



AGENDA – Administration Committee

Thursday, July 16, 2026

6:15 PM

- I. Roll Call
- II. Approval of the May 21, 2026 Administration Committee Minutes

RECOMMENDED MOTION: To approve the Minutes of May 21, 2026 Administration Committee Meeting of the DuPage Water Commission.

- III. Request for Board Action: Business-Related Travel Expenses for one (1) Commission employee for Factory Valve Witness Testing for WaterLink Pipeline Valve Testing, in either Minnesota or Texas, over the next two (2) years.

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
 - a. Source Water Communication Contract discussion
 - b. Source Water Memorandum of Understanding discussion

- 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

ADMINISTRATION COMMITTEE

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

May 21, 2026

- I. Commissioner Van Vooren called the meeting to order at 6:17 PM.

Commissioners in attendance: A. Honig, D. Van Vooren, J. Zay

Commissioners absent: S. Greaney, K. Romano,

Also in attendance: D. Mundall, P. May

- II. Commissioner Van Vooren asked for a motion to approve the Minutes of the April 16, 2026 Administration Committee Meeting. Commissioner Honig moved, seconded by Chairman Zay, unanimously approved by a voice vote. All aye, motion carried.

- III. Commissioner Van Vooren asked for a motion to approve Resolution No. R-33-26, a Resolution Authorizing the Purchase of three (3) Budgeted FY-26/27 Vehicles via the Suburban Purchasing Cooperative, and Ancillary Equipment, at a not to exceed cost of \$210,000. Commissioner Honig asked for cost breakdown for each vehicle, Commissioner Van Voorn replied the two (2) Ford Explorers will cost \$94,650 and the one (1) Ford F-250 truck will cost \$ 94,917. Commissioner Honig moved, seconded by Chairman Zay, unanimously approved by a voice vote, all aye, motion carried.

- IV. Old Business
No Old Business was offered.

- V. New Business
No New Business was offered.

- VI. Executive Session
No Executive Session was required.

- VII. Adjournment

Commissioner Honig moved to adjourn the meeting at 6:21 PM, seconded by Chairman Zay, unanimously approved by a voice vote. All aye, motion carried.

Meeting adjourned at 6:21 PM.



Resolution #: RFBA

Account: 01-80-852010 (WaterLink)

Approvals: *Author / Manager / Finance / Admin*

RCB RCB CAP PDM

REQUEST FOR BOARD ACTION

Date: 7/9/2026

Description: **Business-Related Travel Expenses for one (1) Commission employee for Factory Valve Witness Testing for WaterLink Pipeline Valve Testing, in either Minnesota or Texas, over the next two (2) years**

Agenda Section: Administration Committee

Originating Department: Administration

- Factory Acceptance Testing –
 - WaterLink Water Main Valves: The WaterLink Pipeline consists of butterfly valves ranging from 54” in diameter to 20” in diameter. Upon completion of manufacturing, it is imperative that the valves be inspected and witness tested at the manufacturer’s facility, in Minnesota or Texas, prior to shipment to a WaterLink contractor’s jobsite and eventual installation into a pipeline. This request is for DWC staff to travel to the manufacturer facility, inspect and witness test valves prior to shipping; it is possible to test several valves per visit, however multiple trips are expected over the course of the construction period into fall/winter of 2027, based upon the manufacturer(s) production rates.

Dates	Location/Event Description	Attendees	Budgeted/Estimated Expenditure
July 2026 – December 2027 – Actual Dates TBD	Factory Valve Testing for WaterLink Pipeline Valves: Minnesota or Texas (depending on valve size)	DWC staff TBD; based upon staff availability	Estimated at \$1,500 per occurrence (including Lodging, Transportation and per diems)

Recommended Motion:

To authorize Business-Related Travel Expenses for one (1) Commission employee for Factory Valve QA/QC Testing for WaterLink Valve Testing in either Minnesota or Texas, at an estimated expense of \$1,500 per occurrence, including travel and related which said expenses will be remunerated through the WaterLink escrow funding.

**DUPAGE WATER COMMISSION - PROFESSIONAL DEVELOPMENT
OVERNIGHT/OUT OF STATE TRAVEL REQUEST**

Request Date	July 9, 2026
Name of Attendee	Staff TBD
Job Title	TBD
Department	Operations/Pipeline

Purpose of Travel>	The WaterLink Pipeline consists of butterfly valves ranging from 54" in diameter to 20" in diameter. Upon completion of each valve manufactured, it is imperative that each valve be inspected and witness tested at the manufacturer's facility, in Minnesota or Texas, prior to shipment to a WaterLink contractor's jobsite and eventual installation into a pipeline.
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Destination	Minnesota or Texas
Date of Departure	Several Dates TBD between July 2026 and December 2027
Date of Return	Several Dates TBD between July 2026 and December 2027

Please indicate the estimated amount for each applicable expense:

Air Fare:	\$750.00
Rental Car:	\$250.00
Other Transportation (Mileage/Parking/Shuttles/Taxi/Rideshare):	
Lodging:	\$350.00
Registration (including reference materials):	
Meals and Tips:	\$150.00
*Miscellaneous (describe below):	
Total Estimated Expense:	\$1,500.00

**Explanation of Miscellaneous if included in estimates above:*

Recommendations for Approval:

Department Head:		Date:	
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