

# **Metropolitan Water Reclamation District of Greater Chicago**

*100 East Erie Street  
Chicago, IL 60611*



## **Regular Board Meeting Consent Agenda - Final**

**Thursday, November 15, 2018**

**10:30 AM**

**Board Room**

### **Board of Commissioners**

*Chairman of Finance Frank Avila, Commissioner Kenneth Dunkin, Commissioner Martin J. Durkan, Vice President Barbara J. McGowan, Commissioner Josina Morita, Commissioner Debra Shore, Commissioner Kari K. Steele, Commissioner David J. Walsh, President Mariyana T. Spyropoulos*

**THE FOLLOWING PROCEDURES WILL GOVERN THE MEETING PROCESS:**

- 1. Board Members who vote "Nay, Present, or Abstain" or have a question on any item may request the item be removed from the Consent Agenda.**
- 2. Citizens in the audience who address the Board on any item may request the item be removed from the Consent Agenda.**
- 3. Items removed from the Consent Agenda are considered separately.**
- 4. One roll call vote is taken to cover all Consent Agenda Items.**

## Metropolitan Water Reclamation District of Greater Chicago

### STANDING COMMITTEES

### Chairman

### Vice Chairman

Affirmative Action	McGowan	Avila
Budget & Employment	Steele	Shore
Engineering	Avila	Shore
Ethics		Spyropoulos
Federal Legislation		Walsh
Finance	Avila	Steele
Industrial Waste & Water Pollution	Morita	Avila
Information Technology	Steele	Morita
Judiciary	Spyropoulos	Walsh
Labor & Industrial Relations	Spyropoulos	Durkan
Maintenance & Operations	Walsh	
Monitoring & Research	Steele	
Municipalities	Shore	Durkan
Pension, Human Resources & Civil Service	Spyropoulos	McGowan
Public Health & Welfare	Durkan	Shore
Public Information & Education	Morita	McGowan
Procurement	McGowan	Morita
Real Estate Development	Walsh	Steele
State Legislation & Rules	Durkan	Morita
Stormwater Management	Shore	Steele

### 2018 REGULAR BOARD MEETING SCHEDULE

January	4	18
February	1	15
March	1	15
April	5	19
May	3	17
June	7	21
July	12	
August	2	
September	6	20
October	4	18
November	1	15
December	4 (Annual Meeting)	
December	6	20

# 2018

## JANUARY

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**Call Meeting to Order****Roll Call****Approval of Previous Board Meeting Minutes****Public Comments****Recess and Convene as Committee of the Whole****Recess and Reconvene as Board of Commissioners****Finance Committee****Authorization**

- 1      [18-1199](#)      Revised Investment Policy Statement for the Metropolitan Water Reclamation District Retiree Health Care Trust dated as of November 15, 2018  
  
                 **Attachments:**    [Changes to OPEB Investment Policy 2018.pdf](#)  
   [OPEB Investment Policy 2018 Att.pdf](#)  
   [RedLine OPEB Investment Policy 2018.pdf](#)
  
- 2      [18-1209](#)      Revised Investment Policy for the Metropolitan Water Reclamation District of Greater Chicago dated as of November 15, 2018  
  
                 **Attachments:**    [Changes to Policy 2018.pdf](#)  
   [Redlined Investment Policy 2018.pdf](#)  
   [District Investment Policy 2018.pdf](#)

**Procurement Committee****Report**

- 3      [18-1163](#)      Report on advertisement of Request for Proposal 19-RFP-07 Professional Services to Assist the District with the Existing and Anticipated Regulatory Requirements for the Turbine at the Stickney Water Reclamation Plant, estimated cost \$75,000.00, Account 101-16000-612490, Requisition 1505547
  
- 4      [18-1177](#)      Report on advertisement of Request for Proposal 18-RFP-22, Travel and Expense Reimbursement Solution for a three-year period, estimated cost \$105,000.00, Accounts 101-27000-612430/612820, Requisition 1505678
  
- 5      [18-1190](#)      Report of bid opening of Tuesday, November 6, 2018



- 6      [18-1193](#)      Report of bid opening of Tuesday, October 30, 2018
- 7      [18-1214](#)      Report on advertisement of a Request for Proposal 18-RFP-23 Professional Services to Conduct Preliminary Engineering for a Flood Control Project in Various Locations in Cook County, estimated cost \$1,500,000.00, Account 501-50000-612440, Requisitions 1506154, 1506155, 1506156, 1506157, 1506158, and 1506159

**Authorization**

- 8      [18-1167](#)      Authorization for payment to WateReuse Association for 2019 membership dues, in an amount not to exceed \$10,975.00, Account 101-15000-612280
- 9      [18-1184](#)      Authorization to accept initial annual rental bid for Contract 18-365-11 Proposal to Lease for sixty (60) years, 8.61 acres of District real estate located west of Cicero Avenue and south of the Cal-Sag Channel in Crestwood, Illinois; Cal-Sag Channel Parcel 11.04 (western and middle portions) from the Village of Crestwood in the amount of \$169,861.00
- Attachments:**    [Authorization to accept rental bid for Contract 18-365-11 in Crestwood - CSC P](#)

**Authority to Advertise**

- 10     [18-1154](#)      Authority to advertise Contract 19-100-11 Perform Gas Analysis of Odorous Compounds in Gas Samples, estimated cost \$33,440.00, Account 201-50000-612440, Requisition 1498108
- 11     [18-1160](#)      Authority to advertise Contract 19-101-11 Perform Olfactometry Analysis of Odorous Gas Samples, estimated cost \$30,300.00, Account 201-50000-612440, Requisition 1498109
- 12     [18-1161](#)      Authority to advertise Contract 19-106-11 Furnish and Deliver Replacement Uniforms and Items for Pollution Control Personnel, estimated cost \$38,000.00, Account 101-16000-623700, Requisition 1505228

**Issue Purchase Order**

- 13     [18-1150](#)      Issue purchase order to Lake Forest Graduate School of Management, pursuant to the Terms of Master Agreement 17-RFP-34, to conduct Crisis Management Strategy training, in an amount not to exceed \$21,200.00, Account 101-25000-601100, Requisition 1505509
- 14     [18-1162](#)      Issue purchase order and enter into an agreement with Thermo Electron North America LLC, for Preventive Maintenance and Consumables for Two Gas Chromatography Flame Ionization Detector Instruments in an amount not to exceed \$40,362.00, Accounts 101-16000-612970 and 623570, Requisition 1504015

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- 15     [18-1164](#)     Issue purchase order to CommVault Systems, Inc. for maintenance renewal for CommVault's Backup Software and Premier Maintenance Package, in an amount not to exceed \$150,775.63, Account 101-27000-612820, Requisition 1502565
- 16     [18-1166](#)     Issue purchase order and enter into an agreement with Verizon Connect NWF Inc., for maintenance a of a Vehicle Location System and the installation of approximately 25 Vehicle Location Devices, in an amount not to exceed \$53,271.75, Account 101-15000-612860, Requisition 1505525
- 17     [18-1171](#)     Issue purchase order to Mesirow Insurance Services, Inc. for Furnishing Excess Casualty Insurance Coverage for the District in an amount not to exceed \$1,079,635.00, Account 101-25000-612290, Requisition 1502298
- 18     [18-1172](#)     Issue purchase order to Mesirow Insurance Services, Inc. for Furnishing Marine Liability and Hull Insurance for District marine vessels in an amount not to exceed \$21,371.00, Account 101-25000-612290, Requisition 1506134
- 19     [18-1192](#)     Issue purchase orders to Boerger LLC, to Furnish and Deliver Boerger Pump Parts and Equipment to Various Locations for a Three-Year Period, in a total amount not to exceed \$405,000.00, Accounts 101-66000, 67000, 68000, 69000-623270
- 20     [18-1202](#)     Issue purchase order for Contract 18-604-11, Furnishing and Delivering Plumbing Supplies to Various Locations, to Columbia Pipe & Supply Co., Inc., in an amount not to exceed \$141,400.00, Accounts 101-67000, 68000, 69000-623090, Requisitions 1475493, 1486220, and 1492646
- 21     [18-1204](#)     Issue purchase order to CDW Government, LLC and enter into an agreement with Microsoft Corporation for Microsoft Software and Software Maintenance, in an amount not to exceed \$1,634,914.70, Account 101-27000-612820, Requisition 1498392
- 22     [18-1206](#)     Issue purchase order and enter into an agreement with the DuPage River Salt Creek Workgroup for 2019-2023 Membership Dues, Study Assessments, and Project Assessments in an amount not to exceed \$4,718,895.00, Accounts 101-15000-612280, 101-16000-612400, and 201-50000-612400 Requisitions 1506674, 1506684, and 1506685  
  
**Attachments:**     [Map of projects](#)
- 23     [18-1210](#)     Issue purchase order for Contract 18-601-21, Furnish and Deliver a Submersible Pump to the Calumet Water Reclamation Plant, to Gasvoda & Associates, Inc., in an amount not to exceed \$160,459.00, Account 201-50000-634600, Requisition 1480496

- 24     [18-1211](#)     Issue purchase orders and enter into agreements for Contract 17-RFP-10 Commercial Banking and Investment Custody Services for a five-year period, with the option to extend for a twelve-month period, with BMO Harris Bank N.A. for general banking services, lockbox collection services, and an electronic collection solution, in an amount not to exceed \$143,000.00; and with The Northern Trust Company for investment custody services in an amount not to exceed \$225,000.00, for a total amount not to exceed \$368,000.00, Account 101-11000-612430, Requisitions 1480254, 1480255, and 1480256

#### Award Contract

- 25     [18-1191](#)     Authority to award Contract 14-108-5F, Streambank Stabilization Projects for Addison Creek, Northlake and North Riverside, Illinois, to Industria, Inc., in an amount not to exceed \$1,546,000.00, plus a five (5) percent allowance for change orders in an amount of \$77,300.00, for a total amount not to exceed \$1,623,300.00, Account 501-50000-645720, Requisition 1497567  
**Attachments:**     [Contract 14-108-5F Revised Appendix D Report.pdf](#)  
                                 [Contract 14-108-5F Project View.pdf](#)
- 26     [18-1194](#)     Authority to award Contract 18-610-21, Rehabilitation of Raw Sewage Pump Rotating Assemblies at Various Locations, to Xylem Water Solutions U.S.A., Inc., in an amount not to exceed \$867,450.00, Account 201-50000-645700, Requisition 1480983
- 27     [18-1195](#)     Authority to award Contract 18-970-12 (Re-Bid), Janitorial Services at Various Locations, Groups A and C to Eco-Clean Maintenance, Inc., in an amount not to exceed \$597,270.00, Account 101-69000-612490, Requisition 1487112  
**Attachments:**     [Contract 18-970-12 Revised Appendix D Report](#)
- 28     [18-1196](#)     Authority to award Contract 18-408-11, Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period, to Eco-Clean Maintenance, Inc., in an amount not to exceed \$1,963,700.00, Accounts 101-15000-612370, 612390, Requisition 1497732  
**Attachments:**     [Contract 18-408-11 Revised Appendix D Report](#)
- 29     [18-1197](#)     Authority to award Contract 17-276-3D, Structural Repairs and Roofing Replacement at 95th Street Pumping Station, Calumet Service Area, to IHC Construction Companies, LLC, in an amount not to exceed \$4,559,000.00, plus a five (5) percent allowance for change orders in an amount of \$227,950.00, for a total amount not to exceed \$4,786,950.00, Account 401-50000-645780, Requisition 1497724  
**Attachments:**     [Contract 17-276-3D Revised Appendix D Report.pdf](#)  
                                 [Contract 17-276-3D Project View.pdf](#)

- 30     [18-1203](#)     Authority to award Contract 19-673-11, Heavy Equipment Repairs at Various Locations, Groups A and B, to West Side Tractor Sales Co. d/b/a West Side Specialized Services Co., in an amount not to exceed \$521,290.00, Accounts 101-66000, 68000-612760, Requisitions 1492477 and 1492653

#### **Increase Purchase Order/Change Order**

- 31     [18-1165](#)     Authority to increase purchase orders and exercise an option to extend the agreements for one year, for Contract 18-RFP-01 State Legislative Consulting Services with Charles R. Vaughn, in an amount not to exceed \$21,000.00, Ado L. Rugai Attorney at Law, in an amount not to exceed \$21,000.00, Law Offices of Paul L. Williams & Associates, in an amount not to exceed \$21,000.00, and Miguel A. Santiago Consulting, Inc., in an amount not to exceed \$21,000.00, Account 101-15000-612430, Purchase Orders 3097539, 3097540, 3097541, and 3097542 respectively
- 32     [18-1174](#)     Authority to decrease purchase orders for Contract 18-632-11, Furnishing and Delivering Sodium Hypochlorite, to Rowell Chemical Corporation, in an amount of \$110,450.00 from an amount of \$1,807,732.00 to an amount not to exceed \$1,697,282.00, Accounts 101-67000/68000/69000-623560, Purchase Orders 3101417 and 3101418
- 33     [18-1175](#)     Authority to decrease purchase order for Contract 15-632-11, Furnishing and Delivering Sodium Hypochlorite, to K. A. Steel Chemicals, Inc., in an amount of \$18,805.00 from an amount of \$3,333,842.90 to an amount not to exceed \$3,315,037.90, Accounts 101-67000/68000/69000-623560, Purchase Order 3086303  
**Attachments:**     [15-632-11 SWRP Summary Spreadsheet.pdf](#)
- 34     [18-1176](#)     Authority to increase emergency Contract 18-800-02, Securing, Stabilizing, Demolition, Cleanup and Repair at the Sludge Concentration Building at the Calumet Water Reclamation Plant, with IHC Construction Companies, LLC, in an amount not to exceed \$1,360,000.00, from an amount of \$50,000.00, to an amount not to exceed \$1,410,000.00, Account 901-68000-667220, Purchase Order 5001674
- 35     [18-1179](#)     Authority to increase Contract 06-212-3M Calumet TARP Pump Station Improvements, Calumet Water Reclamation Plant, to Sollitt/Sachi/Alworth JV in an amount of \$139,324.00, from an amount of \$37,025,800.93, to an amount not to exceed \$37,165,124.93, Account 401-50000-645600, Purchase Order 5001404  
**Attachments:**     [06-212-3M, CO Log, BM 11-15-18.pdf](#)
- 36     [18-1200](#)     Authority to increase Contract 16-901-31, Furnish, Deliver and Install Boiler Controls at the Stickney Water Reclamation Plant, to M.G. Electric Service Company, in an amount of \$103,290.00, from an amount of \$1,224,000.00 to an amount not to exceed \$1,327,290.00, Account 401-50000-645650, Purchase Order 5001625

- 37      [18-1208](#)      Authority to increase purchase order and amend the agreement with Thompson Coburn LLP to represent and counsel the District in connection with the branding, marketing, and sale of the District's composted Biosolids product and with issues of intellectual property law related to the District's development and use of various technologies, in an amount of \$60,000.00, from an amount of \$80,000.00, to an amount not to exceed \$140,000.00, Account 101-30000-612430, Purchase Order 3089335
- Attachments:**      [Authority to Increase PO and Amend Agreement w Thompson Coburn LLP.pdf](#)

## Affirmative Action Committee

### Authorization

- 38      [18-1147](#)      Authority to adopt a policy for increasing contracting opportunities with the Metropolitan Water Reclamation District of Greater Chicago for veteran-owned and operated small business enterprises to be designated as Appendix V (*Deferred from the November 1, 2018 Board Meeting*)
- Attachments:**      [VET CONTRACTING POLICY DVRSTY LAW PJS MTC FINAL 102418.pdf](#)

### **Legislative History**

11/1/18	Board of Commissioners	Deferred
11/1/18	Committee of the Whole	Deferred

## Budget & Employment Committee

### Report

- 39      [18-1198](#)      Report on Budgetary Revenues and Expenditures for the third quarter of 2018, ended September 30, 2018
- Attachments:**      [2018 Summary attachment\\_Q3.pdf](#)

## Engineering Committee

### Report

- 40      [18-1181](#)      Report on change orders authorized and approved by the Director of Engineering during the month of October 2018
- Attachments:**      [Attachment 1 CO Report October 2018 \\$10,000.pdf](#)  
                                  [Attachment 2 CO Report October 2018 2018 5% Contingency.pdf](#)  
                                  [Attachment 3 CO Status Report October 2018.pdf](#)

## Maintenance & Operations Committee

### Reports

- 41     [18-1205](#)     Report on change orders authorized and approved by the Acting Director of Maintenance and Operations during the month of October 2018

Attachments:     [R-98 Report October 2018.pdf](#)

## Real Estate Development Committee

### Authorization

- 42     [18-1159](#)     Authority to grant to the County of Cook a 75-year, approximately 60' x 426', non-exclusive easement to construct, install, operate, maintain, repair, and remove a public road across the western portion of North Shore Channel Parcel 1.08, south of Maple Avenue in Wilmette, Illinois. Consideration shall be a nominal fee of \$10.00 (*Deferred from the November 1, 2018 Board Meeting*)
- Attachments:     [Authority to grant to the County of Cook a 75-year - Wilmette Aerial.pdf](#)  
[Aerial Exhibit of 60 x 426 Easement Authority to Grant to Cook County a 75-yea](#)
- Legislative History
- |         |                        |          |
|---------|------------------------|----------|
| 11/1/18 | Board of Commissioners | Deferred |
| 11/1/18 | Committee of the Whole | Deferred |
- 43     [18-1182](#)     Authority to amend permit agreement issued to Ford Motor Company for use of District land c/k/a "Stony Island Drying Beds" in Chicago, Illinois for storing newly manufactured vehicles to allow an additional use of performing routine repairs to motor vehicles stored on-site. Consideration shall be a \$5,000.00 document preparation fee
- Attachments:     [Authority to Amend Permit to Ford Motor Company - Aerial.pdf](#)
- 44     [18-1183](#)     Authority to issue a 9-month permit to Natural Gas Pipeline Company of America LLC to install, maintain, operate, repair and remove an approximate 150-foot overhead electrical cable between its metering station known as Clearing Meter Station 139 and the District's Main Gate Control Building located at Main Channel Parcel 34.10 in Summit, Illinois. Consideration shall be \$5,000.00
- Attachments:     [Issue 9-month Permit to Natural Gas Line Pipeline Company - MCP 34.10 LASH](#)
- 45     [18-1187](#)     Authority to purchase the real estate commonly known as 1524 North 40th Avenue in Stone Park, Illinois for the construction of the Addison Creek Channel Improvement Project (Contract 11-187-3F) and authority for payment to Miguel Huerta, the owner of said real estate, in an amount of \$140,000.00, relocation costs in an amount not to exceed \$36,900.00 and closing costs, Account 501-50000-656010, Stormwater Fund
- Attachments:     [Authority to Acquire Parcel 74 - Huerta 1524 N 40th Ave - Aerial.pdf](#)

- 46     [18-1188](#)     Authority to purchase the real estate commonly known as 1552 North 44th Avenue in Stone Park, Illinois for the construction of the Addison Creek Channel Improvement Project (Contract 11-187-3F) and authority for payment to Kristina Kochanova, the owner of said real estate, in an amount of \$275,000.00, relocation costs in an amount not to exceed \$59,900.00 and closing costs, Account 401-50000-656010, Capital Improvements Bond Fund  
**Attachments:**     [Authority to Acquire Parcel 36 - Kravchenko 1552 N 44th Ave - Aerial.pdf](#)
- 47     [18-1189](#)     Authority to purchase the real estate commonly known as 1505 North 39th Avenue in Stone Park, Illinois for the construction of the Addison Creek Channel Improvement Project (Contract 11-187-3F) and authority for payment to John O'Hara, the owner of said real estate, in an amount of \$269,500.00 and closing costs, Account 401-50000-656010, Capital Improvements Bond Fund  
**Attachments:**     [Authority to Acquire Parcel 97 - O'Hara 1505 N 39th Ave - Aerial.pdf](#)

## Stormwater Management Committee

### Authorization

- 48     [18-1186](#)     Authority to negotiate intergovernmental agreements to assist various local municipalities and other governmental organizations with Green Infrastructure projects  
**Attachments:**     [2018 GI Projects Map Attachment BM 11-15-18](#)  
                                 [2018 GI Projects Attachment BM 11-15-18](#)

## Miscellaneous and New Business

### Resolution

- 49     [18-1219](#)     RESOLUTION sponsored by the Board of Commissioners congratulating employees who retired in the last year  
**Attachments:**     [Retirees 2018.pdf](#)
- 50     [18-1220](#)     RESOLUTION sponsored by the Board of Commissioners honoring the memory of Alberta Harvey

## Adjournment



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1199, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON FINANCE

Mr. John P. Murray, Acting Executive Director

Revised Investment Policy Statement for the Metropolitan Water Reclamation District Retiree Health Care Trust dated as of November 15, 2018

Dear Sir:

Attached for the Board's consideration and adoption is the revised Investment Policy Statement for the Metropolitan Water Reclamation District Retiree Health Care Trust.

The revised Policy institutes recommendations from the Trust's investment consultant, Marquette Associates, Inc., and the OPEB Executive Committee to modify the asset allocation and target percentages for the Trust's investments by: modifying the Trust's allowable investments and targets to reflect the new asset allocation, removing the Global Tactical Asset Allocation (GTAA) investment class from the Trust's asset allocation, defining a Policy Index that will be used to evaluate investments according to the new asset allocation targets, and adding new benchmark definitions.

A summary of the requested changes is attached.

It is recommended that the revised Investment Policy Statement be adopted by the Board of Commissioners as the official Investment Policy Statement of the Retiree Health Care Trust for the management and investment of the Trust's funds.

Requested, Mary Ann Boyle, Treasurer, MAB:st

Respectfully Submitted, Frank Avila, Chairman Committee on Finance

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachments



**METROPOLITAN WATER RECLAMATION DISTRICT  
RETIREE HEALTH CARE TRUST**

## **Summary of Investment Policy Revisions 2018**

**Revised Policy includes the following changes summarized by the applicable section of the policy:**

### **TRUST PORTFOLIO AND ASSET ALLOCATION TARGETS (page 3)**

Modified the “Fund Asset Mix” table to reflect the Trust’s new investment asset allocation targets, as follows:

Asset Class	Fund Asset Mix		
	Minimum	Normal	Maximum
Domestic Equities	40%	45%	50%
International Equities	15%	20%	25%
Fixed Income Securities (Bonds)	30%	35%	40%
Cash/Cash Equivalents (Money Market)	0%	<1%	100%

Removed the “Global Balanced Portfolio” investment class.

### **INVESTMENT OPTIONS (page 5)**

Removed the general asset class category description for “Global Balanced” investments.

### **INVESTMENT PERFORMANCE (page 6)**

Changed the investment benchmark mix components to: “35% Bloomberg Barclays U.S. Aggregate Index, 25% S&P 500 Index, 10% Russell Mid-Cap Index, 10% Russell 2000 Index, 5% MSCI ACWI Minimum Volatility Index, 15% MSCI EAFE Index”.

### **RISK STANDARDS (page 7)**

Decreased the minimum requirement from “85%” to “75% of fixed income holdings of an actively managed fixed income mutual fund must be of investment grade quality or higher at purchase; rated no lower than “Baa” by Moody’s and no lower than “BBB” by Standard and Poor’s”.

Increased the limit of the entire international equity allocation from “20%” to “25%”, which now corresponds with the maximum percentage of the revised “Fund Asset Mix” table shown above.

### **POLICY ADOPTION AND AMENDMENT (page 12)**

Revised the names of the individuals currently in their respective positions.

### **APPENDIX 3 and 3: Benchmark Definitions & Details (pages 17-18)**

Revised in accordance with the new asset allocation and benchmarks.

**METROPOLITAN WATER RECLAMATION DISTRICT  
RETIREE HEALTH CARE TRUST  
INVESTMENT POLICY STATEMENT**

Adopted November 19, 2009

Revised December 19, 2013

Revised November 15, 2018

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## **INTRODUCTION AND PURPOSE**

The Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago (the "District"), as Trustee of the Metropolitan Water Reclamation District Retiree Health Care Trust (the "Trust"), hereby adopts this Investment Policy Statement for the Trust. The Trust provides other post-employment medical benefits ("OPEB") to retired employees and their dependents in accordance with a Plan adopted by the District. The Trust is authorized under Illinois Statute 70 ILCS 2605/9.6d. The Plan and the benefits provided thereunder are funded in part by contributions by the District.

## **SCOPE**

This Investment Policy applies to all financial assets of the Trust. The management of District investments and the District's Retirement Plan investments are excluded from the scope of this policy. The Board of Commissioners of the District serves as Trustee of the Trust, and is responsible for the safekeeping and investment of Trust assets. To assist the Trustee in its function, one or more Investment Advisors may be appointed.

## **FIDUCIARY RESPONSIBILITIES**

The Trustee, and certain persons they designate to carry out their duties or responsibilities, are fiduciaries under the Trust. Each fiduciary has only those duties or responsibilities specifically assigned to him under the Trust or delegated to him by another fiduciary. The Trustee and all other fiduciaries shall discharge their duties with respect to this Trust solely in the interest of the participants and beneficiaries of the Trust. Such duties shall be discharged for the exclusive purpose of providing benefits to the Participants and Beneficiaries and defraying expenses of the Plan.

Training will be provided to the Trustee and Executive Committee on an annual basis. The training should focus on subjects that assist the Trustee in meeting its fiduciary responsibilities.

## **EXECUTIVE COMMITTEE**

The Board of Commissioners of the Metropolitan Water Reclamation District appointed an Executive Committee, comprised of the Chairman of the Committee on Finance, the Treasurer of the District, and the Director of Finance of the District, to be responsible for certain activities with regard to the Trust, subject to approval of the Board of Commissioners. These activities include but are not limited to: recommendation of an Investment Advisor; acceptance or rejection of investment recommendations from the Investment Advisor; investment policy review; asset allocation structure; asset performance reviews; execution of investments; and other financial responsibilities.

## **ETHICS AND CONFLICTS OF INTEREST**

The Trustee and other designated persons involved in the investment process shall not engage in personal business activities that could conflict with the proper execution of the investment program or could impair their ability to make impartial decisions. Employees and investment officials involved in the investment process shall disclose to the Trustee any material financial interest in, or personal relationship with, any financial management firm, financial institution, or brokerage that conducts business with the Trust.

## INVESTMENT OBJECTIVES

The assets of the Trust shall be invested in accordance with the following objectives:

1. General Standard – Assets of the Trust shall be invested in a manner consistent with applicable fiduciary standards:
  - a. The safeguards and diversification that a prudent investor would adhere to must be present.
  - b. All transactions undertaken on behalf of the Trust must be for the sole interest of Plan Participants and their beneficiaries.
  - c. All fiduciaries shall discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims, and as defined by Illinois law.
2. Liquidity – Sufficient liquidity shall be maintained to cover benefit payment outflows. Liquidity requirements shall be determined primarily by the flow of revenues and expenditures on a cash flow basis. The Trustee shall regularly advise the Investment Advisor of its current and foreseeable cash flow needs.
3. Low Expenses - Assets of the Trust shall be invested in such a way as to minimize administrative costs, asset management fees, and brokerage costs.
  - a. No finder's fee or other compensation will be paid to any consultant or investment manager.
  - b. It is the Trust Fund's policy to encourage the use of investment managers and broker/dealers owned by minorities, women, and persons with disabilities who are capable of providing "best execution" (commission cost plus market impact) to be given an opportunity to do so.
  - c. The cost of investment management fees should be a consideration in strategy selection. In most cases, the lowest cost investment vehicle offered by an investment manager should be used. If the lowest cost investment vehicle is not utilized due to the consideration of other quantitative or qualitative evaluations, the Executive Committee must approve such selection.
4. Compliance With Statutory Standards – The assets of the OPEB Trust shall be managed by the Treasurer of the District in any manner, subject only to the prudent investor standard and any requirements of applicable federal law. The limitations of any other statute affecting the investment of District funds shall not apply to the OPEB Trust. The Trustee shall adopt this investment policy consistent with the standards articulated in section 2.5 of the Public Funds Investment Act (30 ILCS 235/12.5) and the Metropolitan Water Reclamation District Act (70 ILCS 2605/9.6d)
5. Return on Investment - The objective of the Executive Committee is to achieve long-term investment performance exceeding the Trust's calculated Other Post-Employment Benefits ("OPEB") actuarial investment rate of return. While expecting to meet or exceed these objectives over time, it is understood that over shorter periods of time, investment returns may not meet the target rate of OPEB funds. The investment portfolio shall be designed with the objective of achieving at least the minimum return, consistent with the annual liability of the Fund, but at the same time taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

## TRUST PORTFOLIO AND ASSET ALLOCATION TARGETS

Investments shall be limited to publicly traded securities and mutual funds, adequately diversified among various market segments and sectors in both the United States as well as other developed countries and emerging markets. Initially, the Trust will invest assets exclusively in passively and actively managed mutual funds or exchange-traded funds registered under the Securities Act of 1940 because of their lower cost as compared with the use of outside investment managers. No load mutual funds will be utilized when possible. Passively managed mutual funds invest in a portfolio of securities that replicates a designated index or benchmark. Actively managed mutual funds implement investment strategies intended to provide returns that exceed those of a designated benchmark or index. If an investment strategy is later adopted that utilizes investment managers, the Trustee may appoint one or more investment managers to manage or control all or part of the assets of the Trust. Such managers must be registered as an investment advisor under the Investment Advisors Act of 1940.

The Trust, based on its overall purpose of supporting the long-term financial ability to fund retiree healthcare expenditures, is structured to provide competitive performance while minimizing the potential for losses. The asset allocation targets for the Trust are as follows:

Asset Class	Fund Asset Mix		
	Minimum	Normal	Maximum
Domestic Equities	40%	45%	50%
International Equities	15%	20%	25%
Fixed Income Securities (Bonds)	30%	35%	40%
Cash/Cash Equivalents (Money Market)	0%	<1%	100%

In the review of investment options, asset allocation is a critical contributor to risk and return. Market movement, cash flows, investment performance, etc., may cause asset allocation percentages to deviate from the Trust's targets. It is the Executive Committee's responsibility, with advice from the Investment Advisor, to monitor the percentages of each asset classification. The assets shall be re-balanced periodically to approximate the specific target allocations in use at that point in time. See "REBALANCING POLICY" below.

Under normal operating circumstances (when fund is fully invested), investments in any one actively managed equity strategy should be limited to 15% and in any one actively managed fixed income strategy should be limited to 25% of the total portfolio market value. More than one investment manager should be utilized per investment class when possible. Investments in any one actively managed international investment strategy should be limited to 15% of the market value of the investment portfolio. Alternative investment strategies should be limited to 5% of the market value of the investment portfolio.

The Trust may maintain cash reserves in money market securities. For temporary, defensive purposes, the Trust may invest without limitation in cash reserves. A reserve position provides

flexibility in meeting redemptions, expenses, and the timing of new investments, and serves as a short-term defense during periods of unusual volatility. In situations where the Trustee determines that the divestiture of an asset class is necessary to protect the valuation, safety, or liquidity of the portfolio, amounts may temporarily exceed the maximum asset mix limit.

Investments shall be made with judgment and care, with prudence, discretion, and intelligence exercised in the management of the Fund assets. The investment process should be disciplined and designed to avoid random decision making and reduce the risk of loss.

### **INVESTMENT OPTIONS**

The Trustee will select and maintain a diversified investment portfolio. To ensure diversification, the Trust investments will include high-quality strategies that range in objective from capital preservation to capital appreciation, while mitigating the overall level of risk that the Trust undertakes.

To ensure proper diversification, the Trust investments should include a variety of investment alternatives, each of which: (a) is diversified; (b) has materially different risk and return characteristics; (c) enable creation of a portfolio with aggregate risk and return characteristics at any point within the range normally appropriate for the Trust; and (d) when combined with investments in the other alternatives tends to minimize, through diversification, the overall risk to the Trust's portfolio. In this regard, the Trustee agrees that it is appropriate, at a minimum, to include the following asset types/styles:

<b>General Asset Class Category Descriptions</b>	
Principal Protection (Money Market, Fixed Accounts, Illinois Funds local government pool, or Stable Value)	<ul style="list-style-type: none"> <li>• Seek the highest level of stable income consistent with the safety of principal afforded by the portfolio's investments.</li> <li>• The portfolio may hold U.S. Government and Agency securities and other money market securities issued by corporations.</li> </ul>
Bond	<ul style="list-style-type: none"> <li>• Provides exposure to a variety of fixed income instruments.</li> <li>• Fund may provide exposure to U.S. or global bond markets including government, agency, corporate, mortgage-backed, Treasury inflation-protected securities (TIPS), and high-yield sectors.</li> </ul>
Equity - Domestic and International	<ul style="list-style-type: none"> <li>• Provides broad equity market exposure with the opportunity of capital appreciation and income through dividends.</li> <li>• Includes access to all market capitalizations and emerging market equities.</li> <li>• Funds include domestic and international large cap value, large cap growth, large cap core, mid cap value, mid cap growth, mid cap core, small cap value, small cap growth, and small cap core.</li> </ul>
Alternative	<ul style="list-style-type: none"> <li>• Investments not to exceed 5% of the total market value of the portfolio.</li> <li>• Includes real estate investment trust (REIT) funds, natural resource funds, private equity funds, or other alternative asset classes.</li> </ul>

The Trustee has the sole discretion to establish and alter the Fund's investments as deemed appropriate to meet the above stated guidelines, unless additional approvals as set forth in the Trust Document are required.

Trustee may deem it appropriate to close or eliminate an investment strategy as a result of the review process set forth in the Investment Performance and Risk Standards Section of this Policy Statement. Before such action is taken, full consideration will be given to:

- The impact on the Trust investment program and its beneficiaries,
- Alternative options for funds invested in the closing strategy,
- The appropriate timing of such a change given administrative, communications and other investment program matters.



## INVESTMENT PERFORMANCE

Investment standards are set to provide guidance in the selection and retention of investments for the Trust. The standards serve to ensure that Trust investments meet minimum performance and risk expectations. The standards are as follows:

1. Trust performance will be measured against the investment rate of return employed in the actuarial study considered by the Trustee in operating the Trust. This comparison is intended as a reference and should not be construed as a forecast of or a guarantee as to the Trust's performance relative to the actuarial discount rate of return. Additionally, over a complete market cycle, the Total Fund performance has a secondary goal of outperforming a weighted passive portfolio comprised of a mix of 35% Bloomberg Barclays U.S. Aggregate Index, 25% S&P 500 Index, 10% Russell Mid-Cap Index, 10% Russell 2000 Index, 5% MSCI ACWI Minimum Volatility Index, 15% MSCI EAFE Index.
2. Performance of investments held by the Trust will be objectively measured against appropriate market benchmarks and peers to ensure that each fund is performing in line with expectations for the pertinent asset class and style.

Each actively managed fund's performance will be measured against:

- a. A pre-established peer group that reflects the fund's asset class and style:
  - i. The peer group will consist of a broad universe of like-style investment strategies as compiled and measured by a consultant or other third party database such as Morningstar, Lipper, or other rating services.
  - ii. The evaluation will consider performance over shorter and longer time periods, e.g. quarterly as well as one-, three-, and five-year periods.
  - iii. Investment strategy performance is expected to exceed the top thirty-third percentile (33%) of peer universe groups over rolling three-year periods as measured by both:
    - (a) Investment returns; and
    - (b) Risk-adjusted returns.
- b. A pre-established market benchmark that reflects the investment strategy's asset class and style:
  - i. The evaluation will consider performance over shorter and longer time periods, e.g., quarterly as well as one-, three-, and five-year periods.
  - ii. Strategy performance is expected to exceed benchmark returns over rolling three-year periods.

Each passively managed investment strategy's performance will be measured against:

- a. A pre-established peer group of investment strategies that reflects the fund's asset class and style:
  - iii. The peer group will consist of a broad universe of like-style investment strategies as compiled and measured by a consultant or other third party database such as Morningstar, Lipper, or other rating services.
  - iv. The evaluation will consider performance over shorter and longer time periods, e.g. quarterly as well as one-, three-, and five-year periods.
- b. A pre-established market benchmark that reflects the fund's asset class and style:
  - v. The evaluation will consider performance over shorter and longer time periods, e.g., quarterly as well as one-, three-, and five-year periods.

- vi. Investment strategy performance is expected to approximate benchmark returns over rolling three-year periods as evidenced by a low tracking error relative to the returns of the benchmark index.

See Appendices 2 and 3 for Asset Class and Benchmark Indices definitions.

#### Use of benchmarks for Active versus Passive investments

While the benchmark for an asset class that is used to evaluate an investment remains the same for an investment in an active or a passive strategy, the evaluation is somewhat different. In the case of an investment in an actively managed strategy, the investment is evaluated in comparison to the benchmark and in terms of excess return relative to the benchmark or over or under performance. One would expect an actively managed investment to earn returns that exceed the returns of the benchmark index without substantial difference in volatility between the fund and its benchmark. In the case of a passively managed investment, it is still evaluated in comparison to the benchmark but in terms of how closely its performance and volatility has tracked the performance and volatility of the benchmark. One would not expect substantial deviation between the return and volatility of the benchmark and the passively managed investment.

3. Funds' non-investment performance-related factors will also be reviewed to confirm the appropriateness of the strategy option in the line-up. Such factors include but are not limited to:
  - a. Company management, to ensure that the organization is stable and adequately supports portfolio management. The reputation and the experience of the Investment Company will be kept current and provided to the Executive Committee as changes occur.
  - b. Strategy management, to ensure that portfolio management resources are stable and positioned to produce successful results in the future.
  - c. Strategy fees, to ensure that they are in line with peers and do not have an inordinate negative impact on net-of-fee performance results.
  - d. Fund ratings, if the fund is rated by a nationally recognized rating agency.

