



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642

(630)834-0100 Fax: (630)834-0120

AGENDA

ADMINISTRATION COMMITTEE

THURSDAY, MARCH 12, 2009

7:00 P.M.

600 EAST BUTTERFIELD ROAD

ELMHURST, IL 60126

COMMITTEE MEMBERS

W. Murphy, Chair

E. Chaplin

T. Elliott

J. Zay

- I. Roll Call
- II. Approval of Minutes of January 8, 2009
- III. Online Financial Information
- IV. Tuition Reimbursement Policy
- V. National Institute of Government Purchasing
- VI. FY 2009-2010 Project Schedule
- VII. Other
- VIII. Adjournment

Board/Agendas/Administration/ADM0903.DOC

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MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON JANUARY 8, 2009

The meeting was called to order at 7:15 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 January 8, 2009, meeting of the Administration Committee.

Commissioner Chaplin moved to approve the Minutes of the November 13, 2008, Administration Committee meeting. Seconded by Commissioner Elliott and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

General Manager Martin advised that a fiscal year 2008-2009 base salary increase for certain personnel would be discussed in Executive Session. General Manager Martin also offered his perspective for supporting the request.

General Manager Martin next advised the Committee of the results of his recent survey of Commission customers regarding pay increases for fiscal year 2009-2010. Based upon the survey results, and noting a 5.8% increase in the CPI, General Manager Martin added that he would be proposing to include a wage pool in the fiscal year 2009-2010 Management Budget for merit, but not cost-of-living, increases for existing employees, to be calculated based upon the product resulting from multiplying the current base salary of the Commission's current employees by 3.5% and to be distributed based on merit.

There being no questions, Commissioner Chaplin moved to adjourn the meeting at 7:30 P.M. Seconded by Commissioner Elliott and unanimously approved by a Voice Vote.


All voted aye. Motion carried.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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

DATE: March 6, 2009

SUBJECT: Proposed Tuition Policy Change

The Commission at its April 10, 2008 meeting amended the Tuition Reimbursement Policy to limit reimbursement to \$4,000 per employee per fiscal year. In the Fiscal Year 2009-2010 Proposed Draft Budget I included additional funds for three employees and recommend the Board to amend the Commission's reimbursement policy. Presently the following individuals are actively pursuing their degrees:

Terry McGhee Manager of Water Operations	Master of Public Administration Keller Graduate School of Management
John Schori Instrumentation and Remote Facilities Supervisor	Bachelor of Science Technical Management DeVry Institute
Mike Weed Operations Supervisor	Bachelor of Science Business Administration Lewis University

I understand the importance for the Commission to maintain their benefits in line with other organizations. The following are the reasons for my recommendation for amending the tuition policy:

1. Under the present policy the three individuals presently pursuing their degrees are limited to one or two classes per year extending the length of time to get their degree.
2. It will be less expensive in the long run to shorten the education because tuition costs go up every year.
3. The individuals in question are long term employees and the Commission will gain the benefit from their education.

	Years with the Commission	Present Tuition Policy Completion	Proposed Tuition Policy Completion
Terry McGhee Manager of Water Operations	18	2016	2011
John Schori Instrumentation and Remote Facilities Supervisor	18	2012	2011
Mike Weed Operations Supervisor	15	2014	2011


The water industry, as I am, is concerned with succession planning. It is this issue that I am trying to cultivate in house talent that will benefit the Commission presently and in the future. I feel that if employees are willing to put the time and effort into pursuing an education that will be beneficial to the Commission, the Commission can show its support by paying for the employees classes. Therefore, I recommend the Commission go back to the policy that was included in the Employee Handbook which reimbursed employees for classes with the approval of the General Manager.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee

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













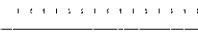

DATE: February 27, 2009

SUBJECT: FY 2009-2010 Project Schedule



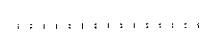


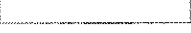

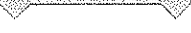




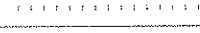

At the December 11, 2008, members of the Administration Committee discussed the establishment of goals for the General Manager. Attached is a copy of the FY 2009-2010 Project Schedule that can be used for this purpose .

ID	Task Name	Duration	Start	Finish	% Work Complete
1	Administration	1524 days	Fri 6/2/06	Wed 4/4/12	10%
2	2009-2010 Annual Report	75 days	Mon 6/1/09	Fri 9/11/09	0%
3	Preparation	70 days	Mon 6/1/09	Fri 9/4/09	0%
4	Sent to Commissioners	1 day	Fri 9/4/09	Fri 9/4/09	0%
5	Sent to Customers	1 day	Fri 9/11/09	Fri 9/11/09	0%
6	2010 -2011 5 Year Capital Improvement Plan	50 days	Mon 11/2/09	Fri 1/8/10	0%
7	Preparation	50 days	Mon 11/2/09	Fri 1/8/10	0%
8	Sent to Commissioners	1 day	Fri 1/8/10	Fri 1/8/10	0%
9	2010-2011 Budget	85 days	Mon 11/2/09	Fri 2/26/10	0%
10	Preparation	70 days	Mon 11/2/09	Fri 2/5/10	0%
11	Sent to Commissioners	1 day	Fri 2/5/10	Fri 2/5/10	0%
12	Sent to Customers	1 day	Fri 2/26/10	Fri 2/26/10	0%
13	Document Management System	617 days	Wed 11/5/08	Thu 3/17/11	0%
14	Consultant RFP	72 days	Wed 11/5/08	Thu 2/12/09	0%
15	Study & Report Phase	90 days	Fri 2/20/09	Thu 6/25/09	0%
16	Design Phase	180 days	Fri 6/26/09	Thu 3/4/10	0%
17	Implementation Plan Design Phase	90 days	Fri 3/5/10	Thu 7/8/10	0%
18	Implementation Plan	180 days	Fri 7/9/10	Thu 3/17/11	0%
19	Connection Facilities Transfer	782 days	Fri 6/2/06	Mon 6/1/09	1%
20	Title Commitments	782 days	Fri 6/2/06	Mon 6/1/09	1%
21	Bill of Sale	1 day	Mon 6/1/09	Mon 6/1/09	0%
22	Conservation Program	1032 days	Tue 4/22/08	Wed 4/4/12	18%
23	Consultant RFP	30 days	Tue 4/22/08	Mon 6/2/08	100%
24	Study & Report Phase	145 days	Fri 6/13/08	Thu 1/1/09	100%
25	Year 1 Implementation Plan	261 days	Mon 4/6/09	Mon 4/5/10	0%
26	Year 2 Implementation Plan	261 days	Tue 4/6/10	Tue 4/5/11	0%

General Projects Schedule FY 09-10 BASELINE.mpp
Date: Fri 2/27/09

Task		Rolled Up Milestone	
Split		Rolled Up Progress	
Progress		External Tasks	
Milestone		Project Summary	
Summary		External Milestone	
Rolled Up Task		External Milestone	
Rolled Up Split		Deadline	



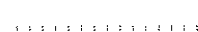









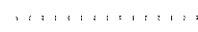

ID	Task Name	Duration	Start	Finish	% Work Complete
27	Year 3 Implementation Plan	261 days	Wed 4/6/11	Wed 4/4/12	0%
28	Finance	98 days	Fri 5/1/09	Tue 9/15/09	1%
29	2009-2010 Audit	98 days	Fri 5/1/09	Tue 9/15/09	1%
30	Audit	97 days	Fri 5/1/09	Mon 9/14/09	1%
31	Issued	1 day	Tue 9/15/09	Tue 9/15/09	0%
32	Facilities Construction	621 days	Thu 7/10/08	Thu 11/25/10	1%
33	PSD-6A/08 - Equipment and Material Storage Facility	169 days	Thu 12/11/08	Tue 8/4/09	1%
34	Construction	169 days	Thu 12/11/08	Tue 8/4/09	1%
35	PSD-7/08 - DuPage PS Engine Generator Facility	531 days	Thu 11/13/08	Thu 11/25/10	1%
36	Construction	531 days	Thu 11/13/08	Thu 11/25/10	1%
37	PSC-4/08 LPS Egen/VFDsFacilities	531 days	Thu 7/10/08	Thu 7/22/10	1%
38	CONSTRUCTION	531 days	Thu 7/10/08	Thu 7/22/10	1%
39	PSC-5/08 Photovoltaic Facilities	531 days	Thu 7/10/08	Thu 7/22/10	1%
40	Construction	531 days	Thu 7/10/08	Thu 7/22/10	1%
41	DuPage County Subsequent Customer Service	251 days	Thu 12/11/08	Thu 11/26/09	0%
42	Design/Bidding	66 days	Thu 12/11/08	Thu 3/12/09	1%
43	Construction	185 days	Fri 3/13/09	Thu 11/26/09	0%
44	MS-17/07 Winfield MS-27B	185 days	Mon 2/2/09	Fri 10/16/09	0%
45	Construction	185 days	Mon 2/2/09	Fri 10/16/09	0%
46	Naperville Metering Station 15l	251 days	Thu 2/12/09	Thu 1/28/10	0%
47	Design/Bidding	66 days	Thu 2/12/09	Thu 5/14/09	0%
48	Construction	185 days	Fri 5/15/09	Thu 1/28/10	0%
49	GIS	132 days	Mon 3/2/09	Tue 9/1/09	0%
50	Arc GIS Server Website	22 days	Mon 3/2/09	Tue 3/31/09	0%
51	Develop server Tools	43 days	Wed 4/1/09	Fri 5/29/09	0%
52	Collect GPS Data	88 days	Fri 5/1/09	Tue 9/1/09	0%

Task		Rolled Up Milestone	
Split		Rolled Up Progress	
Progress		External Tasks	
Milestone		Project Summary	
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General Projects Schedule FY 09-10 BASELINE.mpp
Date: Fri 2/27/09



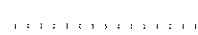




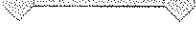




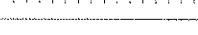

ID	Task Name	Duration	Start	Finish	% Work Complete
53	ERSI User Conference	7 days	Mon 7/13/09	Tue 7/21/09	0%
54	Instrumentation/Remote Facilities	717 days	Mon 6/4/07	Tue 3/2/10	9%
55	Instrumentation	717 days	Mon 6/4/07	Tue 3/2/10	30%
56	SCADA Field RTU Upgrade	717 days	Mon 6/4/07	Tue 3/2/10	40%
57	Design/Acquisition	75 days	Mon 6/4/07	Fri 9/14/07	75%
58	Install 10 Upgrades	66 days	Tue 12/1/09	Tue 3/2/10	0%
59	Tank Site 1 Actuator Interface to SCADA Upgrade	103 days	Wed 12/17/08	Fri 5/8/09	17%
60	Specify, Order and Receive Parts	73 days	Wed 12/17/08	Fri 3/27/09	24%
61	Installation	30 days	Mon 3/30/09	Fri 5/8/09	0%
62	Remote Facilities	250 days	Mon 9/22/08	Fri 9/4/09	0%
63	Meter Testing Program	159 days	Mon 9/22/08	Thu 4/30/09	0%
64	Meter Witness Testing & Calibrations	159 days	Mon 9/22/08	Thu 4/30/09	0%
65	ROV Maintenance	124 days	Thu 1/8/09	Tue 6/30/09	0%
66	VA-1/08 Replacement of 4-TS and 4 ROV Actuators	124 days	Thu 1/8/09	Tue 6/30/09	0%
67	Meter Station Strainer Corrosion	90 days	Mon 5/4/09	Fri 9/4/09	0%
68	Investigate Corrosion Problem	90 days	Mon 5/4/09	Fri 9/4/09	0%
69	Operations	1122 days?	Thu 9/14/06	Fri 12/31/10	43%
70	DPS Drawing Conversion	256 days?	Fri 3/13/09	Fri 3/5/10	0%
71	Task order issuance	1 day	Fri 3/13/09	Fri 3/13/09	0%
72	Pilot Project	78 days?	Fri 3/13/09	Tue 6/30/09	0%
73	RFP Phase	60 days	Tue 6/30/09	Mon 9/21/09	0%
74	Drawing Conversion	120 days	Mon 9/21/09	Fri 3/5/10	0%
75	Pipe Loop Corrosion Study	784 days	Tue 1/1/08	Fri 12/31/10	65%
76	Phase V	784 days	Tue 1/1/08	Fri 12/31/10	65%
77	Datastream 7i	122 days	Fri 12/12/08	Mon 6/1/09	5%
78	Phase V	122 days	Fri 12/12/08	Mon 6/1/09	5%

General Projects Schedule FY 09-10 BASELINE.mpp
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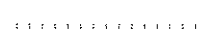


