

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON MAY 12, 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, D. Zeilenga, and L. Hartwig

Committee members absent: W. Murphy and M. Vondra (*ex officio*)

Also in attendance: M. Crowley and F. Frelka

Commissioner Hartwig noted the minutes of the April 14, 2005, Administration Committee meeting should be revised to reflect that he spoke with the Mayor of West Chicago and not the City Administrator.

Commissioner Chaplin moved to approve the Minutes of the April 14, 2005, Administration Committee meeting as revised as requested by Commissioner Hartwig. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

The Staff Attorney introduced the GIS Coordinator, Frank Frelka, to the Committee to explain 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. The GIS Coordinator explained the purpose of the proposed Document Management System (DMS) to implement a system that will better organize and manage electronic and hard copy Commission documents in an accessible and searchable yet secure electronic repository. The GIS Coordinator further explained that there are 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. As a result, the GIS Coordinator noted that staff was recommending a more subjective approach to the procurement process be utilized, an approach that would require the purchasing procedures of the Commission's By-Laws to be waived.

Commissioner Zeilenga questioned the propriety of waiving the purchasing procedures, noting vendors might be able to exert too much control over the scope, cost and length of the project. Commissioner Chaplin shared Commissioner Zeilenga's concerns.

Before deciding whether the DMS hardware, software, and associated services should be competitively procured, the Committee directed staff to submit complete documentation on the alternative procurement process for review by the Committee at its June 2005 meeting. The Committee also directed that, at a minimum, any scanning/conversion services be priced based upon a price per document/page basis

## Minutes 5/12/05 Administration Committee Meeting

(rather than hourly) and the Board would rank the favorability of the proposals received before any contract negotiations commenced.

After 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), Commissioner Chaplin moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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