

**MINUTES OF A MEETING OF THE
ENGINEERING & CONSTRUCTION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, APRIL 17, 2014
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order at 6:20 P.M.

Committee members in attendance: D. Loftus, M. Scheck, R. Furstenau and J. Zay
(arrived at 6:27pm)

Committee members absent: F. Saverino

Also in attendance: C. Bostick, F. Frelka, E. Kazmierczak, T. McGhee, J. Schori, J. Spatz
(arrived at 6:27pm) and M. Weed.

Commissioner Furstenau moved to approve the Minutes of the March 20, 2014
Engineering & Construction Committee Meeting of the DuPage Water Commission.
Motion seconded by Commissioner Scheck and passed as follows:

Ayes: D. Loftus, R. Furstenau, and M. Scheck

Nays: None

Absent: F. Saverino

Facilities Construction Supervisor Bostick provided an oral report highlighting the Status of Operations report;

Regarding DuPage Pump Station Facility Maintenance, Facilities Construction Supervisor Bostick advised the Committee that the Operation Department detected issues with the motor bearing on HLP #8 where both bearings are in need of replacement. Facilities Construction Supervisor Bostick advised the Committee that a Request for Board Action appears on the agenda to suspend purchasing procedures and authorize the purchase of the bearings from a sole source provider.

Regarding the York Township Water Facility, Facilities Construction Supervisor Bostick advised the Committee that the County has released the project for bids which are due on May 1st. Facilities Construction Supervisor Bostick advised the Committee that a Request for Board Action appears on the agenda to officially approve the County's bidding documents. Facilities Construction Supervisor Bostick advised the Committee that upon bid opening and a qualified bid is received; Staff will bring forth a resolution concurring with DuPage County's bid award recommendation.

Regarding the Storage System Improvements, Facilities Construction Supervisor Bostick advised the Committee that R-10-14 appears on the agenda to authorize the electrical installation work of the PAX mixers at four standpipes via the Quick Response Electrical Contact (QRE-6/12). In addition, Facilities Construction Supervisor Bostick advised the Committee that R-11-14 appears on the agenda to approve Rider No. 2 to the professional services contract with Tank Industry Consultants which would authorize design

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services, bidding services and construction services for rehabilitating standpipes during the 2014 painting season. Also regarding the standpipe rehabilitation project, Facilities Construction Supervisor advised that R-13-14 appears on the agenda to direct the advertisement of bids for the actual work, upon completion of the TIC design.

Regarding Document Management, GIS Coordinator Frelka advised that staff had made considerable progress on migration of documents into SharePoint; Part of this was due to a simplified approach to organizing SharePoint document libraries. The other part was due to assistance from BridgePoint consultants who tweaked certain aspects of SharePoint's configuration to improve performance and provided advice on how to create columns and views to make finding files easier.

Follow up work will involve security and workflows; Most of the content to be uploaded to SharePoint is public information that requires no restrictions on access so these files will be uploaded first. Other confidential files need greater security. BridgePoint is going to assist in defining security groups in Active Directory to ensure proper access restrictions. When this is complete BridgePoint is going to assist with setting up workflows that allow routing of documents for approval and to collect feedback. GIS Coordinator Frelka advised the Committee that when this project is complete it's anticipated the Commission will save approximately \$9,000 per year on software maintenance and eliminate three servers needed to run the iManage document management system.

Chairman Loftus advised the Committee, that during the regular Commission meeting, he would be forwarding separate motions: One motion for items 2, 3, 4 and 5 and then separate motions on item 6; one to suspend purchasing procedures and the second to authorize the purchase.

Chairman Loftus inquired with the Committee if there were any questions regarding the action items. Hearing none, Commissioner Scheck moved to recommend approval of items 2 through 6 of the Engineering and Construction Committee items of the Commission Agenda. Seconded by Commissioner Furstenau and passed unanimously as follows:

Ayes: D. Loftus, R. Furstenau, M. Scheck and J. Zay
Nays: None
Absent: F. Saverino

Chairman Loftus inquired with the Committee if any other business or items are to be discussed. Hearing none, Commissioner Zay moved to adjourn the meeting at 6:37 P.M. Motion seconded by Commissioner Scheck and passed unanimously as follows:

Ayes: D. Loftus, R. Furstenau, M. Scheck and J. Zay
Nays: None
Absent: F. Saverino