



NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

REGULAR MEETING MINUTES

December 14, 2021

Zoom Meeting w/ Video: <https://us02web.zoom.us/j/7578151340>

Present: Trustees: John Ragland, Jacob Mann, Timothy Brunn, Lydia Ryberg, Ken Michaels
District Manager: Mohammed Haque; District Clerk: Deborah Martin

Others: District Superintendent: Luke Markko

President Michaels called the meeting to order at 7:30 p.m. President Michaels stated:

"Due to the Governor's statewide disaster declaration relating to the COVID-19 pandemic and current public health guidelines for social distancing, I have determined that it is not prudent for the members of the District Board or staff to convene in-person for this meeting. Therefore, the District Board is meeting by video conference. Those same conditions require barring access to the public for in-person attendance. In light of those limitations, the public is invited to attend and listen to the meeting through Zoom platform or by phone as indicated on this meeting agenda. To comply with the Open Meetings Act requirements for virtual meetings, this meeting will be recorded."

1. CALL TO ORDER:

Roll Call: Timothy Brunn – Present, via Zoom
Jacob Mann – Present, via Zoom
John Ragland – Present, via Zoom
Lydia Ryberg – Present, via Zoom
Ken Michaels – Present, via Zoom

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

3. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, November 9, 2021

Motion by Trustee Brunn to approve the Regular Meeting minutes of November 9, 2021 as presented.
2nd by Trustee Mann

Roll Call Vote: Timothy Brunn – Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 abstain

MOTION CARRIED

b. Semi-Annual Executive Session Minutes Review

After discussion of the sets of Executive Session minutes, the Board felt the need to retain the Executive Minutes that pertained to the purchase of land. The Board agreed to release the sets of Executive Minutes that pertained to personnel issues.

Motion by Mr. Brunn to retain the Executive Session Meeting minutes of November 13, 2018, December 11, 2018 and January 8, 2109 and to release the Executive Session Meeting minutes of August 11, 2020, September 8, 2020 and October 13, 2020.

2nd by Trustee Ryberg



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Roll Call Vote: Timothy Brunn – Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 abstain

MOTION CARRIED

4. TREASURER'S REPORT:

a. Approval of the Monthly Treasurer's Report for month ending October 31, 2021

Treasurer John Ragland presented the monthly treasurer's report to the Board.

Motion by Mrs. Ryberg to approve the Treasurer's Report for month ending October 31, 2021 as presented.
2nd by Mr. Brunn

Roll Call Vote: Timothy Brunn – Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED

5. PUBLIC COMMENTS: none

6. MANAGER'S REPORT:

District Manager Haque clarified that the Board should be aware of a last-minute Resolution included in the Manager's Report accepting the \$3,495,600 grant awarded by the IEPA from the Unsewered Community Grant Fund. Mr. Haque explained that the documents for this grant were received late last week and thus were not included in the trustee's board meeting packets. Because of the time restraints in returning the grant documents, it is the recommendation of the District's attorney that the Board make a motion to accept the grant and to authorize the District President, District Manager and District Clerk to take action to secure the grant funds and that next month this Resolution would be on the agenda and ratified.

Approval of Resolution 21-10, accepting the Grant from the IEPA's Unsewered Community Grant Fund

Motion by Mr. Brunn to approve Resolution 21-10, accepting the \$3,495,600 grant awarded by the IEPA's Unsewered Community Grant Fund and to authorize the District Manager, the District President, the District Clerk, and their designees to take all action necessary in furtherance of securing the grant funds. Because this motion was not on the agenda, the Resolution will be ratified at the next board meeting.

2nd by Mrs. Ryberg

Roll Call Vote: Timothy Brunn – Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED

District Manager Haque summarized his Manager's report for the Board and included Superintendent Luke Markko in a discussion concerning a OSHA inspection of the wastewater treatment facility on December 3, 2021. The inspector told Mr. Markko that the Illinois OSHA department was conducting random inspections in the region of organizations that have never had prior inspections. A tour was given and the inspector's request for safety documentation has been provided. An inspection report of OSHA's findings should be expected in January.



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7. TRUSTEE REPORTS - none

8. LEGAL BUSINESS - none

9. OLD BUSINESS

a. Semi Annual Review of District's Strategic Plan

After a brief discussion by the Board of the weaknesses section of the District's Strategic Plan and the many items listed on the review that the District has completed, the Board made the decision that because no changes were made, it was not necessary to make a motion to adopt the semi-annual Strategic Plan.

10. NEW BUSINESS

a. Approval of NMWRD's 2022 Board Meeting Dates

Motion by Mr. Brunn to approve the 2022 NMWRD regular Board Meeting dates as presented.

2nd by Mrs. Ryberg

Roll Call Vote: Timothy Brunn - Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg - Aye
Ken Michaels - Aye

5 ayes 0 nays 0 absent **MOTION CARRIED**

b. Approval of NMWRD's 2022 Holiday Schedule

There was some discussion about the need to grant Juneteenth as a District holiday. Manager Haque explained the significance of the federal holiday. It was determined that it was not mandated as a local government holiday. Motion by Mr. Ragland to accept the 2022 NMWRD Holiday Schedule as presented.

2nd by Mr. Brunn

Roll Call Vote: Timothy Brunn - Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg - Aye
Ken Michaels - Aye

5 ayes 0 nays 0 absent **MOTION CARRIED**

c. Approval of Resolution for Change Order #1 for Chicagoland Paving and Update on WWTP Access Improvements Project

Manager Haque informed the Board that there had been issues with the work completed so far by Chicagoland Paving; the curb had been poured six inches too high. This issue is being examined by our District attorney and it is anticipated that legal action may be needed. In the interim a change order is provided for previously agreed upon sub-grading work.

Motion by Mr. Brunn to approve Change Order #1 for Chicagoland Paving in the amount of \$5,850.

2nd by Mrs. Ryberg

Roll Call Vote: Timothy Brunn - Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg - Aye
Ken Michaels - Aye

5 ayes 0 nays 0 absent **MOTION CARRIED**



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Motion by Mr. Brunn to approve a Resolution authorizing the District Manager to seek all remedies for the outcome of contract issues with Chicagoland Paving.
2nd by Mrs. Ryberg

Roll Call Vote: Timothy Brunn - Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg - Aye
Ken Michaels - Aye

5 ayes 0 nays 0 absent **MOTION CARRIED**

11. MISCELLANEOUS CORRESPONDENCE

a. Village of Island Lake Water Rate Increase Letter

District Manager Haque referred the Board to a letter received concerning the Village of Island Lake's proposed 50% water rate increase.

b. Northwest Herald article of November 10, 2021 concerning the District's views on wipes

The Board expressed appreciation in having the District's stance on the adverse effect of flushed wipes on public sewer systems being reported in the Northwest Herald.

c. MCCG Holiday Dinner

District Manager Haque reminded the Board that the McHenry Council of Government's Holiday Dinner will be held at the Holiday Inn in Crystal Lake on Wednesday, December 15, 2021

12. APPROVAL OF BILLS

Motion by Mrs. Ryberg to approve payment of bills for the December 14, 2021 bill list as presented, in the amount of \$228,498.08.

2nd by Mr. Brunn

Roll Call Vote: Timothy Brunn - Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg - Aye
Ken Michaels - