

**MINUTES OF A SPECIAL COMMITTEE OF THE WHOLE  
MEETING OF THE DUPAGE WATER COMMISSION  
HELD ON THURSDAY, FEBRUARY 14, 2008  
600 E. BUTTERFIELD ROAD  
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Rathje at 6:32 P.M.

Commissioners in attendance: E. Chaplin, W. Maio, G. Mathews (by teleconference as of 7:30 P.M.), W. Mueller (by teleconference as of 7:30 P.M.), A. Poole, F. Saverino, J. Vrdolyak, D. Zeilenga, and L. Rathje

Commissioners Absent: L. Hartwig, W. Murphy, and G. Wilcox

Also in attendance: Treasurer R. Thorn, R. Martin, M. Richter, M. Crowley, C. Johnson, T. McGhee, R. C. Bostick, F. Frelka, and E. Kazmierczak

General Manager Martin made a page-by page presentation on the Tentative Draft Budget for Fiscal Year 2007-2008.

On page one, General Manager Martin highlighted the proposed water rate increase as previously directed by the Board. Commissioner Poole noted a discrepancy between the summary and detail pages and noted in both locations the new water rate increase needed to be shown as effective October 1.

On page two, General Manager Martin highlighted the fund balances established by prior Board ordinances, resolutions, and policies. There being no questions on page two, General Manager Martin highlighted, on page three, the net projected sale tax revenue decrease, noting that although sales tax revenues were budgeted to increase, the elimination of the City of West Chicago from the Commission's sales tax base resulted in the net decrease.

Commissioner Maio questioned why, in the current economy, any increase in sales tax receipts was being budgeted. Financial Administrator Richter explained that the Commission historically budgeted such increases but, in response to further questioning from Commissioner Maio, Financial Administrator Richter acknowledged that he had not asked the State to provide any sales tax revenue projections for the Commission's sales taxes.

On page four, General Manager Martin highlighted the Fixed Costs to be received from Commission customers including an explanation of the calculation used to determine DuPage County's share of Fixed Costs. There being no questions on page four, General Manager Martin highlighted, on page five, a proposed 7% wage increase based upon a salary survey that he conducted of certain water utilities. General Manager Martin further noted that if the Board desired to conduct a customer salary survey, then it would be in the Commission's best interest to hire a consulting firm to gather the information and report back to the Board with the results at the April Board meeting.

Commissioner Zeilenga commented that a salary survey would only be relevant for upward or downward adjustments in base wages but that cost of living and merit

## Minutes of the 2/14/08 Committee of the Whole Meeting

increases need not wait for the salary survey. General Manager Martin responded that the salary survey would not be directed to cost of living and merit increases but, rather, solely to base wages.

Commissioner Chaplin expressed her belief that the Administration Committee had previously directed that wages be frozen until the salary survey had been completed and discussed with the Board. After both General Manager Martin and Commissioner Zeilenga recollected only that the Administration Committee directed that the salary survey be conducted after job descriptions had been created, which were only recently completed, Commissioner Chaplin asked for the details of the preliminary survey conducted by the General Manager, including which entities were contacted and when. After General Manager Martin expressed his preference to discuss those details in Executive Session, Commissioner Chaplin questioned the wisdom of using the inflated Chicago CPI indicator for Commission cost of living increases.

Commissioner Chaplin then inquired about the hiring process for interns and how the interns would be used. General Manager Martin advised that, two years ago, the Commission hired two college students to help in the GIS Department. Commissioner Chaplin then inquired as to why such a large amount was budgeted for employee overtime pay. General Manager Martin explained that it is more economical to have the operators on alternating 4-day, 12-hour shifts (generating overtime) rather than to hire additional staff.

Commissioner Maio referred back to the hiring of interns and asked whether there are specific talents that the Commission looks for when filling these temporary positions. General Manager Martin stated that when an intern is needed, the Commission contacts Northern Illinois University to inquire as to availability and hourly rate. After noting the contingent nature of the need, availability, and hourly rate for interns and the unknown amount the Commission spent on interns previously, Commissioner Chaplin commented that the intern budget numbers was an area where budget numbers were being artificially inflated and needed to be more realistic or accurate.