### **RISK STANDARDS**

The Trust's investments will be appropriately diversified to control overall risk. The following limitations apply in order to manage risk within acceptable ranges:

1. Interest rate risk – The Trust's benefit liabilities extend many years into the future, and this policy is to maintain a long-term focus on its investment decision-making process. Fixed income investments susceptible to interest rate risk will be monitored to prevent such investments from exceeding established allocation targets.
2. Credit risk – A minimum of 75% of fixed income holdings of an actively managed fixed income mutual fund must be of investment grade quality or higher at purchase; rated no lower than "Baa" by Moody's and no lower than "BBB" by Standard and Poor's. The Trustee, at its discretion, may impose a higher standard on an individual investment's circumstances or investment objectives dictate. Fixed income purchases shall be limited to obligations issued or guaranteed as to principal and interest by state, local and foreign governments, or any agency or instrumentality thereof, mortgage-backed and asset-backed securities, corporate bonds, foreign securities (including, but not limited to,

corporate issues, sovereign issues, non U.S. dollar denominated securities, Eurobonds, and emerging market debt securities) and municipal issues.

3. International equity and direct foreign currency exposure risk – It is generally understood that the entire international equity allocation will be denominated in foreign currency. On a market value basis, this allocation will be limited to 25% of the overall portfolio. Periodically there will be direct foreign currency exposure outside of the international equity allocation. Generally, this exposure will be considered de minimis in the context of the overall portfolio and monitored on a periodic basis to determine whether the allocation is appropriate.
4. Custodial credit risk – All investments and investment collateral are to be held in safekeeping by a third party custodial institution, as designated by the Treasurer, in the Trust's name. Custodial credit risk is the risk that, in the event of the failure of the counterparty, the Trust will not be able to recover the value of its investments or collateral securities which are in the possession of the outside party. All cash balances are required to be collateralized with permitted U.S. Government Securities in an amount equal to 105% (at market) of the monies on deposit.

## **INVESTMENT PROGRAM REVIEW AND MONITORING**

At least quarterly, the Executive Committee will:

1. Review the performance of the Trust utilizing the standards stated above.
2. Review the performance of each fund utilizing the standards stated above.
3. Determine whether the asset allocation investment strategy employed by the Trust should be modified
4. Determine whether an investment in a fund held by the Trust should be placed on probation, or terminated from the Trust line-up due to:
  - a. Investment performance that falls below standards;
  - b. Investment style drift; or
  - c. Other non-investment reasons, such as a portfolio manager change, a fee increase, etc.
5. Termination
  - a. Important to the monitoring process is establishing procedures for recommending fund terminations. While funds are expected to continue to provide favorable results over multiple market cycles, changes in the investment environment or a firm during the interim are expected and may require that corrective actions be taken. Performance shortfalls may occur for any number of reasons. In order to avoid untimely fund termination decisions due to poor performance during difficult periods, an understanding of the investment climate and market cycle are critical to the evaluation process. Evaluation of a fund for possible termination is considered as important as the initial selection decision.
  - b. When fund issues or concerns arise, they should be evaluated to determine:
    - i. What is the source or cause of the problem?
    - ii. Is the source or cause systemic, the result of short-term market conditions or a single error in judgment?
    - iii. Is the source or cause something that could not have been expected given the fund's discipline?

- iv. What is the probability the source or cause will happen again?
- c. Termination of a fund should be considered at any time, regardless of past performance, if:
  - i. There is a change in key personnel or investment philosophy;
  - ii. The investment characteristics are not consistent with the stated philosophy;
  - iii. There is inconsistency between the stated and actual investment process;
  - iv. Assets managed exceed an amount deemed appropriate for the organization or style;
  - v. For any reason it is determined that performance expectations for the fund have changed;
  - vi. Fund objectives are revised and the fund is no longer appropriate; and/or,
  - vii. The investment firm does not act in the best interest of the investors in the fund.
- d. Evaluations should be comprehensive and forward-looking. They should include the activities noted above in an effort to determine the possible impact on future performance. Suspect funds should be monitored by the Investment Advisor and identified in a report to the Executive Committee. As with investment selection recommendations, terminations must be approved by the Executive Committee.

At least annually, the Executive Committee will review the adequacy of the Trust investment strategy as measured by guidelines set forth in the “Investment Objectives” section of this Policy Statement.

### **REBALANCING POLICY**

Periodic rebalancing of the investment portfolio will be completed to maintain the portfolio’s asset allocation and risk exposure. Rebalancing back to the target allocation keeps the portfolio at a consistent risk exposure and minimizes deviations in returns as exhibited in the tracking error of the portfolio.

An investment report which provides the most recent quarter-ending allocation to equities and fixed income investments will be distributed and reviewed quarterly. The Executive Committee will consider reallocation of the assets at quarter-end and unless deemed unnecessary, the Executive Committee shall approve the rebalancing to the target allocation amounts. The Treasurer will execute the rebalancing transactions.

Interest, dividend, and capital gain distributions will not automatically be reinvested; instead, they will be accumulated in a cash or money market account and reinvested as part of the quarterly portfolio rebalancing effort.

### **PROHIBITED INVESTMENTS**

Prohibited investments include but are not limited to the following:

1. Commodities and Future Contracts;
2. Private Placements;
3. Options;
4. Hedge Funds – Derivatives

## **OTHER RESTRICTIONS**

All mutual fund investments made on behalf of the Metropolitan Water Reclamation District Retiree Healthcare Trust shall be invested in accordance with the investment manager's investment guidelines for the underlying mutual fund. The investment manager's guidelines for the mutual fund shall override any restrictions or stipulations as outlined in this document.

## **INTERNAL CONTROLS, AUDITING, AND REPORTING REQUIREMENTS**

The Treasurer of the District shall establish a system of internal controls designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by fiduciaries of the Trust.

Internal controls shall be reviewed by an independent auditor on an annual basis. This review will ensure compliance with policies and procedures.

A written report shall be prepared for the Trustee by the District's Treasurer or his designee on an annual basis. The report shall include a summary of investment activity prepared in compliance with generally accepted accounting principles, and shall include the following:

1. A balance sheet, showing the financial conditions of the Trust as of the end of the calendar year;
2. A statement of receipts and disbursements during such year;
3. A statement showing changes in the asset, liability, and reserve and surplus accounts during such year;
4. A detailed statement of investments marked-to-market as of the end of the year; and
5. Any additional information as is deemed necessary for proper interpretation of the condition of the Trust.

## **APPOINTMENT OF INVESTMENT ADVISORY FIRM**

The competitive procurement process of the Metropolitan Water Reclamation District of Greater Chicago will be utilized for the selection of the investment advisory firm. The Board of Commissioners will authorize the selection of the investment advisory firm based upon the outcome of the proposal, interview process, and recommendation of District staff.

## **DUTIES OF THE INVESTMENT ADVISORY FIRM**

The investment advisory firm will be expected to perform to the Prudent Expert Standard. Duties are defined as follows:

1. Assist in Preparation of the Investment Policy and Procedures:  
The advisor will assist in creating the Investment Policy and Operating Procedures for the Trust. Furthermore, the advisor will periodically review and make recommendations to revise investment-related policies and procedures as needed.
2. Assist in establishing appropriate asset allocation strategies for the trust fund:  
The advisor will assist in specifying the asset allocation within each category based on the District's investment objectives.
3. Assist in selecting investments according to established criteria:  
Based on the criteria established within the investment policy, the advisor will identify suitable investments to achieve the Trust's objectives. An investment structure utilizing mutual funds or ETF's is anticipated initially. As Fund assets grow, commingled fund and separate account vehicles can be considered. The advisor will assist in RFP process for investments if required.

4. Assist in establishing appropriate benchmarks and other criteria for evaluating performance:  
The advisor will identify performance monitoring criteria for each recommended class of investments and provide ongoing evaluation of the portfolio's performance.
5. Conduct portfolio analysis:  
The advisor will prepare initial and annual asset allocation studies, and make recommendations for appropriate changes in accordance with the contribution schedule and actuarial analysis performed by the District's actuary.
6. Trust Fund Reporting:  
The advisor will provide quarterly and annual performance reporting, including but not limited to a list of securities held at end of period, realized and unrealized gains and losses, investment income, expenses, and other performance data and analysis for the total fund and individual asset classes relative to the established benchmarks in compliance with the Investment Policy. Annual reports are to be prepared by the advisor as required to meet GASB45 reporting requirements. These reports include the Summary of Plan Assets, Statement of Plan Net Assets, Statement of Change in Plan Net Assets, and Schedule of Employer Contributions.
7. Training:  
The advisor will provide training regarding investment objectives and asset allocation to the Trustees and District Staff involved in the management of the Trust.
8. Ongoing support regarding investment activities related to the Trust Fund:  
The advisor may be called on to provide investment consulting service on an as-needed basis to a maximum of twenty (20) hours per year, in addition to the deliverables described above. These consulting services may cover issues such as fund governance and management, the District's eligibility for different share classes, or reporting format.
9. Meetings:  
The advisor will be expected to meet at least quarterly with District staff, and as otherwise needed, to provide the above-referenced services.

## **CUSTODY**

The Custodian maintains possession of the Trust's assets and insures electronic ownership in the Trust's name. The Custodian provides accurate and timely investment transaction accounting as directed by the Treasurer.

## **SECURITIES LENDING**

1. As an investor in mutual fund shares, the Trust will not directly engage in securities lending.
2. In the normal course of operations mutual funds engage in securities lending. Such transactions are normally handled through third party custodians and secured by cash payments and posting of other forms of collateral.
3. While a fund's policy on securities lending should be considered, investment selections are not restricted to those that do not engage in securities lending as this would inordinately limit the pool of funds in which to invest.

## **PROXY VOTING**

The Executive Committee will vote all proxies solely in the best interest of the beneficiaries of the Trust. The Treasurer shall execute all proxies based upon the Committee's recommendation.

**POLICY ADOPTION AND AMENDMENT**

This amended policy shall be effective on November 15, 2018, and, upon approval of the Trustee, be amended from time to time as necessary.

IN WITNESS WHEREOF, the Employer and the Trustee have executed this Declaration by their respective duly authorized officers, as of the date first hereinabove mentioned.

FOR THE METROPOLITAN WATER  
RECLAMATION DISTRICT OF GREATER  
CHICAGO AS EMPLOYER AND TRUSTEE

THE METROPOLITAN WATER RECLAMATION  
DISTRICT OF GREATER CHICAGO

BY: \_\_\_\_\_  
FRANK AVILA  
Chairman, Committee on Finance

BY: \_\_\_\_\_  
MARY ANN BOYLE  
Treasurer

BY: \_\_\_\_\_  
JACQUELINE TORRES  
Clerk/Director of Finance

BY: \_\_\_\_\_  
JOHN P. MURRAY  
Acting Executive Director

ATTESTED TO BY:

\_\_\_\_\_  
JACQUELINE TORRES  
Clerk/Director of Finance

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
HELEN SHIELDS-WRIGHT  
Head Assistant Attorney

\_\_\_\_\_  
SUSAN T. MORAKALIS  
General Counsel

## APPENDIX 1: Definitions for OPEB Policy and Committee Meetings

**Active portfolio management** - The process of managing a portfolio with the objective of outperforming the risk-appropriate benchmark by the use of selection and/or timing techniques.

**Actual rate of return on Investment** – Investment earnings on the market value of assets from the beginning of the fiscal year to the end of the fiscal year.

**Actuarial rate of return on Investments** – The annual investment return necessary to amortize the unfunded OPEB liability. Investment performance that exceeds or underperforms the target rate may materially impact future funding rates and liabilities.

**Alternative Investment** – A special subclass of non-securities investments. The objective of these investments is to reduce overall portfolio volatility, increase returns, and prevent loss of principal.

**Asset Allocation** – The process of assigning Fund assets among major asset classes such as stock funds, bond funds, cash, or alternative investments for the purpose of reducing risk through portfolio diversification.

**Asset Class** – A grouping of investments with distinctly different risk/return characteristics such that the benefits of diversification are gained when combined with other asset classes.

**Balanced Fund** – Fund includes both equity and fixed income investments.

**Basis Point** - A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points. There are 100 basis points in each percentage point.

**Benchmark** – The standard used to measure performance of an investment against its objective.

**Commingled Fund** – an investment vehicle that pools assets of two or more sources under common investment management. Minimum investments in the product are generally less than separate accounts, but more than mutual funds. As in the case with mutual funds, investors are given a representative amount of shares per dollars invested, based upon the product's net asset value (NAV).

**Derivative Security** - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Diversification** - A process of investing assets among a range of security types by sector, maturity, and quality rating in order to reduce overall price volatility.

**Domestic** – Indigenous to and/or domiciled in the United States of America.

**Emerging Markets** – Capital Markets, usually stock markets, that are relatively new and underdeveloped. Usually located in countries with lower per capital incomes compared to the more developed Western economies.

**Equity Investment** – Investments in common and preferred stock which provide returns in the form of dividends and capital appreciation or depreciation.

**Fiduciary** – Those persons holding the duty of loyalty, care, and prudence to the OPEB Trust Fund, pursuant to a prudent person standard. It defines the level of responsibility of trustees, advisors, and consultants who act in a co-fiduciary capacity to their clients.

**Fixed Income Investment** – An investment which provides a return in the form of fixed periodic payments and an eventual return of principal at maturity.

**Fund** – The Trust holding all assets of the Metropolitan Water Reclamation District Retiree Health Care Trust.



**Futures** – An agreement to buy or sell a specified amount of a commodity or financial instrument at a particular price on a stipulated future date.

**Growth Style** – Companies which are growing faster than stocks in general due to overall sector prosperity or a company characteristic allowing them to increase market share. Typically they will display higher P/E ratios, higher price-to-book ratios, higher earnings growth and lower dividend yields.

**Global/World** – Investment strategies that include both domestic and international investments.

**Global Tactical Asset Allocation (GTAA)** - An investment strategy that focuses on investing based upon perceived long-term market trends and exploiting short-term market inefficiencies by establishing positions in relatively attractive areas of the global investable universe. Investment styles can include Fixed Income Replacements, Equity Replacements, Blend (mix of Fixed Income and Equity), and Completion (inclusion of alternative asset classes, inflationary assets, etc). Depending on strategy, investment approaches may diversify across asset classes, sectors, countries, currencies, commodities, instruments, and capital structure.

**High Yield** – A high paying bond with a lower credit rating than investment-grade corporate bonds, Treasury bonds, and municipal bonds. This rating would fall below 'BBB' as denoted by Standard & Poor's. Because of the higher risk of default, these bonds pay a higher yield than investment grade bonds.

**Index** – Composite measure of returns for securities in a specific market or market sector. Various benchmarks used to measure a portfolio's performance. Each is composed of a group of assets that have a common quality or purpose, and are intended to represent that sector of the market that has those similar qualities.

**Interest Rate Risk** - The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Investment Advisor** - The consultant retained for expert advice regarding all investment matters.

**Large Cap** – Those publicly traded domestic companies comprising the 500 largest as measured by market capitalization, typically those in excess of \$8 billion.

**Liquidity** – The ability to convert assets into cash in a timely manner without a significant risk of loss.

**Market Capitalization** – The value the market assigns a publicly traded company. Market cap is determined by multiplying the number of shares of common stock outstanding by the per share market price.

**Mark-to-market** - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**Market Risk** - The risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value** - Current market price of a security.

**Mid Cap** – Those publicly traded domestic companies comprising the 1000 largest as measured by market capitalization excluding the largest 500. Typically this is between \$2 and \$8 billion.

**Money Market Mutual Fund** - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

**Mutual Fund** - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

**Mutual Fund Statistical Services** - Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

**Net Asset Value** - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)  $[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$

**No Load Fund** - A mutual fund which does not levy a sales charge on the purchase of its shares.

**Other Post Employment Medical Benefits** - Metropolitan Water Reclamation District Retiree Health Care Plan (the "*Plan*") which provides for post-retirement health benefits for its eligible employees, their spouses, and eligible dependents and the Plan.

**Passive portfolio management** – The process of managing a portfolio in a manner to match the return of the risk-appropriate benchmark either by sampling techniques or by matching the holdings of the benchmark.

**Prudent Person** - The fiduciary responsibility to discharge one's duties to the Trust solely in the interests of participants and their beneficiaries with such care, skill, prudence, and diligence as a person acting in like circumstances would exercise in the conduct of an enterprise with similar characteristics and aims.

**Prudent Person Rule** - An investment standard outlining the fiduciary responsibilities of public funds investors to act in accord with the "Prudent Person" guidelines relating to investment practices.

**Risk** – The measurable probability of losing (or not gaining) value. Risk is measured by standard deviation.

**Separate Account** - A privately managed investment portfolio opened by the client, which holds actual underlying securities. Fees are usually lower than any other investment vehicle, but minimum investments are typically much higher. Separate accounts are used mainly by large plans, while medium and small plans generally use commingled funds and/or mutual funds. Liquidity is subject to the underlying securities' settlement dates.

**Small Cap** – All publicly traded domestic equity excluding the largest 1000 companies as measured by market capitalization, typically below \$2 billion.

**Standard Deviation** – The statistical calculation which measures the degree to which an individual value in a probability distribution tends to vary from the mean of the distribution. It is the square root of variance.

**Trustee** – The Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago.

**Value Style** – Companies that may be out of favor with investors due to recent business results, slow growth, industry maturity, etc. Typically they will display lower P/E ratios, lower price-to-book ratios, lower earnings growth, and higher dividend yields.

**Volatility** – The size and frequency of movement in the price or value of an investment.

## APPENDIX 2: Asset Class and Benchmark Indices Definitions

FIXED INCOME ASSET CLASSES		
<u>Class</u>	<u>Definition</u>	<u>Benchmark Indices</u>
Domestic Fixed Income		
Domestic Bonds	Investment grade bonds issued by United States government and corporate issuers.	Barclays Capital U.S. Aggregate Index
EQUITY ASSET CLASSES		
<u>Class</u>	<u>Definition</u>	<u>Benchmark Indices</u>
Domestic Equities		
Large Cap Core (Blend)	Domestic equities of large capitalization corporations.	Russell 1000, S&P 500
Mid Cap Core (Blend)	Domestic equities of mid capitalization corporations.	Russell Mid Cap, S&P 400
Small Cap Core (Blend)	Domestic equities of small capitalization corporations.	Russell 2000, S&P Small Cap 600
International Equities		
Global Low Volatility	Global equities of large, mid and small capitalization corporations.	MSCI ACWI Minimum Volatility Index
International Core Equities (Developed Markets)	International equities of large capitalization corporations.	MSCI EAFE, MSCI ACWI ex USA

## APPENDIX 3: Benchmark Details

### Domestic Fixed Income

**Barclays Capital U.S. Aggregate Index** represents securities that are SEC-registered, taxable, and dollar denominated. The index covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities. These major sectors are subdivided into more specific indices that are calculated and reported on a regular basis.

### Domestic Equities

**Russell 1000 Growth Index** measures the performance of the large-cap growth segment of the U.S. equity universe. It includes those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values.

**S&P 500 Index** measures the performance of the large-cap core segment of the U.S. equity universe. It includes the largest 500 companies based off market capitalization.

**Russell 1000 Value** measures the performance of the large-cap value segment of the U.S. equity universe. It includes those Russell 1000 companies with lower price-to-book ratios and higher dividend yield.

**Russell Mid-Cap Index** measures the performance of the mid-cap core segment of the U.S. equity universe. The index is comprised of approximately 800 U.S. companies with market capitalization between \$2 billion and \$10 billion.

**Russell 2000 Index** measures the performance of the small-cap core segment of the U.S. equity universe. The index is comprised of approximately 2000 U.S. companies with market capitalization between \$300 million and \$2 billion.

**CRSP U.S. Small Cap Index** measures the performance of the small-cap segment of the U.S. equity universe. The CRSP U.S. Small Cap Index includes approximately 1,400 of the smallest securities based on a combination of their market cap and current index membership.

### International Equities

**MSCI EAFE Index** (Europe, Australasia, Far East) is a free float-adjusted market capitalization index that is designed to measure the equity market performance of developed markets, excluding the U.S. & Canada. As of September 2018 the MSCI EAFE Index consisted of the following 21 developed market country indices: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, the Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, and the United Kingdom.

**MSCI ACWI ex USA Index** (All Country World Index) is a market capitalization weighted index designed to provide a broad measure of stock performance throughout the world, with the exception of U.S. based companies. The index includes both developed and emerging markets. As of September 2018, it captures large and mid-cap representation across 22 of 23 Developed Markets countries and 24 Emerging Markets countries.

**MSCI ACWI Minimum Volatility Index** aims to optimize the MSCI All Country World Index for the lowest absolute risk applied to large and mid-cap equities across 23 Developed Markets and 23 Emerging Markets countries.

**METROPOLITAN WATER RECLAMATION DISTRICT  
RETIREE HEALTH CARE TRUST  
INVESTMENT POLICY STATEMENT**

Adopted November 19, 2009

[Revised December 19, 2013](#)

Revised November [15, 2018](#)

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## **INTRODUCTION AND PURPOSE**

The Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago (the "District"), as Trustee of the Metropolitan Water Reclamation District Retiree Health Care Trust (the "Trust"), hereby adopts this Investment Policy Statement for the Trust. The Trust provides other post-employment medical benefits ("OPEB") to retired employees and their dependents in accordance with a Plan adopted by the District. The Trust is authorized under Illinois Statute 70 ILCS 2605/9.6d. The Plan and the benefits provided thereunder are funded in part by contributions by the District.

## **SCOPE**

This Investment Policy applies to all financial assets of the Trust. The management of District investments and the District's Retirement Plan investments are excluded from the scope of this policy. The Board of Commissioners of the District serves as Trustee of the Trust, and is responsible for the safekeeping and investment of Trust assets. To assist the Trustee in its function, one or more Investment Advisors may be appointed.

## **FIDUCIARY RESPONSIBILITIES**

The Trustee, and certain persons they designate to carry out their duties or responsibilities, are fiduciaries under the Trust. Each fiduciary has only those duties or responsibilities specifically assigned to him under the Trust or delegated to him by another fiduciary. The Trustee and all other fiduciaries shall discharge their duties with respect to this Trust solely in the interest of the participants and beneficiaries of the Trust. Such duties shall be discharged for the exclusive purpose of providing benefits to the Participants and Beneficiaries and defraying expenses of the Plan.

Training will be provided to the Trustee and Executive Committee on an annual basis. The training should focus on subjects that assist the Trustee in meeting its fiduciary responsibilities.

## **EXECUTIVE COMMITTEE**

The Board of Commissioners of the Metropolitan Water Reclamation District appointed an Executive Committee, comprised of the Chairman of the Committee on Finance, the Treasurer of the District, and the Director of Finance of the District, to be responsible for certain activities with regard to the Trust, subject to approval of the Board of Commissioners. These activities include but are not limited to: recommendation of an Investment Advisor; acceptance or rejection of investment recommendations from the Investment Advisor; investment policy review; asset allocation structure; asset performance reviews; execution of investments; and other financial responsibilities.

## **ETHICS AND CONFLICTS OF INTEREST**

The Trustee and other designated persons involved in the investment process shall not engage in personal business activities that could conflict with the proper execution of the investment program or could impair their ability to make impartial decisions. Employees and investment officials involved in the investment process shall disclose to the Trustee any material financial interest in, or personal relationship with, any financial management firm, financial institution, or brokerage that conducts business with the Trust.



## INVESTMENT OBJECTIVES

The assets of the Trust shall be invested in accordance with the following objectives:

1. General Standard – Assets of the Trust shall be invested in a manner consistent with applicable fiduciary standards:
  - a. The safeguards and diversification that a prudent investor would adhere to must be present.
  - b. All transactions undertaken on behalf of the Trust must be for the sole interest of Plan Participants and their beneficiaries.
  - c. All fiduciaries shall discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims, and as defined by Illinois law.
2. Liquidity – Sufficient liquidity shall be maintained to cover benefit payment outflows. Liquidity requirements shall be determined primarily by the flow of revenues and expenditures on a cash flow basis. The Trustee shall regularly advise the Investment Advisor of its current and foreseeable cash flow needs.
3. Low Expenses - Assets of the Trust shall be invested in such a way as to minimize administrative costs, asset management fees, and brokerage costs.
  - a. No finder's fee or other compensation will be paid to any consultant or investment manager.
  - b. It is the Trust Fund's policy to encourage the use of investment managers and broker/dealers owned by minorities, women, and persons with disabilities who are capable of providing "best execution" (commission cost plus market impact) to be given an opportunity to do so.
  - c. The cost of investment management fees should be a consideration in strategy selection. In most cases, the lowest cost investment vehicle offered by an investment manager should be used. If the lowest cost investment vehicle is not utilized due to the consideration of other quantitative or qualitative evaluations, the Executive Committee must approve such selection.
4. Compliance With Statutory Standards – The assets of the OPEB Trust shall be managed by the Treasurer of the District in any manner, subject only to the prudent investor standard and any requirements of applicable federal law. The limitations of any other statute affecting the investment of District funds shall not apply to the OPEB Trust. The Trustee shall adopt this investment policy consistent with the standards articulated in section 2.5 of the Public Funds Investment Act (30 ILCS 235/12.5) and the Metropolitan Water Reclamation District Act (70 ILCS 2605/9.6d)
5. Return on Investment - The objective of the Executive Committee is to achieve long-term investment performance exceeding the Trust's calculated Other Post-Employment Benefits ("OPEB") actuarial investment rate of return. While expecting to meet or exceed these objectives over time, it is understood that over shorter periods of time, investment returns may not meet the target rate of OPEB funds. The investment portfolio shall be designed with the objective of achieving at least the minimum return, consistent with the annual liability of the Fund, but at the same time taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### TRUST PORTFOLIO AND ASSET ALLOCATION TARGETS

Investments shall be limited to publicly traded securities and mutual funds, adequately diversified among various market segments and sectors in both the United States as well as other developed countries and emerging markets. Initially, the Trust will invest assets exclusively in passively and actively managed mutual funds or exchange-traded funds registered under the Securities Act of 1940 because of their lower cost as compared with the use of outside investment managers. No load mutual funds will be utilized when possible. Passively managed mutual funds invest in a portfolio of securities that replicates a designated index or benchmark. Actively managed mutual funds implement investment strategies intended to provide returns that exceed those of a designated benchmark or index. If an investment strategy is later adopted that utilizes investment managers, the Trustee may appoint one or more investment managers to manage or control all or part of the assets of the Trust. Such managers must be registered as an investment advisor under the Investment Advisors Act of 1940.

The Trust, based on its overall purpose of supporting the long-term financial ability to fund retiree healthcare expenditures, is structured to provide competitive performance while minimizing the potential for losses. The asset allocation targets for the Trust are as follows:

Asset Class	Fund Asset Mix		
	Minimum	Normal	Maximum
Domestic Equities	<del>40</del> 25%	<del>45</del> 30%	<del>50</del> 35%
<del>Developed</del> International Equities	15 <del>2</del> %	20 <del>1</del> 5%	25 <del>1</del> 8%
Fixed Income Securities (Bonds)	<del>30</del> 40%	35 <del>4</del> 5%	<del>4</del> 50%
<del>Global-Balanced Portfolio</del>	7.5%	10%	12.5%
Cash/Cash Equivalents (Money Market)	0%	<del>≤</del> 14%	100%

In the review of investment options, asset allocation is a critical contributor to risk and return. Market movement, cash flows, investment performance, etc., may cause asset allocation percentages to deviate from the Trust's targets. It is the Executive Committee's responsibility, with advice from the Investment Advisor, to monitor the percentages of each asset classification. The assets shall be re-balanced periodically to approximate the specific target allocations in use at that point in time. See "REBALANCING POLICY" below.

Under normal operating circumstances (when fund is fully invested), investments in any one actively managed equity strategy should be limited to 15% and in any one actively managed fixed income strategy should be limited to 25% of the total portfolio market value. More than one investment manager should be utilized per investment class when possible. Investments in any one actively managed international investment strategy should be limited to 15% of the market

value of the investment portfolio. Alternative investment strategies should be limited to 5% of the market value of the investment portfolio.

The Trust may maintain cash reserves in money market securities. For temporary, defensive purposes, the Trust may invest without limitation in cash reserves. A reserve position provides flexibility in meeting redemptions, expenses, and the timing of new investments, and serves as a short-term defense during periods of unusual volatility. In situations where the Trustee determines that the divestiture of an asset class is necessary to protect the valuation, safety, or liquidity of the portfolio, amounts may temporarily exceed the maximum asset mix limit.

Investments shall be made with judgment and care, with prudence, discretion, and intelligence exercised in the management of the Fund assets. The investment process should be disciplined and designed to avoid random decision making and reduce the risk of loss.

#### **INVESTMENT OPTIONS**

The Trustee will select and maintain a diversified investment portfolio. To ensure diversification, the Trust investments will include high-quality strategies that range in objective from capital preservation to capital appreciation, while mitigating the overall level of risk that the Trust undertakes.

To ensure proper diversification, the Trust investments should include a variety of investment alternatives, each of which: (a) is diversified; (b) has materially different risk and return characteristics; (c) enable creation of a portfolio with aggregate risk and return characteristics at any point within the range normally appropriate for the Trust; and (d) when combined with investments in the other alternatives tends to minimize, through diversification, the overall risk to the Trust's portfolio. In this regard, the Trustee agrees that it is appropriate, at a minimum, to include the following asset types/styles:

General Asset Class Category Descriptions	
Principal Protection (Money Market, Fixed Accounts, Illinois Funds local government pool, or Stable Value)	<ul style="list-style-type: none"> <li>• Seek the highest level of stable income consistent with the safety of principal afforded by the portfolio's investments.</li> <li>• The portfolio may hold U.S. Government and Agency securities and other money market securities issued by corporations.</li> </ul>
Bond	<ul style="list-style-type: none"> <li>• Provides exposure to a variety of fixed income instruments.</li> <li>• Fund may provide exposure to U.S. or global bond markets including government, agency, corporate, mortgage-backed, Treasury inflation-protected securities (TIPS), and high-yield sectors.</li> </ul>
Global-Balanced	<ul style="list-style-type: none"> <li>• Provides exposure to both equity and fixed income investments.</li> <li>• Fund will typically invest in a broad array of domestic and foreign stocks, bonds, commodities, and money market securities.</li> </ul>
Equity - Domestic and International	<ul style="list-style-type: none"> <li>• Provides broad equity market exposure with the opportunity of capital appreciation and income through dividends.</li> <li>• Includes access to all market capitalizations and emerging market equities.</li> <li>• Funds include domestic and international large cap value, large cap growth, large cap core, mid cap value, mid cap growth, mid cap core, small cap value, small cap growth, and small cap core.</li> </ul>
Alternative	<ul style="list-style-type: none"> <li>• Investments not to exceed 5% of the total market value of the portfolio.</li> <li>• Includes real estate investment trust (REIT) funds, natural resource funds, private equity funds, or other alternative asset classes.</li> </ul>

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The Trustee has the sole discretion to establish and alter the Fund's investments as deemed appropriate to meet the above stated guidelines, unless additional approvals as set forth in the Trust Document are required.

Trustee may deem it appropriate to close or eliminate an investment strategy as a result of the review process set forth in the Investment Performance and Risk Standards Section of this Policy Statement. Before such action is taken, full consideration will be given to:

- The impact on the Trust investment program and its beneficiaries,
- Alternative options for funds invested in the closing strategy,
- The appropriate timing of such a change given administrative, communications and other investment program matters.

## INVESTMENT PERFORMANCE

Investment standards are set to provide guidance in the selection and retention of investments for the Trust. The standards serve to ensure that Trust investments meet minimum performance and risk expectations. The standards are as follows:

1. Trust performance will be measured against the investment rate of return employed in the actuarial study considered by the Trustee in operating the Trust. This comparison is intended as a reference and should not be construed as a forecast of or a guarantee as to the Trust's performance relative to the actuarial discount rate of return. Additionally, over a complete market cycle, the Total Fund performance has a secondary goal of outperforming a weighted passive portfolio comprised of a mix of 35% Bloomberg Barclays U.S. Aggregate Index, 25% S&P 500 Index, 10% Russell Mid-Cap Index, 10% Russell 2000 Index, 5% MSCI ACWI Minimum Volatility Index, 15% MSCI EAFE Index, 20% S&P 500 Index, 10% Small Cap Hybrid Index, 15% MSCI EAFE (net), 45% Barclays Capital U.S. Aggregate Index, and 10% Barclays US TIPS 1-10 Year Index.
2. Performance of investments held by the Trust will be objectively measured against appropriate market benchmarks and peers to ensure that each fund is performing in line with expectations for the pertinent asset class and style.

Each actively managed fund's performance will be measured against:

- a. A pre-established peer group that reflects the fund's asset class and style:
  - i. The peer group will consist of a broad universe of like-style investment strategies as compiled and measured by a consultant or other third party database such as Morningstar, Lipper, or other rating services.
  - ii. The evaluation will consider performance over shorter and longer time periods, e.g. quarterly as well as one-, three-, and five-year periods.
  - iii. Investment strategy performance is expected to exceed the top thirty-third percentile (33%) of peer universe groups over rolling three-year periods as measured by both:
    - (a) Investment returns; and
    - (b) Risk-adjusted returns.
- b. A pre-established market benchmark that reflects the investment strategy's asset class and style:
  - i. The evaluation will consider performance over shorter and longer time periods, e.g., quarterly as well as one-, three-, and five-year periods.
  - ii. Strategy performance is expected to exceed benchmark returns over rolling three-year periods.

Each passively managed investment strategy's performance will be measured against:

- a. A pre-established peer group of investment strategies that reflects the fund's asset class and style:

- iii. The peer group will consist of a broad universe of like-style investment strategies as compiled and measured by a consultant or other third party database such as Morningstar, Lipper, or other rating services.
- iv. The evaluation will consider performance over shorter and longer time periods, e.g. quarterly as well as one-, three-, and five-year periods.
- b. A pre-established market benchmark that reflects the fund's asset class and style:
  - v. The evaluation will consider performance over shorter and longer time periods, e.g., quarterly as well as one-, three-, and five-year periods.
  - vi. Investment strategy performance is expected to approximate benchmark returns over rolling three-year periods as evidenced by a low tracking error relative to the returns of the benchmark index.

See Appendices 2 and 3 for Asset Class and Benchmark Indices definitions.

#### Use of benchmarks for Active versus Passive investments

While the benchmark for an asset class that is used to evaluate an investment remains the same for an investment in an active or a passive strategy, the evaluation is somewhat different. In the case of an investment in an actively managed strategy, the investment is evaluated in comparison to the benchmark and in terms of excess return relative to the benchmark or over or under performance. One would expect an actively managed investment to earn returns that exceed the returns of the benchmark index without substantial difference in volatility between the fund and its benchmark. In the case of a passively managed investment, it is still evaluated in comparison to the benchmark but in terms of how closely its performance and volatility has tracked the performance and volatility of the benchmark. One would not expect substantial deviation between the return and volatility of the benchmark and the passively managed investment.

3. Funds' non-investment performance-related factors will also be reviewed to confirm the appropriateness of the strategy option in the line-up. Such factors include but are not limited to:
  - a. Company management, to ensure that the organization is stable and adequately supports portfolio management. The reputation and the experience of the Investment Company will be kept current and provided to the Executive Committee as changes occur.
  - b. Strategy management, to ensure that portfolio management resources are stable and positioned to produce successful results in the future.
  - c. Strategy fees, to ensure that they are in line with peers and do not have an inordinate negative impact on net-of-fee performance results.
  - d. Fund ratings, if the fund is rated by a nationally recognized rating agency.

#### **RISK STANDARDS**

The Trust's investments will be appropriately diversified to control overall risk. The following limitations apply in order to manage risk within acceptable ranges:

1. Interest rate risk – The Trust's benefit liabilities extend many years into the future, and this policy is to maintain a long-term focus on its investment decision-making process. Fixed income investments susceptible to interest rate risk will be monitored to prevent such investments from exceeding established allocation targets.

2. Credit risk – A minimum of ~~75%~~<sup>85%</sup> of fixed income holdings of an actively managed fixed income mutual fund must be of investment grade quality or higher at purchase; rated no lower than “Baa” by Moody’s and no lower than “BBB” by Standard and Poor’s. The Trustee, at its discretion, may impose a higher standard on an individual investment’s circumstances or investment objectives dictate. Fixed income purchases shall be limited to obligations issued or guaranteed as to principal and interest by state, local and foreign governments, or any agency or instrumentality thereof, mortgage-backed and asset-backed securities, corporate bonds, foreign securities (including, but not limited to, corporate issues, sovereign issues, non U.S. dollar denominated securities, Eurobonds, and emerging market debt securities) and municipal issues.
3. International equity and direct foreign currency exposure risk – It is generally understood that the entire international equity allocation will be denominated in foreign currency. On a market value basis, this allocation will be limited to ~~20%~~<sup>25%</sup> of the overall portfolio. Periodically there will be direct foreign currency exposure outside of the international equity allocation. Generally, this exposure will be considered de minimis in the context of the overall portfolio and monitored on a periodic basis to determine whether the allocation is appropriate.
4. Custodial credit risk – All investments and investment collateral are to be held in safekeeping by a third party custodial institution, as designated by the Treasurer, in the Trust’s name. Custodial credit risk is the risk that, in the event of the failure of the counterparty, the Trust will not be able to recover the value of its investments or collateral securities which are in the possession of the outside party. All cash balances are required to be collateralized with permitted U.S. Government Securities in an amount equal to 105% (at market) of the monies on deposit.

#### INVESTMENT PROGRAM REVIEW AND MONITORING

At least quarterly, the Executive Committee will:

1. Review the performance of the Trust utilizing the standards stated above.
2. Review the performance of each fund utilizing the standards stated above.
3. Determine whether the asset allocation investment strategy employed by the Trust should be modified
4. Determine whether an investment in a fund held by the Trust should be placed on probation, or terminated from the Trust line-up due to:
  - a. Investment performance that falls below standards;
  - b. Investment style drift; or
  - c. Other non-investment reasons, such as a portfolio manager change, a fee increase, etc.
5. Termination
  - a. Important to the monitoring process is establishing procedures for recommending fund terminations. While funds are expected to continue to provide favorable results over multiple market cycles, changes in the investment environment or a firm during the interim are expected and may require that corrective actions be taken. Performance shortfalls may occur for any number of reasons. In order to avoid untimely fund termination decisions due to poor performance during difficult periods, an understanding of the investment climate and market cycle are critical to the evaluation process. Evaluation of a fund for possible termination is considered as important as the initial selection decision.

