

NORTHERN WILL COUNTY WATER AGENCY  
SEPTEMBER 10, 2018  
VILLAGE OF WOODRIDGE  
5 PLAZA DRIVE  
WOODRIDGE, IL 60517  
11:00 A.M.  
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIENCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES
  - 1. JUNE 11, 2018
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF BILLS – EXHIBIT A
  - 1. TRESSLER \$17,933.40
  - 2. ROBBINS SCHWARTZ 5,250.00
  - 3. CROWE HORWATH 25,000.00
  - 4. SIKICH 1,555.00
  - 5. ADVANCED DISCOVERY 1,248.66
  - TOTAL \$50,987.06
- VII. ACTION ITEMS
  - 1. MOTION TO ACCEPT THE 01.01.18 TO 05.31.18 TREASURES REPORT
  - 2. MOTION TO ACCEPT THE 2017 AUDIT REPORT AS PREPARED BY SIKICH
  - 3. MOTION TO ACCEPT A PROPOSAL FROM LAUTERBACH AND AMEN FOR THE 2018-2022 AUDITS
  - 4. MOTION TO ACCEPT THE TREASURERS' RECOMMENDATION REGARDING A 2017 BILLING DISCREPENCY
  - 5. MOTION TO APPROVE THE 2018 PREVAILING WAGE ORDINANCE.
- VIII. CONSULTANT'S REPORT
- IX. FUTURE MEETING DATES
  - 1. DECEMBER 10, 2018 – BOLINGBROOK
  - 2. MARCH 11, 2019 – HOMER GLEN
  - 3. JUNE 10, 2019 – LEMONT
  - 4. SEPTEMBER 9, 2019 - ROMEOVILLE
- X. QUESTIONS FROM THE AUDIENCE
- XI. MOTION TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION
- XII. MOTION TO RECONVENE
- XIII. ADJOURNMENT

\* CITIZEN'S GUIDE TO ADDRESSING THE WATER AGENCY\*

Anyone wishing to speak under agenda "Questions from the Audience" must adhere to the following guidelines:

- 1) Please announce your name and address before commenting – all comments under PUBLIC COMMENTS are limited to three (3) minutes and each citizen will only be permitted to speak once.
- 2) Questions must be submitted in writing and responses will be provided prior to the next meeting.
- 3) At the Water Agency meeting, all speakers must address their comments to the Chair. The Chair may request that the appropriate member of the Agency or Staff respond to the comment.
- 4) Please do not repeat comments that have already been made by others.

BREAKDOWN

BOLINGBROOK	78.689%	\$ 40,121.21
HOMER GLEN	20.546%	10,475.80
LEMONT	.059%	30.08
ROMEDEVILLE	.022%	11.22
WOODRIDGE	.684%	<u>348.75</u>
	<u>TOTAL</u>	\$ 50,987.06

**Northern Will County Water Agency**  
**Regular Meeting Minutes**  
**June 11, 2018**

**CALL TO ORDER**

The meeting of the Northern Will County Water Agency was called to order at 11:00 a.m. on June 11, 2018, at the Romeoville Village Hall, 1050 W Romeo Rd, Romeoville by Mayor John Egofske.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

Present were:     Bolingbrook-Mayor Roger Claar  
                          Homer Glen-Michael Salamowicz  
                          Lemont-Mayor John Egofske  
                          Romeoville-Steve Gulden, Village Administrator  
                          Woodridge-Al Stonitsch, Village Administrator

Also Present were:

                          Jim Boan-Attorney representing Northern Will County Water Agency  
                          George Schafer-Village Administrator-Lemont  
                          Lucas Rickleman-Public Services and Dev. Director- Bolingbrook  
                          Mike Drey-Bolingbrook  
                          Mike Zimmerman-Attorney for Tressler LLP

**Approval of Minutes**

Motion Woodridge, second Romeoville to approve the minutes of the March 12, 2018 meeting.

**ROLL CALL VOTE:**

Ayes	4	Bolingbrook, Woodridge, Lemont, Romeoville
Nays	0	None
Abstain	1	Homer Glen

Motion Carried

**BILL APPROVAL**

Motion Bolingbrook, second Woodridge to approve the bills. Jim Boan added that there is an addition in the amount of \$25,000.00 payable to Crowe bringing the total to \$56,235.77 for the following:

Tressler LLP	\$24,083.20
Robbin-Schwartz	5250.00
Stanley Cons.	515.17
Advanced Discovery	1387.40
Crowe	25,000.00
	<hr/>
	\$56,235.77

**ROLL CALL VOTE:**

Ayes 4 Bolingbrook, Lemont, Romeoville, Woodridge  
 Nays 0  
 Abstain 0 Homer Glen

Motion Carried.

**ACTION ITEM**

Motion Bolingbrook, second Woodridge to Appoint Columbia Capital as the Agency's Financial Advisor and to Appoint Ice Miller as Bond Counsel for the Agency.

**ROLL CALL VOTE:**

Ayes 4 Bolingbrook, Lemont, Romeoville, Woodridge  
 Nays 0  
 Abstain 0 Homer Glen

Motion Carried.

**CONSULTANT'S REPORT**

No Report.

**MEETING SCHEDULE**

It was announced that the next several meetings would be held as follows:

September 10, 2018-Woodridge  
 December 10, 2018-Bolingbrook  
 March 11, 2019-Homer Glen  
 June 10, 2019-Lemont

There were no conflicts with these dates from the NWCWA Commissioners.

**QUESTIONS FROM AUDIENCE**

None



**EXECUTIVE SESSION**

Motion Romeoville, second Woodridge to move into Executive Session for the purpose of discussing pending litigation at 11:11 a.m.

ROLL CALL VOTE:

Ayes 5 Bolingbrook, Homer Glen, Lemont, Romeoville, Woodridge

Nays 0

Absent 0

**RECONVENE**

Motion Homer Glen, second Woodridge to reconvene the meeting at 11:38 a.m.

ROLL CALL VOTE:

Ayes 5 Bolingbrook, Homer Glen, Lemont, Romeoville, Woodridge

Nays 0

Absent 0

**ADJOURNMENT**

Motion Romeoville, second Bolingbrook to adjourn the meeting at 11:39 a.m.

ROLL CALL VOTE:

Ayes 5 Bolingbrook, Homer Glen, Lemont, Romeoville, Woodridge

Nays 0

Absent 0



Attorneys at Law  
233 South Wacker Drive, 22<sup>nd</sup> Floor  
Chicago, Illinois 60606  
(312) 627-4000  
Fax (312) 627-1717  
[www.tresslerllp.com](http://www.tresslerllp.com)  
FED I.D. No. 36-3447958  
Invoice #: 395331  
Client #: 008415

September 5, 2018

Village of Woodridge  
Attn: Al Stonitsch  
5 Plaza Drive  
Woodridge, IL 60517

### Summary Statement

For professional services rendered through August 31, 2018:

Matter #		AR Balance	Fees	Expenses	Credits / Discounts	Total
00002	NORTHERN WILL COUNTY WATER AGENCY ACQUISITION FROM AMERICAN LAKE WATER COMPANY	14,000.40	3,933.00	0.00		\$17,933.40



Attorneys at Law  
 233 South Wacker Drive, 22<sup>nd</sup> Floor  
 Chicago, Illinois 60606  
 (312) 627-4000  
 Fax (312) 627-1717  
[www.tresslerllp.com](http://www.tresslerllp.com)  
 FED I.D. No. 36-3447958  
 Invoice #: 395331

September 5, 2018  
 008415-00002

Village of Woodridge  
 Attn: Al Stonitsch  
 5 Plaza Drive  
 Woodridge, IL 60517

FOR PROFESSIONAL SERVICES RENDERED:  
 RE: NORTHERN WILL COUNTY WATER AGENCY ACQUISITION FROM AMERICAN LAKE WATER COMPANY

<u>Attorney/Paralegal</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Zimmermann, Michael F.	4.80	311.00	1,492.80
Formeller, Daniel R.	3.00	311.00	933.00
Fineberg (Wilkins), Stacey	1.60	240.00	384.00
Letcher, Katherine, F.	5.20	216.00	1,123.20

Service Charges \$3,933.00

**Bill Summary:**

**Total Fees:** 3,933.00  
**Total:** \$3,933.00

**\*\*NEW BANKING INFORMATION\*\***

Please reference Invoice # 395331 on your payment. Make checks payable to: Tressler LLP

A payment may also be made directly to our bank account using the following information:

Domestic Wire Transfer: MB Financial Bank ABA Routing # 071001737 Tressler LLP Account # 1520006149

Int'l Wire Transfer: same as Domestic include International Routing #: MBFIUS44

ACH Transfer: MB Financial Bank ABA Routing # 071001737 Tressler LLP Account # 1520006149

# Robbins Schwartz

55 West Monroe Street, Suite 800  
Chicago, IL 60603-5144  
P: (312) 332-7760  
F: (312) 332-7768  
www.robbins-schwartz.com

Northern Will Co. Water Agency  
c/o Village of Woodridge  
5 Plaza Dr.  
Attn: Peggy Halik  
Woodridge, IL 60517

July 10, 2018

Client No: 008811  
Invoice No: 282102 FIRM  
Billing Through: 06/30/2018

Retainer - \$1,750 email DClary@vil.woodridge.il.us, jboan@bolingbrook.com

Legal services rendered for telephone conferences; correspondences; conferences; prepare for and attend meetings; perform legal research and analysis; review and prepare agreements.