With regard to the proposed salary increases, Commissioner Poole shared that the City of Naperville has a 4% wage pool, which includes both cost of living and merit increases. Commissioner Poole stated that he thought the proposed 7% increase was too high and noted that the Administrative Committee had asked, several meetings ago, for a salary survey that he had hoped would have been completed for review and comparison purposes.

Commissioner Zeilenga recommended that the Board vote on a reasonable wage increase (cost of living and merit) for all employees and if the results from the salary survey reflect an employee as being underpaid or overpaid, then his/her increase can be adjusted accordingly.

There being no further discussion on page five of the proposed Budget, General Manager Martin highlighted, on page six, the proposed addition of two new positions:

## Minutes of the 2/14/08 Committee of the Whole Meeting

(1) a Field Maintenance Technician for the Instrumentation/Remote Facilities Department; and (2) a Supervisor for the Operations Department to continue with the development of the Asset Management Program as well as developing written operating procedures, updating Operation and Maintenance Manuals, and converting record drawings to CADD.

In response to Commissioner Maio's question, General Manager Martin explained that the Instrumentation/Remote Facilities Department currently has three field maintenance technicians and the purpose of adding another person allows for two 2-man crews which provides safety and backup for both crews. After Commissioner Maio questioned why the Asset Management, Operation and Maintenance Manual, and CADD work was not being contracted out, General Manager Martin explained that although a portion of the work would be contracted out, a person that thoroughly knows how the Commission operates its water system was needed to work with the outside consultants and that it was expected that this new position would be filled from within with an employee with many years of experience in operating the Commission's system.

Commissioner Poole stated that he was in favor of both new positions and confirmed that there have been no new positions created since 2006.

On page seven, General Manager Martin highlighted that the conservation program had been included as previously directed by the Board, and that \$150,000 had been budgeted for Commissioner Poole's suggested leak detection grants, conditioned upon an approving legal opinion. Commissioner Poole expressed his support for the leak detection program but suggested avoiding the term "grant" and suggested, instead, the term "incentive" or "credit." Commissioner Maio also requested that the conservation program be renamed a "water" conservation program.

On page eight, General Manager Martin highlighted the Commission's historical reduction in insurance costs. On page nine, General Manager Martin highlighted that the major repairs and maintenance items were for the AHU in the computer room, the replacement parts on the fire alarm systems, and the roof fall protection to meet OSHA standards.

In response to Commissioner Maio's questions, General Manager Martin explained that the professional dues were mostly for individual employee memberships rather than Commission memberships, and that computer hardware is under Account Number 6851 on page 11.

On page 10, General Manager Martin highlighted the inclusion of the City of Chicago 15% rate increases as well as a slight increase in water testing costs due to the pipe loop study.

Commissioner Poole expressed his concern that if all of the safety training that is included in Account Number 6620 on page 10 is conducted, then employees might be overwhelmed and not retain much of what they've learned. Commissioner Chaplin

## Minutes of the 2/14/08 Committee of the Whole Meeting

agreed and shared various options that she found regarding NFPA 70E electrical training, which included on-line training as well as local training offered by IBEW Local 701. General Manager Martin responded that the Commission's Safety Committee has been working very hard in developing a safety training program for compliance with OSHA standards, and Safety Coordinator Bostick commented that extensive research had been conducted on various options for electrical training, only a small part of which included NFPA 70E electrical training, but Safety Coordinator Bostick advised that he would look into any programs offered by IBEW Local 701. Safety Coordinator Bostick added, however, that staff preferred the cradle to grave programs offered at Joliet Junior College, which included "practical" aspects using Commission equipment as well as formalized testing to ensure employees were effectively trained.

In response to Commissioner Chaplin's question concerning why so many employees needed to be trained in electrical safety, General Manager Martin responded that contractors are only used for high voltage projects and that certain employees are expected to complete all other electrical maintenance tasks. General Manager Martin further explained that even though the funds allocated for the safety training may look high, it doesn't necessarily mean that all the funds will be used within the year. Commissioner Chaplin replied, and Commissioner Poole agreed, that safety training seemed to be another area where budget numbers were being artificially inflated and needed to be more realistic or accurate.

