

NORTHERN WILL COUNTY WATER AGENCY  
MARCH 9, 2015  
BOLINGBROOK VILLAGE HALL  
375 W. BRIARCLIFF ROAD, BOLINGBROOK, IL.  
11:00 A.M.  
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIENCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES
  1. JUNE 9, 2014
  2. SEPTEMBER 9, 2014
  3. DECEMBER 8, 2014
- V. MOTION TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION
- VI. MOTION TO RECONVENE
- VII. APPROVAL OF AGENDA
- VIII. APPROVAL OF BILLS – EXHIBIT A
  1. TRESSLER \$17,451.73
  2. ROBBINS - SCHWARTZ - \$3,000.00
- IX. ACTION ITEMS
  1. RESOLUTION APPROVING FINANCIAL - PURCHASING POLICES AND PROCEDURES
- X. CONSULTANT'S REPORT
  1. CORRESPONDENCE – REGISTRATION STATE COMPTROLLER
- XI. FUTURE MEETING DATES
  1. JUNE 8, 2015 - LEMONT
  2. SEPTEMBER 14, 2015 – HOMER GLEN
  3. DECEMBER 14, 2015 – ROMEOVILLE
- XII. QUESTIONS FROM THE AUDIENCE
- 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.

Northern Will County Water Agency  
Board Meeting Minutes  
June 9, 2014  
Village of Homer Glen Village Hall  
14933 Founders Crossing  
Homer Glen, IL

**DRAFT**

**CALL TO ORDER**

The Northern Will County Water Agency Board meeting was called to order by Chairperson Jim Daley at 11:04a.m. at the Homer Glen Village Hall, 14933 Founders Crossing, Homer Glen, IL.

**PLEDGE OF ALLEGIANCE**

Chairperson Daley led the group in the pledge of allegiance.

**ROLL CALL**

The following Board members were present: Village of Bolingbrook (Mayor Claar); Village of Homer Glen (Mayor Daley); Village of Lemont (Mayor Reaves); and Village of Woodridge (Village Administrator Rush). The Village of Romeoville was absent.

Others present included the following: Jim Boan (Bolingbrook & Tressler), Cameron Davis (Homer Glen), George Schafer (Lemont), Si-Yong Yi (Tressler), Mike Zimmerman (Tressler), Daniel Formeller (Tressler), Mark Sterk (Homer Glen – Attorney), Mike Drey (Bolingbrook), and Lucas Rickelman (Bolingbrook), per the attached sign-in sheet.

**APPROVAL OF THE MINUTES OF April 7, 2014 MEETING (Lemont)**

Mayor Claar moved to approve the minutes of April 7, 2014. Mayor Reaves seconded the motion. The motion passed.

**APPROVAL OF THE AGENDA**

Mayor Claar moved to approve the agenda as distributed with one change. The amount listed under approval of bills for #1, Tressler, should read \$76,813.48. Administrator Rush seconded the motion. The motion passed.

**APPROVAL OF THE BILLS**

Administrator Rush moved to approve payment of the bills totaling \$82,624.81, as presented. Mayor Reaves seconded the motion. A roll call was taken and the motion passed unanimously.

- |                          |             |
|--------------------------|-------------|
| 1. Tressler (8 Invoices) | \$76,813.48 |
| 2. Crowe-Horwath         | \$5,792.50  |
| 3. Village of Woodridge  | \$18.83     |

**CONSULTANT REPORT**

Representatives from Tressler, LLP, the NWCWA attorneys, provided a brief update to the Board regarding the ongoing lawsuit related to the Agency's acquisition of the IAW/ALW water line.

**FUTURE MEETING DATES**

Mayor Daley reminded the Board of future NWCWA meetings. All meetings to begin at 11:00a.m.

<u>Location</u>	<u>Date</u>
Romeoville Village Hall	September 8, 2014
Woodridge Village Hall	December 8, 2014

**EXECUTIVE SESSION**

Mayor Reaves made a motion to go into executive session for the purpose of litigation. Mayor Claar seconded the motion. A roll call was taken and the motion passed unanimously.

Administrator Rush made a motion to exit Executive Session. Mayor Claar seconded the motion. A roll call was taken and the motion passed unanimously.

**QUESTIONS FROM THE AUDIENCE**

Mayor Daley asked for any questions from the audience, per the NWCWA guidelines. Homer Glen resident John Kooi, 12056 Venetian Way, addressed the Board.

Mayor Claar spoke about a recent IAW flyer and expressed his opinions on IAW. He announced that he is encouraging all Bolingbrook residents with concerns about IAW to contact Karla Teasley at IAW.

Jim Boan commented on recent newspaper article from Peoria, Illinois.

Mayor Reaves asked a few questions regarding the lawsuits timeline.

ADJOURNMENT

Mayor Daley asked for a motion to adjourn. Mayor Claar moved to adjourn the June 9<sup>th</sup> NWCWA Board meeting. The motion was seconded by Mayor Reaves. A roll call was taken and the motion passed unanimously.

