DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

CELEBRATING 15 YEARS OF WATER SERVICE

AGENDA

DuPAGE WATER COMMISSION
THURSDAY, OCTOBER 11, 2007
7:30 P.M.

600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126

I. Call to Order and Pledge of Allegiance

II. Roll Call

(Majority of the Commissioners then in office—minimum 7)

III. Public Comments (limited to 5 minutes per person)

IV. Approval of Minutes

A. Regular Meeting of September 13, 2007

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To approve the Minutes of the September 13, 2007 Regular Meeting of the DuPage Water Commission (Voice Vote).

B. Executive Session Meeting of September 13, 2007

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To approve the Executive Session Minutes of the September 13, 2007 Regular Meeting of the DuPage Water Commission (Voice Vote).

C. Regular Meeting of August 9, 2007

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To amend as recommended by the General Manager, and approve as amended, the Minutes of the August 9, 2007 Regular Meeting of the DuPage Water Commission (Voice Vote).

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

D. Executive Session Meeting of August 9, 2007

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To amend as recommended by the General Manager, and approve as amended, the Executive Session Minutes of the August 9, 2007 Regular Meeting of the DuPage Water Commission (Voice Vote).

V. Treasurer's Report – September 2007

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To accept the September 2007 Treasurer's Report (Voice Vote).

VI. Committee Reports

A. Committee of the Whole

1. Report of 9/13/07 Committee of the Whole

2. Actions on Items Listed on 9/13/07 Committee of the Whole Agenda

B. Administration Committee

- No meeting scheduled

C. Engineering & Construction Committee

- No meeting scheduled

D. Finance Committee

- No meeting scheduled

VII. Chairman's Report

VIII. Omnibus Vote Requiring Majority Vote

A. Resolution No. R-58-07: A Resolution Directing the Transfer of Certain Excess Account Balances to the General Account of the Water Fund

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

B. Resolution No. R-60-07: A Resolution Amending and Restating the Personnel Manual

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

C. Resolution No. R-62-07: A Resolution Releasing Certain Executive Session Meeting Minutes at the October 11, 2007, DuPage Water Commission Meeting

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To adopt the items listed on the Majority Omnibus Vote Agenda in a single group pursuant to the Omnibus Vote Procedures (Roll Call).

IX. Omnibus Vote Requiring Super-Majority or Special Majority Vote

A. Resolution No. R-59-07: A Resolution Approving and Ratifying Certain Task Orders under a Master Contract with Consoer Townsend Envirodyne Engineers, Inc. at the October 11, 2007, DuPage Water Commission Meeting

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—3 County + 3 Muni+1=7)

B. Resolution R-61-07: A Resolution Approving and Authorizing the Execution of a Fourth Amendment to the Contract for Design of Concrete Reservoirs and Other Improvements at the DuPage Pump Station

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—3 County + 3 Muni+1=7)

C. Resolution No. R-63-06: A Resolution Approving a First Amendment to Task Order No. 15 under the Master Contract with Consoer Townsend Envirodyne Engineers, Inc.

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—3 County + 3 Muni+1=7)

D. Resolution No. R-64-07: A Resolution Approving and Ratifying Certain Contract Change Orders at the October 11, 2007, DuPage Water Commission Meeting

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—3 County + 3 Muni+1=7)

E. Resolution No. R-65-07: A Resolution Approving a Third Amendment to Task Order No. 2 Under a Master Contract with Cathodic Protection Management, Inc.

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—3 County + 3 Muni+1=7)

F. Resolution No. R-66-07: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QRE-3/07 at the October 11, 2007, DuPage Water Commission Meeting

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—3 County + 3 Muni+1=7)

RECOMMENDED MOTION: To adopt the items listed on the Super/Special Majority Omnibus Vote Agenda in a single group pursuant to the Omnibus Vote Procedures (Roll Call).

X. Old Business

- Summary of Action Taken Since Previous Meeting

XI. New Business

A. Insurance Approval

(Concurrence of a Majority of the Appointed Commissioners—7)

RECOMMENDED MOTION: To purchase property and liability insurance coverage in accordance with the September 11, 2007, Insurance Proposal prepared by Arthur J. Gallagher Risk Management Services, Inc., for a total premium of $562,025.00 (Roll Call).

B. Purchase Order No. 10273

(TO APPROVE: Concurrence of a Majority of the Appointed Commissioners—7)

RECOMMENDED MOTION: To approve Purchase Order No. 10273 in the amount of $73,088.33 to Infor-Datastream. (Roll Call).

XII. Accounts Payable

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—3 County + 3 Muni+1=7)

RECOMMENDED MOTION: To approve the Accounts Payable in the amount of $44,541.35 subject to submission of all contractually required documentation (Roll Call).

XIII. Executive Session

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

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), to discuss acquisition of real estate pursuant to 5 ILCS 120/2(c)(5), and/or to discuss pending, probable, or imminent litigation pursuant to 5 ILCS 120/2(c)(11) (Roll Call).

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

XIV. Adjournment

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

DRAFT

MINUTES OF A MEETING OF THE DuPAGE WATER COMMISSION HELD ON THURSDAY, SEPTEMBER 13, 2007 600 E. BUTTERFIELD ROAD ELMHURST, ILLINOIS

The meeting was called to order by Chairman Rathje at 7:30 P.M.

Commissioners in attendance: E. Chaplin, G. Mathews, W. Mueller, W. Murphy, J. Vrdolyak, G. Wilcox, and L. Rathje

Commissioners Absent: T. Feltes, L. Hartwig, W. Maio, A. Poole, F. Saverino, and D. Zeilenga

Also in attendance: Treasurer R. Thorn, R. Martin, R. M. Richter, M. Crowley, C. Johnson, T. McGhee, R. C. Bostick, F. Frelka, J. Schori, E. Kazmierczak, and Dave Tucker of Camp Dresser and McKee Inc.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Commissioner Vrdolyak moved to approve the Minutes of the August 9, 2007 Regular Meeting of the DuPage Water Commission. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Chaplin moved to approve the Executive Session Minutes of the August 9, 2007 Regular Meeting of the DuPage Water Commission. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

TREASURER'S REPORT

Treasurer Thorn presented the Treasurer's Report for the month of August 2007 which showed receipts of $7,513,776.00, disbursements of $5,752,753.00, and a cash and investment balance of $83,829,973.00.

Commissioner Murphy moved to accept the August 2007 Treasurer's Report. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

COMMITTEE REPORTS

Administration Committee

Although there was no meeting due to lack of a quorum, Commissioner Chaplin reported the Committee members present discussed the General Manager's September 7, 2007, memorandum and suggested that the handbook be distributed for approval by the full Board at the October meeting as recommended by the General Manager.

Engineering & Construction Committee – Reported by Commissioner Wilcox

Commissioner Wilcox reported that the Engineering & Construction Committee reviewed and recommended for approval all items listed on the Engineering & Construction Committee agenda.

Finance Committee

No meeting due to lack of quorum

CHAIRMAN'S REPORT

Chairman Rathje reported the he and General Manager Martin attended a Chicago Metropolitan Agency for Planning (CMAP) meeting and were pleased to learn that the group is working towards the future in creating long term goals and striving to meet those goals. Chairman Rathje further reported that although the majority of attendees, approximately 150 people, were from the transportation industry, the water supply stakeholder group was recognized as probably the most important.

General Manager Martin noted that the DuPage Regional Water Supply Planning Group Newsletter was sent out not to only Commission customers, but other municipalities as well. General Manager Martin further commented that responses are being received regarding the speaking engagement and luncheon with Peter Annin, and that Commissioners Murphy and Chaplin suggested additional categories of attendees to be invited.

MAJORITY OMNIBUS VOTE AGENDA

Commissioner Murphy moved to adopt the items listed on the Majority Omnibus Vote Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Mathews and unanimously approved by a Roll Call Vote:

Majority Omnibus Vote

Ayes: E. Chaplin, G. Mathews, W. Mueller, W. Murphy, J. Vrdolyak, G. Wilcox, and L. Rathje

Nays: None

Absent: T. Feltes, L. Hartwig, W. Maio, A. Poole, F. Saverino, and D. Zeilenga

Item 1: Resolution No. R-55-07: A Resolution Awarding a Contract for Work Wear Supply—"Majority Omnibus Vote"

Item 2: Resolution No. R-56-07: A Resolution Authorizing the Disposal of Certain Personal Property Owned by the DuPage Water Commission—"Majority Omnibus Vote"

SUPER/SPECIAL MAJORITY OMNIBUS VOTE AGENDA

Commissioner Mathews moved to adopt the items listed on the Super/Special Majority Omnibus Vote Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Wilcox.

After General Manager Martin advised that he had received a letter from the City of Chicago stating that they are in full agreement with staff's recommendation to award the engine generator supply contract to Patten Industries, Inc., the motion was unanimously approved by a Roll Call Vote:

Super/Special Majority Omnibus Vote

Ayes: E. Chaplin, G. Mathews, W. Mueller, W. Murphy, J. Vrdolyak, G. Wilcox, and L. Rathje

Nays: None

Absent: T. Feltes, L. Hartwig, W. Maio, A. Poole, F. Saverino, and D. Zeilenga

Item 1: Resolution No. R-53-07: A Resolution Approving and Authorizing the Execution of a Standard Form of Agreement between the DuPage Water Commission and Tank Industry Consultants, Inc. for Professional Services in Connection with the Evaluation of Fall Protection Systems at Five Commission Standpipes—"Super/Special Majority Omnibus Vote"

Item 2: Resolution No. R-54-07: A Resolution Approving and Ratifying Certain Contract Change Orders at the September 13, 2007, DuPage Water Commission Meeting—"Super/Special Majority Omnibus Vote"

Item 3: Resolution No. R-57-07: A Resolution Awarding a Contract for Supply of Engine Generator Units—"Super/Special Majority Omnibus Vote"

OLD BUSINESS

None

NEW BUSINESS

None

ACCOUNTS PAYABLE

Commissioner Mueller moved to approve the Accounts Payable in the amount of $44,541.35 subject to submission of all contractually required documentation. Seconded by Commissioner Wilcox and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, G. Mathews, W. Mueller, W. Murphy, J. Vrdolyak, G. Wilcox, and L. Rathje

Nays: None

Absent: T. Feltes, L. Hartwig, W. Maio, A. Poole, F. Saverino, and D. Zeilenga

EXECUTIVE SESSION

Commissioner Murphy moved to go into Executive Session to discuss security procedures pursuant to 5 ILCS 120/2(c)(8). Seconded by Commissioner Mueller and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, G. Mathews, W. Mueller, W. Murphy, J. Vrdolyak, G. Wilcox, and L. Rathje

Nays: None

Absent: T. Feltes, L. Hartwig, W. Maio, A. Poole, F. Saverino, and D. Zeilenga

The Board went into Executive Session at 7:40 P.M.

Commissioner Wilcox moved to come out of Executive Session at 8:10 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Wilcox moved to adjourn the meeting at 8:11 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DU PAGE WATER COMMISSION
TREASURE'S REPORT
STATEMENT OF REVENUES & EXPENDITURES
September 30, 2007

	CURRENT MONTH			YEAR TO DATE		
	FY 2008	FY 2007	INC - (DEC)	FY 2008	FY 2007	INC - (DEC)
REVENUE						
WATER SALES (NOTE 1)	$ 3,442,536	4,600,409	(1,157,873)	16,711,038	21,037,665	(4,326,627)
SALES TAX	3,270,742	3,130,806	139,936	15,044,753	15,071,817	(27,064)
INVESTMENT INCOME	170,293	609,389	(439,096)	667,415	27,431,279	(26,763,864)
OTHER INCOME	-	-	-	-	2,743,279	(2,743,279)
TOTAL REVENUE	6,883,571	8,340,604	(1,457,033)	32,423,206	66,284,040	(33,860,834)
EXPENDITURES						
PERSONAL SERVICES	356,346	312,141	44,205	1,840,354	1,161,594	678,760
PROFESSIONAL SERVICES	6,363	8,373	(2,010)	70,152	25,559	44,593
CONTRACTUAL SERVICES	8,162	85,577	(77,415)	85,434	200,948	(115,514)
INSURANCE	7,540	13,861	(6,321)	48,293	34,652	13,641
WATER SUPPLY COSTS	4,470,275	5,288,732	(818,457)	22,189,298	23,274,664	(1,085,366)
BOND PRINCIPAL & INTEREST EXPENSE	1,201,325	1,456,450	(255,125)	12,691,418	13,278,419	(587,001)
LAND AND RIGHT OF WAY	-	100	(100)	-	100	(100)
CAPITAL EQUIPMENT PURCHASES	465,857	-	465,857	1,026,394	18,244	1,008,150
TOTAL EXPENDITURES	6,515,868	7,165,234	(649,366)	37,951,343	37,994,180	(42,837)
REBATES	-			40,000,000	-	
TRANSFER TO OTHER GOVERNMENTS	-	-		15,000,000	15,000,000	
NET INCREASE / (DECREASE) IN FUNDS	367,703	1,175,370	(807,667)	(60,528,137)	13,289,860	(33,817,997)

FUNDS CONSIST OF	September 30, 2007	September 30, 2006	INC - (DEC)
PETTY CASH	800	800	-
CASH AT BANK ONE	7,526	7,526	-
CASH AT MB FINANCIAL LOCK BOX	923,346	372,766	550,580
CASH AT HARRIS BANK	68,652	68,237	415
TOTAL CASH	1,000,324	449,329	550,995

	September 30, 2007	September 30, 2006	% CHANGE			
ILLINOIS FUNDS MONEY MARKET	24.83%	33.27%	-53.6%	21,064,475	45,413,212	(24,348,737)
ILLINOIS FUNDS PRIME FUND	20.91%	19.38%	-32.9%	17,747,412	26,442,422	(8,695,010)
GOVERNMENT MONEY MARKET FUNDS	1.52%	0.19%	392.9%	1,291,598	262,048	1,029,550
U.S. TREASURY INVESTMENTS	21.52%	13.10%	2.2%	18,268,693	17,873,056	395,637
U.S. AGENCY INVESTMENTS	0.00%	14.64%	-100.0%	-	19,973,000	(19,973,000)
CERTIFICATES OF DEPOSIT	31.22%	19.42%	0.0%	26,500,000	26,500,000	-
TOTAL INVESTMENTS	100.00%	100.00%		84,872,178	136,463,738	(51,591,560)
TOTAL FUNDS				85,872,502	136,913,067	(51,040,565)

NOTE 1 - REDUCED WATER SALES DUE TO REDUCED WATER RATE FOR FY 2008

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Majority Vote	**ORIGINATING DEPARTMENT**	Finance
ITEM	A Resolution Directing the Transfer of Certain Excess Account Balances to the General Account of the Water Fund Resolution No. R-58-07	**APPROVAL**	

Account No.: N/A

The Commission's Revenue Bond Ordinance, as supplemented and amended, allows transfers of certain excess account balances in the Water Fund to the "general" account of the Water Fund. Resolution No. R-58-07 would authorize the transfer of certain excess account balances.

MOTION: To approve Resolution No. R-58-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-58-07

A RESOLUTION DIRECTING THE
TRANSFER OF CERTAIN EXCESS ACCOUNT
BALANCES TO THE GENERAL ACCOUNT OF THE WATER FUND

WHEREAS, by Ordinance No. O-1-87, the DuPage Water Commission (the "Commission") authorized the issuance of certain revenue bonds and created several special funds of the Commission, including without limitation the "Water Fund" established by Section 8.01 of Ordinance No. O-1-87; and

WHEREAS, Ordinance No. O-1-87 created several accounts within the Water Fund, including without limitation the "Depreciation Account" and the "General Account"; and

WHEREAS, pursuant to Section 8.17 of Ordinance No. O-1-87, amounts to the credit of the Depreciation Account in excess of the Depreciation Account Requirement, as defined in Ordinance No. O-1-87, may be transferred to the General Account; and

WHEREAS, as of the accounting day of August 31, 2007, the amount of money to the credit of the Depreciation Account is $1,611,474.38 more than the Depreciation Account Requirement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are hereby incorporated herein and by this reference made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission as if fully set forth herein.

SECTION TWO: The Treasurer of the DuPage Water Commission shall be and hereby is authorized and directed to transfer to the General Account $1,611,474.38 from the Depreciation Account.

SECTION THREE: The monies transferred to the General Account shall be used as provided in Section 8.10 of Ordinance No. O-1-87.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Board/Resolutions/R-58-07.doc

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	New Business	**ORIGINATING DEPARTMENT**	Administration
ITEM	A Resolution Amending and Restating the Personnel Manual Resolution No. R-60-07	**APPROVAL**	

The Commission's Personnel Manual has not been comprehensively updated since its initial adoption in 1993. Resolution No. R-60-07 would amend and restate the Personnel Manual in its entirety, effective as of January 1, 2008.

MOTION: To approve Resolution No. R-60-07.

Holland+Knight

Tel 312 263 3600
Fax 312 578 6666

Holland & Knight LLP
131 South Dearborn Street, 30th Floor
Chicago, IL 60603-5517
www.hklaw.com

MEMORANDUM

October 3, 2007

To: **Chairman Rathje and Commissioners**

From: **Michael J. Ranallo**

Cc: **Robert Martin, General Manager**
Maureen Crowley, Staff Attorney

Re: **Further Revisions to Proposed DuPage Water Commission Employee Handbook**

In follow-up to General Manager Robert Martin's Memorandum to the Administration Committee dated September 7, 2007, regarding recommended changes to the DuPage Water Commission's vacation policy and proposal for a new paid sick leave policy, we have made several revisions to the proposed new Employee Handbook. These revisions are summarized below:

1. Change in the Paid Vacation Policy. In Section 8.5 of the Handbook, which contains the Commission's paid vacation policy, we added a provision stating that exempt and nonexempt employees with 20 or more years of service with the Commission are entitled to five weeks (25 eight-hour shifts) of paid vacation each year. As Mr. Martin noted in his September 7, 2007 memorandum, this change brings the Commission in line with the paid vacation policies of its customer utilities.

2. New Paid Sick Leave Policy. We added a new paid sick leave policy, which now appears in Section 8.8 of the Handbook. Under this policy, paid sick leave will be credited to all full-time employees at the rate of one day (one eight-hour shift) for each month of service, and will accumulate to a maximum of 120 days (120 eight-hour shifts). Paid sick leave may be used for an employee's own sickness, injury, childbirth, disability, or hospitalization, or for the sickness, injury, disability or hospitalization of a person in the employee's immediate family. Immediate family for sick leave purposes means the employee's spouse, children, and parents.

   Employees on the Commission's payroll on December 31, 2007 will be credited with paid sick leave based on their years of service with the Commission as of that date. The significance of this date derives from the fact that the new Handbook and this new paid sick leave policy will be going into effect on January 1, 2008.

   Under this new policy, the Commission may withhold paid sick leave from an employee pending the submission of proof of illness in the form of a physician statement verifying an illness, injury or disability. Furthermore, before taking paid sick leave, employees

must provide their supervisor with notice as far in advance as possible under the circumstances.

The new policy states that it must be used only for legitimate reasons, and that any abuse of the policy may result in non-payment of sick leave benefits and shall be grounds for disciplinary action.

The policy also states that employees retiring from the Commission with accrued, unused paid sick leave may qualify for additional service credit under the Illinois Municipal Retirement Fund. This provision, which is in line with the Illinois Pension Code, states that additional pension service credit is earned at the rate of one month for every 20 days of unused sick leave or fraction thereof.

3. Elimination of Medical Leave Policy. In light of the new paid sick leave policy, we eliminated the medical leave policy in former Section 8.8 of the Handbook. With the new sick leave policy in place, there will be very few instances in which employees will need "paid time off for routine illness of brief duration" under the old medical leave policy. Furthermore, in view of the IMRF disability policy under which eligible employees can begin drawing benefits as early as 30 days after becoming disabled, there will be few circumstances in which employees will need to ask the General Manager for "paid or unpaid leave of longer duration due to serious illness or injury" under the former medical leave policy. Thus, except in cases where an employee has not accrued much paid sick leave, or has exhausted his/her paid sick leave, and/or is not eligible for IMRF disability benefits, the former medical leave policy is unnecessary. In those limited circumstances, employee emergencies can be handled on a case-by-case basis by the General Manager, subject to the Board's review.

4. Other Handbook Provision Revisions. In view of the paid sick leave policy, we also made changes to three other sections in Chapter Eight of the Handbook. First, we eliminated the reference to the Family and Medical Leave Act ("FMLA") in the personal leave section (Section 8.11). Given the availability of paid sick leave, we see no need to inform employees that they are not entitled to unpaid FMLA leave. (Employees are not entitled to FMLA leave because the Commission as fewer than 50 employees and therefore is not covered by this federal statute. If/when the Commission reaches the 50-employee threshold, we can revise the handbook to include an FMLA section and can modify other policies accordingly.) Second, in Section 8.13, which pertains to Victim's Economic Security and Safety ("VESSA") leave, we added some language indicating that an employee can use paid sick leave while out on VESSA leave (*i.e.,* leave for medical or psychological care for acts of domestic or sexual violence). Third, we revised the disability leave policy (Section 8.17) to state that eligible employees may not begin drawing disability benefits until they have exhausted all accrued paid sick leave. The Commission's IMRF disability policy expressly allows for this revision.

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DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-60-07

A RESOLUTION AMENDING
AND RESTATING THE PERSONNEL MANUAL

WHEREAS, the DuPage Water Commission (the "Commission") is a county water commission created and existing under the Water Commission Act of 1985, 70 ILCS 3720/0.01 et seq., and Division 135 of Article 11 of the Illinois Municipal Code, 65 ILCS 5/11-135-1 et seq.; and

WHEREAS, the Water Commission Act of 1985 provides that the Commission shall determine its own rules of proceeding; and

WHEREAS, in furtherance thereof, the Commission adopted By-Laws of the DuPage Water Commission, which By-Laws were restated by Ordinance No. O-5-92 and amended by Ordinance Nos. O-1-93, O-1-94, O-14-94, O-10-99, O-7-00, O-11-02, O-2-04, O-11-04, O-12-04, O-1-05, and O-11-06 (the "By-Laws"); and

WHEREAS, pursuant to the By-Laws, the Board of Commissioners of the DuPage Water Commission has the power to pass and enforce all necessary ordinances, resolutions, rules, regulations, and administrative orders for the conduct of business and management of property of the Commission; and

WHEREAS, in furtherance thereof and pursuant to Resolution No. R-44-93, the Commission adopted regulations affecting Commission employment, working conditions, and employees benefits, which regulations were amended by Resolution Nos. R-22-99 and R-16-03 (the "Personnel Manual"); and

WHEREAS, the Personnel Manual has not been comprehensively updated since its initial adoption in 1993; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission has determined that it is reasonable, necessary and desirable, and in the best interest of the Commission, to amend and restate in its entirety the Personnel Manual, effective as of January 1, 2008;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: Adoption; Distribution. The Personnel Manual of the DuPage Water Commission shall be and it hereby is amended and restated in its entirety so that said Personnel Manual shall, effective as of January 1, 2008, be and read as set forth in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof and shall be in full force and effect as of January 1, 2008. The General Manager shall make copies of the Personnel Manual available to all Commission employees at least 45 days in advance of its effective date.

WHEREAS, the Board of Commissioners of the DuPage Water Commission has determined that it is reasonable, necessary and desirable, and in the best interest of the Commission, to amend and restate in its entirety the Personnel Manual, effective as of January 1, 2008;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: Adoption; Distribution. The Personnel Manual of the DuPage Water Commission shall be and it hereby is amended and restated in its entirety so that said Personnel Manual shall, effective as of January 1, 2008, be and read as set forth in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof and shall be in full force and effect as of January 1, 2008. The General Manager shall make copies of the Personnel Manual available to all Commission employees at least 45 days in advance of its effective date.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Board/Resolutions/R-60-07.doc

EXHIBIT A

DRAFT 10/__/07

DuPAGE WATER COMMISSION
EMPLOYEE HANDBOOK

Effective: January 1, 2008

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CHAPTER 1

INTRODUCTION

1.1 Purpose

This Employee Handbook has been prepared as a general reference guide to help familiarize employees of the DuPage Water Commission ("the Commission") with the Commission's basic policies, procedures, and rules, as well as the many employee benefits it provides. The policies, procedures, and rules contained in this Handbook apply to all full-time, part-time, and short-term employees. The portions of the Handbook pertaining to employee rights and benefits are applicable to all full-time employees and may be applicable to part-time and short-term employees. The Handbook specifically supersedes and replaces all previous employee handbooks, employee personnel regulations, and employee manuals issued by the Commission, except for any employment contracts, the By-laws of the Commission, and the Safety Manual referenced in Chapter Six of this Handbook, and except as otherwise expressly provided in this Handbook.

1.2 Disclaimer

Please note that *this Handbook is not a contract or an offer to form a contract*. It is not intended to create any binding contractual commitments between the Commission and any employee. Further, it does not provide any guarantee or assurance of continued employment with the Commission for any particular term. Notwithstanding anything contained in this Handbook or in any other current or future policy statement or practice, the *Commission and its employees retain the mutual right to terminate the employment relationship "at will," with or without warning, notice, or cause.* No representative of the Commission other than General Manager has the authority to make any binding representations, whether oral or written, contrary to the foregoing or purporting to guarantee any particular benefits, procedures, terms, or conditions of employment.

1.3 Open Door Policy

The Commission encourages employees, as well as management, to talk openly to each other about work and working relationships so that effective, continuous, employee/management communications exist. Employees who have questions about the contents of this Handbook, or about any aspect of their employment, are encouraged to raise them with their supervisor or the General Manager. The General Manager will provide employees with the information they need or direct them to someone who can do so. The Commission takes pride in keeping an open line of communication with all employees.

1.4 Administration

The administration of this Handbook shall be the responsibility of the General Manager of the Commission. The policies, procedures, and rules contained herein shall not be construed to limit the power and authority of the General Manager to make additional policies, procedures, and rules governing the conduct and performance of employees. Rules, standing orders, and/or

operational directives in place as of the Effective Date of this Handbook shall remain in place unless specifically rescinded by the policies contained in this Handbook or subsequent amendments to this Handbook. For the purposes of this Handbook, the General Manager's supervisor shall be the Board of Commissioners.

1.5 General Manager's Authority

The General Manager of the Commission serves at the will of the Commission subject to a separate contractual arrangement. This Handbook does not apply to the General Manager or to his or her employment relationship with the Commission.

All other employees serve at the will of the General Manager, or his or her designee, and the General Manager, or his or her designee. has final authority over all aspects of their employment relationship with the Commission, subject only to general policies adopted by the Commission.

Throughout this Handbook, all references to the authority and duties of the General Manager also shall mean that the General Manager's designee has such authority and duties unless specifically indicated otherwise.

1.6 Human Resources Manager

The Human Resources Manager of the Commission is responsible for administering certain policies, procedures, and practices as specified in this Handbook. From time to time, the General Manager may designate the Financial Administrator or other Commission employees to perform such duties.

1.7 Interpretation

In construing this Handbook, pronouns include all genders and the plural includes the singular and vice versa. The headings, titles, and captions in this Handbook have been inserted for convenience only and in no way define, limit, extend, or describe the scope and intent of this Handbook.

1.8 Savings Clause

If, by reason of any action by the appropriate legislative or judicial authority, any provision of this Handbook becomes, or is declared to be, unlawful or otherwise invalid, the other provisions shall remain in full force and effect.

CHAPTER 2

EMPLOYMENT CLASSIFICATIONS

All employees of the Commission fall within one of the following classifications, which are relevant to determining their eligibility for benefits:

- **Full-Time Employees:** Full-time employees are those who are not assigned to a temporary status, and who regularly are scheduled to work 30 hours or more per week.

