



DuPage Water Commission

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

AGENDA

DUPAGE WATER COMMISSION

THURSDAY, FEBRUARY 18, 2016
6:30 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 3 minutes per person)
- IV. Approval of Minutes
(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To approve the Minutes of the December 17, 2015 Regular Meeting of the DuPage Water Commission (Voice Vote).

- V. Treasurer's Report – December 2015 and January 2016
(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To accept the December 2015 and the January 2016 Treasurer's Reports (Voice Vote).

- VI. Committee Reports
 - A. Finance Committee
 1. Report of 2/18/16 Finance Committee
 2. Actions on Other Items Listed on 2/18/16 Finance Committee Agenda
 - B. Administration Committee
 1. Report of 2/18/16 Administration Committee

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

2. Resolution No. R-1-16: A Resolution Amending and Restating the Personnel Manual

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

3. Resolution No. R-4-16: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission

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

RECOMMENDED MOTION: To adopt item numbers 2 and 3 under the Administration Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures (Roll Call).

4. Actions on Other Items Listed on 2/18/16 Administration Committee Agenda

C. Engineering & Construction Committee

1. Report of 2/18/16 Engineering & Construction Committee

2. Request For Board Action - To suspend the purchasing procedures of the Commission's By-Laws and authorize the General Manager to approve Requisition No. 31847 **(Infor Enterprise Asset Management System Annual Software Maintenance Agreement – \$40,402.08)**

(TO SUSPEND PURCHASING PROCEDURES: 2/3 Majority of those Commissioners Present, provided there is a quorum)

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

3. Resolution No. R-2-16: A Resolution Approving and Ratifying Certain Contract QR-10/13 Change Orders **(Change Order No. 1 to Work Authorization Order 10.007 – Rossi Contractors, Inc. – Revise Final Cost to \$6,503.57)**

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

4. Resolution No. R-3-16: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Electrical Contract QRE-7/15 **(Windy City Electric Co. – Estimated Not To Exceed \$13,000.00)**

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

5. Resolution No. R-5-16: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QR-10/13 **(John Neri Construction Co. Inc. – Estimated Cost \$42,500.00)**

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

6. Resolution No. R-6-16: A Resolution Approving and Authorizing the Execution of a New Electrical Supply Pricing Agreement – **(Constellation New Energy for a total electrical cost not-to-exceed 4.29 cents per kWh)**

(TO SUSPEND PURCHASING PROCEDURES: 2/3 Majority of those Commissioners Present, provided there is a quorum)

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

7. Resolution No. R-7-16: A Resolution Awarding a Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East-Contract SS-7/16 **(Era-Valdivia Contractors, Inc. - \$2,907,580.00)**

(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)

8. Resolution No. R-8-16: A Resolution Approving and Ratifying Certain Contract Change Orders for Masonry, Concrete and Handrail Rehabilitation Work for the DuPage Water Commission **(Manusos General Contracting, Inc. – Reduction of Final Contract Price by \$85,843.55)**

(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 item numbers 2 through 8 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures (Roll Call).

9. Actions on Other Items Listed on 2/18/16 Engineering & Construction Committee Agenda

VII. 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 \$7,898,651.36, (December 2015, disbursements made with concurrence of Commission's Chairman) and \$8,030,334.01 (January 2016) subject to submission of all contractually required documentation, for invoices that have been received (Roll Call).

RECOMMENDED MOTION: To approve the Accounts Payable in the amount of \$1,130,215.00, (December 2015, disbursements made with concurrence of Commission's Chairman) and \$775,925.00 (January 2016) subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated (Roll Call).

- VIII. Chairman's Report
- IX. Omnibus Vote Requiring Majority Vote
- X. Omnibus Vote Requiring Super-Majority or Special Majority Vote
- XI. Old Business
- XII. New Business
- 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) and (2), to discuss acquisition of real estate pursuant to 5 ILCS 120/2(c)(5), to discuss pending, probable, or imminent litigation pursuant to 5 ILCS 120/2(c)(11), and/or to discuss minutes of closed meetings pursuant to 5 ILCS 120/2(c)(21) (Roll Call).

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

- XIV. Adjournment

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

**MINUTES OF A MEETING OF THE
DuPAGE WATER COMMISSION
HELD ON THURSDAY, DECEMBER 17, 2015
600 E. BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Zay at 6:35 P.M.

Commissioners in attendance: J. Broda, L. Crawford, J. Fennell, R. Gans, D. Loftus, D. Novotny, J. Pruy, F. Saverino, P. Suess and J. Zay

Commissioners Absent: R. Furstenau, D. Russo, and M. Scheck

Also in attendance: Treasurer W. Fates, J. Spatz, C. Johnson, T. McGhee, C. Peterson, J. Rodriguez, R. C. Bostick, F. Frelka, J. Schori, M. Weed, E. Kazmierczak, and R. Jones of Gorski & Good

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Broda moved to approve the Minutes of the November 19, 2015 Regular Meeting of the DuPage Water Commission. Seconded by Commissioner Loftus and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

TREASURER REPORT

Treasurer Fates presented the November 2015 Treasurer's Report, consisting of twelve pages, noting that pages 1, 2 and 3 contained a brief summary of the report.

Treasurer Fates pointed out the \$120.8 million of cash and investments on page 4, which reflected an increase of about \$1.4 million from the previous month. Treasurer Fates also pointed out the schedule of investments on pages 5 through 10 totaling \$115.4 million and the market yield on the total portfolio showed 86 basis points which had slightly increased from the prior month. On page 11, the statement of cash flows showed an increase in cash and investments by about \$21.3 million and operating activities increased cash by approximately \$9.9 million, roughly \$21.5 million of sales tax was received, and principal and interest debt payments on bonds totaled about \$6.6 million. On page 12, the monthly cash/operating report showed that the Commission had met or exceeded all of its reserve requirements and approximately \$5.4 million of outstanding debt in Table 3, Row J.

Commissioner Gans moved to accept the November 2015 Treasurer's Report. Seconded by Commissioner Pruy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

COMMITTEE REPORTS

Finance Committee – Reported by Commissioner Suess

Commissioner Suess reported that the Finance Committee had no actions items for consideration, but that the Committee had discussed the following:

With regards to the subsequent customers capital cost recovery charge payment, the City of Oakbrook Terrace and Village of Winfield have paid their outstanding principal balances for their missed fixed cost and local facilities charges, Illinois American Water have signed the agreements and are planning to pay down the costs in December of 2016, and Argonne National Laboratories are still deciding on how they would like to proceed.

Commissioner Suess referred back to the November 17th Board meeting in which the Commissioner's had requested a breakdown of the cost savings associated with fully funding the Commission's IMRF Pension Plan. Commissioner Suess noted that the additional contribution paid would generate about \$97,000.00 additional interest per year which would go towards the Plan. With the Commission fully funded, it would reduce future contributions by about \$85,000.00 per year.

Administration Committee – Reported by Commissioner Crawford

Commissioner Crawford reported that the Administration Committee had reviewed and recommended for approval all action items listed on the Administration Committee Agenda. After providing a brief summary of all items, Commissioner Crawford moved to adopt item numbers 2 and 3 under the Administration Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Broda.

Commissioner Suess referred to the terms of the John J. Millner contract and requested that a termination provision be added to the contract to terminate at will. General Manager Spatz stated that a termination provision would be added before finalizing the contract.

After Commissioner Crawford noted that Mr. Millner would be providing a quarterly report reflecting all work being done, the motion was and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, L. Crawford, J. Fennell, R. Gans D. Loftus, D. Novotny, J. Pruy, F. Saverino, P. Suess, and J. Zay

Nays: None

Absent: R. Furstenau, D. Russo, and M. Scheck

Minutes of the 12/17/15 Commission Meeting

- Item 2: Resolution No. R-37-15: A Resolution Releasing Certain Executive Session Meeting Minutes at the December 17, 2015, DuPage Water Commission Meeting
- Item 3: Request For Board Action – To authorize the General Manager to enter into a Consulting Agreement with John J. Millner and Associates, Inc., subject to negotiation of acceptable terms, in an amount not to exceed \$24,000.00.

Commissioner Crawford concluded her report by noting that the Employee Handbook would be presented for Board consideration at the next meeting.

Engineering & Construction Committee – Reported by Commissioner Loftus

Commissioner Loftus reported that the Engineering & Construction Committee had reviewed and recommended for approval all action items listed on the Engineering & Construction Agenda. After providing a brief summary of all items, Commissioner Loftus moved to adopt item numbers 2 through 5 under the Engineering & Construction Report section of the Agenda in a single group pursuant to the Omnibus Vote Procedures. Seconded by Commissioner Saverino and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, L. Crawford, J. Fennell, R. Gans D. Loftus, D. Novotny, J. Pruy, F. Saverino, P. Suess, and J. Zay

Nays: None

Absent: R. Furstenau, D. Russo, and M. Scheck

- Item 2: Resolution No. R-38-15: A Resolution Awarding Quick Response Electrical Contract QRE-7/15 (McWilliams Electric Co. Inc. and Windy City Electric Company for the percentages set forth in its Contract Proposal)
- Item 3: Resolution No. R-39-15: A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QR-10/13 (Rossi Contractors Inc. – Estimated at \$4,000.00)
- Item 4: Request For Board Action - To suspend the purchasing procedures of the Commission's By-Laws and authorize the General Manager to approve Requisition No. 29723 in the amount of \$37,600.00 to Black Box Network Services
- Item 5: Request For Board Action - Requisition No. 29686: To Suspend the Purchasing Procedures of the Commission's By-Laws and Authorize the Purchase of Cast Iron Manhole Frames and Lids From Neenah Foundry Company (Neenah Foundry Company – \$43,000.00)

Minutes of the 12/17/15 Commission Meeting

ACCOUNTS PAYABLE

Commissioner Suess moved to approve the Accounts Payable in the amount of \$7,515,672.32 subject to submission of all contractually required documentation, for invoices that have been received and the revised Accounts Payable in the amount of \$1,142,325.00 subject to submission of all contractually required documentation, for invoices that have not yet been received but have been estimated. Seconded by Commissioner Broda and unanimously approved by a Roll Call Vote.

Ayes: J. Broda, L. Crawford, J. Fennell, R. Gans D. Loftus, D. Novotny, J. Pruyn, F. Saverino, P. Suess, and J. Zay

Nays: None

Absent: R. Furstenau, D. Russo, and M. Scheck

CHAIRMAN'S REPORT

Chairman Zay wished everyone a Happy and Healthy Holiday and thanked the Commissioners and staff for their continued hard work in keeping the Commission a self-sustaining water utility.

OMNIBUS VOTE REQUIRING MAJORITY VOTE

None

OMNIBUS VOTE REQUIRING SUPER-MAJORITY OR SPECIAL MAJORITY VOTE

None

OLD BUSINESS

None

NEW BUSINESS

General Manager Spatz referred to the Commission's Annual Holiday Gift Giving Program and thanked everyone for their participation noting that with all the generous donations the Commission was able to help out three families this year.

Commissioner Suess acknowledged General Manager Spatz and staff for their hard work throughout the year.

Commissioner Broda moved to adjourn the meeting at 6:50 P.M. Seconded by Commissioner Pruyn and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DUPAGE WATER COMMISSION INTEROFFICE MEMORANDUM

TO: Chairman and Commissioners
FROM: Bill Fates, Treasurer
DATE: January 12, 2016
SUBJECT: TREASURER'S REPORT – DECEMBER 31, 2015

I am pleased to report that I have reviewed and approved all journal entries and bank reconciliations for the month of December. I have also reviewed the monthly financial statements and budget status reports, and found them to be in order.

Summary of Cash & Investments (Page 4)

1. Cash and investments totaled \$124.7 million at December 31st, an increase of \$3.9 million over the previous month.
2. The balance in the BMO Harris checking account was \$6.2 million at December 31st, an increase of approximately \$0.8 million compared to the \$5.4 million reported last month.
3. The BMO Harris money market accounts had \$13.6 million at month-end, which was unchanged from the preceding month.
4. During the month of December, the IIIT money market accounts increased by \$1.0 million from the prior month.
5. In December, our holdings of U.S. Treasury investments and Commercial Paper increased by approximately \$2.6 million and \$2.0 million, respectively. U.S. Agency investments decreased by \$2.3 million during December.
6. The current holdings of cash and investments are in compliance with the approved investment policy.
7. Over the past eight months the Commission's cash and investments increased a total of \$25.1 million.
 - The Operating & Maintenance Account increased by \$1.9 million, for an ending balance of \$19.0 million.
 - The General Account increased by \$18.0 million, for an ending balance of \$19.0 million. There was a \$3 million transfer from the Operating & Maintenance account.
 - The Sales Tax Account remained relatively unchanged at \$2.1 million.
 - The Capital Reserve Fund increased \$135,613 for a balance of \$29.4 million.

- The Operating Reserve Account increased approximately \$5.3 million for a balance of \$46.2 million.
- The Long-Term Capital Reserve Account increased by \$78,724 for a balance of \$8.0 million.

The following table presents a summary of the changes in cash position by account.

Cash and Investments by Account

Account	Balance 4/30/2015	Balance 12/31/2015	Increase (Decrease)
Operations & Maintenance	\$17,071,214	\$18,978,004	\$ 1,906,790
Bond Interest	11,920	6,119	(5,801)
Bond Principal	1,181,000	909,750	(271,250)
General Account	1,040,019	19,053,982	18,013,963
Sales Tax	2,118,925	2,125,239	6,314
Operating Reserve	40,933,837	46,198,642	5,264,805
Capital Reserve	29,301,655	29,437,268	135,613
Long-Term Cap. Reserve	7,916,324	7,995,048	78,724
Total Cash & Investments	\$99,574,894	\$124,704,052	\$25,129,158

Schedule of Investments (Pages 5-11)

1. The average yield to maturity on the Commission's investments was 0.90%, an increase from the previous month's 0.86%.
2. The portfolio is showing unrealized losses of \$277,942 at December 31, 2015, compared to \$215,019 in unrealized gains at April 30, 2015.
3. The amortized cost of our investments was \$118.5 million at December 31st, an increase of \$3.1 million over the prior month.

Statement of Cash Flows (Page 12)

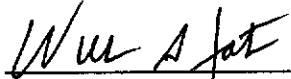
1. The statement of cash flows shows a breakdown of the \$25.1 million increase in cash and investments since the beginning of the fiscal year.
2. Operating activities increased cash by \$12.7 million.
3. \$24.9 million of sales tax revenue was received.
4. Debt service payments totaled \$7.5 million.
5. Capital Assets purchased totaled \$4.3 million year-to-date.
6. Cash flow from investment activity generated \$572,686.

Reserve Analysis (Page 13)

1. The reserve analysis report shows the commission has met or exceeded all reserve targets at December 31st.
2. The Operating and Maintenance Account was \$10.3 million over its target balance of \$8.7 million.

3. The Operating Reserve account is \$6.0 million over its minimum target of \$40.2 million due to a previous month's transfer to increase the balance beyond its minimum per the Board.
4. There was \$4.5 million of debt outstanding at December 31st, a reduction of \$0.9 million from last month. For the year to date, \$7.5 million of debt has been retired.

Respectfully submitted,



Bill Fates, CPA
Treasurer

DU PAGE WATER COMMISSION
 TREASURER'S REPORT
 SUMMARY OF CASH AND INVESTMENTS
 December 31, 2015

FUNDS CONSIST OF:	December 31, 2015	November 30, 2015	INCR. - (DECR.)
PETTY CASH	1,200.00	1,200.00	0.00
CASH AT HARRIS BANK	6,246,720.07	5,448,956.06	797,764.01
TOTAL CASH	6,247,920.07	5,450,156.06	797,764.01
IIIT MONEY MARKET FUNDS	1,193,913.20	135,881.71	1,058,031.49
BMO HARRIS MONEY MARKET FUNDS	13,645,953.53	13,643,895.34	2,058.19
U. S. TREASURY INVESTMENTS	55,084,182.54	52,497,502.75	2,586,679.79
U. S. AGENCY INVESTMENTS	22,859,001.49	25,166,127.57	(2,307,126.08)
MUNICIPAL BONDS	5,423,632.79	5,645,273.56	(221,640.77)
COMMERCIAL PAPER	15,227,417.38	13,237,746.73	1,989,670.65
ASSET BACKED SEC/COLLATERALIZED MORTGAGE OBLIG CERTIFICATES OF DEPOSIT	3,782,031.31 1,240,000.00	3,819,571.21 1,240,000.00	(37,539.90) 0.00
TOTAL INVESTMENTS	118,456,132.24	115,385,998.87	3,070,133.37
TOTAL CASH AND INVESTMENTS	124,704,052.31	120,836,154.93	3,867,897.38
	December 31, 2015	November 30, 2015	% CHANGE
IIIT MONEY MARKET FUNDS	1.0%	0.1%	778.6%
BMO HARRIS MONEY MARKET FUNDS	11.5%	11.8%	0.0%
U. S. TREASURY INVESTMENTS	46.5%	45.5%	4.9%
U. S. AGENCY INVESTMENTS	19.3%	21.8%	-9.2%
MUNICIPAL BONDS	4.6%	4.9%	-3.9%
COMMERCIAL PAPER	12.9%	11.5%	15.0%
ASSET BACKED SEC/COLLATERALIZED MORTGAGE OBLIG CERTIFICATES OF DEPOSIT	3.2% 1.0%	3.3% 1.1%	-1.0% 0.0%
TOTAL INVESTMENTS	100.0%	100.0%	2.7%

Note 1 - Investments are carried at amortized cost.

DU PAGE WATER COMMISSION
INVESTMENTS
(Unaudited)
December 31, 2015

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 12/31/15
Water Fund Oper. & Maint. Acct. (01-121103)										
BMO Harris - Money Market	0.190%	12/31/15	01/01/16	1	0.190%	\$ 12,730,084.72	\$ 12,730,084.72	\$ -	\$ 12,730,084.72	-
Revenue Bond Interest Account (01-121200)										
BMO Harris	0.000%	12/31/15	01/01/16		0.000%	\$ 6,118.81	\$ 6,118.81	\$ -	\$ 6,118.81	\$ -
Revenue Bond Principal (01-121300)										
BMO Harris	0.000%	12/31/15	01/01/16		0.000%	\$ 909,750.00	\$ 909,750.00	\$ -	\$ 909,750.00	\$ -
Water Fund General Account (01-121700)										
IIIT - Money Market	0.030%	12/31/15	01/01/16	1	0.030%	1,086,610.82	1,086,610.82	-	1,086,610.82	-
US Treasury Notes	0.375%	11/23/15	05/31/16	152	0.380%	1,500,000.00	1,499,953.52	12.11	1,499,941.41	491.80
Bank of Tokyo Mitsubishi CP	0.000%	10/21/15	01/21/16	21	0.310%	750,000.00	749,870.84	465.01	749,405.83	-
Toyota Motor Credit CP	0.000%	09/18/15	01/22/16	22	0.330%	1,000,000.00	999,807.50	962.50	998,845.00	-
Toyota Motor Credit CP	0.000%	09/18/15	02/16/16	47	0.400%	1,000,000.00	999,488.89	1,166.67	998,322.22	-
Rabobank Nederland NV CP	0.000%	10/20/15	02/19/16	50	0.310%	1,500,000.00	1,499,367.09	942.92	1,498,424.17	-
Credit Agricole CIB NY CP	0.000%	11/23/15	02/23/16	54	0.400%	2,000,000.00	1,998,822.22	866.66	1,997,955.56	-
JP Morgan Sec LLC CP	0.000%	09/18/15	03/18/16	78	0.500%	1,000,000.00	998,930.55	1,458.33	997,472.22	-
JP Morgan Sec LLC CP	0.000%	10/01/15	04/01/16	92	0.500%	1,000,000.00	998,736.11	1,277.78	997,458.33	-
Toyota Motor Credit CP	0.000%	12/18/15	04/21/16	112	0.660%	500,000.00	498,982.51	100.84	498,881.67	-
Rabobank Nederland NV CP	0.000%	11/23/15	04/21/16	112	0.460%	1,000,000.00	998,581.66	498.33	998,083.33	-
Bank of Tokyo Mits UFJ LTD CP	0.000%	12/21/15	04/22/16	113	0.630%	1,000,000.00	998,040.00	192.50	997,847.50	-
Bank of Tokyo Mitsubishi CP	0.000%	11/23/15	04/25/16	116	0.530%	1,000,000.00	998,306.95	574.17	997,732.78	-
BNP Paribas NY Branch CP	0.000%	12/21/15	05/20/16	141	0.710%	1,750,000.00	1,745,168.06	379.66	1,744,788.40	-
JP Morgan Sec LLC CP	0.000%	12/18/15	06/17/16	169	0.830%	750,000.00	747,095.00	242.08	746,852.92	-
BNP Paribas NY Branch CP	0.000%	12/18/15	06/17/16	169	0.810%	1,000,000.00	996,220.00	315.00	995,905.00	-
CD-Landmark Community Bank, TN	0.000%	10/20/15	01/19/16	19	0.450%	248,000.00	248,000.00	-	248,000.00	223.20
CD-Bank of Early, GA	0.000%	10/20/15	01/19/16	19	0.400%	248,000.00	248,000.00	-	248,000.00	198.40
CD-BofI Federal Bank, CA	0.000%	10/20/15	01/19/16	19	0.510%	248,000.00	248,000.00	-	248,000.00	252.96
CD-Freedom Bank of Virginia, VA	0.000%	11/20/15	05/18/16	139	0.650%	248,000.00	248,000.00	-	248,000.00	185.49
CD-Cit Bank, NA, CA	0.000%	11/20/15	05/18/16	139	0.750%	248,000.00	248,000.00	-	248,000.00	214.03
Weighted Avg Maturity			87		0.479%	\$ 19,076,610.82	\$ 19,053,981.72	\$ 9,454.56	\$ 19,044,527.16	\$ 1,565.88

DU PAGE WATER COMMISSION
INVESTMENTS
(Unaudited)
December 31, 2015

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 12/31/15
Sales Tax Funds (01-123000)										
IIIT - Money Market	0.030%	12/31/15	01/01/16	1	0.030%	4,315.64	4,315.64	-	4,315.64	-
US Treasury Notes	2.000%	01/30/13	01/31/16	31	0.440%	35,000.00	35,044.47	(1,577.01)	36,621.48	292.93
US Treasury Notes	2.000%	03/04/14	01/31/16	31	0.300%	170,000.00	170,235.33	(5,263.11)	175,498.44	1,422.83
US Treasury Notes	0.375%	06/03/14	05/31/16	152	0.380%	75,000.00	74,997.57	9.29	74,988.28	24.59
US Treasury Notes	0.375%	08/03/15	05/31/16	152	0.280%	105,000.00	105,043.10	(43.03)	105,086.13	34.43
US Treasury Notes	1.750%	04/04/14	05/31/16	152	0.540%	150,000.00	150,749.92	(3,152.42)	153,902.34	229.51
US Treasury Notes	0.375%	12/30/15	05/31/16	152	0.480%	155,000.00	154,934.27	0.87	154,933.40	50.82
US Treasury Notes	0.375%	06/01/15	05/31/16	152	0.290%	170,000.00	170,057.73	(81.72)	170,139.45	55.74
US Treasury Notes	0.375%	03/23/15	05/31/16	152	0.390%	320,000.00	319,982.68	32.68	319,950.00	104.92
IN ST Bonds Tax Rev	0.919%	12/23/13	01/15/16	15	0.920%	150,000.00	150,000.00	-	150,000.00	635.64
Regional Trans Auth, IL Rev Bonds	0.550%	05/07/14	05/06/16	127	0.580%	200,000.00	199,976.27	112.27	199,864.00	275.00
Farmer Mac Agency Notes	0.350%	08/11/14	02/11/16	42	0.350%	200,000.00	200,000.00	-	200,000.00	272.22
Fannie Mae Global Notes	0.500%	02/14/13	03/30/16	90	0.540%	115,000.00	114,989.55	120.65	114,868.90	145.35
Fannie Mae Global Notes	0.500%	08/29/13	03/30/16	90	0.710%	150,000.00	149,922.93	722.43	149,200.50	189.58
FHLMC Reference Note	0.400%	11/21/14	05/27/16	148	0.420%	125,000.00	124,989.95	27.45	124,962.50	47.22
Weighted Avg Maturity			110		0.470%	\$ 2,124,315.64	\$ 2,125,239.41	\$ (9,091.65)	\$ 2,134,331.06	\$ 3,780.78

DU PAGE WATER COMMISSION
INVESTMENTS
(Unaudited)
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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 12/31/15
Water Fund Operating Reserve (01-121800)										
IIIT - Money Market	0.030%	12/31/15	01/01/16	1	0.030%	41,566.48	41,566.48	-	41,566.48	-
US Treasury Notes	1.000%	02/27/14	03/31/17	456	0.730%	950,000.00	953,146.29	(4,572.46)	957,718.75	2,413.93
US Treasury Notes	1.000%	03/19/14	03/31/17	456	0.920%	1,850,000.00	1,851,769.08	(2,494.59)	1,854,263.67	4,700.82
US Treasury Notes	0.625%	03/12/13	05/31/17	517	0.720%	675,000.00	674,144.55	1,675.80	672,468.75	368.85
US Treasury Notes	0.625%	05/15/14	05/31/17	517	0.830%	1,000,000.00	997,190.18	3,205.80	993,984.38	546.45
US Treasury Notes	2.500%	12/09/14	06/30/17	547	0.920%	750,000.00	767,616.67	(12,354.03)	779,970.70	51.51
US Treasury Notes	0.625%	10/31/12	09/30/17	639	0.750%	100,000.00	99,790.86	423.68	99,367.18	158.81
US Treasury Notes	0.625%	10/31/12	09/30/17	639	0.750%	300,000.00	299,372.58	1,271.02	298,101.56	476.43
US Treasury Notes	0.750%	11/01/12	10/31/17	670	0.740%	25,000.00	25,005.44	44.49	24,960.95	31.94
US Treasury Notes	0.625%	11/05/12	10/31/17	670	0.740%	100,000.00	100,021.75	177.95	99,843.80	127.75
US Treasury Notes	0.750%	03/08/13	02/28/18	790	0.850%	1,500,000.00	1,496,807.36	4,072.98	1,492,734.38	3,801.51
US Treasury Notes	0.750%	04/30/15	03/31/18	821	0.840%	700,000.00	698,565.63	425.00	698,140.63	1,334.02
US Treasury Notes	0.750%	04/23/15	03/31/18	821	0.870%	1,500,000.00	1,495,912.14	1,244.17	1,494,667.97	2,858.61
US Treasury Notes	0.625%	05/10/13	04/30/18	851	0.810%	625,000.00	622,299.66	2,988.14	619,311.52	665.35
US Treasury Notes	0.625%	11/03/15	04/30/18	851	0.980%	1,560,000.00	1,547,215.38	865.38	1,546,350.00	1,660.71
US Treasury Notes	1.375%	02/04/15	07/31/18	943	0.920%	150,000.00	151,509.56	(236.53)	151,746.09	863.11
US Treasury Notes	1.250%	10/06/14	10/31/18	1,035	1.470%	475,000.00	480,486.61	(1,898.16)	482,384.77	2,733.19
US Treasury Notes	1.250%	06/03/14	11/30/18	1,065	1.410%	305,000.00	303,602.05	734.67	302,867.38	333.33
US Treasury Notes	1.500%	07/31/14	01/31/19	1,127	1.610%	1,075,000.00	1,071,539.70	1,536.77	1,070,002.93	6,747.96
US Treasury Notes	1.625%	09/04/14	03/31/19	1,186	1.600%	1,000,000.00	1,000,787.55	(306.20)	1,001,093.75	4,129.10
US Treasury Notes	1.625%	04/23/15	04/30/19	1,216	1.200%	1,500,000.00	1,520,567.21	(4,159.35)	1,524,726.56	4,151.79
US Treasury Notes	3.125%	11/03/14	05/15/19	1,231	1.500%	205,000.00	215,895.83	(3,830.34)	219,526.17	827.18
US Treasury Notes	1.750%	03/27/15	09/30/19	1,369	1.390%	1,500,000.00	1,519,416.99	(3,844.73)	1,523,261.72	6,670.08
US Treasury Notes	1.000%	02/27/15	09/30/19	1,369	1.420%	2,200,000.00	2,166,341.41	7,333.60	2,159,007.81	5,590.16
US Treasury Notes	1.000%	05/29/15	11/30/19	1,430	1.440%	1,050,000.00	1,032,331.61	2,593.33	1,029,738.28	918.03
US Treasury Notes	1.000%	08/25/15	11/30/19	1,430	1.340%	1,500,000.00	1,480,665.05	1,700.21	1,478,964.84	1,311.48
US Treasury Notes	1.250%	10/08/15	02/29/20	1,521	1.320%	1,000,000.00	997,333.25	145.75	997,187.50	4,223.90
US Treasury Notes	1.250%	11/05/15	02/29/20	1,521	1.550%	1,050,000.00	1,037,307.71	432.71	1,036,875.00	4,435.10
US Treasury Notes	1.250%	09/03/15	02/29/20	1,521	1.470%	1,500,000.00	1,486,885.61	1,006.70	1,485,878.91	6,335.85
US Treasury Notes	2.000%	12/04/15	07/31/20	1,674	1.580%	1,075,000.00	1,094,966.75	(315.48)	1,095,282.23	8,997.28
US Treasury Notes	2.125%	12/30/15	08/31/20	1,705	1.740%	1,450,000.00	1,475,063.87	(27.93)	1,475,091.80	10,411.92
IN ST Bonds Tax Rev	0.919%	12/23/13	01/15/16	15	0.920%	350,000.00	350,000.00	-	350,000.00	1,483.16
Regional Trans Auth, IL Rev Bonds	0.550%	05/07/14	05/06/16	127	0.580%	850,000.00	849,899.15	477.15	849,422.00	1,168.75
IL ST Unemployment Rev Bonds	5.000%	07/31/12	06/15/16	167	1.050%	100,000.00	101,788.49	(12,049.51)	113,838.00	222.22
IL ST Unemployment Rev Bonds	5.000%	07/31/12	06/15/16	167	1.050%	300,000.00	305,365.48	(36,148.52)	341,514.00	666.67
IN ST Bond Bank Txbl Rev Bonds	1.022%	06/05/13	07/15/16	197	1.020%	275,000.00	275,000.00	-	275,000.00	1,295.95
CA ST Taxable GO Bonds	1.750%	10/22/13	11/01/17	671	1.660%	700,000.00	701,168.47	(1,330.53)	702,499.00	2,041.67
MS ST Taxable GO Bonds	1.472%	02/18/15	10/01/18	1,005	1.470%	150,000.00	150,000.00	-	150,000.00	552.00
NYC, NY Taxable GO Bonds	1.650%	03/31/15	10/01/18	1,005	1.650%	565,000.00	565,000.00	-	565,000.00	2,330.63
CT ST Taxable GO Bonds	1.974%	03/25/15	03/15/19	1,170	1.970%	300,000.00	300,000.00	-	300,000.00	1,743.70
UNIV OF CAL Taxable Rev Bonds	2.003%	03/25/15	05/15/19	1,231	2.000%	135,000.00	135,000.00	-	135,000.00	345.52
MS ST Taxable GO Bonds	1.679%	02/18/15	10/01/19	1,370	1.680%	310,000.00	310,000.00	-	310,000.00	1,301.23
NY Trans Fin Auth, NY Txbl Rev Bonds	2.750%	04/23/15	02/01/20	1,493	1.880%	375,000.00	387,752.24	(2,064.01)	389,816.25	4,296.88