Balance as of last bill	06/15/2018	\$1,750.00
Balance		\$1,750.00

CURRENT CHARGES	\$1,750.00
PAST BALANCE	\$1,750.00
<b>AMOUNT FOR THIS MATTER</b>	<b><u>\$3,500.00</u></b>

# Robbins Schwartz

55 West Monroe Street, Suite 800  
Chicago, IL 60603-5144  
P: (312) 332-7760  
F: (312) 332-7768  
www.robbins-schwartz.com

Northern Will Co. Water Agency  
c/o Village of Woodridge  
5 Plaza Dr.  
Attn: Peggy Halik  
Woodridge, IL 60517

July 10, 2018

Client No: 008811  
Invoice No: 282102 FIRM  
Billing Through: 06/30/2018

## ***REMITTANCE COPY***

---

<b>CURRENT CHARGES FOR ALL MATTERS</b>	<b>\$1,750.00</b>
<b>PAST BALANCES</b>	<b>\$1,750.00</b>
<b>TOTAL DUE</b>	<b>\$3,500.00</b>

---

For billing inquiries contact us at [billingaccounting@Robbins-Schwartz.com](mailto:billingaccounting@Robbins-Schwartz.com)

## MATTER SUMMARIES

Retainer - \$1,750 email DClary@vil.woodridge.il.us, jboan@bolingbrook.com

Legal services rendered for telephone conferences; correspondences; conferences; prepare for and attend meetings; perform legal research and analysis; review and prepare agreements.

CURRENT CHARGES	\$1,750.00
PAST BALANCE	\$1,750.00
AMOUNT FOR THIS MATTER	<hr/> \$3,500.00

CURRENT CHARGES FOR ALL MATTERS	\$1,750.00
PAST BALANCES	\$1,750.00
TOTAL DUE	<hr/> \$3,500.00

# Robbins Schwartz

55 West Monroe Street, Suite 800  
Chicago, IL 60603-5144  
P: (312) 332-7760  
F: (312) 332-7768  
www.robbins-schwartz.com

Northern Will Co. Water Agency  
c/o Village of Woodridge  
5 Plaza Dr.  
Attn: Peggy Halik  
Woodridge, IL 60517

June 15, 2018

Client No: 008811  
Invoice No: 281571 FIRM  
Billing Through: 05/31/2018

## **REMITTANCE COPY**

---

<b>CURRENT CHARGES FOR ALL MATTERS</b>	<b>\$1,750.00</b>
<b>TOTAL DUE</b>	<b>\$1,750.00</b>

---

For billing inquiries contact us at [billingaccounting@Robbins-Schwartz.com](mailto:billingaccounting@Robbins-Schwartz.com)

## MATTER SUMMARIES

Retainer - \$1,750 email DClary@vil.woodridge.il.us, jboan@bolingbrook.com

Legal services rendered for telephone conferences; correspondences; conferences; prepare for and attend meetings; perform legal research and analysis; review and prepare agreements.

CURRENT CHARGES	\$1,750.00
-----------------	------------

AMOUNT FOR THIS MATTER	<u>\$1,750.00</u>
------------------------	-------------------

CURRENT CHARGES FOR ALL MATTERS	\$1,750.00
---------------------------------	------------

TOTAL DUE	<u><u>\$1,750.00</u></u>
-----------	--------------------------



# Robbins Schwartz

55 West Monroe Street, Suite 800  
Chicago, IL 60603-5144  
P: (312) 332-7760  
F: (312) 332-7768  
www.robbins-schwartz.com

Northern Will Co. Water Agency  
c/o Village of Woodridge  
5 Plaza Dr.  
Attn: Peggy Halik  
Woodridge, IL 60517

June 15, 2018

Client No: 008811  
Invoice No: 281571 FIRM  
Billing Through: 05/31/2018

**Retainer - \$1,750 email DClary@vil.woodridge.il.us, jboan@bolingbrook.com**

**Legal services rendered for telephone conferences; correspondences; conferences; prepare for and attend meetings; perform legal research and analysis; review and prepare agreements.**

Balance as of last bill	05/10/2018	\$1,750.00
Payments Received	05/29/2018	\$1,750.00
Balance		\$0.00

CURRENT CHARGES	\$1,750.00
PAST BALANCE	\$0.00
<b>AMOUNT FOR THIS MATTER</b>	<b><u>\$1,750.00</u></b>



Crowe Horwath LLP  
Independent Member Crowe Horwath International

CROWE HORWATH LLP P.O. BOX 71570, CHICAGO, IL 60694-1570  
Please use P.O. Box address for payments only.

Tressler LLP  
Daniel R. Formeller  
233 South Wacker Drive, 22nd Floor  
Chicago, IL 60606

March 29, 2018

**TERMS: PAYABLE UPON RECEIPT**  
**INVOICE NO: 707-2157499**  
Acct No. 868475.001 (PF#3690677)  
F.E.I.N. 35-0921680

---

PROFESSIONAL SERVICES, for the period ended March 27, 2018:

Progress billing for professional services rendered related to the following engagement:

Valuation of American Lake Water Company

Professional fees \$ 25,000.00

*Not paid- Need Board Approval*

If you have any questions concerning this invoice, please call the Billing Department at (800) 599-2216 or email [billing.department@crowehorwath.com](mailto:billing.department@crowehorwath.com)

5712

8018110-430300



\$ 555 -  
due date 7/27/18

Northern Will County Water Agency  
5 Plaza Dr  
Woodridge, IL 60517

Invoice No. 347019  
Date 06/28/2018  
Client No. 0161201.0

Progress billing in connection with our audit of the Agency  
for the fiscal year ending December 31, 2017

Current Invoice Total \$ 555.00

PAID 7/20/18 ✓ # 2009540  
Needs Board Approval



Inv# 347019 \$555.00  
SIKICH LLP  
06/28/2018 # Pages 1 FP1 DOC83S6459

Terms: Net 30 Days A Finance Charge of 1 1/2 % per month (18% ANNUAL RATE) will be charged to all past due amounts.  
Remit payment to: SIKICH LLP - 1415 W. DIEHL RD. SUITE 400 - NAPERVILLE, IL 60563-2349 - (630) 566-8400  
Employer Identification Number (EIN): 36-3168081

Thank you for your prompt payment!



8018110-430300

Sikich audit fees

Northern Will County Water Agency  
5 Plaza Dr  
Woodridge, IL 60517

Invoice No. 342414  
Date 05/18/2018  
Client No. 0161201.0

Progress billing in connection with our audit of the Agency  
for the fiscal year ending December 31, 2017.

Current Invoice Total

\$ 1,000.00

PAID 6/15/18 ✓ 209190  
Inv. # 342414

Terms: Net 30 Days A Finance Charge of 1 1/2 % per month (18% ANNUAL RATE) will be charged to all past due amounts.  
Remit payment to: SIKICH LLP - 1415 W. DIEHL RD. SUITE 400 - NAPERVILLE, IL 60563-2349 - (630) 566-8400  
Employer Identification Number (EIN): 36-3168081

Thank you for your prompt payment!



Inv# 342414 S1000 00  
SIKICH LLP  
05/18/2018 # Pages 1 FP1 DOC80S5391

vendor # 4324

8018110-430300 \$ 138.74



Remit to:  
Advanced Discovery INC  
P.O. BOX 102242  
Atlanta, GA 30368-2242  
877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View ~San Francisco~Los Angeles~Century City  
Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
6/30/2018	B227661
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_0031	Net 30	7/30/2018	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	Monthly Archived Hosting (Per GB)				7.00	138.74

*TINA  
Please pay these 8/29/18  
individually using  
the correct invoice  
date and invoice #.  
Due 9/7/18. JMS*

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

vendor # 4324

8018110-430300 \$ 138.74



Remit to:  
Advanced Discovery INC  
P.O. BOX 102242  
Atlanta, GA 30368-2242  
877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View ~San Francisco~Los Angeles~Century City  
Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
5/31/2018	B226954
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_0030	Net 30	6/30/2018	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	Monthly Archived Hosting (Per GB)				7.00	138.74

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

vendor # 4324  
8018110-430300 \$ 138.74



Remit to:  
Advanced Discovery INC  
P.O. BOX 102242  
Atlanta, GA 30368-2242  
877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View ~San Francisco~Los Angeles~Century City  
Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
5/31/2017	B209993
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_0018	Net 30	6/30/2017	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	***May Relativity Hosting*** Monthly Archived Hosting (Per GB)				7.00	138.74

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

vendor # 4324  
 8018110-430300 \$ 138.74



Remit to:  
 Advanced Discovery INC  
 P.O. BOX 102242  
 Atlanta, GA 30368-2242  
 877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View~San Francisco~Los Angeles~Century City  
 Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
4/28/2017	B208602
Tax ID - 47-1377551	

Bill To
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

Ship To
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_00...	Net 30	5/28/2017	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	***April Relativity Hosting*** Monthly Archived Hosting (Per GB)				7.00	138.74

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74



vendor # 4324  
 8018110-430300 \$ 138.74



Remit to:  
 Advanced Discovery INC  
 P.O. BOX 102242  
 Atlanta, GA 30368-2242  
 877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View ~San Francisco~Los Angeles~Century City  
 Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
3/31/2017	B208191
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_0016	Net 30	4/30/2017	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	***March Relativity Hosting*** Monthly Archived Hosting (Per GB)				7.00	138.74

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

vendor # 4324

8018110-430300 \$ 138.74



Remit to:  
Advanced Discovery INC  
P.O. BOX 102242  
Atlanta, GA 30368-2242  
877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View ~San Francisco~Los Angeles~Century City  
Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
2/28/2017	B205293
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler L.L.P 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler L.L.P 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI1010861_0015	Net 30	3/30/2017	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description			Rate	Amount	
19.82	***February Relativity Hosting*** Monthly Archived Hosting (Per GB)			7.00	138.74	

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

vendor # 4324

8018110-430300 \$ 138.74



Remit to:  
Advanced Discovery INC  
P.O. BOX 102242  
Atlanta, GA 30368-2242  
877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View ~San Francisco~Los Angeles~Century City  
Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
1/31/2017	B202749
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_0014	Net 30	3/2/2017	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	***January Relativity Hosting*** Monthly Archived Hosting (Per GB)				7.00	138.74

