

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON JULY 21, 2011**

The meeting was called to order at 7:03 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: T. Cullerton, W. Murphy, and L. Crawford

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

Also in attendance: D. Loftus, M. Crowley, and F. Frelka

Commissioner Cullerton moved to approve the Minutes of the June 23, 2011, Administration Committee meeting as presented. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the possibility of going paperless for future Board meetings, GIS Coordinator Frelka summarized the investigation to date, noting that the Administration Committee tested the utility of receiving e-mailed hyperlinks to bookmarked meeting materials located on the Commission's public website (with PDF attachments of any confidential materials), explored the cost of providing Commissioners with portable internet computing devices, and attended demonstrations of various electronic board meeting service providers. GIS Coordinator Frelka added that staff had contacted numerous agencies that had previously implemented paperless systems to gain additional insight into the advantages and disadvantages associated with the various methodologies, and was currently looking into the cost involved in providing Commissioners with secure access to a private page on a Commission or Commission-Vendor website from which Commissioners could download meeting materials in PDF format.

GIS Coordinator Frelka concluded his report by noting his sense that the Administration Committee was not interested in proceeding with an electronic board meeting service provider in light of the cost involved. The Administration Committee agreed that staff should focus on using the Commission's existing technology.

With respect to the mobile hotspot the Commission recently purchased, Commissioner Crawford suggested that a router would be more beneficial, adding that internet access was important to have so that Commissioners did not have to download meeting materials in advance of a meeting. As an alternative to a router, Commissioner Crawford suggested that pre-loaded devices could be provided to Commissioners.

At which point, the Administration Committee discussed the need for, and the questions to be included in, a survey to be distributed to all Commissioners to determine their level of commitment to the project, including whether Commissioners would be willing to bring their own devices to meetings and/or download and print their own meeting materials or whether the Commission should provide the devices.

Minutes 07/21/11 Administration Committee Meeting

Commissioner Cullerton moved to adjourn the meeting at 7:30 P.M. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

H:\Board\Minutes\Administration\2011\Adm1107.docx