DU PAGE WATER COMMISSION
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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 12/31/15
Water Fund Operating Reserve (01-121800) Continued...										
FNMA Pool #AS4197	3.500%	07/16/15	01/01/30	5,115	2.620%	373,996.76	395,021.71	(947.36)	395,969.07	1,090.82
FNMA Series 2015-M1 ASQ2	1.626%	01/30/15	02/01/18	763	1.260%	200,000.00	201,288.20	(710.30)	201,998.50	271.00
FNMA Series 2015-M7 ASQ2	1.550%	04/30/15	04/01/18	822	0.830%	175,000.00	176,285.58	(463.79)	176,749.37	226.04
FNMA Series 2015-M15 ASQ2	1.899%	11/30/15	01/01/19	1,097	1.200%	195,000.00	196,949.98	-	196,949.98	308.44
Fannie Mae Series 2015-M13 ASQ2	1.646%	10/30/15	09/01/19	1,340	1.080%	425,000.00	429,043.90	(212.01)	429,255.91	582.96
FNMA Series 2010-18 LV	4.500%	07/21/15	04/01/21	1,918	2.030%	372,100.76	372,100.76	(25,814.50)	397,915.26	1,395.38
FHLB Global Notes	0.840%	03/24/15	03/24/17	449	0.840%	750,000.00	750,000.00	-	750,000.00	1,697.50
FHLB Global Notes	0.625%	05/15/15	05/30/17	516	0.670%	810,000.00	809,533.27	205.57	809,327.70	435.94
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	546	0.970%	165,000.00	165,082.48	(74.93)	165,157.41	9.17
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	546	0.960%	635,000.00	635,389.10	(353.85)	635,742.95	35.28
Freddie Mac Global Notes	1.000%	07/31/12	07/28/17	575	0.860%	95,000.00	95,203.48	(360.63)	95,564.11	403.75
Freddie Mac Global Notes	1.000%	07/31/12	07/28/17	575	0.860%	125,000.00	125,267.73	(474.52)	125,742.25	531.25
Freddie Mac Global Notes	1.000%	03/20/15	07/28/17	575	0.850%	205,000.00	205,467.84	(229.16)	205,697.00	871.25
Fannie Mae Global Notes	0.875%	09/06/12	08/28/17	606	0.820%	200,000.00	200,167.88	245.88	199,922.00	597.92
Fannie Mae Global Notes	0.875%	09/06/12	08/28/17	606	0.820%	475,000.00	475,398.72	583.97	474,814.75	1,420.05
Fannie Mae Global Notes	0.875%	11/27/13	10/26/17	665	1.080%	1,300,000.00	1,295,307.30	5,252.30	1,290,055.00	2,053.82
Tennessee Valley Authority Notes	6.250%	08/19/15	12/15/17	715	1.010%	720,000.00	792,884.38	(13,498.34)	806,382.72	2,000.00
Fannie Mae Global Notes	0.875%	05/24/13	05/21/18	872	1.190%	500,000.00	496,305.40	3,880.40	492,425.00	486.11
Fannie Mae Global Notes	0.875%	05/22/13	05/21/18	872	1.050%	1,000,000.00	995,901.42	4,351.42	991,550.00	972.22
FNMA Benchmark Note	1.125%	09/01/15	10/19/18	1,023	1.180%	2,300,000.00	2,296,657.66	383.66	2,296,274.00	5,175.00
Fannie Mae Global Notes	1.625%	10/23/14	11/27/18	1,062	1.390%	990,000.00	996,731.11	(2,673.89)	999,405.00	1,519.38
Freddie Mac Global Notes	1.750%	12/03/14	05/30/19	1,246	1.490%	475,000.00	479,133.67	(1,262.33)	480,396.00	715.80
FNMA Notes	1.750%	12/03/14	11/26/19	1,426	1.610%	475,000.00	477,421.71	(642.04)	478,063.75	808.16
Weighted Avg Maturity			1,028		1.210%	\$ 46,082,664.00	\$ 46,198,641.92	\$ (85,891.52)	\$ 46,284,533.44	\$ 128,931.77

DU PAGE WATER COMMISSION
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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 12/31/15
Water Fund L-T Water Capital Reserve (01-121900)										
IIIT - Money Market (PFM Asset Management)	0.030%	12/31/15	01/01/16	1	0.030%	11,221.17	11,221.17	-	11,221.17	-
US Treasury Notes	0.625%	02/05/14	05/31/17	517	0.820%	40,000.00	39,889.07	126.57	39,762.50	21.86
US Treasury Notes	0.625%	04/24/15	05/31/17	517	0.580%	500,000.00	500,302.76	(146.46)	500,449.22	273.22
US Treasury Notes	0.625%	05/15/14	11/30/17	700	1.030%	425,000.00	421,720.88	2,747.25	418,973.63	232.24
US Treasury Notes	0.750%	12/31/13	02/28/18	790	1.380%	485,000.00	478,558.40	5,797.07	472,761.33	1,229.16
US Treasury Notes	0.625%	05/13/13	04/30/18	851	0.820%	180,000.00	179,179.24	908.93	178,270.31	191.62
US Treasury Notes	0.625%	05/15/13	04/30/18	851	0.820%	180,000.00	179,188.84	897.43	178,291.41	191.62
US Treasury Notes	1.375%	02/20/15	09/30/18	1,004	1.260%	230,000.00	230,715.65	(218.73)	230,934.38	803.59
US Treasury Notes	1.625%	04/24/15	04/30/19	1,216	1.150%	630,000.00	639,707.37	(1,957.47)	641,664.84	1,743.75
US Treasury Notes	1.250%	01/12/15	02/29/20	1,521	1.480%	275,000.00	272,447.02	572.99	271,874.03	1,161.57
US Treasury Notes	1.125%	04/24/15	04/30/20	1,582	1.350%	300,000.00	297,185.96	432.05	296,753.91	574.86
US Treasury Notes	2.250%	04/24/15	03/31/21	1,917	1.540%	250,000.00	258,920.91	(1,118.15)	260,039.06	1,429.30
US Treasury Notes	2.000%	01/12/15	05/31/21	1,978	1.720%	300,000.00	304,260.47	(720.00)	304,980.47	524.59
US Treasury Notes	1.875%	01/12/15	11/30/21	2,161	1.780%	260,000.00	261,453.51	(222.27)	261,675.78	426.23
US Treasury Notes	1.500%	12/30/15	01/31/22	2,223	2.040%	75,000.00	72,699.23	1.96	72,697.27	470.79
US Treasury Notes	1.500%	09/03/15	01/31/22	2,223	1.870%	350,000.00	342,609.29	374.91	342,234.38	2,197.01
US Treasury Notes	1.625%	02/26/15	08/15/22	2,419	1.820%	175,000.00	172,912.16	250.05	172,662.11	1,074.13
US Treasury Notes	1.625%	12/04/15	11/15/22	2,511	1.930%	200,000.00	196,149.94	40.56	196,109.38	419.64
US Treasury Notes	1.750%	04/24/15	05/15/23	2,692	1.790%	390,000.00	388,879.98	98.73	388,781.25	881.25
US Treasury Notes	2.750%	10/09/15	11/15/23	2,876	1.910%	155,000.00	164,510.57	(255.64)	164,766.21	550.38
NYC, NY Taxable GO Bonds	1.650%	03/31/15	10/01/18	1,005	1.650%	95,000.00	95,000.00	-	95,000.00	391.88
MS ST Taxable GO Bonds	1.679%	02/18/15	10/01/19	1,370	1.680%	40,000.00	40,000.00	-	40,000.00	167.90
NY Trans Fin Auth, NY Txbi Rev Bonds	2.750%	04/23/15	02/01/20	1,493	1.880%	75,000.00	77,550.45	(412.80)	77,963.25	859.38
CT ST Taxable GO Bonds	2.294%	03/25/15	03/15/20	1,536	2.290%	70,000.00	70,000.00	-	70,000.00	472.82
UNIV OF CAL Taxable Rev Bonds	2.253%	03/25/15	05/15/20	1,597	2.250%	50,000.00	50,000.00	-	50,000.00	143.94
FNMA Pool #AS4197	3.500%	07/16/15	01/01/30	5,115	2.620%	92,399.21	97,593.61	(234.06)	97,827.67	269.50
FNMA Series 2015-M15 ASQ2	1.899%	11/30/15	01/01/19	1,097	1.200%	45,000.00	45,450.00	-	45,450.00	71.18
Fannie Mae Series 2015-M13 ASQ2	1.648%	10/30/15	09/01/19	1,340	1.080%	80,000.00	80,761.20	(39.91)	80,801.11	109.73
FNMA SERIES 2015	2.013%	03/31/15	07/25/22	2,398	1.710%	23,389.95	23,596.05	(27.38)	23,623.43	39.24
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	546	0.970%	80,000.00	80,039.99	(36.33)	80,076.32	4.44
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	546	0.960%	300,000.00	300,183.83	(167.17)	300,351.00	16.67
Fannie Mae Global Notes	0.875%	05/15/14	05/21/18	872	1.300%	425,000.00	420,732.30	2,834.05	417,898.25	413.19
Fannie Mae Global Notes	1.625%	12/31/13	11/27/18	1,062	1.780%	475,000.00	472,957.58	1,349.08	471,608.50	728.99
Fannie Mae Benchmark Notes	1.875%	05/15/14	02/19/19	1,146	1.550%	400,000.00	403,962.70	(1,981.30)	405,944.00	2,750.00
FNMA Benchmark Notes	1.500%	10/19/15	11/30/20	1,796	1.520%	325,000.00	324,707.59	9.84	324,697.75	419.79
Weighted Avg Maturity			1,429		1.423%	\$ 7,987,010.33	\$ 7,995,047.72	\$ 8,903.80	\$ 7,986,143.92	\$ 21,255.46

DU PAGE WATER COMMISSION
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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 12/31/15
Capital Reserve (01-122000)										
IIIT - Money Market (PFM Asset Management)	0.030%	12/31/15	01/01/16	1	0.030%	50,199.09	50,199.09	-	50,199.09	-
US Treasury Notes	0.875%	11/01/13	11/30/16	335	0.620%	100,000.00	100,230.76	(542.67)	100,773.43	76.50
US Treasury Notes	0.875%	02/04/15	12/31/16	366	0.440%	500,000.00	502,153.52	(1,948.04)	504,101.56	12.02
US Treasury Notes	0.875%	12/31/14	12/31/16	366	0.710%	1,000,000.00	1,001,680.98	(1,678.40)	1,003,359.38	24.04
US Treasury Notes	1.000%	12/31/14	03/31/17	456	0.810%	875,000.00	877,074.65	(1,650.93)	878,725.58	2,223.36
US Treasury Notes	1.000%	02/27/15	03/31/17	456	0.680%	1,570,000.00	1,576,275.78	(4,211.33)	1,580,487.11	3,989.34
US Treasury Notes	0.500%	01/27/15	07/31/17	578	0.740%	615,000.00	612,646.73	1,370.36	611,276.37	1,286.82
US Treasury Notes	0.500%	12/31/14	07/31/17	578	0.960%	810,000.00	804,183.54	3,644.09	800,539.45	1,694.84
US Treasury Notes	0.625%	01/05/15	09/30/17	639	1.020%	1,000,000.00	993,106.90	3,849.09	989,257.81	1,588.11
US Treasury Notes	0.625%	04/23/15	11/30/17	700	0.780%	1,380,000.00	1,376,032.04	1,422.66	1,374,609.38	754.10
US Treasury Notes	0.875%	12/31/14	01/31/18	762	1.160%	1,000,000.00	994,221.47	2,737.09	991,484.38	3,661.68
US Treasury Notes	0.750%	03/27/15	03/31/18	821	0.990%	150,000.00	149,188.53	272.51	148,916.02	285.86
US Treasury Notes	0.750%	04/30/15	03/31/18	821	0.840%	475,000.00	474,026.67	288.39	473,738.28	905.23
US Treasury Notes	0.750%	02/27/15	03/31/18	821	1.040%	930,000.00	924,004.36	2,214.52	921,789.84	1,772.34
US Treasury Notes	0.750%	04/23/15	03/31/18	821	0.880%	1,000,000.00	997,184.86	856.73	996,328.13	1,905.74
US Treasury Notes	0.750%	03/27/15	03/31/18	821	1.000%	1,500,000.00	1,491,841.37	2,739.81	1,489,101.56	2,858.61
US Treasury Notes	0.625%	05/29/15	04/30/18	851	0.960%	350,000.00	347,288.90	679.52	346,609.38	372.60
US Treasury Notes	1.000%	12/30/15	05/31/18	882	1.210%	1,425,000.00	1,417,946.48	15.82	1,417,930.66	1,245.90
US Treasury Notes	1.375%	10/09/15	09/30/18	1,004	0.940%	850,000.00	860,060.63	(830.00)	860,890.63	2,969.77
US Treasury Notes	1.250%	11/05/15	11/30/18	1,065	1.180%	1,450,000.00	1,452,810.58	(134.73)	1,452,945.31	1,584.70
US Treasury Notes	1.500%	12/04/15	12/31/18	1,096	1.220%	1,375,000.00	1,386,375.62	(279.65)	1,386,655.27	56.66
CA ST Taxable GO Bonds	1.250%	10/22/13	11/01/16	306	1.090%	100,000.00	100,132.24	(336.76)	100,469.00	208.33
UNIV OF CAL Taxable Rev Bonds	0.934%	03/25/15	05/15/17	501	0.930%	175,000.00	175,000.00	-	175,000.00	208.85
MS ST Taxable GO Bonds	1.090%	02/18/15	10/01/17	640	1.090%	35,000.00	35,000.00	-	35,000.00	95.38

DU PAGE WATER COMMISSION
 INVESTMENTS
 (Unaudited)
 December 31, 2015

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 12/31/15
Capital Reserve (01-122000) Continued...										
FNMA SERIES 2015 M1	1.626%	01/30/15	02/01/18	763	1.260%	100,000.00	100,644.10	(355.15)	100,999.25	135.50
FNMA SERIES 2015 M7	1.550%	04/30/15	04/01/18	822	1.260%	105,000.00	105,771.34	(278.28)	106,049.62	135.63
FNMA SERIES 2015 M3	0.392%	02/27/15	06/01/18	883	0.390%	75,464.71	75,453.26	8.27	75,444.99	28.12
FNMA SERIES 2015 M3	0.385%	03/31/15	09/25/18	999	0.380%	69,900.11	69,894.49	12.27	69,882.22	25.45
FNMA SERIES 2015 M3	0.356%	05/29/15	11/25/18	1,060	0.360%	55,579.19	55,571.30	5.28	55,566.02	18.32
FNMA Series 2015-M15 ASQ2	1.899%	11/30/15	01/01/19	1,097	1.200%	130,000.00	131,299.99	-	131,299.99	205.63
Fannie Mae Series 2015-M13 ASQ2	1.646%	10/30/15	09/01/19	1,340	1.080%	275,000.00	277,616.64	(137.18)	277,753.82	377.21
Freddie Mac Series 4459 NB	4.500%	06/11/15	01/01/20	1,462	0.770%	238,418.07	248,187.89	(1,778.55)	249,966.44	894.07
FNMA Series 2015-M12 FA	0.540%	09/30/15	04/25/20	1,577	0.540%	439,188.90	439,030.79	-	439,030.79	209.06
FNMA Series 2010-18 LV	4.500%	07/21/15	04/01/21	1,918	2.030%	260,470.52	260,470.52	(18,070.15)	278,540.67	976.76
FHLB Notes	0.625%	01/22/15	11/23/16	328	0.560%	400,000.00	400,245.88	(257.15)	400,503.03	263.89
FHLB Notes	0.625%	01/26/15	11/23/16	328	0.570%	600,000.00	600,274.53	(283.47)	600,558.00	395.83
FHLB Notes	1.625%	04/23/15	12/09/16	344	0.540%	1,475,000.00	1,489,916.90	(10,895.60)	1,500,812.50	1,464.76
FHLMC Reference Note	0.500%	01/16/15	01/27/17	393	0.590%	415,000.00	414,615.51	341.76	414,273.75	887.64
FHLMC Reference Note	0.500%	01/26/15	01/27/17	393	0.620%	575,000.00	574,240.74	655.24	573,585.50	1,229.86
FHLB Notes	0.840%	03/24/15	03/24/17	449	0.840%	450,000.00	450,000.00	-	450,000.00	1,018.50
FNMA Notes	1.125%	09/04/14	04/27/17	483	0.940%	475,000.00	476,155.84	(1,143.16)	477,299.00	950.00
FNMA Notes	1.125%	02/04/15	04/27/17	483	0.600%	850,000.00	855,825.72	(3,974.78)	859,800.50	1,700.00
FHLB Global Notes	0.625%	05/15/15	05/30/17	516	0.670%	585,000.00	584,662.92	148.47	584,514.45	314.84
Freddie Mac Global Notes	1.000%	08/14/14	07/28/17	575	1.000%	125,000.00	124,995.58	3.96	124,991.62	531.25
Freddie Mac Global Notes	1.000%	03/20/15	07/28/17	575	0.850%	1,000,000.00	1,002,282.17	(1,117.83)	1,003,400.00	4,250.00
Tennessee Valley Authority Notes	6.250%	08/19/15	12/15/17	715	1.010%	480,000.00	528,589.59	(8,998.89)	537,588.48	1,333.33
FNMA Benchmark Note	1.125%	09/01/15	10/19/18	1,023	1.180%	1,475,000.00	1,472,856.54	246.04	1,472,610.50	3,318.75
Weighted Avg Maturity			718		0.897%	\$ 29,369,220.59	\$ 29,437,267.94	\$ (37,390.82)	\$ 29,474,658.76	\$ 50,445.18
TOTAL ALL FUNDS					0.897%	\$ 118,285,774.91	\$ 118,456,132.24	\$ (114,015.63)	\$ 118,570,147.87	\$ 205,979.07
Less: Net Unsettled Trades										
							\$ 118,456,132.24			
December 31, 2015										
					90 DAY US TREASURY YIELD					
					3 month US Treasury Bill Index		Longest Maturity	2,876	\$ 155,000.00	
					0-3 Year US Treasury Index					
					1-3 Year US Treasury Index					
					1-5 Year US Treasury Index					
					1-10 Year US Treasury Index					

DUPAGE WATER COMMISSION
ELMHURST, ILLINOIS
TREASURER'S REPORT
STATEMENT OF CASH FLOWS
For the Period from May 1, 2015 to December 31, 2015

CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from customers	\$ 89,576,599
Cash payments to suppliers	(75,049,880)
Cash payments to employees	<u>(1,817,474)</u>
Net cash from operating activities	12,709,245

CASH FLOWS FROM NONCAPITAL
FINANCING ACTIVITIES

Cash received from sales taxes	24,879,240
Cash Received from water quality loans	49,044
Cash payments for net pension activity	<u>(1,303,001)</u>
Net cash from noncapital financing activities	23,625,283

CASH FLOWS FROM CAPITAL AND
RELATED FINANCING ACTIVITIES

Interest paid	(56,472)
Principal Paid	(7,469,396)
Construction and purchase of capital assets	<u>(4,252,188)</u>
Net cash from capital and related financing activities	(11,778,056)

CASH FLOWS FROM INVESTING ACTIVITIES

Investment income	<u>572,686</u>
Net cash from investing activities	572,686

Net Increase (Decrease) in cash and investments 25,129,158

CASH AND INVESTMENTS, MAY 1, 2015 99,574,894

CASH AND INVESTMENTS, DECEMBER 31, 2015 \$ 124,704,052

December 31, 2015
 TREASURER'S REPORT
 DPWC MONTHLY CASH/OPERATING REPORT

	12/31/2015		
	YEAR END TARGETED Reserve or Monthly Cash Amount-Needed	Amount On Hand	Amount Over - (Under) Target
	A	B	C
TABLE 1			
RESERVE ANALYSIS			
A. Operating Reserve <i># of days per current fiscal year management budget</i>	\$ 40,158,396 120	\$ 46,198,642 138	\$ 6,040,246
B. Capital Reserve	\$ 29,180,884	\$ 29,437,268	\$ 256,384
C. Long Term Water Capital Reserve	\$ 7,825,000	\$ 7,995,048	\$ 170,048
D. Principal Account	\$ 898,250	\$ 909,750	\$ 11,500
E. Interest Account	\$ 3,643	\$ 6,119	\$ 2,475
F. O+M Account (1)	\$ 8,679,265	\$ 18,978,005	\$ 10,298,740
G. Current Construction Obligation and Customer Construction Escrows	\$ 395,651	\$ 395,651	\$ -
TOTAL SUMMARY CASH + RESERVE ANALYSIS	\$ 87,141,090	\$ 103,920,482	\$ 16,779,393

TABLE 2		
OTHER CASH		
H. General Fund		\$ 19,053,982
I. Sales Tax		\$ 1,729,588
TOTAL TABLE 2-OTHER CASH		\$ 20,783,570
TOTAL MONTH END FUNDS CASH BALANCE-Table1+2		\$ 124,704,052

Outstanding Balance 12/31/15
\$ 4,491,300

TABLE 3--DEBT
J. REVENUE BOND FINAL PAYMENT MAY-2016

Note 1: The O&M Account target varies from month to month. The cash balance should be enough to cover the current months operating cash outflows, but not exceed \$25 million in balance.

DUPAGE WATER COMMISSION INTEROFFICE MEMORANDUM

TO: Chairman and Commissioners
FROM: Bill Fates, Treasurer
DATE: February 9, 2016
SUBJECT: TREASURER'S REPORT – JANUARY 31, 2016

I am pleased to report that I have reviewed and approved all journal entries and bank reconciliations for the month of January. I have also reviewed the monthly financial statements and budget status reports, and found them to be in order.

Summary of Cash & Investments (Page 4)

1. Cash and investments totaled \$125.6 million at January 31st, an increase of \$0.9 million over the previous month.
2. The balance in the BMO Harris checking account was \$6.1 million at January 31st, a decrease of approximately \$0.1 million compared to the \$6.2 million reported last month.
3. The BMO Harris money market accounts had \$14.6 million at month-end, which was \$1.0 million higher than the preceding month.
4. During the month of January, the IIIT money market accounts decreased by \$0.5 million from the prior month.
5. In January, our holdings of U.S. Agency investments and Certificates of Deposit increased by approximately \$1.5 million and \$2.8 million, respectively. U.S. Treasury investments and Commercial Paper decreased by \$2.7 million and \$1.7 million, respectively, during January.
6. The current holdings of cash and investments are in compliance with the approved investment policy.
7. Over the past nine months the Commission's cash and investments increased a total of \$26.0 million.
 - The Operating & Maintenance Account increased by \$2.8 million, for an ending balance of \$19.8 million.
 - The General Account increased by \$18.0 million, for an ending balance of \$19.1 million.
 - The Sales Tax Account remained relatively unchanged at \$2.1 million.
 - The Capital Reserve Fund increased \$140,339 for a balance of \$29.4 million.
 - The Operating Reserve Account increased approximately \$5.3 million for a balance of \$46.2 million.

- The Long-Term Capital Reserve Account increased by \$80,081 for a balance of \$8.0 million.

The following table presents a summary of the changes in cash position by account.

Cash and Investments by Account

Account	Balance 4/30/2015	Balance 01/31/2016	Increase (Decrease)
Operations & Maintenance	\$17,071,214	\$19,826,269	\$ 2,755,055
Bond Interest	11,920	4,951	(6,969)
Bond Principal	1,181,000	910,500	(270,500)
General Account	1,040,019	19,057,828	18,017,809
Sales Tax	2,118,925	2,125,317	6,392
Operating Reserve	40,933,837	46,207,452	5,273,615
Capital Reserve	29,301,655	29,441,994	140,339
Long-Term Cap. Reserve	7,916,324	7,996,405	80,081
Total Cash & Investments	\$99,574,894	\$125,570,716	\$25,995,822

Schedule of Investments (Pages 5-11)

1. The average yield to maturity on the Commission's investments was 0.92%, an increase from the previous month's 0.90%.
2. The portfolio is showing unrealized gains of \$420,702 at January 31, 2016, compared to \$215,019 in unrealized gains at April 30, 2015.
3. The amortized cost of our investments was \$119.5 million at January 31st, an increase of \$1.0 million over the prior month.

Statement of Cash Flows (Page 12)

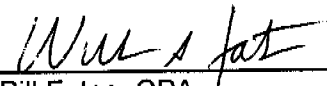
1. The statement of cash flows shows a breakdown of the \$26.0 million increase in cash and investments since the beginning of the fiscal year.
2. Operating activities increased cash by \$11.4 million.
3. \$28.0 million of sales tax revenue was received.
4. Debt service payments totaled \$8.4 million.
5. Capital Assets purchased totaled \$4.3 million year-to-date.
6. Cash flow from investment activity generated \$601,277.

Reserve Analysis (Page 13)

1. The reserve analysis report shows the commission has met or exceeded all reserve targets at January 31st.
2. The Operating and Maintenance Account was \$10.8 million over its target balance of \$9.1 million.

3. The Operating Reserve account is \$6.0 million over its minimum target of \$40.2 million due to a previous month's transfer to increase the balance beyond its minimum per the Board.
4. There was \$3.6 million of debt outstanding at January 31st, a reduction of \$0.9 million from last month. For the year to date, \$8.4 million of debt has been retired.

Respectfully submitted,



Bill Fates, CPA
Treasurer

DU PAGE WATER COMMISSION
 TREASURER'S REPORT
 SUMMARY OF CASH AND INVESTMENTS
 January 31, 2016

FUNDS CONSIST OF:	January 31, 2016	December 31, 2015	INCR. - (DECR.)
PETTY CASH	1,200.00	1,200.00	0.00
CASH AT HARRIS BANK	6,092,091.81	6,246,720.07	(154,628.26)
TOTAL CASH	6,093,291.81	6,247,920.07	(154,628.26)
IIIT MONEY MARKET FUNDS	721,489.22	1,193,913.20	(472,423.98)
BMO HARRIS MONEY MARKET FUNDS	14,648,428.52	13,645,953.53	1,002,474.99
U. S. TREASURY INVESTMENTS	52,402,609.39	55,084,182.54	(2,681,573.15)
U. S. AGENCY INVESTMENTS	24,381,464.87	22,859,001.49	1,522,463.38
MUNICIPAL BONDS	4,921,988.78	5,423,632.79	(501,644.01)
COMMERCIAL PAPER	13,484,016.54	15,227,417.38	(1,743,400.84)
ASSET BACKED SEC/COLLATERALIZED MORTGAGE OBLIG CERTIFICATES OF DEPOSIT	4,860,427.26	3,782,031.31	1,078,395.95
	4,057,000.00	1,240,000.00	2,817,000.00
TOTAL INVESTMENTS	119,477,424.58	118,456,132.24	1,021,292.34
TOTAL CASH AND INVESTMENTS	125,570,716.39	124,704,052.31	866,664.08
	January 31, 2016	December 31, 2015	% CHANGE
IIIT MONEY MARKET FUNDS	0.5%	1.0%	-39.6%
BMO HARRIS MONEY MARKET FUNDS	12.3%	11.5%	7.3%
U. S. TREASURY INVESTMENTS	43.9%	46.5%	-4.9%
U. S. AGENCY INVESTMENTS	20.4%	19.3%	6.7%
MUNICIPAL BONDS	4.1%	4.6%	-9.2%
COMMERCIAL PAPER	11.3%	12.9%	-11.4%
ASSET BACKED SEC/COLLATERALIZED MORTGAGE OBLIG CERTIFICATES OF DEPOSIT	4.1%	3.2%	28.5%
	3.4%	1.0%	227.2%
TOTAL INVESTMENTS	100.0%	100.0%	0.9%

Note 1 - Investments are carried at amortized cost.