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

vendor # 4324  
 8018110-430300 \$ 138.74



Remit to:  
 Advanced Discovery INC  
 P.O. BOX 102242  
 Atlanta, GA 30368-2242  
 877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View ~San Francisco~Los Angeles~Century City  
 Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
12/31/2016	B200010
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_0013	Net 30	1/30/2017	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	***December Relativity Hosting*** Monthly Archived Hosting (Per GB)				7.00	138.74

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

vendor # 4324

8018110-430300 \$ 138.74



Remit to:  
Advanced Discovery INC  
P.O. BOX 102242  
Atlanta, GA 30368-2242  
877-876-7706

**Invoice**

Chicago ~Orange County~San Jose~Mountain View~San Francisco~Los Angeles~Century City  
Austin ~ Dallas ~ Kansas City ~ New York ~ Washington DC

Date	Invoice #
11/30/2016	B197535
Tax ID - 47-1377551	

<b>Bill To</b>
Tressler I.L.P 233 S. Wacker Ste 2200 Chicago, IL 60606-6399

<b>Ship To</b>
Tressler LLP 233 S. Wacker Ste 2200 Chicago, IL 60606

Job#	Terms	Due Date	Rep	Project Case Name	Client's Ref.#	Client Contact
CHI010861_0012	Net 30	12/30/2016	RF CH	8415-2	8415-2	Katelyn Hamilton
Quantity	Description				Rate	Amount
19.82	***November Relativity Hosting*** Monthly Archived Hosting (Per GB)				7.00	138.74

TERMS: Unless otherwise covered by a separate written agreement, this invoice is due and payable within 30 days of invoice date and past due after that. Client is subject to maximum allowable finance charges on all past due accounts plus any related attorney fees and collection charges incurred by Advanced Discovery. Client has 10 days from receipt of invoice to inspect Advanced Discovery completed work for quality. If no objection is made within the 10 day period, it shall be deemed accepted and full payment shall be due in accordance with the terms of this invoice.

<b>Subtotal</b>	\$138.74
<b>Sales Tax (0.00)</b>	\$0.00
<b>Invoice Total</b>	\$138.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$138.74

# NORTHERN WILL COUNTY WATER AGENCY

## TREASURER'S REPORT

*January 1, 2018 - August 31, 2018*

Meeting Date: September 10, 2018

**BEGINNING ADJ. CASH BALANCE (JAN 1, 2018)**

**\$ 1,177,532.04**

**REVENUES**

**2018 Budget \***

Village of Bolingbrook	78.689%	191,902.80
Village of Homer Glen	20.546%	50,106.56
Village of Woodridge	0.684%	1,668.11
Village of Lemont	0.059%	143.89
Village of Romeoville	0.022%	53.66
		<u>243,875.02</u>

Interest	Jan - Apr 18	5,603.87
	May-18	1,759.57
	Jun-18	1,836.43
	Jul-18	2,268.16
	Aug-18	TBD
		<u>11,468.03</u>

**TOTAL REVENUES TO DATE**

**255,343.05**

**EXPENSES**

Professional Services	PAID	
Tressler LLP	Jan - May 18	35,668.50
Robbins Schwartz	Jan - May 18	8,000.00
Sikich LLP	Jan - May 18	4,000.00
Stanley	June-Aug 18	515.17
Sikich	June-Aug 18	1,555.00
Robbin Schwartz	June-Aug 18	5,250.00
Advanced Discovery	June-Aug 18	1,387.40
Tressler	June-Aug 18	24,083.20
Crowe Horwath (\$25,000.00)	pending approval	
Tressler (\$14,000.40)	pending approval	
Advanced Discovery (\$1248.66)	Sep -18 payment	

**TOTAL EXPENSES TO DATE**

**80,459.27**

**ENDING ADJ. CASH BALANCE (AUGUST 31, 2018)**

**\$ 1,352,415.82**

\*Invoices for the 2nd half of the budget were mailed 08/28/18 and not reflected on this report.



**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

---

**ANNUAL FINANCIAL REPORT**

For the Year Ended December 31, 2017



**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS  
TABLE OF CONTENTS**

---

	<u>Page(s)</u>
INDEPENDENT AUDITOR’S REPORT .....	1-2
MANAGEMENT’S DISCUSSION AND ANALYSIS .....	MD&A 1-5
BASIC FINANCIAL STATEMENTS	
Statement of Net Position .....	3
Statement of Revenues, Expenses, and Changes in Net Position .....	4
Statement of Cash Flows.....	5
Notes to Financial Statements.....	6-9



**INDEPENDENT AUDITOR'S REPORT**



1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Chair  
Members of the Board of Directors  
Northern Will County Water Agency  
Woodridge, Illinois

We have audited the accompanying basic financial statements of the Northern Will County Water Agency (the Agency), Woodridge, Illinois as of and for the year ended December 31, 2017.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Northern Will County Water Agency, Woodridge, Illinois, as of December 31, 2017, and the changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Sikich LLP*

Naperville, Illinois  
June 4, 2018

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**Management's Discussion and Analysis  
December 31, 2017**

---

This Management's Discussion and Analysis (MD&A) provides the reader with a narrative overview and analysis of the overall financial position and results of operations for the fiscal year ended December 31, 2017, for the Northern Will County Water Agency (NWCWA, or the "Agency").

**AGENCY BACKGROUND**

This joint-action water agency was established via intergovernmental agreement among six Illinois member municipalities: Village of Bolingbrook, Village of Homer Glen, Village of Plainfield, Village of Romeoville, Village of Shorewood, and Village of Woodridge. Since the Agency's inception, the Village of Shorewood and Village of Plainfield have withdrawn and the Village of Lemont has joined.

The purpose of the Agency is to provide an adequate supply of water on an economical and efficient basis for all member municipalities' citizens by acquiring the Illinois American Lake Water Company (ALWC) Common Pipeline. All funds received and disbursed by the Agency are for this purpose.

The Agency Board of Directors consists of a member from each member municipality and authorizes all Agency-related activities. The Agency has elected the Village of Woodridge as its Treasurer and financial representative for day-to-day activities.

**FINANCIAL HIGHLIGHTS**

- The assets of the Agency exceeded its liabilities by \$1.17 million (net position) as of December 31, 2017.
- The Agency's total net position increased to \$1.17 million thousand compared to \$892 thousand in 2016. This is a 31% increase, down from a 40% increase last year.
- The cash position of the Agency strengthened with a cash balance of \$1.2 million compared to \$950 thousand in 2016 due to invoicing member municipalities a greater amount than payments made for legal and other professional fees.
- Agency expenditures were \$114 thousand during 2017, a 63% decrease from \$309 thousand in 2016.
- Agency revenues were \$380 thousand during 2017, a 32% decrease compared to \$558 thousand in 2016.

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**Management's Discussion and Analysis  
December 31, 2017**

---

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial statements report information about the Agency using full accrual accounting methods as utilized by similar business activities in the private sector. However, rate-regulated accounting principles applicable to private sector utilities are not required to be used by government utilities and have not been used in this report. The financial statements include a statement of net position, a statement of revenues, expenses and changes in net position, a statement of cash flows and notes to the financial statements.

**Basic Financial Statements**

The *Statement of Net Position* presents information on all of the Agency's assets, less liabilities, with the difference between the two reported as net position. This statement combines and consolidates short-term, consumable resources with capital assets and long-term obligations, using the accrual method of accounting and economic resources measurement focus. Over time, increases or decreases in net position may indicate whether the financial position of the Agency is improving or deteriorating.

The *Statement of Revenues, Expenses, and Changes in Net Position* presents information showing how the Agency's net position changed during the most recent fiscal year. All changes in net position are reported as a result of the year's activities and events. Much like a private-sector business, all revenues and expenses are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The *Statement of Cash Flows* reflects the Agency's cash position throughout the most recent fiscal year. This statement also provides aggregate data regarding all cash inflows the Agency received from both its ongoing operations and external investment sources, as well as all cash outflows that pay for Agency activities and investments during the most recent fiscal year.

The *Notes to the Financial Statements* provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the Agency's accounting policies and significant account balances and activities.

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**Management's Discussion and Analysis  
December 31, 2017**

**Net Position**

The following table presents the comparative statements of net position as of December 31, 2017 and December 31, 2016.

	Agency Activities			
	December 31 2017	December 31 2016	\$ Change	% Change
Current and Other Assets	\$ 1,198,747	949,802	248,945	26.21%
Total Assets	1,198,747	949,802	248,945	26.21%
Other Liabilities	30,629	58,022	(27,393)	-47.21%
Total Liabilities	30,629	58,022	(27,393)	-47.21%
Net Position				
Unrestricted	1,168,118	891,780	276,338	30.99%
Total Net Position	1,168,118	891,780	276,338	30.99%

The Agency increased its current assets by \$249 thousand largely due to billing municipalities the full 2017 budget of \$380 thousand while only having \$114 thousand in expenses. Agency liabilities decreased \$27 thousand due to outstanding accounts payable at 12/31/17. The remaining \$1.17 million represents unrestricted net position and may be used to meet the Agency's ongoing obligations.

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**Management's Discussion and Analysis  
December 31, 2017**

**Change in Net Position**

The following table presents the comparative revenues, expenses and changes in net position for the period ending December 31, 2017 and December 31, 2016.