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Jim Daley, Homer Glen Mayor  
NWCWA Chairperson

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Cameron Davis, Homer Glen Village Manager  
on behalf of NWCWA Secretary, Mayor John Noak

**Northern Will County Water Agency  
Board Meeting Minutes**

December 8, 2014  
Village of Woodridge Village Hall  
5 Plaza Drive  
Woodridge, IL

**DRAFT**

**CALL TO ORDER**

The Northern Will County Water Agency Board meeting was called to order by Vice-Chair Brian Reaves at 11:03a.m. at the Woodridge Village Hall, 5 Plaza Drive, Woodridge, IL.

**PLEDGE OF ALLEGIANCE**

Mayor Reaves led the group in the pledge of allegiance.

**ROLL CALL**

The following Board members were present: Village of Bolingbrook (Mayor Claar); Village of Homer Glen (Manager Cameron Davis); Village of Lemont (Mayor Reaves); Village of Romeoville (Manager Steve Gulden); and Village of Woodridge (Mayor Cunningham).

Others present included the following: Jim Boan (Robbins Schwartz), Katy Rush (Woodridge), Nadine Alletto (Woodridge), Dan Berg (Sikich) and Mike Zimmerman (Tressler).

**MOTION TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION**

Manager Davis moved to go into executive session for the purpose of discussing pending litigation. Mayor Claar seconded the motion. A roll call was taken and the motion passed unanimously.

**MOTION TO RECONVENE**

Manager Davis moved to exit executive session and to reconvene the Board meeting. Mayor Claar seconded the motion. A roll call was taken and the motion passed unanimously.

**APPROVAL OF THE AGENDA**

Manager Davis moved to approve the amended December 8<sup>th</sup> agenda, as presented and attached. Mayor Claar seconded the motion. A roll call was taken and the motion passed unanimously.

**DRAFT**

## December 8<sup>th</sup> Meeting Minutes, NWCWA – Page 2

### APPROVAL OF THE BILLS

Mayor Cunningham moved to approve payment of the bills totaling \$88,505.76, as presented. Mayor Claar seconded the motion. A roll call was taken and the motion passed unanimously.

1. Tressler (Multiple Invoices)	\$60,117.34
2. Tressler	\$20,888.42
3. Sikich	\$ 7,500.00

### AUDIT PRESENTATION

Mayor Cunningham introduced Mr. Dan Berg from Sikich who then provided the NWCWA Board with an overview of the completed audit. After the overview, Mayor Cunningham moved to approve and accept the audit report prepared by Sikich for the NWCWA fiscal years of 2009-2014. Mayor Reaves seconded the motion. A roll call was taken and the motion passed unanimously.

### ACTION ITEMS

**1. Motion to Approve James Boan as NWCWA General Counsel and Retain Tressler, LLP as the NWCWA Litigation Counsel.**

Manager Gulden moved to approve a motion appointing Jim Boan, Robbins Schwartz, as the NWCWA's General Counsel, providing day to day services to the agency including drafting and preparing of agendas, resolutions and ordinances, as well as providing legal opinions when requested by the Agency. Further, the motion retains Tressler, LLP as the NWCWA's Litigation Counsel representing the Agency in legal matters and court related services in both federal and state proceedings.

**2. Motion to Approve the 2015 Fiscal Year Budget Commencing January 1, 2015 and Ending December 31, 2015.**

Mayor Reaves moved to approve the NWCWA 2015 fiscal year budget in the amount of \$664,800.00. Mayor Cunningham seconded the motion. A roll call was taken and the motion passed unanimously.

**3. Motion to Accept Sikich Audit Proposal for 2014 Fiscal Year in the Amount Not To Exceed \$6,000.00.**

Manager Davis moved to approve a motion to accept a proposal from Sikich, LLP to provide audit services in the amount of \$6,000.00 for the 2014 fiscal year. Manager Gulden seconded the motion. A roll call was taken and the motion passed unanimously.

**CONSULTANT'S REPORT**

Representatives from Tressler, LLP, provided a brief update to the Board regarding the ongoing lawsuit related to the Agency's acquisition of the IAW/ALW water line. There will be a January 5<sup>th</sup> court date in front of Judge Power.

Jim Boan, Robbins Schwartz, informed the Board that he had mailed a letter to the Illinois Comptrollers Office informing them that the Agency's fiscal year had been adjusted.

Articles attached to the agenda materials, regarding other water systems, were briefly discussed.

**FUTURE MEETING DATES**

Mayor Reaves announced the list of future NWCWA Board meeting dates and locations. Manager Davis made a motion to approve the list of future Board meeting dates, as stated. Mayor Reaves seconded the motion. The motion passed unanimously.

<b><u>Location</u></b>	<b><u>Date</u></b>
Village of Bolingbrook	March 9, 2015.
Village Hall, Village of Lemont	June 8, 2015
Village Hall, Village of Homer Glen	September 14, 2015

**QUESTIONS FROM THE AUDIENCE**

Mayor Reaves asked for any questions from the audience, per the NWCWA guidelines.