DU PAGE WATER COMMISSION
INVESTMENTS
(Unaudited)
January 31, 2016

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 01/31/16
Water Fund Oper. & Maint. Acct. (01-121103)										
BMO Harris - Money Market	0.277%	01/31/16	02/01/16	1	0.277%	\$ 13,732,977.61	\$ 13,732,977.61	\$ -	\$ 13,732,977.61	-
Revenue Bond Interest Account (01-121200)										
BMO Harris	0.000%	01/31/16	02/01/16		0.000%	\$ 4,950.91	\$ 4,950.91	\$ -	\$ 4,950.91	\$ -
Revenue Bond Principal (01-121300)										
BMO Harris	0.000%	01/31/16	02/01/16		0.000%	\$ 910,500.00	\$ 910,500.00	\$ -	\$ 910,500.00	\$ -
Water Fund General Account (01-121700)										
IIIT - Money Market	0.030%	01/31/16	02/01/16	1	0.030%	16,848.80	16,848.80	-	16,848.80	-
US Treasury Notes	0.375%	11/23/15	05/31/16	121	0.380%	1,500,000.00	1,499,963.06	21.65	1,499,941.41	968.24
Toyota Motor Credit CP	0.000%	09/18/15	02/16/16	16	0.400%	1,000,000.00	999,833.33	1,511.11	998,322.22	-
Rabobank Nederland NV CP	0.000%	10/20/15	02/19/16	19	0.310%	1,500,000.00	1,499,767.50	1,343.33	1,498,424.17	-
Credit Agricole CIB NY CP	0.000%	11/23/15	02/23/16	23	0.400%	2,000,000.00	1,999,511.12	1,555.56	1,997,955.56	-
JP Morgan Sec LLC CP	0.000%	09/18/15	03/18/16	47	0.500%	1,000,000.00	999,361.11	1,888.89	997,472.22	-
JP Morgan Sec LLC CP	0.000%	10/01/15	04/01/16	61	0.500%	1,000,000.00	999,166.67	1,708.34	997,458.33	-
Toyota Motor Credit CP	0.000%	12/18/15	04/21/16	81	0.660%	500,000.00	499,266.67	385.00	498,881.67	-
Rabobank Nederland NV CP	0.000%	11/23/15	04/21/16	81	0.460%	1,000,000.00	998,977.78	894.45	998,083.33	-
Bank of Tokyo Mits UFJ LTD CP	0.000%	12/21/15	04/22/16	82	0.630%	1,000,000.00	998,582.50	735.00	997,847.50	-
Bank of Tokyo Mitsubishi CP	0.000%	11/23/15	04/25/16	85	0.530%	1,000,000.00	998,763.33	1,030.55	997,732.78	-
BNP Paribas NY Branch CP	0.000%	12/21/15	05/20/16	110	0.710%	1,750,000.00	1,746,237.99	1,449.59	1,744,788.40	-
JP Morgan Sec LLC CP	0.000%	12/18/15	06/17/16	138	0.830%	750,000.00	747,631.04	778.12	746,852.92	-
BNP Paribas NY Branch CP	0.000%	12/18/15	06/17/16	138	0.810%	1,000,000.00	996,917.50	1,012.50	995,905.00	-
CD-Freedom Bank of Virginia, VA	0.000%	11/20/15	05/18/16	108	0.650%	248,000.00	248,000.00	-	248,000.00	322.40
CD-Cit Bank, NA, CA	0.000%	11/20/15	05/18/16	108	0.750%	248,000.00	248,000.00	-	248,000.00	372.00
CD-Stearns Bank NA MN	0.000%	01/19/16	07/18/16	108	0.700%	248,000.00	248,000.00	-	248,000.00	61.83
CD-First Commons Bank NA MA	0.000%	01/19/16	07/18/16	108	0.750%	248,000.00	248,000.00	-	248,000.00	66.25
CD-Industrial & Commercial Bank of China USA, NY	0.000%	01/19/16	07/18/16	108	0.700%	248,000.00	248,000.00	-	248,000.00	61.83
CD_Security Bank, OK	0.000%	01/19/16	07/18/16	108	0.750%	248,000.00	248,000.00	-	248,000.00	66.25
CD-Bofi Federal Bank, CA	0.000%	01/19/16	07/18/16	108	0.750%	248,000.00	248,000.00	-	248,000.00	66.25
CD-Affiliated Bank, TX	0.000%	01/19/16	07/18/16	108	0.750%	248,000.00	248,000.00	-	248,000.00	66.25
CD-Western Alliance Bank, AZ	0.000%	01/19/16	07/18/16	108	0.710%	248,000.00	248,000.00	-	248,000.00	62.71
CD-Prudential Savings Bank, PA	0.000%	01/22/16	07/20/16	108	0.700%	225,000.00	225,000.00	-	225,000.00	43.15
CD-First Federal Savings Bank of Boston, MA	0.000%	01/22/16	07/20/16	108	0.760%	248,000.00	248,000.00	-	248,000.00	51.64
CD-Landmark Community Bank, TN	0.000%	01/22/16	07/20/16	108	0.750%	248,000.00	248,000.00	-	248,000.00	50.96
CD-Grand Bank, OK	0.000%	01/22/16	07/20/16	108	0.700%	112,000.00	112,000.00	-	112,000.00	21.48
CD-Cfg Community Bank, MD	0.000%	01/22/16	07/20/16	108	0.700%	248,000.00	248,000.00	-	248,000.00	47.56
CD-Enerbank USA, UT	0.000%	01/22/16	07/20/16	108	0.700%	248,000.00	248,000.00	-	248,000.00	47.56
CD-Crestmark Bank, MI	0.000%	01/22/16	07/20/16	108	0.700%	248,000.00	248,000.00	-	248,000.00	47.56
CD-Patriot Bank, OK	0.000%	01/22/16	07/20/16	108	0.700%	248,000.00	248,000.00	-	248,000.00	47.56
	Weighted Avg Maturity		73		0.577%	\$ 19,073,848.80	\$ 19,057,828.40	\$ 14,314.09	\$ 19,043,514.31	\$ 2,471.48

DU PAGE WATER COMMISSION
 INVESTMENTS
 (Unaudited)
 January 31, 2016

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 01/31/16
Sales Tax Funds (01-123000)										
IIIT - Money Market	0.030%	01/31/16	02/01/16	1	0.030%	209,802.96	209,802.96	-	209,802.96	-
US Treasury Notes	0.375%	06/03/14	05/31/16	121	0.380%	75,000.00	74,998.07	9.79	74,988.28	48.41
US Treasury Notes	0.375%	08/03/15	05/31/16	121	0.280%	105,000.00	105,034.25	(51.88)	105,086.13	67.78
US Treasury Notes	1.750%	04/04/14	05/31/16	121	0.540%	150,000.00	150,595.96	(3,306.38)	153,902.34	451.84
US Treasury Notes	0.375%	01/13/16	05/31/16	121	0.400%	150,000.00	149,989.73	1.45	149,988.28	96.82
US Treasury Notes	0.375%	12/30/15	05/31/16	121	0.480%	155,000.00	154,947.77	14.37	154,933.40	100.05
US Treasury Notes	0.375%	06/01/15	05/31/16	121	0.290%	170,000.00	170,045.88	(93.57)	170,139.45	109.73
US Treasury Notes	0.375%	03/23/15	05/31/16	121	0.390%	320,000.00	319,986.24	36.24	319,950.00	206.56
Regional Trans Auth, IL Rev Bonds	0.550%	05/07/14	05/06/16	96	0.580%	200,000.00	199,981.95	117.95	199,864.00	366.67
Farmer Mac Agency Notes	0.350%	08/11/14	02/11/16	11	0.350%	200,000.00	200,000.00	-	200,000.00	330.56
Fannie Mae Global Notes	0.500%	02/14/13	03/30/16	59	0.540%	115,000.00	114,993.07	124.17	114,868.90	193.26
Fannie Mae Global Notes	0.500%	08/29/13	03/30/16	59	0.710%	150,000.00	149,948.91	748.41	149,200.50	252.08
FHLMC Reference Note	0.400%	11/21/14	05/27/16	117	0.420%	125,000.00	124,992.01	29.51	124,962.50	88.89
	Weighted Avg Maturity		88		0.405%	\$ 2,124,802.96	\$ 2,125,316.80	\$ (2,369.94)	\$ 2,127,686.74	\$ 2,312.65

DU PAGE WATER COMMISSION
 INVESTMENTS
 (Unaudited)
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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 01/31/16
Water Fund Operating Reserve (01-121800)										
IIIT - Money Market	0.030%	01/31/16	02/01/16	1	0.030%	404,147.64	404,147.64	-	404,147.64	-
US Treasury Notes	1.000%	02/27/14	03/31/17	425	0.730%	950,000.00	952,933.33	(4,785.42)	957,718.75	3,218.58
US Treasury Notes	1.000%	03/19/14	03/31/17	425	0.920%	1,850,000.00	1,851,649.48	(2,614.19)	1,854,263.67	6,267.76
US Treasury Notes	0.625%	03/12/13	05/31/17	486	0.720%	675,000.00	674,195.65	1,726.90	672,468.75	726.18
US Treasury Notes	0.625%	05/15/14	05/31/17	486	0.830%	1,000,000.00	997,357.93	3,373.55	993,984.38	1,075.82
US Treasury Notes	2.500%	12/09/14	06/30/17	516	0.920%	750,000.00	766,619.21	(13,351.49)	779,970.70	1,648.35
US Treasury Notes	0.625%	10/31/12	09/30/17	608	0.750%	100,000.00	99,800.94	433.76	99,367.18	211.75
US Treasury Notes	0.625%	10/31/12	09/30/17	608	0.750%	300,000.00	299,402.82	1,301.26	298,101.56	635.25
US Treasury Notes	0.750%	11/01/12	10/31/17	639	0.740%	25,000.00	25,005.19	44.24	24,960.95	47.91
US Treasury Notes	0.625%	11/05/12	10/31/17	639	0.740%	100,000.00	100,020.75	176.95	99,843.80	191.62
US Treasury Notes	0.750%	03/08/13	02/28/18	759	0.850%	1,500,000.00	1,496,931.89	4,197.51	1,492,734.38	4,759.62
US Treasury Notes	0.750%	04/30/15	03/31/18	790	0.840%	700,000.00	698,619.22	478.59	698,140.63	1,778.69
US Treasury Notes	0.750%	04/23/15	03/31/18	790	0.870%	1,500,000.00	1,496,064.81	1,396.84	1,494,667.97	3,811.48
US Treasury Notes	0.625%	05/10/13	04/30/18	820	0.810%	625,000.00	622,397.52	3,086.00	619,311.52	998.03
US Treasury Notes	0.625%	11/03/15	04/30/18	820	0.980%	1,560,000.00	1,547,677.90	1,327.90	1,546,350.00	2,491.07
US Treasury Notes	1.375%	02/04/15	07/31/18	912	0.920%	150,000.00	151,460.98	(285.11)	151,746.09	5.67
US Treasury Notes	1.250%	10/06/14	10/31/18	1,004	1.470%	475,000.00	480,309.86	(2,074.91)	482,384.77	17.94
US Treasury Notes	1.500%	07/31/14	01/31/19	1,096	1.610%	1,075,000.00	1,071,631.80	1,628.87	1,070,002.93	44.30
US Treasury Notes	1.625%	09/04/14	03/31/19	1,155	1.600%	1,000,000.00	1,000,767.52	(326.23)	1,001,093.75	5,505.46
US Treasury Notes	1.625%	04/23/15	04/30/19	1,185	1.200%	1,500,000.00	1,520,051.04	(4,675.52)	1,524,726.56	6,227.68
US Treasury Notes	3.125%	11/03/14	05/15/19	1,200	1.500%	205,000.00	215,626.92	(3,899.25)	219,526.17	1,372.77
US Treasury Notes	1.750%	03/27/15	09/30/19	1,338	1.390%	1,500,000.00	1,518,989.25	(4,272.47)	1,523,261.72	8,893.44
US Treasury Notes	1.000%	02/27/15	09/30/19	1,338	1.420%	2,200,000.00	2,167,082.50	8,074.69	2,159,007.81	7,453.55
US Treasury Notes	1.000%	05/29/15	11/30/19	1,399	1.440%	1,050,000.00	1,032,704.33	2,966.05	1,029,736.28	1,807.38
US Treasury Notes	1.000%	08/25/15	11/30/19	1,399	1.340%	1,500,000.00	1,481,073.68	2,108.84	1,478,964.84	2,581.97
US Treasury Notes	1.250%	09/03/15	02/29/20	1,490	1.470%	600,000.00	594,858.27	506.71	594,351.56	3,173.08
US Treasury Notes	1.250%	10/08/15	02/29/20	1,490	1.320%	1,000,000.00	997,387.04	199.54	997,187.50	5,288.46
US Treasury Notes	1.250%	11/05/15	02/29/20	1,490	1.550%	1,050,000.00	1,037,560.80	685.80	1,036,875.00	5,552.88
US Treasury Notes	2.000%	12/04/15	07/31/20	1,643	1.580%	1,075,000.00	1,094,617.12	(665.11)	1,095,282.23	59.07
US Treasury Notes	2.125%	12/30/15	08/31/20	1,674	1.740%	1,450,000.00	1,474,630.92	(460.88)	1,475,091.80	13,036.06
Regional Trans Auth, IL Rev Bonds	0.550%	05/07/14	05/06/16	96	0.580%	850,000.00	849,923.30	501.30	849,422.00	1,558.33
IL ST Unemployment Rev Bonds	5.000%	07/31/12	06/15/16	136	1.050%	100,000.00	101,461.33	(12,376.67)	113,838.00	638.89
IL ST Unemployment Rev Bonds	5.000%	07/31/12	06/15/16	136	1.050%	300,000.00	304,383.99	(37,130.01)	341,514.00	1,916.67
IN ST Bond Bank Txbi Rev Bonds	1.022%	06/05/13	07/15/16	166	1.020%	275,000.00	275,000.00	-	275,000.00	124.91
CA ST Taxable GO Bonds	1.750%	10/22/13	11/01/17	640	1.660%	700,000.00	701,116.07	(1,382.93)	702,499.00	3,062.50
MS ST Taxable GO Bonds	1.472%	02/18/15	10/01/18	974	1.470%	150,000.00	150,000.00	-	150,000.00	736.00
NYC, NY Taxable GO Bonds	1.650%	03/31/15	10/01/18	974	1.650%	565,000.00	565,000.00	-	565,000.00	3,107.50
CT ST Taxable GO Bonds	1.974%	03/25/15	03/15/19	1,139	1.970%	300,000.00	300,000.00	-	300,000.00	2,237.20
UNIV OF CAL Taxable Rev Bonds	2.003%	03/25/15	05/15/19	1,200	2.000%	135,000.00	135,000.00	-	135,000.00	570.86
MS ST Taxable GO Bonds	1.679%	02/18/15	10/01/19	1,339	1.680%	310,000.00	310,000.00	-	310,000.00	1,734.97
NY Trans Fin Auth, NY Txbi Rev Bonds	2.750%	04/23/15	02/01/20	1,462	1.880%	375,000.00	387,502.57	(2,313.68)	389,816.25	5,156.25

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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 01/31/16
Water Fund Operating Reserve (01-121800) Continued...										
FNMA Pool #AS4197	3.500%	07/16/15	01/01/30	5,084	2.620%	368,143.99	388,504.94	(1,267.51)	389,772.45	1,073.75
FNMA Series 2015-M1 ASQ2	1.626%	01/30/15	02/01/18	732	1.260%	200,000.00	201,223.58	(774.92)	201,998.50	271.00
FNMA Series 2015-M7 ASQ2	1.550%	04/30/15	04/01/18	791	0.830%	175,000.00	176,227.66	(521.71)	176,749.37	226.04
FNMA Series 2015-M15 ASQ2	1.899%	11/30/15	01/01/19	1,066	1.200%	195,000.00	196,824.80	(125.18)	196,949.98	308.44
Fannie Mae Series 2015-M13 ASQ2	1.646%	10/30/15	09/01/19	1,309	1.080%	425,000.00	428,939.21	(316.70)	429,255.91	582.96
Fannie Mae Series 2016-M1 ASQ2	2.132%	01/29/16	02/01/21	1,828	1.680%	925,000.00	934,233.72	-	934,233.72	1,643.42
FNMA Series 2010-18 LV	4.500%	07/21/15	04/01/21	1,887	2.030%	366,766.08	366,766.08	(25,444.41)	392,210.49	1,375.37
FHLB Global Notes	0.840%	03/24/15	03/24/17	418	0.840%	750,000.00	750,000.00	-	750,000.00	2,222.50
FHLB Global Notes	0.625%	05/15/15	05/30/17	485	0.670%	810,000.00	809,560.68	232.98	809,327.70	857.81
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	515	0.970%	165,000.00	165,077.90	(79.51)	165,157.41	146.67
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	515	0.960%	635,000.00	635,367.51	(375.44)	635,742.95	564.44
Freddie Mac Global Notes	1.000%	07/31/12	07/28/17	544	0.860%	95,000.00	95,192.79	(371.32)	95,564.11	7.92
Freddie Mac Global Notes	1.000%	07/31/12	07/28/17	544	0.860%	125,000.00	125,253.68	(488.57)	125,742.25	10.42
Freddie Mac Global Notes	1.000%	03/20/15	07/28/17	544	0.850%	205,000.00	205,443.28	(253.72)	205,697.00	17.08
Fannie Mae Global Notes	0.875%	09/06/12	08/28/17	575	0.820%	200,000.00	200,159.51	237.51	199,922.00	743.75
Fannie Mae Global Notes	0.875%	09/06/12	08/28/17	575	0.820%	475,000.00	475,378.84	564.09	474,814.75	1,766.41
Fannie Mae Global Notes	0.875%	11/27/13	10/26/17	634	1.080%	1,300,000.00	1,295,520.33	5,465.33	1,290,055.00	3,001.74
Tennessee Valley Authority Notes	6.250%	08/19/15	12/15/17	684	1.010%	720,000.00	789,802.45	(16,580.27)	806,382.72	5,750.00
Fannie Mae Global Notes	0.875%	05/24/13	05/21/18	841	1.190%	500,000.00	496,432.69	4,007.69	492,425.00	850.69
Fannie Mae Global Notes	0.875%	05/22/13	05/21/18	841	1.050%	1,000,000.00	996,042.84	4,492.84	991,550.00	1,701.39
FNMA Benchmark Note	1.125%	09/01/15	10/19/18	992	1.180%	2,300,000.00	2,296,755.60	481.60	2,296,274.00	7,331.25
Fannie Mae Global Notes	1.625%	10/23/14	11/27/18	1,031	1.390%	990,000.00	996,541.47	(2,863.53)	999,405.00	2,860.00
FNMA Benchmark Note	1.375%	01/08/16	01/28/19	1,093	1.180%	275,000.00	274,832.36	2.86	274,829.50	31.51
Freddie Mac Global Notes	1.750%	12/03/14	05/30/19	1,215	1.490%	475,000.00	479,035.05	(1,360.95)	480,396.00	1,408.51
FNMA Notes	1.750%	12/03/14	11/26/19	1,395	1.610%	475,000.00	477,371.48	(692.27)	478,063.75	1,500.87
Weighted Avg Maturity			1,004		1.206%	\$ 46,079,057.71	\$ 46,207,452.02	\$ (92,429.68)	\$ 46,299,881.70	\$ 145,979.84

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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 01/31/16
Water Fund L-T Water Capital Reserve (01-121900)										
IIIT - Money Market (PFM Asset Management)	0.030%	01/31/16	02/01/16	1	0.030%	10,880.50	10,880.50	-	10,880.50	-
US Treasury Notes	0.625%	02/05/14	05/31/17	486	0.820%	40,000.00	39,895.69	133.19	39,762.50	43.03
US Treasury Notes	0.625%	04/24/15	05/31/17	486	0.580%	500,000.00	500,284.67	(164.55)	500,449.22	537.91
US Treasury Notes	0.625%	05/15/14	11/30/17	669	1.030%	425,000.00	421,864.93	2,891.30	418,973.63	457.22
US Treasury Notes	0.750%	12/31/13	02/28/18	759	1.380%	485,000.00	478,808.14	6,046.81	472,761.33	1,538.94
US Treasury Notes	0.625%	05/13/13	04/30/18	820	0.820%	180,000.00	179,208.98	938.67	178,270.31	287.43
US Treasury Notes	0.625%	05/15/13	04/30/18	820	0.820%	180,000.00	179,218.23	926.82	178,291.41	287.43
US Treasury Notes	1.375%	02/20/15	09/30/18	973	1.260%	230,000.00	230,693.96	(240.42)	230,934.38	1,071.45
US Treasury Notes	1.625%	04/24/15	04/30/19	1,185	1.150%	630,000.00	639,463.55	(2,201.29)	641,664.84	2,615.63
US Treasury Notes	1.250%	01/12/15	02/29/20	1,490	1.480%	100,000.00	99,090.04	226.76	98,863.28	528.85
US Treasury Notes	1.125%	04/24/15	04/30/20	1,551	1.350%	300,000.00	297,239.78	485.87	296,753.91	862.29
US Treasury Notes	2.250%	04/24/15	03/31/21	1,886	1.540%	250,000.00	258,782.59	(1,256.47)	260,039.06	1,905.74
US Treasury Notes	2.000%	01/12/15	05/31/21	1,947	1.720%	300,000.00	304,196.66	(783.81)	304,980.47	1,032.79
US Treasury Notes	1.875%	01/12/15	11/30/21	2,130	1.780%	260,000.00	261,433.69	(242.09)	261,675.78	839.14
US Treasury Notes	1.500%	12/30/15	01/31/22	2,192	2.040%	75,000.00	72,729.59	32.32	72,697.27	3.09
US Treasury Notes	1.500%	09/03/15	01/31/22	2,192	1.870%	350,000.00	342,706.19	471.81	342,234.38	14.42
US Treasury Notes	1.625%	02/26/15	08/15/22	2,388	1.820%	175,000.00	172,937.10	274.99	172,662.11	1,313.69
US Treasury Notes	1.625%	12/04/15	11/15/22	2,480	1.930%	200,000.00	196,194.85	85.47	196,109.38	696.43
US Treasury Notes	1.750%	04/24/15	05/15/23	2,661	1.790%	390,000.00	388,892.12	110.87	388,781.25	1,462.50
US Treasury Notes	2.750%	10/09/15	11/15/23	2,845	1.910%	155,000.00	164,414.94	(351.27)	164,766.21	913.39
NYC, NY Taxable GO Bonds	1.650%	03/31/15	10/01/18	974	1.650%	95,000.00	95,000.00	-	95,000.00	522.50
MS ST Taxable GO Bonds	1.679%	02/18/15	10/01/19	1,339	1.680%	40,000.00	40,000.00	-	40,000.00	223.87
NY Trans Fin Auth, NY Txbi Rev Bonds	2.750%	04/23/15	02/01/20	1,462	1.880%	75,000.00	77,500.51	(462.74)	77,963.25	1,031.25
CT ST Taxable GO Bonds	2.294%	03/25/15	03/15/20	1,505	2.290%	70,000.00	70,000.00	-	70,000.00	606.64
UNIV OF CAL Taxable Rev Bonds	2.253%	03/25/15	05/15/20	1,566	2.250%	50,000.00	50,000.00	-	50,000.00	237.82
FNMA Pool #AS4197	3.500%	07/16/15	01/01/30	5,084	2.620%	90,953.23	95,983.59	(313.15)	96,296.74	265.28
FNMA Series 2015-M15 ASQ2	1.899%	11/30/15	01/01/19	1,066	1.200%	45,000.00	45,421.11	(28.89)	45,450.00	71.18
Fannie Mae Series 2015-M13 ASQ2	1.646%	10/30/15	09/01/19	1,309	1.080%	80,000.00	80,741.50	(59.61)	80,801.11	109.73
Fannie Mae Series 2016-M1 ASQ2	2.132%	01/29/16	02/01/21	1,828	1.680%	175,000.00	176,746.92	-	176,746.92	310.92
FNMA SERIES 2015	2.013%	03/31/15	07/25/22	2,367	1.710%	23,195.79	23,397.13	(30.20)	23,427.33	38.91
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	515	0.970%	80,000.00	80,037.77	(38.55)	80,076.32	71.11
Freddie Mac Global Notes	1.000%	08/13/14	06/29/17	515	0.960%	300,000.00	300,173.63	(177.37)	300,351.00	266.67
Fannie Mae Global Notes	0.875%	05/15/14	05/21/18	841	1.300%	425,000.00	420,879.16	2,980.91	417,898.25	723.09
Fannie Mae Global Notes	1.625%	12/31/13	11/27/18	1,031	1.780%	475,000.00	473,014.83	1,406.33	471,808.50	1,372.22
Fannie Mae Benchmark Notes	1.875%	05/15/14	02/19/19	1,115	1.550%	400,000.00	403,860.02	(2,083.98)	405,944.00	3,375.00
FNMA Benchmark Notes	1.500%	10/19/15	11/30/20	1,765	1.520%	325,000.00	324,712.38	14.63	324,697.75	826.04
Weighted Avg Maturity			1,405		1.427%	\$ 7,985,029.52	\$ 7,996,404.75	\$ 8,592.36	\$ 7,987,812.39	\$ 26,463.60

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FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 01/31/16
Capital Reserve (01-122000)										
IIIT - Money Market (PFM Asset Management)	0.030%	01/31/16	02/01/16	1	0.030%	79,809.32	79,809.32	-	79,809.32	-
US Treasury Notes	0.875%	11/01/13	11/30/16	304	0.620%	100,000.00	100,209.38	(564.05)	100,773.43	150.61
US Treasury Notes	0.875%	02/04/15	12/31/16	335	0.440%	500,000.00	501,969.82	(2,131.74)	504,101.56	384.62
US Treasury Notes	0.875%	12/31/14	12/31/16	335	0.710%	1,000,000.00	1,001,537.68	(1,821.70)	1,003,359.38	769.23
US Treasury Notes	1.000%	12/31/14	03/31/17	425	0.810%	875,000.00	876,934.30	(1,791.28)	878,725.58	2,964.48
US Treasury Notes	1.000%	02/27/15	03/31/17	425	0.680%	1,570,000.00	1,575,850.87	(4,636.24)	1,580,487.11	5,319.13
US Treasury Notes	0.500%	01/27/15	07/31/17	547	0.740%	615,000.00	612,771.26	1,494.89	611,276.37	8.45
US Treasury Notes	0.500%	12/31/14	07/31/17	547	0.960%	810,000.00	804,490.71	3,951.26	800,539.45	11.13
US Treasury Notes	0.625%	01/05/15	09/30/17	608	1.020%	1,000,000.00	993,438.38	4,180.57	989,257.81	2,117.49
US Treasury Notes	0.625%	04/23/15	11/30/17	669	0.780%	1,380,000.00	1,376,206.70	1,597.32	1,374,609.38	1,484.63
US Treasury Notes	0.875%	12/31/14	01/31/18	731	1.160%	1,000,000.00	994,452.23	2,967.85	991,484.38	24.04
US Treasury Notes	0.750%	03/27/15	03/31/18	790	0.990%	150,000.00	149,218.80	302.78	148,916.02	381.15
US Treasury Notes	0.750%	04/30/15	03/31/18	790	0.840%	475,000.00	474,063.04	324.76	473,738.28	1,206.97
US Treasury Notes	0.750%	02/27/15	03/31/18	790	1.040%	930,000.00	924,227.86	2,438.02	921,789.84	2,363.11
US Treasury Notes	0.750%	04/23/15	03/31/18	790	0.880%	1,000,000.00	997,290.00	961.87	996,328.13	2,540.98
US Treasury Notes	0.750%	03/27/15	03/31/18	790	1.000%	1,500,000.00	1,492,145.67	3,044.11	1,489,101.56	3,811.48
US Treasury Notes	0.625%	05/29/15	04/30/18	820	0.960%	350,000.00	347,386.99	777.61	346,609.38	558.89
US Treasury Notes	1.000%	12/30/15	05/31/18	851	1.210%	1,425,000.00	1,418,191.62	260.96	1,417,930.66	2,452.87
US Treasury Notes	1.375%	10/09/15	09/30/18	973	0.940%	850,000.00	859,754.32	(1,136.31)	860,890.63	3,959.70
US Treasury Notes	1.250%	11/09/15	11/30/18	1,034	1.180%	195,000.00	195,367.15	(28.94)	195,396.09	419.57
US Treasury Notes	1.500%	12/04/15	12/31/18	1,065	1.220%	1,375,000.00	1,366,057.28	(597.99)	1,366,655.27	1,813.19
CA ST Taxable GO Bonds	1.250%	10/22/13	11/01/16	275	1.090%	100,000.00	100,119.06	(349.94)	100,469.00	312.50
UNIV OF CAL Taxable Rev Bonds	0.934%	03/25/15	05/15/17	470	0.930%	175,000.00	175,000.00	-	175,000.00	345.06
MS ST Taxable GO Bonds	1.090%	02/18/15	10/01/17	609	1.090%	35,000.00	35,000.00	-	35,000.00	127.17

DU PAGE WATER COMMISSION
 INVESTMENTS
 (Unaudited)
 January 31, 2016

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE		YIELD TO MATURITY (COST)	PAR VALUE	AMORTIZED COST	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 01/31/16
Capital Reserve (01-122000) Continued...										
FNMA SERIES 2015 M1	1.626%	01/30/15	02/01/18	732	1.260%	100,000.00	100,611.79	(387.46)	100,999.25	135.50
FNMA SERIES 2015 M7	1.550%	04/30/15	04/01/18	791	1.260%	105,000.00	105,736.59	(313.03)	106,049.62	135.63
FNMA SERIES 2015 M3	0.392%	02/27/15	06/01/18	852	0.390%	75,380.91	75,369.07	7.86	75,361.21	28.09
FNMA SERIES 2015 M3	0.385%	03/31/15	09/25/18	968	0.380%	69,835.90	69,829.80	11.77	69,818.03	25.43
FNMA SERIES 2015 M3	0.356%	05/29/15	11/25/18	1,029	0.360%	55,484.12	55,476.04	5.07	55,470.97	18.29
FNMA Series 2015-M15 ASQ2	1.899%	11/30/15	01/01/19	1,066	1.200%	130,000.00	131,216.54	(83.45)	131,299.99	205.63
Fannie Mae Series 2015-M13 ASQ2	1.646%	10/30/15	09/01/19	1,309	1.080%	275,000.00	277,548.89	(204.93)	277,753.82	377.21
Freddie Mac Series 4459 NB	4.500%	06/11/15	01/01/20	1,431	0.770%	225,357.24	234,353.46	(1,919.52)	236,272.98	845.09
FNMA Series 2015-M12 FA	0.540%	09/30/15	04/25/20	1,546	0.540%	438,696.53	438,538.60	-	438,538.60	208.83
FNMA Series 2010-18 LV	4.500%	07/21/15	04/01/21	1,887	2.030%	256,736.24	256,736.24	(17,811.08)	274,547.32	962.76
FHLB Notes	0.625%	01/22/15	11/23/16	297	0.560%	400,000.00	400,222.97	(280.06)	400,503.03	472.22
FHLB Notes	0.625%	01/26/15	11/23/16	297	0.570%	600,000.00	600,248.94	(309.06)	600,558.00	708.33
FHLB Notes	1.625%	04/23/15	12/09/16	313	0.540%	1,475,000.00	1,488,594.82	(12,217.88)	1,500,812.50	3,462.15
FHLMC Reference Note	0.500%	01/16/15	01/27/17	362	0.590%	415,000.00	414,645.20	371.45	414,273.75	23.06
FHLMC Reference Note	0.500%	01/26/15	01/27/17	362	0.620%	575,000.00	574,299.38	713.88	573,585.50	31.94
FHLB Notes	0.840%	03/24/15	03/24/17	418	0.840%	450,000.00	450,000.00	-	450,000.00	1,333.50
FNMA Notes	1.125%	09/04/14	04/27/17	452	0.940%	475,000.00	476,083.38	(1,215.62)	477,299.00	1,395.31
FNMA Notes	1.125%	02/04/15	04/27/17	452	0.600%	850,000.00	855,459.81	(4,340.69)	859,800.50	2,496.88
FHLB Global Notes	0.625%	05/15/15	05/30/17	485	0.670%	585,000.00	584,682.71	168.26	584,514.45	619.53
Freddie Mac Global Notes	1.000%	08/14/14	07/28/17	544	1.000%	125,000.00	124,995.81	4.19	124,991.62	10.42
Freddie Mac Global Notes	1.000%	03/20/15	07/28/17	544	0.850%	1,000,000.00	1,002,162.35	(1,237.65)	1,003,400.00	83.33
Tennessee Valley Authority Notes	6.250%	08/19/15	12/15/17	684	1.010%	480,000.00	526,534.97	(11,053.51)	537,588.48	3,833.33
FNMA Benchmark Note	1.125%	09/01/15	10/19/18	992	1.180%	1,475,000.00	1,472,919.35	308.85	1,472,610.50	4,701.56
FNMA Benchmark Note	1.375%	01/08/16	01/28/19	1,093	1.400%	1,255,000.00	1,254,234.94	13.04	1,254,221.90	143.80
Weighted Avg Maturity			689		0.905%	\$ 29,381,300.26	\$ 29,441,994.09	\$ (40,525.56)	\$ 29,482,519.65	\$ 55,784.27
TOTAL ALL FUNDS					0.916%	\$ 119,292,467.77	\$ 119,477,424.58	\$ (112,418.73)	\$ 119,589,843.31	\$ 233,011.84
Less: Net Unsettled Trades										
							\$ 119,477,424.58			
January 31, 2016										
					90 DAY US TREASURY YIELD			Longest Maturity	2,845	\$ 155,000.00
					3 month US Treasury Bill Index	0.33%				
					0-3 Year US Treasury Index	0.25%				
					1-3 Year US Treasury Index	0.69%				
					1-5 Year US Treasury Index	0.79%				
					1-10 Year US Treasury Index	0.96%				
						1.16%				

