

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, JULY 19, 2012
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order at 7:04 P.M.

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

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

Also in attendance: D. Loftus, F. Frelka and J. Rodriguez

Commissioner Murphy moved to approve the Minutes of the June 21, 2012, Administration Committee meeting. Seconded by Commissioner Crawford and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Credit Card Policy, Commissioner Crawford noted that the Committee discussed this policy at a previous meeting but have not received a final draft.

With respect to the By-Law Changes, Commissioner Crawford noted that the Committee was in agreement with the By-Law changes from the April 19, 2011 Administration Committee Meeting and that they were waiting on the Ethics Policy to be incorporated with the recommendations that General Manager Spatz had discussed at the previous meeting. She asked present staff if this was their recollection or if General Manager Spatz had given staff any documentation regarding these changes. Document Management Specialist Rodriguez replied that General Manager Spatz would be attending the meeting to respond to the Commissioners' questions.

With respect to the Ethics Policy, the items discussed were the following:

- If the Commission was waiting for an Intergovernmental Agreement with DuPage County to adopt their policy, although it is not needed, to incorporate DuPage County's policy into the Commission's policy.
- What the repercussions would be if the Commission does not adopt DuPage County's Ethics Policy. In addition, if the Commission adopts their own Ethics Policy, what the process with DuPage County would be. To which Commissioner Crawford responded that DuPage County would have to approve it.
- What the cost associated with using DuPage County's Ethics Commission and Ethics Officer would be, to which Commissioner Crawford quoted a sentence from the Gorski & Good, LLP Opinion Letter that stated 'One possible adjustment might be to charge for hearings and the services of the Investigator General

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while providing the services of the Ethics officer at no charge.' She added that that this is probably yet to be determined.

With respect to obtaining quotes for iPads for the Commissioners, Document Management Specialist Rodriguez distributed a chart with iPad quotes. She noted that the least expensive option was Insight Public Sector with a price of \$667.00 including shipping for a 32 GB iPad 3 with Verizon 4G built in. She added that staff has not yet obtained a monthly 4G data plan price from Verizon.

The Committee discussed items regarding the Commissioner's use of iPads:

- The budgeted amount for iPads is \$13,000.00.
- The quote obtained from Sprint included a mobile hotspot, which is necessary when connecting to the internet via the 4G with Document Management Rodriguez noting that this is not the ideal option since the Commissioners will have to carry two devices.
- The amount spent on creating and mailing the Board packet was around \$12,000.00. Commissioner Cullerton stated that a memo should be composed regarding the amount of money saved from purchasing the iPads versus the amount spent on creating and mailing paper Board packets. He added that this memo should alleviate questions regarding the cost of iPads.
- General Manager Spatz would inform the Committee about the budgeted amount for the monthly 4G plan.
- There might be a possible risk of a security sacrifice if the Commissioners were to utilize the iPad instead of a Windows-based tablet to view the Board Portal with Document Management Specialist Rodriguez adding that staff is still researching if the iPad is the best tablet for the Commissioners to use to access the Board Portal.

Commissioner Loftus left the meeting at 7:20 P.M.

Commissioner Crawford concluded the meeting by stating that the Committee is waiting for a final draft from staff on changes to the By-Laws. She stated from her recollection that the Credit Card Policy is in the By-Laws; however, the dollar amounts and authorization will be in a policy, which will be easier to revise on an annual basis without having to change the By-Laws. She added that the Ethics Policy is subject to the Intergovernmental Agreement with DuPage County.

Commissioner Murphy moved to adjourn the meeting at 7:28 P.M. Seconded by Commissioner Cullerton and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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