- **Part-Time Employees:** Part-time employees are those who are not assigned to a temporary status, and who regularly are scheduled to work less than 30 hours per week.

- **Temporary Employees:** Temporary employees are those who are hired for a limited period to temporarily supplement the work force, or to assist in the completion of a specific project, or as an interim replacement. Temporary employees retain a temporary status unless and until notified of a change. Employment beyond any initially stated period does not in any way imply a change in employment status.

All employees of the Commission also fall within one of the following classifications, which are relevant to determining their eligibility for overtime pay:

- **Exempt Employees:** Exempt employees generally are those who are paid on a salaried basis and who serve in executive, administrative, professional or other "exempt" positions as defined in applicable wage and hour laws. Their salaries are intended to fully compensate them for all hours which they may be required to work to perform their assigned responsibilities. Accordingly, they are not eligible for additional, overtime pay.

- **Nonexempt Employees:** Nonexempt employees are those who are entitled to overtime pay for all hours worked in excess of 40 in any work week.

For the purposes of this Chapter, "week" shall mean seven consecutive days, starting on Sunday and ending on the following Saturday.

CHAPTER 3

EQUAL EMPLOYMENT OPPORTUNITY

3.1 Policy Against Discrimination and Harassment

To provide equal employment opportunities to all individuals, employment decisions at the Commission are based on an assessment of the individual's merits, qualifications, and abilities. They are never based on or affected by an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, age, marital status, physical or mental disability or handicap, or any other characteristic protected by law. The Commission also will make reasonable accommodations, as required by law, for qualified individuals with disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, discharge, leaves of absence, and access to benefits and training.

The Commission is committed to providing a work environment that is free of all forms of unlawful discrimination and harassment. Actions, words, jokes, or comments based on an individual's race, color, religion, sex, national origin, ancestry, age, marital status, disability, handicap or other legally protected characteristic will not be tolerated. Harassment of the Commission's employees by non-employees, such as suppliers and other third parties with whom our employees interact while performing their job duties, also is unlawful and strictly prohibited.

As an example, sexual harassment – both overt and subtle – is a form of employee misconduct that is demeaning to others and undermines the integrity of the employment relationship. Sexual harassment consists of: (1) making sexual advances, requesting sexual favors, or engaging in other verbal or physical conduct of a sexual nature, (2) conditioning any aspect of an individual's employment on his or her response to sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, or (3) creating an intimidating, hostile, or offensive working environment by sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.

The following non-exclusive list sets forth examples of the conduct that violates the Commission's policy against sexual harassment:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or other unwelcome physical contact (*e.g.*, touching, pinching, patting, grabbing, rubbing, or brushing against another employee's body);

- Unwelcome sexual advances, propositions, or other sexual comments such as sexually-oriented gestures, sounds, remarks, jokes, or comments about a person's sex, sexuality, or sexual experiences;

- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's sex or rejection of sexual advances, propositions, or comments; and

- Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books, or other materials that are sexually suggestive, demeaning, or pornographic.

The Commission is committed to enforcing its policy against unlawful discrimination and harassment vigorously at all levels of the organization. All employees must conduct themselves in a way that ensures they do not engage in acts of unlawful discrimination or harassment. All supervisors and managers are responsible for making sure that the employees who report to them are aware of this policy, for ensuring that their personnel decisions comply with this policy, and for taking corrective action (after consultation with the General Manager) when inappropriate behavior has been identified following an investigation. Conduct that disregards or violates this policy will not be tolerated. Guilty parties will be subject to appropriate disciplinary action, up to and including discharge.

3.2 Internal Complaint Procedure

Any employee who feels that he or she has been subjected to or has witnessed unlawful discrimination or harassment in the workplace immediately should report the matter – preferably in writing – to his or her immediate supervisor, the supervisor of the Commission employee engaging in the alleged unlawful discrimination or harassment, or the General Manager (or, in the case of a complaint against the General Manager, to a member of the Board of Commissioners). The supervisor or General Manager (or Commissioner) will, in turn, see that the matter is promptly investigated. This may include, but is not necessarily be limited to, interviewing the complaining employee, the alleged harasser, supervisors, and other personnel as necessary to obtain sufficient factual information on which to base a decision. In all cases, the investigation will be conducted by persons who are not involved in the alleged harassment or discrimination. Confidentiality will be maintained to the extent it is consistent with the Commission's obligation to conduct a full and effective investigation.

Alternatively, an employee may report a complaint of discrimination or harassment by following the Complaint Resolution Process set forth later in this Handbook.

After the investigation, the General Manager and other appropriate supervisor(s) will evaluate the facts uncovered in the investigation and will reach a decision regarding the validity of the complaint within a reasonable period of time. If the complaint is substantiated, appropriate corrective action will be taken. This may include discharge or other discipline of the employee who engaged in inappropriate behavior. A written record of any such disciplinary action will be placed in the personnel file of the employee who engaged in the inappropriate behavior. In the case of unlawful harassment by a non-employee, the Commission will notify the person of the Commission's policy against harassment and take such other action as may be appropriate under the circumstances. If the complaint is not substantiated, the matter will be

closed. In either case, however, the complaining employee will be advised of the results of the investigation and the decision reached by the Commission.

3.3 External Complaint Procedure

The Commission hopes that any incident of harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with the IDHR must be filed within 180 days of the incident of harassment. A charge with the EEOC must be filed within 300 days of the incident.

3.4 Policy Against Retaliation

The Commission's policy prohibits retaliation against any employee who lodges a good faith complaint of unlawful discrimination or harassment in the workplace, who files a charge regarding the same, or who participates in any related investigation or proceeding. Employees should use the above-referenced complaint procedure to report incidents of alleged retaliation. The same procedures will be followed in investigating and responding to such reports. The Commission wants to encourage the reporting of unlawful discrimination, harassment, and retaliation and, at the same time, to protect the reputation of any employee wrongfully charged with such conduct.

CHAPTER 4

EMPLOYMENT POLICIES, PROCEDURES AND RULES

4.1 Employment Applications and Resumes

All applicants for employment at the Commission shall file applications on forms provided by the Commission. The Commission relies on the accuracy of information contained in the employment application and resume, and otherwise presented by the applicant during the hiring process. Any omission or misstatement of material fact on an employment application, resume, or other document used to secure employment with the Commission, or during any pre-employment interview, will be grounds for rejection of the individual's application or for immediate discharge if the individual already has been hired, regardless of the time elapsed before discovery.

As stated in the Commission's employment application, offers of employment are conditioned upon the satisfactory outcome, as determined by the Commission, of a post-offer body substance drug and alcohol test, conducted by a testing facility of the Commission's choice. Offers of employment for applicants filling non-administrative positions also shall be conditioned upon the satisfactory outcome of a medical and physical examination by a physician of the Commission's choice. Based on the results of the drug and alcohol test, and when required, the medical and physical examination, an offer of employment may be withdrawn or, if an applicant has already started working, an employee may be subject to disciplinary action, up to and including immediate dismissal from employment, as determined in the Commission's discretion.

4.2 Anti-Nepotism Policy

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Commission and its employees. Therefore, it is the policy of the Commission not to hire or employ a close relative of any Commissioner of the Commission, the General Manager, or any supervisory-level employee of the Commission.

For purposes of this policy, the term "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, nephew, niece, or cousin.

4.3 Background Investigations

The Commission may require employees to submit to a thorough background investigation, which may include an investigation of their past employment, background, criminal record history, fingerprints, education, and activities. By accepting and continuing employment with the Commission, employees agree to cooperate in such investigations, and to release and discharge from all liability, responsibilities, claims, or damages of any kind or nature (1) all persons or entities requesting or supplying information pursuant to such investigations,

including without limitation the Commission, (2) any reference from whom information is obtained, and (3) any third party which provides information used for employment purposes. Employees who refuse to consent to a background investigation may be subject to discipline, up to and including immediate dismissal from employment, as determined in the Commission's discretion. As stated in the Commission's employment application, employees also authorize the Commission to supply their employment record, in whole or in part, without prior notice, to any prospective employer, government agency, or other party with a legal or proper interest.

4.4 Testing

Tests related to requirements for a particular position may be administered during the application process.

4.5 Medical Examinations and Medical Records

All offers of employment are contingent upon the satisfactory outcome of a post-offer body substance drug and alcohol test, conducted by a testing facility of the Commission's choice. All offers of employment to applicants filling non-administrative positions also are contingent upon the satisfactory outcome of a medical and physical examination, conducted by a physician of the Commission's choice. Offers of employment may be withdrawn based on the results of a medical and physical examination if the reason for such withdrawal is job-related and justified by business necessity. Such a reason may include, but is not limited to, the fact that the prospective employee (1) is unable to perform the essential functions of the offered position, with or without reasonable accommodation, or (2) would pose a significant, specific, current risk of substantial harm to fellow employees, to the public, or to himself or herself that cannot be eliminated or reduced to an acceptable level by reasonable accommodation.

All employees in non-administrative positions must undergo an annual medical and physical examination conducted by a physician of the Commission's choice. The purpose of this examination is to determine that employees in non-administrative positions are physically capable of performing their job duties without posing a significant risk of serious harm to themselves or to others.

Medical records and other information regarding the medical condition or history of an employee obtained from a physical or medical examination of such employee shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential, except that (1) supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations; (2) first aid and safety personnel may be informed, when appropriate, if the employee's disability might require emergency treatment; and (3) other disclosure may be permitted as required by law or as authorized by the employee.

4.6 Uniforms and Protective Clothing

The Commission issues Commission uniforms to all nonexempt employees except for nonexempt administrative staff. Such uniforms shall be worn at all times when such employees are on duty. Where appropriate, the Commission also issues safety boots, coveralls, and other

protective clothing. Such clothing shall be worn at all times while performing tasks involving the conditions or hazards for which such clothing is designed. If any employee believes that protective clothing of any type is required by the conditions or hazards of his or her job, and such clothing has not been issued, the employee shall so advise his or her supervisor.

4.7 Immigration and Naturalization

The U. S. Immigration and Naturalization Service requires all candidates for employment to complete an I-9 Form and to provide the Commission with certain documentation establishing their identity and employment eligibility within three days after commencing employment. The documents provided by the candidate will be copied and filed with his or her I-9 Form. The Commission cannot lawfully employ any candidate who fails to properly complete this process.

4.8 Orientation and Basic Training Period

All newly hired employees, re-hired employees, and existing employees transferring to a new employment classification or job assignment must undergo a six (6)-month orientation and basic training period ("OBT period"). If the General Manager determines that the initial OBT period does not allow sufficient time to properly evaluate the employee's qualifications and performance, the OBT period may be extended.

The OBT period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their employment with the Commission meets their expectations. The Commission uses this period to evaluate the employee's qualifications, work habits, and overall performance. Employees will receive a performance evaluation at the end of their OBT period.

Satisfactory completion of the OBT period, with or without an accompanying salary increase, does not guarantee continued employment with the Commission for any particular term. Employment with the Commission is "at-will" for every employee at all times. Therefore, either the employee or the Commission may terminate the employment relationship at any time during or after the OBT period, with or without cause, and without advance notice.

Any employee who is promoted or transferred within the Commission and who, in the judgment of the General Manager, is not successful in his or her new position may be removed from that position at any time during or after the OBT period.

4.9 Personnel Records

The Commission maintains a personnel file for each employee. The personnel file includes information relating to the employee's hiring, training, performance evaluations, disciplinary record, changes of status, and other aspects of his or her employment history.

Personnel files are the property of the Commission and access to the information they contain is restricted. Generally, without written consent from the employee, only supervisors and other management personnel who have a legitimate business reason to review information in

the file are allowed to do so. Of course, personnel files also are subject to review by federal, state, and local regulatory agencies, as required by law.

Pursuant to the Illinois Personnel Record Review Act, current employees, employees laid off subject to recall, and employees on leaves of absence with a right to return to their jobs have the right to inspect their employee records twice a year, to request correction of any errors, and to add their version of any disputed information. An employee who wishes to inspect his or her personnel file must submit a written request to the General Manager, who will schedule a mutually convenient time for the inspection. The inspections generally will take place in the presence of the General Manager or his or her designee. A reasonable charge, not to exceed the actual cost to the Commission, may be imposed for any copies of records made for the employee.

Employees are responsible for providing the Commission with accurate, up-to-date information regarding the following:

- Name
- Social security number
- Home address
- Home telephone number
- Marital status
- Number of dependents
- Insurance beneficiaries
- Persons to be notified in case of emergency
- Immigration status and other information relevant to the employee's ability to work lawfully in the United States
- Other information pertinent to the administration of benefits.

4.10 Attendance and Punctuality

Regular and prompt attendance is an essential part of an employee's overall job performance and is critical to the smooth and efficient operation of the Commission. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and your supervisor. Accordingly, it is imperative that all employees report to work regularly, be ready to perform their assigned duties at the beginning of their scheduled workday, and work their full scheduled workday.

In rare instances when an employee cannot avoid being late for work or is unable to report to work as scheduled, he or she must notify his or her supervisor or the General Manager as soon as possible, but no later than thirty (30) minutes after his or her regularly scheduled starting time. An employee is expected to provide his or her supervisor or the General Manager with an explanation of the reason for the absence or tardiness, and a statement as to when the employee expects to arrive at or return to work. If weather or traveling conditions delay or prevent an employee from reporting to work, he or she must notify the Commission. (Note: Employees may be required to present a doctor's statement or other documentation substantiating the reasons for the absence or tardiness and/or to submit to an independent medical examination by a doctor designated and paid for by the Commission.)

The foregoing notice requirements apply to each day of absence or tardiness, including consecutive days. Any employee who fails to report to work on three or more consecutive workdays without notifying his or her supervisor or the General Manager will be considered to have voluntarily resigned from employment with the Commission. The termination date will be the last day worked.

Even though an employee provides proper notice of his or her absence or tardiness, the absence or tardiness still may be deemed unexcused. Unexcused absences and tardiness include: (1) absences or tardiness due to a non-work related injury for which no medical verification is provided; (2) repeated absences or tardiness attributed to alleged transportation problems; (3) absences or tardiness for a period in which the employee requested but was denied excused absence (with or without pay); and (4) any other absence or tardiness where the employee fails to provide evidence to establish a legitimate need (in the discretion of the Commission) for the absence or tardiness. Nonexempt employees will not be paid for any period of unexcused absence or tardiness. Moreover, continued irregular attendance or excessive absenteeism or tardiness constitutes unsatisfactory performance and will subject the employee to disciplinary action, up to and including discharge.

4.11 Hours of Work

The normal work schedule for all nonexempt employees, except operators, is eight (8) hours a day, Monday through Friday. Operators will be scheduled for rotating shifts seven (7) days a week. At least two employees must be on duty at all times, and at least one qualified operator must remain on duty until relieved by another qualified operator. Supervisors will advise all employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, variations in the number of hours scheduled each day and each week, and mandatory overtime work. The Commission will try to give reasonable advance notice of all mandatory overtime work.

Employees are prohibited from working more than eighteen (18) hours in any twenty-four (24) hour period under any circumstance.

4.12 Overtime

Staffing needs and operational demands may necessitate mandatory overtime work. The Commission will try to give reasonable advance notice of all mandatory overtime work. Nonexempt employees will be paid overtime 1½ times their regular hourly rate of pay for all hours worked in excess of forty (40) in any work week and for all hours worked beyond a nonexempt employee's normally scheduled work period.

All overtime work must be approved by a supervisor or the General Manager before it is performed. The General Manager may authorize occasional, minor variations in an employee's normal work schedule to accommodate special circumstances that require the employee's absence from work during part of a regularly scheduled shift.

4.13 Time Records – Nonexempt Employees

Federal and State of Illinois laws require the Commission to keep accurate time records to ensure that employees are paid properly for the hours they work. Time cards, time sheets, or other appropriate documents are used to record hours worked. All nonexempt employees shall accurately record all time worked to the nearest one-quarter hour on time sheets supplied by the Commission.

Employees who believe there is an error on their time records must bring the matter to the attention of their supervisor or the General Manager immediately.

Nonexempt employees are neither expected nor permitted to begin working before their scheduled starting time or to continue working after their scheduled quitting time. With the exception of operators, nonexempt employees also are not expected or permitted to work during meal periods without prior authorization from their supervisor or the General Manager. Operators are expected to work during meal periods and are paid accordingly. Other nonexempt employees who receive authorization from their supervisor or the General Manager to work during meal periods also will be paid for this work time.

Employees who work hours other than those that they are scheduled to work (including authorized overtime) will be subject to disciplinary action. For purposes of this policy, "scheduled starting time" and "scheduled quitting time" include any overtime hours authorized by the employee's supervisor.

4.14 Emergency Call-Out Pay

When a nonexempt employee is off duty and is called back to work by a supervisor, the employee shall receive emergency call-out pay. This means that if an employee is called back to work less than two hours before the beginning of his or her next regular shift, the employee shall be compensated for time actually worked. In all other cases, the employee shall be compensated for time actually worked plus round trip travel time, or for two hours, whichever is more.

4.15 Paychecks

All employees are paid bi-weekly on Friday for all work performed through the end of the previous payroll period.

Paychecks should be examined by employees as soon as they are received. Any discrepancies should be reported promptly to the General Manager. All errors will be corrected on the next regular paycheck.

4.16 Payroll Deductions

Federal income taxes, state income taxes, FICA taxes, and pension contributions are deducted automatically from all employees' paychecks as required by law. In some cases, mandatory deductions from an employee's pay also must be made for wage assignments, garnishments, or child support payments.

Employees will be required to complete all applicable forms necessary for deductions, such as federal and Illinois form W-4s.

Employees will be notified of all deductions from their wages. Employee authorization for deductions will be obtained when necessary.

Generally, an exempt employee may not have his or her pay docked (*i.e.*, deductions generally may not be taken from an exempt employee's paycheck for any workweek in which the employee worked). However, deductions may be taken in the following circumstances: a full-day absence for personal reasons other than illness or recovery from an injury, a full-day absence for illness or recovery from an injury after having exhausted all paid sick days, unpaid disciplinary suspensions of one or more full days imposed in good faith for written workplace conduct rule infractions, penalties imposed in good faith for infractions of safety rules of major significance, and that portion of the workweek not worked in the beginning and ending weeks of employment. Furthermore, the Commission may offset any amounts received by an employee as jury or witness fees paid for a particular week against the salary due for that particular week.

Improper deductions are a serious violation of Commission procedure and policy. An employee who believes that an improper deduction (including the amount of a deduction) was taken from his or her paycheck should report his or her concern to the General Manager immediately. The Commission will review the deduction to determine if the deduction was proper. The review process may require the employee to provide information or present documentation to the Commission. The employee will be notified of the result of the Commission's review. Should the Commission determine that the deduction was improper, the employee will be reimbursed for the improper deduction as soon as practicable.

4.17 Performance Reviews

Periodic performance reviews are important to the Commission and each of its employees. Periodic reviews give supervisors an opportunity to explore the employee's progress on the job, identify effective performance, address any work-related problems, and establish goals for future performance, growth, and career development.

It is the supervisor's responsibility to keep his or her employees advised of their progress and performance. However, employees who feel uncertain as to how they are doing or where they stand, should not hesitate to ask their supervisor. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Formal performance reviews generally are conducted once a year. Among the factors considered are the employee's job knowledge, quality and quantity of work, attendance, cooperation, dependability, and ability to work as a team member.

All performance reviews will be discussed with the employee and should be signed and dated by the employee and his or her supervisor. Employees will have the opportunity to express their comments on the review, in writing. The reviews and any such comments will become a part of the employee's personnel file.

4.18 Annual Review and Pay Adjustments

The wage rate of each employee may be advanced annually, at the beginning of the fiscal year. Generally, no employees shall be entitled to more than one increase each year.

4.19 Filling of Vacancies/Transfers

The Commission has a policy of attempting to fill vacant positions with current employees. Notice of vacancies will be posted on the bulletin board for five (5) working days before vacant positions are filled. Any interested employee must submit an application for a vacant position to the General Manager during the five (5)-day posting period, unless the notice otherwise provides. Any employee who expresses interest in an open position will be given due consideration. All employment decisions are based upon the Commission's assessment of each candidate's qualifications, skills, performance, and other legitimate, nondiscriminatory criteria.

The Commission reserves the right to transfer employees from one position or job assignment to another, on a temporary or regular basis, to meet the needs of the Commission. Employees are expected to cooperate when asked to transfer or handle special assignments. The Commission also will consider transfer requests initiated by employees.

4.20 Professionalism

As a representative of the Commission, employees are expected to act in a business-like manner. All employees should display a spirit of cooperation. Approaching your job positively can help in coping with problems that can occur in our day to day activities. Personal growth and job progress can often be the result of working in harmony with others.

4.21 Dress Code

The Commission strives to maintain a relaxed yet professional atmosphere. It is important for employees to dress in a neat and clean manner that is appropriate for their position and job duties, including wearing uniforms as required. Beards, moustaches, and long hair may be prohibited if, after all appropriate accommodation, they interfere with the use of required safety equipment or uniforms.

4.22 Electronic Communications Systems Policy

The purpose of this policy is to provide Commission employees and other users of the Commission's Electronic Communications Systems with guidance regarding the proper use of these Systems. The Commission's mission is to provide quality water services for DuPage County, and all Commission resources, including its Electronic Communications Systems, are to be used in advancing this mission.

The contents of the Commission's Electronic Communications Systems Policy must be kept confidential and internal to the Commission. The information contained in the policy must be shared only with authorized employees of the Commission and outside auditors or legal counsel when applicable. Disclosure of the contents of the policy, whether intention or

accidental, could expose the Commission to increased risk and security breaches as specific information would help a potential intruder exploit known vulnerabilities in selected systems.

Electronic Communications Systems Policy Definitions.

Electronic Communications Systems. The Commission's Electronic Communications Systems include the Commission's telephone and voicemail systems, facsimile machines, wireless telephones, radios, computers, electronic mail (e-mail) system, internal computer network, and external computer access (e.g., systems accessing the Internet).

Messages. Messages include all communications, oral and in writing, and all files or other data created, uploaded, downloaded, sent, received, or stored on any Electronic Communications System.

Objectionable Content. Objectionable Content includes all content which reasonably could be considered vulgar, offensive, harassing, threatening, obscene, indecent, distasteful, disruptive, defamatory, or derogatory, including but not limited to sexual comments or images, racial slurs, or other comments or images that would offend someone on the basis of his or her race, color, national origin, gender, sexual orientation, religious or political beliefs, or disability. This includes any data which is capable of being resolved into Objectionable Content.

All Electronic Communications Systems and Messages created, received, processed, and/or stored on these Systems are Commission property. All Electronic Communications Systems and Messages are to be used for business purposes only, unless otherwise stated in this policy.

Consent to and compliance with this policy are terms and conditions of employment for all Commission employees. Failure to fully abide by this Policy, or to consent to any interception, monitoring copying or reviewing of any Messages is grounds for discipline, up to and including discharge.

No Commission employee or other user of the Commission's Electronic Communications Systems has any right to privacy or other rights with respect to the use of these Systems. Personal and confidential material and information should not be created or stored on the Commission's Electronic Communications Systems. Despite systems features that may give the appearance of privacy - including passwords, encryption, and the apparent ability to delete messages, Messages are not necessarily private for two reasons:

1. Electronic communications may not be secure. The security of an electronic file on shared systems and networks often approximates that of a document placed in an unsealed envelope - generally respected, but easily read by someone determined to do so. Accordingly, employees and users should assume that all Messages may be heard or read by someone other than the intended recipient, that Messages may be altered or intercepted before they reach the intended recipient, and that Messages received may have been altered or sent by someone other than the named sender. Even when a Message is deleted, it still may be backed-up elsewhere or it may be possible to recreate the Message.

2. Messages may be audited by the Commission at any time. See below, "The Commission's Right to Monitor."

The Commission's Right to Monitor. The Commission reserves the right to monitor the content of all Messages or other information on its Electronic Communications Systems to ensure compliance with this policy. The Commission also reserves the right to access, retrieve, and review all activity and Messages on the Commission's Electronic Communication Systems and to disclose the nature and content of any such activity or Messages to law enforcement officials or other third parties without any prior notice to Commission employees or other involved persons. Employees and other users of the Commission's Electronic Communications Systems must cooperate with all reasonable security investigations.

Files and Message Content. Objectionable Content may not be transmitted or stored on the Commission's Electronic Communications Systems. Employees and other users may not knowingly send, receive, cause the receipt of, allow the continued receipt of, or store any information if the information contains any Objectionable Content. No employee or other user may use any Commission equipment or media to bookmark a site or otherwise record the address of an Internet or World Wide Web site that contains Objectionable Content. If an employee or other user receives Objectionable Content on Electronic Communications Systems equipment assigned to him or her, the employee or user should immediately contact the General Manager. Objectionable Content may not be transmitted or stored on the Commission's Electronic Communications Systems. Employees and other users may not knowingly send, receive, cause the receipt of, allow the continued receipt of, or store any information if the information contains any Objectionable Content. No employee or other user may use any Commission equipment or media to bookmark a site or otherwise record the address of an Internet or World Wide Web site that contains Objectionable Content. If an employee or other user receives Objectionable Content on Electronic Communications Systems equipment assigned to him or her, the employee or user should immediately contact the General Manager.

Links to Web Sites. Messages may not contain links to sites that contain Objectionable Content.

Proprietary Rights and Confidential Information. Employees and other users of the Commission's Electronic Communications Systems may not send, post, or divulge confidential information of the Commission outside of the Commission or inside the Commission to unauthorized personnel. Use of the Commission's Electronic Communications Systems to access any Commission information that is not otherwise routinely available to employees and other users generally is strictly prohibited, except such information that is required for the employee or other user to perform his or her job requirements. In particular, no employee or other user is permitted to access, without the specific authorization of the General Manager, confidential information of the Commission, personal information contained on Electronic Communications Systems pertaining to other employees, or confidential information of third parties.

Disrupting Others. No employee or other user of the Commission's Electronic Communications Systems may intentionally damage another employee's or user's computer system, disrupt the ability of another to communicate electronically, harass or stalk another, violate the privacy of another, or forge a Message.

Outside Business Ventures. No employee or other user of the Commission's Electronic Communications Systems may use these Systems to conduct any business other than the Commission's business.

Viruses. Downloading data, information, e-mail attachments, and the like from an outside source increases the risk of viruses and other damaging agents to the Commission's Electronic Communications Systems. No employee or other user should retrieve material from outside sources not known to the employee or user unless there are good business reasons for doing so. Employees and users are permitted to open attachments to e-mail transmissions if they know the source and are expecting the transmission. All other e-mail attachments should be approached with extreme caution. To further protect the Commission's Electronic Communications Systems from computer viruses, no employee or other user may download or install any executable programs or screensavers without the prior approval of a Commission Manager.

Internet Browser Default Settings. Browsers used to access the Internet offer varying degrees of security and can be modified by setting options to create greater or lesser degrees of security. No employee or other user may adjust the browser security settings selected by the Commission.

Compliance with Laws, Regulations, Policies and Professional Business Practices. No employee or other user of the Commission's Electronic Communications Systems may knowingly violate any state or federal laws, regulations, or the acceptable use policies of any organization through which communications are being made. All Messages created or sent shall be in accordance with professional business practices. Employees and other users must not access confidential information without authorization and an explicit need to know. Employees and other users must comply with software license agreements and contracts. Software downloaded from the Internet or bulletin boards must comply with licensing terms and conditions. Downloaded software must be scanned for viruses before use. See above, “Viruses.”