DUPAGE WATER COMMISSION
ELMHURST, ILLINOIS
TREASURER'S REPORT
STATEMENT OF CASH FLOWS
For the Period from May 1, 2015 to January 31, 2016

CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from customers	\$ 96,666,370
Cash payments to suppliers	(83,107,289)
Cash payments to employees	<u>(2,159,333)</u>
Net cash from operating activities	11,399,748

CASH FLOWS FROM NONCAPITAL

FINANCING ACTIVITIES

Cash received from sales taxes	27,984,889
Cash Received from water quality loans	49,044
Cash payments for net pension activity	<u>(1,303,001)</u>
Net cash from noncapital financing activities	26,730,932

CASH FLOWS FROM CAPITAL AND

RELATED FINANCING ACTIVITIES

Interest paid	(60,149)
Principal Paid	(8,368,433)
Construction and purchase of capital assets	<u>(4,307,553)</u>
Net cash from capital and related financing activities	(12,736,135)

CASH FLOWS FROM INVESTING ACTIVITIES

Investment income	<u>601,277</u>
Net cash from investing activities	601,277

Net Increase (Decrease) in cash and investments 25,995,822

CASH AND INVESTMENTS, MAY 1, 2015 99,574,894

CASH AND INVESTMENTS, JANUARY 31, 2016 \$ 125,570,716

January 31, 2016
 TREASURER'S REPORT
 DPWC MONTHLY CASH/OPERATING REPORT

	1/31/2016		
	YEAR END TARGETED Reserve or Monthly Cash Amount-Needed	Amount On Hand	Amount Over - (Under) Target
	A	B	C
TABLE 1			
RESERVE ANALYSIS			
A. Operating Reserve	\$ 40,158,396	\$ 46,207,452	\$ 6,049,056
<i># of days per current fiscal year management budget</i>	120	138	
B. Capital Reserve	\$ 29,180,884	\$ 29,441,994	\$ 261,110
C. Long Term Water Capital Reserve	\$ 7,825,000	\$ 7,996,405	\$ 171,405
D. Principal Account	\$ 898,250	\$ 910,500	\$ 12,250
E. Interest Account	\$ 2,934	\$ 4,951	\$ 2,017
F. O+M Account (1)	\$ 9,060,470	\$ 19,826,269	\$ 10,765,799
G. Current Construction Obligation and Customer Construction Escrows	\$ 400,069	\$ 400,069	\$ -
TOTAL SUMMARY CASH + RESERVE ANALYSIS	\$ 87,526,004	\$ 104,787,640	\$ 17,261,637

TABLE 2	
OTHER CASH	
H. General Fund	\$ 19,057,828
I. Sales Tax	\$ 1,725,248
TOTAL TABLE 2-OTHER CASH	\$ 20,783,076
TOTAL MONTH END FUNDS CASH BALANCE-Table1+2	\$ 125,570,716


Outstanding Balance 1/31/16

TABLE 3--DEBT	
J. REVENUE BOND FINAL PAYMENT MAY-2016	\$ 3,593,050

Note 1: The O&M Account target varies from month to month. The cash balance should be enough to cover the current months operating cash outflows, but not exceed \$25 million in balance.

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	General Manager's Office
ITEM	A Resolution Amending and Restating the Personnel Manual Resolution No. R-1-16	APPROVAL	
<p>The Commission's Personnel Manual has not been updated since 2010. Resolution No. R-1-16 would amend and restate the Personnel Manual in its entirety, effective as of March 1, 2016.</p>			
MOTION: To approve Resolution No. R-1-16			

DuPAGE WATER COMMISSION

RESOLUTION NO. R-1-16

**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-10-12 and amended by Ordinance Nos. O-12-12, O-6-13, O-7-13, O-1-15 (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-60-07, the Commission adopted regulations affecting Commission employment, working conditions, and employees benefits, which regulations were amended by Resolution Nos. R-3-10 (the "Personnel Manual"); and

WHEREAS, the Personnel Manual has not been updated since 2010; and

Resolution No. R-1-16

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 March 1, 2016;

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 March 1, 2016, 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 March 1, 2016. The General Manager shall provide copies of the Personnel Manual available to all Commission employees at least 10 days in advance of its effective date.

Resolution No. R-1-16

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

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2016.

Chairman

ATTEST:

Clerk

EXHIBIT A



DUPAGE WATER COMMISSION

Employee Handbook of Policies & Procedures

Effective March 1, 2016



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CHAPTER 1- INTRODUCTION

1.1 Welcome

Welcome to the DuPage Water Commission. We hope that you enjoy your position with us and that it will prove beneficial to both you and the Commission. We offer our best wishes for your future success.

1.2 History

Since 1992, the DuPage Water Commission has provided reliable, quality, responsive, and cost-efficient Lake Michigan water service for its customers in the communities of DuPage County, Illinois.

1.3 Purpose of the Handbook and Coverage

This Employee Handbook serves as a general reference guide to help familiarize employees of the DuPage Water Commission (“the Commission”) with the Commission’s basic policies, procedures, working conditions and rules affecting employment, as well as some of the employee benefits it provides. The policies, procedures, and rules contained in this handbook apply to all full-time, part-time, and temporary 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 temporary employees as identified in the specific policies. 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, any existing Safety Manual, and except as otherwise expressly provided in this handbook. Employees covered under a union contract will abide by the language of that contract as it supersedes this handbook.

The procedures, practices, policies, and benefits described herein may be superseded, modified, amended, or discontinued at any time as the needs of the Commission require. The Commission will make reasonable efforts to inform you of any changes as they occur; however, changes may be implemented at any time, even without notice.

Our objective is to provide you with a work environment that is constructive to both your personal and professional growth. As an employee of the DuPage Water Commission, you are expected to provide residents and visitors with timely service, professional courtesy, and the utmost respect. This includes the expectation that you will be ethical, accountable, transparent, efficient, and effective in your job activities.

You are responsible for reading, understanding, and familiarizing yourself with the policies and benefits included in this handbook. If you are uncertain about any policy or procedures or have any questions, please ask your supervisor. After you have read and understood the



handbook, please sign the [acknowledgement statement](#) at the end of the handbook and return it to your supervisor or the Financial Administrator.

1.4 Waiver

Please note that this handbook is not an expressed or implied contract of employment or an offer to form a contract. It is not intended to create any binding contractual commitments between the Commission and any employee and does not guarantee employment with the Commission for any particular term.

1.5 At-Will Employment

At-will employment refers to the relationship the Commission has with all employees, and it means that your employment is for an unspecified period of time, and either you or the Commission can terminate the employment relationship at any time, with or without cause, or with or without notice.

1.6 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 Commission desires to keep an open line of communication with all employees and expects each employee to give us his or her input to achieve our mutual goals.

1.7 Administration

The administration of this handbook and interpretation of these policies 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. For the purposes of this handbook, the General Manager's supervisor shall be the Board of Commissioners.

1.8 Supervisory Responsibility

Individuals with the responsibility to supervise others are expected to understand and uphold the contents this policy including applying them consistently and equitably.



1.9 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.

Except as provided by statute or the By-Laws of the Commission, and subject to the general policies adopted by 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.

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.

1.10 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.

1.11 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.

1.12 Conflicts

In the event of a conflict between these policies and provisions of a written employment or union contract, the contract shall prevail. In the event of a conflict between these policies and any applicable law, the law shall prevail.

1.13 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 employment classifications, which are relevant to determining their eligibility for overtime and benefits:

2.1 Full-Time Employees

Full-time employees are those who are not assigned to a temporary status, and who are regularly scheduled to work 35 hours or more each week of the calendar year. Generally, full-time employees are eligible to earn benefits, or participate in the Commission's benefit programs, subject to the terms, conditions, and limitations of each benefit program.

2.2 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 35 hours per week. Part-time employees are not eligible to earn benefits or participate in the Commission's benefit programs unless required by law.

2.3 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. Temporary employees are not eligible to earn benefits or to participate in the Commission's benefit programs unless required by law.

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

2.4 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 by the Fair Labor Standards Act and other 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. Employees in this category may work additional hours without receiving any additional compensation.

2.5 Nonexempt Employees

Nonexempt employees are those who are entitled to be paid for all hours worked as well as time and one-half for all hours worked in excess of 40 in any work week.



DUPAGE WATER COMMISSION

For purposes of this Chapter, “week” shall mean seven consecutive days starting on Sunday at 12:00 a.m. and ending on the following Saturday at 11:59 p.m.



CHAPTER 3- DIVERSITY

3.1 Equal Employment Opportunity

The Commission is committed to providing a work environment that promotes equal employment opportunities to employees and applicants and prohibits discrimination and harassment of any type in employment opportunities or practices. Employment decisions at the Commission are based on an assessment of the individual's merits, qualifications, and ability to perform the essential job duties and responsibilities. They are not based on or affected by an applicant's or employee's race, color, religion, sex, sexual orientation, pregnancy, order of protection status, creed, national origin, ancestry, citizenship status, age, gender, gender identity or expression, marital status or parental status, physical or mental disability, political affiliation, military status or any other characteristic protected under federal, state, or local laws governing nondiscrimination in employment.

This policy applies to all employees and applicants and to all terms and conditions of employment including recruitment, promotions, disciplines, termination, layoffs, recall, transfer, leaves of absence, compensation, benefits, and training.

See [Internal Complaint Procedure](#) for any employee who believes discrimination has occurred.

3.2 American with Disabilities Act (ADA) & Amendments Act (ADAA)

The Commission complies with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) when dealing with situations involving job applicants or employees with a disability. The Commission will take appropriate steps to provide reasonable accommodations, as required by law, for qualified individuals with known disabilities who, with or without reasonable accommodation, can perform the essential functions of a job, so long as doing so does not cause an undue hardship for the Commission.

3.3 Anti-Harassment

The Commission is committed to providing a work environment that is free of all forms of harassment and will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, contractual staff, or citizen. 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.



Examples of conduct which may constitute general **harassment** include but are not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group via email, phone, text messages, tweets, blogs, social networking sites, or other means during work hours in the work place.

Sexual harassment, whether opposite or same sex, includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

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

- Unwelcome physical contact such as touching, pinching, patting, grabbing, rubbing, or brushing against another employee's body
- Physical assaults of a sexual nature, such as rape, sexual battery, or molestation
- Unwelcome sexual advances, propositions, or other sexual comments such as sexually-oriented gestures, sounds, remarks, jokes, or comments about a person's gender, 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 gender or rejection of sexual advances, propositions, or comments
- Sexual or discriminatory displays, publications, or electronic communications, anywhere in the workplace such as pictures, posters, calendars, graffiti, objects, books, or other materials that are sexually suggestive, demeaning, or pornographic.

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).



3.4 Internal Complaint Procedure

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 disciplinary 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. Employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination.

How to Report. Employees are expected and encouraged to inform others in the workplace whenever conduct is unwelcome and offensive. 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 or the General Manager (or, in the case of a complaint against the General Manager, to a member of the Board of Commissioners).

Investigation. The supervisor or General Manager (or Commissioner) is responsible to ensure that the matter is promptly investigated. This may include, but is not limited to, interviewing the 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.

Response. 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 [disciplinary action](#) will be taken up to, and including termination. 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 employee reporting the discrimination or harassment will be advised of the results of the investigation and the decision reached by the Commission.



3.5 Policy Against Retaliation

The Commission's policy prohibits retaliation against any employee who makes 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 [Internal Complaint Procedure](#) referenced above to report incidents of alleged retaliation.

The Commission encourages the reporting of unlawful discrimination, harassment, and retaliation and, at the same time, desires to protect the reputation of any employee wrongfully charged with such conduct. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action. False and frivolous charges are not charges made in good faith which cannot be proven; rather, they are cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment.

3.6 External Complaint Procedure

The Commission hopes that any incident of harassment can be resolved through the internal process outlined above. However, employees 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). Filing deadlines exist for each of these agencies.



CHAPTER 4 - EMPLOYMENT PRACTICES

4.1 Recruitment Practices

The Commission is committed to employ, in its best judgement, the best qualified candidates for vacant positions while engaging in recruitment and selection practices that are in compliance with all applicable federal, state, and local employment laws. During the recruitment process, the Commission will consider, but will not be limited to, such factors as educational background, previous work experience, skills, and abilities when reviewing the applicants.

Employment Applications and Resumes. All applicants for employment at the Commission, including transfer and promotion, must complete the employment application form provided by the Commission. Resumes may be accepted in addition to, but not in place of, the employment application.

The Commission may require applicants to provide professional references, proof of education/certifications/license, legal work authorization, and criminal background history as allowed by law, when applicable.

The Commission relies on the accuracy of information contained in the employment application, resume, and other documentation presented by the applicant during the hiring process. Any false statements, 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 termination of employment if the individual already has been hired, regardless of the time elapsed before discovery.

Pre-Employment Testing and Drug Screening.

- a. **Pre-employment Testing.** The Commission may use pre-employment testing as a measure to assess applicants' job-related skills and abilities where appropriate. Examples of pre-employment tests may include, but are not limited to, aptitude, mechanical, computer skills testing, or any other job related skills that can be identified with a questionnaire or test.
- b. **Background Checks.** Offers of employment will be contingent upon satisfactory outcome of a thorough background check conducted by a third party provider selected by the Commission.
- c. **Reference Checks.** Professional, work-related references will be contacted to confirm suitability for hire based on job-related factors.
- d. **Drug and Alcohol Screening.** Pre-employment and post-offer screening for alcohol and controlled substances will be conducted by a testing facility of the Commission's choice.



- e. **Physical Exams.** Any offer of employment for applicants filling a non-administrative position is contingent upon the satisfactory outcome of a medical and physical examination by a physician of the Commission's choice. The purpose of the examination is to determine whether the individual is physically able to perform the essential duties of the job with or without reasonable accommodations.
- f. **Driving Records.** Driving record checks may be conducted on all new employees who are required to operate a vehicle as a condition of their employment. Employees should expect regular checks on the validity of their driver's license. However, any employee who receives a suspension or loss of driving privileges is required to notify their supervisor and the General Manager immediately.

Failure to satisfactorily complete any of the above checks and screenings may result in an offer of employment being withdrawn. If an applicant has already started working, an employee may be subject to [disciplinary action](#), up to and including immediate termination of employment, as determined in the Commission's discretion.

Posting of Vacancies. Notice of vacancies will be posted on a centrally located 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. Union positions will abide by the procedures outlined in the then-current union contract.

Promotions and Transfers. The Commission has a policy of promoting and/or transferring current employees to fill vacancies whenever appropriate. Any qualified employee who expresses interest in an open position will be given fair consideration. Factors that will be considered in assessing an employee's qualifications for promotion or transfer will include, but are not limited to, job knowledge, educational background, duration of time in current position and/or with the Commission, proven skills and abilities, disciplinary record, attendance record, and past performance reviews.

The Commission reserves the right to transfer employees from one position or job assignment to another, on a temporary or long-term 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.

Employment of Relatives. The employment of relatives can result in various issues arising such as charges of favoritism and conflicts of interest 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, the General Manager, or any supervisory-level employee of the Commission where the candidate for employment will work directly for or supervise a close relative. Specifically, an employee may not be hired to a position that establishes an immediate supervisor/employee relationship between two individuals who are close relatives. In addition, close relatives will not be assigned as peers working in the same physical location.



For purposes of this policy, the term “close relative” includes the following relationships, whether established by blood, marriage, or other legal action: grandparent, grandchild, 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 parent, step-child, aunt, uncle, nephew, niece, or cousin.

Eligibility to Work in the United States--Immigration and Naturalization. All new employees must complete an I-9 Employment Eligibility Verification form and provide the Commission with the appropriate documentation within three (3) days of employment. In compliance with the Immigration Reform and Control Act, employers must verify the identity and employment eligibility of all new hires, and it may hire only persons who are legally eligible to work in the U.S. The documents provided by the candidate will be copied and filed with his or her I-9 Form separately from the main personnel file.

4.2 New Employee On-Boarding

Prior to the first day of work, the new employee should be scheduled for an orientation with the Human Resources Manager and/or the direct supervisor. Included in the on-boarding:

- Overview of Commission’s history, goals, and objectives
- Completion of new hire paperwork such as the I-9 form, tax forms, and benefits enrollment information
- Review of the job description and duties and responsibilities of the position
- Introduction to other employees
- Presentation with any codes, keys, and procedures needed to navigate within the workplace
- Explanation of the Commission’s Orientation and Basic Training Period (OBT) and [Performance Appraisal](#) process
- Review and answer any questions related to the Employee Handbook. The employee is requested to sign the [Employee Handbook Acknowledgement Form](#) and turn it into his or her supervisor.
- Safety Orientation

The employee is solely responsible for accurately filling out and submitting all new hire paperwork such as payroll documents, tax withholding, and benefits enrollment.

4.3 Probationary Period

All newly hired employees, re-hired employees, and existing employees transferring to a new employment classification or job assignment must undergo twelve (12)-month orientation and basic training (OBT) period. 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.

If the General Manager determines that the initial OBT period does not allow sufficient time to properly evaluate the employee's qualifications, the OBT period may be extended. On the other hand, if it is determined that an employee is not suited for the position, he or she may be transferred or terminated prior to or after the completion of the OBT period.

Satisfactory completion of the OBT period does not guarantee continued employment with the Commission for any particular term.

4.4 Personnel Records

The Commission creates and maintains personnel files for each of its employees. These files contain information that is relevant and necessary for administering employment activities or that is required by law or regulations. The primary file contains employment records and performance information. Documents that include medical information, background checks, reference checks, social security numbers, or other protected class information such as age, race, gender, national origin, disability, and marital status are filed separately.

In order to keep personnel records correct and up-to-date, employees are responsible for providing the Commission with current information regarding the following:

- Legal change in the employee's name
- Social Security Number
- Home address and home telephone number
- Marital status
- Number of dependents
- Change in beneficiaries
- Persons to be notified in case of emergency
- Any conviction of a crime
- Any relevant changes in licensing or education
- Other information pertinent to the administration of benefits or employment

Personnel files are the property of the Commission and access to the information they contain is restricted. Supervisors and other management personnel who have a legitimate business reason to review information in the file are allowed to do so. All personnel files are considered confidential except where information is required to be disclosed by law or court order.

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, and former employees who have terminated service within the preceding year, 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. This right of inspection is subject to certain exceptions as set forth in said statute.

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 within seven (7) days of the request. The inspections generally will take place in the presence of the General Manager or his or her designee. The employee may obtain copies of any document in the personnel file; however, the original must be maintained in the file. Personnel records are the property of the Commission and may not be removed from the premise.

4.5 Reference Checks

Unless former employees provide an appropriate, signed release waiver, supervisors and administrative staff of the Commission will only verify job title, dates of employment, salary at separation, and stated reason for leaving.

4.6 Performance Reviews

The Commission believes it is important to provide each employee with a performance review once a year. Performance reviews give supervisors an opportunity to explore the employee's progress on the job, identify effective performance, address any work-related problems, establish goals for future performance, growth, and career development, and determine merit-based wage increases.

It is the supervisor's responsibility to keep his or her employees advised of their progress and performance. 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.

Among the factors evaluated on an annual basis 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.

All wage increases are merit based and dependent upon a "Competent" level of performance, as determined by the General Manager through the performance review process.



4.7 Outside Employment.

The Commission recognizes that employees may occasionally 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 supported.

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

Prior to undertaking outside employment, an employee must request and receive written approval from the General Manager. This permission will be required annually thereafter. Outside employment is not an acceptable reason for poor performance, absence, tardiness, leaving early, refusing to travel or work overtime, or requiring a change in schedule. 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.

4.8 Employee Grievance Process

This process is established to assure prompt action in the resolution of employee grievances in the interest of maintaining good employee relationships. Complaints related to claims of harassment and discrimination should follow the [internal procedure](#) outlined earlier in this handbook. Examples of employee complaints that can be reviewed through the grievance process set forth in this section are related to application of these policies and procedures, fair application of departmental policies, and disagreement over disciplinary action proceedings. Grievances by a union employee should follow the procedures detailed in the employee's union contract.

The normal steps leading to such resolution of employee complaints and alleged unfair employment practices are outlined below:



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 or her supervisor will frequently resolve these problems.

Formal Investigation. If a problem cannot be resolved by such informal discussion, the formal investigation of the complaint should progress in the following manner:

Stage 1. Supervisor. The employee may submit a written complaint to his or her supervisor within ten (10) business days of the event giving rise to the complaint. The supervisor will schedule a meeting within ten (10) business days of the receipt of the complaint to attempt to settle the matter. The supervisor will submit a written response with a copy to the General Manager within ten (10) business days of the meeting. If the supervisor fails to respond to the request in the time allotted, the request should be made to the General Manager.

Stage 2. General Manager. If the complaint remains unsettled at Stage 1, the employee may advance the written complaint to the General Manager (or designee) within ten (10) business days of the response in Stage 1. The General Manager will schedule a conference within ten (10) business days of the receipt of the grievance to attempt to settle the matter. The General Manager shall submit a written response within ten (10) business days of the meeting. If the meeting is not scheduled, the General Manager will issue a final determination to the complainant in writing within fifteen (15) business days of receiving the complaint at Stage 2. All determinations of the General Manager are final.

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. The Commission will not tolerate any type of retaliation against an individual who in good faith presents a complaint for resolution.

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.

4.9 Termination/Resignation

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



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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.

Employees may be terminated from employment with or without cause, for any reason not prohibited by law. A terminated employee will receive his or her final paycheck, including the value of earned vacation leave, on the next regular payday following termination unless earlier payment is required by state law or approved by the General Manager.

Upon voluntary separation or termination, an employee must return all Commission property including commission-issued badges, uniforms and personal protective clothing and equipment, tools, vehicles, files, records, keys, cell phones, computers, etc. The Commission will take all available legal actions necessary to recover and protect its property.



CHAPTER 5 - COMPENSATION PRACTICES

5.1 Hours of Work

A normal week consists of five (5) eight hour shifts per week, typically Monday through Friday. Operators will be scheduled for rotating shifts seven (7) days a week. 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 reserves the right to change work schedules and/or hours as necessary. Every attempt will be made to provide timely and appropriate notification of any change.

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

Employees who work hours other than those that they are scheduled to work will be subject to disciplinary action, up to and including termination.

5.2 Meal Periods

By Illinois State Law, a nonexempt employee who is scheduled to work a minimum of 7.5 continuous hours, will be provided a meal period of at least twenty (20) minutes beginning no later than five (5) hours after the start of their shift. The Commission provides a thirty (30) minute unpaid meal period for employees working an eight hour shift on any given day. The timing of the meal period is at the discretion of the supervisor.

5.3 Overtime

At times staffing needs and operational demands may necessitate mandatory overtime work. In accordance with the Federal Labor Standards Act (FLSA), non-union, nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. Overtime pay for union employees is in accordance with the current union contract. The Commission will try to give reasonable advance notice of all mandatory overtime work.

Approved paid leaves, such as vacation, holiday, or personal time will be counted as time worked for purposes of computing overtime compensation. Sick pay will not be considered hours worked when calculating overtime. 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. All overtime work must be approved by a supervisor or the General Manager prior to performing the work.



Nonexempt employees are not permitted to begin working before their scheduled starting time or to continue working after their scheduled quitting time. A nonexempt employee working more than their regularly scheduled hours, without supervisory approval, may be subject to [disciplinary action](#), up to and including termination.

Exempt employees are not paid overtime, regardless of the hours worked.

5.4 Time Records

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, including electronic documents, are used to record hours worked.

Nonexempt employees who work hours other than those that have been approved by his or her supervisor may be subject to [disciplinary action](#).

Time documents are to be submitted daily and must be approved by the employee's supervisor. If an employee is absent, the time document may be submitted the following day. As determined by the General Manager, all employees shall accurately record all time worked to the nearest one-quarter hour.

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. Falsification of time records or tampering with another employee's time record will result in disciplinary action, up to and including termination.

5.5 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. In practice, 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 three hours, whichever is more.

Emergency Call-Out Pay by a union employee should follow the procedures detailed in the individual's union contract.

5.6 Paychecks

All employees are paid bi-weekly on Friday for all work through the end of the previous payroll period. A pay period begins on Sunday morning at 12:00 a.m. and concludes 14 days later at the end of the day on Saturday, 11:59 p.m.



If a payday falls on a holiday, employees will receive pay on the last business day prior to that Friday when possible. The Financial Administrator will communicate pay days that deviate from this schedule.

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

5.7 Payroll Deductions

Federal income taxes, state income taxes, FICA taxes, the employee's portion of Social Security and Medicare 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 court-ordered wage assignments, garnishments, or child support payments. Additional voluntary deductions such as health care premium costs will be deducted from paychecks with the written consent of the employee.

Employees will be required to complete all applicable forms necessary for deductions, such as federal and Illinois forms 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 will not have his or her pay docked. Exempt employees are provided vacation, sick and personal days to cover absences and time off from work. The following deductions in paychecks will be made if these leaves are exhausted: 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; 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.

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 General Manager will review the deduction, request that the employee provide information or present relevant documentation, and notify the employee of the result of the Commission's review. 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.



5.8 Wage and Salary Increases

The wage rate of each employee may be increased annually, at the beginning of the fiscal year. Generally, no employees shall be entitled to more than one increase each year. Eligible employees will also receive a merit based longevity pay increase in the amount(s) indicated below upon reaching the stated period of “Completed Years of Competent Service” provided the employee has been at or above a “Competent” level of performance, as determined by the General Manager (or designee), for the stated number of years:

COMPLETED YEARS OF COMPETENT SERVICE	LONGEVITY PAY ADJUSTMENT (IF EARNED)
3	\$1.00 increase to base wage rate
5	\$1.00 increase to base wage rate
7	\$1.00 increase to base wage rate
10	\$1.00 increase to base wage rate
15	\$1.00 increase to base wage rate
20	\$1.00 increase to base wage rate
25	\$1.00 increase to base wage rate

In determining whether an employee has met or exceeded a “Competent” level of performance, the Commission will look to the “Overall” rating on annual written performance evaluations, with a rating of “3” or better being deemed “Competent.”



CHAPTER 6 - WORKPLACE EXPECTATIONS

6.1 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 your daily activities. Personal growth and job progress can often be the result of working professionally with others.

6.2 Dress Code

The Commission strives to maintain a relaxed yet professional image to the public and to the individuals we serve. 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.

The Commission is confident that staff will use their best judgment regarding attire and appearance. The Commission reserves the right to determine appropriateness. Any employee who is deemed inappropriately attired may be subject to disciplinary action, up to and including termination.

6.3 Attendance and Punctuality

Regular attendance and punctuality are essential parts of an employee's overall job performance and are 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 on time; are 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.

See the [Paid Sick Leave Policy](#) which describes proper documentation and notification for absences resulting from illness or injury. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.



6.4 Uniforms and Personal Protective Clothing and Equipment

The Commission issues uniforms to all nonexempt employees except for nonexempt administrative staff. Where appropriate, the Commission also issues safety boots, coveralls, and other personal protective clothing and equipment. These uniforms shall be worn at all times when such employees are on duty. If any employee believes that personal protective clothing and equipment of any type is required by the conditions or hazards of his or her job, and such clothing has not been issued, the employee should notify his or her supervisor.

Employees are responsible for the care and maintenance of the uniforms and personal protective clothing and equipment. Any loss, theft or damage due to neglect or misuse of items should be reported immediately to the employee's supervisor or General Manager. Failure to do so may result in disciplinary action. An employee may be charged against their salary for any loss arising from damage, neglect, misuse, or failure to return uniforms and personal protective clothing and equipment as requested.

The uniforms and personal protective clothing and equipment are considered Commission property. In the event of separation or termination of employment employees are required to return all issued uniforms and personal protective clothing and equipment.

6.5 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 regarding use of Commission personal vehicles:

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 must have a valid Illinois driver's license and maintain automobile liability insurance covering them while operating their vehicle, with limits of not less \$100,000 per person and \$300,000 per occurrence.
2. Employees using their personal vehicles on Commission business will be compensated at the current mileage rate approved by the Internal Revenue Service, which shall be deemed sufficient to cover all costs associated with the use of his or her personal vehicle, including insurance, gasoline, oil, and maintenance. Expense reimbursement forms for mileage can be received from the Financial Administrator and then submitted for payment once it has been approved by the employee's immediate supervisor.
3. Commission vehicles are to be driven by authorized employees only, and only authorized passengers are allowed in the Commission vehicles. Seat belts must be



worn and all traffic signs and speed limits obeyed, regardless of whether it is a Commission vehicle or the employee's vehicle.