**December 8<sup>th</sup> Meeting Minutes, NWCWA – Page 4**

**ADJOURNMENT**

Mayor Reaves asked for a motion to adjourn. Manager Davis moved to adjourn the December 8<sup>th</sup> NWCWA Board meeting. The motion was seconded by Mayor Claar. A roll call was taken and the motion passed unanimously.

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Cameron Davis, Homer Glen Village Manager  
on behalf of NWCWA Secretary, Mayor John Noak

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Brian Reaves, Lemont Mayor  
NWCWA Vice-Chairperson



# Northern Will County Water Agency

## Memo

**To:** Northern Will County Water Agency (NWCWA)  
**From:** Daren Clary, Village of Woodridge  
**cc:** Katy Rush, Village Administrator  
Nadine Alletto, Director of Finance  
**Date:** March 4, 2015  
**Re:** Invoices to be paid

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Attached are the invoices we have that need to be paid by the NWCWA. Their summary is below:

<u>Vendor</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
Tressler	350531	12/2/14	\$1,500.00
Tressler	351954	1/16/15	\$3,857.68
Robbins Schwartz	259373	1/28/15	\$1,500.00
Robbins Schwartz	260187	2/9/15	\$1,500.00
Tressler	353142	2/16/15	\$12,094.05
	<b>TOTAL</b>		<b>\$20,451.73</b>

**Daren Clary**  
Accountant  
Village of Woodridge  
5 Plaza Drive  
Woodridge, IL 60517  
(630) 960-7096  
[dclary@vil.woodridge.il.us](mailto:dclary@vil.woodridge.il.us)

# Tressler | LLP

233 S. Wacker Drive, 22<sup>nd</sup> Floor  
Chicago, IL 60606-6399  
312/627-4000  
Fax 312/627-1717  
www.tresslerllp.com

Fed I.D. No. 36-3447958  
Invoice #: 350531  
Client #: 010425

December 2, 2014

Northern Will County Water Agency  
c/o Village of Woodridge  
5 Plaza Drive  
Woodridge, IL 60517

**For professional services rendered through 11/30/14:**

**RE: CORPORATE MATTERS FOR NORTHERN WILL COUNTY WATER AGENCY**  
**File #: 010425-00001**

11/28/14

Fee - December 2014

Matter Fee Charge: \$1,500.00

**Bill Summary:**

<b>Total Fees:</b>	1,500.00
<b>Total:</b>	\$1,500.00

Please reference Invoice # 350531 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: JPMorgan Chase NA Chicago, IL ABA Routing # 021000021 Tressler LLP Account #656514395  
Int'l Wire Transfer: same as Domestic include International Routing #: CHASUS33  
ACH Transfer: JPMorgan Chase NA Chicago, IL ABA Routing # 071000013 Tressler LLP Account #656514395

Inquiries regarding this invoice should be directed to our Bolingbrook office, 630-759-0800.

**Tressler** | LLP

FEB 19 2015

233 S. Wacker Drive, 22<sup>nd</sup> Floor  
Chicago, IL 60606-6399  
312/627-4000  
Fax 312/627-1717  
www.tresslerllp.com

Fed I.D. No. 36-3447958  
Invoice #: 353142  
Client #: 008415

February 16, 2015

Village of Woodridge  
Attn: Kathleen Rush, Village Manager  
5 Plaza Drive  
Woodridge, IL 60517

*OK to pay  
cc: TIM BOON  
Judy  
Daren*

**Summary Statement**

For professional services rendered through January 31, 2015:

Matter #		AR Balance	Fees	Expenses	Credits / Discounts	Total
00002	NORTHERN WILL COUNTY WATER AGENCY ACQUISITION FROM AMERICAN LAKE WATER COMPANY	3,857.68	17,071.50	22.55	-5000.00	\$15,951.73

# Tressler | LLP

233 S. Wacker Drive, 22<sup>nd</sup> Floor  
Chicago, IL 60606-6399  
312/627-4000  
Fax 312/627-1717  
www.tresslerllp.com

Fed I.D. No. 36-3447958  
Invoice #: 353142

February 16, 2015  
008415-00002

Village of Woodridge  
Attn: Kathleen Rush, Village Manager  
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.	21.20	265.00	5,618.00
Formeller, Daniel R.	21.30	295.00	6,283.50
Yi, Si-Yong	1.20	195.00	234.00
Zimmer, Hilary R.	24.00	195.00	4,680.00
Hamilton, Katelyn, A.	3.20	80.00	256.00
Service Charges			\$17,071.50
<u>Disbursements</u>			
Fed. Ex. /UPS/Outside Delivery Service	Fedex Charges - 01/16/2015 /Vendor: Fedex		11.65
Fed. Ex. /UPS/Outside Delivery Service	Fedex Charges - 01/20/2015 /Vendor: Fedex		10.90
Disbursement Charges			\$22.55
<b><u>Bill Summary:</u></b>			
<b>Total Fees:</b>			17,071.50
<b>Total Disbursements:</b>			22.55
<b>Client Credit for January 2015:</b>			-5,000.00
<b>Total:</b>			\$12,094.05