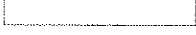

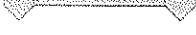




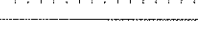

ID	Task Name	Duration	Start	Finish	% Work Complete
79	AWWA Research Project - Corrosion Control	828 days	Wed 11/1/06	Fri 1/1/10	55%
80	AWWA Research Project - Corrosion Control	828 days	Wed 11/1/06	Fri 1/1/10	55%
81	AWWA Research Project - Asset Management	469 days	Thu 9/14/06	Tue 7/1/08	100%
82	AWWA Research Project - Asset Management	469 days	Thu 9/14/06	Tue 7/1/08	100%
83	Standard Operating Procedures	437 days	Tue 2/24/09	Wed 10/27/10	4%
84	RFP	20 days	Tue 2/24/09	Mon 3/23/09	95%
85	Adward Contract Study & Report Phase	30 days	Thu 4/9/09	Wed 5/20/09	0%
86	Design Phase	90 days	Thu 5/21/09	Wed 9/23/09	0%
87	Implementation Plan Design Phase	90 days	Thu 9/24/09	Wed 1/27/10	0%
88	Implementation Plan	195 days	Thu 1/28/10	Wed 10/27/10	0%
89	Standpipe Mixing System Evaluation	60 days	Mon 3/23/09	Fri 6/12/09	0%
90	Design	30 days	Mon 3/23/09	Fri 5/1/09	0%
91	Installation	30 days	Mon 5/4/09	Fri 6/12/09	0%
92	Public Meeting Room Redesign	90 days	Fri 2/20/09	Thu 6/25/09	27%
93	Design	30 days	Fri 2/20/09	Thu 4/2/09	80%
94	Installation	60 days	Fri 4/3/09	Thu 6/25/09	0%
95	Public Meeting Room HVAC	60 days	Wed 4/1/09	Tue 6/23/09	0%
96	Design	30 days	Wed 4/1/09	Tue 5/12/09	0%
97	Installation	30 days	Wed 5/13/09	Tue 6/23/09	0%
98	Operator Training Program	364 days	Fri 5/8/09	Wed 9/29/10	0%
99	Development	60 days	Fri 5/8/09	Thu 7/30/09	0%
100	Deployment	304 days	Fri 7/31/09	Wed 9/29/10	0%
101	DPPS Roof Membrane Replacment Project	140 days	Mon 3/2/09	Fri 9/11/09	0%
102	Design	45 days	Mon 3/2/09	Fri 5/1/09	0%
103	Installation	95 days	Mon 5/4/09	Fri 9/11/09	0%
104	DPPS Roof Walkway Replacment Project	88 days	Fri 5/1/09	Tue 9/1/09	11%

General Projects Schedule FY 09-10 BASELINE.mpp
Date: Mon 3/2/09

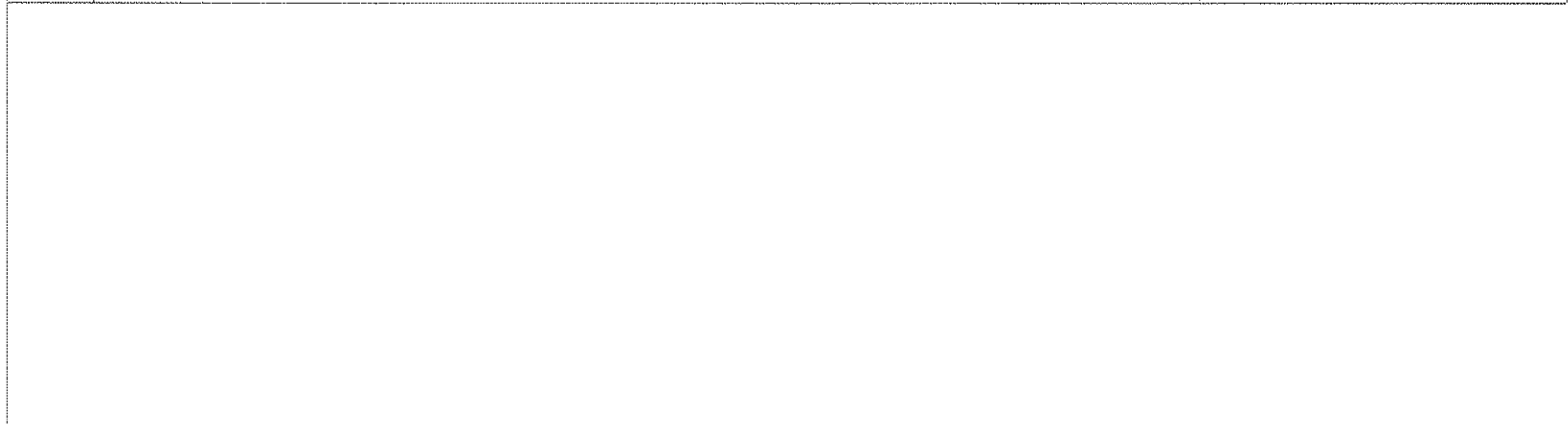
Task		Rolled Up Milestone	
Split		Rolled Up Progress	
Progress		External Tasks	
Milestone		Project Summary	
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Rolled Up Task		External Milestone	
Rolled Up Split		Deadline	