Internet Access and Communications Other Than E-Mail. Unless the General Manager gives prior approval, electronic bulletin boards shall be used solely for Commission business. Participation in any chat groups, electronic bulletin boards, Internet threads, comment forums, instant messaging, hot mail or any other non-e-mail communication may be used only when conducting official Commission business. Information on the Internet can be fabricated, misleading, malicious, or stolen. Viruses may be disguised as programs. There is no guarantee that the information contained in an Intranet site has any validity or that the site is sponsored by the entity it purports to be. Simply accessing a site can have damaging effects on the Commission's Electronic Communications Systems. Therefore, no employee or other user should access a site of unknown source unless there is a sound business reason for doing so.

Employees are permitted reasonable use of the Commission's Electronic Communications Systems to access the Internet for personal reasons. This is a privilege, not a right, and may be withdrawn at any time if abused or if excessive use of the Internet interferes with an employee's assigned job duties. Employees using the Commission’s Electronic Communications Systems to access the Internet must bear in mind that the Commission may monitor the use of its Electronic Communications Systems, including its systems accessing the Internet. Employees therefore have no expectation of privacy. See above, “The Commission's Right to Monitor.”

Telephone Usage. Employees are permitted reasonable use of the Commission's telephones for personal reasons. This is a privilege, not a right, and may be withdrawn at any time if abused or if excessive use of the telephone interferes with an employee's assigned job duties. Employees using the Commission's telephones must bear in mind that the Commission may monitor the use of its telephones. Employees therefore have no expectation of privacy. See above, "The Commission's Right to Monitor."

Electronic Mail. Electronic Mail (e-mail) is made available to employees and other users on the Commission's Electronic Communications Systems to facilitate business communications. Employees and other users of the Commission's Electronic Communications Systems should use an appropriate business tone in all e-mail Messages. Humor and emotion should not be used because they may not translate well in an e-mail Message and could cause misunderstandings for both the sender and the receiver of the Message. Employees and other users are permitted reasonable use of the Commission's e-mail system for personal reasons. This is a privilege, not a right, and may be withdrawn at any time if abused or if excessive use of e-mail interferes with an employee's assigned job duties. Employees and other users using the Commission's e-mail system must bear in mind that the Commission may monitor the use of its Electronic Communications Systems, including its e-mail system. Employees therefore have no expectation of privacy. See above, "The Commission's Right to Monitor." All business-related e-mail transmissions outside the Commission must have the following "Commission Confidential" disclaimer attached:

> "This e-mail and any of its attachments may contain confidential information belonging or pertaining to the Commission. This e-mail is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution, copying, or action taken in relation to the contents of and attachments to this e-mail is strictly prohibited and may be unlawful. If you have received this e-mail in error, please notify the sender immediately and permanently delete the original and any copy of this e-mail and any printout. Thank You."

System Security and Configuration Guidelines. The Commission's computers and computer systems are pre-configured with appropriate hardware and software for Commission business use. Installation, changes, or removal of the system hardware or software is prohibited without the approval of the General Manager. The security for the Commission's computer and voicemail systems includes the use of assigned accounts and passwords. Passwords are intended to protect the employee's or other user's identity and to prevent unauthorized access to protected systems. Employees and other users should take appropriate precautions to ensure the security of their passwords and should not share with another person or keep a written copy of passwords in a visible or obvious location.

Facsimile Transmissions. The Commission provides fax machines to employees and other users for business purposes. Limited personal use with the employee's supervisor's approval is acceptable as long as it does not conflict with the Commission's interests or involve dissemination of unauthorized confidential information.

The following disclaimer statement must be added to all business-related fax transmissions throughout the Commission:

> "This facsimile transmission contains confidential information belonging to the sender. This information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any disclosure, dissemination, copying, or distribution of this communication is strictly prohibited. If you have received this transmission in error, please notify sender by telephone immediately and return the original message to the above address via the U.S. Postal Service. Thank You."

4.23 Solicitation and Distribution

To protect employees from annoyance, harassment, and interference, and to maintain a workplace free of undue litter, the Commission has adopted the following rules concerning solicitation and distribution of literature:

1. Employees shall not engage in solicitation of any kind during working time. ("Solicitation" includes, among other things, sales of products or raffle tickets, requests for donations or contributions, solicitations for politicians, lotteries, or sports pools, and solicitations for membership in or support of any organization or cause, including political causes.)

2. Employees shall not distribute literature in working areas at any time.

3. Employees shall not distribute literature in non-working areas during working time.

4. Non-employees shall not be permitted to distribute literature or solicit our employees at any time on Commission property.

5. As used in these rules, the term "working time" means the period of time that an employee is supposed to be performing his or her job duties. It includes the time when either the employee soliciting or distributing literature or the employee being solicited or receiving literature is supposed to be working. "Working time" does not include free time such as time allotted for break or lunch periods or periods before or after work.

4.24 Bulletin Boards

The Commission maintains a bulletin board to communicate information to employees. Employees are encouraged to check the bulletin board on a regular basis to keep informed of Commission news. Only the General Manager or his or her designees are authorized to post work-related notices on the bulletin board. Employees generally are not permitted to post

notices on the bulletin board and must not remove, deface, or damage materials posted by the Commission.

4.25 Use of Equipment and Facilities

The Commission provides it employees with vehicles, equipment, uniforms, protective clothing, identification badges, manuals, instructions, and other items to be used in performing their job duties. All such items remain the sole property of the Commission at all times. Employees shall use Commission property only for Commission purposes. No employee shall authorize any person not employed by the Commission to use Commission property at any time or for any purpose. When using Commission property, employees shall exercise care; perform required maintenance; follow all operating instructions, safety standards, and guidelines; and keep all property in reasonably clean and tidy condition. Employees shall promptly notify a supervisor if any Commission property is, or appears to be, damaged, defective, lost, or in need of repair or maintenance. If an employee loses keys to any Commission facilities or vehicles, the employee must notify the General Manager or his or her supervisor immediately.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including discharge.

4.26 Return of Property

Employees are responsible for all Commission property issued to them or otherwise in their possession or control. Employees must return all Commission property immediately upon request or upon termination of employment. This includes employee identification badges. The Commission will take all available legal actions necessary to recover and protect its property.

4.27 Duplication, Removal, and Return of Information and Documents

Employees are prohibited from copying, duplicating, or removing from Commission property any software, data, documents, files, records, correspondence, notes, memoranda, brochures, catalogues, manuals, financial records, or other materials relating to the Commission's business, except as required in the course of the employee's employment, and in any such case, the employee must promptly return the materials to the Commission. All such materials (including any copies or duplicates), whether prepared by the employee or otherwise coming into his or her possession, are the exclusive property of the Commission and must be turned over to the Commission immediately upon request or upon termination of employment.

4.28 Confidential Information

In the course of their employment, employees may acquire or be granted otherwise prohibited access to confidential information. Employees are prohibited from directly or indirectly divulging, disclosing, using, or permitting the use of any such confidential information outside of the Commission, except as required in the course of their employment and with appropriate authorization. Any employee who violates this policy will be subject to disciplinary action, up to and including discharge, as well as possible legal action.

Upon termination of employment for any reason, the employee immediately must turn over to the Commission all confidential information (including copies and duplicates) which is in the employee's possession or otherwise subject to his or her control. Employees may not retain any copy, duplicate, or note memorializing any confidential information of the Commission.

"Confidential information" includes, without limitation, information about Commission operations, facilities, equipment, security, materials, products, designs, plans, ideas, data, employees, future facility expansions or modifications, water quality, real estate, financial estimates that are not yet publicly available, and legal matters.

4.29 Business Ethics; Conflict of Interest; Gifts and Gratuities

The Commission is subject to the State Officials and Employees Ethics Act, 5 ILCS 430/1 *et seq*., which requires the Commission to adopt local policies regulating political activities of its officers and employees and the solicitation and acceptance of gifts. Pursuant to this Act, the Commission has adopted Ordinance No. 0-11-04, amending the By-laws of the Commission (which may be amended from time-to-time), and all employees are required to comply with this Ordinance and the By-laws as amended from time-to-time.

All employees are expected to conduct their business affairs in accordance with a strict code of business ethics. Conflicts of interest – real and perceived – are to be avoided. A conflict of interest will be deemed to exist whenever an employee has a relationship or interest that might adversely affect his or her judgments or decisions on behalf of the Commission. Employees have an obligation to avoid actual and potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for any person related by blood or marriage, or having a relationship equivalent to blood or marriage, to that employee. Any question as to whether a conflict of interest might exist should be referred to the General Manager.

Employees are expected to deal with all persons doing business with the Commission without favor or preference based on any personal considerations or opportunities for personal gain. If you have any questions as to whether a gift is appropriate, you should consult the General Manager.

No employee shall have any direct or indirect financial or personal interest in, nor shall any employee violate any statute, ordinance, rule, or regulation of the Commission, the State of Illinois, or the United States dealing with such an interest in: (1) any contract, purchase, lease, or other transaction involving the Commission; (2) any job, work, or materials of the Commission; (3) any services to be performed for or by the Commission; or (4) any profits of any of the foregoing.

Interests in contracts and work of the Commission that are expressly exempted from the prohibitions of the Illinois Public Officers Prohibited Activities Act shall also be exempt from the prohibitions of this Subsection.

4.30 Outside Employment

The Commission recognizes that, on occasion, employees may seek a second job outside their employment with the Commission. A Commission employee is expected to devote the time and effort necessary for the successful accomplishment of the Commission work for which he or she is responsible. Secondary or outside employment in conflict with this primary obligation will not be approved.

Further, an employee may not undertake any outside employment that:

1. appears to create a conflict of interest situation;
2. requires the use of Commission facilities, equipment, or material;
3. causes doubt as to the observance of ethical standards or canons of professional ethics;
4. obligates the employee to be available to the outside employer during his or her normal working hours with the Commission; or
5. requires the use of the Commission's name for advertisement purposes, or otherwise, in connection with such outside employment.

If the General Manager determines that an employee's outside employment interferes with his or her performance or ability to meet the Commission's requirements, as they are modified from time to time, the employee will be required to terminate the outside employment.

4.31 Employee Complaint Resolution Process

This policy and procedure is established to assure prompt action in the resolution of employee complaints in the interest of maintaining good employee relationships.

The normal steps leading to such resolution of employee complaints and alleged unfair employment practices are outlined below. Please note that not all situations warrant the use of progressive discipline and the Commission reserves the right, in its discretion, to skip any and all steps of the progressive discipline program and to move to immediate discharge.

Informal Discussion. Many disagreements or problems are based on misunderstandings or misconceptions relating to job functions, the work place, or work environments. Informal discussion between the employee and his and her supervisor will frequently resolve these problems. If a problem cannot be resolved by such informal discussion, the investigation of the complaint should progress in the following manner:

First Stage. An employee may ask for a meeting with the General Manager or his supervisor to discuss and attempt to resolve the problem. It should be made clear by the grievant prior to the meeting that a complaint is being initiated under this procedure. The specific facts on the complaint should be presented at the meeting in writing. This complaint should be presented within ten days of the occurrence or the incident which is the basis for the complaint.

Within five days of the request for a meeting, the General Manager or the employee's supervisor will meet with the employee and endeavor to settle the matter at the meeting.

Second Stage. After completing the First Stage, an employee may ask for a meeting with General Manager to discuss and attempt to resolve the problem. The complaint must be presented in writing. Within ten days, the General Manager will discuss the complaint with the employee and investigate the occurrences that led to the complaint.

Although total confidentiality in investigating employee complaints and concerns cannot be assured, the Commission will attempt to preserve confidentiality to the extent that the needs of the situation permit.

This problem-solving procedure is part of the Commission's overall effort to keep an open line of communication with its employees. However, the Commission reserves the right to depart from this procedure, in whole or in part, in any given case. Furthermore, nothing stated herein should be construed as guaranteeing employees any particular benefits, procedures, terms or conditions of employment, or as otherwise limiting the prevailing "at will" employment relationship between the Commission and its employees.

4.32 Termination/Resignation

Because the employment relationship is "at-will," the Commission and its employees retain the mutual right to terminate the relationship at any time with or without warning, notice or cause.

If you find it necessary to resign or you decide to retire, please notify your supervisor. Written notification is preferred, setting forth the effective date of the resignation and reason for resignation. It is customary for a resigning employee to give at least two weeks notice so that the Commission can make arrangements to find a replacement.

Terminated employees are required to return all Commission property in their possession prior to or at the time of termination. This includes, but is not limited to, Commission-issued clothing.

Employees who are terminated are not entitled to severance pay; however, the Commission reserves the right to make exceptions to this policy in its sole discretion. A terminated employee will receive his or her final paycheck, including the value of accrued vacation leave, on the next regular payday following termination unless earlier payment is required by state law or approved by the General Manager.

4.33 Use of Commission and Personal Vehicles

When it is necessary that an employee use a vehicle for Commission work, the employee shall use a vehicle from the Commission's fleet whenever possible. The following are additional guidelines and procedures of the Commission:

1. Employees may operate their personal vehicles on Commission business only with the prior authorization of the General Manager. Employees operating their personal vehicles on Commission business will maintain sufficient insurance for their vehicles. The protection provided by an employee's insurance must be with limits of not less $100,000 per person and $300,000 per occurrence. Employees using their personal vehicles on Commission business will be compensated at the then current mileage rate approved by the Internal Revenue Service, which shall be for all costs associated with the use of his or her personal vehicle, including insurance, gasoline, oil, and maintenance.

2. Seat belts should be used and all traffic signs and speed limits obeyed, regardless of whether it is a Commission vehicle or the employee's vehicle.

3. All accidents that occur while employees are using personal vehicles while on duty for the Commission are the financial responsibility of the employee. Employees must immediately report all accidents, whether involving a Commission vehicle or their personal vehicle, to the employee's supervisor.

4. Driving any vehicle while the employee is working, with the presence of alcohol or any illegal drug in his or her system, will result in discipline up to and including discharge.

5. Speeding tickets, moving violations, citations, and parking tickets received while using Commission vehicles or personal vehicles while on duty for the Commission are the financial responsibility of the employee. Employees must report all such incidents to the employee's supervisor.

6. Employees immediately must notify their supervisor if there is any change in their driving status, e.*g.*, suspension of license.

CHAPTER 5

DRUG/ALCOHOL-FREE WORKPLACE

5.1 General Policy And Rules

Drug and alcohol use and abuse not only threaten the health of the user, but also create a danger to the life and safety of fellow employees on the job. They also have an adverse effect on the quality of the products and services that we provide and are extremely costly in terms of absenteeism, reduced productivity, and related problems in the workplace. For these and other reasons, the Commission is committed to creating and maintaining a workplace free of drugs and alcohol.

Consistent with the foregoing, the Commission has adopted the following rules regarding drugs and alcohol. All employees are required to abide by these rules as a condition of their employment with the Commission:

1. The manufacture, distribution, dispensation, sale, possession, or use of alcohol, illegal drugs, or controlled substances while on duty or on Commission property is absolutely prohibited and will subject employees to immediate discharge. Employees who are impaired by or under the influence of alcohol, illegal drugs, or controlled substances, or who have any of the same present in their bodily systems, while on the Commission's property, while on duty, or while operating a vehicle or machine leased or owned by the Commission, also will be subject to discharge.

2. Off-the-job, illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or controlled substances may adversely affect an employee's job performance, the safety of other employees and the public, and the public's trust in the Commission and its ability to provide quality services. Accordingly, such conduct also will subject employees to disciplinary action, up to and including immediate discharge.

3. Employees taking a prescribed drug or controlled substance must maintain the same in the original container identifying the drug or substance, dosage, date of prescription, name of the person for whom it was prescribed, and authorizing physician. Employees also must review with their supervisor or the General Manager any work restrictions that should be observed while taking the prescribed drug or substance.

4. Employees are encouraged to report known violations of these rules directly to their supervisor or the General Manager. The Commission will use its best efforts to protect the anonymity of all employees involved and will treat the information as confidential.

5. Employees who recognize that they have a drug and/or alcohol problem are encouraged to voluntarily seek medical or other professional assistance to

correct the problem. No employee will be disciplined or discharged for seeking such professional assistance. However, while seeking such assistance, the employee must continue to observe and comply with all Commission policies and rules, including those relating to the use and possession of drugs and alcohol. The employee therefore will not be insulated from disciplinary action, up to and including discharge, for violation of the Commission's policies and rules merely because he or she is seeking professional assistance or participating in a drug and/or alcohol rehabilitation program.

6. Employees must notify the General Manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5.2 Definitions

The following definitions apply for purposes of the Commission's drug/alcohol policy and rules:

1. The terms "drugs," "illegal drugs," and "controlled substances" include controlled substances as defined in the federal Controlled Substances Act (21 U.S.C. § 812 *et seq*.) and the Illinois Controlled Substances Act (720 ILCS 570/100 *et seq*.), and cannabis as defined in the Illinois Cannabis Control Act (720 ILCS 550/1 *et seq*.). The terms specifically include, but are not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates.

2. The term "Commission property" includes, but is not limited to, all Commission offices, work areas, lunch or break rooms, rest rooms, parking lots, buildings and grounds, vehicles, desks, and lockers, wherever located, which are owned, leased, or operated by the Commission, or which are used by employees in connection with the performance of their duties on behalf of the Commission.

3. The term "conviction" means a finding of guilt, including a plea of *nolo contendere*, or imposition of a sentence or both, by any judicial body charged with determining violations of federal or state criminal drug statutes.

4. The term "criminal drug statute" means a criminal statute involving the manufacture, distribution, sale, position, or use of any controlled substance.

5.3 Drug and Alcohol Testing

In keeping with the Commission's commitment to safety, employees may be required to provide blood, urine, or other body substance samples for testing to determine the use of alcohol

or drugs. Employees may be required to submit to alcohol or drug testing in any of the following situations:

1. Post-accident. Any employee who is involved in any accident while on duty, whether on or off the Commission's premises, may be asked to provide a body substance sample.

2. Reasonable Suspicion. Any employee demonstrating significant and observable changes in performance, appearance, behavior, speech, or other characteristics providing reasonable suspicion of the influence of alcohol or drugs may be asked to provide a body substance sample.

3. Random Testing. Any employee holding a safety-sensitive position may, at any time and on a random basis, be asked to provide a body substance sample. Any employee who has tested positive on any alcohol or drug test, and who is allowed to return to work following such test, may, at any time during the 12-month period following such return, be asked to provide a body substance sample.

The Commission may, in its sole discretion and in addition to any disciplinary action, require an employee who has tested positive on any alcohol or drug test to participate in an approved alcohol or drug counseling or rehabilitation program as a condition to being allowed to return to work.

CHAPTER 6

EMPLOYEE SAFETY AND HEALTH

6.1 General Safety Policy

The Commission is committed to providing a safe, efficient, and productive work environment for all employees. In fulfilling this commitment, the Commission complies with and enforces all applicable federal, state, and local safety and related regulations, including those issued by the Illinois Department of Labor Division of Safety Inspections & Education and the Occupational Safety and Health Administration ("OSHA"). All employees are expected to share in the responsibility for establishing and maintaining a safe work environment. Accordingly, the use of practices, procedures, devices, or substances that are detrimental to employee safety, efficiency, and productivity is prohibited.

6.2 Safety Manual

All employees should read, understand, and comply with all provisions of the Safety Manual. Violations of rules and procedures contained in the Safety Manual may result in disciplinary action as outlined in Chapter Seven of this Handbook.

Employees who have suggestions or recommendations for the Safety Manual are encouraged to submit them to the Executive Safety Committee for consideration.

6.3 Executive Safety Committee, Employee Safety Committee and Safety Coordinator

The composition, duties, and responsibilities of the Executive Safety Committee and the Employee Safety Committee are described in Section Three of the Commission's Safety Manual, referenced above in Section 6.2. The position, duties, and responsibilities of the Safety Coordinator position also are described in Section Three of the Commission's Safety Manual. The Executive Safety Committee, Employee Safety Committee, and Safety Coordinator together comprise the Commission's Safety Management System, described in Section Three of the Safety Manual.

6.4 Employee Safety and Reporting Responsibilities

Employees must comply with all Commission safety rules set forth in this Handbook and in the Commission's Safety Manual, referenced above in Section 6.2. Employees must exercise caution in all their work activities. Employees also must immediately report to their supervisor any work-related injury or illness – no matter how minor. The supervisor, in turn, must report any work-related accident requiring outside treatment on an Accident and Injury Investigation Report for purposes of complying with workers' compensation requirements.

The Employee Safety Committee and the Safety Coordinator also will investigate reported incidents and conduct a site hazard analysis. The results of the investigation and site hazard analysis conducted by the Employee Safety Committee and the Safety Coordinator will be presented to the General Manager. Based on the results of the investigation and site hazard

analysis, the General Manager will issue an Action Plan identifying required corrective and remedial action. The Action Plan also will identify the supervisor(s) responsible for ensuring the timely completion of the required corrective and remedial action.

6.5 Safety-Related Examinations

Employees may be required by the General Manager to submit to periodic or special physical or medical examinations when such examinations are job-related and consistent with business necessity, including when: (1) there is a need to determine whether the employee is still able or unable to perform safely the essential functions of his or her job; (2) such an examination is required by standards or requirements established by federal, state, or local law that are job-related and consistent with business necessity; (3) the employee's job is physically demanding; or (4) the employee is having difficulty performing his or her job safely and effectively. Examinations will be performed by a physician or other professional of the Commission's choice at no expense to the employee.

If it is determined through the examination and any follow-up discussions with the employee that the employee is unable to perform safely the essential functions of his or her position, with or without reasonable accommodation, the General Manager may reassign the employee to another appropriate job. If another appropriate job is not available, the employee may be discharged.

6.6 Smoking

In keeping with the Commission’s intent to provide a safe and healthy work environment, smoking by employees on Commission property is limited to open, outdoor spaces at least 15 feet away from any doorway, window, fresh air intake, or other opening of an enclosed space (including Commission-owned vehicles), and at least 25 feet away from any known or suspected hazard including, but not limited to, fuel dispensing or any other flammable or combustible material storage facilities and natural gas piping facilities.

6.7 Workplace Nonviolence Policy

The Commission will not tolerate violence in the workplace for any reason. Employees who threaten, intimidate, or strike any co-worker, supervisor, manager, resident/citizen, or other person with whom they come in contact in the performance of their job duties, or who engage in any other actual or threatened behavior of a hostile, aggressive, or violent nature while on duty or on Commission property will be subject to immediate discharge.

Any employee who has been subjected to or threatened with any act of violence should immediately report the matter to his or her supervisor or the General Manager. The matter will be thoroughly investigated. No situation is too small for us to address. Retaliation against any individual who reports actual or threatened acts of workplace violence will not be tolerated.

Employees are not permitted to possess any firearms or other weapons while on duty or on Commission property, even if they are kept in the employee’s vehicle. Any employee who is

found to be in possession of a weapon while on duty or on Commission property will be subject to immediate discharge.

Supervisors must carefully monitor employee behavior to insure that no actual or threatened acts of a hostile, aggressive or violent nature occur in the workplace. Supervisors who witness any such behavior or suspect that such behavior exists must report it immediately to the General Manager. Supervisors who tolerate actual or threatened hostile, aggressive, or violent behavior in the workplace, or who fail to promptly report such behavior as provided in this policy, also will be subject to appropriate disciplinary action, including discharge.

CHAPTER 7

EMPLOYEE CONDUCT AND WORK RULES

7.1 General Standards of Good Conduct

The Commission expects an employee's conduct and performance to conform to general standards of good conduct, professionalism, and business ethics; the requirements of his or her job; published and common sense health and safety rules and practices; and applicable federal, state and local laws, rules, and regulations. There are certain, fairly obvious types of conduct which are unacceptable and which will subject an employee to disciplinary action, up to and including discharge. The following, *non-exclusive* list of such conduct is offered for the guidance of employees:

- Theft or unauthorized possession of Commission property or the property of fellow employees or others, regardless of value.

- Provoking or engaging in a fight or threatening harm to others while on duty or on Commission property, or engaging in other conduct that violates the Commission's workplace nonviolence policy.

- Engaging in abusive, discourteous, or profane language or conduct while on duty or on Commission property.

- Insubordination, including failure or refusal to promptly carry out the orders or instructions of a supervisor or the General Manager. (*Note*: This includes the failure or refusal to work overtime required by the Commission.)

- Acts of dishonesty, including falsification or alteration of attendance records, time records, or other employment-related documents.

- Gambling in any form while on duty or on Commission property.

- Misrepresentation or omission of material facts on an employment application, resume, or other document used to secure or retain employment with the Commission.

- Manufacturing, distributing, dispensing, selling, possessing, using, being impaired by or under the influence of, alcohol, controlled substances, or illegal drugs while on duty or on Commission property.

- Using or possessing firearms, explosives, or other dangerous weapons while on duty or on Commission property.

- Committing any criminal offense while on duty or on Commission property, or which otherwise may adversely affect the employee's work or work

relationships or the Commission's reputation, or inducing or encouraging another Commission employee to do so.

- Violating the Commission's policy or rules regarding attendance and punctuality.

- Failing to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, or failing to submit to examination by Commission-designated doctors, when required by the Commission.

- Engaging in unlawful discrimination, harassment, or other conduct that violates the Commission's Equal Employment Opportunity/Unlawful Harassment Policy.

- Using working time for personal matters.

- Unauthorized or excessive use of the Commission's telephones, computers, equipment, or supplies.

- Poor workmanship, substandard productivity, or unsatisfactory work performance.

- Damaging or improperly using, caring for, or maintaining Commission property, including tools, equipment, machinery, databases, or software.

- Exceeding time limits on break or lunch periods, or taking break or lunch periods at other than designated times, without proper authorization.

- Stopping or leaving work before the end of a scheduled work period without proper authorization.

- Sleeping, loafing, or wasting time during a scheduled work period.

- Interfering with other employees on the job.

- Violating the Commission's rules regarding solicitation and distribution of literature.

- Posting materials on the Commission's bulletin board without proper authorization, or defacing, marking, damaging, destroying, or removing materials posted by the Commission.

- Failing to observe any of the Commission's safety policies or rules or engaging in other unsafe or unhealthy conduct as described in the

Commission Safety Manual and in this Handbook. (*Note*: This includes removing, bypassing, or otherwise altering safety guards or devices.)

- Violating the Commission's smoking policy.

- Unauthorized examination, use, or disclosure of Commission records or confidential information.

- Violating state law regarding government ethics, solicitation or receipt of gifts or other items of value, and conflicts of interest.

- Use, or attempted use, of political influence, bribery, or gifts or other things of value to secure an advantage in examination or promotion.

- Failing to follow Commission resolutions, policies, rules, or supervisory instructions, or inducing or encouraging another Commission employee to engage in such conduct.

- Misrepresentation regarding a leave of absence, or obtaining other employment during a leave of absence without proper authorization from the Commission.

- Violating the Commission's Electronic Communications Systems Policy.

7.2 Disciplinary Action

All disciplinary action is within the General Manager's discretion. Cases of unacceptable work behavior will be handled on an individual basis, subject to such penalties as the Commission may deem appropriate. Relevant factors include, but are not limited to, the nature of the offense, the surrounding circumstances, whether the employee's actions were taken in the best interests of the Commission, and the employee's prior work record.

The Commission may take any, or all, of the following disciplinary actions concerning an employee:

Verbal Warning. An informal discussion between an employee and his or her supervisor, at which the supervisor identifies the problem for which the warning is issued and discusses with the employee the problem and suggested solutions. Verbal warnings may be documented by an entry in the employee's file. The employee shall be required to sign and date a documented verbal warning, acknowledging his or her receipt of the warning.

Written Warning. A written memorandum placed in an employee's file that identifies the problem for which the warning is issued, describes the circumstances surrounding such problem, and states the suggested solutions. A written warning also should refer to any earlier verbal or written warnings

administered to the employee for the specific problem identified in the written warning. The employee shall be required to sign and date every written warning, acknowledging his or her receipt of the warning.