- b. When fund issues or concerns arise, they should be evaluated to determine:
  - i. What is the source or cause of the problem?
  - ii. Is the source or cause systemic, the result of short-term market conditions or a single error in judgment?
  - iii. Is the source or cause something that could not have been expected given the fund's discipline?
  - iv. What is the probability the source or cause will happen again?
- c. Termination of a fund should be considered at any time, regardless of past performance, if:
  - i. There is a change in key personnel or investment philosophy;
  - ii. The investment characteristics are not consistent with the stated philosophy;
  - iii. There is inconsistency between the stated and actual investment process;
  - iv. Assets managed exceed an amount deemed appropriate for the organization or style;
  - v. For any reason it is determined that performance expectations for the fund have changed;
  - vi. Fund objectives are revised and the fund is no longer appropriate; and/or,
  - vii. The investment firm does not act in the best interest of the investors in the fund.
- d. Evaluations should be comprehensive and forward-looking. They should include the activities noted above in an effort to determine the possible impact on future performance. Suspect funds should be monitored by the Investment Advisor and identified in a report to the Executive Committee. As with investment selection recommendations, terminations must be approved by the Executive Committee.

At least annually, the Executive Committee will review the adequacy of the Trust investment strategy as measured by guidelines set forth in the "Investment Objectives" section of this Policy Statement.

#### **REBALANCING POLICY**

Periodic rebalancing of the investment portfolio will be completed to maintain the portfolio's asset allocation and risk exposure. Rebalancing back to the target allocation keeps the portfolio at a consistent risk exposure and minimizes deviations in returns as exhibited in the tracking error of the portfolio.

An investment report which provides the most recent quarter-ending allocation to equities and fixed income investments will be distributed and reviewed quarterly. The Executive Committee will consider reallocation of the assets at quarter-end and unless deemed unnecessary, the Executive Committee shall approve the rebalancing to the target allocation amounts. The Treasurer will execute the rebalancing transactions.

Interest, dividend, and capital gain distributions will not automatically be reinvested; instead, they will be accumulated in a cash or money market account and reinvested as part of the quarterly portfolio rebalancing effort.

#### **PROHIBITED INVESTMENTS**

Prohibited investments include but are not limited to the following:

1. Commodities and Future Contracts;



2. Private Placements;
3. Options;
4. Hedge Funds – Derivatives

#### **OTHER RESTRICTIONS**

All mutual fund investments made on behalf of the Metropolitan Water Reclamation District Retiree Healthcare Trust shall be invested in accordance with the investment manager's investment guidelines for the underlying mutual fund. The investment manager's guidelines for the mutual fund shall override any restrictions or stipulations as outlined in this document.

#### **INTERNAL CONTROLS, AUDITING, AND REPORTING REQUIREMENTS**

The Treasurer of the District shall establish a system of internal controls designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by fiduciaries of the Trust.

Internal controls shall be reviewed by an independent auditor on an annual basis. This review will ensure compliance with policies and procedures.

A written report shall be prepared for the Trustee by the District's Treasurer or his designee on an annual basis. The report shall include a summary of investment activity prepared in compliance with generally accepted accounting principles, and shall include the following:

1. A balance sheet, showing the financial conditions of the Trust as of the end of the calendar year;
2. A statement of receipts and disbursements during such year;
3. A statement showing changes in the asset, liability, and reserve and surplus accounts during such year;
4. A detailed statement of investments marked-to-market as of the end of the year; and
5. Any additional information as is deemed necessary for proper interpretation of the condition of the Trust.

#### **APPOINTMENT OF INVESTMENT ADVISORY FIRM**

The competitive procurement process of the Metropolitan Water Reclamation District of Greater Chicago will be utilized for the selection of the investment advisory firm. The Board of Commissioners will authorize the selection of the investment advisory firm based upon the outcome of the proposal, interview process, and recommendation of District staff.

#### **DUTIES OF THE INVESTMENT ADVISORY FIRM**

The investment advisory firm will be expected to perform to the Prudent Expert Standard. Duties are defined as follows:

1. Assist in Preparation of the Investment Policy and Procedures:  
The advisor will assist in creating the Investment Policy and Operating Procedures for the Trust. Furthermore, the advisor will periodically review and make recommendations to revise investment-related policies and procedures as needed.
2. Assist in establishing appropriate asset allocation strategies for the trust fund:  
The advisor will assist in specifying the asset allocation within each category based on the District's investment objectives.

3. Assist in selecting investments according to established criteria:  
Based on the criteria established within the investment policy, the advisor will identify suitable investments to achieve the Trust's objectives. An investment structure utilizing mutual funds or ETF's is anticipated initially. As Fund assets grow, commingled fund and separate account vehicles can be considered. The advisor will assist in RFP process for investments if required.
4. Assist in establishing appropriate benchmarks and other criteria for evaluating performance:  
The advisor will identify performance monitoring criteria for each recommended class of investments and provide ongoing evaluation of the portfolio's performance.
5. Conduct portfolio analysis:  
The advisor will prepare initial and annual asset allocation studies, and make recommendations for appropriate changes in accordance with the contribution schedule and actuarial analysis performed by the District's actuary.
6. Trust Fund Reporting:  
The advisor will provide quarterly and annual performance reporting, including but not limited to a list of securities held at end of period, realized and unrealized gains and losses, investment income, expenses, and other performance data and analysis for the total fund and individual asset classes relative to the established benchmarks in compliance with the Investment Policy. Annual reports are to be prepared by the advisor as required to meet GASB45 reporting requirements. These reports include the Summary of Plan Assets, Statement of Plan Net Assets, Statement of Change in Plan Net Assets, and Schedule of Employer Contributions.
7. Training:  
The advisor will provide training regarding investment objectives and asset allocation to the Trustees and District Staff involved in the management of the Trust.
8. Ongoing support regarding investment activities related to the Trust Fund:  
The advisor may be called on to provide investment consulting service on an as-needed basis to a maximum of twenty (20) hours per year, in addition to the deliverables described above. These consulting services may cover issues such as fund governance and management, the District's eligibility for different share classes, or reporting format.
9. Meetings:  
The advisor will be expected to meet at least quarterly with District staff, and as otherwise needed, to provide the above-referenced services.

#### **CUSTODY**

The Custodian maintains possession of the Trust's assets and insures electronic ownership in the Trust's name. The Custodian provides accurate and timely investment transaction accounting as directed by the Treasurer.

#### **SECURITIES LENDING**

1. As an investor in mutual fund shares, the Trust will not directly engage in securities lending.
2. In the normal course of operations mutual funds engage in securities lending. Such transactions are normally handled through third party custodians and secured by cash payments and posting of other forms of collateral.

3. While a fund's policy on securities lending should be considered, investment selections are not restricted to those that do not engage in securities lending as this would inordinately limit the pool of funds in which to invest.

**PROXY VOTING**

The Executive Committee will vote all proxies solely in the best interest of the beneficiaries of the Trust. The Treasurer shall execute all proxies based upon the Committee's recommendation.

**POLICY ADOPTION AND AMENDMENT**

This amended policy shall be effective on November 15, 2018~~December 19, 2013~~, and, upon approval of the Trustee, be amended from time to time as necessary.

IN WITNESS WHEREOF, the Employer and the Trustee have executed this Declaration by their respective duly authorized officers, as of the date first hereinabove mentioned.

FOR THE METROPOLITAN WATER  
RECLAMATION DISTRICT OF GREATER  
CHICAGO AS EMPLOYER AND TRUSTEE

THE METROPOLITAN WATER RECLAMATION  
DISTRICT OF GREATER CHICAGO

BY: \_\_\_\_\_  
FRANK AVILA~~MARIYANA T. SPYROPOULOS~~  
Chairman, Committee on Finance

BY: \_\_\_\_\_  
MARY ANN BOYLE  
Treasurer

BY: \_\_\_\_\_  
JACQUELINE TORRES  
Clerk/Director of Finance

BY: \_\_\_\_\_  
JOHN P. MURRAY~~DAVID ST. PIERRE~~  
Executive Acting Executive Director

ATTESTED TO BY:

\_\_\_\_\_  
JACQUELINE TORRES  
Clerk/Director of Finance

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
HELEN SHIELDS-WRIGHT  
Head Assistant Attorney

\_\_\_\_\_  
SUSAN T. MORAKALIS~~RONALD HILL~~  
General Counsel

## APPENDIX 1: Definitions for OPEB Policy and Committee Meetings

**Active portfolio management** - The process of managing a portfolio with the objective of outperforming the risk-appropriate benchmark by the use of selection and/or timing techniques.

**Actual rate of return on Investment** – Investment earnings on the market value of assets from the beginning of the fiscal year to the end of the fiscal year.

**Actuarial rate of return on Investments** – The annual investment return necessary to amortize the unfunded OPEB liability. Investment performance that exceeds or underperforms the target rate may materially impact future funding rates and liabilities.

**Alternative Investment** – A special subclass of non-securities investments. The objective of these investments is to reduce overall portfolio volatility, increase returns, and prevent loss of principal.

**Asset Allocation** – The process of assigning Fund assets among major asset classes such as stock funds, bond funds, cash, or alternative investments for the purpose of reducing risk through portfolio diversification.

**Asset Class** – A grouping of investments with distinctly different risk/return characteristics such that the benefits of diversification are gained when combined with other asset classes.

**Balanced Fund** – Fund includes both equity and fixed income investments.

**Basis Point** - A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points. There are 100 basis points in each percentage point.

**Benchmark** – The standard used to measure performance of an investment against its objective.

**Commingled Fund** – an investment vehicle that pools assets of two or more sources under common investment management. Minimum investments in the product are generally less than separate accounts, but more than mutual funds. As in the case with mutual funds, investors are given a representative amount of shares per dollars invested, based upon the product's net asset value (NAV).

**Derivative Security** - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Diversification** - A process of investing assets among a range of security types by sector, maturity, and quality rating in order to reduce overall price volatility.

**Domestic** – Indigenous to and/or domiciled in the United States of America.

**Emerging Markets** – Capital Markets, usually stock markets, that are relatively new and underdeveloped. Usually located in countries with lower per capital incomes compared to the more developed Western economies.

**Equity Investment** – Investments in common and preferred stock which provide returns in the form of dividends and capital appreciation or depreciation.

**Fiduciary** – Those persons holding the duty of loyalty, care, and prudence to the OPEB Trust Fund, pursuant to a prudent person standard. It defines the level of responsibility of trustees, advisors, and consultants who act in a co-fiduciary capacity to their clients.

**Fixed Income Investment** – An investment which provides a return in the form of fixed periodic payments and an eventual return of principal at maturity.

**Fund** – The Trust holding all assets of the Metropolitan Water Reclamation District Retiree Health Care Trust.

**Futures** – An agreement to buy or sell a specified amount of a commodity or financial instrument at a particular price on a stipulated future date.

**Growth Style** – Companies which are growing faster than stocks in general due to overall sector prosperity or a company characteristic allowing them to increase market share. Typically they will display higher P/E ratios, higher price-to-book ratios, higher earnings growth and lower dividend yields.

**Global/World** – Investment strategies that include both domestic and international investments.

**Global Tactical Asset Allocation (GTAA)** - An investment strategy that focuses on investing based upon perceived long-term market trends and exploiting short-term market inefficiencies by establishing positions in relatively attractive areas of the global investable universe. Investment styles can include Fixed Income Replacements, Equity Replacements, Blend (mix of Fixed Income and Equity), and Completion (inclusion of alternative asset classes, inflationary assets, etc). Depending on strategy, investment approaches may diversify across asset classes, sectors, countries, currencies, commodities, instruments, and capital structure.

**High Yield** – A high paying bond with a lower credit rating than investment-grade corporate bonds, Treasury bonds, and municipal bonds. This rating would fall below 'BBB' as denoted by Standard & ~~Peers~~[Poor's](#). Because of the higher risk of default, these bonds pay a higher yield than investment grade bonds.

**Index** – Composite measure of returns for securities in a specific market or market sector. Various benchmarks used to measure a portfolio's performance. Each is composed of a group of assets that have a common quality or purpose, and are intended to represent that sector of the market that has those similar qualities.

**Interest Rate Risk** - The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Investment Advisor** - The consultant retained for expert advice regarding all investment matters.

**Large Cap** – Those publicly traded domestic companies comprising the 500 largest as measured by market capitalization, typically those in excess of \$8 billion.

**Liquidity** – The ability to convert assets into cash in a timely manner without a significant risk of loss.

**Market Capitalization** – The value the market assigns a publicly traded company. Market cap is determined by multiplying the number of shares of common stock outstanding by the per share market price.

**Mark-to-market** - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**Market Risk** - The risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value** - Current market price of a security.

**Mid Cap** – Those publicly traded domestic companies comprising the 1000 largest as measured by market capitalization excluding the largest 500. Typically this is between \$2 and \$8 billion.

**Money Market Mutual Fund** - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

**Mutual Fund** - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

**Mutual Fund Statistical Services** - Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

**Net Asset Value** - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)  $[(\text{Total assets}) - (\text{Liabilities})] / (\text{Number of shares outstanding})$

**No Load Fund** - A mutual fund which does not levy a sales charge on the purchase of its shares.

**Other Post Employment Medical Benefits** - Metropolitan Water Reclamation District Retiree Health Care Plan (the "*Plan*") which provides for post-retirement health benefits for its eligible employees, their spouses, and eligible dependents and the Plan.

**Passive portfolio management** – The process of managing a portfolio in a manner to match the return of the risk-appropriate benchmark either by sampling techniques or by matching the holdings of the benchmark.

**Prudent Person** – The fiduciary responsibility to discharge one's duties to the Trust solely in the interests of participants and their beneficiaries with such care, skill, prudence, and diligence as a person acting in like circumstances would exercise in the conduct of an enterprise with similar characteristics and aims.

**Prudent Person Rule** - An investment standard outlining the fiduciary responsibilities of public funds investors to act in accord with the "Prudent Person" guidelines relating to investment practices.

**Risk** – The measurable probability of losing (or not gaining) value. Risk is measured by standard deviation.

**Separate Account** - A privately managed investment portfolio opened by the client, which holds actual underlying securities. Fees are usually lower than any other investment vehicle, but minimum investments are typically much higher. Separate accounts are used mainly by large plans, while medium and small plans generally use commingled funds and/or mutual funds. Liquidity is subject to the underlying securities' settlement dates.

**Small Cap** – All publicly traded domestic equity excluding the largest 1000 companies as measured by market capitalization, typically below \$2 billion.

**Standard Deviation** – The statistical calculation which measures the degree to which an individual value in a probability distribution tends to vary from the mean of the distribution. It is the square root of variance.

**Trustee** – The Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago.

**Value Style** – Companies that may be out of favor with investors due to recent business results, slow growth, industry maturity, etc. Typically they will display lower P/E ratios, lower price-to-book ratios, lower earnings growth, and higher dividend yields.

**Volatility** – The size and frequency of movement in the price or value of an investment.



## APPENDIX 2: Asset Class and Benchmark Indices Definitions

FIXED INCOME ASSET CLASSES		
Class	Definition	Benchmark Indices
Domestic Fixed Income		
Domestic Bonds	Investment grade bonds issued by United States government and corporate issuers.	Barclays Capital U.S. Aggregate Index
Global-Balanced Portfolio		
Global Tactical Asset Allocation	A strategy that focuses on investing based upon perceived long-term market trends and exploiting short-term market inefficiencies. May diversify across asset classes, sectors, countries, currencies, commodities, instruments, and capital structure.	Barclays Capital US-TIPS 1-10 Year Index
EQUITY ASSET CLASSES		
Class	Definition	Benchmark Indices
Domestic Equities		
Large Cap Core (Blend)	Domestic equities of large capitalization corporations.	Russell 1000, S&P 500
Small Cap Core/Mid Cap Core (Blend)	Domestic equities of mid-small capitalization corporations.	Russell Mid Cap 2000, S&P 400 Small Cap 600
Small Cap Core (Blend)	Domestic equities of small capitalization corporations.	Russell 2000, S&P Small Cap 600
International Equities		
International Core-Equities (Developed Markets) Global Low Volatility	International Global equities of large, mid and small large capitalization corporations.	MSCI EAFE, MSCI ACWI Minimum Volatility Index
International Core Equities (Developed Markets)	International equities of large capitalization corporations.	MSCI EAFE, MSCI ACWI ex USA

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APPENDIX 3: Benchmark Details

Domestic Fixed Income

**Barclays Capital U.S. Aggregate Index** represents securities that are SEC-registered, taxable, and dollar denominated. The index covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities. These major sectors are subdivided into more specific indices that are calculated and reported on a regular basis.

~~Barclays Capital U.S. TIPS 1-10 Year Index measures the performance of the U.S. Treasury Inflation Protected Securities ("TIPS") market. The index includes TIPS with one to 10 years remaining maturity with total outstanding issue size of \$500m or more.~~

Domestic Equities

**Russell 1000 Growth Index** measures the performance of the large-cap growth segment of the U.S. equity universe. It includes those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values.

~~CRSP U.S Small Cap Index measures the performance of the small-cap segment of the U.S. equity universe. The CRSP U.S. Small Cap Index includes approximately 1,400 of the smallest securities based on a combination of their market cap and current index membership.~~

**S&P 500 Index** measures the performance of the large-cap core segment of the U.S. equity universe. It includes the largest 500 companies based off market capitalization.

Russell 1000 Value measures the performance of the large-cap value segment of the U.S. equity universe. It includes those Russell 1000 companies with lower price-to-book ratios and higher dividend yield.

Russell Mid-Cap Index measures the performance of the mid-cap core segment of the U.S equity universe. The index is comprised of approximately 800 U.S. companies with market capitalization between \$2 billion and \$10 billion.

Russell 2000 Index measures the performance of the small-cap core segment of the U.S. equity universe. The index is comprised of approximately 2000 U.S. companies with market capitalization between \$300 million and \$2 billion.

CRSP U.S Small Cap Index measures the performance of the small-cap segment of the U.S. equity universe. The CRSP U.S. Small Cap Index includes approximately 1,400 of the smallest securities based on a combination of their market cap and current index membership.

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### **International Equities**

**MSCI EAFE Index** (Europe, Australasia, Far East) is a free float-adjusted market capitalization index that is designed to measure the equity market performance of developed markets, excluding the U.S. & Canada. As ~~of June 2007~~ of September 2018 the MSCI EAFE Index consisted of the following 21 developed market country indices: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Israel, Italy, Japan, the Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, and the United Kingdom.

**MSCI ACWI ex USA Index** (All Country World Index) is a market capitalization weighted index designed to provide a broad measure of stock performance throughout the world, with the exception of U.S. based companies. The index includes both developed and emerging markets. As of September 2018, it captures large and mid-cap representation across 22 of 23 Developed Markets countries and 24 Emerging Markets countries.

**MSCI ACWI Minimum Volatility Index** aims to optimize the MSCI All Country World Index for the lowest absolute risk applied to large and mid-cap equities across 23 Developed Markets and 23 Emerging Markets countries.

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# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1209, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON FINANCE

Mr. John P. Murray, Acting Executive Director

Revised Investment Policy for the Metropolitan Water Reclamation District of Greater Chicago dated as of November 15, 2018

Dear Sir:

Attached for the Board's consideration and adoption is the revised Investment Policy for the Metropolitan Water Reclamation District of Greater Chicago.

The revised Policy institutes recommendations from Treasury staff in response to a recent change to the Public Funds Investment Act (30 ILCS 235) adding a Corporate Note investment option to authorized investments, adding additional interest bearing investment options with Local Government Investment Pools, updating for a change to GASB 72 to define the method to calculate market value for investments in the District financial statements, and various clerical updates.

A summary of changes is attached.

It is recommended that the revised Investment Policy be adopted by the Board of Commissioners as the official Investment Policy of the District for the management and investment of District funds.

Requested, Mary Ann Boyle, Treasurer, MAB:st

Respectfully Submitted, Frank Avila, Chairman Committee on Finance

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachments

## METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**Summary of Investment Policy Revisions 2018**

**Revised Policy includes the following changes summarized by the applicable section of the policy:**

**PREAMBLE**

Added “as permitted by State statute” to define the source of the authorization to invest public funds.

**SECTION II – GENERAL OBJECTIVES****1.b. Interest Rate Risk**

Added the Illinois Trust Local Government Investment Pool as an additional interest bearing account investment option. This fund is AAA rated money market fund that provides a competitive option for the short-term cash investment needs of Illinois governments.

Added Corporate Notes as an additional investment option in accordance with the amendment to the Public Funds Investment Act (30 ILCS 235) effective August 10, 2018. This amendment provides authorization to invest public funds in obligations of corporations organized in the United States with assets exceeding \$500,000,000 with a maturity not later than 3 years (currently 270 days) from the date of purchase. The District will be authorized to purchase corporate notes in addition to short term commercial paper obligations which is currently an authorized investment subject to limitations based on the size of the investment portfolio. Corporate Notes must be rated within the top three investment grade ratings to be qualified for purchase by the District.

**SECTION V – SUITABLE AND AUTHORIZED INVESTMENTS****1.b.i.,d., and g. Investment Types**

Updated to use the merged name for the renamed Farm Credit Systems Bank due to the restructuring to the Farm Credit System pursuant to the Agricultural Credit Act of 1987. The District purchases government agency discount notes and bonds under this authorization.

Added allowable investment types summarized in 1.b. above.

**SECTION VI – INVESTMENT PARAMETERS****1. Diversification**

Added allowable investment types summarized in 1.b. above.

## METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**SECTION VII – REPORTING AND PERFORMANCE MEASURES****3. Marking to Market**

Updated to reflect the implementation of GASB Statement 72, “Fair Value Measurement and Application” to define the market value calculation method for the investment portfolio. Effective for District financial statements 12/31/2016.

**General Policy Updates**

Replaced all references to Treasury Analyst and replaced with Treasury staff where possible to simplify references to positions within the Treasury staff. Added Accounting Manager as supervisory position that now exists within Treasury.

Replaced “major rating services” with “nationally recognized rating agencies” or “accredited national rating agencies” which is the current market definition.

Reorganized sections which define collateral requirements, bank and broker dealer qualifications to better clarify requirements.

DRAFT REVISION  
September 14, 2018

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

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# **INVESTMENT POLICY**

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Adopted 12/16/99  
Revised 4/12/01  
Revised 7/8/10  
Revised 11/15/18X/X/17  
~~(proposed)~~

## PREAMBLE

It shall be the policy of the District that all public funds available, not restricted by immediate need, be invested in investment securities, so as to maximize return without sacrifice of safety or necessary liquidity as permitted by State statute ~~so as to maximize return maintain without sacrifice of safety or provide necessary liquidity, and maximize required return.~~



## I. Scope

This policy applies to the investment of monies in Capital Funds for construction, ~~Operating Funds~~, and ~~Debt Service Funds~~ of the Metropolitan Water Reclamation District of Greater Chicago (the “District”).

## II. General Objectives

The primary objectives of investment activities, in priority order, shall be safety, liquidity, and yield:

### 1. Safety

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

#### a. Credit Risk

The District will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- i. Limiting investments to the safest types of securities.
- ii. Pre-qualifying through size, reputation, experience and history, the financial institutions, broker/dealers, intermediaries, and advisers with which the District will consider doing business.
- iii. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- iv. Collateralization of investments when appropriate with United States Government Securities or Irrevocable Letters of Credit issued by the Federal Home Loan Bank (FHLB) at 105% or 102% of market value, respectively, excluding the amount insured by the FDIC.

#### b. Interest Rate Risk

The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:

- i. Structuring the investment portfolio so that sufficient securities mature to meet cash requirements for ongoing operations, construction and debt service, thereby avoiding the need to sell securities on the open market prior to maturity in order to meet current cash needs.
- ii. Investing operating, construction and debt service funds needed for expenditure within thirty days in short-term securities, interest-bearing

savings accounts, money market mutual funds, the Illinois Trust Local Government Investment Pool (LGIP) program, the Illinois State Treasurers' Illinois State Treasurers' Illinois Funds LG Investment Pool program, and such similar investment pools as may be authorized by the Illinois State Legislature.

- iii. Longer term investment of funds not needed within thirty days, to meet general dates of projected future expenditure needs, in securities, both interest-bearing and discount obligations of the United States Government and its agencies created by Acts of Congress; Commercial Paper up to a maximum of 270 days; Bank Certificates of Deposit collateralized by United States Government securities or Irrevocable Letters of Credit issued by the Federal Home Loan Bank (FHLB) at 105% or 102% of market value, respectively, excluding the amount insured by the FDIC; Corporate Notes rated at one of the 3 highest classifications by two ~~accredited~~ accredited national rating agencies; Municipal Bonds of state and local governments rated as investment —grade by two ~~accredited~~ of the four national rating agencies; and Certificate of Deposit Account Registry Service (CDARS) investments FDIC insured investment pools.

## 2. *Liquidity*

The investment portfolio shall be kept sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with anticipated forecasted-estimated cash needs (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist, to a sufficient degree, of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds, ~~or~~ state or local government investment pools, or interest-bearing accounts, which offer same-day liquidity for short-term funds.

## 3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity, with the following exceptions:

- a. A security with declining credit may be sold prior to its stated maturity in order to minimize loss of principal.

- b. A security exchange through sale and purchase that would improve the quality, yield, or target duration in the portfolio or secure a profit at sale without sacrifice of safety and with a net gain in interest income realized.
- c. Liquidity needs of the portfolio require that the security be sold.
- d. When required to comply with provisions of laws, regulations, grants and contracts including, but not limited to IRS regulations, federal and state statutes, grant agreements and bond indentures.

#### **IV.III. Standards of Care**

##### *1. Prudence*

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. The ~~Treasury Analyst~~Financial Analysts, Assistant Treasurer, and the District Treasurer and treasury staff, when acting in accordance with written procedures and this investment policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the sale of such securities are carried out in accordance with the terms of this policy.

Investments shall be made with such judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

##### *2. Ethics and Conflicts of Interest*

The Treasurer, treasury staff, Assistant Treasurer, Accounting Manager, Treasury Analyst~~Financial Analysts,~~ and any other employees, including the Board of Commissioners, involved in the investment process shall abstain from any personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. They may have no financial interest, direct or indirect, in any financial institution designated as a depository for District funds. They shall further disclose to the District’s Board of Commissioners any personal financial/investment positions that could relate to the performance of the District’s investment portfolio. They shall abstain from undertaking any personal investment transactions with the same individuals with whom business is conducted on behalf of the District.

##### *3. Delegation of Authority*

Authority to manage the investment program is granted to the Treasurer and derived from Illinois Statute 70ILCS, 2605/4.1a., Duties of Treasurer. Ultimate responsibility for the operation of the investment program lies with the Treasurer, but day-to-day operations and investment decisions are hereby delegated to the Accounting Manager, Treasury Analyst~~Financial Analysts~~ and ~~his-any~~ directed ~~assistants~~staff, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. The Assistant Treasurer shall monitor all ongoing investment activity, assess markets, provide guidance consultation, and keep the Treasurer informed of market conditions and investment objectives. Written investment procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer Assistant and Assistant Treasurer~~Treasurer Analyst~~. The Assistant Treasurer shall be responsible for all transactions undertaken by the Accounting Manager, Treasury Analyst~~Financial Analysts~~ and staff, and shall, with the Treasurer's input and approval, establish a system of internal controls to regulate the activities of subordinate staff employees.

#### V.IV. Safekeeping and Custody

##### *I. Authorized Financial Dealers and Institutions*

- a. A list will be maintained of financial institutions and broker/dealers authorized to provide investment services. Depository investments will be limited to banks, savings and loan associations, and credit unions, which meet the following criteria:

- ii.i. Banks and Savings and Loan associations must be insured by the Banking Insurance Fund and the Savings Association Insurance Fund of the FDIC, respectively. Credit unions must be insured by the National Credit Union Share Insurance Fund (NCUSIF).
  - All depository institutions must have a “Satisfactory” or “Outstanding” Community Reinvestment Act rating.

ii.

The District will not have funds on deposit with any depository in an amount that would exceed seventy-five percent (75%) of the institution's capital stock or net worth.

b.

- c. Additionally, authorized and suitable investments may be purchased from broker/dealers listed as “primary” dealers or regional dealers, which

includes minority dealers. The broker/dealers will be selected by their creditworthiness as follows:

- ~~ii.i.~~ All broker/dealers must qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).
- ~~iii.ii.~~ Broker/dealers must ~~have at least five (5) years in operation,~~ provide quarterly financial reporting ~~as requested,~~ and inform the District of any turnover in officers within the organization.
- ~~iv.iii.~~ All broker/dealers must ~~provide a certificate evidencing good standing as Qualified provide a copy of current proof of to do Business in the State of Illinois registration and Certificate of Good Standing.~~
  - All broker/dealers must provide disclosure of the firm used to clear trades with the District. Subject to review and rejection by the District.

d. All financial institutions and broker/dealers who desire to become qualified for investment transactions must ~~supply~~ fulfill the following requirements as appropriate:

- ~~i.~~ ~~Provide~~ audited financial statements.
- ~~ii.~~ ~~Broker/dealers must~~ Must have at least five (5) years in operation.
- ~~iii.~~ Banks must submit for review the four most recent Quarterly Reports of Condition and Income (“Call Reports”) as filed with the appropriate Federal and/or State oversight agency.
- ~~iv.~~ Brokers must submit for District review the Quarterly “Focus Report, Form X-17A-5” as filed with the appropriate Federal oversight agency.
- ~~iv.v.~~ Certification of Minority (MBE), Small (SBE), or Women (WBE) Business Enterprise status as applicable.
- ~~v.~~ Certification of Minority (MBE), Small (SBE), or Women (WBE) Business Enterprise status as applicable.
- ~~vi.~~ Certification of having read and understood and agreement to comply with the District’s investment policy.
- ~~vi.~~ Provide eCertification of having read and understood the District’s investment policy, and of agreement to comply with the provisions listed therewith the District’s investment policy.

~~e.~~ An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Assistant Treasurer.

~~Preference may be given to Minority (MBE), Small (SBE), or Women (WBE) Business Enterprises. Certification of one of the above classifications must be provided annually to qualify.~~

~~e.~~ —

## 2. Internal Controls

The Treasurer and Assistant Treasurer are responsible for establishing a written program of internal controls designed to ensure that the financial investment assets of the District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the direct and indirect cost of a control should not exceed the benefits likely to be derived, and 2) the valuation of costs and benefits requires estimates and judgments by management.

As part of the statutorily required annual financial audit of the District, a review of investment operations shall be conducted to assure compliance with policies and procedures.

The internal controls shall address the following: ~~points:~~

- a. Control of collusion
- b. Separation of transaction activity from accounting and recordkeeping activities
- c. Custodial safekeeping
- d. Avoidance of physical delivery securities
- e. Clear delegation of authority to subordinate staff members
- f. Written confirmation of transactions for investments and wire transfers
- g. Development of wire transfer agreements with banks and third-party custodians

### 3. *Delivery vs. Payment*

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian and evidenced by safekeeping receipts.

## **VI.V. Suitable and Authorized Investments**

### 1. *Investment Types*

Funds shall be invested in such securities as authorized by Illinois Public Act 235: Public Funds Investment Act. The following investments will be permitted under this policy, but may be further restricted for additional safety at the discretion of the Treasurer of the District:

- a. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.

- b. Bonds, notes, debentures, or other similar obligations of the United States of America or any of the following agencies:
  - i. ~~the Farm Credit System Banks~~~~the Federal Land Banks, Federal Intermediate Credit Banks, Banks for Cooperative, Federal Farm Credit Banks, including renamed banks and merged banks now known as Farm Credit Banks due to restructuring of the Farm Credit System pursuant to the Agricultural Credit Act of 1987, or any other entity authorized to issue debt obligations under Agricultural Credit Act of 1987 Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; (12 U.S.C. 2001 et seq.)~~
  - ii. the Federal Home Loan Banks (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC); and
  - iii. any other agency created by an act of Congress.
- c. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act or interest-bearing share certificates guaranteed or insured by the NCUSIF.
- d.

~~Short-term obligations (Commercial Paper) of~~ Obligations of -corporations organized in the United States with assets exceeding \$500,000,000 if:

- i. ~~such~~ Short-term obligations (~~Commerical~~ Commercial Paper) are rated at the time of purchase at the highest classification: A1/P1/F1/~~D1~~ as established by at least two ~~of the three~~ four major accredited nationally recognized rating agencies rating services (Standard and Poor's, Moody's and, Fitch, and Duff and Phelps) and which ~~mature~~ not mature no later than 270 days from the date of purchase;
  - ii. Corporate Notes rated at one of the 3 highest 3-classifications: AAA/AA/A as established by at least two accredited national rating agencies and which mature no later than 3 years from the date of purchase;
  - iii. such purchases do not exceed 10% in aggregate of the issuer corporation's outstanding obligations; and
  - iv. no more than one-third (33%) of the District's funds in aggregate may be invested in such short-term corporate obligations. ~~and note of corporations.~~
- e. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in points (a) and (b) above, and to agreements to repurchase such obligations.
  - f. Short-term discount obligations defined as Federal National Mortgage Association (FNMA), Federal Home Loan Discount Note (FHDN), Freddie Mac Corporation Discount Note (FMCDN), Federal Farm Credit Banks Discount Notes (FCDN and FFCB), Federal Home Loan Bank (FHLB), and Federal Home Loan Mortgage Corporation (FHLMC).
  - g. ~~The Illinois State Treasurers' "Illinois~~ Trust Local Government Investment Pool (LGIP) program, the Illinois State Treasurer's Illinois Funds" LGIP program, and such similar investment pools as may be authorized by State statute. (formerly Illinois Public Treasurers' Investment Pool).
  - h. Repurchase Agreements of U. S. Government securities with banks, trust companies or registered primary reporting dealers authorized to do business in the State of Illinois, for a period up to a maximum of 180 days. A third party custodial institution must be established to hold such securities for benefit of the District for the duration of the specific agreement.
  - i. Municipal Bonds of any county, township, city, village, incorporated town, ~~municipal corporation~~ municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. At the time of purchase, t~~The~~



bonds ~~shall~~must be rated by at least two accredited national rating agencies as "investment grade" at the time of purchase, which is defined as a rating within the four highest general classifications established by a at least two rating service each - agencyies. of nationally recognized expertise in rating bonds of states and their political subdivisions.

### 3.2. Collateralization

Acceptable collateral securities must be such securities as are authorized ~~securities~~ for investment by the District or as further limited and defined from time to time by the Treasurer. Certain secure letters of credit can be acceptable collateral as determined by the Treasurer.

Investment in certificates of deposit or time deposits will be collateralized with permitted securities of the U.S. Government or Irrevocable Letters of Credit issued by the Federal Home Loan Bank (FHLB) at 105% or 102% of market value, respectively, of the monies on deposit excluding the amount insured by the FDIC. Such collateral will be marked to market on a semi-monthly basis to determine adequacy of value. Any shortfall requires deposit of the necessary value of additional collateral securities as quickly as possible.

Repurchase agreements shall be done using only direct U.S. Treasury securities as the investment asset. The securities must be maintained at a value of at least 102% of the District investment amount at market value.

All investment collateral will be held in safekeeping by a third-party custodial institution as designated by the Treasurer, in the District's name, and maintained at the required levels for the investment type.

Banks holding operating bank accounts of the District are required to provide as collateral for such account balances:

- permitted securities of the U.S. Government ~~as collateral against such account balances~~ equal to 105%
- Irrevocable Letters of Credit issued by FHLB at 102% ~~of market value of the monies on deposit, excluding the amount insured by the FDIC~~ per type of account.

Any combination of the above is acceptable.

## VII. VI. Investment Parameters

### 1. Diversification

1.

~~The investments shall be diversified by:~~

a. ~~The investments shall be diversified by~~ limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities) by incorporating the following guidelines:

a. —

— ~~Corporate obligations (commercial paper and corporate notes)~~  
~~Commercial paper~~ held may not exceed one-third (33%) of the District's portfolio.

i. —

— Generally no more than twenty percent (20%) of funds invested in commercial paper ~~and corporate notes~~ may be in the ~~paper obligation~~ of any one entity. In situations where the District determines

— ~~In situations where the District determines~~ divestiture of this asset class is necessary to protect the valuation, safety or liquidity of the portfolio, the holding of some securities through maturity may be deemed the prudent action. In such a case, the amount in the portfolio may temporarily exceed the 20% limit until remaining securities mature.

~~In situations where commercial paper and corporate note together make up less than 5% of the total District portfolio of investments, this rule may be waived.~~

i. —

ii. —

~~ii.iii.~~ Certificates of Deposit – The District shall at no time hold certificates of deposit constituting more than ten percent (10%) of the total deposits of the issuing institution.

b. Due to inherent difficulties in accurately forecasting cash flow, a portion of the portfolio may be invested in readily available money market funds such as the Illinois Trust and Illinois Funds LGIP programs~~State Treasurers' Illinois Funds,~~ or any other domestic money market mutual fund regulated by and in good standing with the Securities and Exchange Commission; provided that such money market fund's portfolios are limited to authorized investments; interest-bearing ~~savings~~ accounts, overnight repurchase agreements, or commercial paper to ensure that appropriate liquidity is maintained in order to meet ongoing daily obligations.

## 2. *Maximum Maturities*

To the greatest extent possible, the District shall attempt to match its investment maturities to anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than five (5) years from the date of purchase.

Any intent to invest in securities with maturities exceeding five (5) years from the date of purchase shall be disclosed in writing to the Board of Commissioners of the District.

