



DuPage Water Commission

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

NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED DECEMBER 2003 REGULAR MEETING OF THE DU PAGE WATER COMMISSION WILL BE HELD AT 12:00 P.M. ON THURSDAY, DECEMBER 11, 2003, AT ITS OFFICES LISTED BELOW. THE AGENDA FOR THE RESCHEDULED DECEMBER 2003 REGULAR MEETING IS AS FOLLOWS:

AGENDA

**DU PAGE WATER COMMISSION
THURSDAY, DECEMBER 11, 2003
12:00 P.M.**

**600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126**

- I. Roll Call
(Majority of the Commissioners then in office—minimum 7)
- II. Public Comments
- III. Approval of Minutes
(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)
 - A. Regular Meeting of November 13, 2003
 - B. Executive Sessions of November 13, 2003
 - C. Special Meeting of December 2, 2003
- IV. Treasurer's Report – November 2003
(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)
- V. Committee Reports
 - A. Administration Committee
 - 1. Report of 12/11/03 Meeting
 - 2. Actions on Items Listed on 12/11/03 Administration Committee Agenda
 - B. Engineering & Construction Committee
 - 1. Report of 12/11/03 Meeting

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

2. Actions on Items Listed on 12/11/03 Engineering & Construction Committee Agenda
- C. Finance Committee
 1. Report of 12/11/03 Meeting
 2. Actions on Items Listed on 12/11/03 Finance Committee Agenda
- VI. Chairman's Report
- VII. Omnibus Vote Requiring Majority Vote
 - A. Resolution R-49-03: A Resolution Directing the Transfer of Certain Excess Account Balances to the General Account of the Water Fund

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)
 - B. Ordinance O-11-03: An Ordinance Transferring Appropriations Within Certain Funds for the Fiscal Year Commencing May 1, 2003 and Ending April 30, 2004

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)
- VIII. Omnibus Vote Requiring Super-Majority or Special Majority Vote
 - A. Ordinance O-10-03: An Ordinance Amending the By-Laws of the DuPage Water Commission (Amending Section 7 of Article II)

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—2 County + 3 Muni+2=7)
 - B. Resolution R-50-03: A Resolution Approving and Ratifying Certain Work Authorization Order(s) Under Quick Response Contract QR-6/02 at the December 11, 2003 DuPage Water Commission Meeting

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—2 County + 3 Muni+2=7)
 - C. Resolution R-51-03: A Resolution Approving and Ratifying Certain Task Order(s) Under a Master Engineering Agreement with Alvord, Burdick & Howson, L.L.C. at the December 11, 2003 DuPage Water Commission Meeting

(Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners—2 County + 3 Muni+2=7)
- IX. Old Business
 - A. Summary of Action Taken Since Previous Meeting
 - B. DSR Account Surety Bond and Ancillary Agreement

C. Draft Response to Letter Dated 11/5/03 Re: Certain Provisions of the Water Purchase and Sale Contract

X. New Business

- Committee Assignments

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

XI. Accounts Payable

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

XII. Public Comments

XIII. Executive Session

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

XIV. Adjournment

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

**MINUTES OF A MEETING OF THE
DU PAGE WATER COMMISSION
HELD ON WEDNESDAY, NOVEMBER 13, 2003
600 E. BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Vondra at 7:35 P.M.

Commissioners in attendance: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Also in attendance: J. Holzwart, R. Martin, E. Nawrocki, R. Skiba, W. Green (AB&H) and M. Crowley (H&K).

PUBLIC COMMENTS

Warren Green, Alvord, Burdick & Howson (AB&H), introduced Bon Mui from Alvord, Burdick & Howson.

Martin Bourke, City Administrator, Oakbrook Terrace, noted the subsequent customer pricing issue to be discussed in the Administration Committee was deferred to the Finance Committee, and the Finance Committee discussed the issue in executive session. Mr. Bourke questioned whether all discussions on this topic would be conducted in executive session.

John Pieper, representing residents of Suburban Estates, requested the Board defer action on Resolution R-48-03 because of the difficulties it would create for the residents of Suburban Estates. Chairman Vondra requested that Mr. Pieper hold any further comments until later in the meeting when the Board discusses Resolution R-48-03.

Commissioner Chaplin moved to approve the Minutes of the October 8, 2003 meeting of the DuPage Water Commission. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Janicik moved to approve the Minutes of the October 8, 2003 special meeting of the DuPage Water Commission. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Mueller moved to approve the Minutes of the October 8, 2003 Executive Session meeting of the DuPage Water Commission. Seconded by Commissioner Tolentino and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Minutes of the 11/13/03 Meeting

The Treasurer's Report for the month of October 2003 showed receipts of \$9,622,292.66, disbursements of \$4,529,476.56 and a cash and investment balance of \$186,037,873.94.

Commissioner Janicik moved to accept the October 2003 Treasurer's Report. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

COMMITTEE REPORTS

Administration Committee – Report by Commissioner Thorn

Commissioner Thorn reported the Administration Committee convened late, deferred consideration of subsequent customer pricing methodologies to the Finance Committee, and discussed personnel matters, which will be discussed further in Executive Session.

Commissioner Thorn moved to go into Executive Session to discuss matters related to personnel pursuant to 5 ILCS 120/2(c)(1) and (2). Seconded by Commissioner Hartwig and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

The Commission went into Executive Session at 7:50 P.M.

Commissioner Chaplin moved to come out of Executive Session at 8:35 P.M. Seconded by Commissioner Tolentino and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Wilcox moved to (i) create a position of staff attorney reporting to the General Manager for a term through the end of 2004, unless extended as recommended by the new General Manager, (ii) offer the staff attorney position to the Commission's current counsel with the financial arrangements to be negotiated by the General Manager in accordance with the compensation levels discussed by the Board at prior meetings and to include an equitable severance arrangement as negotiated by the General Manager, and (iii) continue moving ahead with the request for proposals for general counsel services. Seconded by Commissioner Thorn and approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: W. Mueller

Minutes of the 11/13/03 Meeting

Commissioner Wilcox moved to appoint Robert Martin Acting General Manager, effective as of December 20, 2003, with a 10% increase in pay and with a clear understanding that (a) there will be a nationwide search for a permanent General Manager, (b) the Manager of Water Operations is considered a viable candidate for the permanent position, and (c) the current Manager of Water Operations position remain available to Robert Martin in the event he is not selected to replace the current General Manager on a permanent basis. Seconded by Commissioner Zeilenga and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

Commissioner Wilcox moved to direct the General Manager to (1) place advertisements in appropriate publications seeking candidates for the position of General Manager and (2) prepare a Request for Proposals soliciting experienced search firms to interview qualified candidates for the position of General Manager, the qualifications for which shall be in accordance with the criteria recommended by the current General Manager in his transition report. Seconded by Commissioner Tolentino and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

Engineering Committee – Report by Commissioner Wilcox

The Engineering Committee reviewed the request by Rossi Contractors, the low bidder on Contract TIB-1, for relief on the \$30 million Comprehensive General Liability Policy coverage limit. The Committee recommended that the Contractor's request be denied.

It was also noted that a task order for the GPS/GIS project would be prepared for the December meeting and that the TW-3 West Transmission Main project would be phased as indicated in the General Manager's report.

Finance Committee – Report by Commissioner Poole

The Finance Committee reviewed the Treasurer's Report, the October financial statements and the Accounts Payable.

The Finance Committee also reviewed the cash and investment review letter from the Commission's auditors, McGladrey & Pullen, and the letter from the Illinois Auditor General regarding the statutory audit of Commission funds.

Minutes of the 11/13/03 Meeting

After reviewing the recommendations made in the McGladrey & Pullen management letter, the Finance Committee recommended that staff investigate the cost and manpower involved in converting to a standard accounting software package and in building a fixed asset data base as suggested by the auditors.

Noting that it had been five years since the Commission had solicited proposals for its insurance needs, the Finance Committee requested staff prepare a Request for Proposals for insurance brokers in advance of the next renewal.

Chairman's Report

Chairman Vondra requested the Commissioners notify him if they desire to serve as a committee chair or serve on a different committee as new appointments will be made at the December meeting. The Commissioners then discussed the procedures to be followed in responding to Mr. Mack's extensive request for documents and whether there was a need for a back-up generator at the Lexington Pump Station.

OMNIBUS VOTE AGENDA

Commissioner Wilcox requested that Resolution R-48-03 be removed from the Omnibus Vote Agenda for separate consideration.

Commissioner Wilcox moved to adopt Resolution R-47-03: A Resolution of Appreciation for Commissioner Rice if revised to acknowledge the participation of the Deputy Commissioner and water department staff for the presentation and tour that were given the Commission. Seconded by Commissioner Janicik and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

Commissioner Hartwig moved to approve Resolution R-48-03: A Resolution Amending Resolution No. R-44-02, Being a Resolution Authorizing the Execution of an Intergovernmental Agreement Concerning the Implementation of Water Service to the Suburban Estates Service Area in Unincorporated DuPage County. Seconded by Commissioner Tolentino.

After discussion based on the comments made by Mr. Pieper, Ms. Lohse, and Mr. Modaff, Commissioner Wilcox moved to table Resolution R-48-03. Seconded by Commissioner Chaplin and failed by a Roll Call Vote:

Ayes: E. Chaplin, J. Janicik, G. Wilcox and D. Zeilenga

Nays: L. Hartwig, W. Mueller, A. Poole, R. Thorn, R. Tolentino and M. Vondra

Minutes of the 11/13/03 Meeting

After considerable further discussion, Resolution R-48-03 was approved by a Roll Call Vote:

Ayes: L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, D. Zeilenga and M. Vondra

Nays: E. Chaplin and G. Wilcox

Commissioner Janicik moved to take a five minute recess. Seconded by Commissioner Wilcox and unanimously approved by Voice Vote.

All voted aye. Motion carried.

The Commission recessed from 9:27 P.M. to 9:32 P.M.

Commissioner Wilcox moved to go into Executive Session to discuss matters related to personnel pursuant to 5 ILCS 120/2(c)(1) and (2) and pending, probable or imminent litigation pursuant to 5 ILCS 120/2(c)(11). Seconded by Commissioner Tolentino and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

The Commission went into Executive Session at 9:32 P.M.

Commissioner Thorn moved to come out of Executive Session at 9:48 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Mueller left the Commission meeting at 9:50 P.M.

Commissioner Poole moved to retain Lewis Greenbaum of Katten Muchin Zavis Rosenman as an independent attorney to assist Virchow Krause & Company in the interpretation of Illinois Public Act 93-0226 regarding a fair and equitable buy-in for subsequent customers and to prepare a response to the letter received from the Mayors of Lombard, Elmhurst, and Woodridge regarding the requirements of Section 12(c) of the Charter Customer Contract. Seconded by Commissioner Wilcox and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

Minutes of the 11/13/03 Meeting

Commissioner Mueller returned to the Commission meeting at 9:52 P.M.

Commissioner Poole moved to accept Richard Skiba's resignation, effective as of April 15, 2004, and to approve making the retirement benefit payment in 2003 as allowed by Resolution No. R-29-03. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Thorn moved to approve Resolution R-46-03: A Resolution Approving and Ratifying Certain Task Order(s) Under a Mater Engineering Agreement with Alvord, Burdick & Howson, L.L.C. at the November 13, 2003 DuPage Water Commission Meeting. Seconded by Commissioner Wilcox and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

Commissioner Janicik moved to ratify Purchase Order No. 7729 in the amount of \$30,152.00 to Oakfield Ford. Seconded by Commissioner Hartwig and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

ACCOUNTS PAYABLE

Commissioner Janicik moved to approve the Accounts Payable in the amount of \$5,833,087.45 subject to submission of all contractually required documentation. Seconded by Commissioner Wilcox and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, J. Janicik, W. Mueller, A. Poole, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

PUBLIC COMMENTS

Commissioner Thorn moved to adjourn the meeting at 9:52 P.M. Seconded by Commissioner Wilcox and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

**MINUTES OF A SPECIAL MEETING OF THE
DU PAGE WATER COMMISSION
HELD ON WEDNESDAY, DECEMBER 2, 2003
600 E. BUTTERFIELD ROAD
ELMHURST, ILLINOIS**

The meeting was called to order by Chairman Vondra at 2:00 P.M.

Commissioners in attendance: E. Chaplin, L. Hartwig (by telephone), B. Krajewski, W. Mueller, R. Thorn (by telephone), R. Tolentino, G. Wilcox (by telephone), D. Zeilenga (by telephone) and M. Vondra (by telephone)

Also in attendance: J. Holzwart, R. Martin, E. Nawrocki, R. Skiba and M. Crowley (H&K).

Commissioner Mueller moved to retain Holland & Knight L.L.C. as the Commission's Legal Counsel on a month-to-month basis. Seconded by Commissioner Wilcox and unanimously approved by a Roll Call Vote:

Ayes: E. Chaplin, L. Hartwig, B. Krajewski, W. Mueller, R. Thorn, R. Tolentino, G. Wilcox, D. Zeilenga and M. Vondra

Nays: None

The General Manager provided an update of the executive search firm for the General Manager, noting the firms of Gerald Plock Associates, Inc., Slavin Management Group, Korn/Ferry International and The PAR Group – Paul A Reaume, Ltd. had been contacted, their submittals and qualifications were being evaluated, and a recommendation will be presented at the next Commission meeting.

