



## **AGENDA – Administration Committee**

Thursday, August 21, 2025

6:15 PM

- I. Roll Call
- II. Approval of the June 19, 2025 Administration Committee Minutes

RECOMMENDED MOTION: To approve the Minutes of June 19, 2025 Administration Committee Meeting of the DuPage Water Commission.

- III. Request for Board Action: Travel for two (2) Commission Employees TBD for Factory Valve QA/QC Testing for High Lift Pump Cone Valve Rebuilds in York Pennsylvania, at an Estimated Cost of \$3,000, and Travel for One (1) Senior Instrumentation Technician to Attend Cathodic Protection Tester Certification Training in Houston, Texas, at an Estimated Cost of \$5,550

RECOMMENDED MOTION: To recommend approval of Item 2 of the Administration Committee Report section of the Commission meeting agenda.

- IV. Old Business
- V. New Business
- VI. Executive Session

RECOMMENDED MOTION: To go into Executive Session to discuss security procedures pursuant to 5 ILCS 120/2(c)(8), to discuss matters related to personnel pursuant to 5 ILCS 120/2(c)(1) and (2), to discuss acquisition of real estate pursuant to 5 ILCS 120/2(c)(5), to discuss the setting of a price for sale or lease of property owned by the DuPage Water Commission 5 ILCS 120/2(c)(6), to discuss pending, probable, or imminent litigation pursuant to 5 ILCS 120/2(c)(11), and/or to discuss minutes of closed meetings pursuant to 5 ILCS 120/2(c)(21) (Roll Call).

RECOMMENDED MOTION: To come out of Executive Session (Voice Vote).

- VII. Adjournment

Minutes of a Meeting  
of the

**DRAFT**

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**ADMINISTRATION COMMITTEE**

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DuPage Water Commission  
600 E. Butterfield Road, Elmhurst, Illinois

June 19, 2025

- I. Commissioner Romano called the meeting to order at 6:15 PM.  
Commissioners in attendance: A. Honig, S. Greaney, K. Romano, J. Zay  
Commissioners absent: D. Van Vooren  
Also in attendance: P. May, D. Mundall
- II. Commissioner Romano asked for a motion to approve the Minutes of the May 15, 2025 Administration Committee Meeting, Commissioner Honig moved, seconded by Chairman Zay, unanimously approved by a voice vote. All aye, motion carried.
- III. Commissioner Romano asked for a motion to approve Resolution No. R-46-25, a Resolution Authorizing the execution of Tax-Exempt Bond Certification for the WaterLink Communities. No cost for this action. Commissioner Honig moved, seconded by Commissioner Greaney, unanimously approved by a voice vote, all aye, motion carried.
- IV. Commissioner Romano asked for a motion to approve Resolution No. R-58-25, a Resolution Authorizing the General Manager to execute a contract with Sikich LLP, for Communications Management, at a cost not-to-exceed \$50,000. Commissioner Greaney moved, seconded by Commissioner Honig, unanimously approved by a voice vote, all aye, motion carried.
- V. Commissioner Romano asked for a motion to approve Resolution R-40-25, A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property owned by the Commission. There is no cost for this action. Commissioner Romano described the reason for the contract being to bring the DWC website into ADA compliance and update the DWC logo and overall branding. General Manager May added that this is a task-by-task contract. The WaterLink Project will require its own website, Sikich will be able to get that up and running. Commissioner Honig moved, seconded by Commissioner Greaney, unanimously approved by a voice vote, all aye, motion carried. Chairman Zay added the the WaterLink website will be a valuable tool for residents, contractors and all involved with the project to provide real time updates.

- VI. Commissioner Romano asked for a motion to approve Resolution No. R-59-25, to Authorize Approval of Requisition No. 80668 to Concentric Integration for The Upgrade of the Meter Shop Test Bench Computer and Associated Programs at an approximate cost of \$16,800. Commissioner Honig moved, seconded by Commissioner Greaney, unanimously approved by a voice vote, all aye, motion carried.
- VII. Commissioner Romano asked for a motion to approve a Request for Board Action, travel for two (2) Commission Employees for Factory Valve QA/QC Testing for High Lift Pump Cone Valve Rebuilds in York Pennsylvania, at an estimated cost of \$2,000. Commissioner Honig moved, seconded by Commissioner Greaney, unanimously approved by a voice vote, all aye, motion carried.
- VIII. Old Business  
No Old Business was offered.
- IX. New Business  
Chairman Zay informed the committee that the July meeting will be cancelled.
- X. Executive Session  
No Executive Session was required.
- XI. Adjournment

Commissioner Honig moved to adjourn the meeting at 6:24 PM, seconded by Chairman Zay, unanimously approved by a voice vote. All aye, motion carried.

Meeting adjourned at 6:24 PM.



**Resolution #:** RFBA

**Account:** 01-60-662100

**Approvals:** *Author / Manager / Finance / Admin*

**RCB RCB CAP PDM**

## REQUEST FOR BOARD ACTION

**Date:** 8/14/2025

**Description:** Travel for two (2) Commission Employees TBD for Factory Valve QA/QC Testing for High Lift Pump Cone Valve Rebuilds in York Pennsylvania, at an Estimated Cost of \$3,000, and Travel for One (1) Senior Instrumentation Technician to Attend Cathodic Protection Tester Certification Training in Houston, Texas, at an Estimated Cost of \$5,550

**Agenda Section:** Administration Committee

**Originating Department:** Administration

(1) Each of the high-lift pumps is equipped with a hydraulically-operated Cone Valve to develop and regulate necessary pumping discharge head pressure when initiating operator start-up command to an HLP. Resolution R-2-24 approved the removal and reconditioning of each individual Cone Valve. Upon completion of each valve reconditioning, it is imperative that each valve be inspected and tested at the repair facility in York Pennsylvania prior to shipment back to Elmhurst for reinstallation and commissioning. This request is for DWC staff to travel to the repair facility, inspect and witness test the valves scheduled for reconditioning. The program is budgeted in the FY-25/26 budget, and the intention is to carry through this program for the next several fiscal years.

