

## FLAGG CREEK WATER RECLAMATION DISTRICT

### Description

The Flagg Creek Water Reclamation District is a unit of local government providing wastewater collection and treatment services to Clarendon Hills, Oakbrook Terrace, portions of Burr Ridge, Hinsdale, Darien, Willowbrook, Elmhurst, Westmont, Oak Brook, Villa Park, and Lombard.

The District is governed by a three-member Board of Trustees. The members of the Board of Trustees are Herbert A. Stade, President, Barbara McGoldrick, Vice President, and Thomas J. Walsh, Clerk. A Board of Local Improvements reviews applications for connection to the District's sewer system, considers issues regarding sewer infrastructure affecting the District's service area, and evaluates any work that was performed to the sewage collection system of the District. The Board of Local Improvements is appointed by the District's Board of Trustees. The members of the Board of Local Improvements are Herbert A. Stade, Chairman, Barbara McGoldrick, Vice Chairman, and Thomas J. Walsh, Clerk.

The operating budget of the District for fiscal year 2015-16 is approximately \$14,550,000.00. The District has 33 full time employees and between 3 and 11 part-time employees.

The District's Administration Center is located at 7001 N. Frontage Road, Burr Ridge, Illinois 60527. The District's McElwaine Treatment Plant is located at 6975 Commonwealth, Burr Ridge, Illinois 60527.

The functional subdivisions of the District include the following: Administration, Operations Department, Maintenance Department, Collection System Department, and Laboratory Department.

The District's Freedom of Information Officers is Robert L. Abraham, General Counsel, 7001 N. Frontage Road, Burr Ridge, Illinois 60527, (630) 323-3299.

### Address Where Requests for Public Records Should be Directed:

7001 N. Frontage Road, Burr Ridge, Illinois 60527. FAX: (630) 323-4230 [info@fcwrd.org](mailto:info@fcwrd.org)

### Fees for Copying and Certifying Records

No fee will be charged for the first 50 pages of black and white, letter or legal sized copies. The fee for each page thereafter shall be \$.15 per page. For color copies, copies of documents other than letter or legal sized documents, and copies of maps, photographs, CD's DVD's, etc. charges will be based upon the actual cost of reproduction. The cost for certifying a record shall be \$1.00.

**PROCEDURES AND METHODS FOR REQUESTING INFORMATION AND PUBLIC  
RECORDS OF THE FLAGG CREEK WATER RECLAMATION DISTRICT  
UNDER THE FREEDOM OF INFORMATION ACT**

**HOW TO REQUEST PUBLIC RECORDS:**

**The FOIA Officer:**

The FOIA Officer for the District is:

Robert L. Abraham  
Flagg Creek Water Reclamation District  
7001 N. Frontage Road  
Burr Ridge, IL 60527  
(630) 323-3299  
FAX (630) 323-4230

[info@fcwrd.org](mailto:info@fcwrd.org)

**Submission of Requests - Content:**

Requests for public records in the custody of the District should be submitted to the FOIA Officer. Requests must be made in writing and, if desired, a form for the request will be provided. The form may be submitted in person, by U.S. mail, e-mail or facsimile.

All requests must include the following:

1. The requestor's full name, address, telephone number, facsimile number and email, if any;
2. A brief description, as specific as possible, of the public records requested;
3. A statement as to whether the request is for inspection of public records, copies of public records, or both; and
4. A statement as to whether the request is for a commercial purpose. *[Note: It is a violation of Sec. 3.1 of the FOIA to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.]*

**Inspection of Records:**

Public records in the custody of the District will be made available for inspection during normal office hours at the District's administrative offices. To prevent damage to or destruction of records, public inspection will be made under the supervision of a District employee.

**Copies of Records:**

Any person may request copies of public records or, during inspection of public records, may

request that copies of specified records be provided. Copies will be made by the FOIA Officer. The FOIA provides that fees may be charged in certain instances to cover the cost of reproducing copies of public records, and fees will be assessed in accordance with the schedule of Reproduction Fees. When a request for copies of public records is made, such copies will be provided to the requestor only upon payment of any fees that are due. Fees may be waived if the FOIA Officer determines that waiver of fees serves the public interest.

When a request is made for records that are maintained in an electronic format, the FOIA Officer will furnish the record in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, the FOIA Officer shall furnish it in the format in which it is maintained by the District, or in paper format at the option of the requestor. The District may charge the requestor for the actual cost of purchasing the recording medium, whether disc, diskette, tape or other medium.

The FOIA requires the District to respond to requests for non-commercial public records within five (5) business days. In certain limited circumstances, the District may take up to an additional five (5) business days to collect and prepare public records for inspection. Requests received after 3:00 p.m. will be dated as being received on the next consecutive business day. The FOIA requires the District to respond to requests for public records for commercial use within twenty-one (21) working days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District is required to comply with a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

If a member of the public is denied access to public records or if a response to a request is not given within this time limit, the individual requesting access to public records may consider the request denied, and may appeal the denial to the Public Access Counselor – Assistant Attorney General.

The District reserves the right to redact exempt information from a requested record.

Any questions regarding the procedure for acquiring access to public records may be directed to the FOIA Officer, Robert L. Abraham, Flagg Creek Water Reclamation District, 7001 N. Frontage Road, Burr Ridge, IL 60527, (630) 323-3299, FAX (630) 323-4230.

As an alternative, information regarding the District is available on the District's website [www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

**Compliance with Public Act 097-0609:**

Public Act 097-0609 requires employers participating in the Illinois Municipal Retirement Fund (IMRF) to post the total compensation package for each employee having a total compensation package that exceeds \$75,000 per year. "Total compensation package" means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted and sick days granted. This information is available for viewing at the District's administrative offices, 7001 N. Frontage Road, Burr Ridge, Illinois during regular business hours, Monday through Friday.