Please reference Invoice # 353142 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: JPMorgan Chase NA Chicago, IL ABA Routing # 021000021 Tressler LLP Account #656514395

Int'l Wire Transfer: same as Domestic include International Routing #: CHASUS33

ACH Transfer: JPMorgan Chase NA Chicago, IL ABA Routing # 071000013 Tressler LLP Account #656514395

Itemized invoice available upon request

Client/Matter: 008415-00002  
Matter Name: NORTHERN WILL COUNTY WATER AGENCY ACQUISITION FROM AMERICAN  
LAKE WATER COMPANY  
Invoice #: 353142

THIS STATEMENT INCLUDES CHARGES FOR RECENT ACTIVITY ON THIS MATTER. LISTED  
BELOW ARE AMOUNTS REMAINING OUTSTANDING FROM PREVIOUS INVOICES. THE TOTAL  
AMOUNT NOW DUE IS LISTED BELOW. MAKE CHECKS PAYABLE TO TRESSLER LLP, 233 S.  
WACKER DRIVE, 22<sup>ND</sup> FLOOR, CHICAGO, IL 60606-6399

OUTSTANDING BALANCE	3,857.68
TOTAL OF CURRENT FEES	17,071.50
TOTAL OF CURRENT DISBURSEMENTS	22.55
LESS DISCOUNT	-5,000.00
TOTAL OF CURRENT INVOICE	\$12,094.05
TOTAL BALANCE DUE AS OF 02/16/15	\$15,951.73

# Tressler | LLP

233 S. Wacker Drive, 22<sup>nd</sup> Floor  
Chicago, IL 60606-6399  
312/627-4000  
Fax 312/627-1717  
www.tresslerllp.com

Fed I.D. No. 36-3447958  
Invoice #: 351954  
Client #: 008415

January 16, 2015

Village of Woodridge  
Attn: Kathleen Rush, Village Manager  
5 Plaza Drive  
Woodridge, IL 60517

*Pay to:  
C. Jumb  
Daren  
Judy  
Fill*

## Summary Statement

For professional services rendered through December 31, 2014:

Matter #		AR Balance	Fees	Expenses	Credits / Discounts	Total
00002	NORTHERN WILL COUNTY WATER AGENCY ACQUISITION FROM AMERICAN LAKE WATER COMPANY	0.00	6,272.50	2,585.18	-5000.00	\$3,857.68



233 S. Wacker Drive, 22<sup>nd</sup> Floor  
 Chicago, IL 60606-6399  
 312/627-4000  
 Fax 312/627-1717  
 www.tresslerllp.com

Fed I.D. No. 36-3447958  
 Invoice #: 351954

January 16, 2015  
 008415-00002

Village of Woodridge  
 Attn: Kathleen Rush, Village Manager  
 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.	11.00	265.00	2,915.00
Formeller, Daniel R.	7.00	295.00	2,065.00
Yi, Si-Yong	1.10	195.00	214.50
Zimmer, Hilary R.	5.20	195.00	1,014.00
Hamilton, Katelyn, A.	0.80	80.00	64.00

Service Charges \$6,272.50

Disbursements

On-Line Research			82.91
Fed. Ex. /UPS/Outside Delivery Service	Will County Courthouse, Joliet, IL - 11/24/2014		156.47
	/Vendor: Us Messenger & Logistics, Inc.		
Fed. Ex. /UPS/Outside Delivery Service	Fedex Charges - 12/16/2014 /Vendor: Fedex		9.77
Fed. Ex. /UPS/Outside Delivery Service	Fedex Charges - 12/17/2014 /Vendor: Fedex		9.77
Fed. Ex. /UPS/Outside Delivery Service	Fedex Charges - 12/18/2014 /Vendor: Fedex		10.27
Fed. Ex. /UPS/Outside Delivery Service	Fedex Charges - 12/22/2014 /Vendor: Fedex		9.77
Fed. Ex. /UPS/Outside Delivery Service	Fedex Charges - 12/23/2014 /Vendor: Fedex		10.27
Outside Copy Service	Patrick Engineering, Inc., Lisle, IL /Vendor: Record		2,295.95
	Copy Services		

Disbursement Charges \$2,585.18

**Bill Summary:**

<b>Total Fees:</b>	6,272.50
<b>Total Disbursements:</b>	2,585.18
<b>Client Credit for December 2014:</b>	-5,000.00
<b>Total:</b>	<b>\$3,857.68</b>

Please reference Invoice # 351954 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: JPMorgan Chase NA Chicago, IL ABA Routing # 021000021 Tressler LLP Account #656514395

Int'l Wire Transfer: same as Domestic include International Routing #: CHASUS33

ACH Transfer: JPMorgan Chase NA Chicago, IL ABA Routing # 071000013 Tressler LLP Account #656514395