Suspension. An involuntary, temporary separation from the regular performance of duties. Suspensions may be with or without pay. Suspensions may themselves serve as discipline or may be imposed (i) to allow a full investigation when an employee is alleged to have committed an act for which the Commission may decide to discharge the employee or (ii) when otherwise necessary and in the best interests of the Commission.

Discharge. An involuntary, permanent separation from employment.

The Commission may, but is not required to, take the disciplinary actions described above in a progressive order, beginning with a verbal warning for the least severe offenses. However, the Commission reserves the right, in its sole discretion, to take any disciplinary action it deems appropriate for each separate offense, as well as for any accumulation of offenses or any course of conduct over time, whether or not individual offenses or incidents have been subject to prior disciplinary action. No advance notice or warning of any disciplinary action shall be required.

CHAPTER 8

EMPLOYEE BENEFITS

8.1 Summary of Employee Benefits

Eligible employees of the Commission are provided the following benefits:

1. Holiday Time Off.

2. Vacation and Other Leaves.

    a. Vacation Leave
    b. Military Leave
    c. Family Military Leave
    d. Medical Leave
    e. Jury and Witness Duty Leave
    f. Bereavement Leave
    g. Personal Leave
    h. Blood Donation Leave
    i. Victim's Economic Security and Safety ("VESSA") Leave

3. Insurance.

    a. Medical and Dental Insurance
    b. Workers' Compensation Insurance
    c. Disability Insurance
    d. Life Insurance

4. Retirement.

    a. Retirement Plan
    b. Deferred Compensation

5. Miscellaneous Benefits.

    a. Flexible Benefits Plan.
    b. Advanced Education Tuition Reimbursement Program
    c. Employee Assistance Plan

Additional information concerning these benefits, and eligibility requirements, is provided in the following sections of this Chapter.

8.2 Calculation of Compensation Related to Benefits for Nonexempt Employees

For nonexempt employees, compensation for all paid time off and leaves will be calculated based on the employee's current base rate of pay and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

8.3 Eligibility for Benefits

All employees are eligible for all benefits required by law, which include workers' compensation, Medicare, and Social Security. Regular full-time employees are eligible for all benefits described in this Chapter. Part-time and temporary employees are not eligible for any of the benefits described in this Chapter except benefits required by law and IMRF retirement benefits to the extent that the part-time or temporary employee is employed in a position normally requiring performance of duty for at least 1,000 hours per year. OBT period status (see Section 4.8) does not affect eligibility for benefits; provided, however, that most insurance benefits begin only after an initial eligibility period.

8.4 Paid Holidays

The Commission provides eight hours of paid time off to all eligible employees on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve Day
Christmas Day
Personal Day

Recognized holidays that fall on a Saturday or Sunday will be observed on the preceding Friday or the following Monday, as designated by the General Manager. If a recognized holiday falls during an eligible employee's paid leave, the holiday shall be treated as holiday paid time off rather than as paid leave time off.

If an eligible nonexempt employee is required to work on a recognized holiday, he or she will receive holiday pay plus regular pay and any overtime compensation required by law. In addition, such eligible nonexempt employee will receive compensation of 25% of his or her regular hourly rate times the number of hours actually worked on the recognized holiday.

Part-time and short-term employees, employees on excused absence without pay for the entire payroll week that includes the holiday, and employees on a paid or unpaid leave of absence that includes the holiday are not eligible for holiday pay.

Unused personal days cannot be carried over from one calendar year to the next.

Exempt employees will not receive additional pay for working on a recognized holiday.

8.5 Paid Vacation

The Commission provides paid vacation time off to all eligible employees based on the following schedule:

1. 10 eight-hour shifts/year. During the first 5 years of nonexempt service.

2. 15 eight-hour shifts/year. During the first 5 years of exempt service and the 6th through 14th years of exempt or nonexempt service.

3. 20 eight-hour shifts/year. During the 15th through 19th years of exempt or nonexempt service.

4. 25 eight-hour shifts/year During the 20th and all subsequent years of exempt or nonexempt service.

Except as provided below in this Section, shifts of paid vacation leave shall accrue, *pro rata,* at a rate based on 260 paid eight-hour shifts per year, but shall be credited for use only at the end of each regular pay period, *pro rata,* at a rate based on 26 regular pay periods per year. Vacation leave may be used only after it is credited for use.

Employees are encouraged to use available paid vacation leave for rest, relaxation, and personal pursuits within one year after it is accrued. In the event that accrued vacation leave is not used within such period, an employee may carry unused leave forward for a maximum of one additional year. If an employee's total amount of unused vacation leave reaches an amount equal to two times the employee's total annual vacation leave benefit, no further accrual of vacation leave will be allowed until the employee uses paid vacation leave and brings the accumulated total below the aforesaid limit. Accrual of paid vacation leave will be suspended during any period of non-paid leave, except for military leave in accordance with Section 8.6 below. Employees generally may not work and be paid in lieu of taking a vacation.

Employees must provide advance notice to their supervisors of their desire to schedule vacation time in accordance with the requirements of the Commission. All vacation requests made by employees who report directly to the General Manager are subject to General Manager approval. In the event that two or more employees request the same vacation dates and the Commission cannot grant all of the requests, preference generally will be given on the basis of the employees' length of service. However, the Commission reserves the right to approve or change scheduled vacations depending on Commission needs.

Upon termination of employment, employees will be paid for unused vacation leave that has been accrued through the date of termination.

8.6 Military Leave

The Commission complies with all applicable Federal and State laws granting military leave to employees who are members of any reserve components of the United States Armed Forces or the Illinois State Militia (the Army National Guard; the Army Reserve; the Naval Reserve; the Marine Corps Reserve; the Air National Guard; the Air Force Reserve; the Coast Guard, the Commissioned Corps of the Public Health Service; and others designated by the President of the United States in times of war or emergency).

The Commission fully supports its employees serving in the National Guard or the Reserves ("uniformed services employees") and endeavors to minimize the financial impact of their military service. Accordingly, uniformed services employees called to active military service shall receive their regular Commission salary or their regular hourly rate for non-overtime scheduled hours worked, minus the amount of their base pay for their military activities, as required by law. If uniformed services employees are entitled to their full Commission salary or regular hourly rate for their military activities under applicable law, the Commission will pay them accordingly. Benefits of uniformed services employees also will be continued by the Commission as mandated by Federal and State law.

A uniformed services employee returning from active military service will be restored to the position he or she held before his or her military leave, with the same increases in status, seniority and wages that were earned during the term of the military service by employees in like positions, or to a position of like seniority, status and pay, unless the Commission's circumstances have so changed as to make it impossible or unreasonable to do so.

A uniformed services employee returning from military leave must have received a certificate or other evidence of honorable discharge or satisfactory completion of military service, and must make application for reemployment within ninety (90) days after being relieved from military service, or from hospitalization continuing after discharge for a period of not more than one (1) year.

A uniformed services employee must still be qualified to perform the duties of the position he or she held before military leave was taken. If, as a result of military service, the uniformed services employee is not physically or mentally qualified to perform the duties of the former position, the employee will be restored to a position for which he or she is qualified and able to perform the duties and which will provide the similar seniority, status, and pay, or the nearest approximation thereof, consistent with the circumstances of the case. Restoration to such a position is not required if it would cause undue hardship to the Commission.

Uniformed services employees must give their supervisor or the General Manager notice of their need for military leave thirty (30) days in advance of the leave whenever feasible. When such notice is not feasible, employees must give as much notice as is reasonably possible.

8.7 Family Military Leave

Under the Illinois Family Military Leave Act, eligible employees who are the spouse or parent of a person called to military service lasting longer than 30 days are permitted to take up to a total of 15 days of unpaid leave.

An employee is eligible if he or she:

1. Has been employed by the Commission for at least 12 months; and

2. Has completed at least 1,250 hours of service during the 12 months before the leave of absence begins.

An employee must exhaust all vacation and personal days and any other leave that may be granted, not including paid sick leave or disability leave, before requesting Family Military Leave.

An employee must provide at least 14 days notice of the intended date upon which the leave will commence if the leave will consist of five or more consecutive work days. Where able, an employee must consult with his or her supervisor so as to not unduly disrupt Commission operations. If the leave will consist of less than five consecutive work days, notice must be given as soon as practicable. The Commission may require certification from the proper military authority to verify eligibility.

The Commission will restore an employee to his or her former position or to an equivalent position with equivalent pay, benefits, and other employment terms, provided the employee returns to work at the end of his or her scheduled leave.

The Commission fully supports the concept of family military leave as a means of easing the tensions that may arise between family and workplace obligations. Accordingly, it will not interfere with or restrain any employee in the exercise of family military leave rights, nor will it retaliate or discriminate against anyone who seeks to enforce these rights.

For further information about the interpretation or application of this policy, please contact the Human Resources Manager.

8.8 Paid Sick Leave Policy

The Commission provides paid sick leave to all full-time employees. Paid sick leave may be used for an employee's own sickness, injury, childbirth, disability, or hospitalization, or for the sickness, injury, disability or hospitalization of a person in the employee's immediate family. Immediate family for sick leave purposes means the employee's spouse, children (adopted and step), and parents. Paid sick leave also may be used for appointments with doctors, dentists or other healthcare providers. However, employees are expected to make all reasonable efforts to schedule such appointments outside of their normal working hours. Paid sick leave may be used by nonexempt employees in increments as small as one hour. Paid sick leave may be used by exempt employees in full-day increments only.

Paid sick leave is credited to eligible employees at the rate of one eight-hour shift for each full month of service and will accumulate to a maximum of 120 eight-hour shifts. Paid sick leave cannot be taken in advance of earning the time.

Eligible employees on the Commission's payroll on December 31, 2007 will be credited with paid sick leave based on their years of service with the Commission as of that date.

Paid sick leave is a benefit provided by the Commission and not a right. Paid sick leave may be withheld pending the submission of proof of illness in the form of a physician statement verifying an illness, injury or disability for the dates of paid sick leave requested. The Commission may request at any time proof of illness, especially where a pattern of abuse is present or in cases of excessive absenteeism.

Before taking paid sick leave, employees must provide their supervisor with notice as far in advance as possible under the circumstances.

Paid sick leave must be used only for legitimate reasons consistent with this Section. Any abuse of this policy may result in non-payment of sick leave benefits and shall be grounds for disciplinary action. Abuse of this policy includes, but is not limited to: (1) the employee's failure to notify his/her supervisor of the his/her intention to take paid sick leave when such notice was practicable; (2) the employee's failure to provide documentation for absence, as required; and (3) a continuing pattern of absences prior to or following regularly scheduled holidays, vacation or scheduled days off work.

Employees retiring from the Commission with accrued, unused paid sick leave may qualify for additional service credit under the Illinois Municipal Retirement Fund. Additional pension service credit is earned at the rate of one month for every 20 days of unused sick leave or fraction thereof. To be eligible for this additional service credit, the effective date of the employee's pension must be within 60 days of his or her termination.

8.9 Jury and Witness Duty Leave

The Commission provides eligible employees with paid time off when called to jury duty. Employees should notify their supervisor or the General Manager that they have received a jury summons as soon as possible. Employees are expected to report for work immediately upon release by the court for the day if the employee is able to return to work during the employee's normal working hours. The Commission or the employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties or other hardships. The Commission may offset any amounts received by an employee as jury pay against the compensation paid to the employee while away on jury duty.

The Commission also provides eligible employees with paid time off as necessary to respond to subpoenas issued on behalf of the Commission or by any party in a matter directly involving the Commission or the employee's employment with the Commission. In addition, the Commission provides eligible employees unpaid time off as necessary to respond to subpoenas issued by a party in a matter unrelated to the Commission or the employee's employment with the Commission.

8.10 Bereavement Leave

The Commission may, at the discretion of the General Manager, provide paid time off to allow eligible employees to make arrangements for, and to attend, the funeral of an immediate family member. For purposes of this section, "immediate family member" means the employee's spouse, grandparent, parent, child, grandchild or sibling; the employee's spouse's grandparent, parent, child, grandchild or sibling; and the employee's child's spouse. In deciding requests for bereavement leave, the General Manager will consider factors such as closeness of the employee's relationship to the deceased person, the necessity to travel out of the metropolitan area, the length of the employee's tenure with the Commission, the amount of the employee's accumulated vacation leave, and the needs of the Commission.

8.11 Personal Leave

The Commission may, at the discretion of the General Manager, provide eligible employees unpaid leave for personal reasons. In deciding requests for unpaid personal leave, the General Manager will consider factors such as the purpose, necessity, and duration of the requested leave, the length of the employee's tenure with the Commission, the amount of the employee's accumulated vacation leave, and the needs of the Commission. Employees requesting personal leave shall notify the General Manager as far in advance as possible of their need for leave and shall provide as much information as possible concerning the beginning and ending dates of the leave. Employees shall not be absent from work except to the minimum extent required by the circumstances necessitating the leave.

The Commission will continue to provide medical insurance for eligible employees on unpaid personal leave and, at the employee's expense, for his or her dependents, for a period of 30 calendar days or for such period as is permitted by the Commission's medical insurance plan in effect from time to time, whichever is shorter.

At the end of an unpaid personal leave, the Commission will make an effort, in light of its needs at the time, to reinstate the employee in the same, or another suitable, position; however, the Commission does not guarantee reinstatement following an unpaid personal leave.

8.12 Blood Donation Leave

Full-time employees who have been employed by the Commission for at least six months may receive up to one hour of paid leave every 56 days to donate blood. However, employees may take leave only after obtaining approval from their supervisor.

8.13 Victim's Economic Security and Safety ("VESSA") Leave

Employees who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, are permitted to take up to 12 weeks of unpaid leave during any 12-month period to:

1. Seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or a family or household member;

2. Obtain services from a victim services organization for the employee or a family or household member;

3. Obtain psychological or other counseling for the employee or a family or household member;

4. Participate in safety planning, relocating, or taking other actions to increase the safety of the employee or a family or household member; or

5. Seek legal assistance or remedies to ensure the health and safety of the employee or a family or household member.

Employees must give their supervisor or the General Manager at least 48 hours of advance notice of their intention to take leave unless such notice is not practicable.

The Commission may require certification to verify that the employee or the employee's family or household member is a victim of domestic or sexual violence or to verify that leave is for one of the five purposes listed under "Eligibility and Leave Entitlement."

During the leave, the Commission will continue an employee's medical insurance coverage on the same basis as prior to the leave. The Commission may recover the premium it paid for maintaining coverage if:

1. The employee fails to return from leave after the period of leave which the employee is entitled has expired; or

2. The employee fails to return from leave for any reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave under this Act, or other circumstances beyond the employee's control. The Commission may require the employee to submit a certification that he or she is unable to return to work. All information provided to the Commission will be kept confidential unless disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

The Commission will restore an employee to his or her former position or to an equivalent position with equivalent pay, benefits, and other employment terms, provided the employee returns to work at the end of his or her scheduled leave.

The Commission fully supports the concept of victim's economic security and safety leave. Accordingly, it will not interfere with or restrain any employee in the exercise of VESSA leave rights, nor will it retaliate or discriminate against anyone who seeks to enforce these rights.

Employees with accrued paid sick leave may be able to use such leave while away on VESSA leave. For further information about the interpretation or application of this policy, please contact the Human Resources Manager.

8.14 Medical and Dental Insurance

The Commission provides paid medical insurance, including dental coverage, for eligible employees. The Commission also pays 80 percent of the premiums for eligible employees' dependent coverage.

Federal and State laws give Commission employees and their qualified beneficiaries the opportunity to continue, at their own cost, coverage under the Commission's medical insurance plan when a "qualifying event" would normally result in the loss of eligibility ("COBRA Continuation Coverage") and provide certain options to convert to an individual policy

("COBRA Conversion Option"). The Commission will provide each eligible employee with a written notice describing specific COBRA Continuation Coverage and Conversion Option rights granted under such laws when the employee becomes eligible for coverage under the Commission's medical insurance plan.

The Commission will provide, for a limited duration, paid COBRA Continuation Coverage for certain eligible employees but not for their dependents. Commission paid COBRA Continuation Coverage will be provided for eligible employees when the "qualifying event" is due to an extended medical leave of continuous duration that gives rise to coverage under the Commission's long term disability insurance. Commission paid COBRA Continuation Coverage will be provided only for so long as said eligible employees are covered under the Commission's long term disability insurance or the maximum period of COBRA Continuation Coverage required by law for said eligible employees, whichever is shorter.

8.15 Workers' Compensation Insurance

The Commission provides a comprehensive workers' compensation insurance program at no cost to employees. This program provides protection for employees in the event of lost work time or medical expenses due to an injury or illness sustained in the course of employment.

Employees who sustain a work-related injury or illness must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the employee to secure necessary medical treatment and to qualify for workers' compensation benefits as quickly as possible. The Commission reserves the right to send an employee to a physician of the Commission's choice for evaluation.

8.16 Light Duty Policy

It is the policy of the Commission to offer employees who are injured in the course of their employment and are unable to perform their regular job duties to perform other work for the Commission that is within the limits of their medical condition and consistent with their individual rehabilitative requirements. Toward this end, the Commission may offer light duty to an employee who is temporarily unable to perform the essential functions of his or her job duties as a result of an injury in the course and scope of his or her employment. Light duty may include work within the employee's normal duties, duties normally performed by employees in other positions, or a combination thereof.

If no light duty is available, an employee injured in the course of his or her employment may remain on leave as appropriate until released to return to full duty.

Light duty will be offered and assigned only on a temporary basis. Before an employee is assigned to light duty, he or she must provide his or her supervisor and the General Manager with a written medical release from the employee's attending physician. The physician must state the specific restrictions that apply to the employee and must state that the employee is capable of performing light duty work for a specific period of time. Light duty assignments will be specific to the injured employee's medical restrictions. Employees on light duty are not

permitted under any circumstances to perform any work that violates their return to work restrictions.

Light duty assignments shall not exceed six months.

Employees assigned to light duty must provide certification of their medical restrictions and prognosis for their release to full, unrestricted duty. Such certification will be provided at least every 30 days or sooner if requested.

Employees performing light duty will be compensated at their regular salary or hourly rate.

An employee returning to full duty either from light duty or directly from workers' compensation leave must have a written medical release from his or her physician. The employee must provide his or her supervisor and the General Manager with this medical release before resuming his or her regular duties. There should be no permanent restrictions in the medical release that would prevent the employee from performing his/her essential or core job duties with or without reasonable accommodation.

8.17 Disability Benefits

Disability benefits are available to eligible employees through the Illinois Municipal Retirement Fund ("IMRF"). Eligible employees may not begin drawing disability benefits until they have exhausted all accrued paid sick leave. Employees with questions about disability benefits should consult with the Human Resources Manager.

8.18 Life Insurance

The Commission provides paid life insurance for eligible employees. The life insurance benefit is in the amount of one and one-half times the eligible employee's annual base pay rounded to the nearest $1,000.

8.19 Insurance Benefit Booklets and Forms

The Commission has booklets describing the various insurance programs listed in this section. All employees should obtain and review these booklets for details relating to available coverages, qualifications, exclusions, and reporting requirements. Claim forms are also available. The Commission regularly reviews its insurance programs, and all such programs are subject to change. It is, therefore, important that employees regularly update their information and understanding of these programs.

8.20 Retirement Plan

The Commission's retirement plan is the Illinois Municipal Retirement Fund. All employees employed in a position normally requiring performance of duty for at least 1,000 hours per year participate in this Fund.

8.21 Deferred Compensation

The Commission provides a voluntary Deferred Compensation Program for all eligible employees. The program is designed to provide supplemental retirement benefits by reducing current income. Eligible employees may defer current income up to the maximum extent permitted by federal tax law.

8.22 Flexible Benefits Plan

The Commission provides a voluntary Flexible Benefits Plan for all eligible employees. Under this Plan, eligible employees may contribute a portion of their compensation, before income and Social Security taxes are deducted from it, to an account through a salary reduction agreement. Employees can then withdraw these funds to pay for medical, dental insurance and life insurance premiums, certain medical expenses, and dependent care expenses. Thus, the Plan allows eligible employees to pay for these expenses with pre-tax earnings.

8.23 Advanced Education Tuition Reimbursement Program

The Commission encourages its employees to pursue undergraduate and graduate level accredited college study. Accordingly, full-time employees with one or more years of full-time service are eligible to participate in the Commission's Advanced Education Tuition Reimbursement Program ("Eligible Employees").

The advanced education that the Eligible Employee wishes to pursue must be related to the Eligible Employee's job and must be approved by the Eligible Employee's Department Manager and the General Manager. The schedule of courses selected by the Eligible Employee must be practical and compatible with the Eligible Employee's work schedule and the needs of the Eligible Employee's department. School attendance must be on the Eligible Employee's own time, unless the Eligible Employee's Department Manager and the General Manager approve otherwise. The Eligible Employee's school attendance and other course work must not interfere in any way with his or her work for the Commission.

The Commission's cost for approved advanced education will be met from budgeted amounts within the Eligible Employee's department. The Eligible Employee shall submit a written application for tuition reimbursement for approval by the Eligible Employee's Department Manager and the General Manager prior to each fiscal year. Eligible Employees receiving approval for tuition reimbursement must sign a Tuition Reimbursement Agreement in form and substance acceptable to the Commission's legal counsel.

The Commission will reimburse the Eligible Employee's tuition or a portion thereof upon presentation of a tuition receipt or other proof of payment and an official grade report from the accredited educational institution showing completion of all course work with a "C" grade or better. This documentation must be submitted to the Commission on a timely basis at the end of the school term. If the Eligible Employee receives funds from another source, including grants-in-aid, partial scholarships and G.I. tuition benefits, but excluding V.A. Subsistence Benefits, the Commission will pay that portion of the tuition not covered by these other sources.

No time off with pay will be allowed for an Eligible Employee to attend courses under the Advanced Education Tuition Reimbursement Program. No meal or transportation allowance will be given and all classroom supplies are to be purchased by the Eligible Employee. The Eligible Employee may submit receipts for the purchase of required textbooks for approved course work subject to funding availability.

Notwithstanding any provision contained herein to the contrary, an Eligible Employee who applies for and receives tuition reimbursement must continue full-time employment with the Commission for a period of two (2) years from and after the date of such tuition reimbursement. In the event that the Eligible Employee resigns or is terminated for any reason before the expiration of this two (2)-year period, the Eligible Employee shall refund to the Commission any tuition reimbursement received during the two (2) years immediately preceding the Eligible Employee's last day of employment. The amount that must be refunded will be based on the following schedule:

Time employed from and after last tuition reimbursement:	**Amount of tuition reimbursement to be refunded:**
Less than 12 months	100%
12 months to 18 months	50%
18 months to 24 months	25%

Any refund due from an Eligible Employee to the Commission shall be deemed a contractual obligation, subject to the terms of this Section. In the case of an exempt Eligible Employee, any refund due to the Commission must be paid within two weeks from the exempt Eligible Employee's last date of employment. If the exempt Eligible Employee cannot fully satisfy his or her refund obligation within this two-week period, the Eligible Employee must sign an installment note for any remaining balance. This installment note will bear zero percent (0%) interest, and must be paid in 24 equal monthly installments. In the case of a nonexempt Eligible Employee, any refund due to the Commission shall be deducted from the nonexempt Eligible Employee's final paycheck(s). In the event that the amount of the refund due to the Commission exceeds the amount of the nonexempt Eligible Employee's final paycheck(s), the Eligible Employee must sign an installment note for any remaining balance. This installment note will bear zero percent (0%) interest, and must be paid in 24 equal monthly installments.

The Commission reserves the right to take legal action against former employees of the Commission to collect any refunds due and owing under the Advanced Education Tuition Reimbursement Program.

Each Eligible Employee shall be solely responsible for any tax liability arising out of any tuition reimbursement received by such Eligible Employee under the Advanced Education Tuition Reimbursement Program. Except as otherwise described above, all federal, state, and local taxes on any tuition reimbursement received by an Eligible Employee shall be borne exclusively by such Eligible Employee. Each Eligible Employee receiving any tuition reimbursement under the Advanced Education Tuition Reimbursement Program shall, in the Tuition Reimbursement Agreement required above, agree to hold the Commission harmless with respect to all taxes alleged or found to be due and owing on any tuition reimbursement received

by that Eligible Employee under the Advanced Education Tuition Reimbursement Program, and promptly reimburse, indemnify, and hold the Commission harmless from any and all claims and liabilities, including the full amount of any additional taxes, social security contributions, or other assessed taxes, plus any interest and penalties owed to the Internal Revenue Service or any other taxing authority, as a result of the non-payment of taxes by the Eligible Employee that are required by law to be paid with respect to any tuition reimbursement received by that Eligible Employee under the Advanced Education Tuition Reimbursement Program.

8.24 Employee Assistance Program

The Commission is interested in the well-being of its employees and their families. The Commission's Employee Assistance Program ("EAP") is designed to assist eligible employees and their family members who are experiencing behavioral, medical, family, substance abuse or serious financial problems. Employees encountering such problems may contact the EAP office directly (Perspectives, LTD) at 800-456-6327, or the Human Resources Manager. All requests for assistance are kept strictly confidential. The decision to seek help from the EAP is entirely the responsibility of the employee and shall be at the cost of the employee unless covered by the Commission's medical insurance plan.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF DuPAGE WATER COMMISSION'S EMPLOYEE HANDBOOK

Please read the following statements and sign below to indicate your receipt and acknowledgment of the DuPage Water Commission Employee Handbook ("Handbook").

* I have received a copy of the Handbook, effective January 1, 2008. *I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Commission at any time*. I understand that this Handbook supersedes and replaces any and all previous employee handbooks, personnel policy manuals, and policy statements, whether written or oral, issued by the Commission.

* I understand that the Handbook is *not* a contract, an offer to form a contract, a guarantee of employment for any particular term, or a guarantee of any particular benefits, procedures, terms, or conditions of employment. I further understand that *the Commission and I retain the right to terminate the employment relationship "at will," with or without warning, notice, or cause.*

* I understand that *no contract of employment other than "at will" has been expressed or implied*, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and an authorized agent of the Commission.

* I understand that, should the content of the Handbook be changed in any way, the Commission may require an additional signature from me to indicate that I am aware of and understand those changes.

* I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Handbook.

_____
Employee's Printed Name

_____ _____
Employee's Signature Date

The signed original copy of this agreement should be given to your supervisor or the General Manager. It will be filed in your personnel file.

4811333_v2

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Majority Vote	**ORIGINATING DEPARTMENT**	General Manager's Office
ITEM	A Resolution Releasing Certain Executive Session Meeting Minutes at the October 11, 2007, DuPage Water Commission Meeting Resolution No. R-62-07	**APPROVAL**	

Pursuant to the Illinois Open Meetings Act, the Board is required to periodically review its closed meeting minutes to determine if they are eligible for release to the public. Staff recommends that the minutes of the closed meetings of July 17, 2003; August 12, 2004; September 9, 2004; October 14, 2004; November 11, 2004; April 14, 2005; August 10, 2006 and October 12, 2006, be released to the public because, in staff's view, they no longer contain information requiring confidential treatment. It is also staff's recommendation that the minutes of all of the other closed meetings of the Board that have not been previously released to public should not be released to the public because they continue to contain information requiring confidential treatment.

