

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON NOVEMBER 13, 2008**

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: E. Chaplin, T. Elliott, and J. Zay

Committee members absent: W. Murphy and L. Rathje (*ex officio*)

Also in attendance: R. Martin and M. Crowley

By unanimous consent, Commissioner Zay was appointed Chairman Pro Tem of the November 13, 2008, meeting of the Administration Committee.

Commissioner Chaplin moved to approve the Minutes of the August 14, 2008, Administration Committee meeting. Seconded by Commissioner Elliott and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

General Manager Martin noted that a memorandum on the status of employee safety training for the first half of the fiscal year had been included in the meeting materials. General Manager Martin also noted that he had recently attended safety training courses at both Joliet Junior College and the National Safety Council and found them to be very informative, adding that representatives of the National Safety Council were impressed with the Commission's level of effort in regards to employee safety.

With respect to Resolution No. R-63-08, General Manager Martin explained that certain SCBA equipment needed to be replaced because it was exceeding its life expectancy and additional SCBA equipment needed to be purchased in order to adequately distribute this equipment in field service trucks and throughout the DuPage Pumping Station. The Staff Attorney explained that, even though sealed proposals were solicited in accordance with the Commission's By-Laws, Board approval was still required because the proposals received exceeded the amount budgeted for SCBA equipment in the Annual Management Budget.

Commissioner Chaplin moved to recommend to the full Board approval of Resolution No. R-63-08: A Resolution Awarding a Contract for the Supply of Self Contained Breathing Apparatus (SCBA) and Associated Services and Accessories. Seconded by Commissioner Elliott and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

After General Manager Martin explained that Chairman Rathje and Commissioner Murphy, as Chair of the Administration Committee, desired to establish a standardized review process for the General Manager, it was the consensus of the Administration Committee to concur with the process outlined in Commissioner's Murphy's Memorandum dated October 1, 2008.

## Minutes 11/13/08 Administration Committee Meeting

Before adjourning the meeting, the Committee discussed the bids received on Contract PSD-7/08, with General Manager Martin expressing his concerns that the PSD-7 project would be significantly larger than any other project undertaken by the two low dollar bidders and adding that almost 2/3<sup>rd</sup>s of the PSD-7 project (including the cost of the generators) involves highly complex electrical work requiring precise synchronization (paralleling) between four 2,500 kW generators at a single site.

Commissioner Elliott commented that it seemed like a lot of emphasis was being placed on the fact that the third low dollar bidder had a pre-existing relationship with Morse Electric who was committed to serving as the electrical subcontractor for the project. General Manager Martin explained that Morse Electric has extensive experience with paralleled generation that none of the three low bidders have. General Manager Martin added that the two low bidders either had no reported experience installing generators of any kind or reported experience installing only small, unparalleled generators ( $\leq 400\text{kW}$  at five separate school sites), with the third low dollar bidder providing examples of projects it has handled involving the installation of  $\geq 1,000\text{kW}$  unparalleled generators at numerous sites including 10 operating water and wastewater treatment plants.

Commissioner Chaplin inquired whether there was any "scaling back" of the PSD-7 project as suggested by former Commissioner Wilcox. General Manager Martin advised that even though the project had not been scaled back, the bids the Commission received were under budget in all but one instance.

There being no further discussion, Commissioner Elliott moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.