



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 JUNE 2004 ADMINISTRATION COMMITTEE MEETING OF THE DU PAGE WATER COMMISSION WILL BE HELD AT 7:00 P.M. ON THURSDAY, JUNE 10, 2004, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED JUNE 2004 REGULAR COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, JUNE 10, 2004
7:00 P.M.**

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

COMMITTEE MEMBERS

R. Benson
L. Hartwig (Chair designated)
D. Zeilenga
E. Chaplin (designated)
W. Murphy (designated)

- I. Roll Call
- II. Approval of Minutes of May 13, 2004
- III. Establishment of Mission Statement
- IV. Public Relations
- V. Comments on Organizational Chart
- VI. Discussion of PAR Executive Search
 - a. Manager of Water Operations
 - b. Human Resources Administrator
- VII. Other

Board/Agendas/Administration/ADM0406.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 MAY 13, 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: M. Crowley

By unanimous consent, Commissioner Hartwig was appointed Chairman Pro Tem of the May 13, 2004, meeting of the Administration Committee.

Commissioner Zeilenga moved to approve the Minutes of the April 7, 2004 Administration Committee. Seconded by Commissioner Hartwig and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Committee discussed whether there was any need for consulting services from the former General Manager and the compensation provisions of his Retirement and Consulting Agreement. Staff Attorney Crowley noted the Commission made an initial payment of \$107,536.00 with an additional \$5,000.00 being paid each year during a 10-year period following retirement. In return, the former General Manager will be available to provide up to 410 hours per year of general and specialized consulting services during the first two years following retirement and up to 50 hours per year of general consulting services thereafter, with hours worked in excess of 410 per year during the first two years being compensated at the rate of \$135.00 per hour in year one and \$145.00 per hour in year two. The Staff Attorney also reported there was no current need for the specific expertise or specialized services of the consultant.

With respect to the status of the executive search for a new Financial Administrator, Staff Attorney Crowley advised the Committee that the Commission's search consultant had recommended nine semi-finalists, from among which five candidates were selected for interviewing with the executive search consultant, the current Financial Administrator, the Staff Attorney, and the General Manager; three of the finalists were re-interviewed on Tuesday, May 11, 2004; and an employment offer was made to a degreed (MBA/CPA) governmental finance director, which offer was expected to be accepted. In response to a question raised by Commissioner Zeilenga, the Staff Attorney advised that the General Manager has final authority over all employment matters, subject only to general policies adopted by the Board. Commissioner Zeilenga understood but expressed his disappointment that the Chairman or his

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designee was not offered the opportunity for a courtesy interview before the employment offer had made.

The Staff Attorney also noted that the 30 minute primer on the ethical obligations of the Commissioners would be deferred to the June Board meeting.

Commissioner Zeilenga moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Hartwig and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

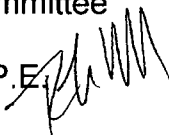
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DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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

DATE: June 3, 2004

SUBJECT: Establishment of Mission Statement

Commissioner Chaplin requested that the establishment of a mission statement be placed on the Administration Committee agenda. To assist in the consideration of this matter, I wanted to make the Commissioners aware that during the preparation of the Commission's Vulnerability Assessment required by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, staff was required to establish a mission statement.

The mission statement included in the Commission's Vulnerability Assessment is as follows: "To provide water of the highest quality at the lowest price to residents of DuPage County." Even though the mission statement established for purposes of the Vulnerability Assessment does not have to be the general overall organizational mission statement of the Commission, I thought it might provide a good starting point for discussion.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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

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

DATE: June 3, 2004

SUBJECT: Public Relations

Commissioner Chaplin requested that the issue of public relations be placed on the Administration Committee Agenda. In discussion with Commissioner Chaplin she is requesting that staff periodically prepare press releases. I am in agreement with preparing press releases similar to the press release announcing the hiring of the new financial administrator.

If any Commissioner has a particular thought regarding this matter please provide me with your comments.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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

DATE: June 3, 2004

SUBJECT: Comments on Organizational Chart


Since my previous memorandum to you on May 12, 2004 (copy attached), I have had discussions with the Chairman and a number of other Commissioners. Based upon these discussions, I feel it would be best to fill the Manager of Water Operations position and I am recommending that a search by the PAR Group be conducted. In addition, I am also recommending that a search by the PAR Group be conducted for the Human Resources/Training Coordinator.