Itemized invoice available upon request



# 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: Kathleen Rush  
Woodridge, IL 60517

February 9, 2015

Client No: 008811  
Invoice No: 260187 KMF  
Billing Through: 01/31/2015

## REMITTANCE COPY

Retainer - \$1,500

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

CURRENT CHARGES	\$1,500.00
PAST BALANCE	\$1,500.00
<b>AMOUNT FOR THIS MATTER</b>	<b>\$3,000.00</b>
CURRENT CHARGES FOR ALL MATTERS	\$1,500.00
PAST BALANCES	\$1,500.00
<b>TOTAL DUE</b>	<b>\$3,000.00</b>

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

February 9, 2015

Client No: 008811  
Invoice No: 260187 KMF  
Billing Through: 01/31/2015

**Retainer - \$1,500**

**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	01/28/2015	\$1,500.00
Balance		\$1,500.00

CURRENT CHARGES	\$1,500.00
PAST BALANCE	\$1,500.00
<b>AMOUNT FOR THIS MATTER</b>	<b><u><u>\$3,000.00</u></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: Kathleen Rush  
Woodridge, IL 60517

January 28, 2015

Client No: 008811  
Invoice No: 259373 KMF  
Billing Through: 12/31/2014

**8811.00001 Retainer - \$1,500 - Dec 1, 2014 to Dec 31, 2014**

CURRENT CHARGES	\$1,500.00
PAST BALANCE	\$0.00
<b>AMOUNT FOR THIS MATTER</b>	<b><u>\$1,500.00</u></b>

RESOLUTION NO. 15-1

**RESOLUTION APPROVING FINANCIAL –  
PURCHASING POLICIES AND PROCEDURES**

WHEREAS, Article III Section 7D, Article VII and Article IX of the By-Laws of the Northern Will County Joint Action Water Agency (the “Agency”) establishes the Treasurer’s and Agency’s Financial Duties and Purchasing Policy; and

WHEREAS, the Board of Directors of the Agency believe and hereby declare that the Agency’s Financial and Purchasing Policies and Procedures should be expanded and clarified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WILL COUNTY JOINT ACTION WATER AGENCY, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals shall be and are hereby adopted as findings fact as if said recitals were fully set forth with this Section One.

SECTION TWO: Article VII and Article IX of the By-Laws of the Northern Will County Joint Action Water Agency is hereby amended to incorporate the following:

- A. Cash Receipt Policy
- B. Fixed Asset Policy
- C. Fund Balance Policy
- D. Investment Policy
- E. Month End Policy
- F. Purchasing Policy

SECTION THREE: Any policy or resolution of the Agency which is in conflict herewith shall be and is hereby repealed.

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

PASSED THIS 9<sup>TH</sup> day of March, 2015.

AYES:

NAYS:

ABSENT:

APPROVED THIS 9<sup>th</sup> day of March, 2015.

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Chairman

ATTEST:

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Secretary

# NORTHERN WILL COUNTY WATER AGENCY

## CASH RECEIPTING POLICY

### I. PURPOSE

The purpose of this Cash Receipting Policy is to establish the process for how the Northern Will County Water Agency (or "the Agency") receipts payments. It is the policy of the Agency to conduct such receivables in a manner which will provide the most accurate and efficient process while maintaining proper internal controls.

### II. PROCESS

The manner in which receivables are conducted within the Agency is through the Village of Woodridge (or "the Village"), as the Agency's Treasurer.

#### **Accounts Receivable**

In January, following approval of the annual budget, the Village shall invoice members of the Agency for 50% of the annual budget. In July, the remaining 50% will be invoiced to members. If the available funds fall below 25% of the annual budget, the Village shall invoice the remaining 50% sooner than July.

The Village will deposit funds received through the Village's cash receipting process upon receipt and will transfer such funds monthly to the Agency's bank account held by Illinois Funds. The Village's Accountant will prepare a wire transfer in the amount of the revenue collections received on behalf of the Agency. This request, along with supporting documentation will be reviewed and approved by the Accounting Manager or the Director of Finance. Upon approval, the funds will be wired from the Village's bank account to the Agency's Illinois Funds account.

### III. Financial Reporting

A Revenue & Expense report will be prepared by the Village and provided to the Agency Board for review at their quarterly meetings.

The Agency will prepare an Annual Financial Report in conformity with the Generally Accepted Accounting Principles (GAAP) and financial reporting practices. An independent firm of certified public accountants will perform an annual financial audit according for Generally Accepted Auditing Standards (GAAS) and will publically issue an opinion that will be incorporated in the Annual Financial Report.

# NORTHERN WILL COUNTY WATER AGENCY

## PURCHASING POLICY & PROCEDURES

### I. PURPOSE

The purpose of this Purchasing Policy is to establish the process for the Northern Will County Water Agency (or "the Agency") purchase of goods and services. It is the policy of the Agency to conduct such purchases in a manner which will provide the most accurate and efficient payment-issuing process while maintaining proper internal controls.