(2) The Cathodic Protection Tester certification (CP-1) is designed for individuals responsible for observing, recording, or measuring the effectiveness of cathodic protection (CP) systems. It also addresses field personnel functions and is an entry into the cathodic protection profession. A Senior Instrumentation Technician job description includes the desirable skill of observing, recording, or measuring the effectiveness of cathodic protection (CP) systems. A certification test be administered following the training program.

Location/Event		Budgeted/Estimated	
Dates	Description	Attendees	Expenditure
TBD	(1) Factory Valve Testing for High Lift Pump Cone Valve Rebuilds – York Pennsylvania	██████████, Manager of Water Operations ██████████ Pipeline/Remote Facilities Coordinator	Estimated at \$3,000 (includes Lodging/Transportation and per diems for 2 individuals)
October 20-24, 2025	(2) Cathodic Protection CP-1 Certification Course – Houston TX.	██████████ Senior Instrumentation Technician	Estimated at \$5,550 (includes Registration/Lodging/Transportation and per diems)

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**Recommended Motion:**

To authorize Business-Related Travel Expenses for two (2) Commission Employees TBD for Factory Valve QA/QC Testing for High Lift Pump Cone Valve Rebuilds in York Pennsylvania, at an estimated cost of \$3,000 and for one (1) Senior Instrumentation Technician to attend Cathodic Protection Tester Certification Classes in Houston Texas at an estimated cost of \$5,550, as included in the FY-25/26 Management Budget and as listed above.

DUPAGE WATER COMMISSION OVERNIGHT/OUT OF STATE TRAVEL REQUEST			
Request Date	August 14, 2025		
Name of Attendee			
Job Title	Manager of Water Operations		
Department	Administration		
Purpose of Travel	Factory Witness Testing of Re-built High-Lift Pump Control Valve		
Destination	York, Pennsylvania		
Date of Departure	TBD		
Date of Return	TBD		
Please indicate the estimated amount for each applicable expense:			
	Air Fare:		\$750.00
	Rental Car:		\$250.00
	Other Transportation (Mileage/Parking/Shuttles/Taxi/Rideshare):		\$0.00
	Lodging:		\$320.00
	Registration (including reference materials):		\$0.00
	Meals and Tips:		\$150.00
	*Miscellaneous (describe below):		
	Total Estimated Expense:		\$1,470.00
*Explanation of Miscellaneous if included in estimates above:			
Recommendations for Approval:			
Department Head:		Date:	August 14, 2025

**DUPAGE WATER COMMISSION  
OVERNIGHT/OUT OF STATE TRAVEL REQUEST**

Request Date	August 14, 2025		
Name of Attendee	<div style="background-color: #cccccc; width: 100px; height: 1.2em;"></div>		
Job Title	Pipeline and Remote Facilities Coordinator		
Department	Pipeline and Remote Facilities		
Purpose of Travel	Factory Witness Testing of Re-built High-Lift Pump Control Valve		
Destination	York, Pennsylvania		
Date of Departure	TBD		
Date of Return	TBD		
<b>Please indicate the estimated amount for each applicable expense:</b>			
	Air Fare:		\$750.00
	Rental Car:		\$0.00
	Other Transportation (Mileage/Parking/Shuttles/Taxi/Rideshare):		\$0.00
	Lodging:		\$320.00
	Registration (including reference materials):		\$0.00
	Meals and Tips:		\$150.00
	*Miscellaneous (describe below):		
	Total Estimated Expense:		\$1,220.00
<i>*Explanation of Miscellaneous if included in estimates above:</i>			
Recommendations for Approval:			
Department Head:	<div style="background-color: #cccccc; width: 150px; height: 1.2em;"></div>	Date:	August 14, 2025

DUPAGE WATER COMMISSION OVERNIGHT/OUT OF STATE TRAVEL REQUEST	
Request Date	August 14, 2025
Name of Attendee	
Job Title	Senior Instrumentation Technician
Department	Systems and Information Technology
Purpose of Travel	The Cathodic Protection Tester certification (CP-1) is designed for individuals responsible for observing, recording, or measuring the effectiveness of cathodic protection (CP) systems. It also addresses field personnel functions and is an entry into the cathodic protection profession. A Senior Instrumentation Technician job description includes the desirable skill of observing, recording, or measuring the effectiveness of cathodic protection (CP) systems.
Destination	Houston, Texas
Date of Departure	October 20, 2025
Date of Return	October 25, 2025
<b>Please indicate the estimated amount for each applicable expense:</b>	
Air Fare:	\$500.00
Rental Car:	\$550.00
Other Transportation (Mileage/Parking/Shuttles/Taxi/Rideshare):	\$0.00
Lodging:	\$700.00
Registration (including reference materials):	\$3,500.00
Meals and Tips:	\$300.00
*Miscellaneous (describe below):	
Total Estimated Expense:	\$5,550.00
<i>*Explanation of Miscellaneous if included in estimates above:</i>	
Recommendations for Approval:	
Department Head:	Date: August 14, 2025