	Agency Activities			
	December 31 2017	December 31 2016	\$ Change	% Change
Operating Revenues				
Member contributions	\$ 380,000	558,300	(178,300)	-31.94%
Total operating revenues	<u>380,000</u>	<u>558,300</u>	<u>(178,300)</u>	<u>-31.94%</u>
Operating Expenses				
Administration				
Professional Services	114,157	309,228	(195,071)	-63.08%
Total operating expenses	<u>114,157</u>	<u>309,228</u>	<u>(195,071)</u>	<u>-63.08%</u>
Non-Operating Revenues (Expenses)				
Investment income	10,495	2,950	7,545	255.76%
Change in Net Position	276,338	252,022	24,316	9.65%
Net Position, January 1	891,780	639,758	252,022	39.39%
Net Position, December 31	<u>\$ 1,168,118</u>	<u>891,780</u>	<u>276,338</u>	<u>30.99%</u>

The Agency's net position increased by \$276 thousand during 2017. During this period, the Agency invoiced member municipalities for the budgeted amount of \$380 thousand while only incurring \$114 thousand in such expenses.

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**Management's Discussion and Analysis  
December 31, 2017**

**Statement of Cash Flows**

The following table presents the comparative cash flow activity for the period ending December 31, 2016 and December 31, 2017.

	Agency Cash Flows			
	December 31 2017	December 31 2016	\$ Change	% Change
<b>Cash Flows from Operating Activities</b>				
Receipts from agency members	\$ 380,000	558,300	(178,300)	-31.94%
Payments for administrative expenses	(141,550)	(301,090)	159,540	-52.99%
<b>Net cash from operating activities</b>	<b>238,450</b>	<b>257,210</b>	<b>(18,760)</b>	<b>-7.29%</b>
<b>Cash flows from noncapital financing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Cash flows from investing activities</b>				
interest income	10,495	2,950	7,545	255.76%
<b>Cash and cash equivalents, January 1</b>	<b>949,802</b>	<b>689,642</b>	<b>260,160</b>	<b>37.72%</b>
<b>Cash and cash equivalents, December 31</b>	<b>1,198,747</b>	<b>949,802</b>	<b>248,945</b>	<b>26.21%</b>
<b>Operating income (loss)</b>	<b>265,843</b>	<b>249,072</b>	<b>16,771</b>	<b>6.73%</b>
<b>Adjustments to reconcile operating activities</b>				
Increase (decrease) in accounts payable	(27,393)	8,138	(35,531)	-436.61%
<b>Net Cash from Operating Activities</b>	<b>\$ 238,450</b>	<b>257,210</b>	<b>(18,760)</b>	<b>-7.29%</b>

Although both revenues and expenditures decreased during 2017, the Agency's net cash flow activity decreased by 7% (\$19 thousand) from December 31, 2016 to December 31, 2017 due to a \$178 thousand decrease in revenues with only a \$187 thousand decrease in expenditures.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Agency's finances for all those with an interest in the entity's finances. Any questions concerning the information provided in this report or requests for additional information should be directed to the Director of Finance, Village of Woodridge, Five Plaza Drive, Woodridge, Illinois, 60517-5014.



## **BASIC FINANCIAL STATEMENTS**

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

STATEMENT OF NET POSITION

December 31, 2017

---

<b>CURRENT ASSETS</b>	
Cash and cash equivalents	<u>\$ 1,198,747</u>
Total current assets	<u>1,198,747</u>
<b>NONCURRENT ASSETS</b>	
None	<u>-</u>
Net noncurrent assets	<u>-</u>
Total assets	<u>1,198,747</u>
<b>CURRENT LIABILITIES</b>	
Accounts payable	<u>30,629</u>
Total current liabilities	<u>30,629</u>
<b>NONCURRENT LIABILITIES</b>	
None	<u>-</u>
Total noncurrent liabilities	<u>-</u>
Total liabilities	<u>30,629</u>
<b>NET POSITION</b>	
Unrestricted	<u>1,168,118</u>
<b>TOTAL NET POSITION</b>	<u><u>\$ 1,168,118</u></u>

See accompanying notes to financial statements.

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**STATEMENT OF REVENUES, EXPENSES, AND  
CHANGES IN NET POSITION**

For the Year Ended December 31, 2017

---

<b>OPERATING REVENUES</b>	
Member contributions	\$ 380,000
Total operating revenues	<u>380,000</u>
<b>OPERATING EXPENSES</b>	
Administration	
Professional services	<u>114,157</u>
Total operating expenses	<u>114,157</u>
OPERATING INCOME	<u>265,843</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>	
Investment income	<u>10,495</u>
Total non-operating revenues (expenses)	<u>10,495</u>
CHANGE IN NET POSITION	276,338
NET POSITION, JANUARY 1	<u>891,780</u>
<b>NET POSITION, DECEMBER 31</b>	<u><u>\$ 1,168,118</u></u>

See accompanying notes to financial statements.

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**STATEMENT OF CASH FLOWS**

For the Year Ended December 31, 2017

---

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from agency members	\$ 380,000
Payments for administrative expenses	<u>(141,550)</u>
Net cash from operating activities	<u>238,450</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
None	<u>-</u>
Net cash from noncapital financing activities	<u>-</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
None	<u>-</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest income	<u>10,495</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	248,945
CASH AND CASH EQUIVALENTS, JANUARY 1	<u>949,802</u>
CASH AND CASH EQUIVALENTS, DECEMBER 31	<u><u>\$ 1,198,747</u></u>
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Operating income	<u>\$ 265,843</u>
Adjustments to reconcile operating income to net cash from operating activities	
Increase (decrease) in accounts payable	<u>(27,393)</u>
Total adjustments	<u>(27,393)</u>
NET CASH FROM OPERATING ACTIVITIES	<u><u>\$ 238,450</u></u>

See accompanying notes to financial statements.

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2017

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Northern Will County Water Agency (the Agency), Woodridge, Illinois have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Agency's accounting policies are described below.

a. Reporting Entity

The Agency was organized as a municipal corporation in the State of Illinois in May of 2008 under the provisions of the Intergovernmental Cooperation Act (Illinois Compiled Statutes).

The purpose and objectives of the Agency are:

- To provide water to member municipalities on a wholesale basis.
- To plan, construct, acquire, develop, operate, maintain, or contract for facilities for receiving, sorting, and transmitting water from Lake Michigan for the principal use and mutual benefit of the municipalities and their water users.
- To provide adequate supplies of such water on an economical and efficient basis for the municipalities. The project is in the planning stage.

During the fiscal year reported, the following municipalities were members of the Agency:

Village of Bolingbrook  
Village of Homer Glen  
Village of Lemont  
Village of Romeoville  
Village of Woodridge

**NORTHERN WILL COUNTY WATER AGENCY  
WOODRIDGE, ILLINOIS  
NOTES TO FINANCIAL STATEMENTS (Continued)**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

a. Reporting Entity (Continued)

Generally accepted accounting principles require that the financial reporting entity include (1) the primary government, (2) organizations for which the primary government is financially accountable, and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Based on application of the foregoing criteria, there are no component units included in this report.

b. Basis of Presentation

Proprietary/Enterprise Funds

The Agency uses proprietary fund accounting to report on its financial position and the changes in its financial position. The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The accounting principles generally accepted in the United States of America which are applicable are similar to those of businesses in the private sector.

Enterprise funds are used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered through fees and charges, or (c) establishes fees and charges based on a pricing policy designed to recover similar costs. The Agency's activities are accounted for in a single enterprise fund.

c. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe which transactions are recorded within the financial statements. Basis of accounting refers to when transactions are recorded regardless of the measurement focus applied.

Measurement Focus

The Agency utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as net position. Net position is reported in three parts - net investment in capital assets, restricted net position, and unrestricted net position.

**NORTHERN WILL COUNTY WATER AGENCY**  
**WOODRIDGE, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c. Measurement Focus and Basis of Accounting (Continued)

Basis of Accounting

The Agency utilizes the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liability is incurred or the economic asset is used.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and production and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Agency are charges to members of the Agency for administrative costs. Operating expenses for enterprise funds include administrative expenses. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

d. Cash and Cash Equivalents

Cash and cash equivalents represent cash on hand and cash deposited in an interest-bearing checking account and government money market funds. The Agency held no investments.

e. Net Position

Net position is displayed in three components:

Net investment in capital assets - consists of capital assets, including restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction of improvement or those assets.

Restricted net position - consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position - all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

**NORTHERN WILL COUNTY WATER AGENCY**  
**WOODRIDGE, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

---

**2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

Deposits and Investments

Statutes and the Agency's investment policy authorize the Agency to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, obligations of states and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, and Illinois Funds (created by the Illinois State Legislature under the control of the State Comptroller that maintains a \$1 per share value which is equal to the participants fair value). Investments in Illinois Funds are valued at their respective share price, the price for which the investments could be sold. The Agency did not have exposure for custodial credit risk at year end.

The Agency limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in external investment pools. Illinois Funds are rated AAAM.





1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

June 4, 2018

The Honorable Chairman  
Members of the Board of Directors  
Northern Will County Water Agency  
Woodridge, Illinois

We have audited the basic financial statements of the Northern Will County Water Agency (the Agency) for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 17, 2017. Professional standards require that we communicate to you the following information related to our audit.

#### **Qualitative Aspects of Accounting Practices**

Management is responsible for selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2017. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive estimates made by management during our audit of the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not note any misstatement during our audit of the Agency.

### **Disagreements with Management**

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the basic financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated June 4, 2018.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those basic financial statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Matters**

We applied certain limited procedures to the management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**Restriction on Use**

This information is intended solely for the use of the Board of Directors and Management of the Northern Will County Water Agency and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Sikich LLP*

Sikich LLP

By: Anthony M. Cervini, CPA, CFE

Partner



## VILLAGE OF WOODRIDGE

**DATE:** August 20, 2018

**TO:** Members of the Northern Will County Water Agency (NWCWA)

**FROM:** Linda Dalton, Accounting Manager, Village of Woodridge  
Daren Clary, Accountant, Village of Woodridge

**THROUGH:** Al Stonitsch, Village Administrator, Village of Woodridge

**SUBJECT:** Northern Will County Water Agency (NWCWA) – Audit Services

---

### **PURPOSE AND ACTION REQUESTED:**

This memo is to inform the members of the NWCWA of the agreement the Village of Woodridge entered into with Lauterbach and Amen LLP (Naperville, IL) for auditing services for the next 5 years, ending December 31, 2018, 2019, 2020, 2021 and 2022.