MOTION: To approve Resolution No. R-62-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-62-07

A RESOLUTION RELEASING CERTAIN
EXECUTIVE SESSION MEETING MINUTES AT THE
OCTOBER 11, 2007, DuPAGE WATER COMMISSION MEETING

WHEREAS, the Board of Commissioners of the DuPage Water Commission has periodically met in closed session to consider matters expressly exempted from the public meeting requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the "Act"); and

WHEREAS, as required by the Act, the Clerk has kept written minutes of all such closed sessions; and

WHEREAS, on October 11, 2007, the Board of Commissioners of the DuPage Water Commission met to review the minutes of all such closed sessions that have not heretofore been made available for public inspection as required by Section 2.06(d) of the Act; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission determined that the need for confidentiality still exists as to the minutes of the closed session meetings set forth in Schedule A attached hereto and by this reference incorporated herein and made a part hereof; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission further determined that the minutes of the closed session meetings set forth in Schedule B attached hereto and by this reference incorporated herein and made a part hereof no longer require confidential treatment and should be made available for public inspection;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: Release. The minutes of the closed session meetings set forth in Schedule B attached hereto shall be and they hereby are released.

SECTION THREE: Inspection and Copying. The Clerk shall be and hereby is authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the DuPage Water Commission.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Resolution No. R-62-07

SCHEDULE A

June 9, 1988

May 13, 2004 First Session

May 10, 2007

August 9, 2007

September 13, 2007

SCHEDULE B

July 17, 2003

August 12, 2004

September 9, 2004

October 14, 2004

November 11, 2004

April 14, 2005

August 10, 2006

October 12, 2006

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	**ORIGINATING DEPARTMENT**	Pipeline
ITEM	A Resolution Approving and Ratifying Certain Task Orders under a Master Contract with Consoer Townsend Envirodyne Engineers, Inc. at the October 11, 2007, DuPage Water Commission Meeting Resolution No. R-59-07	**APPROVAL**	

Account No.: Task Order No. 19 (01-60-6631)

The Commission entered into a Master Contract with Consoer Townsend Envirodyne Engineers, Inc. (CTE) dated May 14, 2004, for professional engineering services in connection with such discrete projects as are delineated and described in Task Orders to be approved by the Commission. Resolution No. R-59-07 would approve the following Task Orders to the Master Contract:

Task Order No. 19: Contract Specifications for Contract VSR-1 (Valve Stem Replacements)

At the April 13, 2006, meeting, the Board approved a Management Budget for Fiscal Year 2006-2007 which included the replacement of the existing hollow core valve risers with solid core metal risers at 275 separate and discreet valve locations within the Commission's distribution system. The Board subsequently approved Resolution No. R-38-06 authorizing advertisement for bids on the project, and re-budgeted the project in the April 12, 2007, approval of the Management Budget for Fiscal Year 2007-2008.

Since the approval of R-38-06, staff has constructed two separate prototype assemblies of valve stem risers, manhole stand-off brackets, and anchors, each assembly using different types of materials and installation methods. Staff is requesting that CTE be authorized to develop, at a cost not to exceed $9,600.00, certain Contract VSR-1 technical specifications based upon the prototype assembly determined by the Commission to be best suited for the Commission's applications.

MOTION: To approve Resolution No. R-59-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-59-07

A RESOLUTION APPROVING AND RATIFYING CERTAIN
TASK ORDERS UNDER A MASTER CONTRACT
WITH CONSOER TOWNSEND ENVIRODYNE ENGINEERS, INC.
AT THE OCTOBER 11, 2007, DuPAGE WATER COMMISSION MEETING

WHEREAS, the DuPage Water Commission (the "Commission") entered into a contract with Consoer Townsend Envirodyne Engineers, Inc. (the "Consultant") dated May 14, 2004, to provide, from time to time, professional engineering services in connection with the design and construction of extensions and improvements to the Waterworks System and other projects of the Commission (the "Master Contract"); and

WHEREAS, the Master Contract sets forth the terms and conditions pursuant to which the Commission will obtain from time to time, and the Consultant will provide from time to time, professional engineering services for such discrete projects as are delineated and described in Task Orders to be approved by the Commission and the Consultant; and

WHEREAS, the Consultant has approved the Task Orders attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1 (the "Task Orders");

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The Task Orders attached hereto as Exhibit 1 shall be and hereby are approved and, if already issued, ratified because the Board of Commissioners

of the DuPage Water Commission has determined that the circumstances said to necessitate the Task Orders were not reasonably foreseeable at the time the Master Contract was signed, the Task Orders are germane to the Master Contract as signed, and/or the Task Orders are in the best interest of the DuPage Water Commission and authorized by law.

SECTION THREE: This Resolution shall constitute the written determination required by Section 33E-9 of Article 33E of the Criminal Code of 1961 and shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED THIS _____ DAY OF _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Board/Resolutions/R-59-07.doc

EXHIBIT 1

TASK ORDER NO. 19

In accordance with Section 1.1 of the Master Contract between the DuPage Water Commission ("Owner") and Consoer Townsend Envirodyne Engineers, Inc. ("Consultant"), for Professional Engineering Services dated May 14, 2004 (the "Contract"), Owner and Consultant agree as follows:

1. **Project Title**:

   Contract Specifications for Contract VSR-1 (Valve Stem Replacements)

2. **Description and Scope of the Project:**

   Develop certain technical specifications for a manhole valve stem riser, based upon one of two prototype assemblies determined by Owner to be best suited for Owner's applications, which shall include specifications related to type and size of material, welding, concrete anchors, and assembly and installation methods.

3. **Services of Consultant**:

   A. Basic Services:

   - Provide technical specifications for a typical manhole valve stem riser installation based upon one of two prototype assemblies determined by Owner to be best suited for Owner's applications for inclusion in the bidding and contract documents for Owner's VSR-1 Contract.
   - Provide a detail drawing(s) of a typical installation.
   - Review and discuss drawing(s) and specifications with Owner.

   B. Additional Services:

   - None

3. **Approvals and Authorizations**: Consultant shall obtain the following approvals and authorizations:

   None

4. **Commencement Date**:

   October 12, 2007

5. **Completion Date**:

   30 days following the Commencement Date plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.

6. **Submittal Schedule**:

None

7. **Key Project Personnel**:

None

8. **Contract Price**:

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs times a factor of 1.93 for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Notwithstanding the foregoing, the total Contract Price shall not exceed $9,600.00 except as adjusted by a Change Order issued pursuant to Section 2.1 of the Contract.

9. **Payments**:

For purposes of payments to Consultant, the value of the Services under this Task Order shall be determined as follows:

Direct Labor Costs shall mean actual wages paid to those members of staff who are classified as officers, engineers, technicians, draftsmen, and field party personnel engaged directly on the Project plus state and federal taxes, social security, employment and retirement benefits as defined in the American Society of Civil Engineers (ASCE) Manual No. 45.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

10. **Modifications to Contract**:

None

11. **Attachments**:

None

Approval and Acceptance: Acceptance and approval of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Contract.

The Effective Date of this Task Order is October 12, 2007.

DuPAGE WATER COMMISSION

By: _____
Robert L. Martin
General Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Edward Kazmierczak

Title: Pipeline Supervisor

Address: 600 East Butterfield Road, Elmhurst, Illinois 60126-4642

E-mail Address: kazmierczak@dpwc.org

Phone: (630) 834-0100

Fax: (630) 834-0120

CONSOER TOWNSEND ENVIRODYNE ENGINEERS, INC.

By: _____

Name: _____

Title: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Michael H. Winegard

Title: Vice President

Address: 303 East Wacker Drive, Chicago, Illinois 60601

E-mail Address: mike.winegard@cte.aecom.com

Phone: (312) 373-6631

Fax: (312) 373-6868

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	**ORIGINATING DEPARTMENT**	Facilities Construction
ITEM	A Resolution Approving and Authorizing the Execution of a Fourth Amendment to the Contract for Design of Concrete Reservoirs and Other Improvements at the DuPage Pump Station Resolution No. R-61-07	**APPROVAL**	

Account Number: 01-60-7212.02 (not-to-exceed $5,700.00)

In 2003, the Commission and Consoer Townsend Envirodyne Engineers, Inc. (CTE) entered into a contract for the design of Additional Reservoirs and an Ozone Contactor Facility at the DuPage Pump Station, which Design Contract included the Re-Alignment of Cadwell Avenue. The Design Contract was amended in 2004 (R-25-04) to add an Equipment Storage Building and Material Storage Structure among other things. Pursuant to the Fiscal Year 2005-2006 Five Year Capital Improvement Plan, the Additional Reservoirs and Ozone Contactor Facility portions of the project were delayed but the Equipment Storage Building and Material Storage Structure and the Cadwell Avenue Re-Alignment portions of the project were kept on schedule.

In order to continue with the design and bidding of the Equipment Storage Building and Material Storage Structure and the Cadwell Avenue Re-Alignment portions of the project separate from the Additional Reservoirs and Ozone Contactor Facility portions of the project as provided in the approved Fiscal Year 2005-2006 Five Year Capital Improvement Plan, the Design Contract was amended to subdivide the project into three separate and distinct sub-projects and certain modifications and additions to the 90% final plans previously prepared by CTE were incorporated into the final design drawings and specifications for incorporation in the bidding and contract documents for the sub-projects (R-16-05).

Resolution No. R-38-07 approved the necessary amendments to the Design Contract to add Construction Services for the Equipment Storage Building and Material Storage Structure portion of the project at a cost not-to-exceed $72,640.00 and to add Construction Services for the Cadwell Avenue Re-Alignment portion of the project at a cost not-to-exceed $27,000.00.

Resolution No. R-61-07 increases the not-to-exceed cost of the services by $5,700.00 to account for certain electrical work and electronic security enhancements and the acceleration of the design and bidding of the perimeter security fencing of the reservoir site that was originally scheduled as part of the Equipment Storage Building and Material Storage Structure portion of the project.

MOTION: To approve Resolution No. R-61-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-61-07

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A FOURTH AMENDMENT TO THE CONTRACT FOR DESIGN OF CONCRETE RESERVOIRS AND OTHER IMPROVEMENTS AT THE DuPAGE PUMP STATION

WHEREAS, the DuPage Water Commission ("Commission") and Consoer Townsend Envirodyne Engineers, Inc. ("Consultant") previously entered into a certain "Contract for Design of Concrete Reservoirs for the DuPage Pump Station," dated as of the 4th day November, 2003, and approved pursuant to Resolution No. R-36-03 adopted on September 11, 2003 ("Original Contract") and

WHEREAS, the Commission and Consultant entered into a First Amendment to the Original Contract dated as of May 13, 2004 ("First Amendment"), and approved pursuant Resolution No. R-25-04 adopted as of even date therewith, to add to the design of the two additional cast-in-place concrete 15 million gallon reservoirs and ozone contactor facility, the design of (i) a garage and a material storage structure, (ii) a two-story superstructure for the potential ozone generation building, (iii) retaining walls on three sides of the new reservoirs to support roof-top soil and grass, (iv) additional electrical and control systems for the new reservoirs, including hatch alarms, fiber optic communications, motor operated valves, and motion detection and vibration sensing along the fence line, and (v) replacement roof hatches for the existing reservoirs (collectively, the "Project"); and

WHEREAS, the Commission and Consultant entered into a Second Amendment to the Original Contract dated as of March 10, 2005 ("Second Amendment"), and approved pursuant Resolution No. R-16-05 adopted as of even date therewith, to

change the title of the Original Contract to "Contract for Design of Concrete Reservoirs and Other Improvements at the DuPage Pump Station" and to delay the Additional Reservoirs and Ozone Contactor Facility portions of the Project but continue with the Vehicle Storage Building and Material Storage Structure and Cadwell Avenue Re-Alignment portions of the Project; and

WHEREAS, the Commission and Consultant entered into a Third Amendment to the Original Contract dated as of June 13, 2007 ("Third Amendment"), and approved pursuant Resolution No. R-38-07 adopted as of even date therewith, to add Construction Services for the Vehicle Storage Building and Material Storage Structure portion of the Project and for the Cadwell Avenue Re-Alignment portion of the Project; and

WHEREAS, the Commission and Consultant desire to further amend the Original Contract as amended by the First, Second and Third Amendments (the Original Contract as amended by the First, Second and Third Amendments hereinafter collectively referred to as the "Design Contract") to increase the not-to-exceed cost of the services to account for certain electrical work and electronic security enhancements and the acceleration of the design and bidding of the perimeter security fencing of the reservoir site that was originally scheduled as part of the Vehicle Storage Building and Material Storage Structure portion of the Project, the Board of Commissioners of the DuPage Water Commission hereby finding and determining that the circumstances said to necessitate the changes were not reasonably foreseeable at the time the Design Contract with Consultant was signed, the changes are germane to the Design Contract

as signed, and/or the changes are in the best interest of the DuPage Water Commission and authorized by law;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: A Fourth Amendment to the Design Contract, in substantially the form attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1, with such modifications as may be required or approved by the General Manager of the Commission, shall be and it hereby is approved.

SECTION THREE: The General Manager shall be and hereby is authorized and directed to execute the Fourth Amendment to the Design Contract in substantially the form attached hereto as Exhibit 1 with such modifications as may be required or approved by the General Manager; provided, however, that the Fourth Amendment shall not be so executed on behalf of the Commission unless and until the General Manager shall have been presented with copies of the Fourth Amendment executed by Consoer Townsend Envirodyne Engineers, Inc.

SECTION FOUR: This Resolution shall constitute the written determination required by Section 33E-9 of Article 33E of the Criminal Code of 1961 and shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED THIS _____ DAY OF _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Board/Resolutions/R-61-07.doc

Resolution No. R-61-07

EXHIBIT 1

FOURTH AMENDMENT

TO

CONTRACT BETWEEN
DuPAGE WATER COMMISSION
AND
CONSOER TOWNSEND ENVIRODYNE ENGINEERS, INC.
FOR
DESIGN OF CONCRETE RESERVOIRS AND OTHER IMPROVEMENTS AT THE DuPAGE PUMP STATION

THIS FOURTH AMENDMENT TO CONTRACT FOR DESIGN OF CONCRETE RESERVOIRS AND OTHER IMPROVEMENTS AT THE DuPAGE PUMP STATION ("Fourth Amendment"), made and entered into as of this 12th day of October, 2007, by and between the DuPage Water Commission, 600 East Butterfield Road, Elmhurst, Illinois 60126-4642, a unit of local government created and existing under the laws of the State of Illinois ("Owner"), and Consoer Townsend Envirodyne Engineers, Inc., 303 East Wacker Drive, Chicago, Illinois 60601, a Delaware corporation ("Consultant"),

W I T N E S S E T H:

WHEREAS, Owner and Consultant previously entered into a certain "Contract for Design of Concrete Reservoirs for the DuPage Pump Station," dated as of the 4th day November, 2003, and approved pursuant to Resolution No. R-36-03 adopted on September 11, 2003 (the "Original Contract"); and

WHEREAS, Owner and Consultant entered into a First Amendment to the Original Contract dated as of May 13, 2004 ("First Amendment"), and approved pursuant Resolution No. R-25-04 adopted as of even date therewith, to add to the design of the two additional cast-in-place concrete 15 million gallon reservoirs and ozone contactor facility, the design of (i) a garage and a material storage structure, (ii) a two-story superstructure for the potential ozone generation building, (iii) retaining walls

on three sides of the new reservoirs to support roof-top soil and grass, (iv) additional electrical and control systems for the new reservoirs, including hatch alarms, fiber optic communications, motor operated valves, and motion detection and vibration sensing along the fence line, and (v) replacement roof hatches for the existing reservoirs (collectively, the "Project"); and

WHEREAS, Owner and Consultant entered into a Second Amendment to the Original Contract dated as of March 10, 2005 ("Second Amendment"), and approved pursuant Resolution No. R-16-05 adopted as of even date therewith, to change the title of the Original Contract to "Contract for Design of Concrete Reservoirs and Other Improvements at the DuPage Pump Station" and to delay the Additional Reservoirs and Ozone Contactor Facility portions of the Project but continue with the Vehicle Storage Building and Material Storage Structure and Cadwell Avenue Re-Alignment portions of the Project; and

WHEREAS, Owner and Consultant entered into a Third Amendment to the Original Contract dated as of June 13, 2007 ("Third Amendment"), and approved pursuant Resolution No. R-38-07 adopted as of even date therewith, to add Construction Services for the Vehicle Storage Building and Material Storage Structure portion of the Project and for the Cadwell Avenue Re-Alignment portion of the Project; and

WHEREAS, the Commission and Consultant desire to further amend the Original Contract as amended by the First, Second and Third Amendments (the Original Contract as amended by the First, Second and Third Amendments hereinafter collectively referred to as the "Design Contract") to increase the not-to-exceed cost of the services to account for certain electrical work and electronic security enhancements

and the acceleration of the design and bidding of the perimeter security fencing of the reservoir site that was originally scheduled as part of the Vehicle Storage Building and Material Storage Structure portion of the Project;

NOW, THEREFORE, in consideration of the foregoing and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Owner and Consultant hereby agree as follows:

SECTION ONE: Amendment to Section 6 of Attachment A. Section 6, entitled "Contract Price," of Attachment A, entitled "Supplemental Schedule of Contract Terms," to the Design Contract shall be, and it hereby is, amended in its entirety so that said Section 6 shall hereafter be and read as follows:

"6. **Contract Price**:

SCHEDULE OF PRICES

For providing, performing, and completing each phase of Services, an amount equal to Consultant's Direct Labor Costs times the following factor set forth opposite each such phase, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each phase of Services, the following not to exceed amount set forth opposite each such phase except as adjusted by Change Order issued pursuant to Section 2.1 of the Contract:

Phase	Direct Labor Cost Factor	Not to Exceed
Study and Report	1.93	$33,800.00
Design Phase Services described in paragraphs (a) though and including (c) of Attachment B to the Contract for all sub-projects	1.93	$735,592.00*

* Includes an allowance of $30,000.00 for preparing a topographical survey, taking soil borings, and preparing a soils report. The anticipated borings are 10 at 25 foot deep and 4 at 40 feet deep.

Phase	Direct Labor Cost Factor	Not to Exceed
Design Phase Services described in paragraphs (d) though and including (j) of Attachment B to the Contract for the Division A— Vehicle Storage Building and Material Storage Structure sub-project and the Division B—Cadwell Avenue Re-Alignment sub-project	1.93	$91,500
Design Phase Services described in paragraphs (d) though and including (j) of Attachment B to the Contract for the Division C—Additional Reservoirs and Ozone Contactor Facility sub-project		To be established by Change Order issued pursuant to Section 2.1 of the Contract as Owner and Consultant may agree prior to the commencement of such of Services.
Construction Phase Services described in paragraphs (a) though and including (m) of Attachment B to the Contract for the Division A— Vehicle Storage Building and Material Storage Structure sub-project	1.93	$72,640.00
Construction Phase Services described in paragraphs (a) though and including (m) of Attachment B to the Contract for the Division B—Cadwell Avenue Re-Alignment sub-project	1.93	$27,000.00

Phase	Direct Labor Cost Factor	Not to Exceed
Construction Phase Services described in paragraphs (a) though and including (m) of Attachment B to the Contract for the Division C—Additional Reservoirs and Ozone Contactor Facility sub-project		To be established by Change Order issued pursuant to Section 2.1 of the Contract as Owner and Consultant may agree prior to the commencement of such of Services."

SECTION TWO: Design Contract in Full Force and Effect. In all other respects, the Design Contract shall remain in full force and effect, and the Design Contract shall be binding on both parties as hereinabove amended.

IN WITNESS WHEREOF, Owner has caused this Fourth Amendment to be signed on its behalf by its General Manager, and Consultant has caused this Fourth Amendment to be signed on its behalf by Michael H. Winegard, a Vice President and a duly authorized officer, as of the day and year first written above.

DuPAGE WATER COMMISSION

By: _____
Robert L. Martin
General Manager

CONSOER TOWNSEND ENVIRODYNE ENGINEERS, INC.

By: _____
Michael H. Winegard
Vice President

DATE: October 5, 2006

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	**ORIGINATING DEPARTMENT**	Facilities Construction
ITEM	A Resolution Approving a First Amendment to Task Order No. 15 under the Master Contract with Consoer Townsend Envirodyne Engineers, Inc. Resolution No. R-63-07	**APPROVAL**	

Account No.: 01-60-7110

The Commission entered into a master contract with Consoer Townsend Envirodyne Engineers, Inc. dated May 14, 2004, for professional engineering services in connection with such discrete projects as are delineated and described in Task Orders to be approved by the Commission. Pursuant to Resolution No. R-40-06, the Commission approved Task Order No. 15 to the Master Contract, at a cost not-to-exceed $50,000.00, to assist the County in obtaining a Water Allocation Permit from the State of Illinois Department of Natural Resources, Office of Water Resources for the DuPage County Unit System.

The First Amendment to Task Order No. 15 adds, for no increase in the $50,000.00 not-to-exceed cost of services, the performance of feasibility studies and the development of engineering and construction cost estimates to assist the County in evaluating whether water to be purchased from the Commission should be delivered to the County distribution system through direct connections with the Commission's Waterworks System or through facilities owned by another Commission customer (commonly referred to as "wheeling"), and the most suitable locations for such connections. The results of the studies and cost estimates will be used to refine the amount of the Cash Deposit required to be posted by the County pursuant to Section 7C of the DuPage County Subsequent Customer Contract, which deposit is required before the Commission commences the design and construction of the Commission connection facilities under the Subsequent Customer Contract.

MOTION: To adopt Resolution No. R-63-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-63-07

A RESOLUTION APPROVING A FIRST AMENDMENT TO
TASK ORDER NO. 15 UNDER THE MASTER CONTRACT WITH
CONSOER TOWNSEND ENVIRODYNE ENGINEERS, INC.

WHEREAS, the DuPage Water Commission (the "Commission") entered into a contract with Consoer Townsend Envirodyne Engineers, Inc. (the "Consultant") dated May 14, 2004, to provide, from time to time, professional engineering services in connection with the design and construction of extensions and improvements to the Waterworks System and other projects of the Commission (the "Master Contract"); and

WHEREAS, the Master Contract sets forth the terms and conditions pursuant to which the Commission will obtain from time to time, and the Consultant will provide from time to time, professional engineering services for such discrete projects as are delineated and described in Task Order to be approved by the Commission and the Consultant; and

WHEREAS, pursuant to Resolution No. R-40-06, the Commission approved Task Order No. 15 to the Master Contract to assist the County of DuPage in obtaining a Water Allocation Permit from the State of Illinois Department of Natural Resources, Office of Water Resources for the DuPage County Unit System; and

WHEREAS, the Commission and the Consultant desire to amend Task Order No. 15 to the Master Contract, for no increase in the $50,000.00 not-to-exceed cost of services, to add the performance of feasibility studies and the development of engineering and construction cost estimates to assist the County in evaluating whether water to be purchased from the Commission should be delivered to the County distribution system through direct connections with the Commission's Waterworks System or through

facilities owned by another Commission customer (commonly referred to as "wheeling"), and the most suitable locations for such connections, the Board of Commissioners of the DuPage Water Commission hereby finding and determining that the circumstances said to necessitate the changes were not reasonably foreseeable at the time the Task Order was signed, the changes are germane to the Task Order as signed, and/or the changes are in the best interest of the DuPage Water Commission and authorized by law; and

WHEREAS, the Consultant has approved the First Amendment to Task Order No. 15 attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The First Amendment to Task Order No. 15 attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1 shall be and hereby is approved.

SECTION THREE: This Resolution shall constitute the written determination required by Section 33E-9 of Article 33E of the Criminal Code of 1961 and shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED THIS _____ DAY OF _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Board/Resolutions/R-63-07.doc

EXHIBIT 1

FIRST AMENDMENT TO
TASK ORDER NO. 15

In accordance with Section 1.1 of the Master Contract between the DuPage Water Commission ("Owner") and Consoer Townsend Envirodyne Engineers, Inc. ("Consultant"), for Professional Engineering Services dated May 14, 2004 (the "Contract"), Owner and Consultant agree to amend, effective as of October 12, 2007, Task Order No. 15 to the Contract for Assistance with Water Allocation Request for the DuPage County Unit System ("Task Order No. 15") as follows:

1. Project Title:

Section 1, entitled "Project Title," of Task Order No. 15 shall be, and it hereby is, amended in its entirety so that said Section 1 shall hereafter be and read as follows:

> "1. **Project Title:**
>
> Assistance with Water Allocation Request, Feasibility Studies and Development of Engineering and Construction Cost Estimates at Various Potential Connection Points for the DuPage County Unit System."

2. Description and Scope of the Project:

Section 2, entitled "Description and Scope of the Project," of Task Order No. 15 shall be, and it hereby is, amended in its entirety so that said Section 2 shall hereafter be and read as follows:

> "2. **Description and Scope of the Project:**
>
> Provide such engineering services in connection with requests by the County of DuPage for (i) assistance in obtaining a Water Allocation Permit from the State of Illinois Department of Natural Resources, Office of Water Resources and (ii) the performance of feasibility studies and the development of cost estimates for various potential connection points to serve the DuPage County Unit System."

In all other respects, Task Order No. 15 to the Contract shall remain in full force and effect, and Task Order No. 15 to the Contract shall be binding on both parties as hereinabove amended.

DuPAGE WATER COMMISSION

By: _____
Robert L. Martin, P.E.
General Manager

CONSOER TOWNSEND ENVIRODYNE
ENGINEERS, INC.

By: _____

Name: _____

Title: _____

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	**ORIGINATING DEPARTMENT**	Facilities Construction
ITEM	A Resolution Approving and Ratifying Certain Contract Change Orders at the October 11, 2007, DuPage Water Commission Meeting Resolution No. R-64-07	**APPROVAL**	

Account Number: 01-60-7211.01

Resolution No. R-64-07 would approve the following Change Orders:

Change Order No. 2 to Contract PSD-6B/07 (Relocation and Construction of Cadwell Avenue in Elmhurst, Illinois). Change Order #2 involves providing and installing stormwater drainage piping and structures on Cadwell and Congress Avenues that were not anticipated at the time of design and bidding. During the relocation of Cadwell Avenue, the existing drainage ditch was removed. During excavation, it was found that this ditch carried all storm drainage from the residential structures away from the properties. The remedial work ties in all drainage systems into the newly constructed storm sewer system. In addition, a culvert pipe was added to the driveway entrance to the new storage pad to direct water underneath, rather than over, the driveway.

.

Approval of this Change Order would represent an increase in the Contract Price by $2,000.00 but does not authorize or necessitate an increase in the Contract Price that is 50% or more of the original Contract Price nor, based upon the Contractor's sworn certification, authorize or necessitate an increase in the price of any subcontract under the Contract that is 50% or more of the original subcontract price.

The Completion Date would remain as November 15, 2007.

MOTION: To approve Resolution No. R-64-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-64-07

A RESOLUTION APPROVING AND RATIFYING
CERTAIN CONTRACT CHANGE ORDERS AT THE
OCTOBER 11, 2007, DuPAGE WATER COMMISSION MEETING

BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The Change Orders set forth on Exhibit 1, attached hereto and by this reference incorporated herein and made a part hereof, shall be and hereby are approved and, if already issued, ratified because the Board of Commissioners of the DuPage Water Commission has determined that the circumstances said to necessitate the changes were not reasonably foreseeable at the time the contracts were signed, the Change Orders are germane to the original contracts as signed and/or the Change Orders are in the best interest of the DuPage Water Commission and authorized by law.

SECTION TWO: This Resolution shall constitute the written determination required by Section 33E-9 of Article 33E of the Criminal Code of 1961 and shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Board\Resolutions\R-64-07.doc

Exhibit 1

Resolution No. R-64-07

1. Change Order No. 2 to Contract PSD-6B/07 (Relocation and Construction of Cadwell Avenue in Elmhurst, Illinois) in the net amount of $2,000.00.

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	**ORIGINATING DEPARTMENT**	Instrumentation/ Remote Facilities
ITEM	A Resolution Approving a Third Amendment to Task Order No. 2 Under a Master Contract with Cathodic Protection Management, Inc. Resolution No. R-65-07	**APPROVAL**	

Account No.: 01-60-6632

The Commission entered into a master contract with Cathodic Protection Management, Inc. (CPM) dated January 14, 2005, for corrosion control and mitigation services in connection with such discrete projects as are delineated and described in Task Orders to be approved by the Commission.