### *3. Pooling of Funds*

Except for cash in any restricted or special Funds, the District may consolidate available cash balances from the various Funds in joint investment when advantageous, in order to maximize investment earnings. In such investment, investment income earned will be allocated to the various participating Funds based on the investment amount percentage of each fund to total investment.

## **VIII.VII. Reporting and Performance Measures**

### *1. Reports*

- a. Reports Required by Statute – The Treasurer shall prepare for the Board of Commissioners a monthly report of investment interest income by major fund, detail of investments purchased by fund, and any other reports as may from time to time be required under the statutes and presented as agenda items at regularly scheduled Board Meetings.
- b. Preparation of Other Reports – The Treasurer shall provide to the Board of Commissioners any such other reports of Treasury activities as the Board may request.

## 2. *Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return for like maturity horizons during a market/economic environment of stable interest rates. The ending quarterly investment inventory should bear an average interest rate comparable to or higher than the 90-day Treasury bill rate for the end of that quarter.

## 3. *Marking to Market*

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.” In defining market value, considerations should be given to the [Governmental Accounting Standards Board](#) Statement [No. 72, “Fair Value Measurement and Application”](#).<sup>34</sup>  
~~pronouncement.~~

## **IX.VIII. Policy Considerations**

### 1. *Exemption*

Any investment held at time of passage of this policy that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided for in this policy.

### 2. *Amendments*

This policy shall be amended as and when deemed necessary. Any changes initiated must be approved by the Treasurer and the Board of Commissioners.

**POLICY ADOPTION AND AMENDMENT**

This amended policy shall be effective on November 15, 2018, and, upon approval of the Board of Commissioners, be amended from time to time as necessary.

IN WITNESS WHEREOF, the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago executed this Declaration by their respective duly authorized officers, as of the date first hereinabove mentioned.

THE METROPOLITAN WATER RECLAMATION  
DISTRICT OF GREATER CHICAGO

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

FRANK AVILA  
Chairman, Committee on Finance

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

MARY ANN BOYLE  
Treasurer

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

JACQUELINE TORRES  
Clerk/Director of Finance

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

JOHN P. MURRAY  
Acting Executive Director

ATTESTED TO BY:

\_\_\_\_\_  
JACQUELINE TORRES  
Clerk/Director of Finance

APPROVED AS TO FORM AND LEGALITY:

HELEN SHIELDS-WRIGHT

Head Assistant Attorney

SUSAN T. MORAKALIS

General Counsel

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

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**INVESTMENT POLICY**

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Adopted 12/16/99  
Revised 4/12/01  
Revised 7/8/10  
Revised 11/15/18

## **PREAMBLE**

It shall be the policy of the District that all public funds available, not restricted by immediate need be invested in investment securities, so as to maximize return without sacrifice of safety or necessary liquidity as permitted by State statute.



## **I. Scope**

This policy applies to the investment of monies in Capital Funds for construction, operating funds, and debt service funds of the Metropolitan Water Reclamation District of Greater Chicago (the “District”).

## **II. General Objectives**

The primary objectives of investment activities, in priority order, shall be safety, liquidity, and yield:

### *1. Safety*

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

#### **a. Credit Risk**

The District will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- i. Limiting investments to the safest types of securities.
- ii. Pre-qualifying through size, reputation, experience and history, the financial institutions, broker/dealers, intermediaries, and advisers with which the District will consider doing business.
- iii. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- iv. Collateralization of investments when appropriate with United States Government Securities or Irrevocable Letters of Credit issued by the Federal Home Loan Bank (FHLB) at 105% or 102% of market value, respectively, excluding the amount insured by the FDIC.

#### **b. Interest Rate Risk**

The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:

- i. Structuring the investment portfolio so that sufficient securities mature to meet cash requirements for ongoing operations, construction and debt service, thereby avoiding the need to sell securities on the open market prior to maturity in order to meet current cash needs.
- ii. Investing operating, construction and debt service funds needed for expenditure within thirty days in short-term securities, interest-bearing savings accounts, money market mutual funds, the Illinois Trust Local Government Investment Pool (LGIP) program, the Illinois State Treasurers’ Illinois Funds LGIP program, and such similar investment pools as may be authorized by the Illinois State Legislature.

- iii. Longer term investment of funds not needed within thirty days, to meet general dates of projected future expenditure needs, in securities, both interest-bearing and discount obligations of the United States Government and its agencies created by Acts of Congress; Commercial Paper up to a maximum of 270 days; Bank Certificates of Deposit collateralized by United States Government securities or Irrevocable Letters of Credit issued by the Federal Home Loan Bank (FHLB) at 105% or 102% of market value, respectively, excluding the amount insured by the FDIC; Corporate Notes rated at one of the 3 highest classifications by two accredited national rating agencies; Municipal Bonds of state and local governments rated as investment grade by two accredited national rating agencies; and Certificate of Deposit Account Registry Service (CDARS) investments.

## 2. *Liquidity*

The investment portfolio shall be kept sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with estimated cash needs (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist, to a sufficient degree, of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds, state or local government investment pools, or interest-bearing accounts, which offer same-day liquidity for short-term funds.

## 3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity, with the following exceptions:

- a. A security with declining credit may be sold prior to its stated maturity in order to minimize loss of principal.
- b. A security exchange through sale and purchase that would improve the quality, yield, or target duration in the portfolio or secure a profit at sale without sacrifice of safety and with a net gain in interest income realized.
- c. Liquidity needs of the portfolio require that the security be sold.
- d. When required to comply with provisions of laws, regulations, grants and contracts including, but not limited to IRS regulations, federal and state statutes, grant agreements and bond indentures.

### III. Standards of Care

#### 1. *Prudence*

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. The Treasurer and treasury staff, when acting in accordance with written procedures and this investment policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the sale of such securities are carried out in accordance with the terms of this policy.

Investments shall be made with such judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### 2. *Ethics and Conflicts of Interest*

The Treasurer, treasury staff, and any other employees, including the Board of Commissioners, involved in the investment process shall abstain from any personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. They may have no financial interest, direct or indirect, in any financial institution designated as a depository for District funds. They shall further disclose to the District’s Board of Commissioners any personal financial/investment positions that could relate to the performance of the District’s investment portfolio. They shall abstain from undertaking any personal investment transactions with the same individuals with whom business is conducted on behalf of the District.

#### 3. *Delegation of Authority*

Authority to manage the investment program is granted to the Treasurer and derived from Illinois Statute 70ILCS, 2605/4.1a., Duties of Treasurer. Ultimate responsibility for the operation of the investment program lies with the Treasurer, but day-to-day operations and investment decisions are hereby delegated to the Accounting Manager, and any directed staff, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. The Assistant Treasurer shall monitor all ongoing investment activity, assess markets, provide guidance consultation, and keep the Treasurer informed of market conditions and investment objectives. Written investment procedures should include references to: safekeeping, delivery vs. payment, investment

accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer and Assistant Treasurer. The Assistant Treasurer shall be responsible for all transactions undertaken by the Accounting Manager, and staff, and shall, with the Treasurer's input and approval, establish a system of internal controls to regulate the activities of subordinate staff employees.

#### **IV. Safekeeping and Custody**

##### *1. Authorized Financial Dealers and Institutions*

- a. A list will be maintained of financial institutions and broker/dealers authorized to provide investment services. Depository investments will be limited to banks, savings and loan associations, and credit unions, which meet the following criteria:
  - i. Banks and Savings and Loan associations must be insured by the Banking Insurance Fund and the Savings Association Insurance Fund of the FDIC, respectively. Credit unions must be insured by the National Credit Union Share Insurance Fund (NCUSIF).
  - ii. All depository institutions must have a "Satisfactory" or "Outstanding" Community Reinvestment Act rating.
- b. The District will not have funds on deposit with any depository in an amount that would exceed seventy-five percent (75%) of the institution's capital stock or net worth.
- c. Additionally, authorized and suitable investments may be purchased from broker/dealers listed as "primary" dealers or regional dealers, which include minority dealers. The broker/dealers will be selected by their creditworthiness as follows:
  - i. All broker/dealers must qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).
  - ii. Broker/dealers must provide quarterly financial reporting as requested and inform the District of any turnover in officers within the organization.
  - iii. All broker/dealers must provide a copy of current State of Illinois registration and Certificate of Good Standing.  
All broker/dealers must provide disclosure of the firm used to clear trades with the District. Subject to review and rejection by the District.
- d. All financial institutions and broker/dealers who desire to become qualified for investment transactions must fulfill the following requirements as appropriate:
  - i. Provide audited financial statements.
  - ii. Must have at least five (5) years in operation.

- iii. Banks must submit for review the four most recent Quarterly Reports of Condition and Income (“Call Reports”) as filed with the appropriate Federal and/or State oversight agency.
  - iv. Brokers must submit for District review the Quarterly “Focus Report, Form X-17A-5” as filed with the appropriate Federal oversight agency.
  - v. Certification of Minority (MBE), Small (SBE), or Women (WBE) Business Enterprise status as applicable.
  - vi. Certification of having read and understood and agreement to comply with the District’s investment policy.
- e. An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Assistant Treasurer.

## 2. *Internal Controls*

The Treasurer and Assistant Treasurer are responsible for establishing a written program of internal controls designed to ensure that the financial investment assets of the District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the direct and indirect cost of a control should not exceed the benefits likely to be derived, and 2) the valuation of costs and benefits requires estimates and judgments by management.

As part of the statutorily required annual financial audit of the District, a review of investment operations shall be conducted to assure compliance with policies and procedures.

The internal controls shall address the following:

- a. Control of collusion
- b. Separation of transaction activity from accounting and recordkeeping activities
- c. Custodial safekeeping
- d. Avoidance of physical delivery securities
- e. Clear delegation of authority to subordinate staff members
- f. Written confirmation of transactions for investments and wire transfers
- g. Development of wire transfer agreements with banks and third-party custodians

## 3. *Delivery vs. Payment*

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the

release of funds. Securities will be held by a third-party custodian and evidenced by safekeeping receipts.

## **V. Suitable and Authorized Investments**

### *1. Investment Types*

Funds shall be invested in such securities as authorized by Illinois Public Act 235: Public Funds Investment Act. The following investments will be permitted under this policy, but may be further restricted for additional safety at the discretion of the Treasurer of the District:

- a. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- b. Bonds, notes, debentures, or other similar obligations of the United States of America or any of the following agencies:
  - i. the Farm Credit System Banks, including renamed banks and merged banks now known as Farm Credit Banks due to restructuring of the Farm Credit System pursuant to the Agricultural Credit Act of 1987, or any other entity authorized to issue debt obligations under Agricultural Credit Act of 1987 and Acts amendatory thereto; (12 U.S.C. 2001 et seq.)
  - ii. the Federal Home Loan Banks (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC); and
  - iii. any other agency created by an act of Congress.
- c. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act or interest-bearing share certificates guaranteed or insured by the NCUSIF.
- d. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if:
  - i. Short-term obligations (Commercial Paper) are rated at the time of purchase at the highest classification: A1/P1/F1 as established by at least two accredited national rating agencies and which mature no later than 270 days from the date of purchase;
  - ii. Corporate Notes rated at one of the 3 highest classifications: AAA/AA/A as established by at least two accredited national rating agencies and which mature no later than 3 years from the date of purchase;
  - iii. such purchases do not exceed 10% in aggregate of the issuer corporation's outstanding obligations; and

- iv. no more than one-third (33%) of the District's funds in aggregate may be invested in such short-term corporate obligations.
- e. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in points (a) and (b) above, and to agreements to repurchase such obligations.
- f. Short-term discount obligations defined as Federal National Mortgage Association (FNMA), Federal Home Loan Discount Note (FHDN), Freddie Mac Corporation Discount Note (FMCDN), Federal Farm Credit Banks Discount Notes (FCDN and FFCB), Federal Home Loan Bank (FHLB), and Federal Home Loan Mortgage Corporation (FHLMC).
- g. The Illinois Trust Local Government Investment Pool (LGIP) program, the Illinois State Treasurer's Illinois Funds LGIP program, and such similar investment pools as may be authorized by State statute.
- h. Repurchase Agreements of U. S. Government securities with banks, trust companies or registered primary reporting dealers authorized to do business in the State of Illinois, for a period up to a maximum of 180 days. A third party custodial institution must be established to hold such securities for benefit of the District for the duration of the specific agreement.
- i. Municipal Bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. At the time of purchase, the bonds must be rated by at least two accredited national rating agencies as "investment grade", which is defined as a rating within the four highest general classifications established by each agency.

## 2. *Collateralization*

Acceptable collateral securities must be such securities as are authorized for investment by the District or as further limited and defined from time to time by the Treasurer. Certain secure letters of credit can be acceptable collateral as determined by the Treasurer.

Investment in certificates of deposit or time deposits will be collateralized with permitted securities of the U.S. Government or Irrevocable Letters of Credit issued by the Federal Home Loan Bank (FHLB) at 105% or 102% of market value, respectively, of the monies on deposit excluding the amount insured by the FDIC. Such collateral will be marked to market on a semi-monthly basis to

determine adequacy of value. Any shortfall requires deposit of the necessary value of additional collateral securities as quickly as possible.

Repurchase agreements shall be done using only direct U.S. Treasury securities as the investment asset. The securities must be maintained at a value of at least 102% of the District investment amount at market value.

All investment collateral will be held in safekeeping by a third-party custodial institution as designated by the Treasurer, in the District's name, and maintained at the required levels for the investment type.

Banks holding operating bank accounts of the District are required to provide as collateral for such account balances:

- permitted securities of the U.S. Government equal to 105%
- Irrevocable Letters of Credit issued by FHLB at 102% of market value of the monies on deposit, excluding the amount insured by the FDIC per type of account.

Any combination of the above is acceptable.

## **VI. Investment Parameters**

### *1. Diversification*

- a. The investments shall be diversified by limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities) by incorporating the following guidelines:
  - i. Corporate obligations (commercial paper and corporate notes) held may not exceed one-third (33%) of the District's portfolio.
  - ii. Generally no more than twenty percent (20%) of funds invested in commercial paper and corporate notes may be in the obligation of any one entity. In situations where the District determines divestiture of this asset class is necessary to protect the valuation, safety or liquidity of the portfolio, the holding of some securities through maturity may be deemed the prudent action. In such a case, the amount in the portfolio may temporarily exceed the 20% limit until remaining securities mature.
  - iii. Certificates of Deposit – The District shall at no time hold certificates of deposit constituting more than ten percent (10%) of the total deposits of the issuing institution.
- b. Due to inherent difficulties in accurately forecasting cash flow, a portion of the portfolio may be invested in readily available money market funds such as the Illinois Trust and Illinois Funds LGIP programs, or any other domestic money market mutual fund regulated by and in good standing with the Securities and Exchange Commission; provided that such money market



fund's portfolios are limited to authorized investments; interest-bearing accounts, overnight repurchase agreements, or commercial paper to ensure that appropriate liquidity is maintained in order to meet ongoing daily obligations.

## *2. Maximum Maturities*

To the greatest extent possible, the District shall attempt to match its investment maturities to anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than five (5) years from the date of purchase.

Any intent to invest in securities with maturities exceeding five (5) years from the date of purchase shall be disclosed in writing to the Board of Commissioners of the District.

## *3. Pooling of Funds*

Except for cash in any restricted or special Funds, the District may consolidate available cash balances from the various Funds in joint investment when advantageous, in order to maximize investment earnings. In such investment, investment income earned will be allocated to the various participating Funds based on the investment amount percentage of each fund to total investment.

# **VII. Reporting and Performance Measures**

## *1. Reports*

- a. Reports Required by Statute – The Treasurer shall prepare for the Board of Commissioners a monthly report of investment interest income by major fund, detail of investments purchased by fund, and any other reports as may from time to time be required under the statutes and presented as agenda items at regularly scheduled Board Meetings.
- b. Preparation of Other Reports – The Treasurer shall provide to the Board of Commissioners any such other reports of Treasury activities as the Board may request.

## *2. Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return for like maturity horizons during a market/economic environment of stable interest rates. The ending quarterly investment inventory should bear an average interest rate comparable to or higher than the 90-day Treasury bill rate for the end of that quarter.

### *3. Marking to Market*

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.” In defining market value, considerations should be given to the Governmental Accounting Standards Board Statement No. 72, “Fair Value Measurement and Application”.

## **VIII. Policy Considerations**

### *1. Exemption*

Any investment held at time of passage of this policy that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided for in this policy.

### *2. Amendments*

This policy shall be amended as and when deemed necessary. Any changes initiated must be approved by the Treasurer and the Board of Commissioners.

**POLICY ADOPTION AND AMENDMENT**

This amended policy shall be effective on November 15, 2018, and, upon approval of the Board of Commissioners, be amended from time to time as necessary.

IN WITNESS WHEREOF, the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago executed this Declaration by their respective duly authorized officers, as of the date first hereinabove mentioned.

THE METROPOLITAN WATER RECLAMATION  
DISTRICT OF GREATER CHICAGO

BY: \_\_\_\_\_  
FRANK AVILA  
Chairman, Committee on Finance

BY: \_\_\_\_\_  
MARY ANN BOYLE  
Treasurer

BY: \_\_\_\_\_  
JACQUELINE TORRES  
Clerk/Director of Finance

BY: \_\_\_\_\_  
JOHN P. MURRAY  
Acting Executive Director

ATTESTED TO BY:

\_\_\_\_\_  
JACQUELINE TORRES  
Clerk/Director of Finance

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
HELEN SHIELDS-WRIGHT  
Head Assistant Attorney

\_\_\_\_\_  
SUSAN T. MORAKALIS  
General Counsel



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1163, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Report on advertisement of Request for Proposal 19-RFP-07 Professional Services to Assist the District with the Existing and Anticipated Regulatory Requirements for the Turbine at the Stickney Water Reclamation Plant, estimated cost \$75,000.00, Account 101-16000-612490, Requisition 1505547

Dear Sir:

Request for Proposal (RFP) documents have been prepared for professional services to assist the District with the existing and anticipated regulatory requirements for the turbine at the Stickney Water Reclamation Plant (WRP), at the request of the Monitoring and Research Department. The contract will begin approximately March 7, 2019, and ends on December 31, 2020.

The purpose of this RFP is to provide professional services to: assist in the interpretation of the provisions of the Clean Air Act Permit Program as related to gas testing, monitoring, and reporting due to the operation of the gas turbine located at the Stickney WRP; provide recommendations to meet the permit limits; provide regulatory testing and compliance monitoring once the turbine is operational; provide compliance training as needed, to comply with all provisions of the permit in relation to the operation of the turbine; and provide the estimated cost for regulatory compliance once the turbine is operational.

The estimated cost for this RFP is \$75,000.00. The estimated 2019 and 2020 expenditures are \$56,300.00 and \$18,700.00, respectively.

No bid deposit is required for this RFP.

Appendix A will not be included due to the scope of work performed under this RFP and because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	December 12, 2018
Proposals Received	January 11, 2019
Award	March 7, 2019
Completion	December 31, 2020

Funds for 2019 have been requested in Account 101-16000-612490. Funds for the 2019 and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:HZ:AO:kq  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board

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**File #:** 18-1163, **Version:** 1

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of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1177, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Report on advertisement of Request for Proposal 18-RFP-22, Travel and Expense Reimbursement Solution for a three-year period, estimated cost \$105,000.00, Accounts 101-27000-612430/612820, Requisition 1505678

Dear Sir:

Request for Proposal (RFP) documents have been prepared for 18-RFP-22 Travel and Expense Reimbursement Solution, at the request of the Finance department.

The purpose of this request for proposal is to find a software as a service solution to automate and streamline the travel and expense reimbursement process. This request for proposal seeks proposers to provide a solution that uses workflow for requesting and approving reimbursements, to use OCR technology to populate expense report templates from imaged receipts and to integrate with the District's ERP system for payment and reporting.

The estimated cost for this RFP is \$105,000.00. The estimated expenditures for 2019, 2020 and 2021 are \$55,000, \$25,000 and \$25,000 respectively.

A bid deposit is not required for this RFP.

Appendix A will be not be included because the services do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise	January 16, 2019
Proposals Received	February 15, 2019
Award	May 2, 2019
Completion	December 31, 2021

Funds for the years 2019, 2020 and 2021 are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:LD

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1190, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Report of bid opening of Tuesday, November 6, 2018

Dear Sir:

Bids were received and opened on 11/6/2018 for the following contracts:

CONTRACT 18-030-12 FURNISH AND DELIVER MISCELLANEOUS LUBRICANTS TO VARIOUS  
LOCATIONS FOR A ONE-YEAR PERIOD (RE-BID)

LOCATION: VARIOUS

ESTIMATE: \$53,800.00

GROUP: 1 OIL, SYNTHETIC, DACNIS SE 68, 55 GAL.

RILCO, INC.	\$6,150.00
INDI ENTERPRISE, INC.	\$8,475.00
R & R EQUIPMENT PLUS, INC.	\$8,860.65

GROUP: 2 OIL, GEAR, MOBIL 600XP220, ISO GRADE 220

SUPERIOR PETROLEUM PRODUCTS	\$3,912.00
RILCO, INC.	\$5,010.00
CHICAGO UNITED INDUSTRIES	\$5,486.40
MID-TOWN ACQUISITIONS LLC D/B/A RELADYNE	\$6,600.00
INDI ENTERPRISE, INC.	\$6,930.00
R & R EQUIPMENT PLUS, INC.	\$8,103.60

GROUP: 3 OIL, SYNTHETIC, MOBIL SHC 634, 55 GAL.

RILCO, INC.	\$62,806.00
SUPERIOR PETROLEUM PRODUCTS	\$64,738.85
MID-TOWN ACQUISITIONS LLC D/B/A RELADYNE	\$67,347.50
INDI ENTERPRISE, INC.	\$75,950.00
CHICAGO UNITED INDUSTRIES	\$81,778.62
R & R EQUIPMENT PLUS, INC.	\$95,900.16

GROUP: 4 OIL, HYDRAULIC, MOBIL DTE25, ISO 46

SUPERIOR PETROLEUM PRODUCTS	\$6,237.00
RILCO, INC.	\$6,930.00
MID-TOWN ACQUISITIONS LLC D/B/A RELADYNE	\$7,905.15
CHICAGO UNITED INDUSTRIES	\$8,672.40
INDI ENTERPRISE, INC.	\$8,883.00
R & R EQUIPMENT PLUS, INC.	\$34,595.01

GROUP: 5 OIL, HYDRAULIC, MOBIL DTE 10 SERIES 68

RILCO, INC.	\$1,850.00
SUPERIOR PETROLEUM PRODUCTS	\$1,853.50
MID-TOWN ACQUISITIONS LLC D/B/A RELADYNE	\$2,432.10

File #: 18-1190, Version: 1

CHICAGO UNITED INDUSTRIES	\$2,488.20
INDI ENTERPRISE, INC.	\$2,550.00
R & R EQUIPMENT PLUS, INC.	\$2,826.86

GROUP: 6 LUBE, SYNTHETIC GEAR, MOBIL #SHC626, 55 GAL.	
RILCO, INC.	\$5,745.00
SUPERIOR PETROLEUM PRODUCTS	\$5,956.50
MID-TOWN ACQUISITIONS LLC D/B/A RELADYNE	\$5,989.50
INDI ENTERPRISE, INC.	\$6,243.00
CHICAGO UNITED INDUSTRIES	\$7,543.80
R & R EQUIPMENT PLUS, INC.	\$8,864.13
GROUP: 7 LUBRICANT, SYNTHETIC, MOBIL GLYGOYLE HE460	
R & R EQUIPMENT PLUS, INC.	\$1,935.50
SUPERIOR PETROLEUM PRODUCTS	\$5,258.00
RILCO, INC.	\$5,590.00
CHICAGO UNITED INDUSTRIES	\$6,336.00
INDI ENTERPRISE, INC.	\$6,450.00

BIDDERS NOTIFIED: 200

PLANHOLDERS: 19

CONTRACT 19-021-11 FURNISH AND DELIVER UNLEADED GASOLINE TO VARIOUS LOCATIONS FOR A ONE (1) YEAR PERIOD

LOCATION: VARIOUS

ESTIMATE: \$305,000.00

GROUP: A TRUCK TRANSPORT DELIVERY	
PETROLEUM TRADERS CORPORATION	\$215,914.41
AVALON PETROEUM COMPANY, INC.	\$219,810.51
G. COOPER OIL COMPANY, INC.	\$224,161.83
MOHR OIL COMPANY	\$233,580.51
BELL FUELS, INC.	\$237,444.21
AL WARREN OIL COMPANY, INC.	\$240,060.51
GROUP: B TANK WAGON DELIVERY	
AVALON PETROEUM COMPANY, INC.	\$68,592.75
AL WARREN OIL COMPANY, INC.	\$76,592.75
MOHR OIL COMPANY	\$76,592.75
G. COOPER OIL COMPANY, INC.	\$77,160.75
BELL FUELS, INC.	\$82,892.75

BIDDERS NOTIFIED: 199

PLANHOLDERS: 20

CONTRACT 19-022-11 FURNISH AND DELIVER DIESEL FUEL TO VARIOUS LOCATIONS FOR A ONE (1) YEAR PERIOD

LOCATION: VARIOUS

ESTIMATE: \$290,000.00

GROUP: TOTAL	
AVALON PETROEUM COMPANY, INC.	\$300,988.46
G. COOPER OIL COMPANY, INC.	\$316,037.46
AL WARREN OIL COMPANY, INC.	\$318,912.46
MOHR OIL COMPANY	\$333,762.46



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**File #:** 18-1190, **Version:** 1

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BELL FUELS, INC.

\$338,073.66

BIDDERS NOTIFIED: 199

PLANHOLDERS: 16

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1193, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Report of bid opening of Tuesday, October 30, 2018

Dear Sir:

Bids were received and opened on 10/30/2018 for the following contracts:

CONTRACT 17-844-3P FURNISH AND INSTALL ODOR CONTROL SYSTEM, CALUMET, HANOVER PARK,  
AND KIRIE WATER RECLAMATION PLANTS

LOCATION: VARIOUS

ESTIMATE: \$4,140,000.00

GROUP: TOTAL

GEORGE SOLLITT CONSTRUCTION COMPANY, THE	\$3,911,659.00	
IHC CONSTRUCTION COMPANIES, INC.		\$4,098,000.00
RAUSCH INFRASTRUCTURE LLC	\$4,324,380.00	

BIDDERS NOTIFIED: 1363

PLANHOLDERS: 58

CONTRACT 19-045-11 PUBLISH INVITATIONS TO BID FOR CONTRACTS, LEGAL NOTICES FOR  
ORIGINAL ENTRANCE AND PROMOTIONAL CIVIL SERVICE EXAMINATIONS AND OTHER LEGAL  
NOTICES FOR A ONE-YEAR PERIOD

LOCATION: MOB

ESTIMATE: \$55,000.00

GROUP: TOTAL

SUN-TIMES MEDIA PRODUCTIONS LLC	\$54,600.00
CHICAGO TRIBUNE COMPANY LLC	\$56,000.00
THE LAWDALE NEWS GROUP	\$196,000.00
CHICAGO DEFENDER NEWSPAPER	\$227,500.00

BIDDERS NOTIFIED: 42

PLANHOLDERS: 14

CONTRACT 19-105-11 COLLECTION, SHIPMENT AND ANALYSIS OF WATER SAMPLES FROM THE  
THORNTON COMPOSITE RESERVOIR, AND MONITORING WELLS, AND THE ANALYSIS OF  
MONITORING WELL SAMPLES FROM THE MCCOOK RESERVOIR SITE

LOCATION: VARIOUS

ESTIMATE: \$97,150.00

GROUP: TOTAL

TETRA TECH, INC.	\$91,874.69
APTIM ENVIRONMENTAL & INFRASTRUCTURE, INC.	\$94,132.00
CARLSON ENVIRONMENTAL, INC.	\$132,309.00

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**File #:** 18-1193, **Version:** 1

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BIDDERS NOTIFIED: 353

PLANHOLDERS: 29

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1214, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Report on advertisement of a Request for Proposal 18-RFP-23 Professional Services to Conduct Preliminary Engineering for a Flood Control Project in Various Locations in Cook County, estimated cost \$1,500,000.00, Account 501-50000-612440, Requisitions 1506154, 1506155, 1506156, 1506157, 1506158, and 1506159

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Professional Services to Conduct Preliminary Engineering for Flood Control Projects in Various Locations in Cook County.

On June 7, 2018, the Board of Commissioners authorized the District to assist various local municipalities and townships with Phase II Stormwater Management Projects. The six communities approved for assistance in the form of engineering by the District were the City of Harvey, City of Palos Hills, Village of Willow Springs, Village of South Holland, Village of Oak Lawn, and Northfield Township.

The purpose of this contract is to investigate and develop feasible alternatives to address flooding in the project areas in each of the aforementioned six communities. The scope of work includes a review of existing flooding problems, evaluation of alternatives, and preliminary design of a preferred alternative. It is anticipated that the District may select six different consulting firms for each of the six identified projects. Deliverables to be provided under this agreement include:

- Alternative Solutions Memorandum
- Preliminary Plans and Specifications
- Opinion of Probable Construction Cost

Subsequent to review of the preliminary design report and preliminary plans, the Engineering Department will make a recommendation as to the feasibility of the selected project. If determined feasible to proceed, the Engineering Department intends to recommend the consultant firm selected for the specific project through this RFP process, to be retained for final design services for the recommended flood control project under a separate purchase order, subject to the Board of Commissioners' approval.

The estimated cost for this RFP is a total of \$1,500,000.00 split between the six different consultant agreements as indicated below:

- 18-249-5F - City of Harvey - \$350,000.00,
- 18-250-5F - Village of Oak Lawn - \$275,000.00,
- 18-251-5F - City of Palos Hills - \$200,000.00,
- 18-082-5F - Northfield Township - \$200,000.00,
- 18-146-5F - Village of Willow Springs - \$200,000.00,

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**File #:** 18-1214, **Version:** 1

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- 18-252-5F - Village of South Holland - \$275,000.00.

The estimated 2019 and 2020 expenditures are \$1,000,000.00 and \$500,000 respectively. A bid deposit is not required for this RFP. The contract requires that all work be completed either in 365 or 540 calendar days, dependent on the individual project area scopes of work, upon the award of the purchase order.

Appendix A will be included in this RFP. The type of work to be performed under this contract is within the professional services category for establishing Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE) and/or Small Business Enterprises (SBE) goals. The MBE, WBE and/or SBE goals for this contract are: 20 percent MBE, 10 percent WBE, and 10 percent SBE.

The tentative schedule for this contract is as follows:

Advertise	November 28, 2018
Proposal Due Date	January 15, 2019
Finalist Interviews	January/February 2019
Contract Award	February/March 2019
Completion	March or August 2020

Funds for the 2019 and 2020 expenditures, in Account 501-50000-612440, are contingent on the Board of Commissioners approval of the District's budget for those years.

Requested, Catherine A. O'Connor, Director of Engineering, WSS:JK

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1167, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authorization for payment to WaterReuse Association for 2019 membership dues, in an amount not to exceed \$10,975.00, Account 101-15000-612280

Dear Sir:

Authorization is requested to make payment, by direct voucher, to WaterReuse Association for the District's 2019 membership dues in an amount not to exceed \$10,975.00. The term of the District's membership is January 1 to December 31, 2019.

The WaterReuse Association is a not-for-profit trade association for water utilities, businesses, industrial and commercial enterprises, not-for-profit organizations and associations that focuses solely on advancing laws, policy and funding to increase water reuse. Their mission is to engage members in a national movement for safe and sustainable water supplies, to promote acceptance and support of recycled water, and to advocate for policies and funding that increase water reuse.

Inasmuch as WaterReuse Association membership is not available through any other source, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

It is hereby recommended that the Board of Commissioners authorize payment, by direct voucher, to WaterReuse Association, in the amount of \$10,975.00. Funds are available in Account 101-15000-612280.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:TG:PS

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1184, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

John P. Murray, Acting Executive Director

Authorization to accept initial annual rental bid for Contract 18-365-11 Proposal to Lease for sixty (60) years, 8.61 acres of District real estate located west of Cicero Avenue and south of the Cal-Sag Channel in Crestwood, Illinois; Cal-Sag Channel Parcel 11.04 (western and middle portions) from the Village of Crestwood in the amount of \$169,861.00

Dear Sir:

On June 21, 2018, the Board of Commissioners ("Board") authorized the advertisement of Contract 18-363-11 for the public tender of bids a sixty 60-year lease on 8.61 acres of District real estate located west of Cicero Avenue and south of the Cal-Sag Channel in Crestwood, Illinois; Cal-Sag Channel Parcel 11.04 (western and middle portions) for a minimum initial annual rental bid of \$283,100.00. The minimum bid represented 10% of the highest of the three appraised values, pursuant to Board policy. The bid opening was on July 31, 2018, and no bids were received. As no bids were received, on September 6, 2018, the Board authorized the Director of Procurement and Materials Management to advertise Contract 18-365-11 for public tender of bids of the subject lease for a minimum acceptable initial annual rental bid of \$169,860.00 (6% of the appraised fair market value).

One bid was received for the subject proposal and was opened on October 16, 2018. The bid was received from the Village of Crestwood ("Crestwood") for an initial annual rental bid of \$169,861.00 (6% of the appraised fair market value). The site is currently vacant. Crestwood proposes to develop the site for mixed use commercial development. Crestwood leases the eastern 7-acre portion of Parcel 11.04 for mixed use retail development under a 60-year lease that commenced September 15, 2017 and expires September 14, 2077. The annual rent is \$158,000.00. Crestwood also leases a 6-acre portion of Parcel 11.04 under a public recreational lease that also commenced September 15, 2017, and expires September 14, 2077. The rent is a \$10.00 nominal fee. This lease contains a 30' wide setback adjacent to the Cal-Sag Channel and running the length of Parcel 11.04, on which Crestwood will construct a public walking trail.

The Finance Department has reviewed Crestwood's financial and company background information and has reported that it demonstrates the ability to meet its financial obligations under the new proposed lease.

It is requested that the Acting Executive Director recommend to the Board of Commissioners that it accept the initial annual rental bid for Contract 18-365-11 Proposal to Lease for sixty (60) years, 8.61 acres of District real estate located west of Cicero Avenue and south of the Cal-Sag Channel in Crestwood, Illinois; Cal-Sag Channel Parcel 11.04 (western and middle portions) from the Village of Crestwood in the amount of \$169,861.00.

It is also requested that the Acting Executive Director recommend to the Board of Commissioners that it authorize and direct the Chairman of the Committee on Finance and the Clerk to execute the lease agreement after it has been approved by the General Counsel as to form and legality.

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**File #:** 18-1184, **Version:** 1

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Requested, Susan T. Morakalis, General Counsel, STM:CMM:vp

Recommended, Darlene LoCascio, Director of Procurement and Materials Management

Recommended, John P. Murray, Acting Executive Director

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment





Cal-Sag Parcel 11.04

Public Leasehold

Eastern 7 Acre Leasehold

Requested 8.61  
Acre Leasehold

Calumet Sag  
Channel





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1154, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to advertise Contract 19-100-11 Perform Gas Analysis of Odorous Compounds in Gas Samples, estimated cost \$33,440.00, Account 201-50000-612440, Requisition 1498108

Dear Sir:

Contract documents and specifications have been prepared to advertise for bid Contract 19-100-11 to perform gas analysis of odorous compounds in gas samples. The term of this contract is for approximately two years, beginning on approximately January 10, 2019, and ending December 31, 2020.

The purpose of this contract is to perform gas analysis at various locations on an as-needed basis pursuant to the specifications within the contract. Analysis for odor causing compounds including, but not limited to, volatile organic compounds, sulfur-based compounds, amines, ammonia, and carboxylic acids are to be provided via a nationally accredited laboratory. These tests are necessary to accurately provide data to assist in evaluating odor control strategies.

The estimated cost for this contract is \$33,440.00. The estimated 2019 and 2020 expenditures are \$16,720.00, respectively.

A bid deposit is not required for this contract.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Ordinance, Revised Appendix D is not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	December 5, 2018
Bid Opening	December 18, 2018
Award	January 10, 2019
Completion	December 31, 2020

Funds for 2019 are being requested in Account 201-50000-612440 and are contingent on the Board of Commissioners' approval of the District's budget for that year. Funds for 2020 are contingent on the Board of Commissioners' approval of the District's budget for that year.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 19-100-11.

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**File #:** 18-1154, **Version:** 1

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Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:HZ:JSG:kq

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1160, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to advertise Contract 19-101-11 Perform Olfactometry Analysis of Odorous Gas Samples, estimated cost \$30,300.00, Account 201-50000-612440, Requisition 1498109

Dear Sir:

Contract documents and specifications have been prepared to advertise for bid Contract 19-101-11 to perform olfactometry analysis of odorous gas samples. The term of this contract is for approximately two years, beginning on approximately January 10, 2019, and ending December 31, 2020.

The purpose of this contract is to perform olfactometry analysis of odorous gas samples by an accredited laboratory under the procedures of the American Section of the International Association for Testing Materials (ASTM International) E679-04, "Standard Practice for Determination of Odor and Taste Thresholds by a Forced-Choice Ascending Concentration Series Method of Limits," and/or EN13725:2003, "Air Quality - Determination of Odour Concentration by Dynamic Olfactometry," and ASTM E544, "Standard Practice for Referencing Suprathreshold Odor Intensity." These tests are necessary to provide needed data to determine the effectiveness of existing odor control, as well as to provide essential data to evaluate odor control strategies for all District locations.

The estimated cost for this contract is \$30,300.00. The estimated 2019 and 2020 expenditures are \$16,200.00 and \$14,100.00, respectively.