### **BACKGROUND:**

The multi-year agreement with Sikich, LLP concluded with the December 31, 2017 audit. The Village of Woodridge submitted a request for proposal (RFP) to over twelve local firms with experience in local government auditing. The proposal included services for the Village of Woodridge, the Woodridge Public Library and Northern Will County Water Agency.

The Village received six proposals by the July 11, 2018 deadline from the following firms:

1. Baker Tilly Virchow Krause, LLP,
2. RSM US LLP,
3. BKD LLP,
4. Sikich LLP,
5. Lauterbach and Amen, LLP, and
6. John Kasperek Co., Inc.

**DISCUSSION:**

After performing a detailed analysis, staff recommended to the Village Board entering into an agreement with Lauterbach and Amen (L&A), the lowest overall bidder. Comparing to the 2017 audit costs, L&A provides a cost savings of \$36,000 over five years for the Village of Woodridge, \$7,490 for the Library and \$2,550 for NWCWA. Although, the proposal was the second lowest for the NWCWA portion, L&A provides a cost savings of \$750 over the previous year.

AGENCY	2018	2019	2020	2021	2022	5 Year Total
NWCWA	\$ 6,000	\$ 6,120	\$ 6,240	\$ 6,360	\$ 6,480	\$ 31,200

There are two options for the NWCWA to consider:

Option 1: Accept the agreement with L&A for \$31,200 as stated in the July 11, 2018 proposal.

Option 2: NWCWA seek auditing services on their own.

Note: It will most likely cost NWCWA more money should they decide to go out for an independent audit by an auditing firm of their choice.

**BUDGET:**

If NWCWA accepts this proposal, there will be a cost savings of \$2,550 over 5 years when compared to the 2017 auditing fees.

**RECOMMENDATION:**

Staff recommends choosing Option 1: Accept the agreement with L&A for \$31,200 as stated in the attached proposal. If the Agency accepts, an engagement letter must be signed and returned to the Village of Woodridge no later than October 11, 2018 (within 90 days from the submitted proposal).

# AUDIT APPROACH

Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)






## AUDIT APPROACH

### Overview

We are prepared to meet or exceed all requirements and expectations of the Village. The partners of L&A will be involved in all phases of the audit of the Village as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

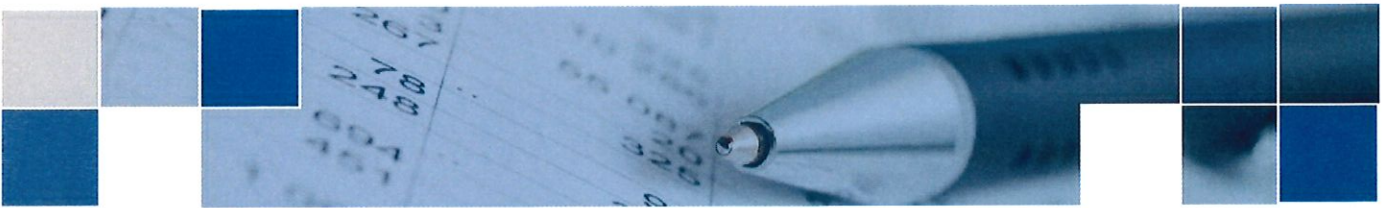
Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

	<u>PHASE</u>	<u>NAME</u>	<u>TIMING</u>	<u>EST. HOURS</u>
	Phase 1	Planning	December 2018	20 Hours
	Phase 2	Preliminary Fieldwork	January 2019	20 Hours
	Phase 3	Fieldwork	Late March 2019	160 Hours
	Phase 4	Drafts	April 2019	50 Hours
	Phase 5	Audit Completion	Early May 2019	30 Hours

## AUDIT APPROACH

### *GFOA Certificate of Achievement*

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program. We have assisted many clients in obtaining their CAFR's and have submitted *hundreds* of CAFR's to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of *eighty* reports to the GFOA on an annual basis and are in *the top ten firms nationally* that submit to the program.



### *Audit Scope and Standards*

L&A will issue an opinion on the governmental activities, business-type activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the Village's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Comprehensive Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in *Governmental Auditing Standards* (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*.



## AUDIT APPROACH



### Planning Phase

*December 2018*

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the Village to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- ◆ Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- ◆ Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the Village.
- ◆ Developing a schedule for completing the subsequent phase of the audit.



### Preliminary Fieldwork Phase

*January 2019*

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the Village and its finances through a review of various documents and through discussions with the Village. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the Village for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.

## AUDIT APPROACH



### *Preliminary Fieldwork Phase-Continued January 2019*

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- ◆ We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the Village.
- ◆ We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- ◆ We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.



### *Fieldwork Phase*

*Late March 2019*

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.



## AUDIT APPROACH



### Fieldwork Phase-Continued

*Late March 2019*

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Proprietary Revenues/Receivables	Fund Balance/Net Position
Inventories	Grants
Interfunds	Risk Management
Capital Assets	

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and Village policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Comprehensive Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the Village during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.



## AUDIT APPROACH



### Drafts Phase

*April 2019*

The final completion and quality review of the initial draft of the Comprehensive Annual Financial Report will be completed at the our office and a draft of the Comprehensive Annual Financial Report and related communication letters will be provided to the Village no later than the date agreed to during the entrance conference. The Village will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the Village's location for the final draft where we will review the Village's questions and/or changes to the Comprehensive Annual Financial Report as well as the client communication letters and submit a final draft of the Comprehensive Annual Financial Report to the Village.



### Audit Completion Phase

*Early May 2019*

Upon approval of the drafts by the Village, we will deliver final, bound financial Comprehensive Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- ◆ Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- ◆ Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- ◆ Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- ◆ Findings relative to compliance with the applicable rules and regulations.
- ◆ Comments regarding compliance with laws.
- ◆ Other comments or recommendations and best practices that we believe may be relevant.
- ◆ Upcoming GASB Pronouncements or auditing standards that may affect the Village's financial statements in the future.

L&A strives for continual communication with Village staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Comprehensive Annual Financial Report and communication letters with representatives of the Village.



# PRICE AND BILLING

Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)



## PRICE AND BILLING

### Exhibit 1 FEE PROPOSAL

A. Schedule of professional auditing services rendered based on the following not-to-exceed fees:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Annual Financial report	25,000	25,500	26,000	26,500	27,000
Single Audit Report	2,000	2,040	2,080	2,120	2,160
TIF Compliance Report	750	765	780	795	810
Seven Bridges Annual Report	5,000	5,100	5,200	5,300	5,400
Police Pension Compliance Report	300	305	310	315	320
IL Comptroller Report	-	-	-	-	-
IMRF Allocation Report	-	-	-	-	-
DOI Pension Annual Statement	2,750	2,800	2,850	2,900	2,950
Sub-total Village	\$ 35,800	\$ 36,510	\$ 37,220	\$ 37,930	\$ 38,640
Public Library	4,000	4,120	4,240	4,360	4,480
Northern Will County Water Agency	6,000	6,120	6,240	6,360	6,480
Total Village	\$ 45,800	\$ 46,750	\$ 47,700	\$ 48,650	\$ 49,600

B. Schedule of professional fees for additional services, quoted hourly rates for the fiscal year listed below:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Partner	\$ 130	\$ 130	\$ 135	\$ 135	\$ 140
Manager	\$ 100	\$ 102	\$ 102	\$ 104	\$ 104
Supervisor	\$ 60	\$ 62	\$ 62	\$ 64	\$ 64
Staff	\$ -	\$ -	\$ -	\$ -	\$ -
Other: _____	\$ -	\$ -	\$ -	\$ -	\$ -

BY: \_\_\_\_\_



\_\_\_\_\_  
Lauterbach & Amen, LLP  
Firm Name



## PRICE AND BILLING

In twenty-one years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future GASB's.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the Village. We encourage clients to contact us with questions that may arise. In addition, we provide *no cost* client training to introduce new GASB pronouncements and auditing standards that may affect the Village, as well as providing other training topics based on client requests and needs.

### *Schedules Requested*

The proposed annual prices are based upon staff support at all levels from the Village personnel and that the Village will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

### *Additional Services*

Should it become necessary for the Village to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



# REFERENCES

Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)





## REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following individuals who have been serviced by our firm.

Village of Lombard \*  
Anne Fairbairn  
255 E Wilson Avenue  
Lombard, IL 60148  
630.620.5916  
Audit, December FYE, 350 hours

City of Warrenville \*  
Kevin Dahlstrand  
3S258 Manning Avenue  
Warrenville, IL 60555  
630.393.9427  
Audit, April FYE, 210 hours

Village of Montgomery \*  
Justin VanVooren  
200 N. River Road  
Montgomery, IL 60538  
331.212.9031  
Audit, April FYE, 200 hours

Village of Glen Ellyn \*  
Lori Thomas  
535 Duane Street  
Glen Ellyn, IL 60137  
630.547.5215  
Audit, December FYE, 310 hours

Additional references can be provided upon request.

\* Asterisk indicates governments currently holding the GFOA Certificate of Achievement.