The Commission approved Task Order No. 2 for the Evaluation, Adjustment, and Balancing of the Contract TE-5 Stray Current Cathodic Protection Systems pursuant to Resolution No. R-18-05 adopted on March 10, 2005. A First Amendment to Task Order No. 2 was approved by Resolution No. R-11-06 on March 20, 2006, to add the replacement of a rectifier to the scope of services and to modify the completion date and not-to-exceed cost of the work accordingly. A Second Amendment to Task Order No. 2 was approved by Resolution No. R-11-07 on February 8, 2007, to add the replacement of the reverse current switch that provides protection to the 72" transmission main from currents induced by the CTA tracks.

During the course of work CPM discovered the reference electrode for Rectifier Site 5 is malfunctioning and needs to be replaced for proper operation. This requires vacuum excavation to bury the reference electrode and hand digging to get the wires into the control cabinet. CPM has provided a not-to-exceed cost of $3,400.00 to replace the malfunctioning reference electrode.

As a result, Task Order No. 2 needs to be further amended to add the replacement of the reference electrode at Rectifier Site 5 to the scope of services and to modify the completion date and the not-to-exceed cost of the work (from $152,000.00 to $155,400.00) accordingly.

MOTION: To approve Resolution No. R-65-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-65-07

A RESOLUTION APPROVING A THIRD AMENDMENT TO TASK ORDER NO. 2 UNDER THE MASTER CONTRACT WITH CATHODIC PROTECTION MANAGEMENT, INC.

WHEREAS, the DuPage Water Commission (the "Commission") entered into a master contract with Cathodic Protection Management, Inc. (the "Consultant") dated January 14, 2005, to provide, from time to time, corrosion control and mitigation services (the "Master Contract"); and

WHEREAS, the Master Contract sets forth the terms and conditions pursuant to which the Commission will obtain from time to time, and the Consultant will provide from time to time, corrosion control and mitigation services for such discrete projects as are delineated and described in Task Orders to be approved by the Commission and the Consultant; and

WHEREAS, pursuant to Resolution No. R-18-05, adopted March 10, 2005, the Commission approved Task Order No. 2 to the Master Contract for the for the Evaluation, Adjustment, and Balancing of the Contract TE-5 Stray Current Cathodic Protection Systems; and

WHEREAS, pursuant to Resolution No. R-11-06, adopted on March 20, 2006, the Commission approved a First Amendment to Task Order No. 2 to the Master Contract to add the replacement of a rectifier to the scope of services and to modify the completion date and not-to-exceed cost of the work accordingly; and

WHEREAS, pursuant to Resolution No. R-11-07, adopted on February 8, 2007, the Commission approved a Second Amendment to Task Order No. 2 to the Master

Contract to add the replacement of a reverse current switch to the scope of services and to modify the completion date and not-to-exceed cost of the work accordingly; and

WHEREAS, the Commission and the Consultant desire to further amend Task Order No. 2 to the Master Contract to add the replacement of a reference electrode to the scope of services and to modify the completion date and not-to-exceed cost of the work accordingly, the Board of Commissioners of the DuPage Water Commission hereby finding and determining that the circumstances said to necessitate the changes were not reasonably foreseeable at the time the Task Order was signed, the changes are germane to the Task Order as signed, and/or the changes are in the best interest of the DuPage Water Commission and authorized by law; and

WHEREAS, the Consultant has approved the Third Amendment to Task Order No. 2 attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The Third Amendment to Task Order No. 2 attached hereto as Exhibit 1 shall be and it hereby is approved.

SECTION THREE: This Resolution shall constitute the written determination required by Section 33E-9 of Article 33E of the Criminal Code of 1961 and shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED THIS _____ DAY OF _____, 2007.

_____
Chairman

ATTEST:

_____
Clerk

Board/Resolutions/R-65-07.doc

EXHIBIT 1

THIRD AMENDMENT TO
TASK ORDER NO. 2

In accordance with Section 1.1 of the Master Contract between the DuPage Water Commission ("Owner") and Cathodic Protection Management, Inc. ("Consultant"), for Corrosion Control and Mitigation Services dated January 14, 2005 (the "Contract"), Owner and Consultant agree to amend Task Order No. 2 to the Contract for the Evaluation, Adjustment, and Balancing of the Contract TE-5 Stray Current Cathodic Protection Systems project, as previously amended by a First Amendment effective as of March 20, 2006 and the Second Amendment effective as of February 8, 2007 (collectively, "Task Order No. 2") as follows:

1. Project:

Section 1, entitled "Project," of Task Order No. 2 shall be, and it hereby is, amended in its entirety so that said Section 1 shall hereafter be and read as follows:

"**1. <u>Project</u>:**

Evaluate, provide new rectifiers, provide three new reverse current switches and install one, repairs to certain bonding cable terminations, replacement of reference electrode at Site 5, adjust, and balance the Contract TE-5 Stray Current Cathodic Protection Systems installed to mitigate the Chicago Transit Authority stray DC current that is present on the 72-Inch Transmission Main."

2. Services of Consultant:

Section 2, entitled "Services of Consultant," of Task Order No. 2 shall be, and it hereby is, amended in its entirety so that said Section 2 shall hereafter be and read as follows:

"**2. <u>Services of Consultant</u>:**

A. Basic Services:

1. Visit each rectifier location and verify the operation of the existing equipment and adjust to the appropriate set point.

2. Obtain base line data over the transit systems operations (a) at the rectifiers, (b) between the rectifiers, and (c) at both ends of the line.

3. Obtain current versus pipe-to-soil potentials at test points detailed in Paragraph 2A2 above.

4. Analyze data collected.

5. Provide and oversee the installation of new rectifier equipment within existing rectifier cabinets (as needed).

6. Properly connect and interface with the existing electrode cables and cellular RTU.

7. Startup the new rectifier equipment and verify proper operation.

8. Set rectifier outputs and control mode settings.

9. Re-obtain base line data as detailed in Paragraph 2A2 to validate rectifier settings and obtain minimum and maximum potential readings over a 15 minute interval.

10. Install a new reference electrode at Site 5 to replace the malfunctioning reference electrode.

11. Prepare, for review and approval by Owner, a report summarizing the results of the foregoing, together with operating recommendations, and provide five copies and review them in person with Owner.

B. Additional Services:

1. Purchase three new reverse current switches: one for the replacement of the existing reverse current switch for the 72" transmission main; one for a future project for the 90" transmission main; and one spare.

2. Remove existing malfunctioning reverse current switch and replace with new unit.

3. Startup the new reverse current switch and verify proper operation.

4. Make necessary repairs to isolation flange bond cable splices along the 72" transmission main.

5. Inspection services of CTA track bonding cable repairs made by others. "

3. Completion Date:

Section 5, entitled "Completion Date," of Task Order No. 2 shall be, and it hereby is, amended in its entirety so that said Section 5 shall hereafter be and read as follows:

"**5. <u>Completion Date</u>:**

November 30, 2007, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract."

4. Contract Price:

Section 8, entitled "Contract Price," of Task Order No. 2 shall be, and it hereby is, amended in its entirety so that said Section 8 shall hereafter be and read as follows:

"**8. <u>Contract Price</u>**:

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs times a factor of 2.5% for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Notwithstanding the foregoing, the total Contract Price shall not exceed $155,400.00 except as adjusted by a Change Order issued pursuant to Section 2.1 of the Contract."

In all other respects, Task Order No. 2 to the Contract shall remain in full force and effect, and Task Order No. 2 to the Contract shall be binding on both parties as hereinabove amended.

DuPAGE WATER COMMISSION

By: _____
Robert L. Martin, P.E.
General Manager

CATHODIC PROTECTION MANAGEMENT, INC.

By: _____
William P. Carlson
President

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	**ORIGINATING DEPARTMENT**	Instrumentation/ Remote Facilities
ITEM	A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QRE-3/07 at the October 11, 2007, DuPage Water Commission Meeting Resolution No. R-66-07	**APPROVAL**	

Account Number: 01-60-6633

The Commission entered into certain agreements dated February 12, 2007, with Ridgewood Engineering, Inc. and Divane Bros. Electric Co. for quick response electrical work as needed through the issuance of Work Authorization Orders. Resolution No. R-66-07 would approve the following Work Authorization Orders under the Quick Response Electrical Contracts:

Work Authorization Order No. 002: This work authorization order is to Ridgewood Engineering, Inc. to repair the electric service to Meter Station MS8A in Downers Grove. The cost of this work is estimated to be $3,000.00.

MOTION: To approve Resolution No. R-66-07.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-66-07

A RESOLUTION APPROVING AND RATIFYING
CERTAIN WORK AUTHORIZATION ORDERS
UNDER QUICK RESPONSE ELECTRICAL CONTRACT QRE-3/07
AT THE OCTOBER 11, 2007, DuPAGE WATER COMMISSION MEETING

WHEREAS, the DuPage Water Commission (the "Commission") entered into certain agreements dated February 12, 2007, with Ridgewood Engineering, Inc. and Divane Bros. Electric Co. for quick response electrical work related to the Commission's Waterworks System (said agreements being hereinafter collectively referred to as "Contract QRE-3/07"); and

WHEREAS, Contract QRE-3/07 is designed to allow the Commission to direct one or more or all of the quick response electrical contractors to perform emergency electrical work, including without limitation electrical work that the Commission is unable to perform through its own personnel and with its own equipment, as needed through the issuance of Work Authorization Orders; and

WHEREAS, the need for such emergency electrical work could not have been reasonably foreseen at the time the contracts were signed;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are by this reference incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The Work Authorization Orders attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1 shall be and hereby

are approved and, if already issued, ratified because the Board of Commissioners of the DuPage Water Commission has determined that the circumstances said to necessitate the Work Authorization Orders were not reasonably foreseeable at the time the contracts were signed, the Work Authorization Orders are germane to the original contracts as signed and/or the Work Authorization Orders are in the best interest of the DuPage Water Commission and authorized by law.

SECTION THREE: This Resolution shall constitute the written determination required by Section 33E-9 of the Criminal Code of 1961 and shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this ____ day of _____, 2007

_____
Chairman

ATTEST:

_____
Clerk

Exhibit 1

WORK AUTHORIZATION ORDER

SHEET 1 OF 2

CONTRACT QRE-3/07: QUICK RESPONSE ELECTRICAL CONTRACT

PROJECT: QRE-3.002

LOCATION:

Meter Station 8A, 5324 Park, Downers Grove

ComEd Account #6936271006

CONTRACTOR:

Ridgewood Engineering

DESCRIPTION OF WORK:

Repair/replace the power feed cable entering the electrical meter socket enclosure, the meter socket enclosure, and properly secure the conduits to the exterior wall of the meter station.

REASON FOR WORK:

The conduits entering the electrical meter socket on the outside of the meter station have shifted and caused one of the cables to short and arc open to the enclosure.

MINIMUM RESPONSE TIME:

Two Weeks

COMMISSION-SUPPLIED MATERIALS, EQUIPMENT AND SUPPLIES TO BE INCORPORATED INTO THE WORK:

None

THE WORK ORDERED PURSUANT TO THIS WORK AUTHORIZATION ORDER

[ ] **IS** [X] **IS NOT** **PRIORITY EMERGENCY WORK**

SUBMITTALS REQUESTED:

None

SUPPLEMENTARY NOTIFICATION OF POTENTIALLY HAZARDOUS CONDITIONS:

None

SUPPLEMENTARY CONTRACT SPECIFICATIONS AND DRAWINGS:

None

DuPAGE WATER COMMISSION

By: _____
Signature of Authorized Representative

DATE: _____

CONTRACTOR RECEIPT ACKNOWLEDGED:

By: _____
Signature of Authorized Representative

DATE: _____

DuPage Water Commission
MEMORANDUM

TO: Chairman Rathje and Commissioners

FROM: Robert L. Martin, P.E.
General Manager

DATE: October 5, 2007

SUBJECT: Summary of Action Since Previous Meeting

1. Nothing to report.

Administration/Memorandums/Summary of Action 071005.doc

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION New Business	**ORIGINATING DEPARTMENT** Finance
ITEM Insurance Approval	**APPROVAL**

Account Number: 01-1551

The Commission's property and liability insurance renewal is on November 1, 2007. The premium quotation for property and liability insurance is $562,025 (a decrease of $27,198 or 4.6%)

There are no material coverage or term changes from the expiring policies. Property values have increased by 4.0%.

COVERAGE	CURRENT PREMIUMS	RENEWAL PREMIUMS
General Liability	$39,057	$48,589
Automobile	20,164	14,453
Crime	7,470	1,694
Excess Liability	97,930	91,383
Property	377,057	358,163
Inspection Fee	5,000	5,000
UST	545	653
Brokerage Fee	42,000	42,000
Total	$589,223	$562,025

MOTION:
To purchase property and liability insurance coverage in accordance with the September 11, 2007, Proposal of Insurance by Arthur J. Gallagher Risk Management Services, Inc. for a premium of $562,025.

DATE: October 5, 2007

REQUEST FOR BOARD ACTION

AGENDA SECTION New Business	**ORIGINATING DEPARTMENT** Operations
ITEM Purchase Order No. 10273	**APPROVAL**

Account Number: 01-60-6280

Attached is Purchase Order No. 10273 to Infor-Datastream in the amount of $73,088.33. Infor-Datastream is the Commission's Computerized Maintenance Management System (CMMS) supplier. As part of the Commissions Asset Management Program, R-44-07 was approved at the June 14, 2007. R-44-07 authorized Task Order #3 to Westin Engineering which encompassed the following services:

Upgrade 10 version 7.10

Additional new Users

7i Mobil pilot.

The software and hardware required to complete the services in R-44-07 can only be purchased directly from the manufacturer.

MOTION: To approve Purchase Order No. 10273 in the amount of $73,088.33 to Infor-Datastream.

DuPage Water Commission
600 E. Butterfield Road
Elmhurst, IL 60126

Phone: (630) 834-0100 Fax: (630) 834-0120

Purchase Order: 10273

Ordered By:	MCGHEE TERRY	**Supplier:**	Infor Datastream
Order Date:	09/26/2007	**Address:**	Infor Global Solutions Inc Wachovia P.O. Box 933751 Atlanta, Ga 31193-3751
Due Date:	09/26/2007	**Telephone:**	
		Fax No.:	
		Contact	
Delivery Address:	DuPage Water Commission 600 East Butterfield Road Elmhurst, Illinois 60126		

Line	Account	Manufact Part	Item	QTY UOM	Unit Price	Total
	Task		Date		Quantity	
Line	Account		Hours Requested	UOM	Rate	Total
1	Additional services outlined in R-44-07		09/26/2007 1		73,088.33	73,088.33
	01-60-6280					

Activity/PO Line Comments: This P.O. covers the costs to upgrade to version 7.10, add new users and the mobil solution pilot.

Total	73,088.33
Total	**73,088.33**

PACKET: 00837 HOLD FOR BOARD PACKAGE
VENDOR SET: 01 DUPAGE WATER COMMISSION
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

Accounts Payable

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-1101 HOLLAND & KNIGHT LLP						
I-200710021420		LEGAL SERVICES: AUGUST 2007	2,471.00			
10/11/2007	IL	DUE: 9/24/2007 DISC: 9/24/2007				
		LEGAL SERVICES: AUGUST 2007		01 60-6251	LEGAL SERVICES- GENERAL	2,471.00
		=== VENDOR TOTALS ===	2,471.00			
01-1137 ROSSI CONTRACTORS, INC.						
I-QR7-015A		EXPLORATORY EXCAVATION - LPS	92,477.28			
10/11/2007	IL	DUE: 8/29/2007 DISC: 8/29/2007				
		EXPLORATORY EXCAVATION - LPS		01 60-8201.02	EMERG GEN - ENGINEERING	92,477.28
		=== VENDOR TOTALS ===	92,477.28			
		=== PACKET TOTALS ===	94,948.28			

PACKET: 00837 HOLD FOR BOARD PACKAGE
VENDOR SET: 01 DUPAGE WATER COMMISSION
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	94,948.28
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	94,948.28

** G/L ACCOUNT TOTALS **

					=========LINE ITEM=========		========GROUP BUDGET======	
					ANNUAL	BUDGET OVER	ANNUAL	BUDGET OVER
BANK	YEAR	ACCOUNT	NAME	AMOUNT	BUDGET	AVAILABLE BUDG	BUDGET	AVAILABLE BUDG
	2007-2008	01 -60-6251	LEGAL SERVICES- GENERAL	2,471.00	90,000	68,280.12		
		01 -60-8201.02	EMERG GEN - ENGINEERING	92,477.28	1,114,000	719,793.97		
			** 2007-2008 YEAR TOTALS	94,948.28				

PACKET: 00837 HOLD FOR BOARD PACKAGE
VENDOR SET: 01 DUPAGE WATER COMMISSION
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
01	10/2007	94,948.28

NO ERRORS

** END OF REPORT **

TOTAL ERRORS: 0

VENDOR SET: 01 DuPage Water Commission
BANK: IL ILLINOIS FUNDS

Items Paid

VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1524		ACCU-PAVING CO.							
	I-PSD-6B # 1	RELOCATE/CONSTRUCT OF CADWELL	R	9/13/2007	109,977.75		003237		109,977.75
				*** VENDOR TOTALS ***			1 CHECKS		109,977.75
1460		ACRES GROUP							
	I-AEI_0030664	LANDSCAPE MAINT.: SEPT 2007	R	9/14/2007	3,875.00		003242		3,875.00
1460		ACRES GROUP							
	I-AEI_0031113	LANDSCAPING SERVICE	R	9/28/2007	500.00		003283		
	I-AEI_0031166	CORE AERATION	R	9/28/2007	1,200.00		003283		1,700.00
				*** VENDOR TOTALS ***			2 CHECKS		5,575.00
1169		ADT SECURITY SERVICES INC.							
	I-57033069	FIRE ALARM SYSTEM: 10/01-12/31	R	9/28/2007	109.10		003284		109.10
				*** VENDOR TOTALS ***			1 CHECKS		109.10
1291		ALEXANDER CHEMICAL CORPORATION							
	I-0385095	SODIUM HYPOCHLORITE	R	9/28/2007	2,502.45		003285		2,502.45
				*** VENDOR TOTALS ***			1 CHECKS		2,502.45
1087		ALLIANCE WINDOW CLEANING INC.							
	I-89962	WINDOW WASHING: AUG. 2007	R	9/14/2007	164.00		003243		164.00
				*** VENDOR TOTALS ***			1 CHECKS		164.00
1459		ALPHA BUILDING MAINTENANCE SER							
	I-7786 DWC	JANITORIAL SERVICE: 09/07	R	9/14/2007	1,584.00		003244		
	I-7838 DWC	JANITORIAL SUPPLIES	R	9/14/2007	189.68		003244		1,773.68
				*** VENDOR TOTALS ***			1 CHECKS		1,773.68
1397		AT&T							
	I-200709051392	DPPS PHONE SERV.: 08/22-08/21	R	9/14/2007	372.97		003245		372.97
1397		AT&T							
	I-200709211405	TANK SITE # 1: 09/04-10/03/07	R	9/28/2007	21.56		003286		
	I-200709271407	DPPS PHONE SERV.: 09/16-10/15	R	9/28/2007	780.10		003286		801.66
				*** VENDOR TOTALS ***			2 CHECKS		1,174.63
1393		AT&T LONG DISTANCE							
	I-200709121395	DPPS LONG DIST. SERV.: 08/07	R	9/14/2007	114.14		003246		114.14
				*** VENDOR TOTALS ***			1 CHECKS		114.14
1015		AUTOZONE, INC.							
	I-2568978031	VEHICLE MAINTENANCE: M-153835	R	9/28/2007	75.99		003287		75.99
				*** VENDOR TOTALS ***			1 CHECKS		75.99

VENDOR SET: 01 DuPage Water Commission
BANK: IL ILLINOIS FUNDS

VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1072		AVALON PETROLEUM COMPANY							
	I-424807	GASOLINE	R	9/14/2007	2,862.00		003247		2,862.00
				*** VENDOR TOTALS ***			1 CHECKS		2,862.00
1525		THE BANK OF NEW YORK							
	I-20070682079	TRUSTEE ADMIN FEE REV. BOND	R	9/28/2007	5,000.00		003288		5,000.00
				*** VENDOR TOTALS ***			1 CHECKS		5,000.00
1162		BEE CLEAN SPECIALTIES							
	I-713143	CLEAN/SERV SMOKEETER AIR CLEAN	R	9/28/2007	65.00		003289		65.00
				*** VENDOR TOTALS ***			1 CHECKS		65.00
1187		BULLIS LOCK COMPANY, INC.							
	I-51714	REMOVE BROKEN KEY FROM LOCK	R	9/14/2007	70.00		003248		
	I-51719	METER STATION MAINTENANCE	R	9/14/2007	290.00		003248		360.00
				*** VENDOR TOTALS ***			1 CHECKS		360.00
1461		BUSINESS CARD							
	I-200709271408	GAS, I-PASS, ADMIN EXP, MANUAL	R	9/28/2007	358.16		003290		
	I-200709271409	AWWA DISTRIBUTION SYS SYMPO	R	9/28/2007	783.80		003290		1,141.96
				*** VENDOR TOTALS ***			1 CHECKS		1,141.96
1049		CAMP DRESSER & MCKEE INC.							
	I-80264100/32	EVAL. ELECT. GEN. SUP. ALT.	R	9/14/2007	83,183.56		003249		83,183.56
1049		CAMP DRESSER & MCKEE INC.							
	I-80265329/32	PIPE LOOP TESTING: 07/22-08/1	R	9/28/2007	5,705.83		003291		5,705.83
				*** VENDOR TOTALS ***			2 CHECKS		88,889.39
1526		CASTLE CHEVROLET							
	I-22961	VEHICLE MAINTENANCE: M-80328	R	9/28/2007	2,050.72		003292		2,050.72
				*** VENDOR TOTALS ***			1 CHECKS		2,050.72
1023		CDW GOVERNMENT, INC.							
	I-GTT7147	19" LCD MONITOR	R	9/28/2007	184.99		003293		184.99
				*** VENDOR TOTALS ***			1 CHECKS		184.99
1134		CITY OF CHICAGO DEPARTMENT OF							
	I-200709131400	LEX. STA. REPAIRS & MAINT.	R	9/14/2007	60,807.85		003250		60,807.85
1134		CITY OF CHICAGO DEPARTMENT OF							
	I-200709281417	LEX. PUMP STA. LABOR: 08/07	R	9/28/2007	34,929.68		003294		34,929.68
				*** VENDOR TOTALS ***			2 CHECKS		95,737.53

VENDOR SET: 01 DuPage Water Commission
BANK: IL ILLINOIS FUNDS

VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1135		CITY OF CHICAGO SUPERINTENDENT							
	I-200709051393	WATER BILLING: 08/01-08/31/07	R	9/14/2007	3,945,284.45		003251		3,945,284.45
				*** VENDOR TOTALS ***			1 CHECKS		3,945,284.45
1091		CINTAS FIRST AID & SAFETY							
	I-343443809	FIRST AID SUPPLIES	R	9/28/2007	222.35		003295		222.35
				*** VENDOR TOTALS ***			1 CHECKS		222.35
1398		COMCAST							
	I-200709271410	INTERNET SERV.: 09/27-10/26	R	9/28/2007	84.95		003296		84.95
				*** VENDOR TOTALS ***			1 CHECKS		84.95
1009		COMED							
	I-200709131401	METER STATION ELECTRIC SERVICE	R	9/14/2007	4,038.33		003252		4,038.33
				*** VENDOR TOTALS ***			1 CHECKS		4,038.33
1136		CONSTELLATION NEWENERGY							
	I-01600425	DPPS ELECT SERV: 07/24-08/21	R	9/14/2007	281,787.43		003253		281,787.43
				*** VENDOR TOTALS ***			1 CHECKS		281,787.43
1024		CTE ENGINEERS							
	I-60002764-15	HYDRODYNAMIC MIXING SYSTEM	R	9/14/2007	527.49		003254		527.49
1024		CTE ENGINEERS							
	I-4067530	CONCRETE RESERVOIR - 08/07	R	9/28/2007	4,463.95		003297		
	I-6002076-07	FALL PROTECTION	R	9/28/2007	317.35		003297		
	I-60026761-01	PROTECTIVE CONCRETE SLAB	R	9/28/2007	4,759.94		003297		9,541.24
				*** VENDOR TOTALS ***			2 CHECKS		10,068.73
1014		DHL EXPRESS (USA) INC.							
	I-F6019532	OVERNIGHT MAIL	R	9/28/2007	531.33		003298		531.33
				*** VENDOR TOTALS ***			1 CHECKS		531.33
1143		DISCOUNT TIRE CO. INC.							
	I-4674665	VEHICLE MAINTENANCE: M-80328	R	9/28/2007	817.80		003299		817.80
				*** VENDOR TOTALS ***			1 CHECKS		817.80
1276		EBAC INDUSTRIAL PRODUCTS, INC.							
	I-29610	DEHUMIDIFIERS	R	9/28/2007	8,030.35		003300		8,030.35
				*** VENDOR TOTALS ***			1 CHECKS		8,030.35
1097		ELMHURST PLAZA STANDARD INC.							
	I-11035	GASOLINE	R	9/14/2007	83.90		003255		83.90
				*** VENDOR TOTALS ***			1 CHECKS		83.90

VENDOR SET: 01 DuPage Water Commission

BANK: IL ILLINOIS FUNDS

VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1446		EN ENGINEERING, LLC							
	I-21673	CP INSP STANDPIPES	R	9/28/2007	2,308.41		003301		
	I-21674	CORR DATA ASSESSMENT	R	9/28/2007	661.85		003301		
	I-21675	ROV-11A STRAY CURRENT	R	9/28/2007	2,027.31		003301		
	I-21676	ROV-8B CORR. INVEST.	R	9/28/2007	4,309.45		003301		
	I-21677	CP DESIGN S. TR MAIN	R	9/28/2007	7,086.76		003301		
	I-21678	DC STRAY CURRENT 90" MAIN	R	9/28/2007	12,255.48		003301		
	I-21679	INDETERMN CORR ASSIST	R	9/28/2007	1,025.02		003301		
	I-21680	TW-4 CORROSION ASSIST	R	9/28/2007	725.15		003301		
	I-21681	STATIC INT TST	R	9/28/2007	65.96		003301		30,465.39
				*** VENDOR TOTALS ***			1 CHECKS		30,465.39
1055		GRAINGER							
	I-9444510508	MAINTENANCE SUPPLIES	R	9/14/2007	78.48		003256		78.48
1055		GRAINGER							
	I-9423642041	METER STATION MAINTENANCE	R	9/28/2007	48.60		003302		
	I-9423758888	METER STATION MAINTENANCE	R	9/28/2007	38.20		003302		
	I-9423758896	METER STATION MAINTENANCE	R	9/28/2007	1,077.16		003302		
	I-9423767111	METER STATION MAINTENANCE	R	9/28/2007	148.60		003302		
	I-9448565664	METER SHOP REPAIRS	R	9/28/2007	66.90		003302		
	I-9455831454	METER STATION MAINT, SCADA	R	9/28/2007	978.96		003302		
	I-9458266245	MAINTENANCE SUPPLIES	R	9/28/2007	254.58		003302		
	I-9460061097	MAINTENANCE SUPPLIES	R	9/28/2007	457.12		003302		
	I-9461194293	METER STATION MAINT., SCADA	R	9/28/2007	719.63		003302		3,789.75
				*** VENDOR TOTALS ***			2 CHECKS		3,868.23
1399		GREELEY AND HANSEN							
	I-INV-0000229102	ELECTRICAL SAFETY REQUIREMENTS	R	9/14/2007	4,773.76		003257		
	I-INV-0000229103	LEX PS GENERATION FACILITIES	R	9/14/2007	62,101.75		003257		
	I-INV-0000229104	LEXINGTON PS VAR FREQ DRIVES	R	9/14/2007	5,353.39		003257		
	I-INV-0000229105	LEXINGTON PS PHOTOVOLTAIC CELL	R	9/14/2007	11,718.56		003257		83,947.46
1399		GREELEY AND HANSEN							
	I-INV-0000230986	ELECTRICAL SAFETY REQUIREMENTS	R	9/28/2007	2,132.90		003303		
	I-INV-0000230987	LEX PS GENERATION FACILITIES	R	9/28/2007	150,344.45		003303		
	I-INV-0000230988	LEXINGTON PS VAR FREQ DRIVES	R	9/28/2007	6,123.46		003303		
	I-INV-0000230989	LEXINGTON PS PHOTOVOLTAIC CELL	R	9/28/2007	19,752.98		003303		178,353.79
				*** VENDOR TOTALS ***			2 CHECKS		262,301.25
1068		HACH COMPANY							
	C-C151427	WATER TEST SUPPLIES: RETURNS	R	9/28/2007	503.80CR		003304		
	I-5251323	WATER TESTING SUPPLIES	R	9/28/2007	1,876.40		003304		
	I-5258032	WATER TESTING SUPPLIES	R	9/28/2007	503.80		003304		
	I-5295581	SCADA/INSTRUMENTATION	R	9/28/2007	2,167.80		003304		
	I-5303237	SCADA/INSTRUMENTATION	R	9/28/2007	49.65		003304		4,093.85
				*** VENDOR TOTALS ***			1 CHECKS		4,093.85