Commissioner Wilcox moved to adjourn the meeting at 2:24 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DU PAGE WATER COMMISSION
WATER FUND
CASH BASIS GENERAL LEDGER
STATEMENT OF REVENUES & EXPENDITURES
November 30, 2003

REVENUE	CURRENT MONTH ACTUAL	Y-T-D ACTUAL
BOND ISSUE PROCEEDS	0.00	145,211,098.56
WATER SALES	3,444,591.91	32,708,732.81
SALES TAXES	2,590,691.75	18,289,994.36
INVESTMENT INCOME	547,387.11	3,053,397.40
OTHER INCOME	95.00	178,264.21
TOTAL REVENUE	6,582,765.77	199,441,487.34
EXPENSES		
PERSONAL SERVICES	396,505.09	3,199,791.85
PROFESSIONAL SERVICES	21,803.34	258,259.95
CONTRACTUAL SERVICES	139,114.45	356,289.07
INSURANCE	640,130.20	915,917.20
ADMINISTRATIVE COSTS	8,714.33	58,979.77
WATER SUPPLY COSTS	3,430,378.51	24,509,733.95
BOND PRINCIPAL & INTEREST	443,083.42	168,137,711.97
LAND AND RIGHT OF WAY	0.00	2,995.00
CAPITAL OUTLAY	0.00	6,452.31
TOTAL OPERATING EXPENSES	5,079,729.34	197,446,131.07
CONSTRUCTION EXPENDITURES	174,828.79	2,486,028.93
TRANSFERS TO OTHER GOVERNMENTS	100,000.00	15,600,000.00
TOTAL EXPENSES	5,354,558.13	215,532,160.00
NET FUND TRANSACTIONS	1,228,207.64	(16,090,672.66)
BEGINNING BALANCE		203,356,754.24
ENDING BALANCE		187,266,081.58
FUNDS CONSIST OF:		
PETTY CASH		500.00
CASH AT BANK ONE		15,548.18
CASH AT OAK BROOK BANK LOCK BOX		199,711.53
CASH AT VILLA PARK TRUST & SAVINGS		3,550.99
TOTAL CASH		219,310.70
ILLINOIS FUNDS MONEY MARKET	17.4%	32,602,177.56
ILLINOIS FUNDS PRIME FUND	14.3%	26,720,607.08
GOVERNMENT MONEY MARKET FUNDS	0.0%	8,504.65
U. S. TREASURY INVESTMENTS	20.0%	37,444,314.45
U. S. AGENCY INVESTMENTS	34.9%	65,271,167.14
CERTIFICATES OF DEPOSIT	13.4%	25,000,000.00
TOTAL INVESTMENTS	100.0%	187,046,770.88
TOTAL FUNDS		187,266,081.58

**DU PAGE WATER COMMISSION
RESOLUTION R-49-03**

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

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

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

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

WHEREAS, as of the accounting day of November 30, 2003, the amount of money to the credit of the Operation and Maintenance Reserve Account is \$72,298.15 more than the Operation and Maintenance Reserve Account Requirement; and

WHEREAS, as of the accounting day of November 30, 2003, the amount of money to the credit of the Depreciation Account is \$1,445,750.54 more than the Depreciation Account Requirement;

Resolution R-49-03

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

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

SECTION TWO: The Treasurer of the DuPage Water Commission shall be and hereby is authorized and directed to transfer to the General Account \$72,298.15 from the Operation and Maintenance Reserve Account, and \$1,445,750.54 from the Depreciation Account.

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

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

AYES:

NAYS:

ABSENT:

ADOPTED THIS ____ DAY OF _____, 2003.

Chairman

ATTEST:

Clerk
R-49-03.DOC

DU PAGE WATER COMMISSION**ORDINANCE NO. O-11-03
AN ORDINANCE TRANSFERRING
APPROPRIATIONS WITHIN CERTAIN FUNDS
FOR THE FISCAL YEAR COMMENCING
MAY 1, 2003 AND ENDING APRIL 30, 2004**

WHEREAS, on the 12th day of June 2003, the Board of Commissioners of the DuPage Water Commission, Counties of DuPage, Cook and Will, Illinois adopted Ordinance No. O-7-03 being an Annual Budget and Appropriation Ordinance for the Fiscal Year Commencing May 1, 2003 and Ending April 30, 2004; and

WHEREAS, the Board of Commissioners has determined that it is appropriate to make certain transfers among items within certain funds as set forth in this Ordinance; and

WHEREAS, Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as amended, authorizes transfers between the various line items within any fund in such Ordinance; and

WHEREAS, such transfers do not exceed in the aggregate 10% of the total amount appropriated in the fund within which they are made:

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Water Commission, Counties of DuPage, Cook and Will, Illinois, as follows:

SECTION ONE: The sums of money hereinafter set forth are hereby transferred from the unexpended balance of the specified line items in the various funds of the Commission and are hereby added to the specified line items in the same fund all as set forth as follows:

DU PAGE WATER COMMISSION
APPROPRIATION TRANSFER ORDINANCE
MAY 1, 2003 TO APRIL 30, 2004

ACCT #	ACCOUNT TITLE	BUDGET/ APPROPRIATION AMOUNT	TRANSFER INCREASE (DECREASE)	AMENDED APPROPRIATION AMOUNT
WATER FUND EXPENDITURES				
WF-1700	COST OF FIXED ASSETS ACQUIRED	27,726,000		27,726,000
WF-3330	GENERAL OBLIGATION BOND PRINCIPAL PAYMENTS	8,400,000	410,000	8,810,000
WF-3340	REVENUE BOND PRINCIPAL PAYMENTS	9,605,000	750,000	10,355,000
WF-4300	CUSTOMER REBATES	62,332,489		62,332,489
WF-6110	SALARIES OF COMMISSION PERSONNEL	4,208,141		4,208,141
WF-6121	COST OF PENSION PROGRAM	2,805,425		2,805,425
WF-6122	COST OF MEDICAL/LIFE INSURANCE BENEFITS	321,300		321,300
WF-6123	COST OF FEDERAL PAYROLL TAXES	321,923		321,923
WF-6128	STATE UNEMPLOYMENT TAX EXPENSE	1,701		1,701
WF-6131	COST OF TRAVEL FOR MEETINGS & INSPECTIONS	16,223		16,223
WF-6132	COST OF PERSONNEL TECHNICAL TRAINING	15,278		15,278
WF-6133	STAFF PROFESSIONAL DEVELOPMENT EXPENSES	12,705		12,705
WF-6191	PERSONNEL RECRUITING EXPENSES	10,395		10,395
WF-6231	COST OF BOND ISSUE ADVISORY SERVICES	1,250		1,250
WF-6232	INVESTMENT CONSULTING EXPENSES	75,938		75,938
WF-6233	COST OF TRUST SERVICES	42,763		42,763
WF-6239	ARBITRAGE REBATE CALCULATION SERVICES EXPENSES	2,188		2,188
WF-6251	COST OF GENERAL COUNSEL SERVICES	312,500		312,500
WF-6252	COST OF BOND COUNSEL SERVICES	2,000		2,000
WF-6253	COST OF SPECIAL COUNSEL FOR LAND ACQUISITION	18,750		18,750
WF-6258	LEGAL NOTICE PUBLICATION EXPENSES	3,750		3,750
WF-6259	COST OF CIVIL LITIGATION DEFENSE	31,250		31,250
WF-6310	COST OF AUDIT SERVICES	54,375		54,375
WF-6320	COST OF OUTSIDE ACCOUNTING SERVICES	0		0
WF-6350	COST OF INSURANCE CONSULTING SERVICES	0		0
WF-6381	COST OF UTILITY MAPPING SYSTEM DESIGN	0		0
WF-6385	COST OF WATER TASTE & ODOR COMPLAINT STUDY	0		0
WF-6389	COST OF ENGINEERING FOR MAJOR FACILITIES REPAIRS	887,500		887,500
WF-6391	SOIL TESTING SERVICES COSTS	62,500		62,500
WF-6392	COST OF STORAGE TANK INSPECTION SERVICES	0		0
WF-6393	COST OF UTILITY MAP SCANNING SERVICES	0		0
WF-6394	NEWSLETTER PUBLICATION COSTS	4,375		4,375
WF-6395	COST OF CONTRACTED FACILITIES MAINTENANCE LABOR	4,000		4,000
WF-6396	COST OF VIDEO TAPING SERVICES	0		0
WF-6399	COST OF RECORD MICROFILM STORAGE	50,938		50,938
WF-6411	COST OF GENERAL LIABILITY INSURANCE	158,571	30,000	188,571
WF-6412	COST OF PUBLIC OFFICIAL'S LIABILITY INSURANCE	100,000		100,000
WF-6413	COST OF TEMPORARY CONSTRUCTION BONDS	860		860
WF-6414	COST OF ENGINEER'S LIABILITY INSURANCE	0		0
WF-6415	COST OF WORKER'S COMPENSATION INSURANCE	74,509		74,509
WF-6416	COST OF UMBRELLA LIABILITY INSURANCE COVERAGE	0	70,000	70,000
WF-6417	COST OF ALL RISK-BUILDER'S INSURANCE	0		0
WF-6421	COST OF PROPERTY INSURANCE	568,139		568,139
WF-6422	COST OF AUTOMOBILE INSURANCE	0		0
WF-6491	COST OF SELF INSURED CLAIMS	1,281,250		1,281,250
WF-6512	BUILDING ELECTRIC COSTS	0		0
WF-6513	GAS UTILITY EXPENSES	40,625		40,625
WF-6514	TELEPHONE UTILITY EXPENSES	44,138		44,138
WF-6521	COST OF GENERAL OFFICE SUPPLIES PURCHASES	29,188		29,188
WF-6522	PURCHASE OF BOOKS & PUBLICATIONS	4,375		4,375
WF-6531	PRINTING EXPENSES	6,844		6,844
WF-6532	POSTAGE & DELIVERY COSTS	19,500		19,500
WF-6540	COST OF DUES AND SUBSCRIPTIONS	17,194		17,194
WF-6550	COST OF REPAIRS AND MAINT. OF OFFICE EQUIPMENT	18,750	10,000	28,750
WF-6590	ADMINISTRATIVE MEETING EXPENSES	3,288		3,288
WF-6611	COST OF WATER PURCHASES	54,247,384		54,247,384
WF-6612	ELECTRIC UTILITY EXPENSES	2,873,250		2,873,250
WF-6613	PURCHASE OF WATER CHEMICALS	56,250		56,250
WF-6614	COST OF WATER TESTING	7,500	5,000	12,500
WF-6620	COST OF REPAIRS AND MAINTENANCE OF BUILDINGS	1,420,019		1,420,019
WF-6630	COST OF REPAIRS AND MAINTENANCE OF PIPELINES	4,448,375	700,000	5,148,375
WF-6640	COST OF REPAIRS AND MAINT. OF VEHICLES & EQUIPMENT	84,939		84,939
WF-6721	GENERAL OBLIGATION BOND INTEREST PAYMENTS	4,511,651		4,511,651
WF-6722	REVENUE BOND INTEREST PAYMENTS	11,201,619		11,201,619
WF-6800	LAND AND RIGHT-OF-WAY ACQUISITION COSTS	7,494		7,494
WF-6920	COST OF WATER MAIN DEPRECIATION	5,356,318		5,356,318
WF-6930	COST OF WATER BUILDING DEPRECIATION	2,562,475		2,562,475
WF-6940	COST OF PUMPING EQUIPMENT DEPRECIATION	291,025		291,025
WF-6950	COST OF FURNITURE & EQUIPMENT PURCHASES	178,504		178,504
WF-6960	COST OF MOTOR VEHICLES PURCHASES	87,053		87,053
WF-7100	CONSTRUCTION OF WATER METERING STATIONS	0		0
WF-7200	CONSTRUCTION OF CHICAGO PUMPING STATION	0		0
WF-7300	CONSTRUCTION OF DU PAGE PUMPING STATION	5,495,000		5,495,000
WF-7400	CONSTRUCTION OF WATER SYSTEM STORAGE	1,750,000		1,750,000
WF-7500	CONSTRUCTION OF WATER TRANSMISSION MAINS	28,987,500		28,987,500
WF-7600	CONSTRUCTION OF WATER FEEDER MAINS	0		0
WF-7700	CONSTRUCTION OF PRESSURE ADJUSTING STATIONS	0		0
WF-7800	SYSTEM DISINFECTION AND START UP EXPENSES	0		0
WF-7910	COST OF CONSTRUCTION ENGINEERING	8,130,000		8,130,000
WF-7950	COST OF CONSTRUCTION LEGAL SERVICES	170,000		170,000
WF-7960	COST OF CONSTRUCTION MATERIAL TESTING SERVICES	1,425,000		1,425,000
WF-7970	COST OF CONSTRUCTION RIGHTS-OF-WAY AND EASEMENTS	2,500		2,500
WF-7980	COST OF CAPITALIZED FIXED ASSETS	0		0
WF-7990	CONTINGENCY	14,000,000	(1,975,000)	12,025,000
WF-8001	LEGISLATIVE TRANSFER TO DU PAGE COUNTY	15,000,000	0	15,000,000
TOTAL WATER FUND EXPENDITURES		281,991,744	0	281,991,744
		% TRANSFERRED	0.70%	

SECTION TWO: These transfers shall be in full force and effect from and after adoption of this Ordinance.