DuPage Water Commission

MEMORANDUM

TO: Chairman & Commissioners

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

DATE: May 12, 2004

SUBJECT: Proposed Staffing

Attached is my organizational chart for Commission staff.

The following is a description of the new or intentionally vacant positions:

Manager of Water Operations (1) This position will not be filled at this time. The five superintendents will report directly to the General Manager for an approximate period of six months. At the end of the six month evaluation period, I will determine if (1) this structure will continue, (2) one of the superintendents will be appointed to fill the position of Manager of Water Operations or (3) a person outside the Commission will be hired to fill this position.

GIS Coordinator (1) This is a newly budgeted position in the FY 2004-05 budget. The GIS consulting firm will determine the qualifications for this position.

Human Resources Administrator/ Training Coordinator (1) This individual will be responsible for recruiting, safety training and health insurance matters. In the past, the Financial Administrator has handled these functions but, with the voluminous financial analysis that is being performed, it is now necessary to have a separate individual responsible for personnel matters.

Engineering Tech (1) The need to fill this position will be determined based upon the construction schedule of various facilities projects (Electrical generating facility, reservoir addition project, pipe storage facility and additional points of connection for existing customers).

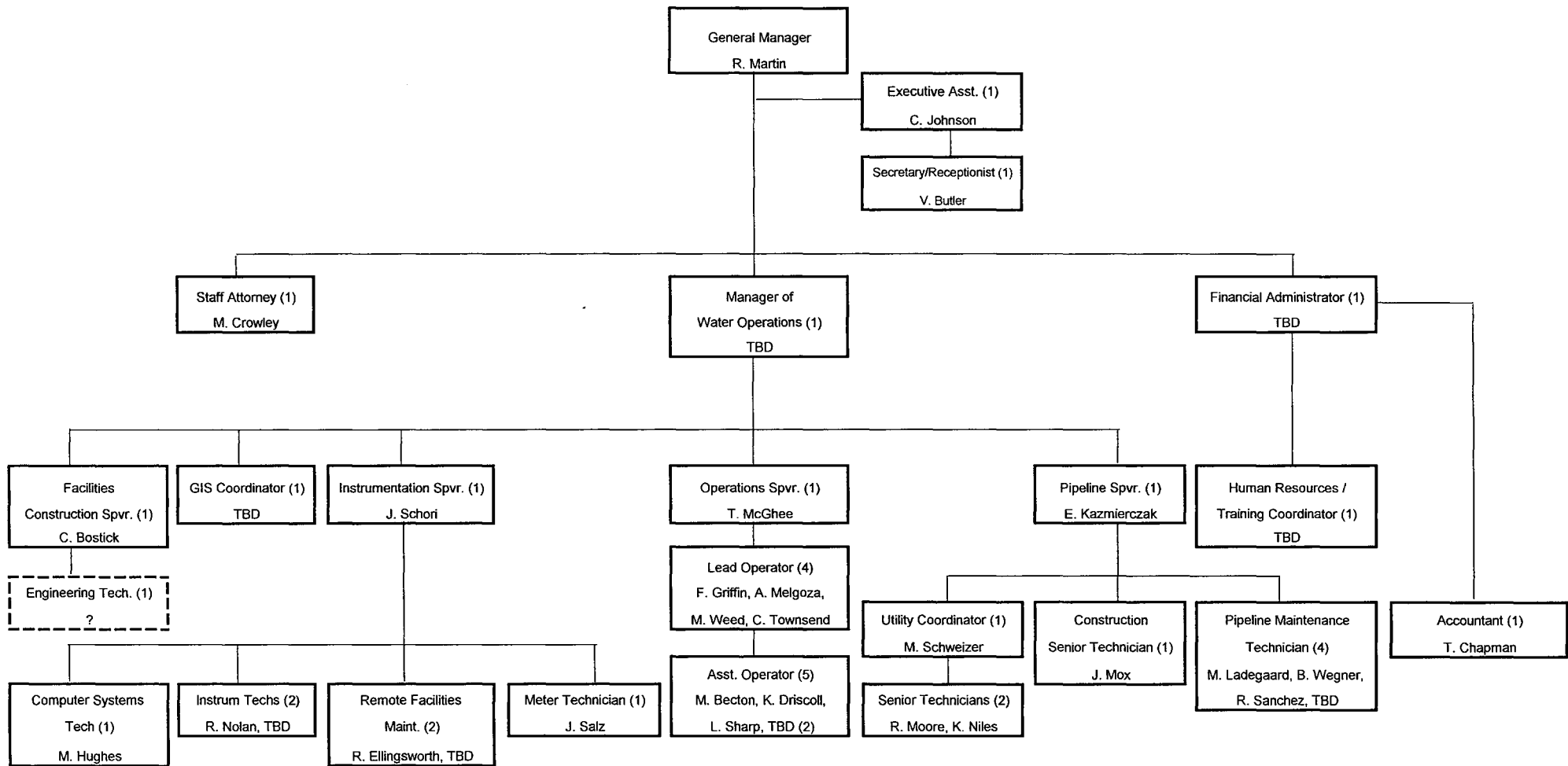
Remote Instrumentation Technician (1) At the present time, there are two instrumentation technicians who are responsible for testing and repairing remote instrumentation. I plan to reassign one of the technicians to a remote facilities maintenance crew and hire a replacement instrumentation technician to provide a two-person crew for safety purposes.

