



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED APRIL 2011 REGULAR ADMINISTRATION COMMITTEE MEETING OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 6:00 P.M. ON THURSDAY, APRIL 21, 2011, AT 600 EAST BUTTERFIELD ROAD, ELMHURST, ILLINOIS 60126. THE AGENDA FOR THE RESCHEDULED APRIL 2011 REGULAR ADMINISTRATION COMMITTEE MEETING IS AS FOLLOWS:

AGENDA

ADMINISTRATION COMMITTEE
THURSDAY, APRIL 21, 2011
6:00 P.M.

COMMITTEE MEMBERS

L. Crawford
T. Cullerton
W. Murphy
J. B. Webb

600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126

- I. Roll Call
- II. Approval of Minutes of March 17, 2011
- III. Resolution No. R-16-11: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission
- IV. Resolution No. R-22-11: A Resolution Releasing Certain Executive Session Meeting Minutes at the April 21, 2011, DuPage Water Commission Meeting
- V. Discussion of By-Law Changes
- VI. Other
- VII. 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 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

Minutes 03/17/11 Administration Committee Meeting

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.

Minutes 03/17/11 Administration Committee Meeting

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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DuPage Water Commission

MEMORANDUM

TO: John Spatz, General Manager

FROM: Frank Frelka, GIS Coordinator 

DATE: April 14, 2011

SUBJECT: Secure Intranet site for Commissioners

As discussed by the Administration Committee in March, I've looked into options for a secure site that Commissioners could use to access paperless Board packets in a non-PDF format.

One option from BridgePoint, our current web site hosting firm, would be a password protected blog hosted on their servers and linked to our web site. Commissioners would be able to log in and upload attachments and links. However, due to the open meeting act, Commissioners would need to be careful not to read or post comments or to keep in touch with each other.

A basic blog site would cost \$500 to set up and \$10 per month for hosting. A more elaborate site with graphics and other not-yet-defined "bells and whistles" would cost from \$2,000 to \$4,000 to design and set up and \$10 per month for hosting.

Another option from numerous vendors would be a Microsoft SharePoint Services site. SharePoint provides basic collaboration and content management capabilities and includes blogs, calendars, contact lists, document libraries, project lists and more. SharePoint sites can be password protected and are available with no set up fee. Hosting costs range from \$7.95 to over a hundred dollars per month depending on billing frequency, size and functionality. However, once again, Commissioners would need to be careful not to read or post comments and generally keep in touch with each other.

I'm not prepared to make a recommendation until I have a better sense of what the Board is looking for. Suffice it to say, we could accomplish this at a reasonable cost in a short time. One advantage of SharePoint in this regard is that staff has experience using it internally for managing contacts, calendars, documents and forms. If time permits I could demo our SharePoint site for the Committee at the next meeting.

Carolyn Johnson

From: John Schori
Sent: Monday, April 11, 2011 10:21 AM
To: Maureen Crowley; Jenessa Nesbitt
Cc: Frank J. Frelka; Carolyn Johnson; Mary Reibel; Veronica Butler
Subject: RE: Wireless Internet

Assuming the older existing access point that we have functions, we should be able to set it up without any outside assistance.

A newer business grade access point can cost in the range of \$100 - \$400 and possibly some consultant services to assist in choosing the best device for our application and setup, \$600 - \$1200.

John W. Schori
Instrumentation & Remote Facilities Supervisor
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schori@dpwc.org

From: Maureen Crowley
Sent: Wednesday, March 30, 2011 1:18 PM
To: John Schori; Jenessa Nesbitt
Cc: Frank J. Frelka; Carolyn Johnson; Mary Reibel; Veronica Butler
Subject: RE: Wireless Internet

We'll need to know cost to set up (for both older and newer versions)

Maureen A. Crowley
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From: John Schori
Sent: Wednesday, March 30, 2011 1:13 PM
To: Jenessa Nesbitt
Cc: Maureen Crowley; Frank J. Frelka; Carolyn Johnson; Mary Reibel; Veronica Butler
Subject: RE: Wireless Internet

No, but we do have an older (5-6 years old) home version wireless access point that could be setup. It would work, but technology has changed and the newer access points are considerably faster.

John W. Schori
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From: Jenessa Nesbitt
Sent: Wednesday, March 30, 2011 12:58 PM
To: John Schori
Cc: Maureen Crowley; Frank J. Frelka; Carolyn Johnson; Mary Reibel; Veronica Butler
Subject: Wireless Internet

Hi John,

We do have wireless set up in the building?

Thanks,

Jenessa Nesbitt
Document Management Specialist/
Freedom of Information Officer
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DuPage Water Commission

MEMORANDUM

Date: April 12, 2011

To: John F. Spatz, Jr., General Manager

From: Mary L. Reibel, Consultant, RGP Diversified Services, Inc *MLR*
Carolyn Johnson, Executive Assistant

SUBJECT: COMMISSION BOARD PACKET COSTS

As requested by the Admin Committee, staff has begun the analysis of the costs associated with the current system of sending out the Board packet in paper form as compared to going to a paperless system. Below is the breakdown by each specific duty and type of cost. These are the costs associated with the production of 25 packets which is the number currently being prepared for each meeting.

Current Process:

Labor costs:

<u>Duty</u>	<u>Average # of hours</u>	<u>Hourly Rate</u>	<u>Total Cost</u>
• Collating	1.25	\$21.845	\$ 27.31
• Copying	7.33	\$21.845	\$ 160.12
• Website Update	.30	\$21.845	\$ 6.55
• Scanning	2.33	\$28.153	\$ 65.60
		Total Labor	\$ 259.58

Materials/Other Costs

• Paper costs (White paper .31 per packet)	\$ 8.00
(Color paper .51 per packet)	\$ 12.75
• Federal Express costs (Regular monthly packet)*	\$ 390.00
(Supplemental packet)*	\$ 390.00
Total Materials/Other Costs	\$ 800.75

The monthly costs per month total \$1,060.33; annual costs \$12,723.96.

*Change in meeting schedule to third Thursday of the month should eliminate the need for the supplemental packet for an approximate cost savings of \$390.00 per month. Currently the packets are delivered for overnight, 10:30am delivery. There are alternative FedEx delivery options for cost savings such as next day delivery by 3:30pm; second day delivery by 10:30am weekday, and second day delivery by 4:30pm weekday.

There have been some changes to the current process to save time and materials. In 2008, staff switched to emailing agendas to City/Village Managers and the Press instead of regular U.S. Mail for a cost savings of \$40.46 per month. Also, with the development of the Commission's website which has a

PDF copy of the packet available, the number of packets produced was reduced from 40 to 25 for a cost savings of \$12.35 per month.

Paperless System:

In order to analyze the cost of going to a paperless system, some questions arose that require Committee direction and feedback. Some factors to be considered:

- **Devices:** Which device(s) is the Board interested in researching: Tablets, laptops, notebooks, etc. Would the devices have 3G/4G mobile broadband connection or rely on wireless WiFi hotspots and individual internet connection?
- **Screen size** Is there a particular screen size that works better for Commissioners?
- **Editing capabilities** Do the Commissioners want the devices to have handwriting recognition for text input through the touch screen or standard typing capabilities using a word processor program?
- **Printing interface capabilities** Do Commissioners need or want the ability to print specific reports from the packet?
- **Conference room compatibility** In addition to the type of device chosen, it needs to be determined if the conference room's wiring is compatible.

With direction given on the above listed questions and any other factors or ideas from the Commissioners, staff will further analyze the costs associated with going to paperless communication and report back at a later Committee Meeting.