SECTION THREE: This Ordinance shall be available for public inspection at the office of the DuPage Water Commission.

AYES:

NAYS:

ABSENT:

ADOPTED THIS DAY ____ OF _____ 20____.

Chairman

ATTEST:

Clerk

DUPAGE WATER COMMISSION

ORDINANCE NO. O-10-03

AN ORDINANCE AMENDING THE
BY-LAWS OF THE DUPAGE WATER COMMISSION
(Amending Section 7 of Article II)

WHEREAS, the Board of Commissioners of the DuPage Water Commission has determined that it is appropriate and in the best interests of the Commission to amend the Commission's By-Laws, as restated in Ordinance No. O-5-92 and amended by Ordinance Nos. O-1-93, O-1-94, O-14-94, O-10-99, O-7-00, and O-11-02 to prohibit Commissioners from receiving any compensation for serving as Commissioner other than reimbursement of expenses actually incurred in connection with Commission business;

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

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: Amendment. Section 7, entitled "Compensation," of Article II, entitled "Commission and Commissioners," of the Commission's By-Laws shall be, and it hereby is, amended in its entirety so that said Section 7 shall hereafter be and read as follows:

"Section 7. Compensation. No Commissioner shall receive any compensation for his or her services as a Commissioner. A Commissioner may be reimbursed for actual expenses incurred in connection with Commission business."

Ordinance No. O-10-03

SECTION THREE: Effective Date. This Ordinance shall be in full force and effect from and after its adoption, the Board of Commissioners of the DuPage Water Commissioner having determined, by a two-thirds majority vote, to waive the amendment provisions of the By-Laws.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2003.

Chairman

ATTEST:

Clerk

Board/Ordinances/O-10-03.doc

DU PAGE WATER COMMISSION**RESOLUTION NO. R-50-03**

**A RESOLUTION APPROVING AND RATIFYING
CERTAIN WORK AUTHORIZATION ORDER
UNDER QUICK RESPONSE CONTRACT QR-6/02
AT THE DECEMBER 11, 2003 DU PAGE WATER COMMISSION MEETING**

WHEREAS, the DuPage Water Commission (the "Commission") entered into certain agreements dated October 8, 2002 with George W. Kennedy Construction Company, Inc. and Rossi Contractors, Inc. for quick response emergency construction work related to the Commission's Waterworks System (said agreements being hereinafter collectively referred to as "Contract QR-6/02"); and

WHEREAS, Contract QR-6/02 is designed to allow the Commission to direct one or more or all of the quick response contractors to perform emergency construction work, including, without limitation, construction, alteration and repair, related to the Commission's Waterworks System as needed through the issuance of Work Authorization Order; and

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

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

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

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

Resolution R-50-03

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

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

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2003.

Chairman

ATTEST:

Clerk

Resolution R-50-03

Exhibit 1

CONTRACT QR-6/02
WORK AUTHORIZATION ORDER

SHEET 1 OF 2

CONTRACT QR-6.003 : QUICK RESPONSE CONTRACT

LOCATION:

20 Interstate Avenue, City of Addison, IL

CONTRACTOR:

Rossi Contractors, Inc.

DESCRIPTION OF WORK:

Repair 6" sanitary sewer that collapsed due to prior construction by Commission.

REASON FOR WORK:

Sanitary sewer collapsed.

MINIMUM RESPONSE TIME:

NONE

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

NONE

THE WORK ORDERED PURSUANT TO THIS WORK AUTHORIZATION ORDER

☐ IS ☒ IS NOT PRIORITY EMERGENCY WORK

SUBMITTALS REQUESTED:

NONE

SUPPLEMENTARY CONTRACT SPECIFICATIONS AND DRAWINGS:

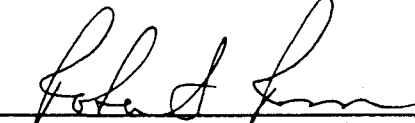
NONE

DU PAGE WATER COMMISSION

By: _____
Signature of Authorized Representative James J. Holzwart
General Manager

DATE: November 19, 2003

CONTRACTOR RECEIPT ACKNOWLEDGED:

By: 
Signature of Authorized Representative

DATE: 11-28-03

DUPAGE WATER COMMISSION**RESOLUTION NO. R-51-03****A RESOLUTION APPROVING AND RATIFYING CERTAIN
TASK ORDER(S) UNDER A MASTER ENGINEERING
AGREEMENT WITH ALVORD, BURDICK & HOWSON, L.L.C.
AT THE DECEMBER 11, 2003 DUPAGE WATER COMMISSION MEETING**

WHEREAS, the DuPage Water Commission (the "Commission") entered into an agreement with Alvord, Burdick & Howson, L.L.C. (the "Engineers") dated April 13, 2000, to provide, from time to time, professional engineering services in connection with the design and construction of extensions and improvements to the Waterworks System and other projects of the Commission (the "Master Agreement"); and

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

WHEREAS, the Engineers have approved the Task Order(s) attached hereto and by this reference incorporated herein and made a part hereof as Exhibit 1 (the "Task Order(s)");

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

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

SECTION TWO: The Task Order(s) attached hereto as Exhibit 1 shall be and hereby are approved and, if already issued, ratified because the Board of Commissioners of the DuPage Water Commission has determined that the circumstances said to

Resolution No. R-51-03

necessitate the Task Order(s) were not reasonably foreseeable at the time the Master Agreement was signed, the Task Order(s) are germane to the Master Agreement as signed, and/or the Task Order(s) are in the best interest of the DuPage Water Commission and authorized by law.

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

AYES:

NAYS:

ABSENT:

ADOPTED THIS _____ DAY OF _____, 2003.

Chairman

ATTEST:

Clerk

Resolution No. R-51-03

EXHIBIT 1

TASK ORDER NO. 17

In accordance with Section 1 of the Agreement for Engineering Services between the DuPage Water Commission (the "Commission") and Alvord, Burdick & Howson, L.L.C. (the "Engineers"), dated April 13, 2000 (the "Agreement"), the Commission and the Engineers agree as follows:

1. Specific Project Data:

A. Title of the Project:

Distribution Facilities Record Update by GPS

B. Description and Scope of the Project:

Locating the existing structures such as isolation valves, blow-offs, air release valves, access manholes, casings, Cp test stations and the pipeline route at 500' intervals along with the bends and fittings using GPS. The total of these structures represents approximately 5600 points. AB&H will provide the field locations of the underground facilities.

The above work will include the following:

- 1) Provide experienced personnel to field locate structures as listed in the preceding paragraph utilizing GPS technology. Each structure's location will be in 1983 Illinois State Plane coordinate system to an accuracy of less than ½ foot.
- 2) Reference each structure to all other structures and reference points.
- 3) Incorporate field collected GPS data into an AutoCAD 2002 electronic format and plot in "real world" scale and by coordinate system.
- 4) Prepare final report listing each structure with coordinates and drawings indicating each structures position.
- 5) Provide final documentation in both hard copy and electronic format.

Support Required from the DuPage Water Commission

- 1) Designate a contact person for the project.

- 2) Provide access to the sites.
- 3) Determine any operational restrictions that will impact the timing and/or methods for the proposed work.

2. Services of Engineer:

A. Basic Services:

Design Services:

Outside Support Services:

Construction Services:

B. Additional Services

As requested by the Commission in writing.

3. Approximate Design Period:

Nine Months

4. Approximate Construction Period:

5. Indirect Costs Factor:

1.8

6. Not to Exceed Costs:

\$238,000.00

7. Other Modifications of Agreement:

The amounts charged for "Engineers' Cost" may exceed those generally charged to Engineers' most favored commercial clients in the Continental United States.

8. Attachments:

None

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

The Effective Date of this Task Order is December 11, 2003.

DUPAGE WATER COMMISSION

BY: _____
James J. Holzwart
General Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Robert L. Martin, P.E.
Title: Manager of Water Operations
Address: 600 East Butterfield Road, Elmhurst, Illinois 60126-4642
E-mail Address: martin@dpwc.org
Phone: (630) 834-0100
Fax: (630) 834-0120

ALVORD, BURDICK & HOWSON, L.L.C.

BY: _____
J. Warren Green, P.E.
Partner

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: J. Warren Green
Title: Partner
Address: 4710-3 Main Street, Lisle, IL 60532
E-mail Address: wgreen@abhengineers.com
Phone: (630) 493-1841
Fax: (630) 493-1843



DuPage Water Commission

MEMORANDUM

TO: Chairman & Commissioners

FROM: General Manager

DATE: December 5, 2003

SUBJECT: Summary of Action Since Previous Meeting

1. On November 19th, the Commission's unaudited financial statements for the six months ended October 31, 2003 were sent to the Commission's customers, rating agencies, national information repositories, bond trustees and other interested parties.
2. On November 21st, the Commission's unaudited supplemental management report for the fiscal year ended April 30, 2003 were sent to the Commission's customers, rating agencies, national information repositories, bond trustees and other interested parties.
3. Request for Proposals were sent to the firms of Gerald Plock Associates, Inc., Slavin Management Group, Korn/Ferry International and The PAR Group – Paul A Reaume, Ltd. for the executive search firm for the General Manager. Proposals were due on December 2, 2003.

ACPA0312--ACPATEMP
ACCOUNTS PAYABLE SPREADSHEET

MEETING OF

12/11/03

a - Subject to submission of all contractually required documentation.

b - Subject to satisfactory completion of all DuPage Water Commission contract closeout procedures and requirements.

c - Construction items are coded with account numbers in the 7000 series.

VENDOR	INVOICE #	DATE	DESCRIPTION	ACCT# (c)	FUNDING SOURCE	INVOICE AMOUNT	VENDOR AMOUNT
Admiral Mechanical Services	21719	11/24/03	Repairs to HVAC System	WF-6622	WR	348.90	348.90
Aerex Pest Control	608303	11/30/03	Exterminator - DPPS: November 2003	WF-6622	WR	48.00	
Aerex Pest Control	608037	11/30/03	Exterminator - Pump & Motor Rooms: November 2003	WF-6622	WR	45.00	
Aerex Pest Control	608028	11/30/03	Exterminator - Service Building: November 2003	WF-6622	WR	45.00	138.00
Alto U.S., Inc.	RI1659457	11/26/03	Batteries for Floor Scrubber	WF-6622	WR	378.68	378.68
Alvord, Burdick & Howson	76	11/30/03	Naperville Rd. to Diehl Rd.: 10/25/03-11/24/03	WF-7913	ST	3,900.00	
Alvord, Burdick & Howson	76	11/30/03	Diehl Rd. to 75th: 10/25/03-11/24/03	WF-7913	ST	115.13	
Alvord, Burdick & Howson	76	11/30/03	Butterfield Rd. to Prairie Path: 10/25/03-11/24/03	WF-7913	ST	28,899.51	
Alvord, Burdick & Howson	247	11/30/03	72" Transmission Main Cath. Protect: 10/25/03-11/24/03	WF-7913	ST	230.27	
Alvord, Burdick & Howson	2003-382	11/30/03	Blow-Off Valve Improvement Tsk Odr. #9: 10/25/03-11/24/03	WF-6389	WR	26,890.44	
Alvord, Burdick & Howson	2003-383	11/30/03	48" West Transmission Main - TW-3: 10/25/03-11/24/03	WF-7913	ST	123,794.18	
Alvord, Burdick & Howson	2003-384	11/30/03	72" Along Rt. 83 (TIB-1) Task Order # 11: 10/25/03-11/24/03	WF-7913	ST	24,466.31	208,295.84
American Water Works Association	1000185206	11/04/03	Best Practices for Energy Management	WF-6522	WR	145.00	145.00
Anixter Inc.	181-237655	11/24/03	SCADA/Instrumentation	WF-6624	WR	73.21	73.21
Avalon Petroleum Company	435670	11/24/03	Gasoline	WF-6642	WR	1,567.23	
Avalon Petroleum Company	439845	11/06/03	Gasoline	WF-6642	WR	1,408.00	2,975.23
AWWA Research Foundation	RF2003	03/14/03	Subscription to the Drinking Water Research Program	WF-6540	WR	655.00	655.00
Bank One	311806002454	11/04/03	Administrative Expense	WF-6590	WR	214.17	
Bank One	311806002462	11/04/03	Valve Test - TW-2	WF-6131	WR	234.16	
Bank One	311806002462	11/04/03	Valve Test - TW-2	WF-3530	WR	554.68	
Bank One	311806002470	11/04/03	Replenish I-PASS	WF-6131	WR	80.00	1,083.01
Basic Chemical Solutions, LLC	SI3002565	11/12/03	Sodium Hypochlorite	WF-6613	WR	2,520.00	2,520.00

ACPA0312--ACPATEMP
ACCOUNTS PAYABLE SPREADSHEET

MEETING OF

12/11/03

- a - Subject to submission of all contractually required documentation.
 b - Subject to satisfactory completion of all DuPage Water Commission contract closeout procedures and requirements.
 c - Construction items are coded with account numbers in the 7000 series.