## OTHER MUNICIPALITIES SERVED

L&A stands by our quality and service. As such, we encourage you to reach out to any of our municipal clients that we serve below:

### MUNICIPALITIES

Antioch *	Fox River Grove	Lincolnwood *	Rockford *
Arlington Heights *	Frankfort *	Lindenhurst	Rolling Meadows *
Barrington *	Freeport	Lombard *	Rosemont
Barrington Hills	Georgetown	Manhattan *	Schaumburg
Bartlett *	Gilberts *	Maple Park	Shabbona
Beach Park *	Glen Ellyn *	Mendota	Sleepy Hollow
Beecher	Glencoe *	Midlothian	South Barrington
Berkely *	Glenview *	Montgomery	South Elgin *
Bradley	Golf	Morton Grove *	Stone Park
Brookfield *	Grayslake *	Naperville*	Streamwood *
Burlington	Gurnee *	Normal*	Streator
Campton Hills	Hampshire	North Riverside *	Sugar Grove *
Cary *	Harvard	Northbrook *	Sycamore
Champaign *	Harvey	Northfield *	Thornton *
Cherry Valley	Homewood	Palos Park *	Timberlane
Cortland	Inverness	Pingree Grove *	Volo
Country Club Hills	Itasca	Plano	Warrenville *
Dolton	Johnsburg	Poplar Grove	Wauconda *
East Dundee *	Justice	Princeton	West Chicago *
East Hazel Crest	Kenilworth	Prospect Heights*	Western Springs *
Elburn	Kildeer *	Riverdale	Wilmette *
Elk Grove *	Lake Barrington	Riverside *	Winnetka *
Elwood *	Libertyville *	Rock Island	Yorkville *

\* Asterisk indicates governments currently holding the GFOA Certificate of Achievement.



# CLIENT LISTING

Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)





## ADDITIONAL GOVERNMENT CLIENTS SERVED

### PARK DISTRICTS | SPECIAL RECREATION DISTRICTS | FOREST PRESERVE DISTRICTS

Barlett Park District *	Glencoe Park District	Mokena Community Park District	Veterans Park District
Bensenville Park District	Glenview Park District *	Morton Grove Park District *	Warrenville Park District *
Bloomington Park District *	Gurnee Park District *	Mundelein Park District *	Waukegan Park District*
Bolingbrook Park District *	Highland Park Park District *	Naperville Park District *	Wheaton Park District*
Buffalo Grove Park District *	Hoffman Estates Park District *	Norridge Park District	Wildwood Park District
Butterfield Park District	Homewood-Flossmoor Park District *	Northbrook Park District *	Wilmette Park District *
Byron Park District	Huntley Park District	Northfield Park District	Winnetka Park District *
Carol Stream Park District*	Joliet Park District	Oak Brook Park District *	Northeast DuPage SRA
Cary Park District *	Kenilworth Park District	Oak Lawn Park District	Northern Suburban SRA
Crystal Lake Park District *	LaGrange Park District *	Oak Park Park District *	Northern Will County SRA
Deerfield Park District *	LaGrange Park Park District	Park Ridge Park District *	Northwest SRA
Elk Grove Park District *	Lake Bluff Park District	Plainfield Township Park District *	SEASPAR
Elmhurst Park District *	Lan-Oak Park District	Round Lake Area Park District	West Suburban SRA
Geneseo Park District *	Lemont Park District *	Schaumburg Park District	Western DuPage SRA
Geneva Park District *	Manhattan Park District	St. Charles Park District *	DuPage County Forest Preserve District
Glen Ellyn Park District *	Memorial Park District	Sycamore Park District	Kane County Forest Preserve District

### SCHOOL DISTRICTS | REGIONAL OFFICES OF EDUCATION

Calumet Public School District 132	Lemont-Bromberg Comb. School Dist. 113/	Northfield Township High School Dist. 225	Sunset Ridge School District 29
Cary Comm. Consolidated School Dist. 26*	Lemont Township High School District 210	Northfield Township School Treasurer	
DuPage County School District 45	Lincolnwood School District 74	Regional Office of Education 19	
LaGrange Highlands School District 106	Mokena School District 159	Regional Office of Education 34	

### LIBRARIES

Addison Public Library	Elk Grove Public Library	Harvey Public Library District	Riverside Public Library
Algonquin Public Library	Forest Park Public Library	Helen Plum Memorial Public Library	St. Charles Public Library
Arlington Heights Library	Fountaindale Public Library District	Joliet Public Library	Thornton Public Library
Batavia Public Library	Fox River Grove Memorial Library	LaGrange Public Library	Town & Country Public Library District
Broadview Public Library District	Fox River Valley Public Library	Lake Villa Public Library District	Villa Park Public Library
Brookfield Public Library	Franklin Park Public Library District	Lemont Public Library District	Warren-Newport Public Library
Cary Area Public Library District	Geneva Public Library District	Lincolnwood Public Library District	Winfield Public Library
Des Plaines Public Library	Glen Ellyn Public Library	Mokena Public Library District	Winnetka-Northfield Public Library District
Eisenhower Public Library District	Glenside Public Library	Plainfield Public Library District	

### OTHER ENTITIES

AllenForce	Fox Lake Fire Protection District	Minooka Fire Protection District	QuadComm 911
Bensenville Fire Protection District	Genard Waste Water Authority	Mokena Fire Protection District	Regional Emergency Dispatch
Bourbonnais Fire Protection District	GovITC	New Faith Baptist Church	Rutland Dundee Fire Protection District
Carpentersville Countryside Fire Prot. Dist.	Grayslake Fire Protection District	New Milford Fire Protection District	Solid Waste Agency of Northern Cook Co.
Central Lake County Joint Water Agency	Huntley Fire Protection District	North Aurora Fire Protection District	Southern Combined Dispatch & Comm Sys.
Co-Op 90's Medical and Dental Plans	ICCRMC	North Suburban Employee Benefit	Southern Kane County Training Association
Cooperative Computer Services	Illinois Metropolitan Investment Fund	Northeastern Illinois Public Safety Training	Southwest Emergency Communications
Cuba Township	Kane County ETSB	Northfield Township	Southwest Central Dispatch
Darien-Woodridge Fire Protection District	LIMRICC	Northlake Fire Protection District	Stillman Fire Protection District
Deerfield-Bannockburn Fire Prot. District	Lincolnway Public Safety Comm. Center	Northwest Central Dispatch System	Tri-State Fire Protection District
Downers Grove Sanitary District	Long Grove Fire Protection District	Northwest Municipal Conference	Troy Fire Protection District
DuPage Public Safety Communications	Lyona Township Area Comm. Center	Northwest Suburban Municipal JAWA	Warrenville Fire Protection District
DuPage River Salt Creek Workgroup	MABAS - IL	Northwest Water Commission	Wauconda Fire Protection District
East Dundee Countryside Fire Prot. District	MABAS - Northbrook	Norwood Park Fire Protection District	West Suburban Consolidated Dispatch Cntr.
Elburn & Countryside Fire Prot. District	Maine-Niles ASR	Oregon Fire Protection District	YMCA of Northwestern DuPage County
Elgin Township	Metro Risk Management Agency	PrairieCat	Zion Township

### PENSION FUNDS

Bellwood Police Pension	Franklin Park Fire Pension	Markham Fire Pension	Summit Police Pension
Bloomington Fire Pension	Geneseo Police Pension Fund	Markham Police Pension	University Park Fire Pension
Bloomington Police Pension	Harwood Heights Police Pension	Maywood Police Pension	University Park Police Pension
Calumet City Police Pension	Homer Township Fire Pension	Naperville Fire Pension	Villa Park Police Pension
Countryside Police Pension	Justice Police Pension	Pleasantview Fire Pension	West Chicago Fire Pension
Dolton Fire Pension	Lemont Fire Pension	Round Lake Beach Police Pension	West Chicago Police Pension
East Dundee Countryside Fire Pension	Lincolnwood Police Pension	Sauk Village Fire Pension	Willow Springs Police Pension
Elburn and Countryside Fire Pension	Lyons Police Pension	Stickney Police Pension	Zion Police Pension

\* Asterisk indicates governments currently holding the GFOA Certificate of Achievement.



# APPENDIX

Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)





Thomas G. Wieland  
David A. Grotkin  
Joel A. Joyce  
Brian J. Mechenich



Carrie A. Gindt  
Patrick G. Hoffert  
Jason J. Wrasse

## System Review Report

July 8, 2015

To the Partners of Lauterbach & Amen, LLP  
and the Illinois CPA Society Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads 'Reilly, Penner &amp; Benton LLP'.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP  
1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

[www.rpb.biz](http://www.rpb.biz)

Proposal to Provide  
Professional Services to

# VILLAGE OF WOODRIDGE, ILLINOIS

For the Years Ending December 31, 2018, 2019, 2020, 2021 and 2022



Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)



# VILLAGE OF WOODRIDGE, ILLINOIS

---

## PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES

For the Years Ending  
**December 31, 2018, 2019, 2020, 2021 and 2022**

---

### Submitted by:

Lauterbach & Amen, LLP  
Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
630.393.1483 Phone  
630.393.2516 Fax  
[www.lauterbachamen.com](http://www.lauterbachamen.com)

### Contact:

Ronald J. Amen, Partner  
630.393.1483 Phone  
[ramen@lauterbachamen.com](mailto:ramen@lauterbachamen.com)

**July 11, 2018**





# TABLE OF CONTENTS

	<u>PAGE</u>
<i>Transmittal Letter</i>	1-2
<i>Firm Profile</i>	3-12
<i>Audit Approach</i>	13-18
<i>Price and Billing</i>	19-20
<i>References</i>	21-22
<i>Client Listing</i>	23
<i>Appendices</i>	Peer Review Report

Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)







July 11, 2018

Village of Woodridge  
Five Plaza Drive  
Woodridge, IL 60517

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Village of Woodridge (Village).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L&A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 100+ years of exclusive government experience, with past experience in not-for-profit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the Village. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

***EXPERTISE***

- ◆ Providing professional audit and consulting services to over 250 local governments on an annual basis, and providing compilation and benefit services to over 250 police and firefighters' pension funds.
- ◆ Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- ◆ Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- ◆ Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- ◆ Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.