A bid deposit is not required for this contract.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Ordinance, Revised Appendix D is not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	December 5, 2018
Bid Opening	December 18, 2018
Award	January 10, 2019
Completion	December 31, 2020

Funds for 2019 are being requested in Account 201-50000-612440 and are contingent on the Board of Commissioners' approval of the District's budget for that year. Funds for 2020 are contingent on the Board of Commissioners' approval of the District's budget for that year.

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**File #:** 18-1160, **Version:** 1

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In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 19-101-11.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:HZ:JSG:kq

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1161, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to advertise Contract 19-106-11 Furnish and Deliver Replacement Uniforms and Items for Pollution Control Personnel, estimated cost \$38,000.00, Account 101-16000-623700, Requisition 1505228

Dear Sir:

Contract documents and specifications have been prepared to advertise for bid Contract 19-106-11 to furnish and deliver replacement uniforms and items for pollution control personnel of the Monitoring and Research Department, including Environmental Specialists, Patrol Boat Operators and Pollution Control Technicians, who are assigned to various locations throughout the District. The term of this contract is for approximately two years, beginning approximately February 21, 2019 through December 31, 2020.

The personnel who wear these uniforms monitor compliance of industrial companies discharging effluent into the sewer system under the Sewage and Waste Control Ordinance and the User Charge Ordinance. They also respond to a variety of complaints and emergency incidents throughout Cook County and it is important that they project an authoritative image.

The estimated cost for this contract is \$38,000.00. The estimated 2019 and 2020 expenditures are \$12,000.00 and \$26,000.00, respectively.

A bid deposit is not required for this contract.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because it is primarily a furnish and deliver contract.

The Affirmative Action Ordinance, Revised Appendix D is not included in this contract because it is primarily a furnish and deliver contract.

The tentative schedule for this contract is as follows:

Advertise	January 9, 2019
Bid Opening	January 22, 2019
Award	February 21, 2019
Completion	December 31, 2020

Funds for 2019 are being requested in Account 101-16000-623700 and are contingent on the Board of Commissioners' approval of the District's budget for that year. Funds for 2020 are contingent on the Board of Commissioners' approval of the District's budget for that year.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 19-106-11.

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**File #:** 18-1161, **Version:** 1

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Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:MJ:KB:SSP:vp  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1150, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order to Lake Forest Graduate School of Management, pursuant to the Terms of Master Agreement 17-RFP-34, to conduct Crisis Management Strategy training, in an amount not to exceed \$21,200.00, Account 101-25000-601100, Requisition 1505509

Dear Sir:

Authorization is requested to issue a purchase order to the Lake Forest Graduate School of Management for Crisis Management Strategy training for approximately 21 individuals. The terms of the Master Agreement with the Lake Forest Graduate School of Management, approved by the Board of Commissioners on December 21, 2017, provide for a cost not to exceed \$21,200.00.

This training program will educate Public Affairs employees and others on crisis management best practices. At the conclusion of the training program, the District will have a well-defined set of processes and procedures for responding and managing a crisis along with a solid crisis management strategy document.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue said purchase order to the Lake Forest Graduate School of Management, under the terms and conditions of Master Agreement 17-RFP-34, in an amount not to exceed \$21,200.00.

Funds are available in Account 101-25000-601100.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB:TP

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1162, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and enter into an agreement with Thermo Electron North America LLC, for Preventive Maintenance and Consumables for Two Gas Chromatography Flame Ionization Detector Instruments in an amount not to exceed \$40,362.00, Accounts 101-16000-612970 and 623570, Requisition 1504015

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Thermo Electron North America LLC (Thermo), for preventive maintenance and consumables for two Gas Chromatograph Flame Ionization Detector (GC/FID) instruments located at the Calumet Analytical Laboratory. This purchase order will expire on December 31, 2021.

The Thermo computer-controlled GC/FID instruments are used for the analysis of volatile fatty acids. Volatile fatty acids are routinely analyzed on wastewater samples for the proper operation of the District's seven water reclamation plants (WRPs), and on biosolids and high strength organic waste materials delivered to the Calumet and Stickney WRPs. It is critical that this instrumentation remain fully functional and operational daily to provide essential data for the operation of the District's WRPs, resource recovery, and other research projects. The benefits that this service provides are that the GC/FID instruments are maintained by experts in the operation of this specific equipment, which will keep the instruments in top working condition and significantly reduce downtime due to instrument issues.

Thermo, the sole-service provider for preventive maintenance and consumables for two GC/FID instruments, has submitted pricing for the services required. Inasmuch as Thermo is the only source of supply for the goods and services required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

Thermo is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement is not applicable due to the specialized nature of the services required.

In view of the foregoing it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with Thermo in an amount not to exceed \$40,362.00.

Funds for the 2019 expenditure, in the amount of \$13,454.00, are being requested in Accounts 101-16000-612970 and 623570 and are contingent on the Board of Commissioners' approval of the District's budget for that year. The estimated expenditure for 2020 is \$13,454.00, and 2021 is \$13,454.00. Funds for the 2020 and 2021 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

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**File #:** 18-1162, **Version:** 1

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Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:DC:VRO:mh

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1164, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order to CommVault Systems, Inc. for maintenance renewal for CommVault's Backup Software and Premier Maintenance Package, in an amount not to exceed \$150,775.63, Account 101-27000-612820, Requisition 1502565

Dear Sir:

Authorization is requested to issue a purchase order to CommVault Systems, Inc. for maintenance renewal for CommVault's Backup Software and Premier Maintenance Package for the District's network and computer systems located at the Main Office Building, Stickney Water Reclamation Plant, Egan Water Reclamation Plant, and ZAYO Oak Brook Data Center. This purchase order will expire on December 26, 2019.

The Information Technology Department maintains and manages all backup and recovery operations for departmental/interdepartmental data and Enterprise applications hosted on the District's network and computer systems. CommVault's software products also enable the Information Technology Department staff to perform email/file system archiving and eDiscovery compliance search services, litigation hold and FOIA request processing, in addition to performing daily backup and recovery operations of electronic data, files and SAP enterprise applications. The additional software licenses being acquired will provide additional backup enhancements as the Information Technology Department merges its entire hardware and software infrastructure into a unified platform. These enhancements will eventually reduce the amount of backup and other system resources currently required to perform backup operations.

CommVault Systems, Inc., the sole service provider of maintenance renewal and software has submitted prices for the products and services required. Inasmuch as CommVault Systems, Inc. is the only source of supply for the products and services required, said purchase order may be issued without competitive bidding pursuant to Section 11.4 of the Purchasing Act.

CommVault Systems, Inc. is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement is not applicable due to the specialized nature of the services required.

In view of the foregoing it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order to CommVault Systems, Inc. in an amount not to exceed \$150,775.63.

Funds are available in Account 101-27000-612820.

Requested, John Sudduth, Director of Information Technology JS:SK:RP:EC

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board

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**File #:** 18-1164, **Version:** 1

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of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1166, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and enter into an agreement with Verizon Connect NWF Inc., for maintenance a of a Vehicle Location System and the installation of approximately 25 Vehicle Location Devices, in an amount not to exceed \$53,271.75, Account 101-15000-612860, Requisition 1505525

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Verizon Connect NWF Inc., for maintenance of a Vehicle Location System on 215 Fleet Vehicles and the installation of Vehicle Location Devices in approximately 25 Fleet Vehicles, under General Services Administration (GSA) Joint Purchasing Contract GS-07F-5559R. This purchase order will expire on December 31, 2019.

On October 6, 2011, the District's Board of Commissioners authorized participation in the GSA Federal Cooperative Purchasing Program under the Government Joint Purchasing Act, 30 ILCS 525/0.01 et.seq. GSA currently has a competitively bid contract for the installation and monitoring of vehicle location system services with Verizon Connect NWF Inc. The term of the contract began on January 1, 2010 and expires on December 31, 2019.

Verizon Connect NWF Inc., is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement (MPLA) is not applicable due to the specialized nature of the services required.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with Verizon Connect NWF Inc., in an amount not to exceed \$53,271.75.

Funds for the 2019 expenditure in Account 101-15000-612860 are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Officer, LSA

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1171, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John Murray, Acting Executive Director

Issue purchase order to Mesirow Insurance Services, Inc. for Furnishing Excess Casualty Insurance Coverage for the District in an amount not to exceed \$1,079,635.00, Account 101-25000-612290, Requisition 1502298

Dear Sir:

At the Board Meeting of December 21, 2017, in accordance with Contract 17-RFP-32, the Board of Commissioners awarded a purchase order to Mesirow Insurance Services, Inc. (Mesirow) to serve as the District's broker-of-record for casualty lines of insurance and related services for a three-year period. In this capacity, Mesirow has responsibility for securing quotes from the insurance market for specified insurance policies. The current excess casualty insurance policies will expire on December 11, 2018.

On October 25, 2018, the District received certain bid quotations which Mesirow had solicited pursuant to the detailed specifications in the excess casualty underwriting submission for casualty insurance for a one-year period to be effective December 11, 2018 to provide a tower of excess casualty insurance, including general liability, public officials liability, employment practices liability, law enforcement/police professional liability, employers liability, automobile liability, and excess liability for marine.

For the 2018 excess casualty program, thirty-two insurance companies were approached for quotations. Pricing for this coverage is based on payroll, which has increased year over year. Also impacting carrier interest and pricing is the District's loss history, which includes three open claims that are anticipated to be excess of the self-insured retention (SIR) as well as the number of open, large class action law suits for flood/sewer backup. The premium for this coverage is not subject to audit so the premium will not be adjusted at the end of the term.

For the 2018 excess casualty insurance, we recommend a program with total limits of \$50,000,000.00 over an SIR of \$1,250,000.00 with the exception of an SIR of \$5,000,000.00 for class action suits for flood/sewer back-up at a total program cost of \$1,079,635.00. Coverage will be provided by the following insurance companies:

First Layer: AIG/Lexington Insurance Company: Limit of \$10,000,000.00 with an SIR of \$1,250,000.00 except \$5,000,000.00 for class action suits for flood/sewer back-up at a cost of \$468,655.00.

Second Layer: Allied World National Assurance Company: Limit of \$10,000,000.00 excess of the \$10,000,000.00 first layer at a cost of \$255,000.00.

Third Layer: Arch Insurance Company: Limit of \$10,000,000.00 excess of \$20,000,000.00 at a cost of \$137,000.00.

Fourth Layer: Great American Assurance Company: Limit of \$10,000,000.00, 50% quota share of \$20,000,000.00 excess of \$30,000,000.00 at a cost of \$109,490.00.

Fourth Layer: Berkley National Insurance Company: Limit of \$10,000,000.00, 50% quota share of \$20,000,000.00 excess of \$30,000,000.00 at a cost of \$109,490.00.

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**File #:** 18-1171, **Version:** 1

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The quotations were evaluated by Mesirow, the District's Risk Manager, the Director of Human Resources, and a representative from the Procurement and Materials Management Department.

Carriers who declined to offer a quotation cited various reasons, including the inability to be competitive with program pricing, the class of business, inability to provide required coverages, and claims experience.

All insurance carriers being recommended for this placement are licensed to do business in Illinois and meet the District's A.M. Best Company insurance ratings requirements of A- VII or better.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order to Mesirow Insurance Services, Inc. in an amount not to exceed \$1,079,635.00.

Funds for the 2018 expenditure in the amount of \$1,079,635.00 are available in Account 101-25000-612290.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RAJ

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1172, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John Murray, Acting Executive Director

Issue purchase order to Mesirow Insurance Services, Inc. for Furnishing Marine Liability and Hull Insurance for District marine vessels in an amount not to exceed \$21,371.00, Account 101-25000-612290, Requisition 1506134

Dear Sir:

At the Board Meeting of December 21, 2017, in accordance with Contract 17-RFP-32, the Board of Commissioners awarded a purchase order to Mesirow Insurance Services, Inc. (Mesirow) to serve as the District's broker-of-record for the handling of marine insurance and related services for a three-year period. The current marine insurance policies will expire on December 11, 2018.

On October 25, 2018, the District received certain bid quotations/market responses which Mesirow had solicited pursuant to the Detailed Specifications for Marine Insurance for a one-year period from December 11, 2018 to December 10, 2019 to provide insurance coverage for liability arising out of the District's fourteen marine vessels used for pollution control, monitoring of water quality along Lake Michigan and the District's waterways, and occasionally for tours. An annual aggregate liability limit of \$10,000,000.00 and hull coverage for physical damage to the vessels on an Agreed Amount basis per original cost subject to a deductible of \$10,000.00 per claim was requested.

For the 2018 placement, seven insurance carriers were approached. Two carriers provided a firm quotation at the limits and retention levels requested. Two carriers provided pricing indications. Three carriers declined to offer a quotation, indicating that the risk is either currently outside of their underwriting guidelines or they cannot be competitive with pricing.

It was determined that optimal program design, coverage, and pricing for Marine Liability and Hull coverage was offered by Continental Insurance Company at the rate of \$21,370.00, which is a 2.7% reduction in premium over the prior year. The Continental Insurance Company policy provides excellent coverage terms and conditions, including physical damage to the District's fourteen vessels up to the values reported for each, which currently totals \$1,207,395.00. It should be noted that changes in the schedule of marine vessels for the District can affect premium, with the requirement to pay at the time of the change. To administratively accommodate this potential, we have added \$1.00 for 2019.

The quotations/market responses were evaluated by Mesirow, the MWRD Risk Manager, the Director of Human Resources, and a representative from the Procurement and Materials Management Department. It was determined that the District should place this coverage with Continental Insurance Company at the rate of \$21,370.00.

The company is licensed to do business in Illinois, complied with the terms and conditions of the bid specifications, and has an A.M. Best Company rating of A (Excellent), XV (\$2.0 billion or greater), with a



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**File #:** 18-1172, **Version:** 1

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financial outlook of Stable.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order to Mesirow Insurance Services, Inc. in an amount not to exceed \$21,371.00.

The estimated expenditures for 2018 and 2019 for Mesirow Insurance Services, Inc. are \$21,370.00 and \$1.00, respectively.

Funds for the 2018 expenditure in the amount of \$21,370.00 are available in Account 101-25000-612290. Funds being requested for 2019 are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RAJ  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1192, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase orders to Boerger LLC, to Furnish and Deliver Boerger Pump Parts and Equipment to Various Locations for a Three-Year Period, in a total amount not to exceed \$405,000.00, Accounts 101-66000, 67000, 68000, 69000-623270

Dear Sir:

Authorization is requested to issue purchase orders to Boerger LLC, to furnish and deliver Boerger pump parts and equipment to various locations, on an as needed basis, for approximately a three-year period. All pump parts and equipment will be delivered prior to November 30, 2021.

Boerger LLC, the sole source distributor for Boerger pump parts and equipment, has submitted prices for the parts and equipment required. Purchase orders will be issued for pump parts and equipment as needed using an outline agreement based on the prices received from Boerger LLC. Inasmuch as Boerger LLC is the only source of supply for the parts and equipment required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

The parts and equipment are needed by the trades to perform their work.

Boerger LLC is not registered to transact business in Illinois, but has submitted a certificate of good standing from the State of Minnesota. The Acting Director of the Maintenance and Operations Department has given approval to move forward with the recommendation to award.

The Multi-Project Labor Agreement is not applicable because this is primarily a furnish and deliver contract.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders to Boerger LLC, in an amount not to exceed \$405,000.00. Purchase orders will be issued when the parts and equipment are required. Payment will be based on the unit cost received by Boerger LLC.

Funds for purchase orders to be issued under this Board authority will be limited by pricing periods for Accounts 101-66000, 67000, 68000, 69000-623270. The estimated expenditures for the period of 12/1/2018 through 11/30/2019 are \$160,000.00, 12/1/2019 through 11/30/2020 are \$160,000.00, and 12/1/2020 through 11/30/2021 are \$85,000.00. Funds for years 2019, 2020 and 2021 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Brian A. Perkovich, Acting Director of Maintenance and Operations  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:MS:es  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board

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**File #:** 18-1192, **Version:** 1

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of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1202, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order for Contract 18-604-11, Furnishing and Delivering Plumbing Supplies to Various Locations, to Columbia Pipe & Supply Co., Inc., in an amount not to exceed \$141,400.00, Accounts 101-67000, 68000, 69000-623090, Requisitions 1475493, 1486220, and 1492646

Dear Sir:

On July 12, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 18-604-11, Furnishing and Delivering Plumbing Supplies to Various Locations.

In response to a public advertisement of October 3, 2018, a bid opening was held on October 23, 2018. The bid tabulation for this contract is:

COLUMBIA PIPE & SUPPLY CO.	\$141,400.00
MARCO SUPPLY CO., D/B/A JOHNSON PIPE & SUPPLY CO.	\$141,500.00

Five hundred ninety-four (594) companies were notified of this contract being advertised and twenty-two (22) companies requested specifications.

Columbia Pipe & Supply Co., the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$152,700.00, placing their bid of \$141,400.00, approximately 7.4 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because it is primarily a furnish and deliver contract.

The Affirmative Action Ordinance, Revised Appendix D is not included in this contract because it is primarily a furnish and deliver contract.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order for Contract 18-604-11 to Columbia Pipe & Supply Co., in an amount not to exceed \$141,400.00.

The bid deposit in the amount of \$7,600.00, will be retained in lieu of a performance bond, which is satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

Funds for the 2018 expenditure, in the amount of \$33,243.35, are available in Account 101-67000, 68000, 69000-623090. The estimated expenditures for 2019 are \$47,133.34, and for 2020 are \$61,023.31. Funds for

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**File #:** 18-1202, **Version:** 1

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the 2019 and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1204, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order to CDW Government, LLC and enter into an agreement with Microsoft Corporation for Microsoft Software and Software Maintenance, in an amount not to exceed \$1,634,914.70, Account 101-27000-612820, Requisition 1498392

Dear Sir:

Authorization is requested to issue a purchase order to CDW Government, LLC and enter into an agreement with Microsoft, to furnish and deliver Microsoft software and software maintenance for a three-year period in accordance with the State of Illinois Master Contract for Purchase of Microsoft Products (LAR) [Large Account Reseller] (CMS6945110). The District has the ability to participate in State of Illinois (State) Contracts #4010653 under the Government Joint Purchasing Act, 30 ILCS 525/0.01 et.seq. CDW Government, LLC's current contract with the State expires November 30, 2019. All software will be delivered by November 30, 2018.

The District is requesting to enter into an agreement with Microsoft Corporation in order to continue critical access to District computing resources. These include services such as e-mail, computer login capability, and access to shared files and folders. The District has over 2000 Microsoft Windows Computing devices and associated software. An agreement is required for the continued working operations, and ongoing maintenance of these services.

CDW Government, LLC, the sole source of supply under the State of Illinois Master Contract for the Purchase of Microsoft Products (LAR) (Large Account Resellers) (CMS6945110), has submitted prices for Microsoft software and software maintenance required. Inasmuch as CDW Government, LLC, is the only source of supply under the State of Illinois Master Contract for the Purchase of Microsoft Products (LAR) (Large Account Resellers) (CMS6945110) for Microsoft software and software maintenance, said purchase order may be issued without competitive bidding pursuant to Section 11.4 of the Purchasing Act.

CDW Government, LLC is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement is not applicable due to the specialized nature of the services required.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order to CDW Government, LLC in an amount not to exceed \$1,634,914.70

Funds for the 2018 expenditure, in the amount of \$817,457.35 are available in Account 101-27000-612820. The estimated expenditure for 2019 is \$817,457.35. Funds for the 2019 expenditure are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, John Sudduth, Director of Information Technology, JS:SK

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**File #:** 18-1204, **Version:** 1

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Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1206, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and enter into an agreement with the DuPage River Salt Creek Workgroup for 2019-2023 Membership Dues, Study Assessments, and Project Assessments in an amount not to exceed \$4,718,895.00, Accounts 101-15000-612280, 101-16000-612400, and 201-50000-612400 Requisitions 1506674, 1506684, and 1506685

Dear Sir:

Authorization is requested to issue purchase order and enter into an agreement with the DuPage River Salt Creek Workgroup (DRSCW), for membership dues, study assessments, and project assessments from 2019 through 2023 in a total amount not to exceed \$4,718,895.00.

The DRSCW is a non-profit organization that was formed in 2005 by a local group of communities, water reclamation plants, and environmental organizations to better address water quality concerns and implement targeted watershed projects in the Salt Creek and the East and West Branch DuPage River Watersheds. The District was a founding member of DRSCW and participated through 2016 to cooperatively address water quality issues in the receiving streams for the District's Egan and Hanover Park Water Reclamation Plants.

DRSCW uses membership dues to conduct long-term monitoring and basin assessments for all three watersheds, aquatic life improvement project identification and prioritization, Total Maximum Daily Load (TMDL) review and implementation planning, and chloride management workshops. Study assessments fund Nutrient Assessment and Reduction Plans and reporting, nutrient trading analysis, chloride reporting, and update of water quality models for the Salt Creek and East and West Branch DuPage River Watersheds. Project assessments fund dam removal and stream restoration projects to improve aquatic life in Salt Creek and the West Branch DuPage River.

The benefits to the District of full project participation in the DRSCW include:

1. Contributes to several of the District's Strategic Business Plan Goals, particularly Leading Partnerships and Excellence. The IEPA is urging other Illinois watersheds to follow the results-based DRSCW model which leverages funds for priority projects that aim to eliminate designated use impairment in the most direct, cost effective manner.
2. As full members contributing to project assessments, the District's Egan and Hanover Park Water Reclamation Plants will likely have 11 years from the date of permit issuance to implement a 1 mg/L total phosphorus effluent limit, while priority instream projects are completed in the watersheds. If the District does not participate in DRSCW, these plants may be required to meet the same total phosphorus limit in 36-54 months from the date of permit issuance, at significant cost and with little or no benefit to aquatic life.
3. Assists the District in meeting NPDES permit requirements for the Egan and Hanover Park Water Reclamation Plants through collaborative development of Nutrient Assessment and Reduction Plans in



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**File #:** 18-1206, **Version:** 1

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- the Salt Creek and West Branch DuPage River Watersheds;
- 4. DRSCW's investment in more targeted water quality solutions may allow for suspension of certain 2004 TMDL effluent limits for participating members;
- 5. The District will be able to participate in the DRSCW regional nutrient trading analysis;
- 6. Assists the District to meet its NPDES permit requirements for chloride reduction and management for the Egan and Hanover Park Water Reclamation Plants;
- 7. Provides water quality modeling to help address stream dissolved oxygen impairments;
- 8. Facilitates NPDES permit discussions with regulatory and environmental advocacy groups; and
- 9. Provides additional resources and tools for addressing water quality issues at a watershed level.

Membership dues are calculated based on per plant millions of gallons per day (MGD) discharge and acres drained within the watershed boundary, in addition to administration fees. Study assessments and project assessments through 2023 are calculated based on MGD discharge of participating WRPs.

The District will participate in and benefit from the following study assessments:

**Nutrient Implementation Plan** - The Nutrient Implementation Plan (NIP) is a study that identifies phosphorus input reductions by point source discharges, non-point source discharges and other measures necessary to remove dissolved oxygen (DO) and offensive condition impairments and meet the applicable DO criteria. The NIP will include a schedule for implementation of the phosphorus input reductions and other measures.

**Non-Point Feasibility Analysis** - The Non-Point Feasibility Analysis is a study that will identify and quantify nutrient inputs from non-point sources. The study will also include the identification and prioritization of projects that will remove and/or reduce nutrient inputs from non-point sources. Results will be folded into the NIP.

**Qual 2K Stream Models** - This project will include updating the existing Qual 2K models prepared for Salt Creek and the East Branch DuPage Rivers. These models were built in order to create consensus around 2004 TMDLs developed for each of the waterways. The updated Qual 2K models will be re-calibrated and re-validated using data collected by the DRSCW between 2008 and 2017.

**Phosphorus Trading Program for POTWs** - The objective of the Trading Program is to analyze the feasibility (supply-demand cost effectiveness) of phosphorus trading in the Salt Creek, East Branch DuPage River, West Branch DuPage River, and the Lower DuPage River using a collaborative, data-driven approach. In addition to assessing the trading viability between POTWs, the program will also assess the trading viability of stream restoration projects in lieu of tradition load reductions.

The District will also participate in and benefit from the following project assessments: Fawell Dam Modifications, Fullersburg Woods Dam Modifications and Stream Restoration, and Southern West Branch Stream Enhancement. Prior to any disbursement of District funds by the DRSCW, all construction projects must be in compliance with the District's Purchasing Act, Affirmative Action Ordinance Revised Appendix D, and Multi-Project Labor Agreement. Attached is a map showing the location of these construction projects.

Inasmuch as DRSCW is not available through any other source, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

It is hereby requested to issue purchase order and enter into an agreement with the DuPage River Salt Creek Workgroup (DRSCW), for membership dues, study assessments, and project assessments from 2019 through 2023 in a total amount not to exceed \$4,718,895.00.

Funds for the 2019 expenditure for the membership dues, in the amount of \$95,324.00, are available in Account 101-15000-612280, contingent on the Board of Commissioners' approval of the District's budget for

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that year. The estimated expenditures for 2020, 2021, 2022, and 2023 are \$98,185.00, \$101,130.00, \$104,163.00, and \$107,288.00, respectively, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Funds for the 2019 expenditure for the special study assessments, in the amount of \$49,546.80, are available in Account 101-16000-612400, contingent on the Board of Commissioners' approval of the District's budget for that year. The estimated expenditures for 2020, 2021, and 2022 are \$49,546.80, \$99,093.60, \$49,546.80, respectively, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Funds for the 2019 expenditure for the project assessment, in the amount of \$1,000,000.00, are available in Account 201-50000-612400, contingent on the Board of Commissioners' approval of the District's budget for that year. The estimated expenditures for 2020, 2021, 2022, and 2023 are \$1,000,000.00, \$1,000,000.00, \$485,000.00, and \$480,071.00, respectively, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Brian A. Perkovich, Acting Director of Maintenance and Operations  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1210, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order for Contract 18-601-21, Furnish and Deliver a Submersible Pump to the Calumet Water Reclamation Plant, to Gasvoda & Associates, Inc., in an amount not to exceed \$160,459.00, Account 201-50000-634600, Requisition 1480496

Dear Sir:

On April 5, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 18-601-21, Furnish and Deliver a Submersible Pump to the Calumet Water Reclamation Plant.

In response to a public advertisement of September 12, 2018, a bid opening was held on September 25, 2018. The bid tabulation for this contract is:

GASVODA & ASSOCIATES, INC.	\$160,459.00
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One thousand two hundred twenty-four (1,224) companies were notified of this contract being advertised and thirty-four (34) companies requested specifications.

The Director of Procurement and Materials Management has reviewed the bidders' list for this contract, and is satisfied that the market for this service has been adequately solicited. A planholders' survey revealed the following reasons for not bidding: cannot provide the pumps requested. In light of these findings, the Director of Procurement and Materials Management is of the opinion that the bid received is a fair and reasonable price, and nothing would be gained by rejecting the sole bid and re-advertising this contract.

Gasvoda & Associates, Inc., the sole bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$175,000.00, placing their bid of \$160,459.00 approximately 8.3 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) was not included in this contract because it is primarily a furnish and deliver contract.

The Affirmative Action Ordinance, Revised Appendix D is not included in this contract because it is primarily a furnish and deliver contract.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order for Contract 18-601-21 to Gasvoda & Associates, Inc., in an amount not to exceed \$160,459.00.

The contract shall begin after the mailing of a purchase order and terminate within 175 calendar days.

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The bid deposit, in the amount of \$8,700.00, will be retained in lieu of a performance bond, which is satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

Funds are available in Account 201-50000-634600.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman, Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1211, **Version:** 1

### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase orders and enter into agreements for Contract 17-RFP-10 Commercial Banking and Investment Custody Services for a five-year period, with the option to extend for a twelve-month period, with BMO Harris Bank N.A. for general banking services, lockbox collection services, and an electronic collection solution, in an amount not to exceed \$143,000.00; and with The Northern Trust Company for investment custody services in an amount not to exceed \$225,000.00, for a total amount not to exceed \$368,000.00, Account 101-11000-612430, Requisitions 1480254, 1480255, and 1480256

Dear Sir:

Authorization is requested to issue purchase orders and enter into agreements with BMO Harris Bank N.A. to provide general banking services, lockbox collection services, an electronic collection solution, procurement card services, and automated payment virtual commercial card services; and with The Northern Trust Company to provide investment custody services.

The Government Finance Officers Association recommends that state and local governments establish a procurement and review process in the selection of banking service providers. This RFP process will help ensure appropriate and cost-effective services while protecting the interests of the District. The Request for Proposal 17-RFP-10 was advertised on December 7, 2017. Seventy-four (74) firms were notified, and twenty-eight (28) firms requested proposal documents. Nine (9) acceptable proposals were received on February 9, 2018. The scope of work defined in this Request for Proposal ("RFP") included depository services, online cash management, collection and deposit of remittances, employee purchase card services, investment settlement clearing, and vendor payment services. The firms are to provide services to the District beginning on or about February 1, 2019, until January 31, 2024, with the option to extend for a twelve-month period.

The RFP process was coordinated through the Department of Procurement and Materials Management. The evaluation committee which reviewed and evaluated the submitted RFPs consisted of staff from the Treasury, Law, Finance, and Procurement and Materials Management Departments. Responses were evaluated according to the criteria defined in the RFP. Firms were ranked based on the numeric score calculated by the evaluation committee. The criteria included the proposer's understanding of the project, proposed services, qualifications and experience, financial stability, and cost of services.

The committee reached a consensus that six proposers met the technical qualifications portion of the RFP. These firms were interviewed by the committee and requested to submit their "best and final" offers to the Director of Procurement and Materials Management.

A final evaluation matrix, including the interview evaluations and the best and final offers, resulted in an overall top ranking for BMO Harris Bank N.A. ("BMO Harris") to provide general banking services, lockbox collection services, an electronic collection solution, procurement card services, and automated payment virtual commercial card services; and for The Northern Trust Company ("Northern Trust") to provide investment

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custody services. These overall top rankings were based on a composite evaluation score which was calculated from the committee's individual evaluations for each firm's understanding of the project, proposed services, qualifications and experience, financial stability, and cost of services. Based on the evaluation of the proposals and interviews using the criteria described above, it is recommended that service agreements be awarded to BMO Harris and Northern Trust for the above services for a five-year period.

Appendix A was not included in this contract because the services do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

BMO Harris Bank N.A. was established in 1882 as Harris Bank and is currently the eighth largest bank in North America with \$111.9 billion in assets. Its corporate headquarters along with thirty-one bank branches are located in Chicago. BMO Harris has been recognized for its governance, products and services, and innovation by the American Banker and Reputation Institute. The team to be assigned to the District has extensive government experience and is headquartered in Chicago. In the District's RFP evaluation process, BMO Harris scored highly in its ability to support the District in daily cash activity management and to provide comprehensive online banking tools. Its proposed cybersecurity plan has been reviewed and found to be satisfactory by the District's Information Technology Department.

The Northern Trust Company was founded in 1889 and has since continuously provided trust and custody services. Headquartered in Chicago, it is currently custodian to \$8.1 trillion in assets worldwide and provides safekeeping, trade settlement, and other custody services to 30% of the top 100 U.S. Public Funds. It is financially stable with a strong capital position, balance sheet, and credit ratings. In the District's RFP evaluation process, Northern Trust scored highly in its ability to serve the District with broad technical functionality along the entire custody process, and in its cybersecurity and risk mitigation strategy.

Inasmuch as BMO Harris possesses a high degree of professional skill, it is requested that the Director of Procurement of Materials Management be authorized to issue purchase orders and enter into agreements per Section 11.4 of the Purchasing Act with BMO Harris N.A. for a five-year period ending January 31, 2024, in a total amount not to exceed \$143,000.00, comprising of \$62,470.00 to provide general banking services and \$80,530.00 to provide lockbox collection services and an electronic collection solution.

The estimated annual expenditures for general banking services are \$11,453.00 for 2019, \$12,494.00 for 2020, \$12,494.00 for 2021, \$12,494.00 for 2022, \$12,494.00 for 2023, and \$1,041.00 for 2024 in Account 101-11000-612430, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

The estimated annual expenditures for lockbox collection services and an electronic collection solution are \$14,764.00 for 2019, \$16,106.00 for 2020, \$16,106.00 for 2021, \$16,106.00 for 2022, \$16,106.00 for 2023, and \$1,342.00 for 2024 in Account 101-11000-612430, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Inasmuch as Northern Trust possesses a high degree of professional skill, it is also requested that the Director of Procurement of Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act with The Northern Trust Company for a five-year period ending January 31, 2024, in an amount not to exceed \$225,000.00 to provide investment custody services.

The estimated expenditures are \$41,250.00 for 2019, \$45,000.00 for 2020, \$45,000.00 for 2021, \$45,000.00 for 2022, \$45,000.00 for 2023, and \$3,750.00 for 2024 in Account 101-11000-612430, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

It is further requested that the Director of Procurement of Materials Management be authorized to enter into agreements with BMO Harris N.A. for a five-year period ending January 31, 2024, to provide procurement card

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services and automated payment virtual commercial card services at no cost to the District.

The total estimated expenditure for all services under this RFP is \$368,000. These contracts will be for a five-year period ending January 31, 2024 with the option to extend for an additional twelve-month period subject to Board approval.

Requested, Mary Ann Boyle, Treasurer, MAB:WNS

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1191, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to award Contract 14-108-5F, Streambank Stabilization Projects for Addison Creek, Northlake and North Riverside, Illinois, to Industria, Inc., in an amount not to exceed \$1,546,000.00, plus a five (5) percent allowance for change orders in an amount of \$77,300.00, for a total amount not to exceed \$1,623,300.00, Account 501-50000-645720, Requisition 1497567

Dear Sir:

On July 12, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids Contract 14-108-5F, Streambank Stabilization Projects for Addison Creek, Northlake and North Riverside, Illinois.

In response to a public advertisement of July 25, 2018, a bid opening was held on October 2, 2018. The bid tabulation for this contract is:

COPENHAVER CONSTRUCTION INC.	\$1,426,000.00
INDUSTRIA, INC.	\$1,546,000.00
RAUSCH INFRASTRUCTURE LLC	\$1,547,000.00
EARTH WERKS LAND IMPROVEMENT DEVELOPMENT	\$1,950,000.00

Five hundred eighty-eight (588) companies were notified of this contract being advertised and sixty (60) companies requested specifications.

A review of the low bid, submitted by Copenhagen Construction Inc., revealed a shortfall of 10% for the MBE goal of 20% and a 4.1 % shortfall for the WBE goal of 10%. They submitted a waiver request form but it was not signed by an authorized officer on page UP-6. Therefore, Copenhagen's bid is considered non-responsive and rejected in accordance with Section 12, the Utilization Plan Submission (c) which requires the waiver form to be signed. The Director of Procurement and Materials Management has notified Copenhagen Construction Inc., of this action.

Industria, Inc., the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost range for this contract is \$1,146,085.70 to \$1,387,366.90, placing their bid of \$1,546,000.00 over the estimated cost range.

Industria, Inc., has executed the Multi-Project Labor Agreement (MPLA) Certificate as required. It is anticipated that the following trades will be utilized on this contract: laborers, operating engineers, and truck drivers. The list of construction trades is not intended to confer any rights or jurisdiction upon any union or unions.

Industria, Inc., is in compliance with the Affirmative Action Ordinance, Revised Appendix D as indicated on the

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attached report. The Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) utilization goals for this contract are 22% MBE, 10% WBE, and bidder offers MBE credits to satisfy the SBE participation.

The contract will require approximately fifteen (15) people for the services.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 14-108-5F to Industria, Inc., in an amount not to exceed \$1,546,000.00, plus a five (5) percent allowance for change orders in an amount of \$77,300.00, for a total amount not to exceed \$1,623,300.00, subject to the contractor furnishing a performance bond in form satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

The contract will commence upon approval of the Contractor's Bond and all work will be completed within 1,460 calendar days.

Funds for the 2018 expenditure, in the amount of \$200,000.00, are available in Account 501-50000-645720. The estimated expenditures for 2019 are \$1,303,300.00, for 2020 are \$40,000.00, for 2021 are \$40,000.00, and for 2022 are \$40,000.00. Funds for the 2019, 2020, 2021, and 2022 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman, Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachments

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT**  
**OF GREATER CHICAGO**

**DEPARTMENT:** General Administration **DATE:** October 18, 2018  
Diversity Section

**TO:** Dr. Catherine O'Connor, Director of Engineering

**FROM:** Regina D. Berry, Diversity Administrator

**SUBJECT:** Contract 14-108-5F – Addison Creek Streambank Stabilization Projects, Northlake and North Riverside, Illinois

**LOW BIDDER:** Industria, Inc.

The lowest responsive bidder, Industria, Inc., has submitted company information and “MBE/WBE/SBE Business Verification Forms” for the firms identified on the subject contract’s Affirmative Action Utilization Plan.

The MBE, WBE, and SBE Utilization Goals for the above mentioned contract are 20% MBE, 10% WBE and 10% SBE. According to the bidder’s Utilization Plan, the bidder has committed the following goals:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
22%	10%	*

Therefore, Industria, Inc., is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D.

RDB:MGT

Attachments

c: LoCascio, Cornier, Shields-Wright, Torres, File

\*Bidder offers MBE to satisfy the SBE requirements

REVISED JUNE, 2015

**METROPOLITAN WATER RECLAMATION DISTRICT OF  
GREATER CHICAGO**

**MBE, WBE, SBE UTILIZATION PLAN**

For Local and Small business entities - Definitions for terms used below can be found in Appendix D: MBE - Section 5(s); WBE - Section 5(cc); SBE - Section 5(w).

**NOTE: The Bidder shall submit with the Bid, originals or facsimile copies of all MBE, WBE, SBE Subcontractor's Letter of Intent furnished to all MBEs, WBEs, and SBEs. IF A BIDDER FAILS TO INCLUDE signed copies of the MBE, WBE, SBE Utilization Plan and all signed MBE, WBE, SBE Subcontractor's Letter of Intent with its bid, said bid will be deemed nonresponsive and rejected.**

**All Bidders must sign the signature page UP-5 of the Utilization Plan, even if a waiver is requested.**

Name of Bidder: Industria, Inc.