VENDOR	INVOICE #	DATE	DESCRIPTION	ACCT# (c)	FUNDING SOURCE	INVOICE AMOUNT	VENDOR AMOUNT
Cathodic Protection Management, Inc.	3	11/30/03	Corrosion Survey: Partial Invoice No. 3	WF-6389	WR	99,836.10	
Cathodic Protection Management, Inc.	3	11/30/03	Corrosion Survey: Partial Invoice No. 3	WF-3520	WR	(9,983.61)	89,852.49
Chicago, City of: Dept. of Water	Ltr.	11/14/03	Operation Costs Lex. Sta.:09/01/03-09/30/03	WF-6611	WR	40,427.49	
Chicago, City of: Dept. of Water	Ltr.	11/24/03	Operation Costs Lex. Sta.:10/01/03-10/31/03	WF-6611	WR	43,814.45	84,241.94
Chicago, City of: Dept. of Water	Ltr.	11/28/03	Electric Service: 09/29/03-10/28/03	WF-6611	WR	74,544.86	74,544.86
Chicago, City of: Supt. of Wtr. Coll.	Ltr.	12/02/03	Water Supply: 11/01/03-11/30/03	WF-1910	WR	(553,587.96)	
Chicago, City of: Supt. of Wtr. Coll.	Ltr.	12/02/03	Water Supply: 11/01/03-11/30/03	WF-6611	WR	2,767,939.78	2,214,351.82
Cintas First Aid & Safety	343188812	11/11/03	First Aid Supplies	WF-6622	WR	158.75	158.75
Cochrane Compressor Company	I-12445-0	11/25/03	Repairs to Compressor	WF-6622	WR	217.11	217.11
Commonwealth Edison	Various	11/26/03	CP Stations: 10/15/03-11/26/03	WF-6612	WR	133.79	
Commonwealth Edison	Various	11/26/03	Meter Sta. Serv. : 10/03/03-12/01/03	WF-6612	WR	4,261.24	
Commonwealth Edison	Various	11/26/03	Remote Opr. Valves: 10/07/03-12/01/03	WF-6612	WR	595.14	
Commonwealth Edison	Various	11/26/03	Tank Site Serv: 10/22/03-11/26/03	WF-6612	WR	3,005.52	7,995.69
Concept Commercial Communications, Inc.	93342	11/06/03	Vehicle Battery Chargers for Mobile Phones	WF-6550	WR	112.02	
Concept Commercial Communications, Inc.	93707	11/18/03	Nextel Phone	WF-6550	WR	265.62	377.64
Division of Management Services (State of Illinois)	9309512	11/17/03	Inspection of Pressure Vessels	WF-6622	WR	775.00	775.00
Elmhurst Plaza Standard Inc.	25122	11/12/03	Vehicle Maintenance: M-66159	WF-6641	WR	145.00	145.00
Errand Boy	73891	11/05/03	Messenger Service	WF-6532	WR	46.07	
Errand Boy	75146	12/02/03	Messenger Service	WF-6532	WR	100.35	146.42
Exelon Services, Inc.	55607	11/14/03	DPPS Security System Upgrade	WF-6622	WR	2,900.00	2,900.00
Federal Express Corp.	4-976-96483	11/26/03	Messenger Service	WF-6532	WR	476.63	476.63
FJA Christiansen Roofing Corp.	PS-INV00555	11/12/03	Repairs to Roof at DuPage Pumping Station	WF-6622	WR	1,611.00	1,611.00

ACPA0312--ACPATEMP
ACCOUNTS PAYABLE SPREADSHEET

MEETING OF

12/11/03

a - Subject to submission of all contractually required documentation.

b - Subject to satisfactory completion of all DuPage Water Commission contract closeout procedures and requirements.

c - Construction items are coded with account numbers in the 7000 series.

VENDOR	INVOICE #	DATE	DESCRIPTION	ACCT# (c)	FUNDING SOURCE	INVOICE AMOUNT	VENDOR AMOUNT
Grainger	001-602630-4	11/25/03	Maintenance Supplies	WF-6622	WR	200.03	200.03
Hewlett-Packard Company	34901781	11/11/03	J.U.L.I.E. Computer	WF-6951	WR	5,397.00	5,397.00
Holland & Knight		11/07/03	Legal Services: October 2003	WF-7951	ST	1,080.96	
Holland & Knight		11/07/03	Legal Services: October 2003	WF-6251	WR	21,639.78	
Holland & Knight		12/04/03	Legal Services: November 2003	WF-6251	WR	26,265.14	48,985.88
Home Depot	3040519	11/20/03	Maintenance Supplies	WF-6622	WR	10.44	
Home Depot		11/05/03	Maintenance Supplies	WF-6622	WR	19.97	30.41
HSQ Technology	5870	11/29/03	SCADA Support Service: 11/01/03-11/30/03	WF-6624	WR	450.00	450.00
Illinois Public Risk Fund		11/14/03	Worker's Compensation Insurance	WF-1551	WR	15,400.33	
Illinois Public Risk Fund		11/14/03	Worker's Compensation Insurance	WF-6415	WR	12,229.67	27,630.00
J.U.L.I.E.	10-03-0431	11/03/03	Utility Locates: October 2003	WF-6634	WR	5,022.90	5,022.90
Jemison Electric Box & Switchboard	45276A-IN	11/25/03	ROV Cabinet	WF-6633	WR	1,588.00	1,588.00
McMaster-Carr Supply Co.	80511827	11/25/03	Maintenance Supplies	WF-6622	WR	207.37	
McMaster-Carr Supply Co.	80511828	11/25/03	Meter Station Maintenance	WF-6633	WR	149.03	
McMaster-Carr Supply Co.	80565065	11/26/03	Maintenance Supplies	WF-6622	WR	23.70	380.10
Mel's Ace Hardware	Various	11/25/03	Maintenance Supplies	WF-6622	WR	110.85	
Mel's Ace Hardware	01176660 76	11/04/03	Pipeline Supplies	WF-6637	WR	10.65	
Mel's Ace Hardware	01182303 76	11/19/03	Vehicle Maintenance	WF-6641	WR	20.34	141.84
Mid-Town Petroleum, Inc.	87608	11/07/03	Maintenance Supplies	WF-6622	WR	445.00	445.00
MK Battery	365901	11/17/03	Batteries for Emergency Lights	WF-6633	WR	1,096.00	1,096.00
Naperville, City of	Various	11/24/03	Meter Sta. Service: 09/24/03-11/13/03	WF-6612	WR	553.47	553.47

ACPA0312--ACPATEMP
ACCOUNTS PAYABLE SPREADSHEET

MEETING OF

12/11/03

a - Subject to submission of all contractually required documentation.

b - Subject to satisfactory completion of all DuPage Water Commission contract closeout procedures and requirements.

c - Construction items are coded with account numbers in the 7000 series.

VENDOR	INVOICE #	DATE	DESCRIPTION	ACCT# (c)	FUNDING SOURCE	INVOICE AMOUNT	VENDOR AMOUNT
National City Bank	803268001	11/17/03	Safekeeping Fees: 10/01/03-10/31/03	WF-6233	WR	924.10	924.10
National Relay Labs	95769	11/18/03	Calibrate Electromechanical Protective Relays	WF-6621	WR	2,315.00	2,315.00
Network Technologies Group, LLC	16047	11/12/03	Corrosion Telemetry: 10/12/03-11/07/03	WF-6514	WR	47.70	47.70
Neuco Inc.	457913	11/24/03	Pump Parts	WF-6621	WR	164.00	164.00
Nextel Communications	648652511	11/13/03	Cellular Phone Serv.: 10/09/03-11/08/03	WF-6514	WR	529.62	529.62
NICOR	2-38-82-32429	11/17/03	DPPS Service: 10/14/03-11/12/03	WF-6513	WR	104.60	104.60
Petty Cash, B. Slowinski		12/02/03	Postage Reimbursement	WF-6532	WR	(59.71)	
Petty Cash, B. Slowinski		12/02/03	Administrative Expense	WF-6590	WR	376.76	
Petty Cash, B. Slowinski		12/02/03	Maintenance Supplies	WF-6622	WR	24.04	
Petty Cash, B. Slowinski		12/02/03	Travel	WF-6131	WR	31.00	
Petty Cash, B. Slowinski		12/02/03	Office Supplies	WF-6521	WR	48.29	
Petty Cash, B. Slowinski		12/02/03	Vehicle Maintenance	WF-6641	WR	3.39	
Petty Cash, B. Slowinski		12/02/03	Cell Phone Cover	WF-6514	WR	15.93	439.70
Program Professional Service, Inc.	80334	11/14/03	Window Washing DPPS: November 2003	WF-6622	WR	167.00	167.00
Red Wing Shoe Store	450000000149	11/25/03	Safety Shoes: M. Schweizer	WF-6636	WR	195.99	
Red Wing Shoe Store	450000000149	11/25/03	Safety Shoes: R. Nolan	WF-6626	WR	199.99	395.98
Reliable Office Supplies	CWG79600	11/20/03	Office Supplies	WF-6521	WR	93.77	93.77
Rossi Contractors, Inc.	BOV-1	11/30/03	Cont. BOV-1: Partial Invoice No. 16	WF-6631	WR	462,562.48 (a)	
Rossi Contractors, Inc.	BOV-1	11/30/03	Cont. BOV-1: Partial Invoice No. 16	WF-3520	WR	(46,256.24) (a)	
Rossi Contractors, Inc.	BOV-1	11/30/03	Cont. BOV-1: Partial Invoice No. 16	WF-3530	WR	(4,230.00) (a)	412,076.24
Royal Office Products	44373	11/25/03	Office Supplies	WF-6521	WR	72.72	72.72
SBC	6308940725	11/04/03	Tank Site #1: 11/04/03-12/03/03	WF-6514	WR	25.81	25.81

ACPA0312--ACPATEMP
ACCOUNTS PAYABLE SPREADSHEET

MEETING OF

12/11/03

a - Subject to submission of all contractually required documentation.

b - Subject to satisfactory completion of all DuPage Water Commission contract closeout procedures and requirements.

c - Construction items are coded with account numbers in the 7000 series.

VENDOR	INVOICE #	DATE	DESCRIPTION	ACCT# (c)	FUNDING SOURCE	INVOICE AMOUNT	VENDOR AMOUNT
SBC Paging	2220004	12/01/03	Pager Service: 12/01/03-12/31/03	WF-6514	WR	156.98	156.98
Seeco Consultants, Inc.	11496	12/01/03	Material Testing - BOV-1: 10/16/03-11/15/03	WF-6389	WR	2,191.00 (a)	2,191.00
Sir Speedy	39748	11/13/03	Annual Reports - FY 2003	WF-6394	WR	1,835.66	1,835.66
Sooper Lube	38883	11/13/03	Vehicle Maintenance: M-78556	WF-6641	WR	28.95	28.95
Specialty Mat Service	221183	11/03/03	Floor Mat Service: 11/03/03	WF-6622	WR	58.40	
Specialty Mat Service	223028	11/17/03	Floor Mat Service: 11/17/03	WF-6622	WR	58.40	116.80
ThyssenKrupp Elevator Company	35019	12/01/03	Elevator Maintenance: 12/01/03-12/31/03	WF-6622	WR	218.42	218.42
Total Facility Maintenance, Inc.	113311	12/01/03	DPPS Cleaning Services: December 2003	WF-6622	WR	1,925.83	1,925.83
United Radio Communications	10118100	10/31/03	Portable Radio Repairs	WF-6641	WR	159.00	159.00
USABlueBook	743276	12/01/03	Power Inverter, Flygt Pump	WF-6961	WR	1,578.93	1,578.93
Verizon Wireless	504932116	11/20/03	Cellular Phone Serv.: 11/19/03-11/20/03	WF-6514	WR	7.44	
Verizon Wireless	504932118	10/28/03	Cellular Phone Serv.: 10/29/03-11/28/03	WF-6514	WR	96.37	
Verizon Wireless	505077564	11/11/03	Cellular Phone Serv.: 11/12/03-12/11/03	WF-6514	WR	35.39	139.20
Video Master	41382	11/10/03	Sentrol Door Switches	WF-6633	WR	1,565.50	1,565.50
Viking Office Products	706019	10/31/03	Office Supplies	WF-6521	WR	32.91	
Viking Office Products	783710	11/24/03	Office Supplies	WF-6521	WR	104.40	137.31
Villa Park Office Equipment	4537	11/07/03	Lateral Files	WF-6550	WR	1,572.40	1,572.40
Virchow, Krause & Company, LLP	VK7598	11/21/03	PA93-0226 Pricing Analysis	WF-6389	WR	13,772.00	13,772.00
Waste Management North	2064403-2008-6	12/01/03	Refuse Disposal	WF-6622	WR	172.59	172.59
Wildman, Harrold, Allen & Dixon LLP	245840	11/26/03	In-House Counsel Employment Considerations	WF-6253	WR	897.00	897.00

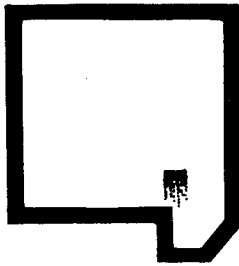
ACPA0312--ACPATEMP
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MEETING OF

12/11/03

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b - Subject to satisfactory completion of all DuPage Water Commission contract closeout procedures and requirements.
c - Construction items are coded with account numbers in the 7000 series.

