



# 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 2004 ADMINISTRATION COMMITTEE MEETING OF THE DU PAGE WATER COMMISSION WILL BE HELD AT 6:00 P.M. ON THURSDAY, JANUARY 8, 2004, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED JANUARY 2004 REGULAR COMMITTEE MEETING IS AS FOLLOWS:**

## AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, JANUARY 8, 2004  
6:00 P.M.**

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

## COMMITTEE MEMBERS

R. Thorn, Chair  
R. Benson  
L. Hartwig  
D. Zeilenga

- I. Roll Call
- II. Approval of Minutes of December 11, 2003
- III. Five Year Capital Improvement Plan
- IV. Ordinance O-2-04: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Article VI Concerning Closed Meetings) – First Reading
- V. Ordinance O-3-04: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Articles VI and VII Concerning Telephonic Meeting Participation) – First Reading
- VI. Status of Legal Services Request for Proposals
- VII. Status of Executive Search
- VIII. Other

Board/Agendas/Administration/ADM0401.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 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.

Board/Minutes/Adm0312.doc



# DuPage Water Commission

## MEMORANDUM

TO: Administration Committee

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

DATE: December 29, 2003

SUBJECT: Request for Proposals  
Legal Firms

The following notice of Request for Proposals were listed on the Illinois Municipal League Web Site ([www.IML.org](http://www.IML.org)) and listed in the Friday, January 2, 2004 edition of the Chicago Daily Law Bulletin:

The DuPage Water Commission is seeking proposals from qualified firms for legal services. Interested firms should contact the Commission, 600 East Butterfield Road, Elmhurst, IL 60126, 630-834-0100 for a Request for Proposal document. Proposals are due by 1:00 PM, February 3, 2004, at the Commission's office listed above.

The tentative schedule is for interviews in February with an agreement to be approved at the March 11, 2004 Commission Meeting.

Copies of the Request for Proposals were sent to the following firms:

Ancel, Glink, Diamond, Bush, DiCianni & Rolek, P.C.  
140 South Dearborn Street  
Chicago, Illinois 60603

Law Offices of Gorski & Good  
211 South Wheaton Avenue, Suite 305  
Wheaton, Illinois 60187

Holland & Knight LLP  
131 South Dearborn, 30<sup>th</sup> Floor  
Chicago, IL 60603

Klein, Thorpe and Jenkins, Ltd.  
15010 South Ravinia Avenue

Orland Park, IL 60462

Moss and Bloomberg Ltd  
305 W. Briarcliff Road, Suite 201  
Bolingbrook, IL 60440-0858

Law Offices of John N. Pieper  
1761 South Naperville, Road, Suite 201  
Wheaton, Illinois 60187

Walsh, Knippen, Knight & Diamond Chartered  
601 West Liberty Drive  
Wheaton, Illinois 60187

Wildman, Harrold, Allen & Dixon  
2300 Cabot Drive, Suite 455  
Lisle, Illinois 60532



# **DuPage Water Commission**

## **MEMORANDUM**

TO: Administration Committee

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

DATE: December 15, 2003

SUBJECT: Employment of Administrative Assistant

With the retirement of Bernadette Slowinski, Secretary, the Commission's administrative staff consists of an accounting clerk and a secretary/receptionist. With the recent employment of Maureen Crowley, Staff Attorney, and my additional administrative responsibilities, it is my intent to fill the administrative assistant position.

It is important to note that this is not an increase in staffing, but a filling of a vacant position.