### II. PROCESS

The Village of Woodridge (or "the Village"), as the Agency's Treasurer, will process all payments for goods and services.

#### **Invoice Processing**

The Village has created a fund in their financial system to track all receipts and disbursements of Agency funds. All payments of invoices for the Agency shall be processed through the Village's accounts payable cycle. This will ensure adequate internal controls are applied and will reduce the need for the manual entry of journals and distribution of dollars.

The Village receives all invoices from the Agency to process for payment. The Agency, through a formal vote, has given the authority to the Village to process all payments for invoices \$1,000 and under as they are received. Invoices over \$1,000 will be paid following Agency approval. All invoices received will be included in the agenda packet and will be formally approved by a vote of the Agency at their quarterly meeting.

The Village shall receive funds sufficient to cover the disbursements from the Agency's Illinois Funds bank account prior to the payment of the invoice. The wire transfer will be prepared by the Village's Accountant. The wire transfer request along with supporting documentation will be given to the Accounting Manager or Director of Finance for review and approval. The Village Administrator, as an authorized signer on the Agency's bank account, will sign the wire as final approval. All outgoing wires are confirmed by Illinois Funds prior to release of funds.

### III. Financial Reporting

A Revenue & Expense report will be prepared by the Village and provided to the Agency Board for review at their quarterly meetings.

The Agency will prepare an Annual Financial Report in conformity with the Generally Accepted Accounting Principles (GAAP) and financial reporting practices. An independent firm of certified public accountants will perform an annual financial audit according for Generally Accepted Auditing Standards (GAAS) and will publically issue an opinion that will be incorporated in the Annual Financial Report.

# NORTHERN WILL COUNTY WATER AGENCY

## CAPITAL ASSETS POLICY

### I. PURPOSE

If and when the Northern Will County Water Agency (or 'the Agency') acquires capital assets, a fixed assets policy will be put into place to ensure that such assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, audit requirements, and generally accepted accounting principles.



# NORTHERN WILL COUNTY WATER AGENCY

## NET POSITION POLICY

### I. PURPOSE

If and when the Northern Will County Water Agency (or 'the Agency') intends to issue debt a net position policy will be put into place to ensure sufficient funding is available to cover budgeted operating expenses as well as maintain a targeted amount of reserves.

# NORTHERN WILL COUNTY WATER AGENCY

## INVESTMENT POLICY

### I. PURPOSE

The purpose of this Investment Policy is to establish guidelines for investing and monitoring all Northern Will County Water Agency (or ‘the Agency’) funds. It is the policy of the Agency to prudently invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Agency and conforming to all state statutes governing the investment of public funds.

### II. SCOPE

This Investment Policy applies to the investment practices relating to all funds of the Agency. The Agency shall invest all funds in such a manner that maximizes liquidity.

### III. COMPLIANCE WITH LAW

The Agency’s investment practices shall comply at all times with the Illinois Public Funds Investment Act and other applicable law. In the event of any conflict between this Policy and the Illinois Public Funds Investment Act or other applicable law, the provisions of the Illinois Public Funds Investment Act or other applicable law shall control.

### IV. INVESTMENT OBJECTIVES

The primary objectives, in priority order of the Agency’s investment activities shall be:

#### Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### A. Credit Risk:

Credit risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

- Limiting investments to the safest types of securities or other allowable investments
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Agency will do business; and
- Diversifying the investment portfolio so that potential losses on individual securities or other allowable investments will be minimized.

**B. Interest Rate Risk:**

Interest rate risk is the risk that the market value of securities or other allowable investments in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities or other allowable investment mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities or other allowable investments on the open market prior to maturity; and
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

**Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should provide adequate liquidity to meet unexpected cash needs. Liquidity can be achieved utilizing securities with active secondary markets, money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

**Yield**

The return on investment is of secondary importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The core of investments are limited to a very low risk in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap that would improve the quality, yield or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

**V. STANDARDS OF CARE**

**Prudence**

Except as otherwise required by this Policy, the standard of prudence to be used by the Agency shall be responsible for the investment of public funds shall be the "prudent person" standard, which states:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment,

considering the probable safety of their capital as well as the possible income to be derived.

The above standard is established as the standard of professional responsibility and shall be applied in the context of managing the Agency's overall portfolio. This Policy recognizes that there are circumstances beyond the control of even the most prudent investor which impact the return obtained. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **Ethics and Conflicts of Interest**

All individuals involved in the investment process for the Agency shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Those individuals shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any person financial/investment positions that could be related to the performance of the investment portfolio. The Agency shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Agency. The Agency shall comply at all times with the Illinois Public Funds Investment Act and State law.

## **VI. AUTHORIZED AND SUITABLE INVESTMENTS**

All investments of public funds shall be made in accordance with Illinois Public Funds Investment Act, as the same may be amended from time to time.