VENDOR	INVOICE #	DATE	DESCRIPTION	ACCT# (c)	FUNDING SOURCE	INVOICE AMOUNT	VENDOR AMOUNT
Woodridge, Village of	3799	07/17/03	Water Quality Loan - Draw # 1	WF-1932	ST	43,516.37	43,516.37
Ziebell Water Service Products, Inc.	162373	11/20/03	Pipeline Supplies	WF-6637	WR	386.80	386.80
Total Accounts Payable							3,274,054.83 =====



DU PAGE WATER COMMISSION

600 E. BUTTERFIELD ROAD ELMHURST, IL 60126-4642
(630) 834-0100 FAX: (630) 834-0120

November 21, 2003

SEE ATTACHED LISTS

Dear «Salutation»:

Enclosed is the DuPage Water Commission's Annual Management Report of Operations for April 30, 2003. This report includes the discussion of significant operating and financial events for the fiscal year. It is issued as information in addition to the Annual Audited Financial Report sent to you previously.

If you have any questions regarding this report, please call me.

Very truly yours,

Richard H. Skiba, Jr.
Financial Administrator

/BSS
Enclosure

cc: Chairman and Commissioners
James J. Holzwart, Gen. Mgr.

Accounting/Correspondence/ANNUAL REPORT TRANSMITTAL.DOC
Accounting/Correspondence/FINANCIAL REPORTS SEND CUSTOMERS
Accounting/Correspondence/FINANCE REPORTS SEND FIN OFF
Accounting/Correspondence/SEND FINANCE REPORT OTHERS

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Village of Itasca
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Wayne, IL 60184

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Woodridge, IL 60517-1770

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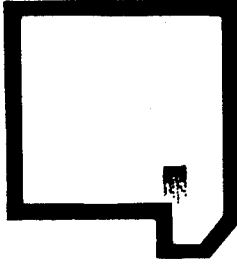
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DU PAGE WATER COMMISSION

600 E. BUTTERFIELD ROAD ELMHURST, IL 60126-4642
(630) 834-0100 FAX: (630) 834-0120

November 19, 2003

SEE ATTACHED LISTS

Dear «Salutation»:

Enclosed are the unaudited DuPage Water Commission's financial statements for October 31, 2003. If you have any questions about these statements, please call me.

Very truly yours,

Richard H. Skiba, Jr.
Financial Administrator

/bss
Enc.

cc: James Holzwart, DWC

Accounting/Correspondence/QTFINRPT.DOC
Accounting/Correspondence/SEND FINANCE REPORT OTHERS
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Corporate Trust Services Division
LaSalle Bank NA
135 South LaSalle Street
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DuPage Water Commission

MEMORANDUM

TO: Chairman & Commissioners

FROM: General Manager

DATE: December 2, 2003

SUBJECT: Freedom of Information

After the December 2, 2003 Special Commission meeting there was some question about the Commission's Freedom of Information procedures. Attached is a copy of Resolution R-28-96 that established the rules and regulation implementing the Illinois Freedom of Information Act.

DUPAGE WATER COMMISSION
RESOLUTION NO. R-28-96

A RESOLUTION APPROVING AND ADOPTING
RULES AND REGULATIONS FOR THE IMPLEMENTATION
OF THE ILLINOIS FREEDOM OF INFORMATION ACT

WHEREAS, the DuPage Water Commission is subject to the requirements of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.; and

WHEREAS, it is appropriate and in the public interest that the DuPage Water Commission:

- (i) assist the public in making proper Freedom of Information Act requests;
- (ii) better ensure that all Commission employees follow proper procedures in responding to Freedom of Information Act requests;
- (iii) facilitate the efficient and economic administration of the Commission's Freedom of Information Act duties; and
- (iv) delegate to appropriate Commission officers and employees the authority and duty to carry out the requirements in the Freedom of Information Act; and

WHEREAS, the rules and regulations implementing the Illinois Freedom of Information Act previously adopted by the DuPage Water Commission (the "Prior Rules") have not been updated since 1987; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission hereby finds and determines that it is reasonable, necessary, and desirable for the DuPage Water Commission to revise, update, and replace the Prior Rules and that the public interest in open and efficient government will be served by the approval and adoption of the "Rules and Regulations for the Implementation of the Illinois Freedom of Information Act," attached hereto and by this reference incorporated herein in Exhibit A (the "FOIA Rules");

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

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

SECTION TWO: Approval and Adoption of the FOIA Rules. The FOIA Rules shall be, and they hereby are, approved and adopted as the rules and regulations for the implementation of the Illinois Freedom of Information Act by the DuPage Water Commission; the Board of Commissioners of the DuPage Water Commission hereby repealing the Prior Rules.

SECTION THREE: Delegation of Authority. The Chairman, Financial Administrator and General Manager of the DuPage Water Commission shall be, and they hereby are, authorized and directed to take all steps necessary to implement the Illinois Freedom of Information Act in accordance with the FOIA Rules.

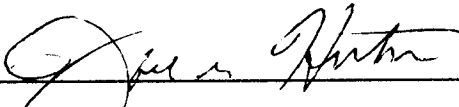
SECTION FOUR: Effective Date. This Resolution shall be in full force and effect from and after its adoption.

AYES: Benson, Bollweg, Cheever, Devlin, Liljegren, Marcucci, Pollock, Poole, Sutcliffe, Herter

NAYS: None

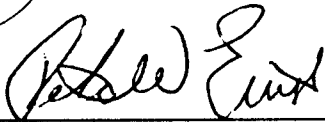
ABSENT: Kouba, Schillerstrom

ADOPTED this 11th day of July, 1996.



Chairman

ATTEST:



Clerk

R-28-96.RES

EXHIBIT A

DU PAGE WATER COMMISSION DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

RULES AND REGULATIONS FOR IMPLEMENTATION OF THE ILLINOIS FREEDOM OF INFORMATION ACT

These Rules and Regulations ("FOIA Rules") outline procedures, and contain instructions and forms, for orderly compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. (the "Act"), by the DuPage Water Commission (the "Commission") and any person requesting public records from the Commission (a "Requestor").

The Commission will respond to proper written requests for inspection, copying, or certification of public records in accordance with the Act, these FOIA Rules, and other applicable law. Under the Act, the Commission must disclose to any Requestor for inspection or copying all requested public records except: (i) public records that would, if disclosed, violate individual privacy; (ii) public records requested to further a commercial enterprise; (iii) public records the production of which would disrupt the duly undertaken work of the Commission; or (iv) public records that are specifically exempted from disclosure by the Act or other applicable law. Requests falling within any of these exemptions will be denied.

All notices and other communications in connection with a request to inspect, copy, or certify public records under the Act shall be sent to: Financial Administrator, DuPage Water Commission, 600 East Butterfield Road, Elmhurst, Illinois, 60126-4642 (the "DuPage Pumping Station"). The DuPage Pumping Station telephone number is (630) 834-0100.

I. INTERPRETATION

A. Conflicts and Invalidity

These FOIA Rules do not supersede, nor are they intended to supersede, the provisions of the Act. In the event that these FOIA Rules in any way conflict with the Act, the provisions of the Act shall govern and take precedence over these FOIA Rules and Regulations. If any provision of these FOIA Rules is deemed illegal or unenforceable, all other provisions and the application thereof shall remain unaffected to the extent permitted by law.

B. Definitions.

In addition to the definitions provided in the Act, the following definitions are applicable to these FOIA Rules:

1. Business Hours: 8:00 a.m. to 4:30 p.m. on a Working Day.
2. General Manager: The General Manager of the Commission or his or her designee.
3. Financial Administrator: The Financial Administrator of the Commission or his or her designee.
4. Request to Further a Commercial Enterprise: Any request to inspect, copy, or certify a public record that is reasonably interpreted by the Commission to be made for the purpose of use in, or use as part of, any business or for the purpose of facilitating a solicitation on behalf of any person, whether for profit or not for profit.
5. Working Day: Any day on which the DuPage Pumping Station is open and staffed for regular public business during Business Hours. Working Days are generally Monday through Friday, except recognized legal holidays.

C. Measurement of Time.

1. Days. In counting the number of days allowed for any response or decision required to be given by the Commission pursuant to the Act or these FOIA Rules, the day on which the request or notice requiring such response or decision was first received shall not be included.
2. Supplemental Requests. Supplemental, amended, or additional requests to inspect, copy, or certify public records shall not relate back to the time of receipt of the initial request. Supplemental, amended, or additional requests shall be considered new requests for purposes of determining all applicable time periods.
3. Response Date. All responses and decisions required to be issued by the Commission pursuant to the Act or these FOIA Rules shall be conclusively deemed to have been given as of the date of personal delivery to the person, or to the residence of the person,

entitled to such response or decision or, if mailed, as of the date of mailing, regardless of the date of actual receipt by such person. Each such response and decision shall include a verified proof of service evidencing the method by which, and time at which, such response or decision was delivered.

II. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS.

A. Officials Responsible for Responding to Requests.

The Financial Administrator shall be the person administratively responsible for receiving and processing all requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules.

The General Manager shall be the person with authority on behalf of the Commission to grant or deny requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules, to extend the time for response, and to issue the appropriate notices with respect to such matters. The General Manager may consult with the General Counsel of the Commission before responding to any request to inspect, copy, or certify public records.

B. Request Form.

All requests to inspect, copy, or certify public records shall be filed with the Financial Administrator in writing on the form attached hereto as FORM 1 or on a form substantially similar to FORM 1 (the "Request Form").

C. Request Form Submittal.

Completed Request Forms may be filed with the Financial Administrator by mail or in Person. Request Forms submitted in person shall be handed to the Financial Administrator at the DuPage Pumping Station. Request Forms submitted by mail shall be addressed to the Financial Administrator at the DuPage Pumping Station and shall be deemed received only upon actual receipt by the Financial Administrator on a Working Day, regardless of date of mailing.

D. Request Form Processing.

The Financial Administrator shall stamp each Request Form with the date and time of receipt. A copy of each completed Request Form, containing the name and title of the employee responsible for responding to the Request Form, shall be given or mailed to the Requestor within two Working Days following receipt of the Request Form.

III. RESPONSES TO REQUESTS.

A. Time for Response.

The General Manager shall respond to any Request Form filed pursuant to Section II of these FOIA Rules within seven Working Days after such Request Form is received by the Financial Administrator.

B. Form of Response.

1. Disclosure of Public Records.

- (a) If the General Manager determines that the Act requires disclosure of all or any part or portion of any public records requested on a Request Form filed pursuant to Section II of these FOIA Rules, the General Manager shall notify the Requestor in writing of such determination.
- (b) Such notice shall be given by use of FORM 2 attached hereto or a substantially similar writing.
- (c) Except as otherwise specifically authorized by the Financial Administrator or the General Manager, only Commission personnel shall be permitted to search Commission files, records, or storage areas; to use Commission equipment; or to make copies of Commission public records.
- (d) Public records may not be removed from the DuPage Pumping Station at any time.
- (e) Public records may be inspected, or copies of public records obtained, during Business Hours at the DuPage Pumping Station or at such other Commission office as may be designated by the General Manager.

- (f) Because space is limited, Requestors must make arrangements in advance with the Financial Administrator for a specific appointment to inspect public records at the DuPage Pumping Station.
- (g) Copies of public records will be mailed to the Requestor only if the General Manager reasonably determines that it is unduly burdensome for the Requestor to arrange for inspection of the original public records, or for the Requester to pick up copies of the public records, at the DuPage Pumping Station.
- (h) Requests for the reproduction of tape recordings will be honored in accordance with the provisions of the Act and these FOIA Rules. The reproduction shall take place in the DuPage Pumping Station at the Requestor's sole expense.
- (i) The Requestor shall be required to pay all copying, certification, and postage fees in advance of receiving copies of any public records.
- (j) Upon inspection or delivery of copies of the requested public records, the General Manager and the Requestor shall both acknowledge such fact by execution of FORM 3 attached hereto or a substantially similar writing.

2. Extension of Time.

- (a) If the General Manager determines that additional time is needed and allowed under the Act to respond to a Request Form filed pursuant to Section II of these FOIA Rules, the General Manager shall notify the Requestor in writing:
 - (i) that such a determination has been made,
 - (ii) of the reasons requiring the extension,
 - and (iii) of the length of the extension, which shall not in any event exceed seven Working Days.
- (b) Such notice shall be given by use of FORM 4 attached hereto or a substantially similar writing. The General Manager shall also attempt to give telephonic notification of such information.