4. 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. Accidents involving personal injury must be reported to the Human Resources Manager for Workers' Compensation purposes. Any damage to a Commission vehicle, not attributed to an accident, must be immediately reported to the employee's supervisor.
5. 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 disciplinary action, up to and including discharge. Smoking is not permitted in a Commission owned vehicle.
6. 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.
7. Drivers are responsible for the security of the Commission vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
8. Cell phone usage, including hands-free operation, texting, digital imaging, web browsing, or interfacing with other electronic communication devices is prohibited while driving a vehicle during the course of Commission business.

Employees should expect regular checks on the validity of their driver's license. Employees are required to immediately notify their supervisor and the General Manager of any moving vehicle citation(s) while using any Commission vehicle or while conducting Commission business.

Any violation of this policy including failure to report any violations, citations, or an accident, or a change in their license, or auto insurance, while using a Commission vehicle, or personal vehicle while on duty for the Commission or while performing their job duties, may result in termination of employment.

6.6 Use of Equipment and Facilities

The Commission may provide its employees with vehicles, equipment, uniforms and personal protective clothing and equipment, 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 and/or vehicles could result in disciplinary action, up to and including termination.

6.7 Solicitation and Distribution

To protect employees from annoyance, harassment, and interference, and to maintain a workplace free of undue litter, the Commission prohibits the solicitation and distribution of materials on Commission property without the written approval of the General Manager, except as allowed by law.

6.8 Electronic Communications Systems Policy

Purpose. 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.

Confidentiality Statement. 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 intentional 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. 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.

Policy Definitions - Communications Systems.

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.

Privacy Rights. 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.

Commission's Right to Monitor. Messages may be audited by the Commission at any time. 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 and to the extent permitted by law. 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. The Commission's right to monitor extends to emails, internet activity, telephone use, and all other forms for communication utilizing any Message avenue.

Communication Security. 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.



Files and Message Content. Objectionable Content (see definition above) 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

Proprietary Rights and Confidential Information. 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.

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.

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 Supervisor.



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 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 Internet 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 may occasionally be 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.

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.

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. 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.”



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Failure to Comply. 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 termination of employment. The Commission will take all available legal actions necessary to recover and protect its property.



CHAPTER 7 - EMPLOYEE SAFETY AND HEALTH

7.1 Workplace Safety

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 laws and regulations.

All employees share in the responsibility for establishing and maintaining a safe work environment and are expected to observe all safety rules and workplace practices as well as make every attempt to keep work areas organized and clean. Use of practices, procedures, devices, or substances that are detrimental to employee safety, efficiency, and productivity is prohibited. Employees should immediately report any violations, potentially unsafe working conditions, and any accidents resulting in injuries to their supervisor immediately.

If a work-related injury occurs on the Commission's property or while conducting Commission business, the following procedures below are to be followed:

- Notify your supervisor immediately no matter how minor
- Get prompt medical attention, if necessary
- Fill out an Accident and Injury Report with your supervisor

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.

7.2 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 up to and including termination.

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



7.3 Severe weather / emergency closings

Emergencies such as severe weather, fires, or power failures can disrupt the Commission's operations. Employees will receive official notification from their supervisors. The final decision to close the building is made by the General Manager in cases where the building is being closed for two days or less. If a longer closing is required, the decision will be made in conjunction with Commission approval. The decision whether or not to pay employees during a closing will be made by the General Manager and may be dependent upon the impact and length of the closing. Employees may elect to use earned vacation leave or personal days during this time if the closing is not paid.

7.4 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 able to perform 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
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 the essential functions of his or her position, even with a 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.

7.5 Annual Medical Examination

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, with or without reasonable accommodations, without posing a significant risk of serious harm to themselves, and the health, safety, or well-being of other employees or the public.



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.

However, supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed if the employee's disability might require emergency treatment, and other disclosure may be permitted as required by law or as authorized by the employee.

7.6 Smoking

In keeping with the Commission's intent to provide a safe and healthy work environment for its employees and visitors, and in compliance with the Illinois Smoke Free Act, the Commission's buildings, work spaces, and campus are smoke free.

Employees are prohibited from smoking inside any of the Commission buildings, property or in any Commission vehicles. Employees may request that the General Manager designate an outdoor smoking area; however, it must be at least 15 feet away from designated doorways, windows that open, fresh air intake, or other openings of an enclosed space. The designated area must also be 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. Cooperation is requested to keep the Commission and grounds clean and litter-free. Any violation of this policy may result in disciplinary action up to and including termination.

7.7 Violence in the Workplace

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 disciplinary action up to and including termination.

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. Anyone who witnesses an incident of violence is required to report the occurrence to the General Manager using an Incident Report form. All reports of work-related threats will be kept confidential to the extent possible. 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 disciplinary action up to and including termination.

Any employee found to be in violation of this policy including failure to report or fully cooperate in the Commission's investigation (unless applicable law provides that such reporting is not required), may result in disciplinary action up to and including termination.

7.8 Drug/Alcohol Free Workplace

The Commission is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services. 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 have an adverse effect on the quality of the products and services that the Commission provides and can be costly in terms of absenteeism, reduced productivity, and related problems in the workplace.

Recognizing that drug and alcohol use pose a direct threat to our goal, the Commission is committed to creating and maintaining a workplace free of drugs and alcohol. The Commission therefore, strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, the Commission strictly prohibits the abuse of alcohol or prescription drugs when such use has the potential to impact job performance and/or the safety of the employee and others.

The Commission has adopted the following rules consistent with the Federal Drug-Free Workplace Act. All employees are required to abide by these rules as a condition of their employment with the Commission.

The Commission explicitly prohibits:

- The manufacture, distribution, dispensation, sale, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances while on duty or on Commission property.



- The use or consumption of alcoholic beverages or controlled substances, or the abuse of prescription medication on Commission premises anytime during the workday, including rest breaks, lunches, or other meals if the employee is to return to work thereafter, or while engaged in Commission business off the premises.
- Being impaired or under the influence of legal or illegal drugs or alcohol on or away from Commission premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Commission's reputation.
- Possession, use, solicitation of, or sale of legal or illegal drugs or alcohol away from Commission premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Commission's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the Commission, or while on Commission business.
- The use or consumption of alcohol or drugs, whenever employees are conducting business for the Commission, at any location, whether on the premise, at any worksite, when operating any Commission vehicle, or any private vehicle parked on Commission premises or representing the Commission offsite. The exception is the use of prescription drugs that do not affect work performance or safety.

It is the employee's responsibility to inform his or her supervisor or the General Manager if he or she is currently on prescription medications that may affect the ability to safely and effectively perform the duties of the job. Employees are required to identify any work restrictions that should be observed while taking the prescribed drug or substance.

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

Employees are encouraged to report known violations directly to their supervisor or the General Manager when suspicion exists with another employee. The Commission will use its best efforts to protect the anonymity of all employees involved and will treat the information as confidential.

Employees are expected and required to consistently report to work on time and in appropriate condition to work. Any violation of the policy set forth in this Section may result in [disciplinary action](#), up to and including termination and may be referred for criminal prosecution.

7.9 Required Drug/Alcohol Testing

The Commission may conduct drug and/or alcohol testing under any of the following circumstances:



- **Pre-employment:** All applicants, after receiving a final offer of employment and prior to beginning work, must pass a drug and/or alcohol test. Refusal to submit to testing or failure to successfully pass the testing will result in disqualification of further employment consideration including termination if an employee has already begun working. Offers of employment are contingent upon successfully passing a drug and/or alcohol test.
- **Random testing** Employees may be selected at random for drug and/or alcohol testing for safety-related and or other designated positions as required or permitted by law at intervals determined by the Commission.
- **Reasonable suspicion:** The Commission may require an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol. Testing must be based on objective facts or circumstances including, but not limited to, aroma of alcohol on breath, appearance or slurred speech, direct observation of use of drugs or alcohol, erratic/strange behavior in the workplace, unusual conduct on the employees part that suggests impairment or influence of drug or alcohol, self-disclosure of taking drugs or alcohol, negative performance patterns, or excessive and/or unexplained absenteeism or tardiness.
- **Post-Accident:** Employees are subject to testing, whether on or off the Commission premises, when they cause or contribute to an accident that damages a Commission vehicle, equipment, or property or results in an injury to themselves or another employee requiring offsite medical attention.

Refusal to submit to the drug and/or alcohol test or attempts to alter, dilute the specimen, send an imposter, or engage in any conduct that obstructs the testing process including failure to show up for a scheduled test is a violation of this policy. Failure to submit to a test will result in the same measures as a positive test result and an employee will be subject to disciplinary action up to and including termination of employment.

If the results of drug and alcohol testing indicate a violation of the drug and alcohol free workplace policy, the employee will be subject to disciplinary action, up to and including termination. Employees will be given an opportunity to explain the circumstances prior to any final employment decision becomes effective.

Drug and Alcohol Testing Procedure

Employees are responsible to inform their supervisor or General Manager if they are currently on prescription medication that may affect their ability to safely and effectively perform the duties of this job.

1. For reasonable suspicion (see above explanation), the employee will be advised that the Commission believes that there is reasonable suspicion to believe that he or she is affected by drugs or alcohol and that this test is being required to confirm or deny suspicion of drugs or alcohol.



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2. Prior to leaving the Commission premises, the supervisor or General Manager or designee, will contact the testing facility to inform them that an employee from the Commission will be arriving (escorted) and will need a drug and/or alcohol test completed.
3. The employee will be given reasonable time to get his photo ID, or driver's license. Employees are required to carry a photo ID or driver's license at work. The supervisor or General Manager must ensure that the employee has his or her photo ID prior to leaving the premise.
4. The employee will be escorted to the Commission contracted testing facility or the emergency department by a member of management team or a designated person. Under no circumstances will an employee be allowed to drive themselves, unless this is for random testing.
5. The employee to be tested will present the photo ID to the testing facility employee before the specimen can be obtained. The employee must sign a consent form provided by the testing facility. Refusal to sign is not acceptable and will be treated as a positive test and will be grounds for termination of employment. The supervisor or General Manager must sign as a witness.
6. After leaving the facility, the supervisor or General Manager must make arrangements to transport the employee home (unless tests are immediate). The tested employee will not be allowed to drive himself or herself home.
7. If an employee tests positive for drugs and/or alcohol, the employee will be subject to disciplinary action, up to and including termination. The Commission may also require participation in an evaluation through the Employee Assistance Program (EAP) and/or follow-up in an educational program.

The Commission reserves the right to offer employee participation in an approved rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative or in conjunction with disciplinary action. If such a program is offered and accepted by the employee, the employee must satisfactorily participate in the program as a condition of continued employment.

If return to work is allowed, employee is required to participate in follow-up drug testing at times and frequencies determined by the Commission for a minimum of one year. If the employee does not complete the program or tests positive after completing the program, the employee will be subject to immediate discharge of employment.



CHAPTER 8

EMPLOYEE RULES OF CONDUCT

8.1 General Rules of 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; the policies of this Employee Handbook, and applicable federal, state and local laws, rules, and regulations.

It is the employee's responsibility to familiarize himself or herself with the following rules and regulations and fully abide by these rules and regulations. Other rules of conduct may be enacted or modified by the Commission from time to time as deemed necessary.

The following is a list of some behaviors that the Commission considers unacceptable. Any employee who fails to adhere to these rules, who violates such rules, or is found engaging in these behaviors will be subject to [disciplinary action](#) up to and including termination. These rules are not intended to be all inclusive.

- Theft, unauthorized possession, or inappropriate removal 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 [Violence in the Workplace 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. This includes the failure or refusal to work overtime required by the Commission.
- Acts of dishonesty, including but not limited to, 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 or operating Commission owned vehicle or equipment.
- 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 [Diversity 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 but not limited to tools, equipment, vehicles, 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. 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.
- Using, or attempting 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.



- Misrepresenting 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](#).
- Violating the Commission's Ethics Policy as outlined in the County of DuPage's ethics ordinance.
- Violating any other policy contained in this Handbook.

8.2 Disciplinary Action

The Commission allows for a progressive disciplinary process for employees when the employee's performance may not meet the standards and expectations of the position and/or when conduct issues interferes with or adversely affects employment. The usual sequence of disciplinary action includes verbal warning, written warning, suspension, and termination of employment. The Commission reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense.

In deciding which initial disciplinary action would be appropriate, the General Manager will consider actions such as, but not limited to, the nature of the offense, the seriousness of the infraction, the circumstances surrounding the matter, whether the offense is repeated despite coaching and/or training, the employee's prior work record and length of employment, and the impact the conduct and performance issues have on the Commission and the other employees.

Any conduct that interferes with or adversely affects employment shall be grounds for disciplinary action. This may include, but is not limited to, any conduct observed by a supervisor, co-worker, member of the public, resident, video surveillance, internet/email activity, cell phone/telephone usage, etc.

The Commission's progressive discipline policy is designed to provide a structured corrective action process to improve or prevent a recurrence of undesirable employee behavior and performance issues. Outlined below are the steps of the Commission's progressive disciplinary policy. The Commission may take any, or all, of the following disciplinary actions concerning an employee:

Verbal Warning. The first step is typically 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. It should include specific expectations for improved performance and a plan to follow-up to discuss improvement. Verbal warnings will be documented and placed in the employee's personnel file. The employee will be asked to sign and date a documented verbal warning, acknowledging his or her receipt of the warning.



Written Warning. If improvement does not occur within the agreed upon timeframe after a verbal warning, or if the first-time offense is more serious, a written warning will be issued. A written warning identifies the problem for which the warning is issued, describes the circumstances surrounding the problem, and states the suggested solutions as well as a follow-up plan. A written warning also should refer to any earlier verbal or written warnings administered to the employee for the same issue. Sometimes it is appropriate to give an employee more than one written warning over a period of time to help correct the problem. The employee will be asked to sign and date every written warning, acknowledging his or her receipt of the warning. A copy of the signed document will be placed in the employee's personnel file.

Suspension. If improvement does not occur after written warnings or if the offense is of a more serious nature, a suspension of employment may be appropriate. A suspension is an involuntary, temporary separation from the regular performance of duties. Suspensions may be with or without pay and may themselves serve as discipline or may be imposed in order:

1. 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
2. To remove an employee from the workplace when it is deemed in the best interests of the Commission.

Termination. If improvement does not occur after verbal and written warnings or if the offense is of a more serious nature, termination of employment may be appropriate. Though committed to a progressive approach to disciplinary action, the Commission considers certain rule infraction and violation of standards as grounds for immediate termination of employment. Some examples may include gross misconduct; endangering the Commission, the employees, or the public; insubordination, harassment or discrimination of any kind; and continued poor performance.

The Commission may, but is not required to, take the disciplinary actions described above in a progressive order. No advance notice or warning of any disciplinary action shall be required.



CHAPTER 9 - TIME OFF AND LEAVES

9.1 Paid Holidays

The Commission recognizes and observes the following paid holidays for all full-time employees.

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve Day
- Christmas 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.

Part-time employees, temporary employees, employees on excused absence without pay for the entire payroll week that includes the holiday, and employees on an unpaid leave of absence that includes the holiday are not eligible for holiday pay.

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.

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

There will be no pyramiding of holiday (or other) overtime payments.

At the discretion of the Commission, the holiday schedule may be adjusted from year to year. The General Manger (or designee) will post the designated holidays at the beginning of each calendar year.

9.2 Personal Day

The Commission provides all full-time employees with at least one personal day each year. Supervisors may be entitled to additional personal days as designated by the General Manager. Personal days may be used at any time during the calendar year for any reason including birthdays, anniversaries, personal business, holiday celebrations, religious observances, doctor appointments, or for any other purpose.



The employee must notify his or her supervisor in writing at least seventy two (72) hours in advance of the need to take a personal day. The personal day may be taken in either full or half day increments when prior approval is given by the supervisor or General Manager.

The personal day will be awarded on January 1st of each year and may not be carried over into the following calendar year. An employee who separates employment with the Commission will not receive payment for the unused personal day.

9.3 Paid Vacation

The Commission provides all full-time employees with paid vacation. Vacation is awarded beginning with the first full pay period and is accrued bi-weekly. It may only be used after it has been credited for use.

Effective 5/1/15:

10 eight hour shifts/ year
15 eight hour shifts/ year
20 eight hour shifts/ year
25 eight hour shifts/ year

During the first 5 years of service
6th through 12th year of service
13th through 19th year of service
20th and all subsequent years of service

Effective 5/1/16:

10 eight hour shifts/ year
15 eight hour shifts/ year
20 eight hour shifts/ year
25 eight hour shifts/ year

During the first 5 years of service
6th through 11th year of service
12th through 19th year of service
20th and all subsequent years of service

Carryover. 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.

Accumulation. 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 this limit.

Accrual during unpaid leaves. Accrual of paid vacation leave will be suspended during any period of unpaid leave, except for military leave or otherwise required by law.

Request for Vacation Leave. Earned vacation may be taken in increments of one-half day or more. Employees must provide as much advance notice as possible to their supervisors of their desire to schedule vacation time in accordance with the requirements of the Commission. In no event should less than seventy-two (72) hours be given. All vacation



requests made by employees who report directly to the General Manager are subject to the General Manager's 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 based on length of service if requested prior to the year in which the vacation will be taken; otherwise preference generally will be given in the order in which the requests are received. The Commission reserves the right to approve or change scheduled vacations depending on Commission needs. Employees covered by a union contract will follow the procedure outlined in that contract.

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

Union employees. Vacation accrual for employees covered by a union contract are detailed in that contract.

9.4 **Military Leave**

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

In accordance with the Uniformed Services Employment and Reemployment Rights Act ([USERRA](#)), the Commission is obligated to release covered employees when the employee participates in:

1. Annual Training (Summer Camp)
2. Active Duty for Training (School)
3. Inactive Duty Training Assemblies (Weekend drills)
4. Extended leave of absence for voluntary active duty service (Enlistment)
5. Involuntary call-up

Unless military necessity prevents it, or it is otherwise impossible or unreasonable, an employee should provide the Commission with as much notice as feasibly and preferably 30 days in advance, of the need for leave. Written notice is preferred, but not required under the law or this policy. In accordance with applicable laws, the employee shall be compensated for the difference between the payment received from the military and their compensation paid by the Commission. The employee may request to use vacation; however, he or she is not required to do so.



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.

Military leave laws are continually changing. To the extent new laws are adopted which provide greater benefits, those laws will be applicable.

9.5 **Family Military Leave**

Under the Illinois Family Military Leave Act, eligible employees who are the spouse, parent, adult children or the grandparents of a person called to military service for more than 30 days are permitted to take up to a total of fifteen (15) days of unpaid family military 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 a fourteen (14) day notice if the family military leave will last five (5) or more consecutive workdays. 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 (5) 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.

Military leave laws are continually changing. To the extent new laws are adopted which provide greater benefits, those laws will be applicable.

9.6 Family Medical Leave Act

It is the policy of the Commission to abide by all local, state, and federal guidelines related to medical leave. Although the Commission is an employer as defined in the Family and Medical Leave Act, it currently employs less than 50 individuals at a worksite; therefore, employees are not eligible for leave under this Act.

9.7 Paid Sick Leave

The Commission provides sick leave to all full-time employees when injury or illness prevents them from coming to work. Sick leave may be used to care for the employee, the employee's dependent, or the employee's family member when used for an approved absence that falls under the following guidelines:

- Non-employment related illness or injury (employment related injuries fall under [workers' compensation](#))
- Emergency medical or dental care
- Preventative/well care

Family member is defined as spouse, child, mother, or father. Employees are expected to make all reasonable efforts to schedule such appointments outside of their normal working hours.

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.



Supervisor Notification. Employees are required to contact their supervisor as soon as they can regarding an illness or injury that will prevent them from working their scheduled hours. 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.

Doctor's Statements. Employees may be required to present a doctor's statement or other documentation substantiating the reasons for the absence. All absences of five (5) days or longer require a doctor's notice to return to work.

Unexcused Absences. Even though an employee provides proper notice of his or her absence, the absence still may be considered unexcused. Unexcused absences include:

- Absences due to a non-work related illness or injury for which no medical verification is provided when requested
- Repeated absences attributed to alleged transportation problems
- Absences for a period in which the employee requested but was denied excused absence (with or without pay)
- Any other absence 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.

Disciplinary Action. Continued irregular attendance or excessive absenteeism or tardiness by any employee constitutes unsatisfactory performance and will subject the employee to disciplinary action, up to and including termination. Abuse of this policy includes, but is not limited to: (1) the employee's failure to notify his/her supervisor of the his or 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.

Sick Leave at Separation and Retirement. Employees retiring from the Commission with accrued, unused paid sick leave may qualify for additional service credit under the Illinois Municipal Retirement Fund. Unused sick leave is not paid out at separation of employment.

9.8 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.

9.9 **Bereavement Leave**

In the event of a death in a full-time employee's "immediate family," such employee shall be entitled to a leave of absence up to a maximum of three (3) consecutive days including the day of the funeral. Where death occurs and the funeral is to be held out of Illinois and beyond the States contiguous thereto, the employee shall be entitled to a maximum of five (5) consecutive days including the day of the funeral. During such leave, an employee shall receive his or her regular straight time pay for such time as she/he is required to be away from work during his/her regularly scheduled hours of work (but not to exceed eight (8) hours per day).

The employee's "immediate family" shall be defined as: mother, father, husband, wife, brother or sister (including step or half), son or daughter (including step or adopted), father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandchild, grandparent-in-law, court-appointed legal guardian, and a person for whom the employee is a court-appointed legal guardian. The Commission may, at its option, require the employee to submit satisfactory proof of death and/or proof of the relationship of the deceased to the employee.

9.10 **Personal Leave of Absence without Pay**

The Commission may, at the discretion of the General Manager, provide eligible employees unpaid personal leave of absence. In deciding requests for unpaid personal leave, the General Manager will consider factors such as the purpose, necessity, and duration of the requested leave, job performance, prior disciplinary record, absenteeism, 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.

An employee requesting an unpaid personal leave of absence shall submit the request in writing to the General Manager. Requests for unpaid personal leave may be denied or granted by the General Manager for any reason or no reason and are within the sole discretion of the General Manager.



All earned time off (vacation leave and personal days) must be exhausted prior to beginning the personal leave of absence. If the leave is due to illness, sick leave must also be exhausted. 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 every 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.

If the employee fails to return to his or her position within three (3) working days after the expiration of his or her personal leave of absence without pay, the individual will be terminated from his or her employment with the Commission. If the employee is unable to return, he or she must request an extension of the leave in writing. If the Commission declines to extend the leave, the employee must then return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment.

9.11 Blood Donation Leave

The Commission complies with all applicable Federal and State laws in granting blood donation leave including the Illinois Employee Blood Donation Leave Act. All full-time employees with at least six (6) months of service at the Commission are eligible to receive up to one (1) hour of paid leave to donate blood.

Employees may request to donate blood one time every fifty-six (56) calendar days. An employee must receive pre-approval from their supervisor in advance of the donation in order to receive payment for the leave.

Employees are required to submit medical documentation of the blood donation before compensation is awarded.

9.12 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, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

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 above.

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.



DUPAGE WATER COMMISSION

Employees with accrued paid sick leave may be able to use such leave while away on VESSA leave.



CHAPTER 10– EMPLOYEE BENEFITS

10.1 Medical, Dental, and Vision Insurance

The Commission provides Medical, Dental, and Vision insurance to all full-time employees. Coverage becomes effective the first day of the month following completion of thirty (30) days of employment. Enrollment must be completed within thirty (30) days of the employee's date of hire. These benefits may be paid partially by the Commission. The remainder of the cost is the employee's responsibility. New employees interested in coverage and hired outside of the open enrollment period will be enrolled in a designated plan until the next open enrollment period.

The Commission regularly reviews its insurance programs, and all such programs are subject to change. An open enrollment period is held each year during which the employee may elect to change medical, dental and vision benefits. It is the employee's responsibility to notify the Human Resources Manager of any change in spouse and/or dependent status within thirty (30) days.

The Commission provides information describing the insurance programs provided. Employees should obtain and review this information for details relating to available coverages, qualifications, exclusions, and reporting requirements.

10.2 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act ([COBRA](#)) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Commission's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; divorce; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee pays 100% of the premiums, including the share the Commission use to pay plus an administration fee for continuation coverage. Employees are responsible to independently sign up for COBRA and to understand the impact on their benefits. Failure to timely sign up for COBRA or to submit payment in a timely manner, may result in a loss of insurance coverage. It is imperative that each employee keep the Commission apprised of the status of his/her family life and age of dependents.

10.3 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.

10.4 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. Therefore, 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 or duties normally performed by employees in other positions, or a combination of both.

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.

Medical Release. 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.

Length of Assignment. Light duty assignments will be temporary in nature and will not exceed six months.

Medical certification. 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.

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

Return to Work. 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.

10.5 **IMRF Disability Benefits**

Disability benefits may be available to full-time employees who have at least twelve (12) months of Illinois Municipal Retirement Fund (“IMRF”) service credit since being enrolled in IMRF and who have service credit in each of the 12 months immediately preceding the date of disability. Eligible employees may not begin drawing disability benefits until they have exhausted all accrued paid sick leave.

For more information on IMRF disability benefits, you can call IMRF directly at 800 ASK IMRF, or additional information may be found on their [website: https://www.imrf.org/](https://www.imrf.org/).

10.6 **Life Insurance**

The Commission provides life insurance for full-time employees. The life insurance benefit is in the amount of one and one-half times the employee’s annual base pay rounded to the nearest \$1,000, up to a maximum of \$225,000. The Commission pays the full cost of this portion of life insurance coverage for the employee. Life Insurance coverage is effective 60 days from the date of hire.

10.7 **Illinois Municipal Retirement Fund (IMRF)**

The Commission’s retirement plan is the Illinois Municipal Retirement Fund (IMRF). IMRF provides income protection to employees and their families in the event of disability, retirement, or death. Retirement benefits are based on the employee’s length of service and salary.

All employees who work at least one thousand (1000) hours per year are required to participate in and contribute to IMRF upon employment at the Commission.

Contributions to the retirement fund are mandatory for eligible positions and are deducted from the employee’s paycheck each pay period.

IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments. For more information on IMRF you can refer to you IMRF handbook, or you can call IMRF directly at 800 ASK IMRF, or additional information may be found on their [website: https://www.imrf.org/](https://www.imrf.org/)

10.8 **Deferred Compensation**

The Commission may provide a voluntary Deferred Compensation Program (457) through ICMA for all full-time employees. This program provides supplemental retirement benefits by reducing current income. The program is a voluntary program and is designed to help



employees save for retirement. The program allows employees to contribute a portion of their current income, up to the maximum extent permitted by federal tax law, in a tax-deferred investment plan.

Each employee who joins the plan is responsible for making decisions regarding the possible benefits or tax consequences of various options which are available under the program.

10.9 Flexible Savings Account

The Commission may provide a voluntary Flexible Savings Account (FSA) for full-time employees. The FSA provides a method of paying for uncovered health, dental, vision care and dependent care expenses on a pre-tax basis. With the FSA, the employee can pay certain out-of-pocket health care expenses for themselves, their spouse and all of their eligible dependents. The health, dental, vision and dependent care services must be incurred while the employee is actively participating in the FSA plan. Under this Plan, eligible employees may contribute a portion of their compensation to an account through a salary reduction agreement before income and Social Security taxes are deducted. Funds that are set aside in this account that are not used by the designated timeframe will not be reimbursed to the employee and will be forfeited.

10.10 Employee Assistance Program

The Commission is interested in the well-being of its employees and their families and recognizes personal and family problems may affect work performance if left unresolved. The Commission provides confidential and professional guidance, counseling and referral service to employees and their immediate family members through its Employee Assistance Program (EAP). The EAP is designed to assist employees and their family members who are experiencing behavioral, medical, family, substance abuse, or serious financial problems.

Participation in the EAP is voluntary and strictly confidential. An employee cannot be required to seek assistance; however, supervisors or the General Manager, may make a formal written referral if job performance has deteriorated. The EAP is offered at no cost to employee and their immediate family members. If a referral to an outside agency is necessary, the outside agency may require additional fees from the employee for their service

Employees encountering such problems may contact the EAP office directly (Perspectives, LTD) at 800-456-6327 at any time. Perspectives EAP is available 24/7. The [website](https://www.perspectivesltd.com/home.aspx) is <https://www.perspectivesltd.com/home.aspx>

This Employee Handbook was prepared by:
[Reach HR Consulting, LLC](#)
ReachHR1816@gmail.com
www.ReachHRCosulting.com



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

I acknowledge that I received and reviewed DuPage Water Commission's Employee Handbook. I have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by my immediate supervisor, the General Manager, or their designees.

I agree to and will comply with all the policies, procedures, and other guidelines set forth in the handbook. I understand that the Commission reserves the right to change, modify, or discontinue any or all of the policies, procedures, benefits, rules and regulations and other information contained or described in the handbook as it deems appropriate at any time, with or without notice.

I ACKNOWLEDGE AND UNDERSTAND THAT NEITHER THE HANDBOOK NOR ITS CONTENTS ARE AN EXPRESS OR IMPLIED CONTRACT REGARDING MY EMPLOYMENT.

I SPECIFICALLY UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS AT-WILL AND FOR AN UNSPECIFIED PERIOD OF TIME AND THAT EITHER THE DUPAGE WATER COMMISSION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP, AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I further understand that if I fail to comply with or violate any policies in this Handbook, I may be subject to disciplinary action, up to and including termination of my employment.

I understand that this Handbook supersedes all previous policies, written or oral, express or implied.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the DuPage Water Commission Employee Handbook.