Remote Facilities Maintenance (1) At the present time, the remote facilities (75 metering stations and 35 remotely operating valves) are not being maintained to the appropriate level. I plan to reassign one of the instrumentation technicians to the remote facilities maintenance crew. In addition, one additional maintenance worker needs to be employed to ensure a two-person maintenance crew for safety purposes.

Asst. 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. During normal business hours (Monday through Friday 07:00 to 15:30), the operators are constantly being taken away from their maintenance responsibilities to respond to radio and SCADA inquiries. I plan to employ an additional Assistant Operator who will be stationed at the control console during normal business hours. This individual would be rotated in with the shift personnel.


Pipeline Maintenance (1) The maintenance of the Commission's pipelines is inadequate. Presently, the Commission has approximately 165 miles of pipelines ranging in size from 12" to 90", 262 valves, 384 blow off valves and cathodic protection test stations every mile. Presently, there are two trucks; one with two persons and one with one person. For safety reasons, as well as work loads, I plan to implement two two-person trucks.

The present budget does not reflect these additional personnel. So the Commission does not have to revisit the budget, the needed amounts have been included in the appropriation ordinance. Under this scenario the Commission should expect over budget personnel conditions with the implementation of the above plan. Should the Board approve the increased appropriation, I plan to begin staffing for these activities.



DATE: June 1, 2004

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	Executive Search Manager of Water Operations Human Resources Administrator	APPROVAL	
<p>Attached is a proposal for The PAR Group – Paul A. Reaume, Ltd. for recruitment services related to the Manager of Water Operations and a Human Resources Administrator.</p> <p>The Manager of Water Operations will be responsible for the operation and maintenance of the DuPage Pumping Station and the distribution system, information systems and construction activities. The current General Manager previously filled this position.</p> <p>The Human Resources Administrator/Training Coordinator will be responsible for recruiting, safety training and health insurance matters. In the past, the Financial Administrator has handled these functions but, with the voluminous financial analysis that is being performed, it is now necessary to have a separate individual responsible for personnel matters.</p>			
<p>MOTION: To authorize the General Manager to engage The PAR Group – Paul A. Reaume, Ltd. per their proposal dated May 25, 2004.</p>			



THE PAR GROUP

Paul A. Reaume, Ltd.
Public
Management Consultants

Celebrating Over 30 Years Service
to a National Clientele

CHICAGO
100 North Waukegan Road, Suite 211
Lake Bluff, Illinois 60044-1694
TEL 847/234-0005
FAX 847/234-8309
www.pargroupltd.com

May 25, 2004

VIA COURIER DELIVERY

Mr. Robert Martin
General Manager
DuPage Water Commission
600 E. Butterfield Road
Elmhurst, IL 60126

Dear Mr. Martin:

We are pleased to respond to your request for our firm to propose how we can assist the DuPage Water Commission in the successful recruitment, screening, interviewing and selection of Candidates from which the you may appoint a Manager of Water Operations and a Human Resources Administrator.

As you know, The PAR Group - Paul A. Reaume, Ltd. consults exclusively in the public sector, serving the needs of local government nationwide with corporate offices located in suburban Chicago. The PAR Group was founded by Paul A. Reaume, a former City Manager who provided consulting search services to local governments nationwide continuously for thirty years. Robert A. Beezat, also a former City Manager and long-time associate of Paul Reaume, has succeeded Mr. Reaume as President of the firm. Mr. Beezat is leading the firm forward in the same traditions of excellence and integrity established by Paul Reaume in 1972.