### ***SERVICE AND QUALITY***

- ◆ Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- ◆ Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- ◆ Maintaining a program of continuity for multi-year engagements, including minimal rotation of staff and in-charge auditors, allowing for the establishment of efficient working relationships with the Village.
- ◆ Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the Village, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- ◆ Customizing our audit approach to focus on those areas that represent significant risk to the Village and any of the Village's uniquely complex issues.

### ***CLIENT TRAINING OPPORTUNITIES***

- ◆ Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- ◆ Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the Village the highest level of service.

Our previous engagement with the Village was a very successful one and we would certainly be excited to work with the Finance Department, management and Board again.

We are very excited about the opportunity to serve the Village and are committed to providing the Village with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the Village. This proposal is a firm and irrevocable offer for 90 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,  
LAUTERBACH & AMEN, LLP



Ronald J. Amen  
Partner



Jamie L. Wilkey  
Partner

# FIRM PROFILE

Lauterbach and Amen, LLP

Certified Public Accountants  
668 N. River Road  
Naperville, Illinois 60563  
[www.lauterbachamen.com](http://www.lauterbachamen.com)





## FIRM PROFILE

Our office is located in Naperville, Illinois, and staffed professionally as follows:

Partners	5
Managers/Senior Accountants	35
Staff Accountants	<u>85</u>
<b>TOTAL</b>	<b>125</b>

L&A was founded 21 years ago with the goal of providing an unrivaled level of service and expertise to local governments. We are different from most accounting firms in that we are specialized in the governmental sector, and specifically in the area of governmental auditing and consulting. In addition, we provide a wide range of accounting services, some of

which include: tax, monthly accounting and bookkeeping for local governments, and a specialty in Police and Firefighter Pension accounting and consulting. *{As a client of L&A, you will be served by a team whose experience and depth of knowledge will become a valuable management resource.}*

### *Close Working Relationship with Management*

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond do and help initiate programs that lead to improved operations and efficiencies.

---

*{L&A is specialized in the governmental sector and strives for client service excellence}*

---

### *An Audit is a People-Oriented Endeavor*

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

***We strive:***

- ◆ *To create an environment that encourages a high level of communication between the client and our team*
- ◆ *To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth*
- ◆ *To continually improve the quality of our services*
- ◆ *To support our financial, business, professional and social communities*



## FIRM PROFILE

### *Firm Philosophy*

We have a *full-time commitment* to governmental accounting and reporting. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive

knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of

such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.



### *Client Educational Opportunities*

---

*{L&A's "add value" approach to the audit includes extensive no cost client training opportunities throughout the year}*

---

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This *no additional cost* education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting local governments.



## FIRM PROFILE

### *A Strong Commitment to the Industry We Serve*

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:

- ◆ *Government Finance Officers Association (GFOA)*
- ◆ *Illinois Government Finance Officers Association (IGFOA)*
- ◆ *Illinois CPA Society Committees on Governmental Accounting*
- ◆ *AICPA Government Audit Quality Center*
- ◆ *American Institute of Certified Public Accountants*
- ◆ *Illinois Municipal Treasurers Association (IMTA)*
- ◆ *Illinois Association of Park Districts/ Illinois Parks & Recreation Association (IAPD/IPRA)*
- ◆ *Illinois Association of School Board Officials*
- ◆ *Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting (CAFR) - GFOA*
- ◆ *Illinois Library Association*
- ◆ *Township Officials of Illinois*
- ◆ *Technical Account and Review Committee (TARC) - IGFOA (Responds to GASB Pronouncement Exposure Drafts)*
- ◆ *Illinois Public Pension Fund Association (IPPPFA)*
- ◆ *Illinois Department of Insurance—Task Force*

In addition, we have written articles for publication, instructed training courses and done public presentations for a number of the organizations listed above.

---

*{Involvement in our  
industry's organizations  
and providing educational  
support to these groups is a  
passion of our leadership  
team}*

---



## FIRM PROFILE

### *Government Expertise = Extensive Services Available*

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to governmental entities:

- ◆ Financial Reporting-Assistance in the implementation of authoritative pronouncement requirements
- ◆ Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the GFOA
- ◆ Utility or Enterprise Funds-Analysis, forecasting, rate structure, and consulting services
- ◆ Federal, State and Local Grant Reporting requirements
- ◆ Budget-Assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- ◆ Personnel Issues-Evaluation and executive search
- ◆ Policies and procedures documentation and implementation
- ◆ Temporary staffing and training
- ◆ Pension fund related issues, including benefit calculations, funding analysis, etc.
- ◆ Human Resources-Taxability issues, fringe benefits, policies, etc.
- ◆ Outsourced finance and accounting department functions, including all levels of finance functions
- ◆ Taxpayer Compliance-Specialized audits for selected revenue sources

### *Other Information*

L&A has not had any federal or state desk reviews of its audits during the last three years. No disciplinary action has been taken against the firm during the last three years by state regulatory bodies or professional associations.

### *Communication is the Key*

We consider it *essential* to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.





## FIRM PROFILE

### *Quality Assurance*

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.



### *Peer Review*

The appendix of our proposal provides a copy of our successful completion of an independent peer review of our accounting and auditing practice. This review was undertaken as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. The feedback from these independent reviews

of our clients' financial statements indicates that L&A's reports not only meet, but exceed, industry standards and reporting requirements. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our

### *Independence*

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics.

Additionally, we are in compliance with the standards established by the General Accounting Office (GAO).

L&A currently provides actuary services to the Village of Woodridge. According to the AICPA requirements, we are completely independent with respect to the Village of Woodridge. If a single audit is required, L&A will work with the Village to maintain independence.



## FIRM PROFILE

### *License to Practice*

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.

### *Conclusion*

We are thrilled to have the opportunity to potentially work with the Village. We truly believe we have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of 100+ L&A employees that share in that passion and spend all twelve months of the year working on government engagements.

## KEY ENGAGEMENT PERSONNEL

### **RONALD J. AMEN** ***MANAGING PARTNER***

Mr. Amen has over 25 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, Universities and other governments.

University of Nebraska  
Certified Public Accountant

American Institute of Certified Public Accountants  
Member of Government Finance Officers Association (GFOA) and  
Illinois GFOA

Member of AICPA Government Audit Quality Center  
Member of Illinois Municipal Treasurers Association (IMTA)  
Member of Illinois Association of Park Districts/Illinois Parks &  
Recreation Association (IAPD/IPRA)

GFOA Special Review Committee for the Certificate of Achievement for Excellence in  
Financial Reporting  
Instructor for IGFOA Training Courses  
Instructor for IMTA Training Courses

Mr. Amen has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, Mr. Amen is often used as a resource for providing creative solutions to issues affecting local governments. Mr. Amen functions as a working partner, in that he is available and present during each phase of the audit process.

Mr. Amen has also participated in the management of some large commercial and not-for-profit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and not-for-profit clients.

***EDUCATIONAL  
AND  
MEMBERSHIP  
BACKGROUND***

***GOVERNMENTAL  
ACCOUNTING  
AND AUDITING  
EXPERIENCE***





## KEY ENGAGEMENT PERSONNEL

### JAMIE L. WILKEY

#### *TECHNICAL PARTNER*

Ms. Wilkey has over 15 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Truman State University  
Northern Illinois University

Member of Illinois Government Finance Officers Association (IGFOA)

Member of Technical Accounting Review Committee (TARC) with IGFOA

Member of Illinois Municipal Treasurers Association (IMTA)

Member of Illinois Association of Park Districts/Illinois Parks &  
Recreation Association (IAPD/IPRA)

GFOA Special Review Committee for the Certificate of Achievement for Excellence in  
Financial Reporting

Instructor for IGFOA Training Courses

Instructor for IMTA Training Courses

Instructor for IPPFA Training Courses

***EDUCATIONAL  
AND  
MEMBERSHIP  
BACKGROUND***

Ms. Wilkey's experience in the government sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Ms. Wilkey has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Award from the GFOA in the first year of their submittal to the program or maintained their CAFR standing.

Ms. Wilkey also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, include, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Ms. Wilkey has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and polities.

***GOVERNMENTAL  
ACCOUNTING  
AND AUDITING  
EXPERIENCE***



## KEY ENGAGEMENT PERSONNEL

### MATT R. BERAN

#### *OPERATIONS PARTNER*

Mr. Beran has 13 years of professional accounting experience, 8 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a Supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, not-for-profits and various other units of government.

Truman State University  
Certified Public Accountant

American Institute of Certified Public Accountants

Member of Illinois Government Finance Officers Association (IGFOA)

Member of Illinois Municipal Treasurers Association (IMTA)

Member of Illinois Association of School Board Officials (IASBO)

Instructor for IMTA Training Courses

Instructor for IASBO Training Courses

Mr. Beran's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Mr. Beran has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Mr. Beran passes along this knowledge to clients to ensure they understand what is changing.

Mr. Beran has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Mr. Beran will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.

***EDUCATIONAL  
AND  
MEMBERSHIP  
BACKGROUND***

***GOVERNMENTAL  
ACCOUNTING  
AND AUDITING  
EXPERIENCE***





## KEY ENGAGEMENT PERSONNEL

### AUDIT TEAM KEY PERSONNEL

Monika has 8 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and not-for-profit entities and also specializes in internal control assessment for all governmental clients.

**MONIKA  
ADAMSKI**

Sean has 17 years of professional accounting experience, 12 of those years are exclusively in the governmental sector. He is a graduate of St. Xavier University and is a Certified Public Accountant. Sean specializes in municipal audits and Uniform Grant Guidance single audit testing, reporting and submission.

**SEAN  
HICKEY**

Lia has 11 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Illinois at Chicago. Lia specializes in Library, Pension and Fire Protection District audits.