Employee's signature


Employee's name (Print)

Date _____

**PLEASE SIGN, DATE AND RETURN THIS ACKNOWLEDGEMENT SHEET
TO YOUR SUPERVISOR OR FINANCIAL ADMINISTRATOR
TO BE FILED WITH YOUR PERSONNEL RECORDS.**

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	Instrumentation/ Remote Facilities
ITEM	A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission Resolution No. R-4-16	APPROVAL	
Account Number: N/A			
<p>Resolution No. R-4-16 is a Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission. This Resolution authorizes the General Manager to dispose of the assets listed on Exhibit A to the Resolution or, if already disposed of, ratifies and confirms their disposal because these assets are or were no longer useful to the Commission.</p> <p>The computer and electronic equipment listed in Exhibit A will be donated to ATEN – Assistive Technology Exchange Network, A Program of United Cerebral Palsy of Greater Chicago, they refurbish and recycle donated computers and distributes them free of charge to children with disabilities.</p> <p style="text-align: center;">Assistive Technology Exchange Network 7550 W. 183rd Street Tinley Park, IL 60477 708-444-8460</p>			
MOTION: To adopt Resolution No. R-4-16			

DUPAGE WATER COMMISSION

RESOLUTION NO. R-4-16

**A RESOLUTION AUTHORIZING AND RATIFYING
THE DISPOSAL OF CERTAIN PERSONAL PROPERTY
OWNED BY THE DUPAGE WATER COMMISSION**

WHEREAS, the DuPage Water Commission is authorized to sell or otherwise dispose of personal property pursuant to 65 ILCS 5/11-135-6; and

WHEREAS, in the opinion of the Board of Commissioners of the DuPage Water Commission, the personal property described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the "Property") is no longer necessary or useful to or for the best interests of the DuPage Water Commission to retain or, if already disposed of, was not necessary or useful to or for the best interests of the DuPage Water Commission to retain;

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

SECTION ONE: The Board of Commissioners of the DuPage Water Commission hereby finds and determines that the Property is no longer necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission will be served by its disposal or, if already disposed of, was not necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission were served by its disposal.

SECTION TWO: The General Manager is hereby authorized to dispose of the Property in such manner as the General Manager shall determine or, if already disposed

Resolution No. R-4-16

of, the Board of Commissioners of the DuPage Water Commission hereby ratifies and confirms its disposal.

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

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2016.

Chairman

ATTEST:



Clerk

OBSOLETE / DEFECTIVE ITEMS

Qty	DWC Inventory # and/or S/N	Description	Date Purchased	Cost
1	W210301402	Microtek X12USL scanner	04/25/02	\$354.00
1	1369, WCCE5101439	Princeton Monitor LCD19D	02/21/05	\$365.00
1	1368, WCCE5101438	Princeton Monitor LCD19D	02/21/05	\$365.00
1	1333, A1X033700824	ViewSonic Monitor VG900	01/08/04	\$649.00
1	1331, A1X033701087	ViewSonic Monitor VG900	12/22/03	\$681.00
1	1341, A1X041700609	ViewSonic Monitor VG900	06/08/04	\$675.00
1	CN0KC147466335BT13MU	DELL Monitor E196FPb	11/05	
1	2081002065	Premio Core 2 Duo computer	03/26/08	\$790.00
1	PB9938233598	APC UPS BK300C		
1	CDF70DCC4301	Linksys wireless router WRT54G	02/04/05	\$61.00
1	CDF70DCC4311	Linksys wireless router WRT54G	02/04/05	\$61.00
1	015102775	Evolis Pebble badge printer	04/29/02	\$1940.00
1	1392, 9ETYA61175	Panasonic CF-52 laptop	07/03/08	\$2,309.00
1	1381, 8KKYB08501	Panasonic CF-30 laptop	01/09/09	\$4,028.29
1	1386, 8KKYB08454	Panasonic CF-30 laptop	01/09/09	\$4,028.29

DATE: January 4, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION Engineering & Construction Committee	ORIGINATING DEPARTMENT GIS
ITEM Requisition No. 31847	APPROVAL  
<p>Account Number: 01-60-659000</p> <p>Staff is requesting authorization to pay Infor Global Solutions Inc. for software maintenance in the amount of \$40,482.08. This expense is for the Infor Enterprise Asset Management (EAM) system, the Commission's maintenance and purchasing management program. The software maintenance fee is due annually and provides the Commission with telephone and online product support, patches, revision changes, and program updates.</p> <p>This expense was budgeted in the Annual Management Budget, but Board approval is required due to the sole source supply from the manufacturer at a cost in excess of \$20,000.00.</p>	
<p>MOTION: To approve Requisition No. 31847 in the amount of \$40,482.08 to Infor Global Solutions Inc.</p>	



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

Requisition: 31847 [Infor EAM Annual Software Maintenance 2016] **Requisition Date:** 01/04/2016

Status: ARR [Accounting Review]
For Store: DPS [DuPage Pumping Station]
Originator: 106-0009 [FRANK FRELKA]

DuPage Water / Supplier Part No.							
Line	Task	Due date	Quantity	UOM	Units	Unit Price	Total
1		1/4/16	1			\$40,482.08	\$40,482.08 USD
Account		01-60-659000/2016					
From Supplier:		INFOR [Infor EAM]					
:							

Total 40,482.08 USD

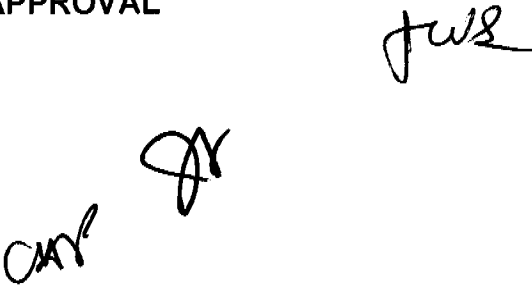
Approver: _____

Date approved: _____

Requisition Comments: Line 1 Annual software maintenance fee for Infor EAM.
Copy of invoice is on the Documents tab.
RFBA paperwork in process.

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION	Engineering & Construction Committee	ORIGINATING DEPARTMENT	Instrumentation/ Remote Facilities
ITEM	A Resolution Approving and Ratifying Certain Contract QR-10/13 Change Orders at the February 18, 2016, DuPage Water Commission Meeting Resolution No. R-2-16	APPROVAL 	
<p>Account Numbers: 01-60-662300 (\$6,503.57)</p> <p>Resolution No. R-2-16 would approve the following Change Order:</p> <p>Change Order No. 1 to Contract Quick Response Work Authorization Order (QR-10.007 for replacing a 10" plug valve in the meter shop test bench. The cost of the work ended up being more than the original estimate which amounts to \$1,003.57 over what was approved on resolution R-13-15 of \$5,500.00. Contractor did not account for rental equipment in his initial cost estimate. Staff has reviewed the invoice and all supporting documentation for accuracy. The terms of the contract provide paying the actual costs plus the bid percentage markup on labor, parts, and equipment.</p> <p>Approval of this Change Order would increase the approved cost of \$5,500.00 to \$6,503.57.</p>			
MOTION: To approve Resolution No. R-2-16.			

DRAFT

DUPAGE WATER COMMISSION

RESOLUTION NO. R-2-16

A RESOLUTION APPROVING AND RATIFYING
CERTAIN CONTRACT CHANGE ORDERS AT THE
FEBRUARY 18, 2016, 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, based upon the representations of staff and the Contractors, 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 _____, 2016.

Chairman

ATTEST:

Clerk

Exhibit 1

Resolution No. R-2-16

1. Change Order No. 1 to Contract Quick Response Work Authorization Order (QR-10.007 for replacing a 10" plug valve in the meter shop test bench for a final cost of \$6,503.57.

CHANGE ORDER

THE DU PAGE WATER COMMISSION

SHEET 1 OF 2

PROJECT NAME: QR-10.007 WAO

CHANGE ORDER NO. 1

LOCATION: DuPage Pumping Station

CONTRACTOR: Rossi Contractors, Inc.

DATE: January 26, 2016

I. A. DESCRIPTION OF CHANGES INVOLVED:

Final price increase from original estimate of \$5,500 to \$6,503.57.

B. REASON FOR CHANGE:

The cost of the work ended up being more than the original estimate which amounts to \$1,003.57 over what was approved on resolution R-13-15 of \$5,500.00. The Contractor did not account for rental equipment in his initial cost estimate.

C. REVISION IN PRICE:

\$1,003.57

II. CHANGE ORDER CONDITIONS:

1. The Contract completion date established in the Original Contract or as modified by previous Change Orders is hereby extended by 0 calendar days.
2. This Change Order, unless otherwise provided herein, does not relieve the Contractor from strict compliance with the guarantee provisions of the Original Contract.

CHANGE ORDER NO. 1

III. ADJUSTMENTS IN AMOUNT OF CONTRACT:

1.	Amount of Original Work Authorization Order (WAO)	\$	5,500.00
2.	Addition to WAO Due To This Change Order	\$	1,003.57
3.	Amount of WAO Including This Change Order	\$	6,503.57

ACCEPTED: CONTRACTOR: Rossi Contractors, Inc.



BY: _____ (_____)
Signature of Authorized Representative Date

DU PAGE WATER COMMISSION:

BY: _____ (_____)
John Spatz
General Manager Date

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION Engineering & Construction Committee	ORIGINATING DEPARTMENT Instrumentation/ Remote Facilities
ITEM A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Electrical Contract QRE-7/15 at the February 18, 2016, DuPage Water Commission Meeting Resolution No. R-3-16	APPROVAL  

Account Numbers: 01-60-771000 (\$13,000.00)

The Commission entered into certain agreements dated December 29, 2015, with McWilliams Electric Co. Inc. and with Windy City Electric Co. for quick response electrical work as needed through the issuance of Work Authorization Orders. Resolution No. R-3-16 would approve the following Work Authorization Order under the Quick Response Electrical Contracts:

Work Authorization Order No. 001: This Work Authorization is to Windy City Electric Co., to prepare Remotely Operated Valve site ROV14B in Lombard for exploratory excavating of the area for future valve replacement. All the wiring will be removed from the conduits and the conduits cut near the control cabinet and vault. The conduits will then be capped for future reuse. The abandon conduits in between will be dug up and removed during the exploratory digging by others. Disconnect and remove equipment from the valve vault: Motorized valve actuator, sump pump, floats, and pressure transmitter. These items will be stored by the Commission for reuse in the future.

There is an unknown issue that will affect the cost and that is if the conduits are incased in concrete, each contractor has provided an add-on estimate for this.

Both QRE contractors came on site to see the proposed work along with receiving a draft copy of the Work Authorization Order to provide an estimate, see table below.

Contractor	Description	Base Estimate	Add-On	Total
McWilliams Electric	Prepare ROV14B for Exploratory Excavation	\$11,430.00	\$3,300.00	\$14,730.00
Windy City Electric	Prepare ROV14B for Exploratory Excavation	\$8,600.00	\$4,100.00	\$12,700.00

The total cost for this work is estimated to not exceed \$13,000.00.

MOTION: To adopt Resolution No. R-3-16.

DUPAGE WATER COMMISSION

RESOLUTION NO. R-3-16

A RESOLUTION APPROVING AND RATIFYING
CERTAIN WORK AUTHORIZATION ORDERS
UNDER QUICK RESPONSE ELECTRICAL CONTRACT QRE-7/15
AT THE FEBRUARY 18, 2016, DUPAGE WATER COMMISSION MEETING

WHEREAS, the DuPage Water Commission (the "Commission") entered into certain agreements dated December 29, 2015, with McWilliams Electric Co. Inc. and with Windy City Electric Co., for quick response electrical work related to the Commission's Waterworks System (said agreements being hereinafter collectively referred to as "Contract QRE-7/15"); and

WHEREAS, Contract QRE-7/15 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, based upon the representations of staff, 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 _____, 2016

Chairman

ATTEST:

Clerk

Exhibit 1

WORK AUTHORIZATION ORDER

SHEET 1 OF 2

CONTRACT QRE-7/15: QUICK RESPONSE ELECTRICAL CONTRACT

PROJECT: QRE-7.001

LOCATION:

Remotely Operated Valve (ROV14B), North side of Butterfield Rd West of Fairfield Ave, Lombard.

CONTRACTOR:

TBD

DESCRIPTION OF WORK:

Demolition of the conduits and wires between the control cabinet and the valve vault: Remove all wiring in conduits between control cabinet and vault, excavate to expose conduits on South side of control cabinet and North side of valve vault, cut conduits and cap those going to control cabinet and valve vault to be reused in future. Disconnect and remove equipment from valve vault: Motorized Valve actuator, sump pump, floats, and pressure transmitter. DWC technicians will be on site to assist with disconnection of wiring and equipment for removal. Please note that the conduits between the control cabinet and vault could be incased in concrete. Figure an add-on cost if the conduits are incased in concrete.

REASON FOR WORK:

Exploratory digging, by others, around valve vault and area for future replacement of valve and vault.

MINIMUM RESPONSE TIME:

To be completed no later than April 1, 2016.

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

None

THE WORK ORDERED PURSUANT TO THIS WORK AUTHORIZATION ORDER

IS IS NOT PRIORITY EMERGENCY WORK

SUBMITTALS REQUESTED:

None

SUPPLEMENTARY NOTIFICATION OF POTENTIALLY HAZARDOUS CONDITIONS:

Owner has designated ROV14B vault as a permit-required confined space.

SUPPLEMENTARY CONTRACT SPECIFICATIONS AND DRAWINGS:

As-built construction drawing showing the path of the conduit path between control cabinet and valve vault.

DUPAGE WATER COMMISSION

By: _____
Signature of Authorized
Representative

DATE: _____

CONTRACTOR RECEIPT ACKNOWLEDGED AND DESIGNATION OF SAFETY REPRESENTATIVE:

By: _____ Safety Rep: _____
Signature of Authorized Name and 24-Hr Phone No.
Representative

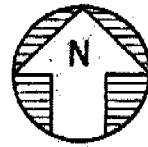
DATE: _____

34

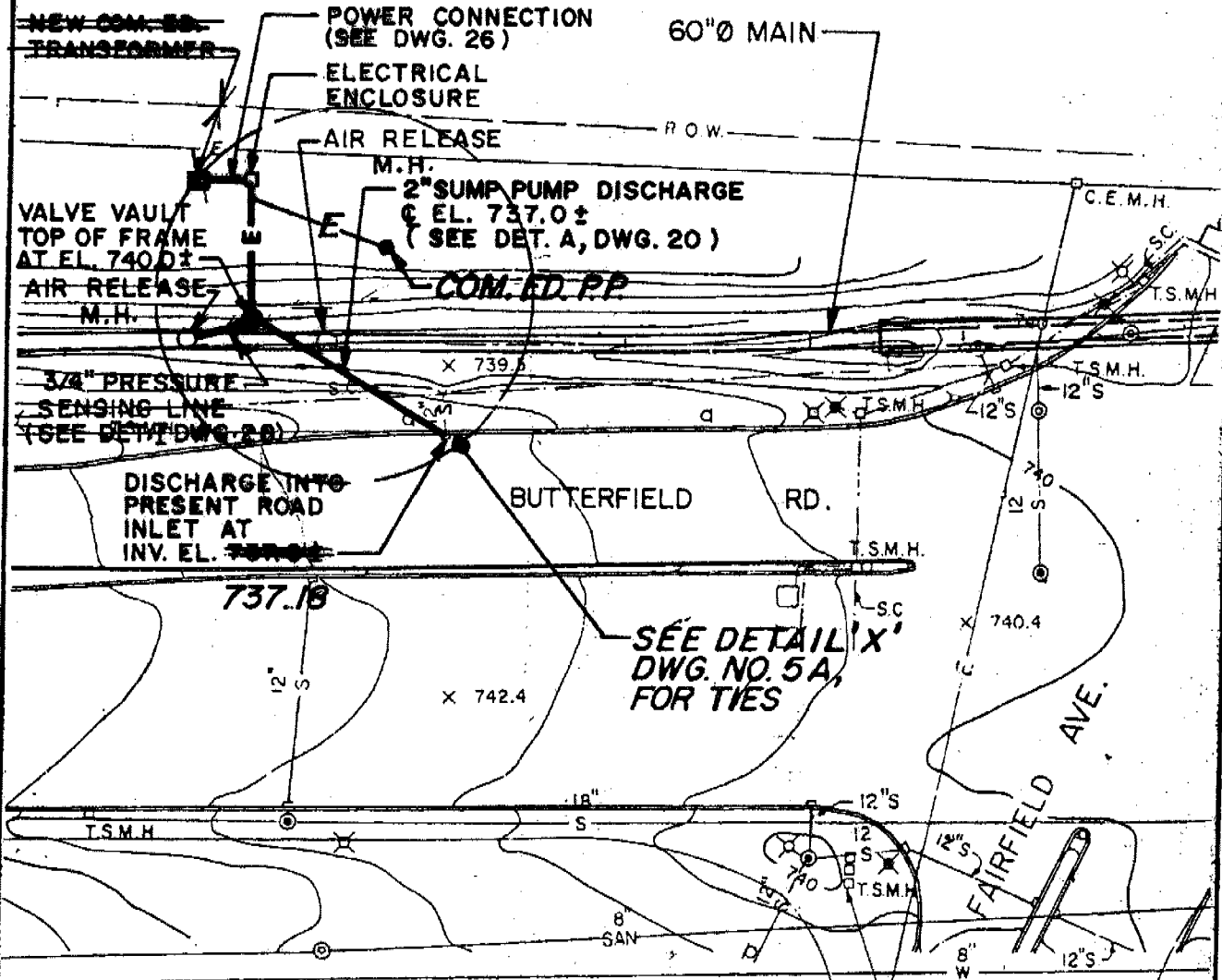
NOTES:

1. SUMP PUMP DISCHARGE PIPE BETWEEN VALVE VAULT AND DISCHARGE POINT SHALL NOT HAVE ANY LOW POINTS THAT WATER MAY ACCUMULATE AND FREEZE IN COLD WEATHER AND THE USE OF 90° BENDS WILL NOT BE ACCEPTABLE
2. LOCATE ELECTRICAL ENCLOSURE 40 FEET NORTH OF VALVE VAULT

DRAWING No. 5



SCALE: 1" = 50'



DRAWING OF RECORD
 DATE: JUN 23 1993

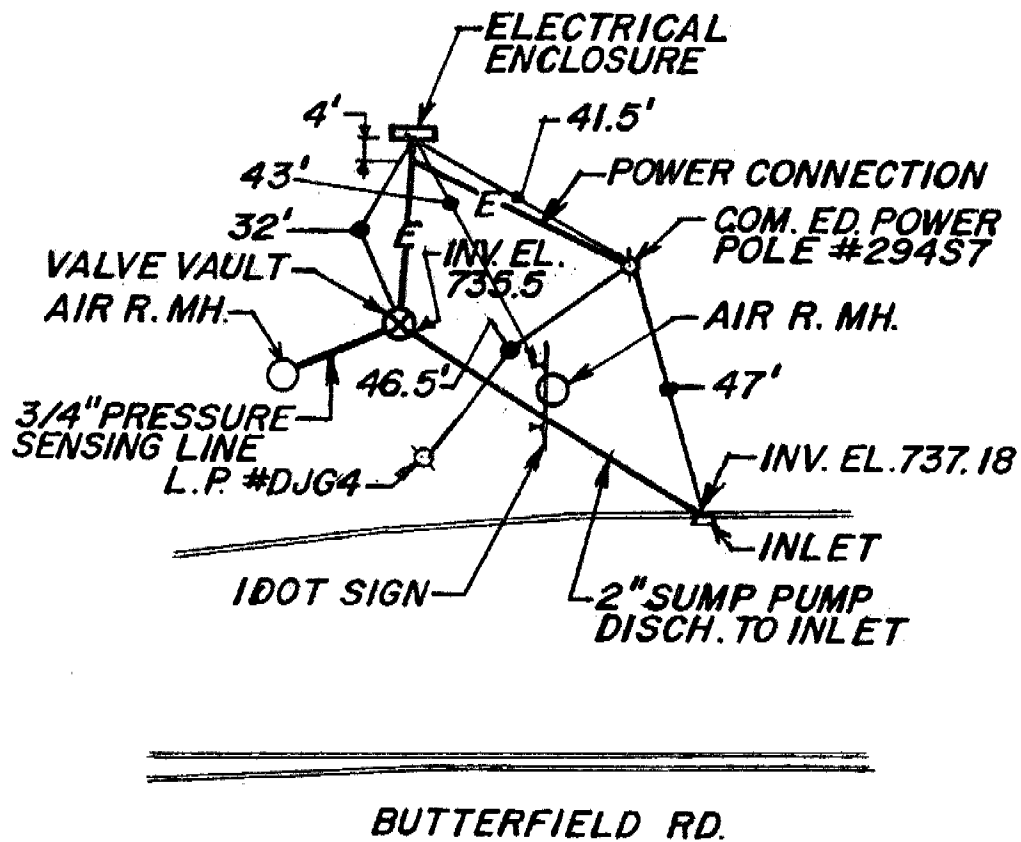
SITE No. 5 (I 14-B)
 NEAR THE INTERSECTION OF
 BUTTERFIELD RD. & FAIRFIELD AVE.
 IN THE VILLAGE OF LOMBARD

CONTRACT: D-87, STATION: 268+00

ADV. DATE: R-30-91



DETAIL 'X'

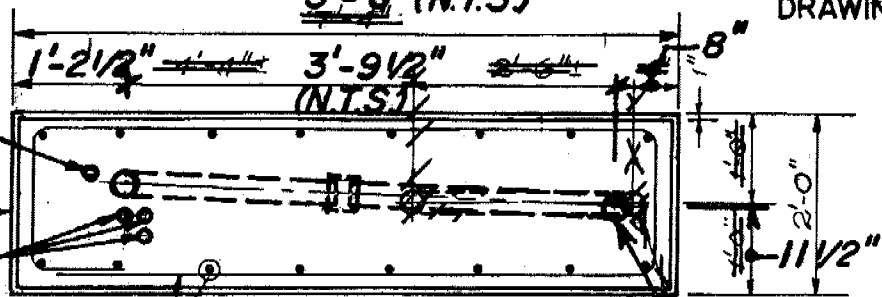


FOR NOTES & ADD'L INFORMATION
SEE ORIGINAL DRAWING NO. 5

SITE No. 5 (I 14-B)

DRAWING OF RECORD
DATE: JUN 23 1993

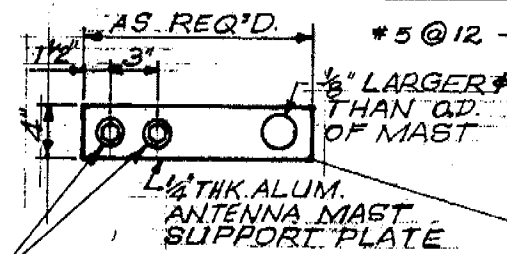
5'-8" (N.T.S.)



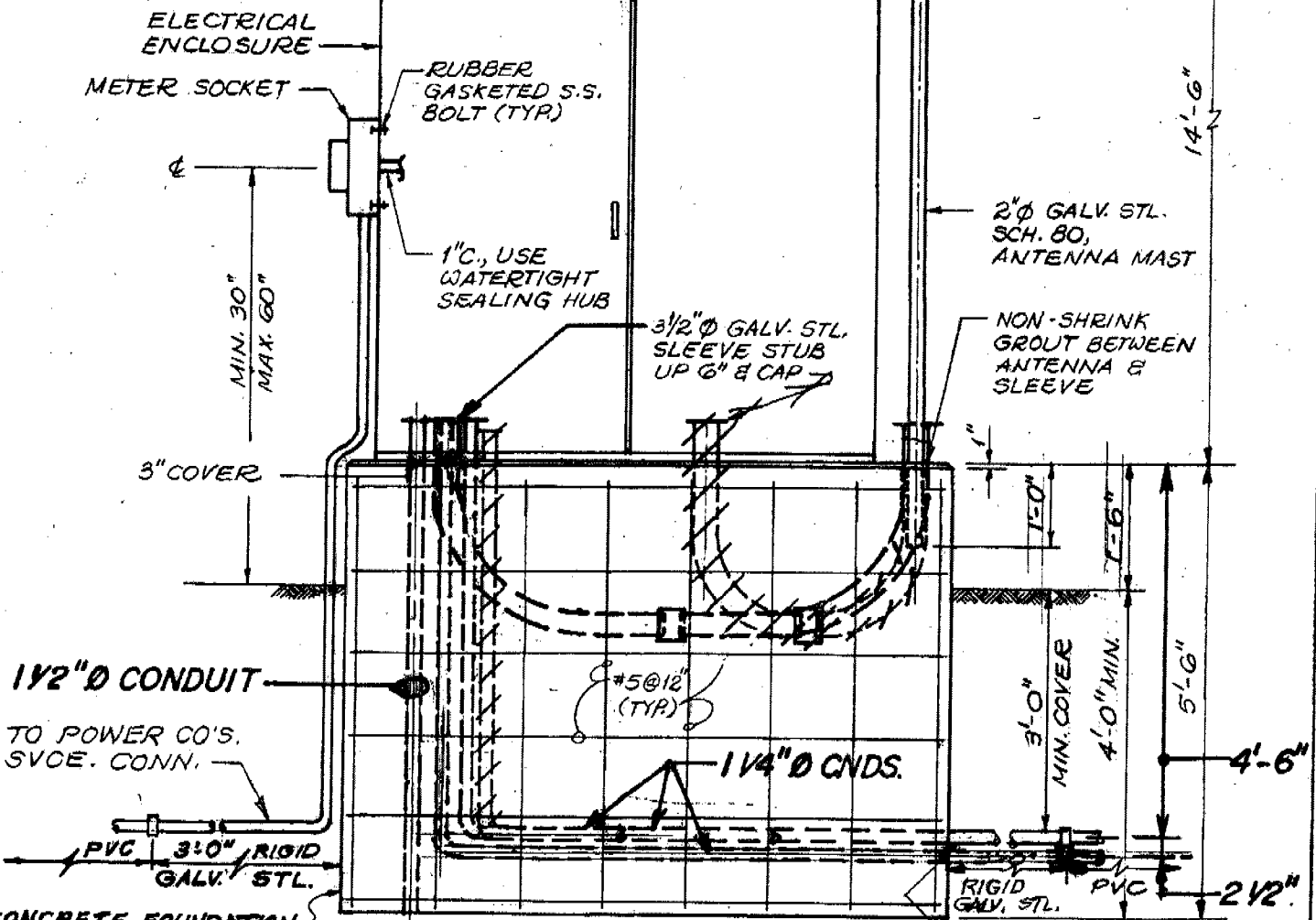
1 1/2" Ø CONDUIT
 CONCRETE FOUNDATION
 1 1/4" Ø CONDUITS

PLAN VIEW

SCALE: 1/2" = 1'-0"



2-1/2" SS BOLTS W/ INSULATING GASKET & PLASTIC INSULATING SLEEVE AROUND BOLTS FOR TOTAL INSULATION BETWEEN MAST SUPPORT & ELECTRICAL ENCLOSURE.



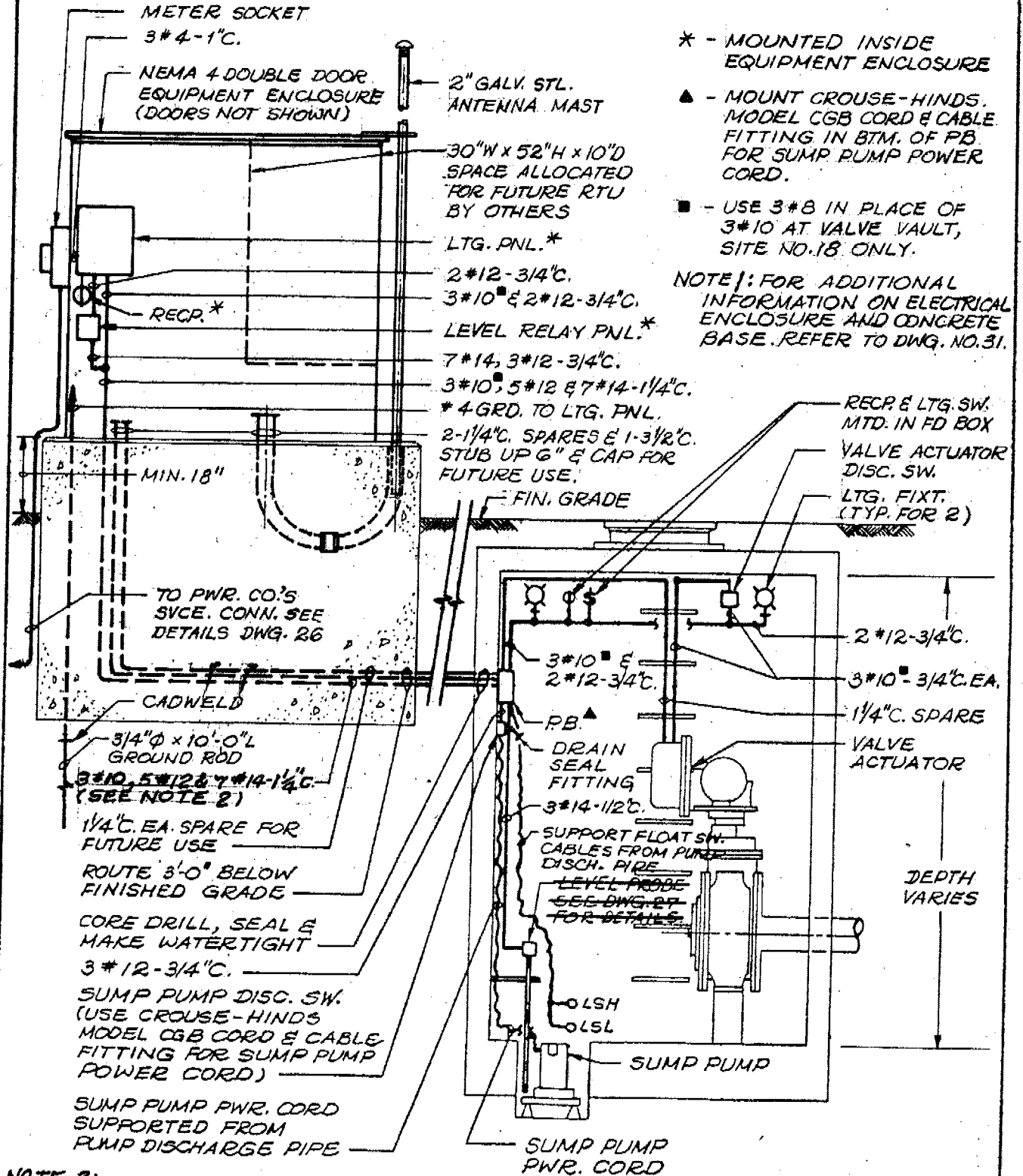
SECTION VIEW

SCALE: 1/2" = 1'-0"

DETAIL - L

DRAWING OF RECORD

DATE: JUN 23 1993



- * - MOUNTED INSIDE EQUIPMENT ENCLOSURE
- ▲ - MOUNT CROUSE-HINDS MODEL CGB CORD & CABLE FITTING IN BTM. OF FB FOR SUMP PUMP POWER CORD.
- - USE 3#8 IN PLACE OF 3#10 AT VALVE VAULT, SITE NO.18 ONLY.