Our Principals have over 240 years' cumulative operations and consulting experience in the field of local government, and have conducted a large number and variety of local government and not-for-profit recruitments for a national clientele. Clients have included local governments of under 5,000 to over one million population, with budget responsibilities exceeding several billion dollars. The firm's quality of work and sensitivity to Clients' needs and concerns are recognized hallmarks—our firm was a pioneer in local government recruitment and is considered a leader in the public management consulting field. We have *never* failed to recommend a group of qualified Candidates for Client consideration.

Experience

We have conducted executive recruitments throughout the United States and have successfully completed more local government recruitments in the Midwest than any other firm (please see enclosed Client List). We have worked successfully with a wide variety of elected and appointed Officials in local government.

In addition to our extensive experience in recruitment of public management professionals for local governments, our firm has been *sought out* to assist related public interest associations in recruitment of

top staff, including the Executive Directors for the National League of Cities (NLC), National Association of Counties (NACo), National Community Development Association (NCDA), International Institute of Municipal Clerks (IIMC), International Association of Assessing Officers (IAAO), National Association of Housing and Redevelopment Officials (NAHRO), American Public Works Association (APWA), National Association of Regional Councils (NARC), National Forum for Black Public Administrators (NFBPA), and the President of Public Technology, Inc. (PTI).

We invite you to visit our web site at www.pargroupltd.com for additional information on The PAR Group and its consulting staff.

Tailored Search Process

Our executive search process is highly professional and personalized. We will assist DuPage Water Commission Officials from commencement to conclusion of the assignment, until a completely acceptable Candidate is appointed to the position. We handle all of the administrative details of the entire recruitment process, so Commission Officials can limit their involvement to the significant, decision-making aspects of the selection process, thus minimizing interruption of attention to other on-going concerns and responsibilities.

Our initial effort in assisting the DuPage Water Commission would be to develop Recruitment Profiles that set forth detailed qualifications for the Manager of Water Operations and Human Resources Administrator positions, reflecting both current and longer range organizational expectations relating to each position. The Profiles serve as key instruments for recruiting and screening Candidates in accordance with the unique needs identified as particularly desirable for the positions.

Our executive search process would be as follows, subject to mutually agreed upon modification:

1. **Interview** the General Manager, Department Heads, and key Staff, all toward achieving clarity and consensus concerning the specific nature of duties, responsibilities and expectations of each position. Interview data will be used to prepare a Recruitment Profile for each position for approval by the General Manager (Sample Recruitment Profile enclosed).
2. **Conduct** an intensive independent professional search and recruitment effort, utilizing an extensive local, regional and national contact network, *seeking out* qualified Candidates who may not otherwise have an interest in your recruitment.
3. **Place** announcements in appropriate professional publications and on the internet to provide maximum exposure of the position's career opportunity and to ensure an open recruitment process.
4. **Process** all applications received from recruitment and announcement efforts, including timely acknowledgments of receipt of application and status of recruitment information to all Applicants, on behalf of the Commission.
5. **Screen** all applications received, matching all Applicants' credentials with the specific criteria qualifications stated in the Recruitment Profile.
6. **Interview** prospective Final Candidates and make background inquiries and reference checks with current and past employers and verify claimed educational achievement.



7. **Present** a written report to the General Manager on applications received for the position, including résumés and background information on those individuals considered to be most qualified and best suited for the position, recommending approximately 8 - 10 such persons for personal interview consideration.
8. **Facilitate** the selection of Candidates to be invited for personal interview and appointment consideration; we recommend you interview no fewer than five Candidates.
9. **Arrange** for additional background inquiries of Candidates selected for interview, to include criminal court, credit, and motor vehicle records checks and print media searches, as desired.
10. **Provide**, if desired, personality "type" profiles of the Finalist Candidates utilizing the recognized Myers-Briggs Type Indicator® (MBTI®) Test and analysis. The MBTI results provide a means to assist in making distinctions and understanding differences of management and personal style among Candidates. The MBTI has been employed by a wide variety of users in business, government, and training services for 40 years as a recognized tool to assist organizations to appreciate the differences of individuals and their approaches to work and interaction. MBTI results are also used in organizations to help understand and adapt to different management styles and approaches to work methods, assist in making the most of human resources, and facilitate more effective communications with peers, employees, and supervisors.
11. **Prepare** interview questions and procedure for use by the General Manager's Interview Panel, developing a process which will ensure that the same questions are asked of each Candidate and that each interview is thoroughly and consistently evaluated.
12. **Coordinate** arrangements for Candidates' travel to Elmhurst for interviews, be present during interview sessions to facilitate effective discussion and deliberation toward the Commission's selection of a Final Candidate, and also assist in employment negotiation between the Final Candidate and Commission Officials, as desired.
13. **Notify** all Applicants of the final appointment action by the General Manager, including professional background information on the successful Candidate.

