29/05	
65	Meter Station Preventative Maintenance (PM) Program	260 days	Mon 5/3/04	Fri 4/29/05	
66	Hire Maintenance Technician	30 days	Mon 9/6/04	Fri 10/15/04	
67	Hire Instrumentation Technician	30 days	Mon 9/6/04	Fri 10/15/04	
68	Data Gathering	43 days	Mon 5/3/04	Wed 6/30/04	
69	Implement PM Program	217 days	Thu 7/1/04	Fri 4/29/05	
70	Pipeline Preventative Maintenance (PM) Program	300 days	Mon 9/6/04	Thu 10/27/05	
71	Hire Pipeline Technician	30 days	Mon 9/6/04	Fri 10/15/04	
72	Data Gathering	65 days	Thu 9/30/04	Wed 12/29/04	
73	Implement PM Program	217 days	Thu 12/30/04	Thu 10/27/05	
74	Pipe Loop Study	505 days	Thu 5/13/04	Tue 4/18/06	
75	Pipe Loop Test Bench Construction	112 days	Thu 5/13/04	Fri 10/15/04	
76	Pipe Loop Testing	393 days	Mon 10/18/04	Tue 4/18/06	