

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON JULY 14, 2005**

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: E. Chaplin, W. Murphy, and D. Zeilenga

Committee members absent: L. Hartwig

Also in attendance: M. Crowley and F. Frelka

By unanimous consent, Commissioner Chaplin was appointed Chairman Pro Tem of the July 14, 2005, meeting of the Administration Committee.

Commissioner Murphy moved to approve the Minutes of the May 12, 2005, Administration Committee meeting. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Document Management System (DMS) project and staff's request for the purchasing procedures of the Commission's By-Laws to be waived in connection therewith, Commissioner Zeilenga noted that even though he had no objection to the project itself, he questioned the propriety of waiving the purchasing procedures. After being advised by the GIS Coordinator that staff was aware of at least three qualified vendors and anticipated receiving seven or eight responses to the Request for Proposals, Commissioner Zeilenga suggested the following:

- The primary criteria for award should be price
- Each vendor's price proposal should include the cost of converting (scanning) 500 documents for system start-up and verification and for staff training purposes
- No commitment should be made to the successful vendor that any other conversion services will be needed; it being expected that all document conversion (except as noted above) will be performed in-house
- The Commission should have the option of purchasing any associated hardware separately

The Staff Attorney noted that staff recommended a more subjective approach to the procurement process because there were several types of DMS, each with their own strengths and weaknesses, and that, depending upon cost and time constraints, a phased approach to implementing the DMS might be employed. In response to Commissioner Zeilenga's question, the Staff Attorney verified that minimum system requirements were established in the specifications section of the Request for

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Proposals. It was the consensus of the Administration Committee to proceed as suggested by Commissioner Zeilenga.

The Staff Attorney summarized the current status of the five bills of special interest to the Commission that were selected for monitoring by the Administration Committee (by staff or Commissioner request), and highlighted several bills of general interest to the Commission including:

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| House Bill 2455  | Which would eliminate the requirement that a person examining a statement of economic interests identify him or herself and the reason for the examination  |
| Senate Bill 1882 | Which would increase, from \$10,000 to \$20,000, the threshold limitation for competitive bidding of municipal public works contracts under Section 8-9-1 of the Illinois Municipal Code which, in turn, is the threshold limitation for Commission purchases requiring quotations and for disbursements requiring prior approval of the Board. |

After requesting that staff post the mission statement on the Commission's website, in addition to posting meeting notices, agendas and minutes as required by Public Act 94-28, Commissioner Zeilenga moved to adjourn the meeting at 7:20 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.