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BANK: IL ILLINOIS FUNDS

VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1197		HD SUPPLY WATERWORKS, LTD.							
	I-5327023	3-WAY PLUG VALVE	R	9/28/2007	3,741.00		003305		
	I-5471338	METER TESTING & REPAIRS	R	9/28/2007	690.00		003305		4,431.00
				*** VENDOR TOTALS ***			1 CHECKS		4,431.00
1101		HOLLAND & KNIGHT LLP							
	I-200708281378	LEGAL SERVICES: JULY 2007	R	9/13/2007	348.30		003238		348.30
				*** VENDOR TOTALS ***			1 CHECKS		348.30
1050		HOME DEPOT CREDIT SERVICES							
	C-1172586	MAINTENANCE SUPPLIES - RETURNS	R	9/14/2007	18.44CR		003258		
	I-0196008	METER STATION MAINTENANCE	R	9/14/2007	35.21		003258		
	I-1010425	MAINTENANCE SUPPLIES	R	9/14/2007	64.77		003258		
	I-1039737	METER STATION MAINTENANCE	R	9/14/2007	56.12		003258		
	I-2019676	METER STATION MAINTENANCE	R	9/14/2007	154.20		003258		
	I-6581584	METER STATION MAINTENANCE	R	9/14/2007	67.47		003258		
	I-7029289	MAINTENANCE SUPPLIES	R	9/14/2007	8.34		003258		
	I-8036710	METER STATION MAINTENANCE	R	9/14/2007	8.09		003258		
	I-8580949	TANK SITE MAINTENANCE	R	9/14/2007	22.95		003258		
	I-8592523	METER STATION MAINTENANCE	R	9/14/2007	5.80		003258		
	I-9020610	MAINTENANCE SUPPLIES	R	9/14/2007	178.83		003258		
	I-9036535	METER STATION MAINTENANCE	R	9/14/2007	115.88		003258		699.22
				*** VENDOR TOTALS ***			1 CHECKS		699.22
1225		IKON OFFICE SOLUTIONS							
	I-500650398	COPIER USAGE: 07/31-08/30/07	R	9/14/2007	386.77		003259		386.77
				*** VENDOR TOTALS ***			1 CHECKS		386.77
1053		ILLINOIS PUBLIC RISK FUND							
	I-200709271411	WORKERS COMPENSATION INS.	R	9/28/2007	7,540.00		003306		7,540.00
				*** VENDOR TOTALS ***			1 CHECKS		7,540.00
1063		ILLINOIS SECTION AWWA							
	I-4807	METERS A TO Z TRAINING	R	9/28/2007	35.00		003307		35.00
				*** VENDOR TOTALS ***			1 CHECKS		35.00
1080		INTERACTIVE COMPUTER DESIGNS,							
	I-57903	ANNUAL SOFTWARE MAINTENANCE	R	9/14/2007	2,460.00		003260		2,460.00
1080		INTERACTIVE COMPUTER DESIGNS,							
	I-58919	SOFTWARE MAINTENANCE	R	9/28/2007	649.00		003308		649.00
				*** VENDOR TOTALS ***			2 CHECKS		3,109.00
1530		IRTH SOLUTIONS, INC.							
	I-642	JULIE SFTWR SUP 10/07-09/08	R	9/28/2007	12,375.00		003309		12,375.00
				*** VENDOR TOTALS ***			1 CHECKS		12,375.00

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VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1508		JOHNSON CONTROLS, INC.							
	I-55554879	SERVICE CONTRACT FOR CHILLERS	R	9/14/2007	3,499.00		003261		3,499.00
				*** VENDOR TOTALS ***			1 CHECKS		3,499.00
1032		JULIE, INC.							
	I-08-07-0433	UTILITY LOCATES: AUGUST 2007	R	9/14/2007	5,077.75		003262		5,077.75
				*** VENDOR TOTALS ***			1 CHECKS		5,077.75
1527		KANE COUNTY COUGARS							
	I-107756	ADMINISTRATIVE EXPENSE	R	9/28/2007	1,901.85		003310		1,901.85
				*** VENDOR TOTALS ***			1 CHECKS		1,901.85
1196		KARA COMPANY, INC.							
	I-225361	VERIZON DATA LINE GPS DATA	R	9/14/2007	60.70		003263		
	I-225960	LOCATING PAINT	R	9/14/2007	768.00		003263		828.70
				*** VENDOR TOTALS ***			1 CHECKS		828.70
1299		GEORGE W. KENNEDY CONSTRUCTION							
	I-200709121396	INSURANCE & BONDS - QR-7/05	R	9/28/2007	22,500.00		003311		22,500.00
				*** VENDOR TOTALS ***			1 CHECKS		22,500.00
1235		LAB SAFETY SUPPLY, INC.							
	I-1010194832	MAINTENANCE SUPPLIES	R	9/28/2007	28.50		003312		28.50
				*** VENDOR TOTALS ***			1 CHECKS		28.50
1036		LAWSON PRODUCTS, INC.							
	I-5970067	MAINTENANCE SUPPLIES	R	9/14/2007	531.89		003264		531.89
				*** VENDOR TOTALS ***			1 CHECKS		531.89
1077		MAPLOGIC CORPORATION							
	I-MLC-2007-200	MAPLOGIC LAYOUT MGR ANN MAINT.	R	9/14/2007	250.00		003265		250.00
				*** VENDOR TOTALS ***			1 CHECKS		250.00
1191		TERRANCE MC GHEE							
	I-200709271412	TUITION REIMBURSEMENT	R	9/28/2007	1,970.00		003313		1,970.00
				*** VENDOR TOTALS ***			1 CHECKS		1,970.00
1069		MEL'S ACE HARDWARE							
	I-402997	METER STATION MAINTENANCE	R	9/14/2007	1.79		003266		
	I-403108	MAINTENANCE SUPPLIES	R	9/14/2007	1.16		003266		
	I-403115	MAINTENANCE SUPPLIES	R	9/14/2007	0.89		003266		
	I-403116	MAINTENANCE SUPPLIES	R	9/14/2007	0.19		003266		
	I-403150	MAINTENANCE SUPPLIES	R	9/14/2007	3.58		003266		
	I-403226	METER STATION MAINTENANCE	R	9/14/2007	14.84		003266		
	I-403242	VEHICLE MAINTENANCE	R	9/14/2007	8.12		003266		
	I-403251	MAINTENANCE SUPPLIES	R	9/14/2007	102.07		003266		132.64
				*** VENDOR TOTALS ***			1 CHECKS		132.64

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VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1051		MENARDS- HILLSIDE							
	I-66137	MAINTENANCE SUPPLIES	R	9/14/2007	3.83		003267		
	I-66520	MAINTENANCE SUPPLIES	R	9/14/2007	2.99		003267		6.82
				*** VENDOR TOTALS ***			1 CHECKS		6.82
1529		MSC INDUSTRIAL SUPPLY CO. INC.							
	I-32691137	MAINTENANCE SUPPLIES	R	9/28/2007	26.75		003314		26.75
				*** VENDOR TOTALS ***			1 CHECKS		26.75
1021		NAPERVILLE, CITY OF							
	I-200709211406	METER STATION ELECTRIC SERVICE	R	9/28/2007	62.93		003315		
	I-200709271413	METER STATION ELECTRIC SERVICE	R	9/28/2007	80.44		003315		143.37
				*** VENDOR TOTALS ***			1 CHECKS		143.37
1070		NATIONAL CITY BANK							
	I-344119	SAFEKEEPING FEES: AUG 2007	R	9/28/2007	1,014.70		003316		1,014.70
				*** VENDOR TOTALS ***			1 CHECKS		1,014.70
1060		NTG, INC.							
	I-52964	CORROSION TELEMETRY: 08/07	R	9/14/2007	73.40		003268		73.40
				*** VENDOR TOTALS ***			1 CHECKS		73.40
1020		NEXTEL COMMUNICATIONS							
	I-648652511-067	CELL PHONE SER.: 08/09-09/08	R	9/28/2007	1,106.47		003317		1,106.47
				*** VENDOR TOTALS ***			1 CHECKS		1,106.47
1111		NICOR GAS							
	I-200709281418	DPPS SERV.: 06/13/07-09/15/07	R	9/28/2007	318.06		003318		318.06
				*** VENDOR TOTALS ***			1 CHECKS		318.06
1222		OAKFIELD FORD, INC.							
	I-240465	VEHICLE MAINTENANCE	R	9/14/2007	79.14		003269		79.14
				*** VENDOR TOTALS ***			1 CHECKS		79.14
1395		OFFICE DEPOT							
	I-401627214-001	OFFICE SUPPLIES	R	9/28/2007	119.80		003319		119.80
				*** VENDOR TOTALS ***			1 CHECKS		119.80
1178		PADDOCK PUBLICATIONS, INC.							
	I-T3958237	LEGAL NOTICE - GENERATOR BIDS	R	9/14/2007	90.00		003270		90.00
1178		PADDOCK PUBLICATIONS, INC.							
	I-T3979109	LEGAL NOTICE: FORD F350 BID	R	9/28/2007	21.00		003320		21.00
				*** VENDOR TOTALS ***			2 CHECKS		111.00

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VENDOR I.D.		NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1158		PETTY CASH - CUSTODIAN							
	I-200709121398	POSTAGE, MS MAINT, SHOES, GAS	R	9/13/2007	493.05		003241		493.05
				*** VENDOR TOTALS ***			1 CHECKS		493.05
1114		PITNEY BOWES							
	I-5795233-SP07	POSTAGE METER RENTAL	R	9/28/2007	630.00		003321		630.00
				*** VENDOR TOTALS ***			1 CHECKS		630.00
1267		PRIMUS ELECTRONICS CORPORATION							
	I-688971	SCADA/INSTRUMENTATION	R	9/14/2007	76.90		003271		
	I-689605	SCADA/INSTRUMENTATION	R	9/14/2007	1,942.73		003271		2,019.63
				*** VENDOR TOTALS ***			1 CHECKS		2,019.63
1039		QUILL CORPORATION							
	I-9443071	OFFICE SUPPLIES	R	9/14/2007	129.96		003272		
	I-9460980	OFFICE SUPPLIES	R	9/14/2007	22.49		003272		
	I-9519821	OFFICE SUPPLIES	R	9/14/2007	30.59		003272		
	I-9521223	OFFICE SUPPLIES	R	9/14/2007	217.09		003272		
	I-9544079	OFFICE SUPPLIES	R	9/14/2007	250.77		003272		
	I-9708915	OFFICE SUPPLIES	R	9/14/2007	135.11		003272		786.01
1039		QUILL CORPORATION							
	I-9822572	OFFICE SUPPLIES	R	9/28/2007	35.99		003322		
	I-9842256	OFFICE SUPPLIES	R	9/28/2007	703.91		003322		
	I-9865993	OFFICE SUPPLIES	R	9/28/2007	279.99		003322		1,019.89
				*** VENDOR TOTALS ***			2 CHECKS		1,805.90
1059		RED WING SHOE STORE							
	I-450000002093	SAFETY SHOES	R	9/28/2007	135.99		003323		135.99
				*** VENDOR TOTALS ***			1 CHECKS		135.99
1341		RENTALMAX L.L.C.							
	I-05-359410-02	SOIL PIPE CUTTER	R	9/14/2007	22.00		003273		
	I-05-359696-02	14" GAS SAW, BLADE	R	9/14/2007	77.15		003273		
	I-05-359697-05	BACK HOE	R	9/14/2007	267.75		003273		
	I-05-360198-03	PRESSURE WASHER	R	9/14/2007	313.50		003273		680.40
1341		RENTALMAX L.L.C.							
	I-05-360760-03	PRESSURE WASHER RENTAL	R	9/28/2007	330.10		003324		330.10
				*** VENDOR TOTALS ***			2 CHECKS		1,010.50
1137		ROSSI CONTRACTORS, INC.							
	I-QR7-011A	EXPLORATORY EXCAVATION - DPPS	R	9/13/2007	27,172.26		003239		27,172.26

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1137	ROSSI CONTRACTORS, INC.							
I-QR7-014A	BLOW OFF VALVE REPAIR	R	9/13/2007	17,020.79		003240		17,020.79
			*** VENDOR TOTALS ***			2 CHECKS		44,193.05
1044	ROYAL GRAPHICS PRINTERS							
I-69728	LETTERHEAD	R	9/28/2007	793.34		003325		793.34
			*** VENDOR TOTALS ***			1 CHECKS		793.34
1119	ROYAL OFFICE PRODUCTS							
I-OE-449787-1	OFFICE SUPPLIES	R	9/28/2007	53.32		003326		53.32
			*** VENDOR TOTALS ***			1 CHECKS		53.32
1528	SECRETARY OF STATE							
I-200709271414	LICENSE PLATE RENEWAL	R	9/28/2007	78.00		003327		78.00
			*** VENDOR TOTALS ***			1 CHECKS		78.00
1329	C. SEMRAD & ASSOCIATES							
I-200709131402	CONSULTING	R	9/14/2007	1,500.00		003274		1,500.00
			*** VENDOR TOTALS ***			1 CHECKS		1,500.00
1302	SIR SPEEDY							
I-48699	ADMINISTRATIVE EXPENSE	R	9/14/2007	824.04		003275		824.04
1302	SIR SPEEDY							
I-48835	PRINTING EXPENSE	R	9/28/2007	325.41		003328		
I-48840	ADMINISTRATIVE EXPENSE	R	9/28/2007	199.07		003328		524.48
			*** VENDOR TOTALS ***			2 CHECKS		1,348.52
1043	SOOPER LUBE							
I-120587	VEHICLE MAINTENANCE: M-149226	R	9/14/2007	33.45		003276		
I-120680	VEHICLE MAINTENANCE: M-153835	R	9/14/2007	34.45		003276		
I-120963	VEHICLE MAINTENANCE: 8647943	R	9/14/2007	49.44		003276		
I-121294	VEHICLE MAINTENANCE: M-80328	R	9/14/2007	47.44		003276		
I-121550	VEHICLE MAINTENANCE: M-66159	R	9/14/2007	32.45		003276		
I-122080	VEHICLE MAINTENANCE: M-79697	R	9/14/2007	70.39		003276		
I-122255	VEHICLE MAINTENANCE: M-78556	R	9/14/2007	33.45		003276		301.07
			*** VENDOR TOTALS ***			1 CHECKS		301.07
1040	SPECIALTY MAT SERVICE							
I-406205	MAT SERVICE: 09/03/07	R	9/28/2007	54.40		003329		
I-407972	MAT SERVICE: 09/17/07	R	9/28/2007	54.40		003329		108.80
			*** VENDOR TOTALS ***			1 CHECKS		108.80
1121	SPI ENERGY GROUP							
I-200709121399	ELECTRIC CONTRACT	R	9/14/2007	956.25		003277		956.25
			*** VENDOR TOTALS ***			1 CHECKS		956.25

VENDOR SET: 01 DuPage Water Commission
BANK: IL ILLINOIS FUNDS

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1462	SPRINT							
I-200709131403	CCONNECTION CARD: 08/07-09/06	R	9/14/2007	51.36		003278		51.36
			*** VENDOR TOTALS ***			1 CHECKS		51.36
1058	THYSSENKRUPP ELEVATOR CORP.							
I-045095	ELEVATOR MAINTENANCE	R	9/28/2007	4,770.00		003330		4,770.00
			*** VENDOR TOTALS ***			1 CHECKS		4,770.00
1046	TREE TOWNS REPRO SERVICE							
I-87720	PLAT OF SURVEY COPIES	R	9/14/2007	15.00		003279		15.00
			*** VENDOR TOTALS ***			1 CHECKS		15.00
1127	TRITON COMMUNITY COLLEGE							
I-200709051394	BASIC WATERWORKS - ARREDONDO	R	9/14/2007	350.00		003280		350.00
			*** VENDOR TOTALS ***			1 CHECKS		350.00
1244	UNIQUE TRAVEL SERVICE							
I-124289	IRTHNET USER GROUP - SCHWEIZER	R	9/28/2007	370.31		003331		370.31
			*** VENDOR TOTALS ***			1 CHECKS		370.31
1062	WASTE MANAGEMENT							
I-1738784-2008-7	REFUSE DISPOSAL	R	9/14/2007	325.71		003281		325.71
			*** VENDOR TOTALS ***			1 CHECKS		325.71
1010	WEST							
I-814352147	WESTLAW: 08/01/07-08/31/07	R	9/14/2007	369.80		003282		369.80
			*** VENDOR TOTALS ***			1 CHECKS		369.80

* * T O T A L S * *	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	95	4,999,760.40	0.00	4,999,760.40
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
		VOID DEBITS	VOID DISCOUNTS	VOID CREDITS
VOID CHECKS:	0	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: TOTAL	95	4,999,760.40	0.00	4,999,760.40
BANK: TOTALS:	95	4,999,760.40	0.00	4,999,760.40
REPORT TOTALS:	95	4,999,760.40	0.00	4,999,760.40

SELECTION CRITERIA

VENDOR SET: 01-DUPAGE WATER COMMISSION
VENDOR: ALL
BANK CODES: Include: IL
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 9/01/2007 THRU 9/30/2007
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: NO

PRINT OPTIONS
SEQUENCE: VENDOR SORT KEY

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

DuPAGE WATER COMMISSION
CHANGE ORDER

SHEET 1 OF 3

PROJECT NAME: Relocation and Construction of Cadwell Avenue

CHANGE ORDER NO. 2

LOCATION: Elmhurst, Illinois

CONTRACT NO. PSD-6B

CONTRACTOR: Accu-Paving Co., a division of Mertes Contracting Corporation

DATE: Oct. 11, 2007

I. A. DESCRIPTION OF CHANGES INVOLVED:

Providing and installing stormwater drainage piping and structures on Cadwell and Congress Avenues.

B. REASON FOR CHANGE:

By relocating Cadwell Avenue, the existing drainage ditch was removed. This ditch carried all storm drainage from the residential structures away from the properties. This work ties in all drainage systems into the newly constructed storm sewer system. In addition, a culvert pipe was added to the driveway entrance to the new storage pad to direct water underneath, rather than over, the driveway.

REVISION IN CONTRACT PRICE:

Negotiated at $2,000.00.

II. CHANGE ORDER CONDITIONS:

1. The Completion Date established in the Contract, as signed or as modified by previous Change Orders, is hereby extended by 0 days, making the final Completion Date November 15, 2007.

2. Any Work to be performed under this Change Order shall be provided, performed, and completed in full compliance with, and as required by or pursuant to, the Contract, including any Specifications and Contract Drawings for the Work to be performed under this Change Order and for Work of the same type as the Work to be performed under this Change Order, and as specified in the preceding "Description of Changes Involved."

3. Unless otherwise provided herein, all Work included in this Change Order shall be guarantied and warranted as set forth in, and Contractor shall not be relieved from strict compliance with, the guaranty and warranty provisions of the Contract.

4. All Work included in this Change Order shall be covered under the Bonds and the insurance coverages specified in the Contract. If the Contract Price, including this Change Order, exceeds the Contract Price set forth in the Contract, as signed, by twenty percent (20%), Contractor shall submit to Owner satisfactory evidence of such increased coverage under the Bonds.

III. ADJUSTMENTS IN CONTRACT PRICE:

1.	Original Contract Price	$ 353,040.70
2.	Net (addition) (reduction) due to all previous Change Orders Nos. 1 to 1	$ 68,700.00
3.	Contract Price, not including this Change Order	$ 421,740.70
4.	(Addition) ~~(Reduction)~~ to Contract Price due to this Change Order	$ 2,000.00
5.	Contract Price including this Change Order	$ 423,740.70

RECOMMENDED FOR ACCEPTANCE:

CONSULTING ENGINEERS: Consoer Townsend Envirodyne Engineers, Inc.

By: _____ (_____)
Signature of Authorized Representative — Date

ACCEPTED: By my authorized signature below, being first duly sworn on oath, I certify on behalf of Contractor that this Change Order does not authorize or necessitate an increase in the price of any subcontract under the Contract that is 50% or more of the original subcontract price.

CONTRACTOR: Accu-Paving Co., a division of Mertes Contracting Corporation

By: _____ (_____)
Signature of Authorized Representative — Date

DuPAGE WATER COMMISSION:

By: _____ (_____)
Signature of Authorized Representative — Date

DuPage Water Commission
MEMORANDUM

TO:	Robert Martin	General Manager
FROM:	Terry McGhee	Manager of Water Operations
	Ed Kazmierczak	Pipeline Supervisor
	Chris Bostick	Facilities Construction Supervisor
	John Schori	Instrumentation Supervisor
	Frank Frelka	GIS Coordinator

DATE: October 5, 2007

SUBJECT: Status of Operations

Operations Overview

The Commission's sales for the month of September were a total of 2.957 billion gallons. This represents an average day demand of 98.6 million gallons per day (MGD), which is higher than the September 2006 average day demand of 82.6 MGD. The maximum day demand was 111.5 MGD on September 23, 2007, which is higher than the September 2006 maximum day demand of 95.3 MGD. The minimum day flow was 87.0 MGD. The Commission's recorded total precipitation for the month of September of 1.23 inches compared to 4.83 inches for September 2006. The level of Lake Michigan for September 2007 is 577.4 (Feet IGLD 1985) compared to 577.9 (Feet IGLD 1985) for September of 2006.

Construction Overview

Contract PSD-6 Reservoir Addition - Division A – Equipment Storage Building and Material Storage:

Design of the project is ongoing. The acceleration of perimeter fencing and additional security work appears on the agenda as R-61-07 as the "Fourth Amendment for the Contract for Design of Concrete Reservoirs and Other improvements at the DuPage Pump Station".

Contract PSD-6 Reservoir Addition - Division B – Cadwell Avenue Re-Alignment:

With the exception of restoration work, the project is complete. Change Order #2 for additional storm drainage work appears as R-64-07. The completion date remains as November 15, 2007.

Contract PSD-7 DPPS Electrical Generation

The generator facility design is ongoing, with 100% design expected in January 2008. The generator procurement contract is underway, a kickoff meeting was held on September 27, 2007. The DPPS project has been registered for LEED and the design and construction methods will be incorporated into the 60% design documents along with the results of the site security and space needs assessments. A LEEDs design meeting was held on October 2, 2007.

We continue experiencing electrical design delays due to ComEd not assigning a project manager for the utility related work. Other design disciplines remain on track.

Contract PSC-4 Lexington Pump Station Electrical Generation / Photovoltaic Cells / Variable Frequency Drives

100% design documents for generation facilities (Division A) and variable frequency drive work (Division B) are expected in January 2008 with the 100% design documents for the photovoltaic system (Division C) expected in November 2007. Discussions continue as to bidding all divisions together or bidding the photovoltaic cells as a separate contract.

Contract SS-5/07 Hydrodynamic Mixing System at Tank Site 4 East

The contractor has mobilized and has commenced the work. The completion date was September 29, 2007.

Winfield Additional Connection

The Village of Winfield has posted the required deposits and the engineer is beginning the design work.

DuPage County Service Areas

By direction of County Staff, Commission Staff with engineering assistance will be developing engineering and construction estimates for two service areas. The engineering assistance appears as R-63-07 as the "First Amendment to Task Order No. 15" for CTE. These estimates are necessary in order for the County to post required deposits before design and construction work may begin.

GIS

ArcGIS Upgrade

The ArcGIS software has been upgraded to version 9.2. This new version includes ArcGIS Server which is a new product from ESRI that is intended to eventually replace ArcIMS as Internet mapping software. Additional work is

required from Patrick Engineering to construct an ArcGIS Server map service and to conduct staff training.

GIS Data Layers

Work continues on data layers to be used to support work order management in conjunction with GIS and Datastream 7i integration as well as corrosion control. This includes a quality control review of calculated pipeline station values to ensure the integrity of the pipeline linear referencing system.

Pipeline Construction Overview

CONTRACT VSR-1/06 VALVE STEM REPLACEMENT

Design is approximately 60% complete.

CONTRACT TW-4 AC CURRENT MITIGATION

Work is expected to begin on Monday October 8.

OCTOBER 2007 COMMISSION AGENDA ITEMS

R-59-07----Appears on the agenda as Task Order 19 to CTE for the development of certain technical specifications for inclusion into the bidding and contract documents for the Commission's VSR-1 Contract.