**LIA  
LOPEZ**

Jen has 7 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

**JEN  
MARTINSON**

Don has 8 years of professional accounting experience, 6 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

**DON  
SHAW**

Erin has 7 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Missouri State University. Erin specializes in auditing municipalities and internal control testing for all government clients. She has completed various agreed upon procedures for clients and prepared reports on their internal controls.

**ERIN  
SORDO**

Ann has 8 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann is one of L&A's report writers who handles the draft process of the Comprehensive Annual Financial Reports. She also specializes in auditing and performing consulting services for municipalities.

**ANN  
VANVOOREN**





## VILLAGE OF WOODRIDGE

**DATE:** July 6, 2018

**TO:** Members of the Northern Will County Water Agency (NWCWA)

**FROM:** Daren Clary, Accountant, Village of Woodridge

**THROUGH:** Al Stonitsch, Village Administrator, Village of Woodridge

**SUBJECT:** Northern Will County Water Agency (NWCWA) – 2017 Billing

---

### **PURPOSE AND ACTION REQUESTED:**

This memo is to inform the members of the NWCWA ('Agency') billing discrepancy that occurred in fiscal year 2017 and to determine a course of action.

### **BACKGROUND:**

In December 2016, the Agency Board passed a \$405,000 budget for fiscal year 2017 (Appendix A). However, only \$380,000 was billed which was for Tressler and Consultants. This was the amount that was billed to the five member municipalities and is reported as such in the general ledger (Appendix B). During the audit, it was discovered that the other \$25,000 was not billed to the Agency members.

### **DISCUSSION:**

There are two options before us for which we need to decide:

Option 1: Collect the remaining \$25,000 from the five member municipalities as per the 2017 budget, in the amounts stated in Appendix B. Included in the billing would be a letter stating the discrepancy at hand and the action being taken (Appendix C).

Option 2: Do not invoice \$25,000 to the member municipalities as the Agency is in a very strong cash position.

### **BUDGET:**

N/A



**RECOMMENDATION:**

My recommendation is that the Agency choose Option 1: Collect the remaining \$25,000 from the five member municipalities as per the 2017 budget. I feel this is the most prudent action given the Agency's approval of the full \$405,000 budget.

# APPENDIX A

## NORTHERN WILL COUNTY WATER AGENCY PROPOSED 2017 ANNUAL BUDGET

### LEGAL FEES:

TRESSLER	\$285,000.00
ROBBINS – SCHWARTZ	18,000.00
AUDITOR	6,365.00
CONSULTANTS	95,000.00
MISCELANEOUS	<u>635.30</u>
TOTAL:	\$405,000.00

BOLINGBROOK	78.689%	318,690.45
HOMERGLEN	20.546%	83,211.30
LEMONT	.059%	238.95
ROMEOVILLE	.022%	89.10
WOODRIDGE	.684%	2,770.20

# Tressler | LLP

## MEMORANDUM

**To:** Northern Will County Water Agency  
**From:** Daniel R. Formeller; Mike Zimmermann  
**Date:** November 18, 2016  
**Re:** Estimated Budget for Litigation and Related Expenses – January 2017 through December 2017

We estimate the following budget of anticipated litigation fees and expenses for each month from January 2017 through December 2017:

Month in which services Rendered	2016 Budget Fees & Costs	2016 Est. Actual Fees & Costs	2017 Litigation Budget		
			Fees	Experts / Costs	Total
Jan	\$50,900	\$ 16,961	\$10,000	\$5,000	\$15,000
Feb	\$90,900	\$ 30,848	\$15,000	\$20,000	\$35,000
March	\$90,900	\$ 20,439	\$20,000	\$10,000	\$30,000
April	\$55,900	\$ 2,289	\$35,000	\$10,000	\$45,000
may	\$20,900	\$ 19,698	\$35,000	\$5,000	\$40,000
June	\$18,400	\$ 14,342	\$35,000	\$10,000	\$45,000
July	\$38,400	\$ 27,423	\$35,000	\$10,000	\$45,000
Aug	\$43,400	\$ 83,909	\$20,000	\$5,000	\$25,000
Sept	\$33,400	\$ 20,884	\$20,000	\$5,000	\$25,000
Oct	\$38,400	\$ 7,268	\$20,000	\$5,000	\$25,000
Nov	\$38,400	\$ 5,000	\$20,000	\$5,000	\$25,000
Dec	\$38,400	\$ 15,000	\$20,000	\$5,000	\$25,000
<b>TOTAL</b>	<b>\$ 558,300.00</b>	<b>\$264,061.38</b>	<b>\$285,000.00</b>	<b>\$95,000.00</b>	<b>\$380,000.00</b>

Please note that the above estimate is subject to change as the lawsuit progresses and additional information becomes available. The timing of the budgeted expenditures is dependent upon the pace of litigation. Should you have any questions, please do not hesitate to contact us.

#678216

# APPENDIX B



## Village of Woodridge

06/27/2018 15:40  
8147vpc01

VILLAGE OF WOODRIDGE  
|G/L ACCOUNT DETAIL

|P 1  
|glactinq

Org: 8010033 Object: 338150  
REIMBURSEMENTS-OTHER 801-00-00-00-33-338150-

YEAR	PER	JOURNAL	EFF	DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK	NO	WARRANT	VDR	NAME/ITEM	DESC	COMMENTS
2017	06	188	06/23/2017	GBI	1	2	51	-149,509.10	Y			0		VILLAGE OF BOLING		50% OF TH	
2017	06	188	06/23/2017	GBI	1	13	51	-39,037.40	Y			0		VILLAGE OF HOMER		50% OF TH	
2017	06	188	06/23/2017	GBI	1	18	51	-112.10	Y			0		VILLAGE OF LEMONT		50% OF TH	
2017	06	188	06/23/2017	GBI	1	23	51	-41.80	Y			0		VILLAGE OF ROMEOV		50% OF TH	
2017	06	188	06/23/2017	GBI	1	40	51	-1,299.60	Y			0		VILLAGE OF WOODRI		50% OF TH	
2017	01	88	01/13/2017	GBI	1	2	22	-149,509.10	Y			0		VILLAGE OF BOLING		50% OF TH	
2017	01	88	01/13/2017	GBI	1	13	22	-39,037.40	Y			0		VILLAGE OF HOMER		50% OF TH	
2017	01	88	01/13/2017	GBI	1	40	22	-1,299.60	Y			0		VILLAGE OF WOODRI		50% OF TH	
2017	01	88	01/13/2017	GBI	1	18	22	-112.10	Y			0		VILLAGE OF LEMONT		50% OF TH	
2017	01	88	01/13/2017	GBI	1	23	22	-41.80	Y			0		VILLAGE OF ROMEOV		50% OF TH	

Total Amount: -380,000.00

\*\* END OF REPORT - Generated by Daren Clary \*\*

# APPENDIX B

<u>Member</u>	<u>Rate</u>	<u>Invoice</u>
Bolingbrook	0.78689	\$ 19,672.25
Homer Glen	0.20546	\$ 5,136.50
Woodridge	0.00684	\$ 171.00
Lemont	0.00059	\$ 14.75
Romeoville	0.00022	\$ 5.50
		<hr/>
		<i>\$ 25,000.00</i>

## Northern Will County Water Agency

---

5 Plaza Drive • Woodridge, IL 60517

July 6, 2018

Members of the Northern Will County Water Agency  
Village of Bolingbrook  
Village of Homer Glen  
Village of Woodridge  
Village of Lemont  
Village of Romeoville

To the Members of the Northern Will County Water Agency:

In addition to the enclosed billing of 50% the 2018 budget includes \$25,000 of the 2017 budget that was not previously billed to the member municipalities. This is in conjunction with the memo that was distributed dated July 6, 2018.

If you have any questions, please do not hesitate to contact me below.

Sincerely,

**Daren Clary**  
Accountant  
Village of Woodridge (Treasurer, Northern Will County Water Agency)  
5 Plaza Drive  
Woodridge, IL 60517  
(630) 960-7096  
dclary@vil.woodridge.il.us



**PUBLISHED IN PAMPHLET FORM FOR THE FOLLOWING:**

**RESOLUTION NO. 18-**

**TITLED:**

**2018 PREVAILING WAGE**

**NORTHERN WILL COUNTY WATER AGENCY**

RESOLUTION NO. 18-

**2018 PREVAILING WAGE**

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended (820 ILCS 130/1 *et seq.*), hereinafter referred to as the "Act"); and

WHEREAS, the aforesaid Act requires that the Board of the Northern Will County Water Agency investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Agency employed in performing construction of public works for said Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF THE NORTHERN WILL COUNTY WATER AGENCY, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Agency is hereby ascertained to be the same as the prevailing rate of wages for construction work in Will County areas as determined by the Department of Labor of the State of Illinois as of September 1, 2017, a copy of those determinations being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's prior determinations and apply to any and all public works construction undertaken by the Agency. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

SECTION TWO: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Agency to the extent required by the aforesaid Act.

SECTION THREE: The Agency shall publicly post or keep available for inspection by any interested party in the main office of the Agency this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION FOUR: The Agency shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION FIVE: The Agency shall promptly file a certified copy of this Resolution with the Department of Labor of the State of Illinois.

SECTION SIX: The Agency shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

SECTION SEVEN: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
SECRETARY

Attachment

JM\764715\6/1/18

STATE OF ILLINOIS    )  
                                  ) SS  
COUNTY OF WILL     )

I, James Boan, Authorized Agent, certify that I am the Authorized Agent for the Northern Will County Water Agency.

I further certify that on \_\_\_\_\_, 2018, the Corporate Authorities of such Agency passed and approved Resolution No. 18-\_\_\_\_\_ entitled:

**2018 PREVAILING WAGE**

which provided by its terms that it should be published in pamphlet form.

DATED at Homer Glen, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
James Boan  
Agency Attorney