



# DuPage Water Commission

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## AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, NOVEMBER 17, 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 October 20, 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 OCTOBER 20, 2011**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: T. Cullerton (arrived at 7:25 P.M.), W. Murphy, J. B. Webb, and L. Crawford

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

Also in attendance: J. Spatz, M. Crowley, and F. Frelka

Commissioner Murphy moved to approve the Minutes of the August 18, 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, Commissioner Crawford asked how many Commissioners had opted out of receiving paper Board packets. Staff Attorney Crowley replied that she believed four Commissioners had initially opted out, with no new requests having been received since then, and General Manager Spatz agreed. After Commissioner Crawford noted that she had received the October Board packet by FedEx even though she had opted out of receiving paper copies of the Board packets, Staff Attorney Crowley advised that she would make sure the oversight was corrected.

Commissioner Crawford then commented on the memorandum that Mayor Murphy had shared with the Committee which detailed the status of Woodridge's paperless agenda project, noting the Village's estimated cost-savings, potential video component, and other benefits of the recommended IQM2 paperless system utilizing iPad tablet support devices. Commissioner Crawford inquired whether the Commission could expect comparable cost savings, and GIS Coordinator Frelka advised that he believed the costs would be comparable but that he did not want to commit to a specific cost savings without having his prior cost breakdown to reference.

Commissioner Murphy asked for the final results of the survey that staff had conducted regarding the Commissioners' level of commitment to the project, and GIS Coordinator Frelka reported that the majority of the Commissioners indicated their support for the project but only five had actually opted out of receiving paper copies of the Board packets. Commissioner Crawford questioned whether the internet connection in the meeting room contained sufficient bandwidth to accommodate all Commissioners and staff accessing Board materials on-line, to which General Manager Spatz responded that a second router would probably be added.

After Commissioner Murphy responded to Commissioner Crawford that none of the Woodridge Trustees had opted to use their own tablet support devices, it was the

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consensus of the Administration Committee to defer the matter of progressing to a more sophisticated electronic board meeting system such as IQM2 or Board Docs to the next budget discussion but to purchase one Commission iPad in the meantime so that individual Commissioners could take turns getting a feel for how to use the device. Commissioner Crawford also noted that she would encourage the Commissioners to opt out of receiving paper materials and to rely instead on the hyperlinks to bookmarked meeting materials located on the Commission's public website that were being emailed to all Commissioners.

Commissioner Cullerton arrived at 7:25 P.M.

With respect to the status of staff's comprehensive review of the Commission By-Laws for recommended changes, General Manager Spatz noted that the review was in process and would be ongoing the next several months. General Manager Spatz also noted that some of the changes he was considering for recommendation would require corresponding changes to the Charter Customer Contract, and the Administration Committee indicated it would keep an open mind with respect to that possibility.

With respect to Resolution No. R-42-11, Staff Attorney Crowley explained that approval of the Resolution would authorize the release to the public of the minutes of the closed meetings of October 14, 2010, December 9, 2010, April 11, 2011 (Special), and June 23, 2011, while at the same time continuing the confidential treatment of the minutes of all of the other closed meetings of the Board that had not been previously released to the public. It was the consensus of the Committee members present to recommend to the full Board approval of Resolution No. R-42-11.

After a brief discussion on the Finance Committee's recommended process for finding a new Financial Administrator, coming to the conclusion that the Administration Committee should review and comment on any updated job description but did not need to participate in candidate interviews and that the General Manager should ultimately be responsible for the final selection, Commissioner Murphy moved to adjourn the meeting at 7:29 P.M. Seconded by Commissioner Webb and unanimously approved by a Voice Vote.

All voted aye. Motion carried.