Contract No.: 14-108-5F

Affirmative Action Contact & Phone No.: David Rambhajan, 773-697-0190

E-Mail Address: david@rambhajan.com

Total Bid: \$1,546,000.00

**MBE, WBE, SBE UTILIZATION PLAN AND ALL SIGNED MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT MUST BE COMPLETED, SIGNED AND ACCOMPANY YOUR BID!!!**

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

**MBE UTILIZATION**

Name of MBE and contact person: Industria, Inc.  
 Business Phone Number: 773-697-0190 Email Address: david@rambhajan.com  
 Address: 2860 South River Road, Suite 100, Des Plaines, IL 60018  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
Site Preparation, Erosion Control, Streambank construction.  
 CONTRACT ITEM NO.: Lump Sum Contract  
 Total Dollar Amount Participation: \$346,000.00

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☒  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! !!

**MBE UTILIZATION**

Name of MBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! !!

**MBE UTILIZATION**

Name of MBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! !!

(Attach additional sheets as needed)

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the WBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

WBE UTILIZATION

Name of WBE and contact person: AMS Elite Solutions, Inc. / Chris Grabowski  
 Business Phone Number: 847-838-9501 Email Address: estimating@ams-es.net  
 Address: 39555 N Highway 83, Lake Villa, IL 60046  
 Description of Work, Services or Supplies to be provided: trucking, disposal, topsoil import

CONTRACT ITEM NO.: Lump Sum Contract

Total Dollar Amount Participation: \$160,000.00

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

(Attach additional sheets as needed)

**SBE UTILIZATION**

Name of SBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

**SBE UTILIZATION**

Name of SBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

**SBE UTILIZATION**

Name of SBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

(Attach additional sheets as needed)

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

## SIGNATURE SECTION

On Behalf of Industria, Inc. I/We hereby acknowledge that  
 (name of company)

I/WE have read Revised Appendix D, will comply with the provisions of Revised Appendix D, and intend to use the MBEs, WBEs, and SBEs listed above in the performance of this contract and/or have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations contained in this Exhibit are true, and no material facts have been omitted.

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the bidder, to make this affidavit.

10/01/2018

*Date*

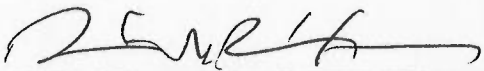


*Signature of Authorized officer*

ATTEST:

David Rambhajan, President

*Print name and title*



*Secretary*

773-697-0190

*Phone number*

- 1) The Bidder is required to sign and execute this page, EVEN IF A WAIVER IS BEING REQUESTED.**
- 2) Failure to do so will result in a nonresponsive bid and rejection of the bid.**
- 3) If a waiver is requested, the bidder must also complete the following "WAIVER REQUEST FORM."**

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid! !!



## Streambank Stabilization Projects for Addison Creek, SSA

**Project Number:** 14-108-3F

**Service Area:** Stickney

**Location:** Northlake and North Riverside, IL

**Engineering Consultant:** Burns & McDonnell Engineering Company, Inc.

**General Contractor:** To be determined

**Estimated Construction Cost:** \$1,000,000

**Contract Award Date:** April 2018\*

**Substantial Completion Date:** May 2019\*



**Project Description:** The scope of this project involves stabilization of approximately 750 feet of Addison Creek adjacent to Fullerton Avenue in the City of Northlake and 410 linear feet of streambank adjacent to 19th Avenue in the Village of North Riverside. Stabilization methods include the installation of native vegetation, a vegetated geogrid, turf reinforcing mat, and the placement of riprap.

**Project Justification:** Safety/Regulatory and Flood Control.

**Project Status:** This project has completed the design phase. The District is preparing bid documents.

\*Information shown is estimated.



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1194, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to award Contract 18-610-21, Rehabilitation of Raw Sewage Pump Rotating Assemblies at Various Locations, to Xylem Water Solutions U.S.A., Inc., in an amount not to exceed \$867,450.00, Account 201-50000-645700, Requisition 1480983

Dear Sir:

On February 1, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 18-610-21, Rehabilitation of Raw Sewage Pump Rotating Assemblies at Various Locations.

In response to a public advertisement of September 26, 2018, a bid opening was held on October 23, 2018. The bid tabulation for this contract is:

XYLEM WATER SOLUTIONS U.S.A., INC.	\$867,450.00
PUMPING SOLUTIONS, INC.	\$1,011,900.00

Seven hundred forty-three (743) companies were notified of this contract being advertised and thirty (30) companies requested specifications.

Xylem Water Solutions U.S.A., Inc., the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$825,000.00, placing their bid of \$867,450.00 approximately 5.1 percent above the estimate.

The Multi-Project Labor Agreement (MPLA) was not included in this contract because the rebuild work will be performed offsite at the Contractor's facility.

The contract will require approximately four (4) people for the services.

The Affirmative Action Ordinance, Revised Appendix D is not included in this contract because this project requires a highly specialized scope of work and the lack of availability of MBE, WBE, and SBE vendors to perform the work.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 18-610-21 to Xylem Water Solutions U.S.A., Inc., in an amount not to exceed \$867,450.00, subject to the contractor furnishing a performance bond in form satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

The work under this contract shall begin upon approval of the Contractor's Bond and terminate 974 calendar days thereafter, or by December 31, 2020, whichever occurs sooner.

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**File #:** 18-1194, **Version:** 1

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Funds for the 2018 expenditure, in the amount of \$5,000.00, are available in Account 201-50000-645700. The estimated expenditures for 2019 are \$595,000.00, and for 2020 are \$267,450.00. Funds for the 2019 and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman, Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1195, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to award Contract 18-970-12 (Re-Bid), Janitorial Services at Various Locations, Groups A and C to Eco-Clean Maintenance, Inc., in an amount not to exceed \$597,270.00, Account 101-69000-612490, Requisition 1487112

Dear Sir:

On April 5, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids Contract 18-970-11, Janitorial Services at Various Locations.

In response to a public advertisement of June 13, 2018, a bid opening was held on July 10, 2018. Groups B and D were awarded at the Board meeting of September 6, 2018.

In response to a public re-advertisement of September 12, 2018, a bid opening was held on October 9, 2018. The bid tabulation for this contract is:

#### GROUP A: STICKNEY SERVICE AREA

ECO-CLEAN MAINTENANCE, INC.	\$498,576.00
PERFECT CLEANING SERVICE CORPORATION	\$517,800.00

#### GROUP C: CALUMET WRP

ECO-CLEAN MAINTENANCE, INC.	\$98,694.00
-----------------------------	-------------

One hundred thirty-one (131) companies were notified of this contract being advertised and twenty-one (21) companies requested specifications.

Eco-Clean Maintenance, Inc., the lowest responsible bidder for Groups A and C, is proposing to perform the contract in accordance with the specifications. The estimated costs for Groups A and C of this contract was \$643,000.00, placing their bid of \$597,270.00 approximately 7.1 percent below the estimated costs for Groups A and C.

The Multi-Project Labor Agreement (MPLA) is not included in this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Ordinance, Revised Appendix D applies to Group A only for this contract. The participation goals are 20 percent Minority Business Enterprise (MBE), 9 percent Women Business Enterprise (WBE) and 10 percent Small Business Enterprise (SBE).

Eco-Clean Maintenance, Inc., is in compliance with the Affirmative Action Ordinance, Revised Appendix D as indicated on the attached report. The Minority Business Enterprise (MBE), Women Business Enterprise

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**File #:** 18-1195, **Version:** 1

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(WBE) and Small Business Enterprise (SBE) utilization goals for this contract are 20 percent MBE, 9 percent WBE, and the bidder offers themselves to satisfy SBE participation.

The contract will require approximately ten (10) to fifteen (15) people for the services.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 18-970-12 (Re-Bid), Groups A and C to Eco-Clean Maintenance, Inc., in an amount not to exceed \$597,270.00, subject to the contractors furnishing performance bonds in form satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

The work under this contract shall commence five (5) days after approval of the Contractor's Bond and terminate three years thereafter, or upon expenditure of available funds, whichever occurs sooner.

Funds for the 2018 expenditure, in the amount of \$14,939.00, are available in Account 101-69000-612490. The estimated expenditure for 2019 is \$199,620.00, and for 2020 is \$199,620.00, and for 2021 is \$183,091.00. Funds for the 2019, 2020, and 2021 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment

## INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** October 24, 2018

**TO:** Sergio Serafino, Acting Director of Maintenance and Operations

**FROM:** Regina D. Berry, Diversity Administrator

**SUBJECT:** Contract No. 18-970-12 – Janitorial Services at Various Locations

**LOW BIDDER:** Eco Clean Maintenance, Inc.

The lowest bidder, Eco Clean Maintenance, Inc., has submitted company information and “MBE/ WBE/SBE Business Verification Forms” for the firm identified on the subject contract’s Affirmative Action Utilization Plan.

The MBE, WBE, AND SBE Utilization Goals for the above mentioned contract are 20% MBE, 9% WBE and 10% SBE. According to the bidder’s Utilization Plan, the bidder has committed to the following goals:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
20%	9%	10%

Therefore, Eco Clean Maintenance, Inc., is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D.

\*Prime is self-performing SBE goal requirements

If you have any additional questions, please contact Denise Hardney, Diversity Officer at extension 14030.

RDB: DH

Attachment(s)

c: LoCascio, Cornier, H. Shields-Wright, Hardney, file

REVISED JUNE, 2015

**METROPOLITAN WATER RECLAMATION DISTRICT OF**  
**GREATER CHICAGO**

**MBE, WBE, SBE UTILIZATION PLAN**

For Local and Small business entities - Definitions for terms used below can be found in Appendix D: MBE - Section 5(s); WBE - Section 5(cc); SBE - Section 5(w).

**NOTE:** The Bidder shall submit with the Bid, originals or facsimile copies of all MBE, WBE, SBE Subcontractor's Letter of Intent furnished to all MBEs, WBEs, and SBEs. IF A BIDDER FAILS TO INCLUDE signed copies of the MBE, WBE, SBE Utilization Plan and all signed MBE, WBE, SBE Subcontractor's Letter of Intent with its bid, said bid will be deemed nonresponsive and rejected.

**All Bidders must sign the signature page UP-5 of the Utilization Plan, even if a waiver is requested.**

Name of Bidder: Eco-Clean Maintenance, Inc.

Contract No.: 18-970-12

Affirmative Action Contact & Phone No.: Arick Arkodiusz Gnebranski @ 773-310-2002

E-Mail Address: ecocleanmaintenance@yahoo.com

Total Bid: \$ 498,576.00

**MBE, WBE, SBE UTILIZATION PLAN AND ALL SIGNED MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT MUST BE COMPLETED, SIGNED AND ACCOMPANY YOUR BID!!!**



LN 4 K Woods  
req'd CB & Scheduling

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

No S/V

#### MBE UTILIZATION

Name of MBE and contact person: C3Plus, Inc. Attn: Kimberly Woods  
 Business Phone Number: 630-267-0015 Email Address: Kimberley\_woods@c3plus-inc.com  
 Address: 3255 Bremerton Ln, Aurora, IL 60504  
 Description of Work, Services or Supplies to be provided: Janitorial Services, Supervision

CONTRACT ITEM NO.: 18-970-12 (Rdcd)  
 Total Dollar Amount Participation: 20% \$99,715.20

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☒ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

#### MBE UTILIZATION

Name of MBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☐ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

#### MBE UTILIZATION

Name of MBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☐ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

(Attach additional sheets as needed)



Thurs 10/18? Confirm

dustemclean@gmail.com

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the WBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

WBE UTILIZATION

Attn: Cheryl G. 11

Name of WBE and contact person: Dust Em Clean Maintenance Company, Inc.Business Phone Number: 773-407-0585 Email Address: dustemclean@gmail.comAddress: 503 E. 61st Street, Chicago, IL 60637Description of Work, Services or Supplies to be provided: Janitorial services, supervisionsuppliesCONTRACT ITEM NO.: 18-970-12, (Rebid)Total Dollar Amount Participation: 9%. \$ 44,871.84

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☒  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐  
YES

☐  
NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

(Attach additional sheets as needed)

Agnes  
Anik

**SBE UTILIZATION**

Name of SBE and contact person: Eco-Clean Maintenance, Inc. Attn:  
 Business Phone Number: (713) 310 2002 Email Address: ecocleanmaintenance@yahoo.com  
 Address: 515 Wilshire Blvd Apt Elmhurst, IL 60126  
 Description of Work, Services or Supplies to be provided: janitorial services

CONTRACT ITEM NO.: 18-970-12  
 Total Dollar Amount Participation: \$ 49,857.60 (10%)

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

**SBE UTILIZATION**

Name of SBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

**SBE UTILIZATION**

Name of SBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

(Attach additional sheets as needed)

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

## SIGNATURE SECTION

On Behalf of Eco-Clean Maintenance, Inc. I/We hereby acknowledge that  
 (name of company)

I/WE have read Revised Appendix D, will comply with the provisions of Revised Appendix D, and intend to use the MBEs, WBEs, and SBEs listed above in the performance of this contract and/or have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations contained in this Exhibit are true, and no material facts have been omitted.

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the bidder, to make this affidavit.

10/8/18  
 Date

x Arkadiusz Grabowski  
 Signature of Authorized officer

ATTEST:

ARKADIUSZ GRABOWSKI, President  
 Print name and title

x Arkadiusz Grabowski  
 Secretary

773-310-2002  
 Phone number

- 1) **The Bidder is required to sign and execute this page, EVEN IF A WAIVER IS BEING REQUESTED.**
- 2) **Failure to do so will result in a nonresponsive bid and rejection of the bid.**
- 3) **If a waiver is requested, the bidder must also complete the following "WAIVER REQUEST FORM."**

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1196, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to award Contract 18-408-11, Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period, to Eco-Clean Maintenance, Inc., in an amount not to exceed \$1,963,700.00, Accounts 101-15000-612370, 612390, Requisition 1497732

Dear Sir:

On September 6, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids Contract 18-408-11, Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period.

In response to a public advertisement of September 19, 2018, a bid opening was held on October 9, 2018. The bid tabulation for this contract is:

ECO-CLEAN MAINTENANCE, INC.	\$1,963,700.00
ANCHOR MECHANICAL, INC.	\$1,975,000.00
GSF USA INC.	\$2,076,932.00
PERFECT CLEANING SERVICE CORPORATION	\$2,103,000.00
SMITH MAINTENANCE COMPANY	\$2,135,611.48

One hundred thirty-two (132) companies were notified of this contract being advertised and fifteen (15) companies requested specifications.

Eco-Clean Maintenance, Inc., the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract is \$1,975,000.00, placing the bid of \$1,963,700.00, approximately .6 percent below the estimate.

The contractor shall commence work upon approval of the Contractor's Bond and shall terminate thirty-six (36) months thereafter.

Eco-Clean Maintenance, Inc., is in compliance with the Affirmative Action Ordinance, Revised Appendix D as indicated on the attached report. The Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) utilization goals for this contract are 20 percent MBE, 9 percent WBE, and the bidder offers self to satisfy SBE participation.

The Multi-Project Labor Agreement (MPLA) was not included in this contract because the classification of work does not fall within the provisions of the MPLA.

The contract will require approximately eleven (11) people for the services.

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**File #:** 18-1196, **Version:** 1

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In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 18-408-11 to Eco-Clean Maintenance, Inc., in an amount not to exceed \$1,963,700.00, subject to the contractors furnishing a performance bond in form satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

Funds for the 2018 expenditure, in the amount of \$54,500.00, are available in Accounts 101-15000- 612370, 612390. The estimated expenditures for 2019 are \$654,600.00, 2020 are \$654,600.00 and 2021 are \$600,000.00. Funds for the 2019, 2020 and 2021 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018


Attachment

# INTEROFFICE MEMORANDUM

## METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration **DATE:** October 24, 2018  
 Diversity Section

**TO:** Eileen McElligott, Administrative Services Officer

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** **Contract 18-408-11, Janitorial Services for the Main Office Building Complex for a thirty-Six month period**

**LOW BIDDER:** Eco Clean Maintenance, Inc.

The lowest responsive bidder, Eco Clean Maintenance, Inc., has submitted company information and "MBE/ WBE/SBE Business Verification Forms" for the firm identified on the subject contract's Affirmative Action Utilization Plan.

The MBE, WBE, and SBE Utilization Goals for the above mentioned contract are 20% MBE, 9% WBE and 10% SBE. According to the bidder's Utilization Plan, the bidder has committed to the following goals:

MBE  
20%

WBE  
9%

SBE  
\*

Therefore, the Bidder, Eco Clean Maintenance, Inc., is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D.

\* Bidder offers self to satisfy the SBE requirements

RDB:DH

Attachment

cc: Darlene A. LoCascio, Shields- Wright, Cornier, Hardney, File

REVISED JUNE, 2015

**METROPOLITAN WATER RECLAMATION DISTRICT OF  
GREATER CHICAGO**

**MBE, WBE, SBE UTILIZATION PLAN**

For Local and Small business entities - Definitions for terms used below can be found in Appendix D: MBE - Section 5(s); WBE - Section 5(cc); SBE - Section 5(w).

**NOTE:** The Bidder shall submit with the Bid, originals or facsimile copies of all MBE, WBE, SBE Subcontractor's Letter of Intent furnished to all MBEs, WBEs, and SBEs. IF A BIDDER FAILS TO INCLUDE signed copies of the MBE, WBE, SBE Utilization Plan and all signed MBE, WBE, SBE Subcontractor's Letter of Intent with its bid, said bid will be deemed nonresponsive and rejected.

**All Bidders must sign the signature page UP-5 of the Utilization Plan, even if a waiver is requested.**

Name of Bidder: Eco-Clean Maintenance, Inc.

Contract No.: 18-408-11

Affirmative Action Contact & Phone No.: Arkadiusz Gubowski @ 773-310-2002

E-Mail Address: ecocleanmaintenance@yahoo.com

Total Bid: \$ 1,963,700.00

**MBE, WBE, SBE UTILIZATION PLAN AND ALL SIGNED MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT MUST BE COMPLETED, SIGNED AND ACCOMPANY YOUR BID!!!**



The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

**MBE UTILIZATION**

Name of MBE and contact person: C3 Plus, Inc. Attn: Kimberley Woods  
 Business Phone Number: 630-267-0015 Email Address: Kimberley.Woods@c3plus-inc.com  
 Address: 3255 Brentwood Ln, Aurora, IL 60504  
 Description of Work, Services or Supplies to be provided: Janitorial Services, Supervision

CONTRACT ITEM NO.: 18-408-11

Total Dollar Amount Participation: 20% \$ 392,740.00

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☒ NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

**MBE UTILIZATION**

Name of MBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☐ NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

**MBE UTILIZATION**

Name of MBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☐ NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!!**

(Attach additional sheets as needed)



The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the WBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

**WBE UTILIZATION**

Name of WBE and contact person: Dust Em Clean Maintenance Company, Inc. Attn: Cheryl Gill  
 Business Phone Number: 773-401 Email Address: dustemclean@gmail.com  
 Address: 503 E. 61st Street, Chicago, IL 60637  
 Description of Work, Services or Supplies to be provided: Janitorial Services, Supplies

CONTRACT ITEM NO.: 18-408-11  
 Total Dollar Amount Participation: 97.4 176,733.00

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☒ NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

**WBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☐ NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

**WBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_  
 Total Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES

☐ NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

(Attach additional sheets as needed)

SBE UTILIZATION

Name of SBE and contact person: Eco-Clean Maintenance, Inc. Attn: Arkadiusz Griebowski  
 Business Phone Number: 773-310-2002 Email Address: ecocleanmaintenance@yahoo.com  
 Address: 515 W. Brighton Ave, Elmhurst, IL 60126  
 Description of Work, Services or Supplies to be provided: Janitorial Services

CONTRACT ITEM NO.: 18-408-11

Total Dollar Amount Participation: 10% of 196,370.00

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

SBE UTILIZATION

Name of SBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

SBE UTILIZATION

Name of SBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or Supplies to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Total Dollar Amount Participation: \_\_\_\_\_

(Attach additional sheets as needed)

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!**

## SIGNATURE SECTION

On Behalf of Eco-Clean Maintenance, Inc. I/We hereby acknowledge that  
 (name of company)

I/WE have read Revised Appendix D, will comply with the provisions of Revised Appendix D, and intend to use the MBEs, WBEs, and SBEs listed above in the performance of this contract and/or have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations contained in this Exhibit are true, and no material facts have been omitted.

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the bidder, to make this affidavit.

10/8/18  
 Date

[Signature]  
 (Signature of Authorized officer)

ATTEST:

ARXADIVS2 GRABOWSKI President  
 Print name and title

[Signature]  
 Secretary

773-310-2002  
 Phone number

- 1) **The Bidder is required to sign and execute this page, EVEN IF A WAIVER IS BEING REQUESTED.**
- 2) **Failure to do so will result in a nonresponsive bid and rejection of the bid.**
- 3) **If a waiver is requested, the bidder must also complete the following "WAIVER REQUEST FORM."**

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid.



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1197, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to award Contract 17-276-3D, Structural Repairs and Roofing Replacement at 95<sup>th</sup> Street Pumping Station, Calumet Service Area, to IHC Construction Companies, LLC, in an amount not to exceed \$4,559,000.00, plus a five (5) percent allowance for change orders in an amount of \$227,950.00, for a total amount not to exceed \$4,786,950.00, Account 401-50000-645780, Requisition 1497724

Dear Sir:

On August 2 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids Contract 17-276-3D, Structural Repairs and Roofing Replacement at 95<sup>th</sup> Street Pumping Station, Calumet Service Area.

In response to a public advertisement of September 5, 2018, a bid opening was held on October 9, 2018. The bid tabulation for this contract is:

MCDONAGH DEMOLITION INC.	\$4,197,068.28
IHC CONSTRUCTION COMPANIES, LLC	\$4,559,000.00
F.H. PASCHEN, SN NIELSEN & ASSOCIATES LLC	*\$4,819,000.00
TYLER LANE CONSTRUCTION, INC.	\$4,864,132.00
PATH CONSTRUCTION COMPANY, INC.	\$5,983,110.00
*corrected total	

Nine hundred fifty-nine (959) companies were notified of this contract being advertised and forty-two (42) companies requested specifications.

The Minority Business Entity (MBE), Women Business Entity (WBE) and Small Business Entity (SBE) goals for the contract are 20% MBE, 10% WBE, and 10% SBE.

A review of the low bid, submitted by McDonagh Demolition Inc., revealed that this firm failed to meet the participation goals for WBE and SBE as required in this contract. McDonagh Demolition Inc., provided 28% MBE, 0.002% WBE and 4.7% SBE participation, leaving a shortfall of approximately 10% WBE and 5.3% SBE participation. The firm did not submit a waiver request form signed by an authorized officer on page UP-6 as required. Therefore, in accordance with Section 12(c) of the Affirmative Action Ordinance, Revised Appendix D, McDonagh Demolition Inc.'s bid is considered non-responsive and rejected for failure to meet the Revised Appendix D goals and in the public's best interest. The Director of Procurement and Materials Management has notified McDonagh Demolition Inc., of this action.

IHC Construction Companies, LLC, the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost range for this contract is \$4,085,000.00 to \$4,945,000.00, placing their bid of \$4,559,000.00 within the estimated cost range.

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**File #:** 18-1197, **Version:** 1

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IHC Construction Companies, LLC, has executed the Multi-Project Labor Agreement (MPLA) Certificate as required. It is anticipated that the following trades will be utilized on this contract: bricklayer, carpenters, cement mason, electrician, electrician foreman, iron worker foreman, laborer, laborer foreman, operating engineer, pipefitter, plumber, plumber foreman, sheet metal worker, sheet metal foreman, steel erector, and truck driver. The list of construction trades is not intended to confer any rights or jurisdiction upon any union or unions.

IHC Construction Companies, LLC, is in compliance with the Affirmative Action Ordinance, Revised Appendix D as indicated on the attached report. The Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) utilization goals for this contract are 20% MBE, 11% WBE, and bidder offers WBE credits to satisfy the SBE participation.

The contract will require approximately fifty (50) people for the services.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 17-276-3D to IHC Construction Companies, LLC, in an amount not to exceed \$4,559,000.00, plus a five (5) percent allowance for change orders in an amount of \$227,950.00, for a total amount not to exceed \$4,786,950.00, subject to the contractor furnishing a performance bond in form satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

The contract will commence upon approval of the Contractor's Bond and all work will be completed within 740 calendar days.

Funds are available in Account 401-50000-645780.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman, Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachments

## INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

DEPARTMENT: General Administration

DATE: October 26, 2018

TO: Catherine O'Connor, Director of Engineering

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: Contract 17-276-3D – Structural Repairs and Roofing Replacement at 95<sup>th</sup>  
Street Pumping Station, Calumet Service Area

LOW BIDDER: IHC Construction Companies, LLC

The lowest responsive bidder, IHC Construction Companies, LLC., has submitted company information and "MBE/ WBE/SBE Business Verification Forms" for the firm identified on the subject contract's Affirmative Action Utilization Plan.

The MBE, WBE, and SBE Utilization Goals for the above mentioned contract are 20% MBE, 10% WBE and 10% SBE. According to the bidder's Utilization Plan, the bidder has committed to the following goals:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
20%	11%	*

Therefore, the Bidder, IHC Construction Companies, LLC., is in apparent compliance with the requirements of Affirmative Action Ordinance Revised Appendix D.

\* WBE goal commitment satisfying SBE requirements

RDB:MS

Attachment

c: Darlene A. LoCascio, H. Shields-Wright, D. Hardney

**METROPOLITAN WATER RECLAMATION DISTRICT OF  
GREATER CHICAGO**

**MBE, WBE, SBE UTILIZATION PLAN**

For Local and Small business entities - Definitions for terms used below can be found in Appendix D: MBE - Section 5(s); WBE - Section 5(cc); SBE - Section 5(w).

NOTE: The Bidder shall submit with the Bid, originals or facsimile copies of all MBE, WBE, SBE Subcontractor's Letter of Intent furnished to all MBEs, WBEs, and SBEs. IF A BIDDER FAILS TO INCLUDE signed copies of the MBE, WBE, SBE Utilization Plan and all signed MBE, WBE, SBE Subcontractor's Letter of Intent with its bid, said bid will be deemed nonresponsive and rejected.

All Bidders must sign the signature page UP-5 of the Utilization Plan, even if a waiver is requested.

Name of Bidder: IHC Construction Companies, LLC

Contract No.: 17-276-3D

Affirmative Action Contact & Phone No.: Walter P. Dwyer 847-742-1516

E-Mail Address: wdwyer@IHCConstruction.com

Total Bid: \$4,559,000.00

**MBE, WBE, SBE UTILIZATION PLAN AND ALL SIGNED MBE, WBE, SBE SUBCONTRACTOR'S LETTER OF INTENT MUST BE COMPLETED, SIGNED AND ACCOMPANY YOUR BID!!!**



The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

**MBE UTILIZATION**

Name of WBE and contact person: Keyboard Enterprises Development Inc. Wydell Feazell Sr.  
 Business Phone Number: (773) 924-2850 Email Address: kedinc@aol.com  
 Address: 3849 S. Michigan Avenue, Lower Level, Chicago, IL 60653  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
FURNISH AND INSTALL TEMPORARY PROTECTION  
 CONTRACT ITEM NO.: DIVISION 01  
 Dollar Amount Participation: \$120,000.00  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES      ☒ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

**MBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES      ☐ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

**MBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES      ☐ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!



The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

**MBE UTILIZATION**

Name of WBE and contact person: L&M Welding Inc. Luis Salas  
 Business Phone Number: (773) 237-8500 Email Address: lsalas.l-m\_welding@sbcglobal.net  
 Address: 4619 West Armitage Avenue, Chicago, IL 60639  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
FURNISH AND INSTALL METALS  
 CONTRACT ITEM NO.: DIVISION 05  
 Dollar Amount Participation: ~~\$515,825.00~~ \$515,900.00 - DJR  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐

YES

☒

NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

**MBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐

YES

☐

NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

**MBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐

YES

☐

NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

**MBE UTILIZATION**

Name of WBE and contact person: Midway Contracting Group, L.L.C. Aaron Villegas  
 Business Phone Number: (708) 342-1200 Email Address: davegreen@midwaycg.com  
 Address: 7413 DuVan Drive, Unit A, Tinley Park, IL 60477  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
**LEAD ABATEMENT**  
 CONTRACT ITEM NO.: DIVISION 02  
 Dollar Amount Participation: \$105,000.00  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES      ☒ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

**MBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES      ☐ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

**MBE UTILIZATION**

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐ YES      ☐ NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the MBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

MBE UTILIZATION

Name of WBE and contact person: Brandenburger Plumbing Inc. John Daly  
 Business Phone Number: (773) 779-8350 Email Address: jdaly@brandenburgerplumbing.com  
 Address: 3245 West 111th, Chicago, IL 60655  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
Furnish and Install Plumbing  
 CONTRACT ITEM NO.: DIVISION 22  
 Dollar Amount Participation: ~~\$177,706.00~~ \$ 177,709.00 DJR  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐

YES

☒

NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

MBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐

YES

☐

NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

MBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_  
 \_\_\_\_\_  
 CONTRACT ITEM NO.: \_\_\_\_\_  
 Dollar Amount Participation: \_\_\_\_\_  
 If the MBE participation will be counted towards the achievement of the SBE goal please indicate here:

☐

YES

☐

NO

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!

The bidder should indicate on the Utilization Plan explicitly if the dollar amounts for the WBE participation will also be counted toward the achievement of its SBE participation. See Affirmative Action Ordinance, Revised Appendix D, Section 11, Counting MBE, WBE and SBE Participation towards Contract Goals. (a) (b) (c)

WBE UTILIZATION

Name of WBE and contact person: MBB Enterprises of Chicago, Inc. Janine Barsh  
 Business Phone Number: 773-278-7100 Email Address: mike@mbbmasonry.com  
 Address: 3352 West Grand Ave, Chicago, IL 60651  
 Description of Work, Services or supplied to be provided: Masonry

CONTRACT ITEM NO.: Division 04

Dollar Amount Participation: \$524,811

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:



YES



NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!**

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:



YES



NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!**

WBE UTILIZATION

Name of WBE and contact person: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description of Work, Services or supplied to be provided: \_\_\_\_\_

CONTRACT ITEM NO.: \_\_\_\_\_

Dollar Amount Participation: \_\_\_\_\_

If the WBE participation will be counted towards the achievement of the SBE goal please indicate here:



YES



NO

**The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid !!!**

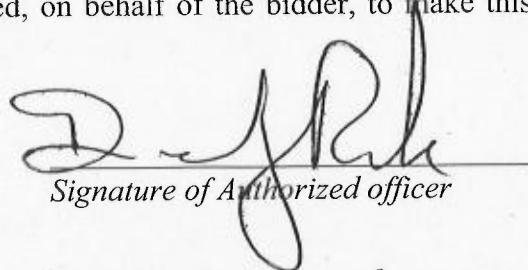
## SIGNATURE SECTION

On Behalf of IHC Construction Companies, LLC I/We hereby acknowledge that  
(name of company)

I/WE have read Revised Appendix D, will comply with the provisions of Revised Appendix D, and intend to use the MBEs, WBEs, and SBEs listed above in the performance of this contract and/or have completed the Waiver Request Form. To the best of my knowledge, information and belief, the facts and representations contained in this Exhibit are true, and no material facts have been omitted.

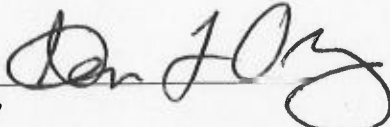
I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the bidder, to make this affidavit.

10/9/2018  
 Date

  
 Signature of Authorized officer

ATTEST:

David J. Rock, President  
 Print name and title

Alan L. Orasz   
 Secretary

847-742-1516  
 Phone number

**1) The Bidder is required to sign and execute this page, EVEN IF A WAIVER IS BEING REQUESTED.**

**2) Failure to do so will result in a nonresponsive bid and rejection of the bid.**

**3) If a waiver is requested, the bidder must also complete the following "WAIVER REQUEST FORM."**

The MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent MUST Accompany the Bid!!

## Structural Repairs and Roofing Replacement at the 95th Street Pumping Station, CSA

**Project Number:** 17-276-3D

**Service Area:** Calumet

**Location:** 95th Street Pumping Station

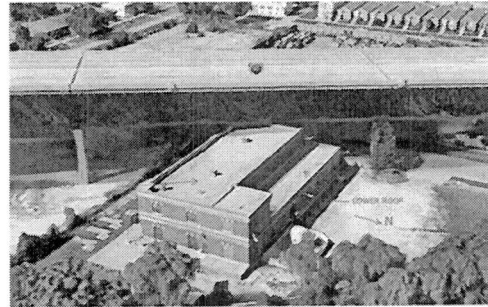
**Engineering Consultant:** In-house design

**General Contractor:** To be determined

**Estimated Construction Cost:** \$1,866,000

**Contract Award Date:** March 2018\*

**Substantial Completion Date:** December 2019\*



**Project Description:** Furnish labor, material, and equipment required to replace water-damaged gypsum roof panels and repair or reinforce corroded structural steel members at the upper and lower roof levels. Replace the roof membrane and perform miscellaneous tuckpointing and masonry work to eliminate water infiltration.

**Project Justification:** Roofing and roof drain pipes embedded in the masonry walls leak, and defects in the exterior masonry walls have permitted water to collect in the masonry walls and pond between the roof membrane and the gypsum roof planks. This has softened the gypsum roof panels in multiple locations and promoted corrosion of some structural steel members supporting the upper and lower roofs. Thus far, one roof panel has completely collapsed and three additional areas were temporarily shored by staff in the Maintenance & Operations Department following structural inspections. Work under the proposed contract will eliminate the sources of leakage and restore the lost structural capacities of corroded steel members.

**Project Status:** The project is being designed.

\*Information shown is estimated.





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1203, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to award Contract 19-673-11, Heavy Equipment Repairs at Various Locations, Groups A and B, to West Side Tractor Sales Co. d/b/a West Side Specialized Services Co., in an amount not to exceed \$521,290.00, Accounts 101-66000, 68000-612760, Requisitions 1492477 and 1492653

Dear Sir:

On August 2, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 19-673-11 Heavy Equipment Repairs at Various Locations.

In response to a public advertisement of September 19, 2018, a bid opening was held on October 9, 2018. The bid tabulation for this contract is:

#### GROUP A: CALUMET SERVICE AREA

WEST SIDE TRACTOR SALES CO. d/b/a	
WEST SIDE SPECIALIZED SERVICES CO.	\$91,740.00
HOWELL TRACTOR & EQUIPMENT LLC	\$94,040.00
STEVENSON CRANE SERVICE, INC.	\$95,300.00

#### GROUP B: STICKNEY, LASMA, CALSMA

WEST SIDE TRACTOR SALES CO. d/b/a	
WEST SIDE SPECIALIZED SERVICES CO.	\$429,550.00
STEVENSON CRANE SERVICE, INC.	\$444,150.00
HOWELL TRACTOR & EQUIPMENT LLC	\$449,600.00

Three hundred ninety-one (391) companies were notified of this contract being advertised and thirteen (13) companies requested specifications.

West Side Tractor Sales Co. d/b/a West Side Specialized Services Co., the lowest responsible bidder for Groups A and B, is proposing to perform the contract in accordance with the specifications. The estimated cost for both groups of this contract was \$552,000.00, placing their bid of \$521,290.00 approximately 5.6 percent below the estimate.

The work under this contract shall commence January 1, 2019, or upon approval of the Contractor's bond, whichever occurs later, and terminate twenty-four months thereafter.

West Side Tractor Sales Co. d/b/a West Side Specialized Services Co., has executed the Multi-Project Labor Agreement (MPLA) certificate as required. It is anticipated that the following construction trades will be utilized on this contract: operating engineers. The list of construction trades is not intended to confer any rights or jurisdiction upon any union or unions.

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**File #:** 18-1203, **Version:** 1

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The Affirmative Action Ordinance, Revised Appendix D was not included in this contract because of the limited availability of MBE/WBE participants and the specialization of the project.

The contract will require approximately two (2) people for the services.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 19-673-11, Groups A and B to West Side Tractor Sales Co. d/b/a West Side Specialized Services Co., in an amount not to exceed \$521,290.00, subject to the contractor furnishing a performance bond in form satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

Funds are being requested in 2019 and 2020, in the amount of \$260,645.00 for each year, in Accounts 101-66000, 68000-612760. Funds for the 2019 and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm  
Respectfully Submitted, Barbara J. McGowan, Chairman, Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1165, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON Procurement

Mr. John P. Murray, Acting Executive Director

Authority to increase purchase orders and exercise an option to extend the agreements for one year, for Contract 18-RFP-01 State Legislative Consulting Services with Charles R. Vaughn, in an amount not to exceed \$21,000.00, Ado L. Rugai Attorney at Law, in an amount not to exceed \$21,000.00, Law Offices of Paul L. Williams & Associates, in an amount not to exceed \$21,000.00, and Miguel A. Santiago Consulting, Inc., in an amount not to exceed \$21,000.00, Account 101-15000-612430, Purchase Orders 3097539, 3097540, 3097541, and 3097542 respectively

Dear Sir:

At the Board meeting of December 7, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to enter into agreements with Charles R. Vaughn, Ado L. Rugai Attorney at Law, Law Offices of Paul L. Williams & Associates, and Miguel A. Santiago Consulting, Inc. for state legislative consulting services, for a one-year period.

Under the terms of the agreement, the District may exercise an option to extend the services for two (2) additional one-year periods using the same monthly fees in effect under the above purchase orders.

This change order is in compliance with the Illinois Criminal Code because it was specifically provided for in the original contract, is germane to the original contract as signed, and is in the best interest of the District.