## **VII. COLLATERALIZATION**

It is the policy of the Agency that funds on deposit in financial institutions in excess of FDIC limits be secured by some form of collateral. The Agency will accept any of the following assets as collateral:

- U. S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois rated "Aa1" (Moody's), "AA- " (Fitch) or better
- General Obligation Bonds of Illinois issuers rated "Aa1" (Moody's), "AA- " (Fitch) or better

The fair market value amount of collateral provided will not be less than 110% of the net amount of public funds secured. The ratio of fair market value of collateral to the amount

of funds secured will be reviewed quarterly and additional collateral will be requested when the ratio declines below the level required. Pledged collateral will be held by a third party custodian for safekeeping and evidenced by a safekeeping agreement.

Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Agency, but will allow for an exchange of collateral of like value.

#### **VIII. INVESTMENT PARAMETERS**

Maturities of investment of the various funds of the Agency shall be determined to enable the Agency to have available sufficient cash for all operating purposes.

#### **IX. INTERNAL CONTROLS**

The investment practices and procedures maintained by the Agency shall be reviewed by an independent, certified public accountant in conjunction with the annual examination of the financial statements of the Agency. As deemed necessary by the public accountant, internal controls may be documented in writing and/or modified to meet current requirements. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by the Agency.

#### **X. AMENDMENT**

This Policy shall be reviewed from time to time and any changes shall be presented to the Agency for their approval. If, after the adoption of this policy, there is any conflict of the policy with Illinois laws and/or statutes, current law shall dictate. All persons shall comply at all times with the Illinois Public Funds Investment Act and State law.

# NORTHERN WILL COUNTY WATER AGENCY

## MONTH-END /YEAR-END PROCEDURES

### I. PURPOSE

On a monthly, quarterly, or annual basis, the Village Accountant will review the attached checklist and perform any and all necessary transfers, entries and reconciliations in conjunction with Northern Will County Water Agency (or 'the Agency') activities. The Accounting Manager will review the accounts for accuracy and completion.

**NWCWA - General Ledger Tasks  
Check List**

<u>Frequency</u>	<u>Tasks</u>	<u>Prepared</u>	<u>Reviewed</u>
EOM	(if applicable) Initiate wire transfer from JP Morgan (Village) to IL Funds (NWCWA) all monies received through AVR		
EOM	(if applicable) Post journal entry to reflect wire transfer (move from fund 101 to 801)		
EOM	Reconcile IL Funds bank account with General Ledger		
Quarterly	Prior to board meeting Initiate wire transfer from IL Funds (NWCWA) to JP Morgan (Village) for all invoices to be paid via A/P		
Quarterly	Prior to board meeting Post journal entry to reflect wire transfer (move from fund 801 to 101)		
Quarterly	Prior to board meeting Prepare Revenue & Expense Report for board meeting		
Year-End	for annual audit Year-end journal entries: correcting entries, accrual entries, month-end account balancing		

Sent 2-9-15

February 9, 2015

June Canello  
TIF Administrator  
Office of the State Comptroller  
100 W. Randolph Street  
Suite 15-500  
Chicago, IL 60601

RE: Northern Will County Water Agency

Dear Ms. Canello:

Pursuant to your email of October 29, 2014, I am enclosing a copy of the Water Agency Board's Resolution #14R-03, amending its fiscal year from a May 1<sup>st</sup> - April 30<sup>th</sup> to that of a calendar year (January 1<sup>st</sup> - December 31<sup>st</sup>). This change is effective January 1, 2015.

If you have any further questions, feel free to contact me.

Sincerely,



James Boan  
General Counsel

Enclosure



NORTHERN WILL COUNTY  
WATER AGENCY

375 W. Briarcliff Rd.  
Bolingbrook, IL 60440  
P: 630.226.8416  
F: 630.226.8409

Jim Daley, Co-Chair  
HOMER GLEN

Roger Claar, Co-Chair  
BOLINGBROOK

Brian Reaves, Vice-Chair  
LEMONT

John Noak, Secretary  
ROMEDEVILLE

Gina Cunningham-Picek, Treasurer  
WOODRIDGE

### MISSION

Our goal is to stabilize and control water rate increases and to explore feasibility of acquiring the Lake Michigan water transmission line which runs from Bedford Park to the southwest suburbs.



RESOLUTION NO. 1403

**RESOLUTION RE NORTHERN WILL COUNTY JOINT ACTION WATER AGENCY FISCAL YEAR**

WHEREAS, Article VII Section 1 of the By-Laws of the Northern Will County Joint Action Water Agency (the "Agency") establishes the Agency's fiscal year; and

WHEREAS, the Board of Directors of the Agency believe and hereby declare that the Agency's fiscal year should be based on the calendar year beginning January 1, 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WILL COUNTY JOINT ACTION WATER AGENCY, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals shall be and are hereby adopted as findings fact as if said recitals were fully set forth within this Section One.

