



# DuPage Water Commission

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## AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, AUGUST 18, 2011  
7:00 P.M.**

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

## COMMITTEE MEMBERS

L. Crawford  
T. Cullerton  
W. Murphy  
J. B. Webb

- I. Roll Call
- II. Approval of Minutes of July 21, 2011
- III. Paperless Board Packets
- IV. By-Law Changes
- V. Other
- VI. Adjournment

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**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON JULY 21, 2011**

The meeting was called to order at 7:03 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: T. Cullerton, W. Murphy, and L. Crawford

Committee members absent: J. B. Webb and J. Zay (*ex officio*)

Also in attendance: D. Loftus, M. Crowley, and F. Frelka

Commissioner Cullerton moved to approve the Minutes of the June 23, 2011, Administration Committee meeting as presented. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the possibility of going paperless for future Board meetings, GIS Coordinator Frelka summarized the investigation to date, noting that the Administration Committee tested the utility of receiving e-mailed hyperlinks to bookmarked meeting materials located on the Commission's public website (with PDF attachments of any confidential materials), explored the cost of providing Commissioners with portable internet computing devices, and attended demonstrations of various electronic board meeting service providers. GIS Coordinator Frelka added that staff had contacted numerous agencies that had previously implemented paperless systems to gain additional insight into the advantages and disadvantages associated with the various methodologies, and was currently looking into the cost involved in providing Commissioners with secure access to a private page on a Commission or Commission-Vendor website from which Commissioners could download meeting materials in PDF format.

GIS Coordinator Frelka concluded his report by noting his sense that the Administration Committee was not interested in proceeding with an electronic board meeting service provider in light of the cost involved. The Administration Committee agreed that staff should focus on using the Commission's existing technology.

With respect to the mobile hotspot the Commission recently purchased, Commissioner Crawford suggested that a router would be more beneficial, adding that internet access was important to have so that Commissioners did not have to download meeting materials in advance of a meeting. As an alternative to a router, Commissioner Crawford suggested that pre-loaded devices could be provided to Commissioners.

At which point, the Administration Committee discussed the need for, and the questions to be included in, a survey to be distributed to all Commissioners to determine their level of commitment to the project, including whether Commissioners would be willing to bring their own devices to meetings and/or download and print their own meeting materials or whether the Commission should provide the devices.

Minutes 07/21/11 Administration Committee Meeting

Commissioner Cullerton moved to adjourn the meeting at 7:30 P.M. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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# DuPage Water Commission

## MEMORANDUM

TO: John F. Spatz, General Manager

FROM: Frank J. Frelka, GIS Coordinator *FJF*

DATE: May 10, 2011

SUBJECT: Paperless Agenda Survey

Last week we sent a five question survey to Commissioners seeking input on how to implement the paperless agenda project. So far we received a few responses and will continue to tabulate responses as they are received. We will also have the survey available at the next Board meeting to follow up with Commissioners where necessary in order to have as high a response rate as possible.

Survey results for the four responses received are summarized on the next page.

### Commissioner Paperless Survey

	Yes	No
1. Are you in favor of eliminating paper Board meeting packets and viewing agendas and other meeting materials with an electronic device?	4	0
2. Are you opposed to going paperless with Commission meeting materials? If so, why (please answer in comments)?	0	4
3. What would be your preference for receiving Board agendas and other materials?		
a. Continue to receive paper packets by FedEx	0	
b. Download or access from a secure Internet site	4	
4. What is your preference for viewing Board agendas and other materials at meetings?		
a. Continue current practice with delivered hard copy packets	0	
b. View on line and have paper agenda printed by Commission staff and provided at meetings	0	
c. View paper agendas self-printed by Commissioners prior to Board meetings	0	
d. View on laptop or other device	4	
5. Do you have an electronic device (e.g. laptop, notebook, iPad, Playbook, etc.) that you would be willing to use to view agendas and other materials?	3	1
<p><b>Comments:</b></p> <ol style="list-style-type: none"> <li>I have already started using the agenda materials posted on the website as my "packet material". I open the FedEx to make sure there is no exec session stuff not included on the website, but other than that the paper sent is not needed. I would be happy to work with the Committee on making electronic files more user friendly on electronic devices and demonstrate how I am using my Android-based Motorola Xoom.</li> <li>I believe that in order for this to work successfully at a meeting level, the Commission must have lap tops, desktops or IPADS at each Commission member's seat, because members will forget their own personal devices.</li> <li>The DWC should provide an electronic device for each Commissioner to be used solely for Commission business and returned to the DWC when no longer a Commissioner.</li> </ol>		