Commissioner Poole asked how much longer the corrosion program will take, noting the program constituted the largest maintenance item and the Commission has spent almost double what was budgeted last year. General Manager Martin responded that the corrosion program is a long-term project and that after the first five years of testing and corrective protection is completed, 1/3<sup>rd</sup> of the Waterworks System will be surveyed every year to verify the continuing effectiveness of corrosion protection. Commissioner Poole questioned why the program was included in the Five Year Capital Improvement Plan yet budgeted under maintenance. Commissioner Maio agreed that corrosion program expenses were appropriately budgeted as maintenance and was not concerned that the program was included in the Five Year Capital Improvement Plan because it was clearly labeled as a maintenance project in the plan.

Commissioners Mathews and Mueller joined the meeting by teleconference as of 7:30 P.M.

There being no further questions on page 10, General Manager Martin highlighted, on page 11, the proposed computer and vehicle purchases. In response to Commissioner Maio's suggestion, General Manager advised that he would be developing a vehicle replacement policy that will include a breakdown of different criteria based on vehicle usage. Commissioner Maio suggested, and Commissioner Zeilenga agreed, that 125,000 miles and 10-years of age should generally be the minimum criteria for replacement.

## Minutes of the 2/14/08 Committee of the Whole Meeting

Commissioners Chaplin and Zeilenga asked for specifics relating to the purchase of new office furniture. General Manager Martin responded that the office furniture refers to replacement of various items in the large meeting conference room, which consists of new chairs, tables, carpeting, and the installation of electrical wires trenched underneath the carpet.

On page 12, General Manager Martin noted the entries were reserved for depreciation, and on pages 13 and 14 General Manager Martin noted the Five Year Capital Improvement Plan projects as previously approved by the Board. After clarifying that there was no separate contingency item associated with the Five Year Capital Improvement Plan projects, Commissioner Maio suggested eliminating the word "contingency" from the narrative heading.

Commissioner Chaplin then referred to the Tuition Reimbursement Program and asked what the policy is based on and requested that the current policy be provided for review by the Administration Committee. General Manager Martin stated that the current policy states that eligible employees need to be employed with the Commission for a least two years after course completion to avoid having to pay back amounts received, and reimbursement is based on obtaining a "C" grade or better.

After noting that for the last three meetings the General Manager has called for a Committee of the Whole, rather than for standing committees, to discuss various issues relating to the proposed Budget and Five Year Capital Improvement Plan, Commissioner Maio suggested it was time to get back to the standing committee structure, in keeping with the Board's consensus and previous unanimous vote on the issue, which would better prepare staff for discussion during regular Board meetings.

### **EXECUTIVE SESSION**

Commissioner Chaplin moved to go into Executive Session to discuss matters relating to personnel pursuant to 5 ILCS 120/2(c)(1) and (2). Seconded by Commissioner Zeilenga and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, W. Maio, G. Mathews, W. Mueller, A. Poole, F. Saverino, J. Vrdolyak, D. Zeilenga, and L. Rathje

Nays: None

Absent: L. Hartwig, W. Murphy, and G. Wilcox

The Board went into Executive Session at 7:45 P.M.

Due to teleconferencing difficulties, Commissioners Mathews and Mueller were disconnected from the executive session meeting at 8:00 P.M.

Commissioner Maio left Executive Session at 8:16 P.M.

## Minutes of the 2/14/08 Committee of the Whole Meeting

Commissioner Poole left Executive Session at 8:21 P.M.

Commissioner Maio returned to Executive Session at 8:24 P.M.

Commissioner Poole returned to Executive Session at 8:25 P.M.

Commissioner Saverino moved to come out of Executive Session at 8:30 P.M.  
Seconded by Commissioner Maio and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Maio moved to adjourn the meeting at 8:32 P.M. Seconded by  
Commissioner Saverino and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Board/Minutes/Committee of the Whole/COW0802.doc