3. Categorical Requests.

- (a) If the General Manager determines that a Request Form filed pursuant to Section II of these FOIA Rules for all records falling within a category will unduly burden the Commission and that the burden on the Commission outweighs the public interest in production of the public records sought, the General Manager shall notify the Requestor in writing: (i) that such determination has been made, (ii) of the reasons supporting such determination, and (iii) of the right of the Requestor to meet with the General Manager in an effort to narrow the request.
- (b) Such notice shall be given by use of FORM 4 and FORM 5 attached hereto or substantially similar writings. The General Manager shall also attempt to give telephonic notification of such information.
- (c) If the Requestor agrees to meet and confer with the General Manager regarding the request, the General Manager shall respond to the Request Form, or to the Request Form as narrowed, at such meeting, within seven Working Days following the date of the adjournment of such meeting. Such response may take any form specified in this Subsection III B.
- (d) If the Requestor does not agree to meet and confer with the General Manager regarding the request, the General Manager shall deny the request pursuant to Paragraph II B(5) below on the seventh Working Day after the date of the notice given pursuant to Paragraph II B(3)(a) above.

4. Commercial Enterprise.

- (a) If the General Manager reasonably believes that a request filed pursuant to Section II of these FOIA Rules may be a Request to Further a Commercial Enterprise, the General Manager shall notify the Requestor in writing of such determination and shall request from the Requestor additional information concerning the purpose of the request.

- (b) Such notice and request shall be given by use of FORM 6 attached hereto or a substantially similar writing.
- (c) The Requestor shall explain, on the verification included as part of FORM 6 or on a substantially similar writing (the "FORM 6 Verification"), the purpose of the request and shall verify, if such be the case, that the request is not made to further a commercial enterprise. The information required by the FORM 6 Verification shall be provided under oath.
- (d) If the Requestor files the Form 6 Verification, the General Manager shall respond to the Request Form within seven Working Days following receipt of the Form 6 Verification. Such response may take any form specified in this Subsection III B.
- (e) If the Requestor does not file the Form 6 Verification, the General Manager shall deny the request pursuant to Paragraph III B(5) below on the seventh Working Day after the date of the notice given pursuant to Paragraph III B(4)(a) above.

5. Denial.

- (a) If the General Manager determines that all or any part or portion of any public records requested on a Request Form filed pursuant to Section II of these FOIA Rules are not subject to disclosure under the Act or these FOIA Rules, the General Manager shall notify the Requestor in writing: (i) that such a determination has been made, (ii) of the reason for the denial, and (iii) of the Requestor's right to appeal the General Manager's denial to the Commission Chairman within 14 Working Days after receipt of the General Manager's notice of denial ("Notice of Denial").
- (b) Such notice shall be given by use of FORM 7 attached hereto or a substantially similar writing. The General Manager shall also attempt to give telephonic notification of such denial.

C. Failure to Respond.

If the General Manager fails to respond to a Request Form properly filed pursuant to Section II of these FOIA Rules, the request shall be deemed to be denied as of the last day permitted for such response.

D. No Obligation to Create New Records.

Except as provided in Section VI below, in responding to requests to inspect, copy, or certify public records, the Act and these FOIA Rules do not require the Commission to create records that the Commission does not already maintain in record form.

IV. APPEALS.

A. Notice of Appeal; Time to File.

If a Requestor disagrees with a Notice of Denial and wishes to appeal, such Requestor must, within 14 Working Days after the date of the Notice of Denial, file a written notice of appeal with the Commission Chairman at the DuPage Pumping Station ("Notice of Appeal"). Such notice shall be given by use of FORM 8 attached hereto or a substantially similar writing.

B. Action on Appeal.

Upon receipt of a Notice of Appeal, the Commission Chairman shall promptly review the public records requested and make a determination as to whether or not such public records must, or should, be disclosed pursuant to the Act and these FOIA Rules. Within seven Working Days after the receipt of a Notice of Appeal, the Commission Chairman shall notify the Requestor of such determination. Such notice shall be given by use of FORM 9 or FORM 10 attached hereto or a substantially similar writing.

C. Failure to Decide.

If the Commission Chairman fails to issue a decision granting or denying an appeal within seven Working Days after receipt of a Notice of Appeal, the appeal shall be deemed to be denied as of the last day permitted for issuing such decision.

V. FEES.

A. Fees Established.

Unless fees are waived or reduced pursuant to Subsection V C below, each Requestor shall pay the following fees for copying, certification, and mailing of public records:

- | | | | |
|----|------------------------------|----|--|
| 1. | Copies -- 8 1/2" x 11" | -- | \$0.25 per side |
| 2. | Copies -- 24" x 36" blueline | -- | \$0.85 per side |
| 3. | Certification | -- | \$ 0 . 1 0 per
document plus
copy cost |
| 4. | Mailing | -- | Cost of Postage |

Such fees do not exceed the actual cost incurred by the Commission from reproducing, certifying, and mailing public records requested pursuant to the Act and these FOIA Rules.

B. Method and Time of Payment.

Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the examination, copying, or certification of any public record.

C. Waiver of Fees.

The fees provided in Subsection V A above may be waived or reduced by the General Manager if the Requestor states the specific purpose of the request on the Request Form and establishes to the reasonable satisfaction of the General Manager that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed.

A fee waiver or reduction shall be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public, and is not for the principal purpose of providing a personal or commercial benefit to the Requestor. The General Manager may consider the

number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

VI. COMMISSION OBLIGATIONS.

A. Organizational Description.

The General Manager shall, at least once each fiscal year, produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Commission. Such description shall identify and describe the membership of the Commission Board of Commissioners and of all of its standing and special committees and other advisory bodies and shall also include:

- a short summary of the Commission's purpose,
- a block diagram of its functional subdivisions,
- the approximate number of its full and part-time employees,
- the total amount of its operating budget, and
- the number and location of each of its offices.

B. Index of Public Records.

The Financial Administrator shall create, maintain current, and make available for inspection, copying, and mailing, a current index of all types or categories of public records prepared or received by the Commission after July 1, 1984. The index shall be reasonably detailed in order to aid persons in obtaining access to the public records of the Commission.

C. Records Stored by Electronic Data Processing.

The Financial Administrator shall prepare and furnish to any person requesting it, a description of the manner in which public records of the Commission stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

D. Summary of Procedures.

The General Manager shall create, maintain current, and make available for inspection, copying, and mailing, a brief summary of the procedures established by these FOIA Rules.

E. Posting and Mailing of Information.

The General Manager shall keep posted at each office of the Commission, and shall mail to any person making a request therefor, copies of the Organizational Description prepared pursuant to Subsection VI A above, the Index of Public Records prepared pursuant to Subsection VI B above, and the Summary of Procedures prepared pursuant to Subsection VI D above.

F. Filing of Notices of Denial.

The Financial Administrator shall retain copies of all Notices of Denial in a single file at the DuPage Pumping Station that is open to the public and indexed according to the type of exemption asserted and, to the extent such categorization is feasible, the type of records requested.

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS AND INFORMATION

1. In Section I, describe in detail the public records that you wish to inspect or have copied or certified. Use a separate sheet if necessary.

Indicate whether you wish only to inspect the public records at the Commission offices ("I"), to have the public records copied ("C"), or copied and certified ("CR") by checking the appropriate box to the right of each record described.

2. By submitting this Request Form, you are agreeing to pay to the Commission, in advance of receiving copies of any public records, the copying and certification fees set forth in Section II below.

The fees set forth in Section II may be waived or reduced by the General Manager of the Commission upon proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for such a waiver or reduction, you must complete and separately sign the statement set forth in Paragraph B of Section II.

3. In Section III, indicate the purposes for which you are requesting the public records identified in Section I.
4. The Commission will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the DuPage Pumping Station and upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section IV.
5. You must provide the information requested in Section V.

6. You must sign the statement set forth in Section VI.

The Commission will disclose the public records requested on this Request Form within seven Working Days after the receipt of this Request Form, unless the seven-day period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. A denial may be appealed to the Commission Chairman within 14 Working Days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. For more detailed information, please consult the DuPage Water Commission Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Financial Administrator.

To: Financial Administrator
DuPage Water Commission
600 East Butterfield Road
Elmhurst, Illinois 60126-4642

I. Request for Records.

I hereby request the right to inspect, or to obtain copies or certified copies of, the following public records of the DuPage Water Commission:

Records Requested	I	C	R
_____	___	___	___
_____	___	___	___
_____	___	___	___
_____	___	___	___

II. Agreement to Pay Fees.

A. Unless a waiver is requested and approved pursuant to Paragraph B of this Section, I agree to pay the following fees for all public records copied or certified at my request:

- 1. Copies -- 8 1/2" x 11" -- \$0.25 per side
- 2. Copies -- 24" x 36" blue-line -- \$0.85 per side

3. Certification -- \$ 0 . 1 0 per document plus copy cost

- B. I request a waiver of the fees set forth in Paragraph A of this Section, and, in support of such request, I do hereby certify and represent that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

Signature of Requestor

III. Purpose of Request.

I am requesting access to the public records identified in Section I above for the following purpose:

___ Research Personal Information

___ Commercial Use

___ News Coverage

___ Other (Please Specify)

IV. Request for Mail Delivery.

I request that the Commission mail to me at the address set forth in Section V below copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual postage for such mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the DuPage Pumping Station because

Signature of Requestor

V. Identification of Requestor.

- A. Name of Requestor: _____
- B. Name of person for whom records are being requested (if not Requestor):

- C. Address for Responses, Decisions, and Communications:

- D. Telephone Numbers of Requestor:
Day: _____
Evening: _____

VI. Signature of Requestor.

By signing this Request, I acknowledge and represent that I have reviewed and understood the DuPage Water Commission Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date

FOR COMMISSION USE ONLY

Received by the DuPage Water Commission, DuPage, Cook, and Will Counties, Illinois:

Date: _____ Time: _____

Method of Delivery: ☐ Personal Delivery during Business Hours
☐ Personal Delivery after Business Hours
☐ Mail Delivery during Business Hours
☐ Mail Delivery after Business Hours

Commission employee receiving request:

Name: _____ Title: _____

Signature: _____

Response Due: _____
(Seven Working Days after day of receipt)

Commission employee responsible for compiling response:

Name: _____ Title: _____

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

APPROVAL OF REQUEST FOR PUBLIC RECORDS

To: _____

On _____, 199__, the DuPage Water Commission received your written request for the inspection, copying, or certification of certain Commission public records ("Your Request").

I. Approval of Request.

Your Request is hereby approved to the following extent as to the following public records (the "Specified Records"):

— The following public records will be made available for your inspection at the Commission office indicated in Section II below:

— Subject to payment of any required fees pursuant to Section III below, copies of the following public records will be made available for pick up by you at the Commission office indicated in Section II below:

— Subject to payment of any required fees pursuant to Section III below, certified copies of the following public records will be made available for pick up by you at the Commission office indicated in Section II below:

II. Appointment for Inspection or Pick-up.

The Specified Records will be made available for inspection or pick-up at:

DuPage Pumping Station
600 East Butterfield Road
Elmhurst, Illinois

You must call the Financial Administrator of the Commission at the DuPage Pumping Station ((630) 834-0100) to schedule an appointment for inspection or pick up of the Specified Records.

If you do not make an appointment to inspect or pick up the Specified Records on or before the seventh Working Day after the date of this notice, the Specified Records will be refiled and will be made available to you only upon the filing of a new Request for Records.

III. Copying and Certification Fees.

No copies or certified copies of the Specified Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order.

Regular Copy Cost: \$_____ (___ sides at \$0.25 per side)

Blueline Copy Cost: \$_____ (___ sides at \$0.85 per side)

Certification Cost: \$_____ (___ documents at \$0.10 each)

Total Fee: \$_____

The following provisions marked with an "x" apply to your request:

___ Your fees have been paid in full.

___ Your request for a fee waiver or reduction has been approved in the following amount: \$_____

___ You have previously deposited the following amount:
\$_____

___ A balance is now due in the following amount: \$_____

IV. Mailing of Records.

____ Your request that the Commission mail the Specified Records to you has been denied on the basis that you have not shown that it would be unduly burdensome for you to arrange to pick up the Specified Records.

____ Your request that the Commission mail the Specified Records to you has been approved. However, before the Commission will mail the Specified Records, you must pay the balance, if any, indicated in Section III above and the following additional amount to cover the cost of postage: \$____.

Dated: _____, 199__.

DU PAGE WATER COMMISSION

By: _____
General Manager

STATE OF ILLINOIS)
COUNTIES OF DU PAGE, COOK, AND WILL) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 199__, on or about the hour of _____ .m. I personally delivered or mailed the foregoing document entitled "APPROVAL OF REQUEST FOR PUBLIC RECORDS" by:

____ Personally handing it to the person to whom it is addressed.

____ Delivering it to the residence located at:

which residence is believed by me to be the residence of the person to whom such document is addressed.

____ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Subscribed and sworn
to before me this _____ day
of _____, 199__.

Notary Public

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

ACKNOWLEDGEMENT OF INSPECTION
OR RECEIPT OF PUBLIC RECORDS

To: _____

Pursuant to your request of the inspection, copying, or certification of certain Commission public records dated _____, 199__, the following public records have been provided to you in accordance with the Illinois Freedom of Information Act:

The Commission has received \$_____ from you in the form of cash, a cashier's or certified check, or a money order, in payment of all fees related to the aforesaid request.

Dated: _____, 199__.