There is no history of prior change orders.

In view of the foregoing, it is requested that the Board of Commissioners authorize the Director of Procurement and Materials Management to increase the purchase orders and exercise an option to extend the agreements for Contract 18-RFP-01, for a one-year period from January 1, 2019 to December 31, 2019. Additional funds of \$84,000.00 will be required for this extension.

Funds for the 2019 expenditure in Account 101-15000-612430 are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:TG

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1174, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to decrease purchase orders for Contract 18-632-11, Furnishing and Delivering Sodium Hypochlorite, to Rowell Chemical Corporation, in an amount of \$110,450.00 from an amount of \$1,807,732.00 to an amount not to exceed \$1,697,282.00, Accounts 101-67000/68000/69000-623560, Purchase Orders 3101417 and 3101418

Dear Sir:

On September 6, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue purchase orders for Contract 18-632-11, Furnishing and Delivering Sodium Hypochlorite, to Rowell Chemical Corporation, in an amount not to exceed \$1,807,732.00. The contract will terminate on November 2, 2019.

This contract has no prior change orders.

A decrease in contract value is being requested because the award date for the contract was at the end of the sodium hypochlorite dosing season. There, the sodium hypochlorite at the Calumet, Egan, Kirie, and O'Brien Water Reclamation Plants is not needed.

This change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonably foreseeable at the time the contract was signed, and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to decrease Contract 18-632-11, in an amount of \$110,450.00 (6.1% of the current Contract value) from an amount of \$1,807,732.00 to an amount not to exceed \$1,697,282.00.

Funds will be restored to Accounts 101-67000/68000-623560.

Requested, Brian A. Perkovich, Acting Director of Maintenance and Operations, SO'C:MAG:JR:SSG  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1175, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to decrease purchase order for Contract 15-632-11, Furnishing and Delivering Sodium Hypochlorite, to K. A. Steel Chemicals, Inc., in an amount of \$18,805.00 from an amount of \$3,333,842.90 to an amount not to exceed \$3,315,037.90, Accounts 101-67000/68000/69000-623560, Purchase Order 3086303

Dear Sir:

On July 9, 2015, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue purchase orders for Contract 15-632-11, Furnishing and Delivering Sodium Hypochlorite, to K. A. Steel Chemicals, Inc., in an amount not to exceed \$8,424,124.00. The contract terminated on July 29, 2018.

As of October 31, 2018, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of \$5,090,281.10 from the original amount awarded of \$8,424,124.00. The current contract value is \$3,333,842.90. The prior approved change orders reflect a 60.4% decrease to the original contract value.

A decrease in contract value is being requested because the actual usage of sodium hypochlorite at the Stickney Water Reclamation Plant was less than anticipated for 2018, and to close Stickney's portion of the Contract.

This change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonably foreseeable at the time the contract was signed, and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to decrease Contract 15-632-11, in an amount of \$18,805.00 (less than 1% of the current contract value) from an amount of \$3,333,842.90 to an amount not to exceed \$3,315,037.90.

Funds will be restored to Account 101-69000-623560.

Requested, Brian A. Perkovich, Acting Director of Maintenance and Operations, SO'C:MAG:JR:SSG  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment

Comments:



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1176, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase emergency Contract 18-800-02, Securing, Stabilizing, Demolition, Cleanup and Repair at the Sludge Concentration Building at the Calumet Water Reclamation Plant, with IHC Construction Companies, LLC, in an amount not to exceed \$1,360,000.00, from an amount of \$50,000.00, to an amount not to exceed \$1,410,000.00, Account 901-68000-667220, Purchase Order 5001674

Dear Sir:

On Thursday, August 30, 2018, the roof of the Sludge Concentration Building at the Calumet Water Reclamation Plant partially collapsed. The collapse appears to have occurred as a result of an explosion within the building.

On September 20, 2018, the Board of Commissioners declared an emergency affecting public health and safety, and authorized the Director of Procurement and Materials Management to issue a Purchase Order for debris removal and demolition. Specifically, Contract 18-800-02, with IHC Construction Companies, LLC, (IHC) in an amount not to exceed \$50,000.00 to allow IHC to begin work immediately. At the time, the scope of the necessary work was undetermined. To date, IHC's work has included coordinating and documenting the removal and storage of the building's structural components, machinery, and equipment.

The reason for the requested change order is to enable IHC to complete its demolition.

There have been no prior change orders to the contract.

This change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonably foreseeable at the time the contract was signed and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase emergency Contract 18-800-02 in an amount of \$1,360,000.00 (2,720% of the current contract value) from an amount of \$50,000.00 to an amount not to exceed \$1,410,000.00.

Funds are available in Account 901-68000-667220.

Requested, Brian A. Perkovich, Acting Director of Maintenance and Operations, SO'C:MAG:JR:JMC:WB  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1179, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase Contract 06-212-3M Calumet TARP Pump Station Improvements, Calumet Water Reclamation Plant, to Sollitt/Sachi/Alworth JV in an amount of \$139,324.00, from an amount of \$37,025,800.93, to an amount not to exceed \$37,165,124.93, Account 401-50000-645600, Purchase Order 5001404

Dear Sir:

On May 2, 2013, the Board of Commissioners authorized the Director of Procurement and Materials Management to award Contract 06-212-3M Calumet TARP Pump Station Improvements, Calumet Water Reclamation Plant, to Sollitt/Sachi/Alworth JV, in an amount not to exceed \$35,067,000.00. The scheduled contract completion date was May 19, 2018.

As of November 2, 2018, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in an amount of \$1,958,800.93 from the original amount awarded of \$35,067,000.00. The current contract value is \$37,025,800.93. The prior approved change orders reflect a 5.59% increase to the original contract value.

This contract includes the replacement of the four large and two small Calumet TARP pumps with six new 72 MGD pumps, motors and variable frequency drives (VFDs). The pump motors are driven by the VFDs which allow for the operator to adjust the pump flow under various head conditions. The VFDs are rated 4,160 Vac and require a step down transformer from 13,200 Vac to 4,160 Vac. During construction, it was identified that due to the locations of the new transformers, the interconnections between the transformers and the VFDs required conduit and cable instead of being connected directly by bus work. The contractor submitted a cost proposal (CCO-055) in the amount of \$139,324.00. The engineer reviewed the proposal, found it to be reasonable, and stated via correspondence 896, that the Engineering Department would recommend its approval.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase Contract 06-212-3M in an amount of \$139,324.00 (0.38% of the current contract value), from an amount of \$37,025,800.93, to an amount not to exceed \$37,165,124.93.

Funds are available in Account 401-50000-645600.

Requested, Catherine A. O'Connor, Director of Engineering, ECB:LMK  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

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**File #:** 18-1179, **Version:** 1

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Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment

Client : 100  
Report Name: ZPT\_CANCE\_ORDER\_103  
Register : KIRSBILL

Change Order Log Report

System: HRD  
11/02/2018 13:42:1  
Page: 1

PO No. : 5001404  
Tracking No. : EN0621234  
Vendor No. : 6001393

Original Value: 35,067,000.00  
Approved Value: 37,025,800.93  
Current Value : 37,025,800.93

Change Number	Text	Value	Initiator	Date	File Letter	CR #	Board Approval	Status	Approver	Seq. No.	Change Number	Object Class
0001	"Extra" Motor Protection Relay Cts	6,773.00	INC	10/23/2014	0289	001		Approved	USMELPERBJ	0001	5015295	ENGINEER3 M1_SERVICE
0002	"Credit" - Reduce Credit Size for 13.2 KV Feeders	26,810.00	DEC	12/22/2014	0315	004	X	Approved	USPALXC	0001	5015296	ENGINEER3 M1_SERVICE
0003	"Extra" - Increase Temperature & Vibration Credit Sizes	6,241.00	INC	12/22/2014	0308	007	X	Approved	USPALXC	0002	5070337	ENGINEER3 M1_SERVICE
0004	Per 2/19/2015 Agenda Item 23, File No. 15-0198	35,641.00	INC	02/25/2015	0344	008	X	Rejected	USOPRINERIONS	0002	5070337	ENGINEER3 M1_SERVICE
0005	Per 2/19/2015 Agenda Item 23, File No. 15-0198	33,138.00	INC	02/25/2015	0347	011	X	Rejected	USOPRINERIONS	0003	5070338	ENGINEER3 M1_SERVICE
0006	Per 2/19/2015 Agenda Item 23, File No. 15-0198	35,641.00	INC	03/05/2015	0344	008	X	Approved	USPALXC	0003	5113085	ENGINEER3 M1_SERVICE
0007	Per 2/19/2015 Agenda Item 23, File No. 15-0198	33,138.00	INC	03/05/2015	0347	011	X	Approved	USPALXC	0004	5117713	ENGINEER3 M1_SERVICE
0008	Per 6/4/2015 Agenda Item 20, File No. 15-0574	17,000.00	DEC	06/08/2015	405	015	X	Approved	USPALXC	0004	5117734	ENGINEER3 M1_SERVICE
0009	Per 7/9/2015 Agenda Item 46, File No. 15-0738	9,795.00	INC	07/16/2015	0425	013	X	Approved	USPALXC	0005	5182572	ENGINEER3 M1_SERVICE
0010	Per 9/17/2015 Agenda Item 32, File No. 15-1039	152,229.00	INC	09/24/2015	0469	010	X	Approved	USPALXC	0005	5182573	ENGINEER3 M1_SERVICE
0011	Per 10/15/2015 Agenda Item 22, File No. 15-1138	21,402.00	INC	10/19/2015	0476	014	X	Approved	USPALXC	0006	5207603	ENGINEER3 M1_SERVICE
0012	Per 2/18/2016 Agenda Item 30, File No. 16-0146	23,145.00	INC	02/22/2016	0546	012	X	Approved	USPALXC	0006	5207624	ENGINEER3 M1_SERVICE
0013	Per 2/18/2016 Agenda Item 30, File No. 16-0146	20,029.00	INC	02/22/2016	0551	020	X	Approved	USPALXC	0007	5260561	ENGINEER3 M1_SERVICE
0014	Per 7/7/2016 Agenda Item 44, File No. 16-0671	213,451.00	INC	07/11/2016	0614	009	X	Approved	USPALXC	0008	5279178	ENGINEER3 M1_SERVICE
0015	Per 8/8/2016 Agenda Item 48, File No. 16-0783	25,920.00	INC	08/05/2016	0623	022	X	Rejected	USWAGNERC	0009	5279179	ENGINEER3 M1_SERVICE
0016	Per 8/4/2016 Agenda Item 48, File No. 16-0783	25,920.00	INC	08/05/2016	0623	002	X	Approved	USPALXC	0009	5385569	ENGINEER3 M1_SERVICE
0017	Per 12/15/2016 Agenda Item 16, File No. 16-1297	47,750.93	INC	12/15/2016	0657	026	X	Approved	USPALXC	0009	5385570	ENGINEER3 M1_SERVICE
										0010	5484830	ENGINEER3 M1_SERVICE
										0011	5502360	ENGINEER3 M1_SERVICE
										0011	5502361	ENGINEER3 M1_SERVICE
										0012	5502362	ENGINEER3 M1_SERVICE
										0012	5502367	ENGINEER3 M1_SERVICE
										0013	5600605	ENGINEER3 M1_SERVICE
										0013	5600607	ENGINEER3 M1_SERVICE



Change Order Log Report

0018	Per 12/15/2016 Agenda Item 16, File No. 16-1297	79,904.00	INC	BOYKNU	12/15/2016	0670	030	X	Approved	USPALKC	0013	560606	ENGINEER3
0019	Per 1/5/2017 Agenda Item 33, File No. 17-0018	42,016.00	INC	BOYKNU	01/09/2017	0691	029	X	Approved	USPALKC	0013	560607	IM_SERVICE
0020	Extra - Hydraulic Accumulator II Pairs	8,075.00	INC	JACKSONI	04/11/2017	0717	031		Approved	USSINWHTM	0014	5624491	ENGINEER3
0021	Per 8/3/2017 Agenda Item 33, File No. 17-0768	498,657.00	INC	BOYKNU	08/15/2017	0725	023	X	Approved	USSINWHTM	0015	5692688	ENGINEER3
0022	Per 8/31/2017 Agenda Item 50, File No. 17-0823	20,057.00	INC	BOYKNU	09/08/2017	0757	038	X	Approved	USSINWHTM	0016	5774126	IM_SERVICE
0023	Per 10/19/2017 Agenda Item 40, File No. 17-1062	20,345.00	INC	BOYKNU	10/25/2017	0775	039	X	Approved	USSINWHTM	0017	5796260	ENGINEER3
0024	Per 11/16/2017 Agenda Item 28, File No. 17-1161	348,911.00	INC	BOYKNU	11/21/2017	778	034	X	Rejected	USCPARDUNIONS	0018	5828173	ENGINEER3
0025	Per 11/16/2017 Agenda Item 28, File No. 17-1161	348,911.00	INC	BOYKNU	11/22/2017	778	034	X	Approved	USSINWHTM	0019	5946035	ENGINEER3
0026	Per 12/21/2017 Agenda Item 32, File No. 17-1300	79,960.00	INC	BOYKNU	01/04/2018	0790	037	X	Approved	USSINWHTM	0020	5946577	IM_SERVICE
0027	Per 1/18/2018 Agenda Item 29, File No. 18-0070	315,538.00	INC	BOYKNU	01/23/2018	0807	044	X	Approved	USSINWHTM	0021	5976126	ENGINEER3
0028	Extra/increase - 11be Oil Stop Gravel Winding	2,038.00	INC	BOYKNU	05/18/2018	0854	047		Approved	USSINWHTM	0022	5990882	IM_SERVICE
0029	Extra- West Pump Room Fiber Cable Replacement	5,575.00	INC	BOYKNU	11/01/2018	0885	053		Approved	USSINWHTM	0023	5990883	ENGINEER3
											0024	6104629	ENGINEER3
											0024	6104640	IM_SERVICE



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1200, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase Contract 16-901-31, Furnish, Deliver and Install Boiler Controls at the Stickney Water Reclamation Plant, to M.G. Electric Service Company, in an amount of \$103,290.00, from an amount of \$1,224,000.00 to an amount not to exceed \$1,327,290.00, Account 401-50000-645650, Purchase Order 5001625

Dear Sir:

On September 14, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to award Contract 16-901-31, Furnish, Deliver and Install Boiler Controls at the Stickney Water Reclamation Plant, to M.G. Electric Service Company, in an amount not to exceed \$1,224,000.00. The Contract will expire upon completion of all extra work that this increase will fund.

There have been no prior change orders.

An increase in contract value is being requested because additional design expenses are required due to the lack of adequate as-built documentation for the existing boilers at the Central Heat Facility of the Stickney Water Reclamation Plant.

This change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonably foreseeable at the time the contract was signed, and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase Contract 16-901-31 in an amount of \$103,290.00 (approximately 8.4% of the current Contract value) from an amount of \$1,224,000.00 to an amount not to exceed \$1,327,290.00.

Funds are available in Account 401-50000-645650.

Requested, Brian A. Perkovich, Acting Director of Maintenance and Operations, SO'C:MAG:JR  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1208, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase purchase order and amend the agreement with Thompson Coburn LLP to represent and counsel the District in connection with the branding, marketing, and sale of the District's composted Biosolids product and with issues of intellectual property law related to the District's development and use of various technologies, in an amount of \$60,000.00, from an amount of \$80,000.00, to an amount not to exceed \$140,000.00, Account 101-30000-612430, Purchase Order 3089335

Dear Sir:

On March 17, 2016, the Board of Commissioners (the "Board") authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement with Thompson Coburn LLP to represent and counsel the District in connection with: (1) the branding, marketing, and sale of the District's composted Biosolids product; and (2) questions regarding intellectual property law related to a patented process for nutrient removal at the Hanover Park Water Reclamation Plant. On September 15, 2016 and September 14, 2017, the Board granted authority to amend the agreement to expand the scope of work with Thompson Coburn LLP, enabling the District to obtain advice and assistance in other areas of intellectual property law. The agreement has no expiration date.

As of November 6, 2018, one change order has been approved. The effect of this change order resulted in an increase in an amount of \$50,000.00 from the original amount awarded of \$30,000.00. The current contract value is \$80,000.00.

The reason for the requested change order is to enable Thompson Coburn LLC to continue to advise the District on matters relevant to the evaluation, testing, development, and use of various technologies relating to the District's operations. Currently, the District is in need of Thompson Coburn LLP's assistance to brand its composted Biosolids product and to patent two separate technologies developed by the District to support biological treatment processes at the District's water reclamation plants.

This change order is in compliance with the Illinois Criminal Code because the change is germane to the original agreement as signed and due to circumstances not reasonably foreseeable at the time the contract was signed, and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase the purchase order and amend the agreement in an amount of \$60,000.00 from an amount of \$80,000.00 to an amount not to exceed \$140,000.00.

Funds are available in Account 101-30000-612430.

Requested, Susan T. Morakalis, General Counsel, STM:EMA:TN:nm

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

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**File #:** 18-1208, **Version:** 1

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Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment

## Change Order Log Report

Client : 100  
 Report Name: ZREP\_CHANGE\_ORDER\_LOG  
 Requester : NEMT

System: HRD  
 11/07/2018 10:01:4  
 Page: 1

Original Value: 30,000.00  
 Approved Value: 80,000.00  
 Current Value : 80,000.00

PO No. : 3089335  
 Tracking No. :  
 Vendor No. : 5015146

Charge Number	Text	Value	Initiator	Date	File Letter	CIR #	Board Approval	Status	Approver	Sq. No.	Charge Number	Object Class
0001	INC HER ECC 9/14/17, ITEM # 37	15,000.00 INC	NEMT	09/15/2017			X	Approved	USSIMKHIM	0001	5802066	ENRGELEG
0002	Step 2 of INC HER ECC 9/14/17, ITEM # 37	35,000.00 INC	SIMKHIM	09/15/2017			X	Approved	USNELEFANRU	0001	5802067	HW_SERVICE
										0002	5802464	ENRGELEG



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1147, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON AFFIRMATIVE ACTION

Mr. John P. Murray, Acting Executive Director

Authority to adopt a policy for increasing contracting opportunities with the Metropolitan Water Reclamation District of Greater Chicago for veteran-owned and operated small business enterprises to be designated as Appendix V (*Deferred from the November 1, 2018 Board Meeting*)

The Metropolitan Water Reclamation District of Greater Chicago ("District") has a long history of hiring veterans in its workforce. Employment opportunities for veterans can also be achieved through contracting with veteran-owned and operated small business enterprises. Accordingly, on November 3, 2016, the Board of Commissioners passed a Resolution supporting a District policy to ensure full and equitable contracting opportunities for military veterans of the United States. Therefore, the District will adopt a veteran-owned small business enterprise policy applicable to certain contracts with the District that are subject to the District's competitive bidding process. This policy will be separate from the District's Affirmative Action Ordinance, Revised Appendix D, which sets forth affirmative action goals for certain construction contracts in excess of \$100,000.00. It will also be separate from the policy set forth in Appendix A, which establishes suggested goals for certain professional services contracts.

Appendix V will recommend that for contracts in which two or more eligible veteran-owned and operated small business enterprises are available to bid on a contract or sub-contract through the competitive bidding process, a successful bidder must meet a three-percent (3%) VBE goal. This goal will be in addition to any affirmative action goals on the contract. A bidder seeking a waiver of the goal must show a good faith effort to meet the goal. The criteria for what constitutes a small business enterprise will be consistent with the definition set forth in Revised Appendix D or Appendix A, as applicable. The proposed policy is attached. The policy will apply to all contracts advertised on or after January 1, 2019.

Wherefore, the Board of Commissioners hereby adopts a policy that encourages contracting opportunities for veteran-owned and operated small business enterprises as set forth above.

Requested, Regina Berry, Diversity Administrator, Susan T. Morakalis, General Counsel,  
RB:STM:HSW:MTC:kk

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Affirmative Action  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment

November 1, 2018

**APPENDIX V****VETERAN'S BUSINESS ENTERPRISE CONTRACTING POLICY REQUIREMENTS*****Section 1. Purpose***

The purpose of this policy is to increase contracting opportunities with the Metropolitan Water Reclamation District of Greater Chicago for veteran-owned and operated small business enterprises.

***Section 2. Definitions***

- (a) "Eligible Veteran" means an individual who has been a member of the armed forces of the United States and served under the following conditions:
  - a. served for a total of at least six months; or
  - b. served for the duration of hostilities regardless of the length of engagement; and
  - c. was discharged on the basis of hardship; or
  - d. was released from active duty because of a service connected disability; or
  - e. was discharged under honorable conditions
- (b) "Good Faith Efforts" means those honest, fair and commercially reasonable actions undertaken by a construction contractor or professional services consultant to meet the VBE goal, which by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the Policy's goals.
- (c) "Participating Business" means a business located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois or Lake County in the State of Indiana which has the majority of its regular full-time work force located in this region and/or a business which has been placed on the District's vendor list and/or has bid or sought District contract(s) for construction or professional services work.
- (d) "Small Business Enterprise" (SBE) in this Appendix has the meaning consistent with Revised Appendix D for construction contracts or Appendix A for professional services contracts, as applicable.
- (e) "Veteran-owned Business Enterprise" (VBE) means both a small business enterprise and participating business, including a sole proprietorship, partnership, corporation, limited liability company, joint venture or any other business or professional entity which is at least fifty-one (51%) directly and unconditionally owned by one or more eligible veterans, or, in the case of a publicly held corporation, at least fifty-one (51%) of the stock which is owned by one or more eligible veterans, and whose control and management of the business including long-term goals for the company as well as day-to-day operations are controlled by one or more eligible veterans.

### *Section 3. Certification Eligibility*

- (a) Only a firm owned by an Eligible Veteran(s) may be certified as a VBE.
  - (i) Ownership by one or more Eligible Veterans must be direct ownership.
  - (ii) A business or professional enterprise owned principally by another business entity that is in turn owned and controlled by one or more veterans would not qualify.
- (b) Only a firm that is managed and controlled by an Eligible Veteran(s) may be certified as a VBE.
- (c) For the purposes of this policy, there is no distinction between service-disabled (SDVBE) and non-service disabled veteran-owned businesses.

### *Section 4. Contract Goals*

- (a) The standard participation goal for VBEs is 3%, unless otherwise specified in the Invitation to Bid. The participation goals are applicable to District contracts where the estimated total expenditure is in excess of \$100,000.00, or in a lesser amount as authorized by the Board of Commissioners.
- (b) VBE goals are separate from the Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), and Small Business Enterprise (SBE) goals.
- (c) VBE contract goals will only be applied to a contract when there are at least two (2) qualified VBE contractors or professional services consultants registered on the District's vendor list to perform the anticipated subcontracting functions of the contract.

### *Section 5. Good Faith Efforts*

The Contractor must undertake "**Good Faith Efforts**" to ensure that qualified VBE firms are utilized in the performance of the contract and provide maximum opportunities for VBE participation, notwithstanding the fact that the Contractor may have the capability to complete the project without the use of subcontractors.

### *Section 6. VBE Commitment Form Submission* Complete the **VBE COMMITMENT FORM**

- (a) Provide the names, contact information and qualifications for the prospective VBE firms that you plan to use. Delineate the various anticipated categories and/or disciplines of work/services to be provided by VBE firms.
- (b) Summarize Contractor's or Consultant's commitment to comply with the VBE goals regarding this project.
- (c) Where a Contractor or Consultant is a business owned and controlled by a VBE or where the Contractor or Consultant utilizes a VBE in a joint venture or as a subcontractor, a Contractor or Consultant may count toward the achievement of its VBE goals the utilization of any VBE that also satisfies the definition of a SBE, as set forth in the Revised Appendix D or Appendix A, as applicable to construction or professional services contracts.



**VBE COMMITMENT FORM**

1. Name of VBE: \_\_\_\_\_  
 Identify MBE, WBE, SBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 eMail Address: \_\_\_\_\_  
 Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %  
 Scope of Work: \_\_\_\_\_

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2. Name of VBE: \_\_\_\_\_  
 Identify MBE, WBE, SBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 eMail Address: \_\_\_\_\_  
 Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %  
 Scope of Work: \_\_\_\_\_

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3. Name of VBE: \_\_\_\_\_  
 Identify MBE, WBE, SBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 eMail Address: \_\_\_\_\_  
 Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %  
 Scope of Work: \_\_\_\_\_

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4. Name of VBE: \_\_\_\_\_  
 Identify MBE, WBE, SBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 eMail Address: \_\_\_\_\_  
 Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %  
 Scope of Work: \_\_\_\_\_

Attach a copy of qualifications for each VBE firm



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1198, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON BUDGET AND EMPLOYMENT

Mr. John P. Murray, Acting Executive Director

Report on Budgetary Revenues and Expenditures for the third quarter of 2018, ended September 30, 2018

Dear Sir:

Attached is a report of revenues and expenditures for the third quarter of 2018, ended September 30, 2018. This report is prepared on an unaudited budgetary basis of accounting.

The actual third quarter Corporate Fund net tax revenue of \$225.4 million is 96.0 percent of the budgeted revenues and is \$9.4 million below the collections for the same period in 2017. The difference is primarily attributed to Personal Property Replacement Tax (PPRT) receipts allocated to the Corporate Fund. PPRT as of September 30 is \$6.2 million less in 2018 compared to 2017. The 2018 local PPRT allocations from the State were reduced to fund higher education. Additionally, the 2018 PPRT allocation to the Retirement Fund is \$2.1 million more than in 2017, reducing the amount available to the Corporate Fund. We anticipate that PPRT revenue will end the year under budget by \$0.5 million.

Actual Corporate Fund non-tax revenue for the period includes the following: user charge income of \$31.9 million, TIF surplus distributions of \$10.4 million, and rental and easement income of \$16.0 million. These revenue receipts are within the expected range for the period.

Third quarter actual expenditures of \$245.0 million are 66.2 percent of the \$370.2 million Corporate Fund budget. Corporate Fund expenditures through the third quarter are within normal levels. Energy and healthcare costs, two of the primary expenditure drivers, are monitored closely throughout the year. Energy expenditures (electricity and gas) through the third quarter 2018 are 4.8 percent higher than the expenditures for the same period last year. Healthcare costs are running 4.6 percent higher than the same period last year. The increase is due to an increase in the expenses for PPO claims.

The two primary economic factors driving the District's revenues are the Consumer Price Index (CPI) and the real estate market. The September Consumer Price Index for All Urban Consumers (CPI-U) increased 0.1 percent from August on a seasonally adjusted basis. Over the last 12 months, the all items index increased 2.3 percent before seasonal adjustment. The food index was unchanged in September, as an increase in the index for food away from home offset a decline in the food at home index. The energy index declined 0.5 percent in September after rising in August.

The Illinois Association of Realtors reports that August Chicago metropolitan area home sales are down 5.1 percent from August 2017, while the median price has increased 0.4 percent in the same period.

A conservative approach to developing the five-year forecast, as well as the 2018 budget is expected to maintain budgetary fund balances to ensure that the District remains on sound financial footing in the coming years.

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**File #:** 18-1198, **Version:** 1

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Respectfully Submitted, Eileen M. McElligott, Administrative Services Officer, SAR

Attachment

**2018 Budgetary Revenue and Expenditure Report**  
**Through Third Quarter (January 1, 2018 to September 30, 2018)**

<b>Corporate Fund</b>	<b>2018 Budget</b>	<b>3rd Quarter Actuals</b>	<b>Percent to date</b>	<b>Year End Estimate</b>
Revenues				
Net Tax Sources	234.9	225.4	96.0%	230.2
Non-tax Sources	88.8	67.0	75.5%	89.7
Total	323.7	292.4	90.3%	319.9
Expenditures	370.2	245.0	66.2%	347.4 *
<b>Construction Fund</b>	<b>2018 Budget</b>	<b>3rd Quarter Actuals</b>	<b>Percent to date</b>	<b>Year End Estimate</b>
Revenues				
Net Tax Sources	16.5	16.1	97.8%	16.1
Non-tax Sources	0.2	0.3	106.5%	0.2
Total	16.7	16.4	97.9%	16.3
Expenditures	26.1	6.0	23.0%	16.6 *
<b>Capital Improvements Bond Fund</b>	<b>2018 Budget</b>	<b>3rd Quarter Actuals</b>	<b>Percent to date</b>	<b>Year End Estimate</b>
Revenues				
Net Tax Sources	na	na	na	na
Non-tax Sources	162.8	88.5	54.4%	146.5
Total	162.8	88.5	54.4%	146.5
Expenditures **	313.0	90.0	28.8%	157.9 *
<b>Stormwater Management Fund</b>	<b>2018 Budget</b>	<b>3rd Quarter Actuals</b>	<b>Percent to date</b>	<b>Year End Estimate</b>
Revenues				
Net Tax Sources	39.8	39.0	97.9%	38.6
Non-tax Sources	0.2	0.7	345.1%	0.1
Total	40.0	39.7	99.2%	38.7
Expenditures	65.6	10.1	15.3%	29.8 *
<b>Reserve Claim Fund</b>	<b>2018 Budget</b>	<b>3rd Quarter Actuals</b>	<b>Percent to date</b>	<b>Year End Estimate</b>
Revenues				
Net Tax Sources	5.7	5.6	98.1%	5.6
Non-tax Sources	0.3	0.2	52.3%	0.3
Total	6.0	5.8	96.3%	5.9
Expenditures	30.3	2.9	9.5%	5.6 *
<b>Bond and Interest Funds</b>	<b>2018 Budget</b>	<b>3rd Quarter Actuals</b>	<b>Percent to date</b>	<b>Year End Estimate</b>
Revenues				
Net Tax Sources	226.6	221.9	97.9%	219.8
Non-tax Sources	6.8	1.4	20.3%	6.9
Total	233.4	223.2	95.6%	226.7
Expenditures	256.3	150.8	58.9%	256.3 *
<b>Working Cash Funds</b>	<b>2018 Budget</b>	<b>3rd Quarter Actuals</b>	<b>Percent to date</b>	<b>Year End Estimate</b>
Revenues				
Net Tax Sources	0.0		0.0%	0.0
Non-tax Sources	1.1	1.1	97.9%	1.1
Total	1.1	1.1	97.9%	1.1
Expenditures	0.0	na	na	na

\*\* Includes carryforward of the open value of contracts from the prior year.

\* Projected expenditures are less than appropriations.

All figures are in \$ millions. Revenues for all funds are on a cash basis.



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1181, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON ENGINEERING

Mr. John P. Murray, Acting Executive Director

Report on change orders authorized and approved by the Director of Engineering during the month of October 2018

Dear Sir:

One change order was approved by the Director of Engineering that cumulatively, but not individually, increased or decreased the value of the contract by \$10,000.00 or less during October 2018. The contract and related data is listed in Attachment 1.

Eight change orders were approved by the Director of Engineering on contracts with a 5% contingency provision for errors and omissions and unforeseen circumstances, for an increase or decrease of \$100,000.00 or less during October. The contracts and related data are listed in Attachment 2.

Please advise the undersigned if additional information is required.

Respectfully Submitted, Catherine A. O'Connor, Director of Engineering, MVL

Attachments

Report on Change Orders Authorized by the Director of Engineering that Increased or Decreased the Contract by \$10,000 or Less for October 2018

<b>Contract Number</b>	<b>Contract Name</b>	<b>Purchase Order</b>	<b>Vendor Name</b>	<b>Subcontractor</b>	<b>Amount</b>	<b>Description</b>	<b>Original Contract Value</b>	<b>Current Contract Value at October 31, 2018</b>	<b>Scheduled Contract Completion Date</b>
06-212-3M	Calumet TARP Pump Station Improvements	5001404	Sollitt/Sachi/Alworth JV	MG Electric	\$5,575.00	CCO-053, CN0885 West Pump Room Fiber Cable Replacement	\$35,067,000.00	\$37,025,800.93	5/19/2018

Report on Change Orders on Contracts with 5% Contingency Provision Authorized by the Director of Engineering for October 2018

Contract Number	Contract Name	Purchase Order	Subcontractor	Vendor Name	Amount	Description	Original Contract Value	Current Contract Value at October 31, 2018	Scheduled Contract Completion Date
04-128-3P	Westside Primary Settling Tanks & Aerated Grit Tanks	4000020	Independent Mechanical Industries	IHC Construction and F.H. Paschen, S.N. Nielsen Joint Venture	\$21,904.30	CCO-147, CN2652 Sealing of Air Piping Wall Penetrations in AGF Pump Gallery	\$224,760,000.00	\$232,800,873.49	4/6/2018
11-186-AF	Demolition at Addison Creek Reservoir and Thornton Reservoir	4000057	Alliance Environmental Control, Concentra, Sheffield Safety, Primer Safety, Grainger, Service Sanitation, EMSL Analytical, Inc.	KLF Enterprises	\$17,475.60	CCO#-02, CO02 Lead Abatement of Tank at Bellwood Site	\$391,222.00	\$407,397.00	11/9/2018
13-246-3M	Calumet TARP Screens, Calumet Water Reclamation Plant	4000021	Great Lakes Steel, Stair	The George Sollitt Construction Company	\$47,867.00	CCO-001, CN0185 Drawbridge Grating and Concrete Curb Modification at Wet Shaft	\$12,754,000.00	\$12,801,867.00	3/8/2019
14-263-3F	Melvina Reservoir Improvements, CSA	4000052	CTI	F.H. Paschen, S.N. Nielsen, and Associates, LLC	(\$ 1,828.40)	CCO#-02, CO02 Abandon Existing Monitoring Well	\$14,245,000.00	\$14,249,627.46	6/27/2021
14-263-3F	Melvina Reservoir Improvements, CSA	4000052	ComEd	F.H. Paschen, S.N. Nielsen, and Associates, LLC	\$6,455.86	CCO#-03, CO03 ComEd Power Line Disconnects	\$14,245,000.00	\$14,249,627.46	6/27/2021
15-120-3P	Conversion of OLD GCTs to WASSTRIP Process	4000035	Tierra Environmental	Morrison Construction Company	\$60,000.00	CCO-021, CN0492 Fermenter #2 Repair Work	\$5,223,243.00	\$5,480,405.03	1/30/2018
15-124-3P	Conversion of Two Gravity Concentration Tanks to Primary Sludge Fermenters, SWRP	4000051	Not Specified	Independent Mechanical Industries, Inc.	\$3,840.00	CCO#-01, CO01 Recycle Pump Pipe Route Modification	\$4,094,860.00	\$4,098,700.00	8/17/2019
17-845-3P	Storage Building Site Improvements, Bulk Material Storage Building, CWRP and OWRP	4000059	Optimal Construction Services, Inc.	Rausch Infrastructure, LLC	\$9,337.68	CCO#-01, CO01 Galvanizing of Primary and Secondary Members for Metal Building System	\$1,961,700.00	\$1,971,037.68	5/22/2019

(November 15, 2018 Board Meeting)

Attachment 3  
CO Status Report October 2018

**04-128-3P, Westside Primary Settling Tanks 1-9 and Aerated Grit Facility, SWRP.** Awarded on December 23, 2014, with a contract completion date of April 6, 2018. All structures have been constructed and site work restoration is nearing completion. Equipment startup, functional testing and final cleanup are underway. Additional work is required to complete DCS integration and to revise the existing low voltage switchgear interlocks to prevent the shutdown of downstream equipment under Contract Change Order CCO-143. It is expected that flow to and beneficial use of the new facilities will be achieved before the end of this year, with final completion and close-out to follow.

**06-212-3M, Calumet TARP Pump Station Improvements.** The West Side Pumping Station was completed on January 9, 2017. The 120 day test period was completed for West-1 and West-2 on May 8, 2017. The 120 day test for West-3 was extended, due to replacement of the mechanical seals that had begun to leak, and completed on August 17, 2017. The East Side Pumping Station was completed on March 13, 2018, and the 120 day test commenced on March 14, 2018. Substantial Completion was granted on March 14, 2018. The contractor is working on punch-list and close-out items, and final completion is expected before the end of the year.

**15-120-3P, Conversion of OLD GCTs to WASSTRIP Process.** All equipment testing has been completed. Additional work was added to the contract via Contract Change Order CCO-021 "Fermenter #2 Repair Work." This work was completed on October 9, 2018. The Contractor has turned over equipment warranties and O&M Manuals, with the exception of the Variable Frequency Controller O&M Manual. Final completion will be achieved upon the submittal, approval and turnover of the Variable Frequency Controllers O&M Manuals. Final completion is projected by the end of November 2018.





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1205, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### **COMMITTEE ON MAINTENANCE AND OPERATIONS**

Mr. John P. Murray, Acting Executive Director

Report on change orders authorized and approved by the Acting Director of Maintenance and Operations during the month of October 2018

Dear Sir:

One changed order was approved by the Acting Director of Maintenance and Operations that cumulatively, but not individually, increased or decreased the cost of a Contract by \$10,000.00 or less during October 2018. The Contracts are listed in the attached sheet.

Requested, Brian Perkovich, Acting Director of Maintenance and Operations, SO'C:MAG  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment

# Report on Change Orders Authorized by the Director of Maintenance & Operations for October 2018

<u>Number</u>	<u>Contract Name</u>	<u>Purchase Order</u>	<u>Vendor Name</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Status</u>	<u>Date of Execution</u>	<u>Adjusted Award Value</u>	<u>Remaining Value on Contract at time of Change Request</u>	<u>Award Value</u>	<u>End Date</u>
18-630-11	Furnish and Deliver Ferric Chloride to EWRP	3099487	Kemira Water Solutions Inc	Dec	\$ 9,999.00	Open	10/19/2018	\$ 403,760.00	\$ 413,759.00	\$403,760.00	5/29/2020

Decrease requested to better reflect actual usage of Ferric Chloride used to create concentrated centrare required for the Anita Mox process.

