

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, AUGUST 16, 2012
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order at 7:05 P.M.

Committee members in attendance: L. Crawford, T. Cullerton (arrived at 7:07 P.M.), W. Murphy and J. B. Webb

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

Also in attendance: J. Spatz, J. Rodriguez, T. McGhee (arrived at 7:20 P.M.), and G. Gorski of Gorski & Good, LLP

Commissioner Murphy moved to approve the Minutes of the July 19, 2012, Administration Committee meeting. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

At this time, Commissioner Cullerton arrived at the meeting.

General Manager Spatz stated that the DuPage County's Ethics Ordinance could be adopted by reference in the By-Laws or restating them word for word in the By-Laws and making the needed amendments for our organization; and Chairman Zay initially wanted to mirror DuPage the County's Ethics Ordinance and incorporate it into the Commission's Ordinance, so that all changes would be apparent. He added that Mr. Gorski had incorporated DuPage County's Ethics Ordinance into the Commission's By-Laws draft that was included in the board packet.

Mr. Gorski stated that the State's Attorney office wishes to have the Ordinance adopted with two changes: to change the references to the Commission's officers and to add a section on the Water Commission Act, which is more restrictive.

General Manager Spatz noted that it is beneficial to have an independent Ethics Officer and Inspector General, since they perform these duties on a regular basis.

Commissioner Crawford asked if the details that might change every year would be incorporated into the By-Laws. General Manager Spatz replied that the specifics (i.e. the positions of the people that have a credit card, the bank name and the limits) would be in a resolution, so if something changes, the By-Laws need not be altered. He added that the credit card policy would include a Credit Card Administrator, and that the By-Laws would designate this individual and their functions. Commissioner Cullerton asked if the Credit Card Administrator would be the Financial Administrator and General Manager Spatz responded in the affirmative.

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After some discussion, General Manager Spatz recommended that the Commission's new by-laws section regarding ethics be arranged in a manner similar to the DuPage County's Ethics Ordinance. He added that he would meet with Chairman Zay and Mr. Gorski and determine if this is the best way to proceed.

Discussion continued regarding the DuPage County's Ethics Ordinance and the related Intergovernmental Agreement, which consisted of costs, indemnification, agreement dates, Commission's options, etc.

Manager of Operations McGhee arrived at 7:20 P.M.

Commissioner Crawford asked if a table of contents could be added to the By-Laws. She also asked for a clearer definition of the legal counsel and the general counsel. She asked if Clerk Johnson was responsible for the executive session recordings, to which General Manager Spatz responded in the affirmative. Commissioner Crawford then asked when would General Manager Spatz supersede and obtain custody of the tape. He responded that the board would have to vote if he, or any other board member, took custody of an executive session tape. Commissioner Cullerton asked if Clerk Johnson was also the FOIA Officer, to which General Manager Spatz responded that Document Management Specialist Rodriguez is the FOIA Officer.

Commissioner Murphy asked if the rewritten By-Laws would be presented at the September board meeting. General Manager Spatz responded in the affirmative and added that he thinks the first reading may be waived since there were many different formats presented to the board in the past and the substantial part of the rewrite would be arranging it in the same layout as DuPage County's Ethics Ordinance. He added that it would be e-mailed to the Commissioners when it is ready so everyone has as much time as possible to review the draft.

Commissioner Crawford asked Mr. Gorski if he was going to report on his concerns at this meeting. Mr. Gorski responded that his only concern was that the State's Attorney is expecting a package from the Commission with the authorized and executed final draft of the Intergovernmental Agreement with the Commission's By-Laws or Ordinance that parallels DuPage County's Ethics Ordinance which they will review and if they find it acceptable, they will execute the Intergovernmental Agreement. He added that he would like to have this completed by September.

With respect to the iPads quote, Document Management Specialist Rodriguez passed around an updated spreadsheet, noting that the least expensive option was still Insight Public Sector and that staff is still researching the best option for accessing the Board Portal securely.

Commissioner Crawford noted that she spoke with Commissioner Loftus and his opinion on the mobile hotspots and 4G was that they are not needed since wireless internet is widespread. She added that she had told him that wireless internet is not that easily accessible for all the Commissioners and the 4G plan is economical. General Manager Spatz added that the 4G cost will drastically decrease since Verizon Wireless now has a data plan where 10 iPads can share 10G of data at a reduced cost.

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General Manager Spatz also noted that there is a new Microsoft Tablet called Surface that is being released next month and it is said to be an iPad competitor. He added that it may be more expensive but it is Microsoft based so programs like Word and Excel will run seamlessly on it.

Commissioner Crawford stated that her concern with a Microsoft tablet is the viruses that come with Microsoft. General Manager Spatz added that the Commission might want to wait so Microsoft can work out the 'bugs' of a brand new tablet. Commissioner Cullerton agreed that the Commission does not want to be one of the first purchasers of a new tablet.

Commissioner Crawford asked if she should direct the Commissioners to e-mail Clerk Johnson if they would like an iPad to which General Manager Spatz agreed. She added that Commissioner Loftus had also mentioned to her that purchasing tablets and 4G data plan might not be a good public relations move for the Commission. Commissioner Crawford responded that the Commission is a bit behind in technology resources for boards than other governmental agencies. Commissioner Cullerton responded that the Commission is saving money by purchasing tablets instead of copying, collating and using FedEx every month. He added that his board has laptops and the staff time preparation has decreased significantly than it was when they sent out paper packets.

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

All voted aye. Motion carried.