NOTE 1: FOR ADDITIONAL INFORMATION ON ELECTRICAL ENCLOSURE AND CONCRETE BASE REFER TO DWG. NO.31.

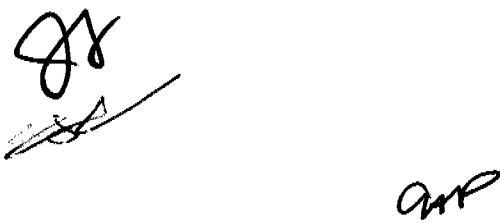
NOTE 2:
FOR CONDUIT RUN DISTANCES GREATER THAN 250' MUST INCREASE WIRE SIZES TO 3#8, 5#10, 7#14-1/4" C.

DRAWING OF RECORD
DATE: JUN 23 1993

DETAIL - D

SCALE : 3/8" = 1' - 0"

REQUEST FOR BOARD ACTION

AGENDA SECTION	Engineering & Construction Committee	ORIGINATING DEPARTMENT	Pipeline
ITEM	<p>A Resolution Approving and Ratifying Certain Work Authorization Orders Under Quick Response Contract QR-10/13 at the February 18, 2016, DuPage Water Commission Meeting</p> <p>Resolution No. R-5-16</p>	<p>APPROVAL</p> 	

Account Number: 01-60-771000

The Commission entered into certain agreements dated July 1, 2013 with John Neri Construction Co., Inc. and Rossi Contractors, Inc. for quick response construction work, as needed, through the issuance of Work Authorization Orders. Resolution No. R-5-16 would approve the following Work Authorization Orders under the Quick Response Contracts.

Work Authorization Order No. 012 to John Neri Construction Co., Inc. This work authorization is to conduct exploratory excavations at Butterfield Road west of Fairfield Avenue in the City of Lombard, and at Butterfield Road and Marshall in the City of Oakbrook Terrace.

The purpose of the exploratory excavations is to gather information with respect to underground site conditions at two locations where future 60" valve replacement projects are planned. The information gathered from these exploratory excavations can be of aid when preparing cost estimates; and in the planning and scheduling of the future valve replacement work.

For cost comparison sakes, staff requested estimates for exploratory excavation and the results of those estimates are listed in the table below:

John Neri Construction Co Inc.	\$42,500.00
Rossi Contractors Inc.	\$52,300.00

Approval of Resolution R-05-16 would approve Work Authorization Order Number 012 for the work necessary to conduct exploratory excavation at Butterfield Road west Fairfield Avenue in the City of Lombard, and at Butterfield Road and Marshall in the City of Oakbrook Terrace. This cost of this work is not known but is estimated to be \$42,500.00.

The estimated costs for the work related to future valve replacement projects will be presented to the board at a later date under separate resolution(s).

MOTION: To adopt Resolution No. R-5-16.

DUPAGE WATER COMMISSION

RESOLUTION NO. R-5-16

A RESOLUTION APPROVING AND RATIFYING
CERTAIN WORK AUTHORIZATION ORDERS
UNDER QUICK RESPONSE CONTRACT QR-10/13 AT THE
FEBRUARY 18, 2016, DUPAGE WATER COMMISSION MEETING

WHEREAS, the DuPage Water Commission (the "Commission") entered into certain agreements dated July 1, 2013, with John Neri Construction Co. and Rossi Contractors, Inc. for quick response construction work related to the Commission's Waterworks System (said agreements being hereinafter collectively referred to as "Contract QR-10/13"); and

WHEREAS, Contract QR-10/13 is designed to allow the Commission to direct one or more or all of the quick response contractors to perform quick response construction work, including without limitation construction, alteration, and repair related to the Commission's Waterworks System, as needed through the issuance of Work Authorization Orders; and

WHEREAS, the need for quick response construction 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, based upon the representations of staff, 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 _____, 2016.

Chairman

ATTEST:

Clerk

WORK AUTHORIZATION ORDER

SHEET 1 OF 2

CONTRACT QR-10/13: QUICK RESPONSE CONTRACT

WORK AUTHORIZATION ORDER NO.: QR-10.0012

LOCATION:

Butterfield Road west Fairfield Avenue in the City of Lombard, and Butterfield Road and Marshall in the City of Oakbrook Terrace.

CONTRACTOR:

John Neri Construction Co., Inc.

DESCRIPTION OF WORK:

Provide and maintain traffic and pedestrian controls, excavate and expose approximately 20 to 30 L.F. of 60" diameter PCCP in order to verify: locations of underground utilities, pipe bends and thrustblocks, depth of cover over pipe, orientation of pipe joints, connections to the existing valves, backfill the excavation with excavated and/or virgin materials, restore all disturbed areas to the satisfaction of the permitting highway authority, and all other work as necessary or as directed by the Commission.

REASON FOR WORK:

To verify underground site conditions in preparation for future valve replacement projects.

MINIMUM RESPONSE TIME:

N/A

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

N/A

THE WORK ORDERED PURSUANT TO THIS WORK AUTHORIZATION ORDER

IS IS NOT PRIORITY WORK

SUPPLEMENTARY NOTIFICATION OF POTENTIALLY HAZARDOUS CONDITIONS:

N/A

SUBMITTALS REQUESTED: N/A

SUPPLEMENTARY CONTRACT SPECIFICATIONS AND DRAWINGS:

DUPAGE WATER COMMISSION

By: _____
Signature of Authorized
Representative

DATE: _____

CONTRACTOR RECEIPT ACKNOWLEDGED AND DESIGNATION OF SAFETY REPRESENTATIVE:

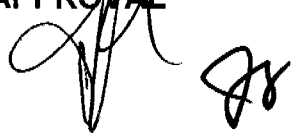
By: _____
Signature of Authorized
Representative

Safety Rep: _____
Name and 24-Hr Phone No.

DATE: _____

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Majority Vote	ORIGINATING DEPARTMENT	Operations
ITEM	A Resolution Approving and Authorizing the Execution of a New Electrical Supply Pricing Agreement Resolution No. R-6-16	APPROVAL	
Account Number: 01-60-661201			
<p>The Commission's current electric power supply agreement expires April 03, 2016. After several years of obtaining the Commission's power supply from Exelon/Constellation, staff solicited new proposals from a broad group of market suppliers. After a detailed evaluation of three most viable suppliers Constellation, Dynegy, and Midwest-Direct Energy. SPI Energy Group (SPI), the Commission's Illinois electric market consultant, determined that the most favorable pricing would be obtained by entering in to a two year Electrical Supply Agreement with Constellation New Energy. This agreement will include a total electrical cost of 4.295 cents per kWh and terminate on April 2 2018. Over the term of this agreement the Commission can expect to see a minimum saving of \$50,000 from the prior agreement.</p> <p>Resolution No. R-6-16 would approve the form of the new electrical pricing agreement to be entered into between the Commission and Constellation New Energy and would also authorize the General Manager to execute the agreement with Constellation New Energy.</p>			
MOTION: To approve Resolution No. R-6-16.			

DuPAGE WATER COMMISSION

RESOLUTION NO. R-6-16

A RESOLUTION APPROVING AND AUTHORIZING THE
EXECUTION OF A NEW ELECTRICAL SUPPLY AGREEMENT

WHEREAS, the Commission was formed and exists pursuant to 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., for the purpose of securing an adequate source and supply of water for its customers; and

WHEREAS, the Commission's current electric power supply agreement expires on April 3, 2016; and

WHEREAS, the Commission solicited new proposals from a broad group of market suppliers and, based upon the recommendations of the Commission's Illinois electric market consultant, SPI Energy Group (SPI), the Commission has determined that most favorable pricing would be obtained by entering in to a two year Electrical Supply Pricing Agreement with Constellation New Energy;

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 made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: The General Manager of the DuPage Water Commission shall be and hereby is authorized to enter into a new electrical supply pricing agreement with Constellation New Energy.

Resolution No. R-6-16

SECTION THREE: The form of the new electrical supply pricing agreement between the Commission and Constellation New Energy shall be in the form of the energy supplier's standard form of agreement attached hereto and by this reference incorporated herein and made a part hereof as Group Exhibit A; provided, the energy price component of the total electric cost shall not exceed 4.295 cents per kWh and the length of service shall not exceed 24 months.

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

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2016.

Chairman

ATTEST:

Clerk

Board/Resolutions/R-6-16 .doc

GROUP EXHIBIT A



Constellation[®]

An Exelon Company

Dear Valued Customer,

Thank you for your continued confidence in Constellation as your energy supplier. We are committed to working with you to develop and implement an energy strategy that best meets your business objectives.

Enclosed is a copy of the fully executed Confirmation for your records.

Should you have any questions regarding your account, please feel free to contact us at the number or e-mail address below.

Account Management toll free number: (877) 409-9836

Account Management email address: AMIL@constellation.com

Sincerely,

Jaleesa Scott - Account Management

CONFIRMATION

This Confirmation dated 1/21/2016 is made a part of, and pursuant to terms of, the Agreement (Letter of Agency) between Buyer and Seller identified herein.

SELLER: Constellation Energy Services, Inc.

BUYER: DuPage Water Commission

NOTICES:

20 N. Wacker Drive Suite 2100
Chicago, IL 60606
Attn: Account Management
Phone: (866) 906-5409
Fax: (312) 681-1993
Email: AMGreatLakes@constellation.com

NOTICES:

600 E Butterfield Rd
Attn: Operations Manager
Elmhurst, IL 60126
Attn: Terry Mcghee
Phone: (630) 834-0100
Fax:
Email: mcghee@dpwc.org

INVOICES:

600 E Butterfield Rd
Attn: Operations Manager
Elmhurst, IL 60126
Attn: Terry Mcghee
Phone: (630) 834-0100
Fax:
Email: mcghee@dpwc.org

QUANTITY	All usage associated with the Accounts listed below, as determined by the Utility and adjusted by Seller to include losses for delivery purposes.
DELIVERY POINT	For each Account below, the interconnect between the applicable ISO's transmission system and the applicable Utility's distribution system.
BILLING	<input type="checkbox"/> Seller Billing (Dual Billing) <input checked="" type="checkbox"/> Seller Single Bill Billing (SBO or Consolidated Billing)
ENERGY PRICING	For each billing cycle, Buyer shall pay an Energy Charge per Account, which shall equal (i) the applicable Energy Rate below per kilowatt-hour (kWh), multiplied by (ii) the applicable billing cycle usage. The On-Peak, Off-Peak, Summer, and Non-Summer Energy Rates shall be applied to usage in the applicable "On-Peak", "Off-Peak", "Summer", and "Non-Summer" periods, as defined by the applicable utility.
LOSSES PRICING	For each billing cycle, Buyer shall pay a Losses Charge per Account, which shall equal (i) the Losses Rate below per kWh, multiplied by (ii) the billing cycle usage.
ANCILLARY SERVICES PRICING	For each billing cycle, Buyer shall pay an Ancillary Services Charge per Account, which shall equal (i) the Ancillary Services Rate below per kWh, multiplied by (ii) the billing cycle usage.
CAPACITY PRICING	For each billing cycle, Buyer shall pay a Capacity Charge per Account, which shall equal (i) the Capacity Rate below per kWh, multiplied by (ii) the billing cycle usage.
TRANSMISSION SERVICE PRICING	For each billing cycle, Buyer shall pay a Transmission Service Charge per Account, which shall equal (i) the Transmission Service Rate below per kWh, multiplied by (ii) the billing cycle usage.
RENEWABLE PORTFOLIO STANDARD (RPS) COMPLIANCE PRICING	For each billing cycle, Buyer shall pay an RPS Compliance Charge per Account, which shall equal (i) the RPS Rate below per kWh, multiplied by (ii) the billing cycle usage. Notwithstanding Change in Tariff or Law/Change in Law Provision of the Agreement, the Parties agree that Seller shall not pass through to Buyer (a) any increase or decrease in current RPS compliance charges or (b) other increase or decrease in Seller's cost for RPS compliance resulting from a change in or change in interpretation or administration of current tariffs, laws, regulations, or other requirements of a Utility, ISO, FERC, or other transmission providers, as applicable. Notwithstanding the foregoing, Seller may pass through to Buyer (i) any increase or decrease in Seller's cost for RPS compliance resulting from new or additional RPS compliance charges and (ii) other increase or decrease in Seller's cost for RPS compliance resulting from a new or additional tariff, law, regulation, or other requirements of a Utility, ISO, FERC, or other transmission providers, as applicable.
INVOICE FORMAT	Under "Invoice Format" below: o If "Detailed" Invoice Format is noted below, Seller shall invoice Buyer for the above Pricing as separate line items. o If "Combined with Transmission" Invoice Format is noted below, Seller shall invoice Buyer for the above Pricing as one combined rate for each Energy Rate, which shall be the result of summing the applicable Energy Rate with the Losses, Ancillary Services, Capacity, Transmission Service, and RPS Rates. o If "Combined without Transmission" Invoice Format is noted below, Seller shall invoice Buyer for the above Pricing as (i) one combined rate for each Energy Rate, which shall be the result of summing the applicable Energy Rate with the Losses, Ancillary Services, Capacity, and RPS Rates and (ii) a separate Transmission Service Charge.

MATERIAL CHANGE	<p>Buyer acknowledges that the Pricing herein has been established based on each Account's 12-month historical usage as determined by the Utility as of the date of this Confirmation (the Account's "Baseline"). If Seller determines that there has been a material and sustained change from an Account's Baseline for reasons other than Force Majeure which results in an increased cost or decreased revenue to Seller ("Cost"), Seller may request that Buyer and Seller meet and agree on a Pricing adjustment to reflect such Cost; provided however, if Buyer and Seller cannot mutually agree, then Seller may pass-through the Cost, without markup.</p> <p>For the purposes of usage, "material and sustained change" means a deviation of +/-20% for 3 consecutive billing cycles.</p>
DELIVERY PERIOD	<p>The initial Delivery Period for each Account shall begin on the first meter read occurring on or after 4/3/2016 subject to the applicable Utility's confirmation of enrollment with Seller ("Start Date"). The initial Delivery Period shall continue through the latest meter read date that occurs on or before 4/2/2018 ("End Date"). The Parties acknowledge that the dates provided are based on the applicable Utility's read schedules, and actual meter read dates may vary.</p>
RENEWAL	<p>After the initial Delivery Period, service shall continue on a billing cycle-to-billing cycle basis based on the applicable Day-Ahead PJM hourly locational marginal price at the applicable residual load zone (A) (1) in accordance with the methodology described in the Agreement or, (2) if not described, at a variable market rate reasonably determined by Seller, plus (B) a holdover fee of 0.00469 unless (i) terminated by either Party giving 30 days written notice prior to the end of the initial Delivery Period noted above, or (ii) Buyer and Seller agree to alternate Pricing as evidenced by a fully executed Confirmation for the relevant Delivery Period. After the initial Delivery Period, service continuing on a billing cycle-to-billing cycle basis may be terminated by either Party giving 30 days written notice to the other Party.</p>
SPECIAL CONDITIONS	<p>Non-interval metered usage shall be allocated in Seller's reasonable discretion into On- and Off-Peak hourly periods based on the applicable Utility's class average data. Notwithstanding the Pricing sections above, unmetered usage shall be billed using the annualized general lighting charge as provided by the applicable Utility. For the avoidance of doubt: If capacity is fixed, Capacity Costs have been included in the identified rate for the Delivery Period. If capacity is identified as a variable pass through, Capacity Costs shall be passed through. "Capacity Costs" means a charge for fulfilling the capacity requirements for the Account(s) imposed by the ISO or otherwise. Capacity Costs includes, but is not limited to, the cost for procuring Capacity Performance resources (as currently required and defined by the ISO) in accordance with the provisions of FERC Order on Proposed Tariff Revisions (Docket No. ER15-623-000, et al, issued June 9, 2015).</p> <p>The Agreement noted above takes the form of a Master Retail Electricity Supply Agreement or Power Sale Agreement between the Parties noted herein.</p> <p>Notwithstanding the inclusion of such costs in the Pricing herein, Seller may pass through any future incremental increases in tariff charges (including, without limitation, network integration transmission service rates, network upgrade, and transmission enhancement charges).</p>

Energy Rate in \$/kWh	Summer On-Peak in \$/kWh	0.02936
	Summer Off-Peak in \$/kWh	0.02936
	Non-Summer On-Peak in \$/kWh	0.02936
	Non-Summer Off-Peak in \$/kWh	0.02936
Losses Rate in \$/kWh	0.00190	
Ancillary Services Rate in \$/kWh	0.00206	
Capacity Rate in \$/kWh	0.00562	
Transmission Service Rate in \$/kWh	0.00291	
RPS Rate in \$/kWh	0.00110	


Utility Account #	Utility	Service Address	Invoice Format
2937170004	COMED	600 Butterfield Rd Elmhurst, IL 60126	Detailed

Buyer agrees that by signing below, Buyer authorizes Seller to begin enrollment and initiate service. This Confirmation to the Agreement is effective as of the date signed by Seller.

Seller: _____ By: <u>David J Donat</u> Name: <u>David T. Donat</u> Title: <u>Vice-President</u> Date: _____	gy Services, Inc. 2016-01-22 15:01-06:00	Buyer: _____ By: <u>John Spatz</u> Name: <u>JOHN SPATZ</u> Title: <u>GENERAL MANAGER</u> Date: <u>1-22-2016</u>	DuPage Water Commission
Once executed, please return this Confirmation to Constellation Energy Services, Inc. by facsimile to (443) 213-6124			

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION	Engineering Committee	ORIGINATING DEPARTMENT	Facilities Construction
ITEM	A Resolution Awarding a Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East (Contract SS-7/16) Resolution No. R-7-16	APPROVAL	

Account Number: 01-60-770701: \$2,907,580.00

At the April 16, 2015 meeting, the Board approved a Five-Year Capital Improvement Plan which included Standpipe Painting in FY 2016/2017. On September 17, 2015, R-26-15 was approved which directed the advertisement for bids on a Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East (Contract SS-7/16).

The Commission solicited sealed bids by direct notification to potential bidders, by placing the advertisement for bids in several construction trade plan rooms, by posting the advertisement for bids on the Commission's web site, and as required by state statute, the Commission advertised for bids on two separate occasions in the Daily Herald. Sealed bids were received until 1:00 p.m., local time, January 6, 2016, at which time all bids received were publicly opened and read aloud.

Six (6) bids were received and are as tabulated below including the base bid, unit price extensions and alternate work:

	Bidder	Bid		Bidder	Bid
1	L&T Painting, Inc.	\$1,627,500.00	5	Worldwide Industries Corp.	\$3,257,180.00
2	Horizon Brothers Corp.	\$2,829,860.00	6	TeCorp, Inc.	\$3,849,750.00
3	ERA Valdivia Contractors, Inc.	\$2,907,580.00	7	L.C United Painting Co., Inc.	\$6,316,100.00

Of the six (6) proposals received, and based upon Commission legal counsel and Engineering consultant review, Staff is recommending the proposal of Era-Valdivia Contractors, Inc. be deemed as the lowest responsible bidder and a Contract be awarded at the Contract Price of \$2,907,580.00.

The legal and engineering summary report is as follows:

Regarding the bid of L&T Painting, Inc., the bid contained numerous defects including: failure to include the correct bid bond and failure to submit the required surety commitment letter and

Resolution No. R-7-16

AGENDA SECTION	Engineering Committee	ORIGINATING DEPARTMENT	Facilities Construction
ITEM	<p>A Resolution Awarding a Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East (Contract SS-7/16)</p> <p>Resolution No. R-7-16</p>	APPROVAL	
<p>insurance commitment letter. In addition, Dixon Engineering has determined that L&T Painting, Inc. grossly underestimated the necessary labor and materials to perform the work. Subsequently, L&T Painting, Inc. has requested a withdrawal of their bid from the Board's consideration.</p> <p>Regarding the bid of Horizon Brothers Painting Corporation, the bid contained several defects as well including: improper signatures; failure to include the correct form of bid bond; failure of the surety to meet the minimum requirements for financial strength; and failure to submit surety and insurance commitment letters as required by the Bid Package. In addition, Dixon Engineering has provided a negative experience reference for Horizon Brothers Painting Corporation, citing issues with several recent projects.</p> <p>Regarding the bid of Era-Valdivia Contractors, Inc., the bid contained one (1) deficiency; Era-Valdivia failed to submit Insurance commitment letter as required by the Bid Package. Since Era-Valdivia has already provided and maintains Insurance policies for the Commission's current tank rehabilitation project, this is believed to be a minor and waivable irregularity. Dixon Engineering has provided a positive experience reference for Era-Valdivia Contractors, Inc. as recently completing work for the DuPage Water Commission on a project of near identical scope.</p> <p>Dixon Engineering's bid report is attached for reference.</p> <p>For the purposes of comparison between the 2015 Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 2 and No. 4 West (Contract SS-6/15) and 2016's Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East (Contract SS-7/16), the 2016 bid of Era-Valdivia is 6% lower than their 2015 bid and approximately 3% lower than 2015's final contract price.</p>			
<p>MOTION: To award a Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East (Contract SS-7/16) to Era-Valdivia Contractors, Inc.</p>			

DUPAGE WATER COMMISSION

RESOLUTION NO. R-7-16

A RESOLUTION AWARDING A CONTRACT
FOR THE REHABILITATION OF COATING SYSTEMS AND FALL PROTECTION
SYSTEMS FOR TANK SITES NO. 1 AND NO. 4 EAST
(Contract SS-7/16)

WHEREAS, sealed bids for Contract SS-7/16: Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East were received on January 6, 2016; and

WHEREAS, based upon the staff's review of the bids received, the Board of Commissioners of the DuPage Water Commission has determined that (a) the two lowest bids are unresponsive due to material variance from the bid specifications, and (b) the proposal of Era-Valdivia Contractors, Inc. is the lowest responsible bid and most favorable to the interests of the Commission.

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 as findings of the DuPage Water Commission.

SECTION TWO: The DuPage Water Commission hereby rejects the bids of L&T Painting, Inc. and Horizon Bros. Painting Corp. and awards Contract SS-7/16: Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 1 and No. 4 East to Era-Valdivia Contractors, Inc., in the amount of \$2,907,580.00 as set forth in its Bidder's Proposal. Such award is conditioned upon the receipt of all contractually required documentation and such other additional information that may be requested by the General Manager of the Commission in accordance with the Bid Package and that is acceptable to the DuPage Water Commission.

Resolution No. R-7-16

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

AYES:

NAYS:

ABSENT:

ADOPTED THIS ____ DAY OF _____, 2016.

Chairman

ATTEST:

Clerk

Board/Resolutions/R-7-16.doc



Engineering and Inspection Services for the Coating Industry

January 11, 2016

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

RE: Recommendation of Award – Contract SS-7/16.

Dear Chris,

Dixon Engineering, Inc. has reviewed the bids submitted for the rehabilitation and repainting of the Water Commission's standpipes sit #1 & 4E. Bidding was competitive with a total of six (6) bids received. Our recommendation and the reasoning behind it is as follows:

- The low bidder was L&T Painting Company from Shelby Township, Mi. Their bid came in at \$1,627,500.00 which was \$1,202,360.00 lower than the next lowest bid. Dixon estimated that the abrasive blast cleaning and recoating application would be around \$2,000,000.00 alone. I called L&T and discussed their bid submittal including price, and the owner (Leonard Lulaj) verbally requested to withdraw his bid. A written request from L&T Painting Company expected shortly.
- The second lowest bidder was Horizon brothers Painting from Howell, Mi. Their bid came in at \$2,829,860.00. Dixon Engineering's experience with Horizon Brothers (in Illinois) has not been good. The last two (2) projects they were performing in Illinois had issues which were left unresolved over the winter season when work ceases. The major issue is getting them to return to the project once they move off and go back to Michigan. They have just this January had one of their top people leave the company. This very much could affect their ability to perform in the window allotted for the projects. They also have already been awarded for the spring of 2016 two (2) major projects in Michigan, which leaves the possibility that the caliber of the crew left for this project may not be of the highest quality. I therefore do not recommend Horizon Brothers for this project.
- The next lowest bidder is Era Valdivia Contractors, Inc. Their bid came in at \$2,907,580.00, which is \$77,720.00 higher than Horizon Brothers Painting. Era Valdivia Contractors are a known entity and completed the work on the Standpipes for DuPage Water Commission in 2015. They know what is involved and have the equipment and expertise to move onto the job and finish it in a timely manner. There is no learning curve involved as they have already been there and know what to expect and plan for it. It is also worth noting that the three (3) low bidders mentioned above, Era Valdivia was the only firm to review the Commission's 2013 standpipe inspection reports or access the sites for pre-bid inspection.

Resolution No. R-7-16

It is therefore Dixon Engineering's recommendation that your project SS- 7/16 be awarded to Era Valdivia Contractor's Inc. of Chicago, IL.

We understand that the Commissions legal team is reviewing the bonds and insurance qualifications for each bidder and defer to them on those matters.
Please do not hesitate to contact me if you have any questions or comments regarding this recommendation.


FOR DIXON ENGINEERING, INC.



Brad Schotanus
Illinois Division Manager
630-220-1410
bradschotanus@dixonengineering.net

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	ORIGINATING DEPARTMENT	Facilities Construction/Safety Coordinator
ITEM	A Resolution Approving and Ratifying Certain Contract Change Orders for Masonry, Concrete and Handrail Rehabilitation Work for the DuPage Water Commission at the February 18, 2016, DuPage Water Commission Meeting Resolution No. R-8-16	APPROVAL 	

Account Numbers: 01-60-771600

Resolution No. R-8-16 would approve the following Change Orders:

Change Order No. 1 for Masonry, Concrete and Handrail Rehabilitation Work for the DuPage Water Commission. There are several estimated quantities included in the Contract. The exact number of units was to be determined by Staff and the final Contract Price determined accordingly. The modified quantities and Contract Price modification is as listed in the table below. All other quantities remain unchanged.

Item	Description	Unit	Contract Quantity	Price Per Unit	Adjusted Quantity	Final Quantity	Extension
4	Removal/Replacement of Face Brick	Sq.Ft.	1,000	\$117.50	(722)	278	(\$84,835.00)
5	Tuckpoint Mortar Joints	Sq.Ft.	1,000	\$20.00	(49.4)	950.6	(\$988.00)
6	R/R Caulked Joints	L.Ft.	300	\$13.70	(1.5)	298.5	(\$20.55)
Net Decrease							(\$85,843.55)

Approval of this Change Order would decrease the net Contract Price by \$85,843.55 making the Final Contract Price \$173,156.45.

Approval of this Change Order does not authorize or necessitate a decrease 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.

This Change Order would also grant Final Acceptance of the Work and Allow the General Manager to make Final Payment, including the release of all monies held in Retainage, conditioned upon receipt of all contractually required documentation.

MOTION: To approve Resolution No. R-8-16.

DRAFT

DuPAGE WATER COMMISSION

RESOLUTION NO. R-8-16

A RESOLUTION APPROVING AND RATIFYING
CERTAIN CONTRACT CHANGE ORDERS AT THE
FEBRUARY 18, 2016 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, based upon the representations of staff and the Contractors, 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 _____, 2016.

Chairman

ATTEST:

Clerk

Exhibit 1

Resolution No. R-8-16

1. Change Order No. 1 for Masonry, Concrete and Handrail Rehabilitation Work for the DuPage Water Commission, for a reduction in Contract Price in the amount of \$85,843.55 due to the balancing of final quantities of unit price items and also to Grant Final Acceptance of the Work.

DUPAGE WATER COMMISSION
CHANGE ORDER

SHEET 1 OF 3

PROJECT NAME: Masonry, Concrete Parapet and
Handrail Rehabilitation Work
For the DuPage Water Commission

CHANGE ORDER NO. 1

LOCATION: Cook County, Illinois

CONTRACT NO. N/A

CONTRACTOR: Manusos General Contracting, Inc.

DATE: February 18, 2016

I. A. DESCRIPTION OF CHANGES INVOLVED:

1. Balancing of final quantities of unit price items and grant Final Acceptance.

B. REASON FOR CHANGE:

1. Close out of indeterminate items.

C. REVISION IN CONTRACT PRICE:

1. Net Decrease of \$85,843.55 as detailed below.

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Contract Quantity</u>	<u>Price Per Unit</u>	<u>Adjusted Quantity</u>	<u>Final Quantity</u>	<u>Extension</u>
4	Removal/Replacement of Face Brick	Sq.Ft.	1,000	\$117.50	(722)	278	(\$84,835.00)
5	Tuckpoint Mortar Joints	Sq.Ft.	1,000	\$20.00	(49.4)	950.6	(\$988.00)
6	R/R Caulked Joints	L.Ft.	300	\$13.70	(1.5)	298.5	(\$20.55)
Net Decrease							(\$85,843.55)

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, keeping the final Completion Date N/A.
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 guaranteed 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 if requested by Owner.

III. ADJUSTMENTS IN CONTRACT PRICE:

1.	Original Contract Price	\$	259,000.00
2.	Net (addition) (reduction) due to all previous Change Orders Nos. <u> N/A </u> to <u> N/A </u>	\$	0.00
3.	Contract Price, not including this Change Order	\$	259,000.00
4.	(Addition) Reduction to Contract Price due to this Change Order	\$	85,843.55
5.	Contract Price including this Change Order	\$	173,156.45

RECOMMENDED FOR ACCEPTANCE:

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: Manusos General Contracting, Inc.

