

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON MARCH 17, 2011**

The meeting was called to order at 6:35 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: T. Cullerton (arrived at 7:01 P.M.), W. Murphy, J. B. Webb, and L. Crawford

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

Also in attendance: M. Crowley

Commissioner Crawford began the discussion on the Commission's By-Laws by noting the Chairman was specifically interested in changing the order of business at Commission meetings and the presentation of the Agenda. Commissioner Crawford added that she thought the Chairman would like to eliminate identification of the specific vote required to adopt an Agenda item but retain the recommended motion feature. Commissioners Murphy and Webb commented that they preferred having both features on the Agenda.

Commissioner Crawford then questioned whether the Agenda materials posted on the Commission's web site could be made more interactive and eliminate the pdf format. Staff Attorney Crowley responded that the Agenda materials posted on the web site had been bookmarked by the Executive Assistant so that you could click on a bookmark to move to the page that it links to. Staff Attorney Crowley added, however, that bookmarks were associated with pdf formatting and that to get away from a pdf format would require establishing a secure intranet page and/or site for direct Board member access.

After Staff Attorney Crowley noted that the prior Board's reluctance to use an electronic agenda packet related to the need to print voluminous materials, GIS Coordinator Frelka entered the meeting to explain the process of establishing a secure intranet page and/or site for direct Board member access. GIS Coordinator Frelka advised that he would report back to the Committee at its next meeting regarding the cost of establishing such a secure intranet page and/or site and whether there were other alternatives to bookmarking in pdf format. Staff Attorney Crowley added that she would email the Committee a hyperlink to the March Agenda materials with instructions for opening the bookmarks navigation panel.

GIS Coordinator Frelka left the room, Chairman Zay briefly entered the room and noted that he had no objection raising, and felt that it was time to raise, the expenditure authority of the General Manager under the By-Laws, and Commissioner Cullerton arrived at 7:01 P.M.

With respect to the order of business at Commission meetings, Commissioner Murphy suggested obtaining Chairman Zay's and General Manager Spatz' comments before

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making any formal change to the order of business set forth in the By-Laws. Commissioner Murphy added that in the interim, and as noted by Commissioner Crawford, the Agenda could be more topically organized via the Chairman's authority under the By-laws to change the order of business on a case by case basis.

With respect to the topical reorganization, the Committee discussed whether all ordinances and resolutions should be required to be approved by a Committee before the ordinance or resolution could be presented to the full Board for approval. It was the consensus of the Committee to continue experimenting with the topical reorganization of the Agenda by having all resolutions and ordinances considered by and listed under a specific Committee, and that staff should report back to the Committee at the April meeting regarding its investigations into establishing a secure intranet page and/or site for direct Board member access. Commissioner Cullerton questioned whether there was wireless access to the internet within the building and the cost to add it if there was no such access. Staff Attorney Crowley advised that she would have the GIS Coordinator include that in his report to the Committee in April.

Commissioner Furstenau briefly entered the room and noted that in Naperville, the City Council has the option of using laptops or receiving paper copies of Council materials, with Commissioner Furstenau opting for paper copies. Commissioner Furstenau added that each Alderman provides his or her own laptop but the City does provide each of them with an office and a PC. Commissioner Furstenau concluded his remarks by noting that a small condominium association that he works with uses a third-party service provider to create an I-Pad accessible site for meeting materials and promised to provide Commissioner Crawford with contact information.

With respect to Chairman Zay's comments concerning immediately raising the expenditure authority of the General Manager under the By-Laws, the Committee discussed whether the authority should be simply increased from \$5,000 to \$20,000 in addition to retaining the current exemption for payroll and payroll-related disbursements or whether the prior By-Law provision allowing unlimited expenditures for contracts which were either approved by the Board or procured in accordance with the purchasing procedures of the By-Laws should also be included. It was the consensus of the Committee that, subject to reviewing the results of a survey of all Commission customers concerning managerial check writing authority, all disbursements in excess of \$20,000.00 should require prior Board approval except for payroll and payroll-related disbursements.

In response to Commissioner Crawford's question, Staff Attorney Crowley advised that a By-Law amendment cannot be adopted at the same meeting at which it is initially considered unless the first reading procedures of the By-Laws are suspended by a 2/3rd vote of the Commissioners present. Staff Attorney Crowley was directed to prepare the appropriate amendment for first reading at the April 21, 2011 meeting and adoption at the May 2011 meeting.

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Commissioner Murphy moved to approve the Minutes of the February 10, 2011, Administration Committee meeting. Seconded by Commissioner Cullerton and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Murphy moved to adjourn the meeting at 7:29 P.M. Seconded by Commissioner Cullerton and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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