



DuPage Water Commission

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AGENDA

ADMINISTRATION COMMITTEE
THURSDAY, SEPTEMBER 15, 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 August 18, 2011
- III. Paperless Board Packets
- IV. By-Law Changes
- V. Other
- VI. Adjournment

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All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON AUGUST 18, 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 (arrived at 7:04 P.M.), W. Murphy, J. B. Webb, and L. Crawford

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

Also in attendance: J. Spatz (arrived at 7:06 P.M.), M. Crowley, and F. Frelka

Commissioner Murphy moved to approve the Minutes of the July 21, 2011, Administration Committee meeting as presented. Seconded by Commissioner Webb 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 reported on the preliminary results of the survey distributed to Commissioners to determine their level of commitment to the project. Commissioner Crawford requested that the final survey results be provided at the September meeting.

Commissioner Crawford asked about the status of obtaining a wireless router for the meeting room and the status of 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 advised that it would cost approximately \$3,000 to install a wireless router in the meeting room and Commissioner Crawford commented that she would be interested to see what caused the cost to be so high.

Commissioner Cullerton arrived at 7:04 P.M.

With respect to providing Commissioners with secure access to a private page on a Commission or Commission-Vendor website, GIS Coordinator Frelka advised that staff was investigating how best to provide such access, which requires a web server, because of the slowness of the Commission's existing VPN.

General Manager Spatz arrived at 7:06 P.M.

Commissioner Crawford questioned whether access speed was critical because the Commissioners needed only to access the Board package and not any other materials. General Manager Spatz explained that by fully utilizing the capabilities of the Commission's existing document management system, Commissioners would have the ability to perform enhanced searches and would not need to open and close particular meeting files. Commissioner Crawford agreed that having those features would be nice but questioned the cost. General Manager Spatz estimated the cost as being in the

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\$3,000 to \$5,000 range depending upon whether IPad/iPhone accessibility was needed. General Manager Spatz additionally noted that a secure server outside the Commission's firewall might be required regardless of the methodology ultimately selected because of bandwidth and other potential technological limitations.

Commissioner Crawford expressed her preference for simply installing a router in the meeting room so that Commissioners did not have to download meeting materials in advance of a meeting. Commissioner Webb expressed his preference for continuing with the Committee-tested system of e-mailed hyperlinks to bookmarked meeting materials located on the Commission's public website (with PDF attachments of any confidential materials).

Commissioner Crawford suggested taking the path of least resistance in the near term and use the e-mailed hyperlink methodology together with paper copies until the other Commissioners were ready to forgo paper altogether. At which point, the other Committee members agreed with Commissioner Crawford's suggestion.

After General Manager Spatz noted that staff was investigating not only wireless internet access in the meeting room but also hardwired access that might have already been fully or, at least, preliminarily installed during the most recent renovations, General Manager Spatz advised that he had received the legal revisions to the Commission's By-Laws suggested by the Staff Attorney. General Manager Spatz also advised that he had started his detailed review of the By-Laws for identification of the changes needed to conform to current best practices and that he and the Staff Attorney had discussed several, including Committee quorum requirements; emergency and waterworks system contracting authority; and change order approval authority.

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.