By: _____ (_____)
 Signature of Authorized Representative Date

DUPAGE WATER COMMISSION:

By: _____ (_____)
 Signature of Authorized Representative Date



DuPage Water Commission

MEMORANDUM

TO: John Spatz, General Manager

FROM: Cheryl Peterson, Financial Administrator *CP*

DATE: January 14, 2016

SUBJECT: Accounts Payable Listings

Following is a summary of the Accounts Payable to be considered at the January 21, 2016 Commission meeting:

December 8, 2015 to January 12, 2016 A/P Report	\$7,898,651.36
Accrued and estimated payments required before February 2016 Commission meeting	<u>1,130,215.00</u>
Total	<u>\$9,028,866.36</u>

cc: Chairman and Commissioners

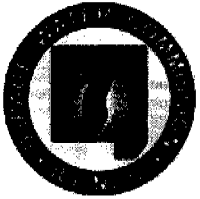
DUPAGE WATER COMMISSION
ITEMS TO BE PAID BY 2-18-16
Board Meeting Date: January 21, 2016

Estimate Amount	Description	Check Number	Payment Date	Payment Amount
49,000.00	Blue Cross Blue Shield - Health Insurance			
6,000.00	Euclid Managers - Dental Insurance			
10,000.00	Illinois Public Risk Fund - Workers Comp.			
200.00	Envision Health Care - Administration Fees			
300.00	Healthiest You			
20,000.00	ComEd - Utility Charges			
300,000.00	Constellation (Exelon Energy) - Utility Charges			
180,000.00	City of Chicago - Lexington. Electric			
2,000.00	City of Naperville -Meter Station Electric Bills			
15,000.00	Nicor - Gas			
250.00	Comcast - Internet Service			
2,000.00	AT & T - Telephone Charges			
2,600.00	AT & T - Scada Backhaul Network			
1,000.00	Fed - Ex - Postage/Delivery			
5,000.00	Procurement Card Charges			
1,000.00	Home Depot - Maintenance Supplies			
200.00	Anderson - Pest Control			
400.00	Republic Services - Disposal Services			
200.00	Elecsys - Cell Data Services			
1,500.00	Konica Minolta - Copy and Lease Charges			
525.00	Pitney Bowes - Postage			
8,000.00	Grainger - Supplies for Operations			
2,500.00	Verizon - Wireless Service			
1,250.00	William Fates - Treasurer			
5,000.00	Baker Tilly			
3,500.00	Gorski & Good			
1,500.00	Rory Group			
200.00	Edward Coughlin/Ken Lafin - Security			
250.00	Storino Ramello & Durkin			
6,000.00	John J. Millner & Assoc			
300.00	Local 399 Training courses			
41,000.00	INFOR - Annual Maintenance			
50.00	Amazon - Welding Part			
440.00	AMS Environment - Recycle containers			
38,000.00	Black Box - New Telephone System			
2,100.00	BTU Co - Steam Cylinders			
300.00	City of Elmhurst - Wireless Radio			
200.00	CLMI Safety Training - Training Media			

**DUPAGE WATER COMMISSION
ITEMS TO BE PAID BY 2-18-16
Board Meeting Date: January 21, 2016**

250.00 Ditch Witch - Maintenance
10,250.00 EnPro - Pump Maintenance
400.00 Five Star - Meter Station Supplies
800.00 Gexpro - Cable Plug
400.00 Hach - Monthly Chemicals
1,700.00 HSQ Technology - RTU Repairs
100.00 Illinois Section AWWA - Training Courses
18,000.00 Julie - Utility Locates
2,000.00 Mansfield - Gasoline
75,000.00 Mid-America Dynamics- Vibration Monitor Replacement
7,500.00 Midwest Valve Services - Valve Repairs
400.00 National Safety Council - Membership Renewal
43,000.00 Neenah - Replacement Frames and Lids
1,500.00 NIU - OSHA Training
500.00 Office Depot - Office Supplies
20,000.00 Pace Inc. - Conference Room Upgrades
2,500.00 Patten - Skidsteer and Backhoe Service
500.00 Raeco - Replacement Sensors for Garage
200.00 Red Wing Shoe Store - Boot Care
600.00 Red Wing Shoe Store - Safety Boots
1,000.00 Rental Max - Generator Rental
100.00 Republic - Additional Disposal services
3,700.00 Safety Training Plus - Training
800.00 Specialty Mat - Cleaning Service
300.00 Staples - Office Supplies
5,500.00 Stenstrom Petroleum - Convert Leak Detection
3,000.00 Suburban Door - Locksmith Service
2,500.00 Tele Fonika Cable Americas - Power Cables
750.00 Total Fire & Safety - Fire Extinguisher Repairs
3,000.00 Venture Technology - Replacement Motors
200.00 Weldstar - Calibration Gas
110,000.00 Manusos - Reservoir/Hatch/Stairs/MS19
102,000.00 Manusos - Generator Building Rehab
4,000.00 Rossi - QR-10 WAO #11

1,130,215.00



DuPage Water Commission

Board Open Payable Report

As Of 01/12/2016

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Net Amount
Payable Account: 01-211000 - ACCOUNTS PAYABLE				
Vendor: 2083	AIR COMFORT CORPORATION			Payable Count: (3) 3,666.32
124075	RECLAIM REFRIGERANT FROM OLD DEHUMIDIFIERS	12/31/2015	885.00	885.00
124381	HVAC SYSTEM WORK	12/31/2015	1,973.32	1,973.32
124571	REPLACE DAMAGED FLUE EXTENSION CAP	12/31/2015	808.00	808.00
Vendor: 1516	ARAMARK REFRESHMENTS			Payable Count: (1) 39.90
9180566	SUPPLIES	01/12/2016	39.90	39.90
Vendor: 1802	BAKER TILLY VIRCHOW KRAUSE, LLP			Payable Count: (1) 2,475.00
BT907972	PROFESSIONAL SERVICES: 11/20-12/10/15	12/29/2015	2,475.00	2,475.00
Vendor: 2006	BARKER LEMAR COMPANINES			Payable Count: (1) 500.00
INV0000697	ILLINOIS UST EDUC. TRAINING	12/29/2015	500.00	500.00
Vendor: 1980	BEARY LANDSCAPE MANAGEMENT			Payable Count: (2) 3,021.50
34190B	LAWN MAINTENANCE: NOVEMBER 2015	12/10/2015	1,991.00	1,991.00
34191B	TANK SITE LANDSCAPING: NOVEMBER 2015	12/15/2015	1,030.50	1,030.50
Vendor: 2111	BORNQUIST, INC.			Payable Count: (1) 821.90
5377595	BOILER MAINTENANCE KITS	01/12/2016	821.90	821.90
Vendor: 1692	BRIDGEPOINT TECHNOLOGIES			Payable Count: (1) 45.00
25800	HOSTING SERVICES	01/07/2016	45.00	45.00
Vendor: 1134	CITY OF CHICAGO DEPARTMENT OF WATER			Payable Count: (2) 43,525.84
INV0000661	LEX PS REPAIRS & MAINTENANCE	12/10/2015	15,319.62	15,319.62
INV0000698	LEX PUMP STATION LABOR: NOVEMBER 2015	12/29/2015	28,206.22	28,206.22
Vendor: 1135	CITY OF CHICAGO SUPERINTENDENT OF WATER COLLECTION			Payable Count: (1) 7,670,539.56
INV0000724	WATER BILLING: DECEMBER 2015	12/31/2015	7,670,539.56	7,670,539.56
Vendor: 1377	CLC LUBRICANTS CO.			Payable Count: (1) -90.00
2310	3 DRUMS RETURNED	01/12/2016	-90.00	-90.00
Vendor: 1821	COLLEY ELEVATOR COMPANY			Payable Count: (1) 135.75
144941	REPAIRS TO ELEVATOR	12/31/2015	135.75	135.75
Vendor: 1009	COMED			Payable Count: (1) 11,101.87
INV0000728	METER STATION ELEC: 1/5/16	12/31/2015	11,101.87	11,101.87
Vendor: 1945	COMPREHENSIVE LOSS MANAGEMENT, INC.			Payable Count: (1) 2,021.00
100334	NEW AND UPDATED SAFETY TRAINING MEDIA	12/31/2015	2,021.00	2,021.00
Vendor: 1797	DANIEL J. LOFTUS			Payable Count: (1) 300.00
INV0000734	SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00	300.00
Vendor: 1798	DAVID C. RUSSO			Payable Count: (1) 300.00
INV0000733	SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00	300.00
Vendor: 2076	DAVID NOVOTNY			Payable Count: (1) 300.00
INV0000735	SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00	300.00
Vendor: 1513	DUKES OIL SERVICE, INC.			Payable Count: (1) 75.00
79099	OIL DRUM PICK UP	01/12/2016	75.00	75.00
Vendor: 2003	ECO CLEAN MAINTENANCE, INC.			Payable Count: (1) 1,572.65
5272	JANITORIAL SERVICE: DECEMBER 2015	12/31/2015	1,572.65	1,572.65
Vendor: 1097	ELMHURST PLAZA STANDARD INC.			Payable Count: (1) 133.20

Board Open Payable Report

As Of 01/12/2016

Payable Number	Description	Post Date	Payable Amount	Net Amount
<u>40078</u>	VEHICLE MAINT: M63637	12/29/2015	133.20	133.20
Vendor: <u>1843</u> <u>IN918803</u>	FLEETMATICS VEHICLE TRACKING SUBSCRIPTION	12/31/2015	313.74	313.74
Vendor: <u>1892</u> <u>INV0000737</u>	GORSKI & GOOD, LLP ATTORNEY FEE: DECEMBER 2015	12/31/2015	1,720.00	1,720.00
Vendor: <u>1055</u> <u>9929255595</u> <u>9929255603</u> <u>9929387174</u>	GRAINGER SAFETY SUPPLIES SAFETY SUPPLIES SAFETY SUPPLIES	01/12/2016 01/12/2016 01/12/2016	111.88 1,123.00 666.88	111.88 1,123.00 666.88
Vendor: <u>2037</u> <u>1146</u>	GREEN WINDOW CLEANING SERVICES MONTHLY CLEANING: 11/23/15	12/29/2015	453.50	453.50
Vendor: <u>1068</u> <u>9726144</u>	HACH COMPANY REPLACEMENT CHEMICALS FOR PH SENSOR	12/31/2015	193.45	193.45
Vendor: <u>1998</u> <u>1/K22270</u>	HI-LINE ELECTRICAL GLOVES	12/29/2015	66.41	66.41
Vendor: <u>2102</u> <u>10293</u>	HLP SYSTEMS, INC. LIGHTNING PROTECTION PARTS	12/15/2015	208.19	208.19
Vendor: <u>1063</u> <u>200020546</u>	ILLINOIS SECTION AWWA SEMINAR: ELLINGSWORTH & WEGNER	01/07/2016	64.00	64.00
Vendor: <u>2077</u> <u>INV0000729</u>	JOSEPH FENNELL SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00	300.00
Vendor: <u>1795</u> <u>INV0000736</u>	LAURA CRAWFORD SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00	300.00
Vendor: <u>2108</u> <u>27975</u>	M.E. Simpson Co., Inc. TEST 2 BUILDING METERS	12/31/2015	560.00	560.00
Vendor: <u>2085</u> <u>20290</u>	MANSFIELD OIL COMPANY GASOLINE	12/29/2015	1,034.40	1,034.40
Vendor: <u>2079</u> <u>INV0000701</u>	MANUSOS GENERAL CONTRACTING, INC. MASONRY, CONCRETE PARAPET REHAB WORK/PAYMENT #2	12/29/2015	130,938.70	130,938.70
Vendor: <u>1799</u> <u>INV0000732</u>	MICHAEL R. SCHECK SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00	300.00
Vendor: <u>2110</u> <u>INV0000726</u>	Northwire, Inc. PORTABLE GENERATOR CABLE UPGRADE PROJECT	01/07/2016	88.03	88.03
Vendor: <u>1395</u> <u>812007622001</u> <u>812007819001</u>	OFFICE DEPOT OFFICE SUPPLIES OFFICE SUPPLIES	12/29/2015 12/29/2015	235.59 167.99	235.59 167.99
Vendor: <u>2026</u> <u>29217</u>	ONYX SUPPLIES	01/12/2016	271.59	271.59
Vendor: <u>1113</u> <u>PM600251583</u>	PATTEN INDUSTRIES, INC. REPLACEMENT OF CYLINDER GASKET ON GENERATOR 3	12/31/2015	179.11	179.11
Vendor: <u>1321</u> <u>82673</u>	PERSPECTIVES, LTD. EMPLOYEE ASSISTANCE SVC: 1ST QUARTER	01/07/2016	273.00	273.00
Vendor: <u>1114</u> <u>622875</u>	PITNEY BOWES INC RENTAL CHARGES	01/07/2016	180.00	180.00
Vendor: <u>2059</u> <u>201620</u>	REACH HR Consulting, LLC EMPLOYEE HANDBOOK AND COMPENSATION PROJECT	12/31/2015	6,250.00	6,250.00

Board Open Payable Report

As Of 01/12/2016

Payable Number	Description	Post Date	Payable Amount		Net Amount
Vendor: 1059	RED WING SHOE STORE			Payable Count: (11)	1,182.94
<u>450000009357</u>	SAFETY SHOES: ROWAN	12/10/2015	175.00		175.00
<u>450000009376</u>	SAFETY SHOES: LEANOS	12/10/2015	220.00		220.00
<u>450000009321</u>	SAFETY CLOTHES: ARREDONDO	12/29/2015	40.80		40.80
<u>450000009343</u>	SAFETY CLOTHES: WEED	12/29/2015	68.00		68.00
<u>450000009344</u>	SAFETY CLOTHES: TOWNSEND	12/29/2015	76.50		76.50
<u>450000009410</u>	SAFETY CLOTHES: FOUSHI	12/29/2015	141.10		141.10
<u>450000009411</u>	SAFETY CLOTHES: NOLAN	12/29/2015	153.00		153.00
<u>450000009412</u>	SAFETY CLOTHES: MELGOZA	12/29/2015	56.10		56.10
<u>450000009413</u>	SAFETY CLOTHES: DRISCOLL	12/29/2015	30.60		30.60
<u>450000009414</u>	SAFETY CLOTHES: CARDENAS	12/29/2015	30.60		30.60
<u>450000009462</u>	SAFETY SHOES: NOLAN	12/31/2015	191.24		191.24
Vendor: 2109	Reliant Technology, LLC			Payable Count: (1)	2,125.00
<u>16883</u>	ANNUAL SERVER MAINTENANCE SERV AGREEMENT	12/31/2015	2,125.00		2,125.00
Vendor: 1811	RICHARD R. FURSTENAU			Payable Count: (1)	300.00
<u>INV0000730</u>	SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00		300.00
Vendor: 2075	ROBERT GANS			Payable Count: (1)	300.00
<u>INV0000731</u>	SERV AS COMMISSIONER: JULY-DEC 2015	12/31/2015	300.00		300.00
Vendor: 1813	ROESCH FORD			Payable Count: (2)	230.42
<u>FOCQ82631</u>	VEHICLE REPAIRS: M198872	12/31/2015	35.42		35.42
<u>FOCS83138</u>	REPAIRS TO TRUCK 44	01/12/2016	195.00		195.00
Vendor: 2101	SITONE LANDSCAPE SUPPLY, LLC			Payable Count: (1)	1,970.30
<u>74093235</u>	SALT AND CALCIUM CHLORIDE	12/10/2015	1,970.30		1,970.30
Vendor: 1043	SOOPER LUBE			Payable Count: (3)	119.84
<u>265625</u>	VEHICLE REPAIRS: M184222	12/29/2015	35.95		35.95
<u>265531</u>	VEHICLE MAINT: M79697	12/31/2015	42.95		42.95
<u>266092</u>	VEHICLE MAINT: M166601	01/07/2016	40.94		40.94
Vendor: 1040	SPECIALTY MAT SERVICE			Payable Count: (4)	624.96
<u>792192</u>	MAT SERVICE: 11/5/15	12/15/2015	156.24		156.24
<u>793119</u>	MAT SERVICE: 11/12/15	12/15/2015	156.24		156.24
<u>794124</u>	MAT SERVICE: 11/19/15	12/15/2015	156.24		156.24
<u>795177</u>	MAT SERVICE: 11/26/15	12/15/2015	156.24		156.24
Vendor: 1223	SUBURBAN LABORATORIES, INC.			Payable Count: (1)	60.00
<u>130531</u>	BAC-T SAMPLE ANALYSIS	12/31/2015	60.00		60.00
Vendor: 1518	THE OFFICE OF THE STATE FIRE MARSHAL			Payable Count: (2)	660.00
<u>9547978</u>	BOILER CERTIFICATE	12/31/2015	100.00		100.00
<u>9548370</u>	CERTIFICATE FEES	12/31/2015	560.00		560.00
Vendor: 1379	THERMO/CENSE, INC.			Payable Count: (1)	2,187.48
<u>108330</u>	REPLACEMENT SIGNAL COND. FOR RTU	12/29/2015	2,187.48		2,187.48
Vendor: 1123	THOMPSON ELEVATOR INSPECTION SERVICE, INC.			Payable Count: (1)	55.00
<u>15-4675</u>	SEMI-ANNUAL ELEVATOR INSPECTION	12/31/2015	55.00		55.00
Vendor: 2029	TREE TOWNS IMAGING & COLOR GRAPHICS			Payable Count: (1)	116.48
<u>0000229316</u>	PLAN COPIES FOR STATE PERMITS	12/29/2015	116.48		116.48
Vendor: 1080	TYLER TECHNOLOGIES, INC			Payable Count: (1)	672.74
<u>025-142997</u>	MAINTENANCE: 2/1/16-1/31/17	01/07/2016	672.74		672.74
Vendor: 1154	WESCO ENGLEWOOD ELECTRIC			Payable Count: (1)	312.25
<u>618722</u>	REPLACEMENT ANANLOG I/O MODULE	12/29/2015	312.25		312.25
Vendor: 2096	William A. Fates			Payable Count: (1)	1,250.00
<u>INV0000727</u>	SERVICE AS TREASURER: JANUARY 2016	01/07/2016	1,250.00		1,250.00

Board Open Payable Report

As Of 01/12/2016

Payable Number	Description	Post Date	Payable Amount	Net Amount
			Payable Account 01-211000	Payable Count: (80)
			Total:	<u>7,898,651.36</u>

Payable Account Summary

Account	Count	Amount
01-211000 - ACCOUNTS PAYABLE	80	7,898,651.36
Report Total:	80	7,898,651.36

Payable Fund Summary

Fund	Count	Amount
01 - WATER FUND	80	7,898,651.36
Report Total:	80	7,898,651.36



DuPage Water Commission

MEMORANDUM

TO: John Spatz, General Manager

FROM: Cheryl Peterson, Financial Administrator *CP*

DATE: February 9, 2016

SUBJECT: Accounts Payable Listings

Following is a summary of the Accounts Payable to be considered at the February 18, 2016 Commission meeting:

January 13, 2016 to February 9, 2016 A/P Report	\$8,030,334.01
Accrued and estimated payments required before March 2016 Commission meeting	<u>775,925.00</u>
Total	<u>\$8,806,259.01</u>

cc: Chairman and Commissioners

**DUPAGE WATER COMMISSION
ITEMS TO BE PAID BY 3-17-16
Board Meeting Date: February 18, 2016**

Estimate Amount	Description	Check Number	Payment Date	Payment Amount
49,000.00	Blue Cross Blue Shield - Health Insurance			
6,000.00	Euclid Managers - Dental Insurance			
10,000.00	Illinois Public Risk Fund - Workers Comp.			
200.00	Envision Health Care - Administration Fees			
300.00	Healthiest You			
20,000.00	ComEd - Utility Charges			
300,000.00	Constellation (Exelon Energy) - Utility Charges			
180,000.00	City of Chicago - Lexington. Electric			
2,000.00	City of Chicago - Repairs & Maintenance			
2,000.00	City of Naperville -Meter Station Electric Bills			
15,000.00	Nicor - Gas			
250.00	Comcast - Internet Service			
2,000.00	AT & T - Telephone Charges			
2,600.00	AT & T - Scada Backhaul Network			
1,000.00	Fed - Ex - Postage/Delivery			
5,000.00	Procurement Card Charges			
1,000.00	Home Depot - Maintenance Supplies			
200.00	Anderson - Pest Control			
400.00	Republic Services - Disposal Services			
200.00	Elecsys - Cell Data Services			
1,500.00	Konica Minolta - Copy and Lease Charges			
525.00	Pitney Bowes - Postage			
8,000.00	Grainger - Supplies for Operations			
2,500.00	Verizon - Wireless Service			
1,250.00	William Fates - Treasurer			
5,200.00	Baker Tilly			
3,500.00	Gorski & Good			
1,500.00	Rory Group			
200.00	Edward Coughlin/Ken Lafin - Security			
250.00	Storino Ramello & Durkin			
300.00	Local 399 Training courses			
100.00	Amazon - HMI Handbook			
150.00	Aramark - Office Supplies			
1,100.00	Beary Landscaping - Tree Removal			
200.00	Black Box - Phone Set			
300.00	BridgePoint - Sharepoint Consulting			
2,000.00	Eco Clean - Janitorial Services			
3,000.00	EnPro - Pulsafeeder Repairs			

DUPAGE WATER COMMISSION
ITEMS TO BE PAID BY 3-17-16
Board Meeting Date: February 18, 2016

50.00	Farwest Corrosion Control - Pipeline Supplies
600.00	F.E. Moran - Service on Valve
150.00	Hach - Meter Station Supplies
400.00	Hach - Monthly Chemicals
3,200.00	iTsavvy - Wireless Access Project
250.00	MapLogic - Layout Manager Maintenance
800.00	MES Fire Illinois - NIOSH Function Testing
200.00	NIU - OSHA Certification
1,100.00	NIU - OSHA Training
500.00	National Lift Truck - Ariel Lifts Inspection
6,000.00	Novaspect - EIM Worm Gear Assembly
300.00	Office Depot - Office Supplies
20,000.00	Pace Systems - Projector & Screen Upgrade
400.00	Puregas - Meter Station Supplies
300.00	Red Wing - Safety Footwear
2,800.00	Safe-A-Life - First Aid Training
3,700.00	Safety Training Plus - Skidsteer & Backhoe Training
650.00	Specialty Mat - Cleaning Service
200.00	VisualSP - Sharepoint Training
2,500.00	Westmont Interior Supply - Ceiling Tiles
85,000.00	Crispin Valve
12,000.00	Divane Brothers
5,000.00	Door Systems - Repairs
1,100.00	McWilliams - QRE

775,925.00



Payable Number	Description	Post Date	Payable Amount	Net Amount
Payable Account: 01-211000 - ACCOUNTS PAYABLE				
Vendor: 1306	AMWA			Payable Count: (1) 5,000.00
INV0000787	2016 DUES	01/31/2016	5,000.00	5,000.00
Vendor: 1692	BRIDGEPOINT TECHNOLOGIES			Payable Count: (2) 65.00
25877	DOMAIN NAME RENEWAL	01/19/2016	20.00	20.00
25956	HOSTING SERVICES	02/04/2016	45.00	45.00
Vendor: 1091	CINTAS FIRST AID & SAFETY			Payable Count: (2) 392.94
8402568750	FIRST AID SUPPLIES	01/21/2016	358.41	358.41
8402576165	SAFETY SUPPLIES	01/31/2016	34.53	34.53
Vendor: 1134	CITY OF CHICAGO DEPARTMENT OF WATER			Payable Count: (1) 31,858.82
INV0000777	LEX PUMP STATION LABOR: DECEMBER 2015	01/26/2016	31,858.82	31,858.82
Vendor: 1135	CITY OF CHICAGO SUPERINTENDENT OF WATER COLLECTION			Payable Count: (2) 7,973,621.60
INV0000793	WATER BILLING: JANUARY 2016	01/31/2016	4,371,117.80	4,371,117.80
INV0000794	WATER BILLING: JANUARY 2016	01/31/2016	3,602,503.80	3,602,503.80
Vendor: 1097	ELMHURST PLAZA STANDARD INC.			Payable Count: (1) 109.99
40193	VEHICLE PARTS: M127481	02/04/2016	109.99	109.99
Vendor: 1872	FARWEST CORROSION CONTROL COMPANY			Payable Count: (2) 1,473.54
0280143-IN	PIPELINE PARTS	01/31/2016	78.54	78.54
0280272-IN	DATA LOGGER	01/31/2016	1,395.00	1,395.00
Vendor: 1843	FLEETMATICS			Payable Count: (2) 658.70
IN968888	VEHICLE TRACKING SUBSCRIPTION	01/31/2016	172.48	172.48
IN975039	VEHICLE TRACKING SUBSCRIPTION	01/31/2016	486.22	486.22
Vendor: 1892	GORSKI & GOOD, LLP			Payable Count: (1) 1,280.00
INV0000795	ATTORNEY FEE: JANUARY 2016	01/31/2016	1,280.00	1,280.00
Vendor: 2037	GREEN WINDOW CLEANING SERVICES			Payable Count: (1) 453.50
1151	MONTHLY CLEANING: JANUARY 2016	01/26/2016	453.50	453.50
Vendor: 1068	HACH COMPANY			Payable Count: (6) 7,882.44
9763452	WATER TESTING REPAIR PARTS	01/31/2016	913.77	913.77
9767270	WATER TESTING REPAIR PARTS	01/31/2016	108.90	108.90
9769203	MONTHLY CHEMICALS	01/31/2016	299.89	299.89
9773876	ANNUAL CALIBRATION AND CERTIFICATION	01/31/2016	294.99	294.99
9775247	METER STATION SUPPLIES	01/31/2016	78.89	78.89
9780349	SERVICE FOR TOC AND WATER PANEL	02/09/2016	6,186.00	6,186.00
Vendor: 2072	ILLINOIS EPA			Payable Count: (1) 2,150.00
INV0000789	ANNUAL FEE	01/31/2016	2,150.00	2,150.00
Vendor: 1904	IT SAVVY LLC			Payable Count: (1) 1,398.55
00848388	POE SWITCH FOR WI-FI	01/26/2016	1,398.55	1,398.55
Vendor: 1395	OFFICE DEPOT			Payable Count: (3) 401.39
820787820001	OFFICE SUPPLIES	01/31/2016	210.12	210.12
820787821001	OFFICE SUPPLIES	01/31/2016	177.26	177.26
820787822001	OFFICE SUPPLIES	01/31/2016	14.01	14.01
Vendor: 1113	PATTEN INDUSTRIES, INC.			Payable Count: (1) 92.28
TH510056906	PART FOR SKIDSTEER	01/28/2016	92.28	92.28
Vendor: 1114	PITNEY BOWES INC			Payable Count: (1) 143.97

Board Open Payable Report

As Of 02/09/2016

Payable Number	Description	Post Date	Payable Amount		Net Amount
<u>5502897361</u>	OFFICE SUPPLIES	01/31/2016	143.97		143.97
Vendor: 1059	RED WING SHOE STORE			Payable Count: (2)	355.30
<u>45000009446</u>	SAFETY CLOTHES: NILES	01/21/2016	212.50		212.50
<u>45000009520</u>	SAFETY CLOTHES: NILES	01/21/2016	142.80		142.80
Vendor: 1813	ROESCH FORD			Payable Count: (1)	349.54
<u>57961</u>	VEHICLE MAINTENANCE	01/21/2016	349.54		349.54
Vendor: 1044	ROYAL GRAPHICS PRINTERS			Payable Count: (2)	363.65
<u>90848</u>	OFFICE SUPPLIES	01/31/2016	213.60		213.60
<u>90868</u>	OFFICE SUPPLIES	02/09/2016	150.05		150.05
Vendor: 1043	SOOPER LUBE			Payable Count: (4)	150.80
<u>233416</u>	VEHICLE MAINT: M66159	01/19/2016	35.95		35.95
<u>266927</u>	VEHICLE REPAIRS: M175659	01/26/2016	35.95		35.95
<u>267439</u>	VEHICLE MAINT: M169815	02/09/2016	42.95		42.95
<u>267511</u>	VEHICLE MAINT: M63637	02/09/2016	35.95		35.95
Vendor: 1773	STAPLES ADVANTAGE			Payable Count: (1)	282.86
<u>3290984911</u>	OFFICE SUPPLIES	01/31/2016	282.86		282.86
Vendor: 1080	TYLER TECHNOLOGIES, INC			Payable Count: (1)	591.15
<u>025-145092</u>	MAINTENANCE: INCODE CONTENT/DOC MAINT SUITE	01/21/2016	591.15		591.15
Vendor: 2062	UPS			Payable Count: (1)	7.99
<u>0000Y74067046</u>	PACKAGE DELIVERY	01/31/2016	7.99		7.99
Vendor: 2096	William A. Fates			Payable Count: (1)	1,250.00
<u>INV0000792</u>	SERVICE AS TREASURER: FEB. 2016	02/04/2016	1,250.00		1,250.00
				Payable Account 01-211000 Payable Count: (41) Total:	8,030,334.01

Payable Account Summary

Account	Count	Amount
01-211000 - ACCOUNTS PAYABLE	41	8,030,334.01
Report Total:	41	8,030,334.01

Payable Fund Summary

Fund	Count	Amount
01 - WATER FUND	41	8,030,334.01
Report Total:	41	8,030,334.01



DuPage Water Commission

MEMORANDUM

TO: Chairman Zay and Commissioners

FROM: John F. Spatz
General Manager

A handwritten signature in black ink, appearing to be "JF Spatz", is written to the right of the name and title.

DATE: January 14, 2016

SUBJECT: December 2015 Invoice

I reviewed the Gorski & Good, LLP December 2015 invoice for services rendered during the period – December 1, 2015 – December 31, 2015 and recommend it for approval. This invoice should be placed on the January 21, 2016, Commission meeting accounts payable.

December 2015
Gorski & Good

<u>CATEGORY</u>	<u>FEEES</u>	<u>HOURS BILLED</u>	<u>AVERAGE HOURLY RATE</u>	<u>ATTORNEYS & PARALEGALS EMPLOYED</u>	<u>MAJOR ACTIVITIES</u>
General	\$1,720.00	8.6	\$200.00	Jones (8.6 @ \$200/hr.)	various (review board packet material, contracts, agreements, FOIA request, and attend regular Commission Meeting)
Misc:	<u>\$0.00</u>	<u> </u>	<u> </u>		
	<u>\$1,720.00</u>	<u>8.6</u>	<u>\$200.00</u>		



DuPage Water Commission

MEMORANDUM

TO: Chairman Zay and Commissioners

FROM: John F. Spatz
General Manager

DATE: February 8, 2016

SUBJECT: January 2016 Invoice

I reviewed the Gorski & Good, LLP January 2016 invoice for services rendered during the period – January 1, 2016 – January 31, 2016 and recommend it for approval. This invoice should be placed on the February 18, 2016, Commission meeting accounts payable.

January 2016
Gorski & Good

CATEGORY	<u>FEES</u>	<u>HOURS BILLED</u>	<u>AVERAGE HOURLY RATE</u>	<u>ATTORNEYS & PARALEGALS EMPLOYED</u>	<u>MAJOR ACTIVITIES</u>
General	\$1,280.00	6.4	\$200.00	Jones (6.4 @ \$200/hr.)	various (review bids and resolutions for February Board meeting)
Misc:	<u>\$0.00</u>	<u> </u>	<u> </u>		
	<u>\$1,280.00</u>	<u>6.4</u>	<u>\$200.00</u>		