DU PAGE WATER COMMISSION

By: _____

General Manager

TO BE COMPLETED BY REQUESTOR

I, _____, hereby acknowledge that I have been provided with the public records listed above on _____, 199__. In the event that I have been denied the right to inspect or copy other public records, this acknowledgement shall in no way affect my right to appeal such denial.

Signature of Requestor

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

NOTICE OF EXTENSION OF TIME TO RESPOND
TO REQUEST FOR PUBLIC RECORDS

To: _____

On _____, 199__, the DuPage Water Commission received your written request for the inspection, copying, or certification of certain Commission public records ("Your Request").

I. Extension of Time to Respond.

Pursuant to Section 3(d) of the Illinois Freedom of Information Act, 5 ILCS 140/3(d), the Commission hereby notifies you that the time to respond to Your Request is extended for _____ Working Days as to all records identified in Section II below (the "Specified Records").

Accordingly, the Commission will respond to Your Request as it relates to the Specified Records on or before _____, 199__, a date that is not more than 14 Working Days after the date on which Your Request was originally received by the Financial Administrator of the Commission.

II. Specified Records.

This extension applies to the following public records included in Your Request:

You will receive a separate response from the Commission regarding Your Request as it relates to any public records that are not listed above.

III. Justification for Extension.

This extension is necessary because:

_____ The Specified Records are stored in whole or in part at a location other than the office in charge of the Specified Records.

_____ Your Request requires the collection of a substantial number of Specified Records.

_____ Your Request is couched in categorical terms and requires an extensive search for responsive records.

_____ The Specified Records have not been located in the course of routine search and additional efforts are being made to locate them.

_____ The Specified Records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7, or should be disclosed only with appropriate deletions.

_____ Your Request requires consultation with another public body or among two or more components of the Commission that have a substantial interest in the response to, or the subject matter of, Your Request.

_____ The Specified Records cannot be produced within the time prescribed by the Act without unduly burdening or interfering with the operations of the Commission because:

_____ The Specified Records cannot be produced within the time prescribed by the Act because:

Dated: _____, 199__.

DU PAGE WATER COMMISSION

By: _____
General Manager

STATE OF ILLINOIS)
COUNTIES OF DU PAGE, COOK, AND WILL) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 199__, on or about the hour of _____ .m. I personally delivered or mailed the foregoing document entitled "NOTICE OF EXTENSION OF TIME TO RESPOND TO REQUEST FOR PUBLIC RECORDS" by:

_____ Personally handing it to the person to whom it is addressed.

_____ Delivering it to the residence located at:

which residence is believed by me to be the residence of the person to whom such document is addressed.

_____ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Subscribed and sworn
to before me this _____ day
of _____, 199__.

Notary Public

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

NOTICE TO MEET AND CONFER TO
NARROW CATEGORICAL REQUEST FOR
PUBLIC RECORDS TO MANAGEABLE PROPORTIONS

To: _____

On _____, 199__, the DuPage Water Commission received your written request for inspection, copying, or certification of the following categories of Commission public records (the "Specified Records"):

You are hereby notified that your request for the Specified Records has been determined to be unduly burdensome pursuant to Section 3(f) of the Illinois Freedom of Information Act, 5 ILCS 140/3(f), because the burden on the Commission of providing the Specified Records outweighs the public interest in disclosure of the information contained in the Specified Records. Specifically, but without limitation, providing the Specified Records would be unduly burdensome to the Commission in that:

I hereby extend to you an opportunity to meet and confer with _____ in an attempt to narrow your request to manageable proportions. Please call _____ at (630) 834-0100 between 9:00 a.m. and 4:00 p.m., Monday through Friday, in order to schedule a conference.

If you do not take advantage of this opportunity to meet and confer, your request will be denied on the seventh Working Day after the date of this notice.

Dated: _____, 199__

DU PAGE WATER COMMISSION

By: _____
General Manager

STATE OF ILLINOIS)
COUNTIES OF DU PAGE, COOK, AND WILL) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 199__, on or about the hour of _____ .m. I personally delivered or mailed the foregoing document entitled "NOTICE TO MEET AND CONFER TO NARROW CATEGORICAL REQUEST FOR PUBLIC RECORDS TO MANAGEABLE PROPORTIONS" by:

___ Personally handing it to the person to whom it is addressed.

___ Delivering it to the residence located at:

which residence is believed by me to be the residence of the person to whom such document is addressed.

___ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Subscribed and sworn
to before me this _____ day
of _____, 199__.

Notary Public

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

REQUEST FOR FURTHER INFORMATION CONCERNING
PURPOSE OF REQUEST FOR PUBLIC RECORDS

To: _____

On _____, 199__, the DuPage Water Commission received your written request for inspection, copying, or certification of the following Commission public records ("Your Request"):

The Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., provides that public records may not be requested for the purpose of furthering a commercial enterprise, which includes any request made for the purpose of use in, or use as part of, any business or for the purpose of facilitating any solicitation on behalf of any person, whether for profit or not for profit.

Due to the nature of Your Request, the Commission requires that you complete and return the enclosed verification form. The Commission cannot complete its review of Your Request until you have supplied the additional information requested on the enclosed verification form.

If you do not complete and return the enclosed verification form on or before the seventh Working Day after the date of this Notice, Your Request will be denied on that day.

Dated: _____, 199__.

DU PAGE WATER COMMISSION

By: _____
General Manager

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

VERIFICATION THAT PUBLIC RECORDS
REQUESTED WILL NOT BE USED TO
FURTHER A COMMERCIAL ENTERPRISE

To: General Manager
DuPage Water Commission
600 East Butterfield Road
Elmhurst, Illinois 60126-4642

I, _____, being duly sworn on oath
state as follows:

1. The public records requested in the Request for Public Records dated _____, 199__, and filed by me are to be used solely and specifically for the following purpose or purposes and no others:

2. The aforesaid Request for Public Records was not made to further any commercial enterprise, as that concept is defined in Paragraph I B(4) of the DuPage Water Commission Rules and Regulations for the Implementation of the Illinois Freedom of Information Act, and the public records sought in such Request will not be used for any such purpose.

Dated: _____, 199__

Signature of Requestor

Date

Subscribed and sworn to
before me this ____ day
of _____, 199__.

Notary Public

STATE OF ILLINOIS)
COUNTIES OF DU PAGE, COOK, AND WILL) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 199__, on or about the hour of _____ .m. I personally delivered or mailed the foregoing document entitled "REQUEST FOR FURTHER INFORMATION CONCERNING PURPOSE OF PUBLIC RECORDS" by:

_____ Personally handing it to the person to whom it is addressed.

_____ Delivering it to the residence located at:

which residence is believed by me to be the residence of the person to whom such document is addressed.

_____ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Subscribed and sworn
to before me this _____ day
of _____, 199__.

Notary Public

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

DENIAL OF REQUEST FOR PUBLIC RECORDS

To: _____

On _____, 199__, the DuPage Water Commission received your written request for inspection, copying, or certification of certain Commission public records ("Your Request").

I. Denial of Request.

After review, Your Request is hereby denied as to the following records (the "Specified Records"):

II. Justification for Denial.

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., for the following reason or reasons (references are to sections of the Act):

- ___ The Specified Records are not prepared or manufactured by the Commission. § 1
- ___ The Specified Records are not within the Commission's possession or control. § 1
- ___ The Specified Records are sought for the purpose of furthering a commercial enterprise. § 1
- ___ Your Request, couched in categorical terms, is unduly burdensome because the burden on the Commission of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful. § 1, § 3(f)

- Your Request is unduly burdensome because you have repeatedly requested the Specified Records or similar public records. § 3(f)
- Disclosure of the Specified Records is prohibited by Federal or State law. § 7(1)(a)
- Disclosure of the Specified Records would constitute a clearly unwarranted invasion of personal privacy. § 1, § 7(1)(b), § 7(1)(c)
- Disclosure of the Specified Records would or could interfere with an ongoing or reasonably contemplated criminal, administrative enforcement, or internal investigation or proceeding or would or could disclose confidential sources or investigative techniques or information. § 7(1)(c)
- The Specified Records constitute criminal history record information not required to be disclosed. § 7(1)(d)
- The Specified Records relate to the security of detention facilities. § 7(1)(e)
- The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. § 7(1)(f)
- The Specified Records contain trade secrets, or commercial or financial information which are proprietary, privileged, or confidential; or the disclosure of which would cause competitive harm. § 7(1)(g)
- The Specified Records constitute proposals or bids for a contract, grant, or agreement that has not been finally awarded and executed or would, if disclosed, frustrate or compromise the Commission's procurement procedures. § 7(1)(h)
- The Specified Records are valuable formulae, designs, drawings, or research data. § 7(1)(i)
- The Specified Records are examination data used to determine employment or license qualifications. § 7(1)(j)
- Disclosure of the Specified Records would or could compromise the security of a public building. § 7(1)(k)

- The Specified Records are plans for buildings not constructed in whole or in part with public funds. § 7(1)(k)
- The Specified Records are minutes of closed meetings of the Commission and are not subject to public inspection pursuant to the Open Meetings Act. § 7(1)(m)
- The Specified Records constitute or reflect communications between the Commission and an attorney or auditor that are not subject to discovery in litigation. § 7(1)(n)
- The Specified Records were prepared or compiled at the request of an attorney advising the Commission in anticipation of criminal, civil, or administrative proceedings. § 7(1)(n)
- The Specified Records were prepared or compiled with respect to an internal audit of the Commission. § 7(1)(n)
- Disclosure of the Specified Records would jeopardize the security of a data processing system or the data contained therein. § 7(1)(p)
- The Specified Records relate to employee collective bargaining matters and do not constitute a final collective bargaining agreement. § 7(1)(q)
- The Specified Records pertain to the financing and marketing transactions of the Commission. § 7(1)(r)
- The Specified Records relate to pending negotiations for the purchase or sale of real estate. § 7(1)(s)
- The Specified Records relate to pending or contemplated eminent domain proceedings and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. § 7(1)(s)
- The Specified Records are proprietary information related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative or pool. § 7(1)(t)
- The Specified Records concern an employee disciplinary or grievance proceeding. § 7(1)(u)

— The Specified Records relate solely to the internal personnel rules and practices of the Commission.
§ 7(1)(w)

— The Specified Records are employee manuals or instructions related to criminal investigations.
§ 7(1)(z)

— The Specified Records are insurance or self-insurance records. §7(1)(bb)

— Other: _____

III. Responsible Official.

The General Manager is the official responsible for this denial.

IV. Notice of the Right to Appeal.

You have the right to appeal this denial by filing a Notice of Appeal with the Chairman of the Commission, 600 East Butterfield Road, Elmhurst, Illinois 60126-4642.

Such Notice of Appeal must be filed within 14 Working Days following the date of this Notice of Denial.

A Notice of Appeal form is available upon request from the Financial Administrator of the Commission.

Dated: _____, 199__.

DU PAGE WATER COMMISSION

By: _____
General Manager

STATE OF ILLINOIS)
COUNTIES OF DU PAGE, COOK, AND WILL) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 199__, on or about the hour of _____ .m. I personally delivered or mailed the foregoing document entitled "DENIAL OF REQUEST FOR PUBLIC RECORDS" by:

____ Personally handing it to the person to whom it is addressed.

____ Delivering it to the residence located at:

which residence is believed by me to be the residence of the person to whom such document is addressed.

____ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Subscribed and sworn
to before me this _____ day
of _____, 199__.

Notary Public

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

NOTICE OF APPEAL OF DENIAL OF
REQUEST FOR PUBLIC RECORDS

To: Chairman
DuPage Water Commission
600 East Butterfield Road
Elmhurst, Illinois 60126-4642

I. Appeal.

I hereby appeal from the _____, 199__ denial
of my request from inspection, copying, or certification of
the following public records:

A copy of my original Request for Public Records is attached
to this Notice of Appeal.

II. Basis for Appeal.

I believe the records listed above should be made available
for inspection and copying because:

III. Identification of Appellant.

A. Name of Appellant:

B. Address for Decision and Other Communications:

C. Telephone Numbers for Appellant:

Day: _____

Evening: _____

IV. Signature of Appellant.

By signing this Notice of Appeal, I represent that I have reviewed and understood the DuPage Water Commission Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this Appeal is true and accurate.

Signature of Appellant

Date

Notice to Appellant:

The Chairman of the Commission will notify you of the Chairman's decision to grant or deny your appeal within seven Working Days after receipt of this Notice of Appeal

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

DECISION ON APPEAL OF DENIAL OF
REQUEST FOR PUBLIC RECORDS
(Total or Partial Reversal)

To: _____

On _____, 199__, I, the Chairman of the DuPage Water Commission, received your Notice of Appeal from the General Manager's decision ("Your Appeal") denying your request for the inspection, copying, or certification of certain public records ("Your Request").

I. Reversal of Denial.

Your Appeal is hereby allowed and the decision of the General Manager is hereby reversed, and Your Request is hereby granted, to the following extent as to the following public records (the "Specified Records"):

_____ The following public records will be made available for your inspection at the Commission office indicated in Section II below:

_____ Subject to payment of any required fees pursuant to Section III below, copies of the following public records will be made available for pick up by you at the Commission office indicated in Section II below:

_____ Subject to payment of any required fees pursuant to Section III below, certified copies of the following public records will be made available for pick up by you at the Commission office indicated in Section II below:

II. Appointment for Inspection or Pick-up

The Specified Records will be made available for inspection or pick-up at:

____ DuPage Pumping Station
 600 East Butterfield Road
 Elmhurst, Illinois 60126-4642

You must call the Financial Administrator of the Commission at the DuPage Pumping Station ((630) 834-0100) to schedule an appointment for inspection or pick-up of the Specified Records.