Timing

We are prepared to undertake your assignment in a timely manner. The Recruitment Profile will be submitted for review and approval promptly following our on-site interviews of DuPage Water Commission Officials and Staff. We would be in a position to recommend Candidates to the General Manager for personal interview consideration within 60 days following approval of the Recruitment Profile. Personal interview of Candidates could be conducted approximately ten days following the selection of Candidates for interview. Overall, the recruitment process—from the beginning to the date of appointment of a Candidate—should take no more than 90 days.

Experienced Consulting Team

All services in connection with this assignment will be performed by individuals who possess recognized municipal experience and broad executive selection judgment. Robert Beezat, President, and



Sharon Morien, Senior Consultant, will be responsible for and directly involved in your assignment. Biographies of these persons are enclosed.

Fees and Costs

Our professional fee for conducting a comprehensive, successful, and professionally oriented executive recruitment has been established at levels to be justifiable for public management recruitment paid for by public taxing bodies, our exclusive Clientele. In recognition of our recent client relationship with the DuPage Water Commission, we offer a 10% discount on our normal professional fee for the two recruitments conducted concurrently:

- | | |
|---|---------------------|
| • Professional fee (each recruitment) | \$12,600 |
| • Reimbursable expenses (each recruitment) | \$3,000 |
| (consultant travel, postage/shipping, telephone/fax, office support services, printing/photocopy) | |
| • Education verification and | \$125 per Candidate |
| court/credit/motor vehicle records searches | |
| • Print media searches (Lexis-Nexis) | \$40 per Candidate |

Optional services:

- | | |
|--|---------------------|
| • Myers-Briggs testing (see step 10 above) | \$200 per Candidate |
|--|---------------------|

Professional announcements are generally billed to the Commission directly by publishers and are not included in reimbursable expenses. Our Consultants will be pleased to discuss your budget for professional announcements along with our recommendations. Candidate travel expenses for interviews are not included in the above fee proposal. The professional fee is payable in three equal payments, billed during the course of the recruitment, with the first payment for professional services due upon acceptance of our proposal, the second statement billed following recommendation of Candidates, and the final one-third billing upon completion of the recruitment assignment. Reimbursable expenses may be billed on a monthly basis.

Satisfaction Policy

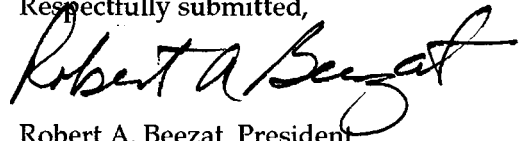
Our Client satisfaction policy provides that, should the appointed Manager of Water Operations and/or Human Resources Administrator, at the request of Commission Officials or the individual's own determination, leave the employ of the Commission within the first 12 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only. In addition, in accordance with the policy of our firm, as well as established ethics in the executive search industry, in recognition of our Client relationship with the DuPage Water Commission, we will not recruit employees from your organization for other public management positions without your knowledge or permission.

This letter of proposal, when approved and signed, shall constitute an Agreement between us and it may not be modified except in writing by both parties. Our liability, if any, shall not be greater than the amount paid to us for professional services rendered.



DuPage Water Commission Officials can be assured of responsive and personalized professional attention throughout the Manager of Water Operations and Human Resources Administrator recruitment assignments. We enthusiastically look forward to having the opportunity to assist you in these very important staffing responsibility.

Respectfully submitted,



Robert A. Beezat, President
The PAR Group
Paul A. Reaume, Ltd.

ACCEPTED BY THE DU PAGE WATER COMMISSION

BY: _____

TITLE: _____

DATE: _____