The following are attachments to this memorandum:

1. DuPage Laboratory Bench Sheets for September, 2007
2. Water Sales Analysis 01-September-03 to 31-September-07
3. Chart showing Commission sales versus allocations
4. Chart showing Commission sales versus historical averages

EPA0907

DUPAGE WATER COMMISSION LABORATORY BENCH SHEET
MONTHLY REPORT FOR SEPTEMBER 2007

	LEXINGTON SUPPLY			DUPAGE DISCHARGE							
DAY	FREE CL_2 mg/l	TURBIDITY NTU	PO_4 mg/l	FREE CL_2 mg/l	TURBIDITY NTU	TEMP °F	pH	Fluoride	PO_4 mg/l	P.A.C. LBS/MG	ANALYST INT
1	0.71	0.09	0.41	0.84	0.07	71	7.6	1.1	0.41	0	GA
2	0.75	0.09	0.40	0.85	0.08	71	7.6	1.1	0.41	0	GA
3	0.77	0.08	0.41	0.89	0.06	70	7.6	1.1	0.41	0	GA
4	0.78	0.08	0.42	0.82	0.07	71	7.7	1.1	0.43	0	KD
5	0.79	0.09	0.44	0.81	0.08	70	7.5	1.1	0.45	0	KD
6	0.72	0.08	0.46	0.82	0.07	70	7.4	1.1	0.48	0	KD
7	0.76	0.09	0.47	0.82	0.08	70	7.5	1.1	0.48	0	KD
8	0.76	0.09	0.44	0.83	0.08	71	7.7	1.1	0.44	0	GA
9	0.76	0.07	0.48	0.83	0.08	70	7.6	1.1	0.41	0	GA
10	0.76	0.10	0.45	0.81	0.08	70	7.6	1.1	0.42	0	GA
11	0.75	0.09	0.42	0.87	0.07	70	7.5	1.1	0.42	0	GA
12	0.75	0.08	0.44	0.88	0.08	70	7.7	1.1	0.45	0	KD
13	0.74	0.09	0.47	0.86	0.09	70	7.5	1.1	0.46	0	KD
14	0.76	0.08	0.47	0.88	0.07	70	7.5	1.1	0.48	0	KD
15	0.76	0.08	0.49	0.84	0.08	68	7.7	1.1	0.45	0	KD
16	0.79	0.08	0.42	0.89	0.08	68	7.6	1.2	0.45	0	GA
17	0.81	0.09	0.42	0.88	0.07	66	7.5	1.2	0.43	0	GA
18	0.79	0.07	0.48	0.87	0.08	66	7.6	1.2	0.41	0	GA
19	0.79	0.09	0.42	0.84	0.07	66	7.6	1.2	0.42	0	GA
20	0.77	0.08	0.45	0.89	0.07	68	7.6	1.2	0.44	0	KD
21	0.74	0.07	0.47	0.84	0.08	68	7.7	1.1	0.48	0	KD
22	0.76	0.07	0.46	0.81	0.08	68	7.7	1.1	0.46	0	KD
23	0.78	0.08	0.44	0.82	0.07	68	7.6	1.1	0.44	0	KD
24	0.76	0.09	0.44	0.83	0.07	68	7.7	1.1	0.48	0	GA
25	0.73	0.08	0.38	0.82	0.06	68	7.6	1.2	0.41	0	GA
26	0.75	0.09	0.49	0.82	0.06	68	7.6	1.2	0.40	0	GA
27	0.75	0.08	0.43	0.81	0.10	66	7.6	1.1	0.40	0	GA
28	0.76	0.07	0.43	0.83	0.08	66	7.7	1.1	0.41	0	KD
29	0.76	0.08	0.44	0.84	0.09	66	7.6	1.1	0.44	0	KD
30	0.76	0.07	0.48	0.84	0.07	66	7.5	1.1	0.51	0	KD
31										0	
AVG	0.76	0.08	0.44	0.84	0.08	68.60	7.60	1.12	0.44	0.01	
MAX	0.81	0.10	0.49	0.89	0.10	71.00	7.70	1.20	0.51	0.40	
MIN	0.71	0.07	0.38	0.81	0.06	66.00	7.40	1.10	0.40	0.00	

Terrance McGhee
Manager of Water Operations

Robert L Martin
General Manager

DU PAGE WATER COMMISSION
WATER SALES ANALYSIS 01-May-92 TO 30-Sep-07

PER DAY AVERAGE 82,155,454

MONTH	SALES TO CUSTOMERS (GALLONS)	PURCHASES FROM CHICAGO (GALLONS)	GALLONS BILLED %	BILLINGS TO CUSTOMERS	BILLINGS FROM CHICAGO	DOCUMENTED COMMISSION WATER USE (2)	DOCUMENTED COMMISSION WATER USE %	TOTAL ACCOUNTED FOR %
May-05	2,751,156,000	2,826,791,957	97.32%	$3,383,921.88	$3,669,175.96	7,991,723	0.28%	97.61%
Jun-05	3,775,195,000	3,884,927,612	97.18%	$4,645,553.10	$5,042,636.04	6,563,800	0.17%	97.34%
Jul-05	4,078,909,000	4,145,332,157	98.40%	$5,017,058.07	$5,380,641.14	6,773,400	0.16%	98.56%
Aug-05	3,498,090,000	3,609,900,000	96.90%	$4,302,650.70	$4,685,677.02	8,573,152	0.24%	97.14%
Sep-05	3,202,484,000	3,289,206,394	97.36%	$3,939,055.32	$4,269,389.90	6,689,590	0.20%	97.57%
Oct-05	2,545,686,000	2,647,388,860	96.16%	$3,131,193.78	$3,436,310.74	6,998,672	0.26%	96.42%
Nov-05	2,238,636,000	2,261,375,216	98.99%	$2,753,522.28	$2,935,265.03	5,496,962	0.24%	99.24%
Dec-05	2,362,455,000	2,422,577,673	97.52%	$2,905,819.65	$3,144,505.82	5,810,930	0.24%	97.76%
Jan-06	2,241,162,000	2,303,320,263	97.30%	$2,756,629.26	$3,063,415.95	4,323,441	0.19%	97.49%
Feb-06	2,033,220,000	2,083,799,323	97.57%	$2,500,915.68	$2,771,453.10	3,709,927	0.18%	97.75%
Mar-06	2,189,124,000	2,245,513,008	97.49%	$2,693,251.86	$2,986,532.30	5,523,343	0.25%	97.73%
Apr-06	2,288,760,000	2,342,619,023	97.70%	$2,815,174.80	$3,115,683.30	3,928,470	0.17%	97.87%
May-06	2,610,813,000	2,692,357,782	96.97%	$3,237,408.12	$3,580,835.85	5,227,307	0.19%	97.17%
Jun-06	2,992,447,000	3,070,487,707	97.46%	$3,710,960.98	$4,083,748.65	4,407,260	0.14%	97.60%
Jul-06	3,271,454,000	3,360,915,489	97.34%	$4,056,602.96	$4,470,017.60	4,330,000	0.13%	97.47%
Aug-06	3,182,143,000	3,278,914,023	97.05%	$3,945,857.32	$4,360,955.65	4,157,170	0.13%	97.18%
Sep-06	2,472,175,000	2,539,240,000	97.36%	$3,065,988.70	$3,377,189.20	4,242,692	0.17%	97.53%
Oct-06	2,290,903,000	2,358,823,308	97.12%	$2,840,719.72	$3,137,235.00	4,540,716	0.19%	97.31%
Nov-06	2,180,207,000	2,227,311,241	97.89%	$2,703,456.68	$2,962,323.95	28,850,568	1.30%	99.18%
Dec-06	2,226,395,000	2,288,619,699	97.28%	$2,760,729.80	$3,043,864.20	3,979,814	0.17%	97.46%
Jan-07	2,220,804,000	2,280,218,308	97.39%	$2,753,796.96	$3,032,690.35	3,980,439	0.17%	97.57%
Feb-07	2,140,510,000	2,201,007,331	97.25%	$2,654,454.82	$2,927,339.75	3,710,444	0.17%	97.42%
Mar-07	2,210,108,000	2,255,212,245	98.18%	$2,741,312.06	$4,058,614.95	3,891,151	0.17%	98.35%
Apr-07	2,181,740,000	2,251,116,429	96.92%	$2,705,357.60	$2,993,984.85	4,352,433	0.19%	97.11%
May-07	2,863,644,000	2,951,900,000	97.01%	$2,978,988.48	$3,926,001.00	4,012,875	0.14%	97.15%
Jun-07	3,292,831,000	3,396,024,774	96.96%	$3,424,545.52	$4,516,712.95	4,468,064	0.13%	97.09%
Jul-07	3,314,840,000	3,412,423,571	97.14%	$3,447,433.60	$4,538,523.35	4,456,650	0.13%	97.27%
Aug-07	2,883,008,000	2,966,379,286	97.19%	$2,998,328.32	$3,945,284.45	4,172,900	0.14%	97.33%
Sep-07	2,951,692,000	3,051,590,188	96.73%	$3,070,294.72	$4,058,614.95	3,977,217	0.13%	96.86%
TOTALS (1)	462,617,361,000	476,248,059,400	97.14%	$610,454,272.85	$535,939,307.60	460,572,517	0.10%	97.23%

(1) - SINCE MAY 1, 1992

(2) - REPRESENTS DU PAGE PUMP STATION, METER TESTING AND CONSTRUCTION PROJECT USAGE

Operations\Spreadsheets\H2OSALES.xls

DU PAGE WATER COMMISSION SALES
FY 2007-08 VS. ALLOCATION

DU PAGE WATER COMMISSION SALES
FY 2007-08 & FY 2006-07 VS. HISTORICAL AVERAGE

DuPage Water Commission
MEMORANDUM

TO: Robert Martin, General Manager

FROM: R. Max Richter, Financial Administrator RMR

DATE: October 5, 2007

SUBJECT: Financial Report – September

- Water sales for the fiscal year are over budget by $1.8 million (10.6%) and water purchases from Chicago are over budget by $2.2 million (11.46%).
- September sales tax collections (June sales) were $139,936 (4.47%) more than the same period last fiscal year.
- Commission's investment portfolio had a market value of $84.9 million on September 30, 2007. The original purchase price of the portfolio was $84.8 million. The portfolio was earning approximately 4.582% based on market yield and 4.778% based on original purchase price.
- Interest payment for the 2001 General Obligation of $1,201,325 was made on September 1, 2007.

cc: Chairman and Commissioners

DuPage Water Commission
Sales Tax Collected - Current Month
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
FY 1999
FY 2000
FY 2001
FY 2002
FY 2003
FY 2004
FY 2005
FY 2006
FY 2007
FY 2008
SEPTEMBER

DuPage Water Commission
Sales Tax Collections - Year to Date

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2007

01 -WATER FUND

ACCOUNT # ACCOUNT NAME	2006-2007 BALANCE	2007-2008 BALANCE
ASSETS		
CURRENT		
CASH	449,329.10	1,000,324.24
INVESTMENTS	136,463,737.92	84,872,177.57
ACCOUNTS RECEIVABLE		
WATER SALES	5,969,666.70	4,750,424.53
INTEREST RECEIVABLE	991,038.03	921,669.82
OTHER	8,816,209.98	8,952,244.19
INVENTORY & PREPAIDS	310,746.46	374,295.95
TOTAL CURRENT ASSETS	153,000,728.19	100,871,136.30
NONCURRENT ASSETS		
FIXED ASSETS	447,639,178.71	447,605,548.58
LESS:ACCUMULATED DEPRECIATION	(88,682,632.76)	(95,288,539.29)
CONSTRUCTION WORK IN PROGRESS	21,414,776.08	21,553,558.70
LONG TERM RECEIVABLES	4,999,623.00	5,637,191.54
DEFERRED WATER SUPPLY CONTRACTS	0.00	0.00
TOTAL NONCURRENT ASSETS	385,370,945.03	379,507,759.53
TOTAL ASSETS	538,371,673.22	480,378,895.83
LIABILITIES		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	6,875,719.04	6,004,302.41
BONDS PAYABLE	18,895,000.00	19,840,000.00
DUE TO THE COUNTY	15,000,000.00	0.00
ACCRUED INTEREST	2,576,153.13	2,352,590.62
CONTRACT RETENTION	243,164.56	108,347.65
DEFERRED REVENUE	2,655,579.63	2,548,140.62
TOTAL CURRENT LIABILITIES	46,245,616.36	30,853,381.30
NONCURRENT LIABILITIES		
REVENUE BONDS	96,869,121.02	87,840,687.71
GENERAL OBLIGATION BONDS	46,603,943.77	35,661,291.86
DUE TO THE COUNTY	0.00	0.00
TOTAL NONCURRENT LIABILITIES	143,473,064.79	123,501,979.57
TOTAL LIABILITIES	189,718,681.15	154,355,360.87
BEGINNING EQUITY/RESERVES	344,386,211.33	362,973,609.61
TOTAL REVENUE	39,446,976.51	36,326,558.63
TOTAL EXPENSES	35,180,195.77	73,276,633.28
TOTAL EQUITY/RESERVES	4,266,780.74	(36,950,074.65)
NET ASSETS	538,371,673.22	480,378,895.83

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF:SEPTEMBER 30TH, 2007

01 -WATER FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
WATER SERVICE	41,649,973.00	3,724,416.27	0.00	19,191,354.08	0.00	22,458,618.92	45.08
TAXES	36,390,944.00	3,270,742.25	0.00	15,044,755.17	0.00	21,346,188.83	41.34
OTHER INCOME	5,052,878.00	362,905.51	0.00	2,090,449.38	0.00	2,962,428.62	41.37
TOTAL REVENUES	83,093,795.00	7,358,064.03	0.00	36,326,558.63	0.00	46,767,236.37	43.72
EXPENDITURE SUMMARY							
ADMINISTRATION							
PERSONNEL SERVICES	5,297,852.00	247,787.92	0.00	1,737,210.29	0.00	3,560,641.71	32.79
CONTRACT SERVICES	779,046.00	14,928.48	0.00	204,897.89	0.00	574,148.11	26.30
INSURANCE	828,501.00	63,280.91	0.00	327,671.81	0.00	500,829.19	39.55
OPERATIONAL SUPPORT SRVS	720,200.00	29,179.46	0.00	228,340.97	0.00	491,859.03	31.71
WATER OPERATION	52,987,096.00	4,857,546.69	0.00	23,973,117.67	0.00	29,013,978.33	45.24
BOND INTEREST	7,434,993.00	631,906.66	0.00	3,169,977.87	0.00	4,265,015.13	42.64
CAPITAL	6,963,224.02	555,253.68	0.00	2,803,963.55	0.00	4,159,260.47	40.27
WORK IN PROGRESS	9,715,000.00	69,039.44	0.00	831,453.23	0.00	8,883,546.77	8.56
TOTAL ADMINISTRATION	84,725,912.02	6,468,923.24	0.00	33,276,633.28	0.00	51,449,278.74	39.28
TOTAL EXPENDITURES	84,725,912.02	6,468,923.24	0.00	33,276,633.28	0.00	51,449,278.74	39.28
REVENUE OVER/(UNDER) EXPENDITURES	(1,632,117.02)	889,140.79	0.00	3,049,925.35	0.00	(4,682,042.37)	186.87-

DU PAGE WATER COMMISSION
INVESTMENTS
(Unaudited)
September 30, 2007

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE	PURCHASED TO YIELD	MARKET YIELD	PAR VALUE	MARKET	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 09/30/07	BID PRICE 09/30/07
Water Fund Depository Accounts (01-1210)											
Illinois Funds-Money Market	3.992%	09/30/07	10/01/07	3.992%	3.992%	$ 439,634.47	$ 439,634.47	$ -	$ 439,634.47	$ -	100.000
Illinois Funds-Prime Fund	5.019%	09/30/07	10/01/07	5.019%	5.019%	1,184,159.72	1,184,159.72	-	1,184,159.72	-	100.000
				4.741%	4.741%	$ 1,623,794.19	$ 1,623,794.19	$ -	$ 1,623,794.19	$ -	
Water Fund Oper. & Maint. Acct. (01-1211)											
Illinois Funds-Money Market	3.992%	09/30/07	10/01/07	3.992%	3.992%	$ 6,257,583.76	$ 6,257,583.76	$ -	$ 6,257,583.76	$ -	100.000
Illinois Funds-Prime Fund	5.019%	09/30/07	10/01/07	5.019%	5.019%	5,407,548.41	5,407,548.41	-	5,407,548.41	-	100.000
				4.468%	4.468%	$ 11,665,132.17	$ 11,665,132.17	$ -	$ 11,665,132.17	$ -	
Revenue Bond Interest Account (01-1212)											
One Group Government Money Market	3.570%	09/30/07	10/01/07	3.570%	3.570%	$ 394.51	$ 394.51	$ -	$ 394.51	$ 0.79	100.000
U. S. Treas. Notes (JP Morgan)	4.250%	05/24/07	10/31/07	4.793%	3.940%	573,000.00	573,000.00	1,387.73	571,612.27	10,146.88	100.000
U. S. Treas. Notes (JP Morgan)	4.250%	06/28/07	10/31/07	4.786%	3.940%	428,000.00	428,000.00	869.37	427,130.63	7,579.17	100.000
U. S. Treas. Notes (JP Morgan)	4.250%	07/11/07	10/31/07	4.783%	3.940%	428,000.00	428,000.00	785.78	427,214.22	7,579.17	100.000
U. S. Treas. Notes (JP Morgan)	4.250%	08/07/07	10/31/07	4.755%	3.940%	427,000.00	427,000.00	583.79	426,416.21	7,561.46	100.000
U. S. Treas. Notes (JP Morgan)	4.250%	09/19/07	10/31/07	3.577%	3.940%	423,000.00	423,000.00	(280.90)	423,280.90	7,490.63	100.000
				4.557%	3.940%	$ 2,279,394.51	$ 2,279,394.51	$ 3,345.77	$ 2,276,048.74	$ 40,358.10	
Revenue Bond Principal (01-1213)											
One Group Government Money Market	3.570%	09/30/07	10/01/07	3.570%	3.570%	$ 280.92	$ 280.92	$ -	$ 280.92	$ 1.04	100.000
U. S. Treas. Notes (JP Morgan)	4.875%	05/24/07	04/30/08	4.949%	4.090%	1,147,000.00	1,151,301.25	5,197.34	1,146,103.91	23,298.44	100.375
U. S. Treas. Notes (JP Morgan)	4.875%	06/28/07	04/30/08	4.973%	4.090%	757,000.00	759,838.75	3,548.44	756,290.31	15,376.56	100.375
U. S. Treas. Notes (JP Morgan)	4.875%	07/11/07	04/30/08	4.943%	4.090%	754,000.00	756,827.50	3,328.20	753,499.30	15,315.63	100.375
U. S. Treas. Notes (JP Morgan)	4.875%	08/07/07	04/30/08	4.785%	4.090%	750,000.00	752,812.50	2,460.94	750,351.56	15,234.38	100.375
U. S. Treas. Notes (JP Morgan)	4.875%	09/19/07	04/30/08	4.517%	4.090%	743,000.00	745,786.25	(696.56)	746,482.81	15,092.19	100.375
				4.845%	4.090%	$ 4,151,280.92	$ 4,166,847.17	$ 13,838.36	$ 4,153,008.81	$ 84,318.24	
Revenue Bond Debt Svc. Reserve (01-1214)											
				N/A	N/A	$ -	$ -	$ -	$ -	$ -	
Water Fund Oper. & Maint. Res. (01-1215)											
Illinois Funds-Money Market	3.992%	09/30/07	10/01/07	3.992%	3.992%	$ 10,458,482.72	$ 10,458,482.72	$ -	$ 10,458,482.72	$ -	100.000
Illinois Funds-Prime Fund	5.019%	09/30/07	10/01/07	5.019%	5.019%	1,990,355.82	1,990,355.82	-	1,990,355.82	-	100.000
				4.156%	4.156%	$ 12,448,838.54	$ 12,448,838.54	$ -	$ 12,448,838.54	$ -	
Water Fund Depreciation Account (01-1216)											
Illinois Funds-Money Market	3.992%	09/30/07	10/01/07	3.992%	3.992%	$ 3,079,225.12	$ 3,079,225.12	$ -	$ 3,079,225.12	$ -	100.000
Illinois Funds-Prime Fund	5.019%	09/30/07	10/01/07	5.019%	5.019%	3,735,131.46	3,735,131.46	-	3,735,131.46	-	100.000
				4.555%	4.555%	$ 6,814,356.58	$ 6,814,356.58	$ -	$ 6,814,356.58	$ -	

DU PAGE WATER COMMISSION
INVESTMENTS
(Unaudited)
September 30, 2007

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE	PURCHASED TO YIELD	MARKET YIELD	PAR VALUE	MARKET	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 09/30/07	BID PRICE 09/30/07
Water Fund General Account (01-1217)											
Illinois Funds-Money Market	3.992%	09/30/07	10/01/07	3.992%	3.992%	$ -	$ -	$ -	$ -	$ -	100.000
Illinois Funds-Prime Fund	5.019%	09/30/07	10/01/07	5.019%	5.019%	884,922.22	884,922.22	-	884,922.22	-	100.000
				5.019%	5.019%	$ 884,922.22	$ 884,922.22	$ -	$ 884,922.22	$ -	
Water Fund General Account (01-1218)											
Illinois Funds-Money Market	3.992%	09/30/07	10/01/07	3.992%	3.992%	$ -	$ -	$ -	$ -	$ -	100.000
Illinois Funds-Prime Fund	5.019%	09/30/07	10/01/07	5.019%	5.019%	-	-	-	-	-	100.000
				N/A	N/A	$ -	$ -	$ -	$ -	$ -	
Sales Tax Funds (01-1230)											
Illinois Funds-Money Market	3.992%	09/30/07	10/01/07	3.992%	3.992%	$ 829,549.09	$ 829,549.09	$ -	$ 829,549.09	$ -	100.000
Illinois Funds-Prime Fund	5.019%	09/30/07	10/01/07	5.019%	5.019%	4,545,294.07	4,545,294.07	-	4,545,294.07	-	100.000
Cert. of Deposit (West Suburban Bank)	5.252%	10/16/06	10/16/07	5.252%	5.252%	64,900.00	64,900.00	-	64,900.00	3,259.13	100.000
Cert. of Deposit (Suburban Bank & Trust)	5.260%	10/18/06	10/17/07	5.260%	5.260%	6,000,000.00	6,000,000.00	-	6,000,000.00	300,036.16	100.000
Cert. of Deposit (Oak Brook Bank)	5.250%	01/12/07	01/14/08	5.250%	5.250%	6,000,000.00	6,000,000.00	-	6,000,000.00	225,246.58	100.000
Cert. of Deposit (Mid America Bank)	5.000%	05/07/07	05/07/08	5.000%	5.000%	6,000,000.00	6,000,000.00	-	6,000,000.00	120,000.00	100.000
Cert. of Deposit (Winfield Community Bank)	4.500%	06/15/07	06/15/08	4.500%	4.500%	2,500,000.00	2,500,000.00	-	2,500,000.00	32,979.45	100.000
Cert. of Deposit (West Suburban Bank)	5.276%	07/17/07	07/17/08	5.276%	5.276%	5,935,100.00	5,935,100.00	-	5,935,100.00	64,342.99	100.000
				5.085%	5.085%	$ 31,874,843.16	$ 31,874,843.16	$ -	$ 31,874,843.16	$ 745,864.31	
2001 G. O. Bonds Debt Service (01-1243)											
FAMGOFIC Money Market	4.700%	09/30/07	10/01/07	4.700%	4.700%	$ 1,290,922.15	$ 1,290,922.15	$ -	$ 1,290,922.15	$ 5,646.15	100.000
U. S. Treas. Notes (LaSalle Bank)	4.625%	02/13/07	02/29/08	5.052%	4.030%	11,801,000.00	11,823,126.88	73,756.25	11,749,370.63	45,483.02	100.188
				5.017%	4.096%	$ 13,091,922.15	$ 13,114,049.03	$ 73,756.25	$ 13,040,292.78	$ 51,129.17	
	TOTAL ALL FUNDS			4.778%	4.582%	$ 84,834,484.44	$ 84,872,177.57	$ 90,940.38	$ 84,781,237.19	$ 921,669.82	

September 30, 2007	90 DAY US TREASURY YIELD	3.850%

DuPage Water Commission
MEMORANDUM

TO: Finance Committee

FROM: R. Max Richter
Financial Administrator RMR

DATE: October 5, 2007

SUBJECT: A/P History Report
A/P Regular Open Item Register

The following is a summary of the Historical Check Report and Accounts Payables for the October 11th Commission meeting as requested by the Finance Committee.

September A/P History Check Report (1)		$4,999,790.40
A/P Regular Open Item Register		92,477.28
	Total	$5,092,237.68

(1) Previously authorized

Accounting/Correspondence/Accounts Payable 101107.doc

DuPage Water Commission
MEMORANDUM

TO: Chairman Rathje and Commissioners

FROM: Robert L. Martin, P.E.
General Manager

DATE: October 5, 2007

SUBJECT: Possible Locations for Commission Meetings

At the last Commission meeting the Board discussed the possibility of the Commission conducting its monthly meeting at a location other than the Pumping Station. Letters were sent to the City of Elmhurst, the Village of Glen Ellyn and the City of Wheaton. Elmhurst was selected because of the location of the Commission's Administration/Pumping Station and Glen Ellyn and Wheaton were selected because of their central location within the County.

Elmhurst City Manager Thomas Borchert (copy attached) notified me that due to scheduling conflicts Elmhurst would be unable to accommodate the Commission. If the Commission would consider changing its meeting from the second Thursday, the matter could be revisited. Wheaton City Manager Donald Rose informed me by phone of scheduling conflicts for Wheaton, but would be willing to host the Commission if the meeting day was changed. Acting Glen Ellyn Village Manager indicated that Glen Ellyn would be willing to host the Commission's monthly meeting (copy attached). If the Commission chooses to relocate the location of its monthly meeting I would recommend that this begin with the January 2008 meeting.

With the Commission considering relocating the monthly meeting, I would suggest that the Commission evaluate the Committee structure. The Commission has three options.

1. Continue with the present committee structure with the Administration, Finance and Engineering & Construction Committees meeting prior to the Commission meeting.
2. Instead of the standing committees conduct a Committee of the Whole meeting prior to each Board meeting.
3. Eliminate the standing committees and conduct a Committee of the Whole meeting on an as needed basis, similarly to our current Committee of the Whole meetings.

Robert Martin

From: Tom Borchert [Tom.Borchert@elmhurst.org]
Sent: Wednesday, September 26, 2007 2:13 PM
To: Robert Martin
Cc: Dorothy Schmidtke; Pat Dungey
Subject: 9/19 letter re. Commission Bd meetings---Elmhurst response.

Unfortunately your meeting schedule is in conflict with the City of Elmhurst Planning and Zoning commission's regular meeting schedule and therefore Elmhurst would NOT be interested in hosting your Bd meetings.
Should the DWC board meeting night be on a tuesday or wednesday Elmhurst would be able to discuss the arrangement suggested.

Thanks----If your interest in another site doesn't work out on thursday nights perhaps ELmhurst and DWC could revisit the issue if for a different night of the week.

The information contained in this e-mail and any accompanying documents may contain information that is confidential or otherwise protected from disclosure. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message, including any attachments. Any dissemination, distribution, or other use of the contents of this message and/or the attachments by anyone other than the intended recipient is strictly prohibited.

Village President
Vicky Hase

Trustees
Timothy A. Armstrong
Jim Comerford
Peter F. Ladesic
Sara Lee
Peter Norton
Michelle Z. Thorsell

Civic Center
535 Duane Street
Glen Ellyn, Illinois 60137
(630)469-5000
Fax (630)469-8849
Website: www.glenellyn.org

Police Department
535 Duane Street
(630)469-1187
Fax (630)469-1861

Public Works Department
30 South Lambert Road
(630)469-6756
Fax (630)469-3128

October 4, 2007

Robert L. Martin
General Manager
DuPage Water Commission
600 E. Butterfield Road
Elmhurst, IL 60126

Dear Mr. Martin:

The Village has reviewed your attached letter investigating the possibility of holding DuPage Water Commission meetings in the Glen Ellyn Civic Center. Based on our current schedule of meetings held in the facility, we believe we are able to accommodate your needs for a regular meeting room and two nearby breakout rooms, which we would make available for a total charge of $50 per night meeting. Please find attached a diagram of the spaces we have in mind on the third floor of the Civic Center, accessible by stairway and elevator.

This landmarked facility was originally constructed during the Depression as a junior high school designed in the style of Independence Hall. Since the 1970's, it has housed the Village offices for the Administrative, Finance, Planning & Development, and Police Departments.

One question would be to consider whether the Commission might prefer adjusting the night of its monthly meeting. For example, while these rooms are available on the second Thursday of each month, the Plan Commission meets here that same night, which can draw crowds that create more noise in the building and parking challenges. The third Thursday evening of the month does not have regular meetings scheduled.

In summary, the Village of Glen Ellyn welcomes your interest and would be honored to host your esteemed group on a regular basis. If you are interested in pursuing this opportunity, please contact me to schedule a site visit.

Sincerely,

Curt Barrett
Acting Village Manager
CB:cja Admin/Letters/DWCRoomRequest

cc: Honorable President and Board of Trustees
Daniel Sullivan, Facilities Superintendent

Attachments

DuPage Water Commission monthly meetings

Rooms 301, 302, 303 - NOT TO SCALE