If you do not make an appointment to inspect or pick up the Specified Records on or before the seventh Working Day after the date of this notice, the Specified Records will be refiled and will be made available to you only upon the filing of a new Request for Records.

III. Copying and Certification Fees.

No copies or certified copies of the Specified Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order.

Regular Copy Cost: \$_____ (____ sides at \$0.25 per side)

Blueline Copy Cost: \$_____ (____ sides at \$0.85 per side)

Certification Cost: \$_____ (____ documents at \$0.10 each)

Total Fee: \$_____

The following provisions marked with an "x" apply to your request:

____ Your fees have been paid in full.

____ Your request for a fee waiver or reduction has been approved in the following amount: \$_____.

____ You have previously deposited the following amount: \$_____.

____ A balance is now due in the following amount: \$_____.

IV. Mailing of Records.

— Your request that the Commission mail the Specified Records to you has been denied on the basis that you have not shown that it would be unduly burdensome for you to arrange to pick up the Specified Records.

— Your request that the Commission mail the Specified Records has been approved. However, before the Commission will mail the Specified Records, you must pay the balance, if any, indicated in Section III above and the following additional amount to cover the cost of postage: \$_____.

Dated: _____, 199__.

DU PAGE WATER COMMISSION

By: _____
Chairman

STATE OF ILLINOIS)
COUNTIES OF DU PAGE, COOK, AND WILL) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 199__, on or about the hour of _____m. I personally delivered or mailed the foregoing document entitled "DECISION ON APPEAL OF DENIAL OF REQUEST FOR PUBLIC RECORDS" by:

_____ Personally handing it to the person to whom it is addressed.

_____ Delivering it to the residence located at:

which residence is believed by me to be the residence of the person to whom such document is addressed.

_____ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Subscribed and sworn
to before me this _____ day
of _____, 199__.

Notary Public

DU PAGE WATER COMMISSION
DU PAGE, COOK, AND WILL COUNTIES, ILLINOIS

DECISION ON APPEAL OF DENIAL OF
REQUEST FOR PUBLIC RECORDS

(Total or Partial Affirmance)

To: _____

On _____, 199__, I, the Chairman of the DuPage Water Commission, received your Notice of Appeal from the General Manager's decision ("Your Appeal") denying your request for the inspection, copying, or certification of certain public records ("Your Request").

I. Affirmance of Denial.

Your Appeal is hereby denied and the decision of the General Manager is hereby Affirmed as to the following public records (the "Specified Records"):

II. Justification for Denial.

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., for the following reason or reasons (references are to sections of the Act):

- ___ The Specified Records are not prepared or manufactured by the Commission. § 1
- ___ The Specified Records are not within the Commission's possession or control. § 1
- ___ The Specified Records are sought for the purpose of furthering a commercial enterprise. § 1

- Your Request, couched in categorical terms, is unduly burdensome because the burden on the Commission of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful.
§ 1, § 3(f)
- Your Request is unduly burdensome because you have repeatedly requested the Specified Records or similar public records. § 3(f)
- Disclosure of the Specified Records is prohibited by Federal or State law. § 7(1)(a)
- Disclosure of the Specified Records would constitute a clearly unwarranted invasion of personal privacy.
§ 1, § 7(1)(b), § 7(1)(c)
- Disclosure of the Specified Records would or could interfere with an ongoing or reasonably contemplated criminal, administrative enforcement, or internal investigation or proceeding or would or could disclose confidential sources or investigative techniques or information. § 7(1)(c)
- The Specified Records relate to the security of detention facilities. § 7(1)(e)
- The Specified Records constitute criminal history record information not required to be disclosed.
§ 7(1)(d)
- The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. § 7(1)(f)
- The Specified Records contain trade secrets, or commercial or financial information which are proprietary, privileged, or confidential; or the disclosure of which would cause competitive harm.
§ 7(1)(g)
- The Specified Records constitute proposals or bids for a contract, grant, or agreement that has not been finally awarded and executed or would, if disclosed, frustrate or compromise the Commission's procurement procedures. § 7(1)(h)
- The Specified Records are valuable formulae, designs, drawings, or research data. § 7(1)(i)

- The Specified Records are examination data used to determine employment or license qualifications. § 7(1)(j)
- Disclosure of the Specified Records would or could compromise the security of a public building. § 7(1)(k)
- The Specified Records are plans for buildings not constructed in whole or in part with public funds. § 7(1)(k)
- The Specified Records are minutes of closed meetings of the Commission and are not subject to public inspection pursuant to the Open Meetings Act. § 7(1)(m)
- The Specified Records constitute or reflect communications between the Commission and an attorney or auditor that are not subject to discovery in litigation. § 7(1)(n)
- The Specified Records were prepared or compiled at the request of an attorney advising the Commission in anticipation of criminal, civil, or administrative proceedings. § 7(1)(n)
- The Specified Records were prepared or compiled with respect to an internal audit of the Commission. § 7(1)(n)
- Disclosure of the Specified Records would jeopardize the security of a data processing system or the data contained therein. § 7(1)(p)
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- The Specified Records relate to pending negotiations for the purchase or sale of real estate. § 7(1)(s)
- The Specified Records relate to pending or contemplated eminent domain proceedings and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. § 7(1)(s)

- The Specified Records are proprietary information related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative or pool. § 7(1)(t)
- The Specified Records concern an employee disciplinary or grievance proceeding. § 7(1)(u)
- The Specified Records relate solely to the internal personnel rules and practices of the Commission. § 7(1)(w)
- The Specified Records are employee manuals or instructions related to criminal investigations. § 7(1)(z)
- The Specified Records are insurance or self-insurance records. § 7(1)(bb)
- Other: _____

III. Notice of Right to Judicial Review.

Pursuant to Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., you have the right to appeal this denial by filing suit in the Circuit Court for the County where the principal office of the Commission is located (Cook County). The Commission cannot advise or represent you in this matter. You should consult your own legal counsel.

Dated: _____, 199__.

DU PAGE WATER COMMISSION

By: _____
 Chairman

STATE OF ILLINOIS)
COUNTIES OF DU PAGE, COOK, AND WILL) SS.

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 199__, on or about the hour of _____ .m. I personally delivered or mailed the foregoing document entitled "DECISION ON APPEAL OF DENIAL OF REQUEST FOR PUBLIC RECORDS" by:

____ Personally handing it to the person to whom it is addressed.

____ Delivering it to the residence located at:

which residence is believed by me to be the residence of the person to whom such document is addressed.

____ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

Subscribed and sworn
to before me this _____ day
of _____, 199__.

Notary Public

DU PAGE WATER COMMISSION - ACCOUNTS PAYABLE 07-Nov-03 TO 04-Dec-03

VENDOR VOLUME
ACCOUNTS PAYABLE SPREADSHEET
12/11/03

VENDOR	DESCRIPTION	VENDOR AMOUNT
Chicago, City of: Supt. of Wtr. Coll.	Water Supply: 11/01/03-11/30/03	2,214,351.82
Rossi Contractors, Inc.	Cont. BOV-1: Partial Invoice No. 16	412,076.24
Alvord, Burdick & Howson	Engineering Services	208,295.84
Cathodic Protection Management, Inc.	Corrosion Survey: Partial Invoice No. 3	89,852.49
Chicago, City of: Dept. of Water	Operation Costs Lex. Sta.: 10/01/03-10/31/03	84,241.94
Chicago, City of: Dept. of Water	Electric Service: 09/29/03-10/28/03	74,544.86
Holland & Knight	Legal Services: October & November 2003	48,985.88
Woodridge, Village of	Water Quality Loan - Draw # 1	43,516.37
Illinois Public Risk Fund	Worker's Compensation Insurance	27,630.00
Virchow, Krause & Company, LLP	PA93-0226 Pricing Analysis	13,772.00
Commonwealth Edison	Meter Station, ROV, CP, Tank Site Electric Service	7,995.69
Hewlett-Packard Company	J.U.L.I.E. Computer	5,397.00
J.U.L.I.E.	Utility Locates: October 2003	5,022.90
Avalon Petroleum Company	Gasoline	2,975.23
Exelon Services, Inc.	DPPS Security System Upgrade	2,900.00
Basic Chemical Solutions, LLC	Sodium Hypochlorite	2,520.00
National Relay Labs	Calibrate Electromechanical Protective Relays	2,315.00
Seeco Consultants, Inc.	Material Testing - BOV-1: 10/16/03-11/15/03	2,191.00
Total Facility Maintenance, Inc.	DPPS Cleaning Services: December 2003	1,925.83

VENDOR VOLUME
 ACCOUNTS PAYABLE SPREADSHEET
 12/11/03

VENDOR	DESCRIPTION	VENDOR AMOUNT
Sir Speedy	Annual Reports - FY 2003	1,835.66
FJA Chistiansen Roofing Corp.	Repairs to Roof at DuPage Pumping Station	1,611.00
Jemison Electric Box & Switchboard	ROV Cabinet	1,588.00
USABlueBook	Power Inverter, Flygt Pump	1,578.93
Villa Park Office Equipment	Lateral Files	1,572.40
Video Master	Sentrol Door Switches	1,565.50
MK Battery	Batteries for Emergency Lights	1,096.00
Bank One	Replenish I-PASS, Admin. Expense, Valve Test - TW-2	1,083.01
National City Bank	Safekeeping Fees: 10/01/03-10/31/03	924.10
Wildman, Harrold, Allen & Dixon LLP	In-House Counsel Employment Considerations	897.00
Division of Management Services (State of Illinois)	Inspection of Pressure Vessels	775.00
AWWA Research Foundation	Subscription to the Drinking Water Research Program	655.00
Naperville, City of	Meter Sta. Service: 10/15/03-11/13/03	553.47
Nextel Communications	Cellular Phone Serv.: 10/09/03-11/08/03	529.62
Federal Express Corp.	Messenger Service	476.63
HSQ Technology	SCADA Support Service: 11/01/03-11/30/03	450.00
Mid-Town Petroleum, Inc.	Maintenance Supplies	445.00
Petty Cash, B. Slowinski	Veh. Maint., Postage, Admin Exp., Maint. & Off. Sup., Travel	439.70
Red Wing Shoe Store	Safety Shoes	395.98

VENDOR VOLUME
 ACCOUNTS PAYABLE SPREADSHEET
 12/11/03

VENDOR	DESCRIPTION	VENDOR AMOUNT
Ziebell Water Service Products, Inc.	Pipeline Supplies	386.80
McMaster-Carr Supply Co.	Maintenance Supplies, Meter Station Maintenance	380.10
Alto U.S., Inc.	Batteries for Floor Scrubber	378.68
Concept Commercial Communications, Inc.	Nextel Phone, Vehicle Battery Chargers for Mobile Phones	377.64
Admiral Mechanical Services	Repairs to HVAC System	348.90
ThyssenKrupp Elevator Company	Elevator Maintenance: 12/01/03-12/31/03	218.42
Cochrane Compressor Company	Repairs to Compressor	217.11
Grainger	Maintenance Supplies	200.03
Waste Management North	Refuse Disposal	172.59
Program Professional Service, Inc.	Window Washing DPPS: November 2003	167.00
Neuco Inc.	Pump Parts	164.00
United Radio Communications	Portable Radio Repairs	159.00
Cintas First Aid & Safety	First Aid Supplies	158.75
SBC Paging	Pager Service: 12/01/03-12/31/03	156.98
Errand Boy	Messenger Service	146.42
American Water Works Association	Best Practices for Energy Management	145.00
Elmhurst Plaza Standard Inc.	Vehicle Maintenance: M-66159	145.00
Mel's Ace Hardware	Maintenance & Pipeline Supplies, Vehicle Maintenance	141.84
Verizon Wireless	Cellular Phone Serv.: 11/12/03-12/11/03	139.20

VENDOR VOLUME
 ACCOUNTS PAYABLE SPREADSHEET
 12/11/03

VENDOR	DESCRIPTION	VENDOR AMOUNT
Aerex Pest Control	Exterminator - DPPS, Serv. Bldg, Pump & Motor Rm: Nov. '03	138.00
Viking Office Products	Office Supplies	137.31
Specialty Mat Service	Floor Mat Service: November 2003	116.80
NICOR	DPPS Service: 10/14/03-11/12/03	104.60
Reliable Office Supplies	Office Supplies	93.77
Anixter Inc.	SCADA/Instrumentation	73.21
Royal Office Products	Office Supplies	72.72
Network Technologies Group, LLC	Corrosion Telemetry: 10/12/03-11/07/03	47.70
Home Depot	Maintenance Supplies	30.41
Sooper Lube	Vehicle Maintenance: M-78556	28.95
SBC	Tank Site #1: 11/04/03-12/03/03	25.81
Total Accounts Payable		3,274,054.83 =====