SECTION TWO: Article VII Section 1 of the By-Laws of the Northern Will County Joint Action Water Agency is hereby amended to read as follows:

**Section 1. Fiscal Year.** The fiscal year of the Agency shall begin May 1 and end April 30 until December 31, 2014, at which time the 2014-2015 fiscal year shall conclude. Thereafter, the fiscal year of the Agency shall begin January 1 and end December 31.

SECTION THREE: Any policy or resolution of the Agency which is in conflict herewith shall be and is hereby repealed.

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

PASSED THIS 7<sup>TH</sup> day of APRIL, 2014.

AYES:

NAYS:

ABSENT:

APPROVED THIS 7<sup>TH</sup> day of APRIL, 2014.

ATTEST:

John D. Noah

Secretary

JM 172338\3/18/14

[Signature]  
Chairman

Table 2-3  
 Illinois Water Utility Rate Areas Serving 1,000 or More Customers  
 Comparison of Monthly Bills — Residential Customers with 5/8 Inch Meters  
 Based upon Rates in Effect on November 30, 2013

Area of State/ Utilities/ Service Areas	Total Number of Customers	Bill Comparison Based upon Water Usage		
		1,000 Gallons	5,000 Gallons	10,000 Gallons
<b>NORTHERN</b>				
Apple Canyon	2,666	\$ 26.34	\$ 53.18	\$ 86.73
Aqua Illinois				
Candlewick	1,839	20.71	39.59	63.19
Kankakee	28,667	25.48	47.94	76.00
University Park	2,396	19.89	32.99	49.37
Willowbrook	1,017	28.79	54.95	87.64
Galena Territory	2,254	19.59	46.47	80.07
Illinois-American				
Chicago Metro				
Well Water	1,553	28.23	48.75	74.39
Lake Water				
Chicago Suburban	4,314	41.86	65.99	96.14
DuPage County	6,201	37.95	68.90	107.95
Fernway	1,980	30.64	60.49	97.79
Sante Fe/SW & W Suburban	29,236	32.92	72.21	121.31
South Beloit	2,772	25.67	47.04	73.75
Sterling	6,445	25.16	45.68	71.33
Streator	7,425	25.73	46.25	71.90
Lake Holiday	2,043	9.98	29.02	52.82
Lake Wildwood	1,423	38.72	67.32	103.07
Whispering Hills	2,370	16.61	32.11	51.48
<b>CENTRAL</b>				
Aqua Illinois				
Vermilion	20,350	28.22	55.02	88.52
Illinois-American				
Champaign	52,173	25.19	45.71	71.36
Lincoln	5,758	26.03	45.00	68.71
Pekin	14,037	26.12	37.32	51.32
Peoria	52,478	25.91	46.43	72.08
Pontiac	4,288	25.25	45.77	71.81
<b>SOUTHERN</b>				
Illinois-American				
Alton	17,527	25.02	45.54	71.19
Cairo	1,045	33.70	54.22	79.86
Interurban	67,598	24.91	45.42	71.07

HIGHEST  
RATE of  
ANY CUSTOMER

# LAKE WATER CHARGES

## LAKE WATER DELIVERY CHARGES

HISTORICAL TREND from 2001 to 2015\*

DRAFT

DATE	CHICAGO CHARGE TO BEDFORD		ACTUAL BEDFORD CHARGE		BEDFORD PARK CHARGE TO ALW		AMERICAN LAKE WATER TO VOB CUSTOMERS		ACTUAL ALW CHARGE		ALW PUBLISHED RATE	
	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals	RATE per 1,000 gals
2015	\$3.81	\$1.39	\$5.20	\$7.80	\$2.60	\$1.29						
2014	\$3.31	\$1.21	\$4.52	\$7.08	\$2.56							
2013	\$2.88	\$1.04	\$3.92	\$6.32	\$2.40							
2012	\$2.51	\$1.04	\$3.55	\$5.52	\$1.97							
2011	\$2.01	\$1.05	\$3.06	\$5.02	\$1.96							
5/1/2010	\$2.01	\$1.05	\$3.06	\$5.02	\$1.96							
2010	\$2.01	\$1.05	\$3.06	\$4.79	\$1.73							\$1.09
2009	\$1.76	\$0.66	\$2.42	\$4.52	\$2.10							
2008	\$1.53	\$0.89	\$2.10	\$4.21	\$1.80							
2007	\$1.33	\$0.77	\$2.10	\$3.37	\$1.27							
2006	\$1.33	\$0.73	\$2.06	\$3.56	\$1.50							
2005	\$1.33	\$0.74	\$2.07	\$3.87	\$1.80							
2004	\$1.29	\$0.67	\$1.96	\$3.72	\$1.76							\$1.12
2003	\$1.25	\$0.66	\$1.91	\$3.49	\$1.58							
2002	\$1.25	\$0.55	\$1.80	\$3.26	\$1.46							
2001	\$1.21	\$0.52	\$1.73	\$3.34	\$1.61							\$1.31

NOTES :

- \* as of 2/9/2015, LIR
- \* Original table by WI
- \* ALW PUBLISHED RATES from attached documents