Prepared By:

Angela Taylor

Approved By:



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1159, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON REAL ESTATE

Mr. John P. Murray, Acting Executive Director

Authority to grant to the County of Cook a 75-year, approximately 60' x 426', non-exclusive easement to construct, install, operate, maintain, repair, and remove a public road across the western portion of North Shore Channel Parcel 1.08, south of Maple Avenue in Wilmette, Illinois. Consideration shall be a nominal fee of \$10.00 (*Deferred from the November 1, 2018 Board Meeting*)

Dear Sir:

The County of Cook ("County") has requested a 75-year, approximately 60' x 426', non-exclusive easement to construct, install, operate, maintain, repair, and remove a public road across the western portion of North Shore Channel Parcel 1.08, south of Maple Avenue in Wilmette, Illinois. Parcel 1.08 is adjacent to seven (7) single family homes. The County has requested that the proposed easement be one (1) foot from these lot lines.

Parcel 1.08 is under lease to the Wilmette Park District ("Park District") as part of a larger lease for use as a public golf course known as Canal Shores. The City of Evanston also leases land for certain sections of the golf course. The Park District's lease allows the District to grant easement rights on any portion of the leasehold required for the construction of roadways, or adjuncts thereto, as determined by the Director of Engineering, for the use of any governmental agency engaged in the construction of roadways or adjuncts thereto. The Park District lease commenced May 6, 1965, and expires May 31, 2032. The annual rent is a fixed rate of \$700.00, plus 25% of the annual net income from operation of the golf course. The Park District and Evanston sublease their respective leaseholds to the Canal Shores Golf Course.

The technical departments have reviewed this request and have no objections thereto. A nominal fee of \$10.00 is recommended as is customary with governmental entities that use District land for public purposes. Any easement granted, and any rights and obligations thereunder, will not be assignable to any private entity.

It is requested that the Acting Executive Director recommend to the Board of Commissioners that it grant to the County of Cook a 75-year, approximately 60' x 426', non-exclusive easement to construct, install, operate, maintain, repair, and remove a public road across the western portion of North Shore Channel Parcel 1.08, south of Maple Avenue in Wilmette, Illinois. Consideration shall be a nominal fee of \$10.00.

It is also requested that the Acting Executive Director recommend to the Board of Commissioners that it authorize and direct the Chairman of the Committee on Finance and the Clerk to execute said easement agreement after it is approved by the General Counsel as to form and legality.

Requested, Susan T. Morakalis, General Counsel, Catherine A. O'Connor, Director of Engineering,  
STM:CAO:CMM:vp,

Recommended, John P. Murray, Acting Executive Director

Respectfully Submitted, David J. Walsh, Chairman Committee on Real Estate Development

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**File #:** 18-1159, **Version:** 1

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Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachments





Wilmette Park District Leasehold

City of Evanston Leasehold (Northern Portion)





\$FILE\_DATE\_TIMES

VILLAGE OF  
WILMETTE, IL  
NEW TRIER TOWNSHIP

COUNTY HIGHWAY:  
FISCAL YEAR:  
SECTION:



**COUNTY OF COOK**  
DEPARTMENT OF TRANSPORTATION AND HIGHWAYS

COMPUTED: JWM  
DRAWN: JWM  
CHECKED: PML

REVISIONS	DATE

EASEMENT EXHIBIT





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 18-1182, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON REAL ESTATE

Mr. John P. Murray, Acting Executive Director

Authority to amend permit agreement issued to Ford Motor Company for use of District land c/k/a "Stony Island Drying Beds" in Chicago, Illinois for storing newly manufactured vehicles to allow an additional use of performing routine repairs to motor vehicles stored on-site. Consideration shall be a \$5,000.00 document preparation fee

Dear Sir:

On November 4, 2010, the Board of Commissioners issued a permit to Ford Motor Company ("Ford") for use of District land c/k/a "Stony Island Drying Beds" for the temporary storage of new vehicles manufactured at the Ford Assembly Plant located at 12600 S. Torrence Avenue in Chicago, Illinois. The District's Stony Island Drying Beds are located west of Torrence Avenue in Chicago, Illinois. Historically, the site has been used by the District for activities related to processing bio-solids, including drying, topsoil blending and "cake" storage, but is not presently needed for such purposes. For operational and identification purposes, the site is divided into seven cells and comprises approximately 84.5 acres. Under the permit, Ford uses cells 1 and 2 (north and south) and cell 3 north, comprising of a total of 32 acres, and pays a current monthly permit fee of \$70,400.00. The permit allows Ford to use all additional cells, comprising a total of 52.5 acres, for an additional monthly fee of \$2,200 per acre. The permit, as extended, expires May 3, 2020. Due to the possibility that this site may be required for the District's corporate purposes, such as its solids operations, the District cannot presently commit to allowing a long-term lease of this site.

Ford has requested to amend its permit to allow the additional use of performing routine repairs to motor vehicles stored on-site. The repairs will be performed inside a tent that Ford is installing on its permit premises. The District's technical departments have reviewed this request and have no objections thereto.

It is requested that the Acting Executive Director recommend to the Board of Commissioners that it authorize an amendment to the permit agreement issued to Ford Motor Company for use of District land c/k/a "Stony Island Drying Beds" in Chicago, Illinois for storing newly manufactured vehicles to allow an additional use of performing routine repairs to motor vehicles stored on-site. Consideration shall be a \$5,000.00 document preparation fee.

It is also requested that the Acting Executive Director recommend to the Board of Commissioners that the Chairman of the Committee on Finance and the Clerk be authorized to execute said permit agreement amendment on behalf of the District after it is approved by the General Counsel as to form and legality.

Requested, Susan T. Morakalis, General Counsel, STM:CMM:nhb

Recommended, John P. Murray, Acting Executive Director

Respectfully Submitted, David J. Walsh, Chairman Committee on Real Estate Development

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

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**File #:** 18-1182, **Version:** 1

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Attachment





Port of Chicago-Lake Calumet

E 122nd St

S Stony Island Ave

S Torrence Ave

Cell 1 North

Cell 1 South

Cell 2 North

Cell 2 South

Cell 3 North

Cell 3 South

Cell 4 North

Cell 4 South

Cell 5 North

Cell 5 South

Tent

Cell 6 North

Cell 6 South

Cell 7

Ford Motor Company-Assembly Plant

E 127th St

S Butler Dr  
S Stony Island Ave

E 130th St

S Saginaw Ave

S Marquette Ave

S Manistee Ave

S Brainard Ave



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1183, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON REAL ESTATE

Mr. John P. Murray, Acting Executive Director

Authority to issue a 9-month permit to Natural Gas Pipeline Company of America LLC to install, maintain, operate, repair and remove an approximate 150-foot overhead electrical cable between its metering station known as Clearing Meter Station 139 and the District's Main Gate Control Building located at Main Channel Parcel 34.10 in Summit, Illinois. Consideration shall be \$5,000.00

Dear Sir:

Since 1963, Natural Gas Pipeline Company of America LLC ("NGPL") has operated a gas metering station known as Clearing Meter Station 139 ("Station 139") on an approximate 100' x 130' portion of Main Channel Parcel 34.10 in Summit, Illinois under a perpetual easement. Station 139 is used for metering natural gas and monitoring a cathodic protection system ("CPS") that prevents corrosion to two nearby natural gas pipelines belonging to NGPL and Nicor Gas Pipeline Company ("Nicor") respectively. Both pipelines traverse the western end of Parcel 34.10. The District also operates a CPS on Parcel 34.10 beneath the Main Gate Control Building of its LASMA site, which prevents corrosion to underground gates and a steel tunnel liner servicing the McCook Reservoir. The District temporarily suspended operation of its CPS after receiving reports that the two CPS systems interfere with one another.

To correct the problem, NGPL has requested a 9-month permit to connect the two systems with an approximate 150-foot overhead electrical cable that will be placed on existing overhead poles between Station 139 and the Main Gate Control Building. NGPL states that the overhead cable is an interim solution and that its planned long-term solution is to connect the two systems with an underground cable. A separate request requiring Board of Commissioners' authorization will be made by NGPL in the future concerning this proposed underground installation.

The District's technical departments have reviewed this request and have no objections thereto. A permit fee in the amount of \$5,000.00 is recommended, as the pro-rata share of 10% of the fair market value of the land would yield a fee less than the District's minimum permit fee of \$5,000.00.

It is requested that the Acting Executive Director recommend to the Board of Commissioners that it authorize and approve the issuance of a 9-month permit to Natural Gas Pipeline Company of America LLC to install, maintain, operate, repair and remove an approximate 150-foot overhead electrical cable between its metering station known as Clearing Meter Station 139 and the District's Main Gate Control Building located at Main Channel Parcel 34.10 in Summit, Illinois. Consideration shall be \$5,000.00.

It is also requested that the Acting Executive Director recommend to the Board of Commissioners that the Chairman of the Committee on Finance and the Clerk be authorized and directed to execute said permit agreement after it is approved by the General Counsel as to form and legality.

Requested, Susan T. Morakalis, General Counsel, STM:CMM:JAW:vp



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**File #:** 18-1183, **Version:** 1

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Recommended, John P. Murray, Acting Executive Director  
Respectfully Submitted, David J. Walsh, Chairman Committee on Real Estate Development  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment



## Nicor Pipeline





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1187, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON REAL ESTATE

Mr. John P. Murray, Acting Executive Director

Authority to purchase the real estate commonly known as 1524 North 40th Avenue in Stone Park, Illinois for the construction of the Addison Creek Channel Improvement Project (Contract 11-187-3F) and authority for payment to Miguel Huerta, the owner of said real estate, in an amount of \$140,000.00, relocation costs in an amount not to exceed \$36,900.00 and closing costs, Account 501-50000-656010, Stormwater Fund

Dear Sir:

On August 6, 2015, the Board of Commissioners ("Board") adopted Ordinance No. R15-006 establishing the right-of-way for the construction, operation and maintenance of the Addison Creek Channel Improvement Project located in the municipalities of Northlake, Stone Park, Melrose Park, Bellwood, Westchester, and Broadview (Contract 11-187-3F) ("Project"). Ordinance R15-006 was subsequently amended by Ordinances R15-007 and R18-003 to include additional right-of-way needed for the Project.

Said Ordinances authorized and directed the Executive Director to negotiate with the respective owners to acquire fee simple title or such lesser interests, as appropriate, in and to the real estate described in the Ordinances.

On September 6, 2018, the Board authorized the District to enter into intergovernmental agreements with the City of Northlake, Village of Stone Park, Village of Melrose Park, Village of Bellwood, Village of Westchester, and Village of Broadview for the Project. The proposed channel improvements are broken into nine reaches along approximately 15,300 feet of Addison Creek beginning at Hirsch Street in the City of Northlake and continuing to Cermak Road in the Village of Broadview. The Addison Creek channel improvements, along with the proposed Addison Creek Reservoir, will provide flood reduction benefits to approximately 2,200 properties.

The Project requires the acquisition of several residential properties located in the right-of-way. One such parcel is owned by Miguel Huerta and is located at 1524 North 40th Avenue in Stone Park, Illinois. The parcel comprises 4,687 square feet and is improved with an approximately 1,056 square foot single family residence. The District and the homeowner have reached a negotiated settlement for acquisition in the amount of \$140,000.00 for fee simple title to the property. It is the opinion of the General Counsel and Special Counsel, Neal & Leroy, LLC, that this amount is within the range of value for the subject property based on the fair market value appraisal obtained by the District.

The District's relocation consultant, Urban Relocation Services, Inc., has determined that the owner is eligible for relocation costs of approximately \$36,900.00. These relocation costs are required to be paid by the District under the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act. This total amount includes the maximum replacement housing payment, reasonable moving expenses, and closing costs. The amount is subject to adjustment based upon the actual costs incurred.

Accordingly, it is requested that the Acting Executive Director recommend to the Board of Commissioners that

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**File #:** 18-1187, **Version:** 1

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it adopt the following orders:

1. That the subject real estate be purchased by the District for the amount of \$140,000.00, plus closing costs;
2. That the Chairman of the Committee on Finance and the Clerk be authorized and directed to execute the Real Estate Sales Contract effecting the aforesaid purchase, after it is approved by the General Counsel as to form and legality;
3. That the General Counsel be authorized and directed to execute and deliver all other documents and take such other actions as may be necessary to effectuate said purchase and to attain possession of said property; and
4. That the Acting Executive Director be authorized to make intermittent payments to the owner, in an amount not to exceed \$36,900.00, for eligible costs in connection with relocation, as provided for in the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

Requested, Susan T. Morakalis, General Counsel and Catherine A. O'Connor, Director of Engineering;  
STM:CAO:EMA:BJD:TN:mmv

Recommended, John P. Murray, Acting Executive Director

Respectfully Submitted, David J. Walsh, Chairman Committee on Real Estate Development

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment







# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1188, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON REAL ESTATE

Mr. John P. Murray, Acting Executive Director

Authority to purchase the real estate commonly known as 1552 North 44th Avenue in Stone Park, Illinois for the construction of the Addison Creek Channel Improvement Project (Contract 11-187-3F) and authority for payment to Kristina Kochanova, the owner of said real estate, in an amount of \$275,000.00, relocation costs in an amount not to exceed \$59,900.00 and closing costs, Account 401-50000-656010, Capital Improvements Bond Fund

Dear Sir:

On August 6, 2015, the Board of Commissioners ("Board") adopted Ordinance No. R15-006 establishing the right-of-way for the construction, operation and maintenance of the Addison Creek Channel Improvement Project located in the municipalities of Northlake, Stone Park, Melrose Park, Bellwood, Westchester, and Broadview (Contract 11-187-3F) ("Project"). Ordinance R15-006 was subsequently amended by Ordinances R15-007 and R18-003 to include additional right-of-way needed for the Project.

Said Ordinances authorized and directed the Executive Director to negotiate with the respective owners to acquire fee simple title or such lesser interests, as appropriate, in and to the real estate described in the Ordinances.

On September 6, 2018, the Board authorized the District to enter into intergovernmental agreements with the City of Northlake, Village of Stone Park, Village of Melrose Park, Village of Bellwood, Village of Westchester, and Village of Broadview for the Project. The proposed channel improvements are broken down into nine reaches along approximately 15,300 feet of Addison Creek beginning at Hirsch Street in the City of Northlake and continuing to Cermak Road in the Village of Broadview. The Addison Creek channel improvements, along with the proposed Addison Creek Reservoir, will provide flood reduction benefits to approximately 2,200 properties.

The Project requires the acquisition of several residential properties located in the right-of-way. One such parcel is owned by Kristina Kochanova and is located at 1552 North 44th Avenue in Stone Park, Illinois. The parcel comprises 3,669 square feet and is improved with an approximately 2,567 square foot, two-level family residence. The District and the homeowner have reached a negotiated settlement for acquisition in the amount of \$275,000.00 for fee simple title to the property. It is the opinion of the General Counsel and Special Counsel, Neal & Leroy, LLC, that this amount is within the range of value for the subject property based on the fair market value appraisal obtained by the District.

The District's relocation consultant, Urban Relocation Services, Inc., has determined that the owner is eligible for relocation costs of approximately \$59,900.00. These relocation costs are required to be paid by the District under the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act. This total amount includes the maximum replacement housing payment, reasonable moving expenses, and closing costs. The amount is subject to adjustment based upon the actual costs incurred.



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**File #:** 18-1188, **Version:** 1

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Accordingly, it is requested that the Acting Executive Director recommend to the Board of Commissioners that it adopt the following orders:

1. That the subject real estate be purchased by the District for the amount of \$275,000.00, plus closing costs;
2. That the Chairman of the Committee on Finance and the Clerk be authorized and directed to execute the Real Estate Sales Contract effecting the aforesaid purchase, after it is approved by the General Counsel as to form and legality;
3. That the General Counsel be authorized and directed to execute and deliver all other documents and take such other actions as may be necessary to effectuate said purchase and to attain possession of said property; and
4. That the Acting Executive Director be authorized to make intermittent payments to the owner, in an amount not to exceed \$59,900.00, for eligible costs in connection with relocation, as provided for in the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

Requested, Susan T. Morakalis, General Counsel and Catherine A. O'Connor, Director of Engineering;  
STM:CAO:EMA:BJD:TN:mmv

Recommended, John P. Murray, Acting Executive Director

Respectfully Submitted, David J. Walsh, Chairman Committee on Real Estate Development

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment



1552 N. 44th Avenue  
Stone Park, IL





# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1189, **Version:** 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018

#### COMMITTEE ON REAL ESTATE

Mr. John P. Murray, Acting Executive Director

Authority to purchase the real estate commonly known as 1505 North 39th Avenue in Stone Park, Illinois for the construction of the Addison Creek Channel Improvement Project (Contract 11-187-3F) and authority for payment to John O'Hara, the owner of said real estate, in an amount of \$269,500.00 and closing costs, Account 401-50000-656010, Capital Improvements Bond Fund

Dear Sir:

On August 6, 2015, the Board of Commissioners ("Board") adopted Ordinance No. R15-006 establishing the right-of-way for the construction, operation and maintenance of the Addison Creek Channel Improvement Project located in the municipalities of Northlake, Stone Park, Melrose Park, Bellwood, Westchester, and Broadview (Contract 11-187-3F) ("Project"). Ordinance R15-006 was subsequently amended by Ordinances R15-007 and R18-003 to include additional right-of-way needed for the Project.

Said Ordinances authorized and directed the Executive Director to negotiate with the respective owners to acquire fee simple title or such lesser interests, as appropriate, in and to the real estate described in the Ordinances.

On September 6, 2018, the Board authorized the District to enter into intergovernmental agreements with the City of Northlake, Village of Stone Park, Village of Melrose Park, Village of Bellwood, Village of Westchester, and Village of Broadview for the Project. The proposed channel improvements are broken into nine reaches along approximately 15,300 feet of Addison Creek beginning at Hirsch Street in the City of Northlake and continuing to Cermak Road in the Village of Broadview. The Addison Creek channel improvements, along with the proposed Addison Creek Reservoir, will provide flood reduction benefits to approximately 2,200 properties.

The Project requires the acquisition of several residential properties located in the right-of-way. One such parcel is owned by John O'Hara and is located at 1505 North 39th Avenue in Stone Park, Illinois. The parcel comprises 3,720 square feet and is improved with an approximately 2,133 square foot single family residence. The District and the homeowner have reached a negotiated settlement for acquisition in the amount of \$269,500.00 for fee simple title to the property. It is the opinion of the General Counsel and Special Counsel, Neal & Leroy, LLC, that this amount is within the range of value for the subject property based on the fair market value appraisal obtained by the District. The residence is not currently occupied, so no relocation costs are anticipated at this time.

Accordingly, it is requested that the Acting Executive Director recommend to the Board of Commissioners that it adopt the following orders:

1. That the subject real estate be purchased by the District for the amount of \$269,500.00, plus closing costs;
2. That the Chairman of the Committee on Finance and the Clerk be authorized and directed to execute the

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**File #:** 18-1189, **Version:** 1

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Real Estate Sales Contract effecting the aforesaid purchase, after it is approved by the General Counsel as to form and legality; and

3. That the General Counsel be authorized and directed to execute and deliver all other documents and take such other actions as may be necessary to effectuate said purchase and to attain possession of said property.

Requested, Susan T. Morakalis, General Counsel and Catherine A. O'Connor, Director of Engineering;  
STM:CAO:EMA:BJD:TN:mmv

Recommended, John P. Murray, Acting Executive Director

Respectfully Submitted, David J. Walsh, Chairman Committee on Real Estate Development

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachment







# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

**File #:** 18-1186, **Version:** 1

### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 15, 2018**

#### COMMITTEE ON STORMWATER MANAGEMENT

Mr. John P. Murray, Acting Executive Director

Authority to negotiate intergovernmental agreements to assist various local municipalities and other governmental organizations with Green Infrastructure projects

Dear Sir:

On June 8, 2018, the District solicited Green Infrastructure project proposals from municipalities, townships, and other governmental agencies for District assistance. The applications were sent to the chief elected official in each jurisdiction as well as agency and other governmental organization officials, and posted on the District's website. The Engineering Department received 48 applications for Green Infrastructure (GI) projects between June 8 and July 31, 2018.

Staff has reviewed all the GI project submittals, evaluated the proposals, and ranked the eligible projects based on factors such as the total retention gallons and cost per gallon, number of benefiting structures and cost per structure, project visibility and outreach, flooding prevalence, maintenance capability, separate or combined sewer area, and median income of the community. Based on this evaluation, a selection of 19 projects is hereby recommended for funding and/or other assistance to be provided to the local communities and governmental organizations for implementation of these green infrastructure projects. Attached are a table describing the recommended projects and an exhibit depicting their locations. Applicants whose projects were not selected will be notified that their proposals may be eligible for future consideration under the District's GI and/or Phase II local stormwater programs as applicable.

It is hereby requested that the Board of Commissioners authorize the District to negotiate Intergovernmental Agreements (IGAs) with the entities identified on the attached list to allow for the District to assist in the furtherance of these projects. The terms and conditions of the IGAs, including funding assistance to be provided by the District as well as requirements of the local partner agencies, will be defined through negotiations between the District and the involved entities. Once the parties agree in principle, authority to enter into the individual IGAs will be sought from the District's Board of Commissioners. In addition to the many benefits these projects will provide in their local communities, the District will apply the volume of design retention capacity achieved towards our Consent Decree requirement for GI to the United States Environmental Protection Agency.

Requested, Catherine A. O'Connor, Director of Engineering, WSS:JK:JJY

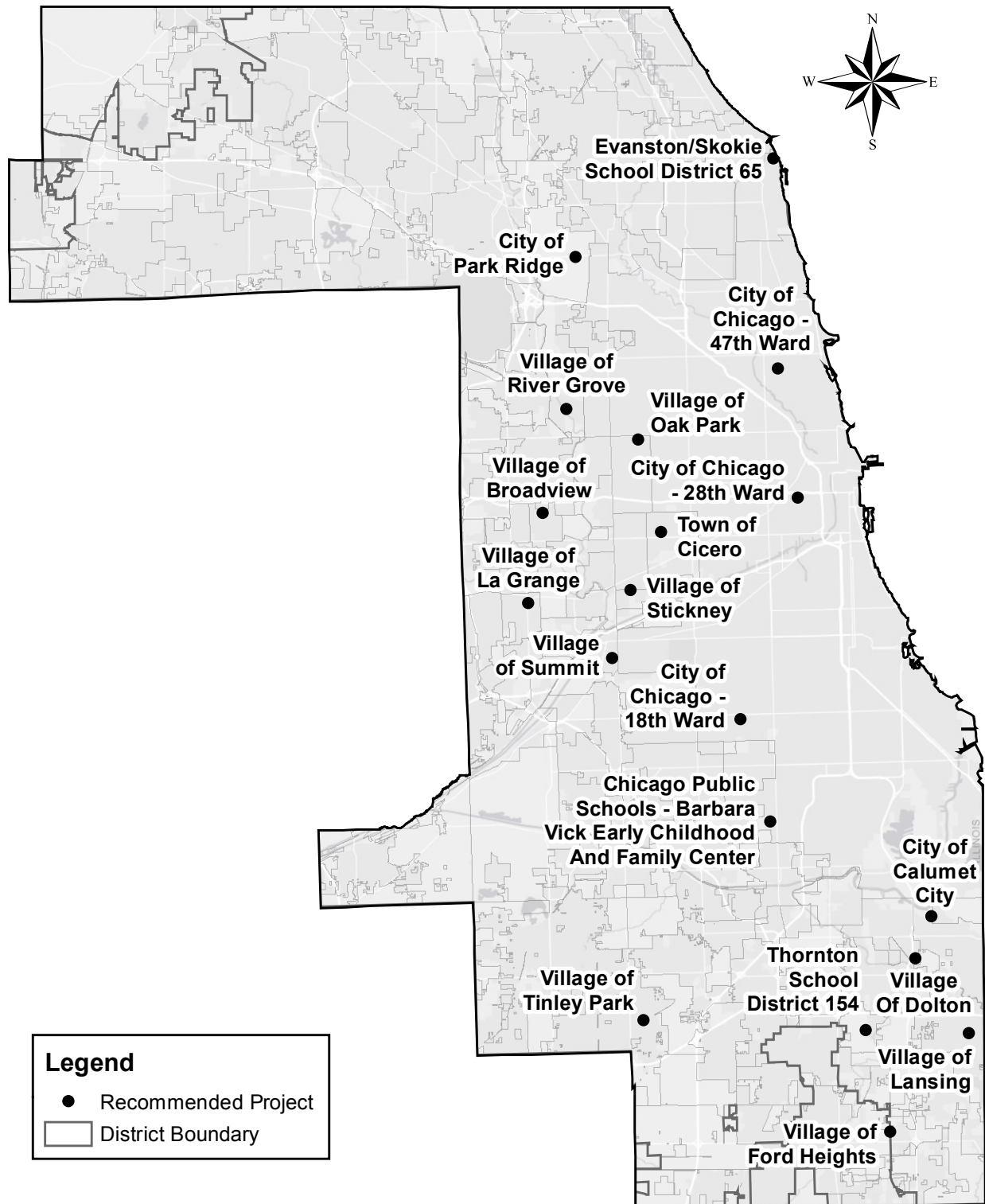
Recommended, John P. Murray, Acting Executive Director

Respectfully Submitted, Debra Shore, Chairman Committee on Stormwater Management

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 15, 2018

Attachments

## 2018 GREEN INFRASTRUCTURE PROJECTS



## 2018 Green Infrastructure Projects

<b>Organization Name</b>	<b>Project Description</b>	<b># of Benefited Structures</b>	<b>Estimated Construction Cost (\$)*</b>
<b>Chicago Public Schools - Barbara Vick Early Childhood &amp; Family Center</b>	Nature-based Outdoor Classrooms	17	\$159,062
<b>Village of Broadview</b>	Green Alley Improvements	73	\$582,305
<b>City of Calumet City</b>	Green Alley Improvements	34	\$790,664
<b>City of Chicago 18<sup>th</sup> Ward</b>	South Homan Green Alley	21	\$266,000
<b>City of Chicago 28<sup>th</sup> Ward</b>	South Laflin Green Alley	41	\$172,000
<b>City of Chicago 47<sup>th</sup> Ward</b>	West Eddy-Addison Green Alley	40	\$300,000
<b>Town of Cicero</b>	Green Alley Improvements	67	\$473,000
<b>Village of Dolton</b>	Cornell Avenue Green Infrastructure Project	4	\$250,000
<b>Evanston/Skokie School District 65</b>	Green Infrastructure At Orrington Elementary School	1	\$12,000
<b>Village of Ford Heights</b>	Green Streets Project	136	\$356,500
<b>Village of La Grange</b>	Public Parking Lots - Green Infrastructure Retrofit	6	\$596,700



## 2018 Green Infrastructure Projects

<b>Organization Name</b>	<b>Project Title</b>	<b># of Benefited Structures</b>	<b>Estimated Construction Cost (\$)*</b>
<b>Village of Lansing</b>	Washington Street Green Infrastructure Parking Lot Improvements	17	\$425,000
<b>Village of Oak Park</b>	Green Alley Improvements and Public Works Facility Rain Garden	102	\$1,180,000
<b>City of Park Ridge</b>	Public Library Green Parking Lot	12	\$1,300,000
<b>Village of River Grove</b>	Green Alley Improvements	100	\$770,000
<b>Village of Stickney</b>	Public Parking Lot Reconstruction - Green Infrastructure Improvements	4	\$220,000
<b>Village of Summit</b>	Green Infrastructure Alley Improvements	40	\$480,000
<b>Thornton School District 154</b>	Wolcott School Green Infrastructure Improvements	1	\$190,000
<b>Village of Tinley Park</b>	North Street Permeable Pavers	3	\$400,000

\*-Estimated Construction Cost is for the entire project. The District's contribution towards each project will be subject to approval by the Board of Commissioners at a future date.



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1219, **Version:** 1

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### **RESOLUTION FOR BOARD MEETING OF NOVEMBER 15, 2018**

RESOLUTION sponsored by the Board of Commissioners congratulating employees who retired in the last year

WHEREAS, the Metropolitan Water Reclamation District of Greater Chicago is staffed by men and women of the highest caliber whose professionalism evinces an extraordinary dedication to the District's mission of protecting our water environment; and

WHEREAS, the efforts of these individuals have enabled the District to become the recognized leader in the wastewater treatment industry while making a significant contribution to the quality of life in our community; and

WHEREAS, the employees who retired in the last year have amassed centuries of invaluable service to the District; and

WHEREAS, a celebration commemorating their years of loyal service will be held in honor of the newest retirees of the District on December 1, 2018; and

NOW, THEREFORE, BE IT RESOLVED, that we, the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago, on behalf of ourselves and staff express our respect and appreciation to all those employees who are retiring for their years of service to the District, and extend our best wishes to these employees for a long and pleasurable retirement in which they will have the opportunity to pursue their varied interests; and

BE IT FURTHER RESOLVED, that this Resolution be spread upon the permanent Record of Proceedings of the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago.

Dated: November 15, 2018

Approved: MARIYANA T. SPYROPOULOS, President; BARBARA J. MCGOWAN, Vice President; FRANK AVILA, Chairman, Committee on Finance; KEN DUNKIN; MARTIN J. DURKAN; JOSINA MORITA; DEBRA SHORE; KARI K. STEELE; DAVID J. WALSH; Commissioners of the Metropolitan Water Reclamation District of Greater Chicago

Approved as to Form and Legality: Susan T. Morakalis, General Counsel

Attachment

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO****Retirement List from October 21, 2017 through October 20, 2018**

<b>Name</b>	<b>Title</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Loretta Anderson-Powell	Maintenance Laborer Class A Shift	6/30/2018	29
Ruth Arce	Secretary to Officer	12/31/2017	13
Ariel Baez	Operating Engineer I	4/30/2018	30
Annette Bartl	Budget & Management Analyst	8/12/2018	21
Leonard Bredemann	Budget & Management Analyst	4/30/2018	9
Andrew Brudnak	Engineering Draftsman III	6/30/2018	28
Phaedra Bullock	Maintenance Laborer Class A Shift	4/6/2018	29
Suzan Bumby	Senior Human Resources Analyst	5/31/2018	27
Dennis Burns	Supervising Environmental Chemist	4/30/2018	31
Marc Byrnes	Laboratory Technician I	10/12/2018	17
James Cloonan	Assistant Chief Operating Engineer	4/30/2018	29
Thomas Connelly	Buyer	9/30/2018	13
Paul Daniel	Engineering Draftsman II	4/30/2018	25
Michael Defilippis	Fireman-Oiler	8/31/2018	37
Lawrence Deschamps	Electrical Mechanic	9/30/2018	28
Samella Dillard	Administrative Clerk	10/31/2017	16
Steven Dillon	Engineering Technician V	4/30/2018	23
Andrew Durden	Maintenance Laborer Class A	12/31/2017	26
Brendan Egan	Operating Engineer II	7/31/2018	28
Franklin Enyard	Maintenance Laborer Class A Shift	4/30/2018	8
Al Eswani	Senior Engineer	4/30/2018	27
Will Faight	Electrical Operator II	4/30/2018	27
Daniel Feeney	Truck Driver	10/31/2017	20
Andrew Fefles	Laboratory Technician I	4/30/2018	29
Richard Flemons	Fireman-Oiler	4/30/2018	30
Alicia Gibbs	Maintenance Laborer Class A Shift	12/18/2017	9
George Giometti	Machinist	5/31/2018	11
Karen Goetzen	Electrical Instrument & Testing Mechanic	4/30/2018	28
Gary Gordon	Compliance Officer	10/16/2018	9
Sheryl Gorski	Laborer Foreman	9/30/2018	23
Dann Grillo	Truck Driver	4/30/2018	26
Michael Gulick	Machinist	4/30/2018	18
Martin Haidacher	Plumber Foreman	4/30/2018	29
Mark Heneghan	Chief Operating Engineer I	4/30/2018	28
Brenda Holmes	Secretary to Officer	4/30/2018	30
Kathleen Jackowski	Laboratory Technician II	8/31/2018	20
Dan Johnson	Treatment Plant Operator II	4/30/2018	15
Michael Joiner	Laborer Foreman	4/30/2018	31
Henry Jones	Treatment Plant Operator II	4/30/2018	23
Philip Klecki	Sheet Metal Worker	4/30/2018	33
Elizabeth Kogucki	Principal Civil Engineer	4/30/2018	27

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO****Retirement List from October 21, 2017 through October 20, 2018**

<b>Name</b>	<b>Title</b>	<b>Retirement Date</b>	<b>Years of Service</b>
John Krzos	Systems Dispatcher	4/30/2018	20
Gregory Laflame	Engineering Technician V	4/30/2018	25
John Lazicki	Assistant Eng of Treat Plant Oper II	4/30/2018	28
Lisa Luhrs Draper	Head Assistant Attorney	4/30/2018	29
Dale MacDonald	Environmental Research Scientist	4/30/2018	27
John McCague	Chief Operating Engineer I	7/31/2018	21
Colin McInnes	Pipefitter	10/29/2017	16
Darryl McMath	Engineering Techician V	6/30/2018	30
Robert McNamara	Operating Engineer II	4/30/2018	27
Kevin McShane	Maintenance Laborer Class A Shift	9/30/2018	26
James Micek	Engineering Technician IV	4/30/2018	27
Carol Migalski	Environmental Specialist	4/30/2018	28
Joseph Mixan	Electrical Mechanic Sub-Foreman	4/30/2018	28
Diane Moe	Senior Environmental Chemist	4/30/2018	27
Patrick Molony	Environmental Specialist	11/30/2017	28
Joseph Neubauer	Head Buyer	3/31/2018	19
Allen Nichols	Chief Operating Engineer I	6/11/2018	29
Michael O'Brien	Environmental Specialist	4/30/2018	28
Johnson Olowu	Computer Systems Administrator	1/18/2018	17
Vinod Patel	Engineering Technician IV	4/30/2018	19
Victor Pilar	Associate Civil Engineer	4/30/2018	28
Shakeela Qureshi	Environmental Chemist	4/30/2018	29
Michael Ryan	Hoisting Engineer	7/31/2018	10
Anthony Satalic	Structural Ironworker	7/27/2018	8
John Schlitt	Senior Laboratory Technician	4/30/2018	19
George Schury	Carpenter Leadman	12/22/2017	10
Michaun Searcy	Administrative Specialist	4/30/2018	28
Amanullah Shaikh	Engineering Technician V	4/30/2018	24
Naum Shapiro	Electrical Instrument & Testing Mechanic	4/30/2018	16
Deborah Sharp	Administrative Specialist	4/30/2018	30
Dorothea Skipton	Environmental Specialist	4/19/2018	24
Jacqueline Smith	Fireman-Oiler	8/31/2018	31
Steven Spiewak	Environmental Specialist	7/31/2018	27
Joseph Stewart	Operating Engineer II	4/30/2018	28
Colleen Stimac	Fireman-Oiler	7/31/2018	31
William Stokes	Operating Engineer I	4/30/2018	5
Jo-Ann Stram	Budget & Management Analyst	5/31/2018	28
Liane Talkington	Secretary to Officer	12/31/2017	12
Joseph Tiffin	Treatment Plant Operator II	10/31/2017	23
John Topor	Ironworker Foreman	4/30/2018	20
Thomas Trend	Machinist	4/30/2018	19
Elana Tyson	Administrative Specialist	4/30/2018	30

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**  
**Retirement List from October 21, 2017 through October 20, 2018**

<b>Name</b>	<b>Title</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Karen Vallos	Senior Administrative Specialist	5/31/2018	31
Mark Vosburg	Operating Engineer II	4/30/2018	28
Dorothy Whitfield	Maintenance Laborer Class A Shift	4/30/2018	9
Beth Zerfas	Principal Civil Engineer	8/31/2018	22
David Zintak	Pollution Control Technician I	4/30/2018	26
Scott Zuhr	Machinist	4/30/2018	11

**Total 89**



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-1220, **Version:** 1

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### **RESOLUTION FOR BOARD MEETING OF NOVEMBER 15, 2018**

RESOLUTION sponsored by the Board of Commissioners honoring the memory of Alberta Harvey  
WHEREAS, Alberta Harvey was born on May 12, 1935 near Vicksburg, Mississippi to Lucille and Reese Harvey Sr., the third of eight children in her family; and

WHEREAS, Alberta was affectionately known as "Sugar" by her friends and family, including her seventeen nieces and nephews and twenty-four great nieces and nephews; and

WHEREAS, Sugar was a devoted Christian and an active and beloved member of the Gospel Temple Missionary Baptist Church for over 40 years; and

WHEREAS, through her church, Sugar was the President of the Senior Choir, crafted and distributed inspirational church bulletins, and held a multitude of other volunteer positions from working in the kitchen to handling the finances; and

WHEREAS, Sugar had unparalleled devotion to her family, lavishing them with her wisdom, love, affection, and support; and

WHEREAS, on Monday, October 29th, 2018, God called Sugar home to be with Him and her loved ones; and

WHEREAS, Sugar leaves her four sisters Elnora (Archie), Bernice (Carl), Juanita and Laverne (James), her brother, Reese Jr., her longtime companion Elester Dabney, and a host of loving nieces, nephews, extended family and friends to celebrate her life and cherish her memory; and

NOW, THEREFORE, BE IT RESOLVED, that we, the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago, on behalf of ourselves and staff, do hereby honor the memory of Alberta Harvey; and

BE IT FURTHER RESOLVED, that this Resolution be spread upon the permanent Record of Proceedings of the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago and that a copy of same, suitably engrossed, be presented to the Harvey family.

Dated: November 15, 2018

Approved: MARIYANA T. SPYROPOULOS, President; BARBARA J. MCGOWAN, Vice President; FRANK AVILA, Chairman, Committee on Finance; KENNETH DUNKIN; MARTIN J. DURKAN; JOSINA MORITA; DEBRA SHORE; KARI K. STEELE; DAVID J. WALSH; Commissioners of the Metropolitan Water Reclamation District of Greater Chicago

Approved as to Form and Legality: Susan T. Morakalis, General Counsel