ID	Task Name	Duration	Start	Finish	% Work Complete
105	Design	10 days	Fri 5/1/09	Thu 5/14/09	100%
106	Installation	78 days	Fri 5/15/09	Tue 9/1/09	0%
107	Laboratory Testing Procedure	53 days	Mon 2/2/09	Wed 4/15/09	31%
108	Development	33 days	Mon 2/2/09	Wed 3/18/09	50%
109	Deployment	20 days	Thu 3/19/09	Wed 4/15/09	0%
110	Work Order Task Procedure	107 days	Thu 1/1/09	Fri 5/29/09	45%
111	Development	97 days	Thu 1/1/09	Fri 5/15/09	50%
112	Deployment	10 days	Mon 5/18/09	Fri 5/29/09	0%
113	MRO Vendor Selection	261 days	Thu 1/1/09	Thu 12/31/09	2%
114	Development	60 days	Thu 1/1/09	Wed 3/25/09	10%
115	Deployment	201 days	Thu 3/26/09	Thu 12/31/09	0%
116	Pipeline Department	2606 days	Tue 5/8/01	Mon 5/2/11	3%
117		317 days	Mon 2/16/09	Tue 5/4/10	7%
118	Valve Stem Extension	317 days	Mon 2/16/09	Tue 5/4/10	7%
119	Design	21 days	Mon 2/16/09	Mon 3/16/09	100%
120	Bidding	32 days	Wed 3/18/09	Thu 4/30/09	0%
121	Construction	262 days	Mon 5/4/09	Tue 5/4/10	0%
122	Preventative Maintenance	521 days	Mon 5/4/09	Mon 5/2/11	0%
123	Blow-Off Valve Inspection	130 days	Mon 11/2/09	Fri 4/30/10	0%
124	Mainline Valve Inspection	130 days	Mon 5/4/09	Fri 10/30/09	0%
125	Air Release Valve Inspection	130 days	Tue 11/2/10	Mon 5/2/11	0%
126	Cathodic Protection	2605 days	Tue 5/8/01	Fri 4/29/11	2%
127		159 days	Mon 4/9/07	Thu 11/15/07	9%
130	Stray Current ROV-11A TO#4	210 days	Fri 1/12/07	Thu 11/1/07	0%
131	Evaluation	129 days	Fri 1/12/07	Wed 7/11/07	0%
132	Correction	81 days	Thu 7/12/07	Thu 11/1/07	0%

General Projects Schedule FY 09-10 BASELINE.mpp
Date: Fri 2/27/09

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ID	Task Name	Duration	Start	Finish	% Work Complete
133	Corroding Valve Actuator ROV-8B TO#5	145 days	Fri 4/13/07	Thu 11/1/07	0%
134	Evaluation	86 days	Fri 4/13/07	Fri 8/10/07	0%
135	Correction	59 days	Mon 8/13/07	Thu 11/1/07	0%
136	Contract TS-8 South Transmission Main	186 days	Fri 2/13/09	Fri 10/30/09	0%
137	Evaluation	55 days	Fri 2/13/09	Thu 4/30/09	0%
138	Correction	131 days	Fri 5/1/09	Fri 10/30/09	0%
139	90" Reverse Current	2605 days	Tue 5/8/01	Fri 4/29/11	0%
140	Evaluation	129 days	Fri 5/11/07	Wed 11/7/07	0%
141	Correction	54 days	Mon 2/16/09	Thu 4/30/09	0%
142	Contract TS-7 (75th Street Relocation)	1 day	Tue 5/8/01	Tue 5/8/01	0%
143	Design	240 days	Mon 12/1/08	Fri 10/30/09	0%
144	Construction	43 days	Mon 11/2/09	Wed 12/30/09	0%
145	Outer Belt Trans. Main Mitigation	1 day	Tue 5/8/01	Tue 5/8/01	0%
146	Design	260 days	Mon 5/4/09	Fri 4/30/10	0%
147	Constuction	260 days	Mon 5/3/10	Fri 4/29/11	0%



General Projects Schedule FY 09-10 BASELINE.mpp
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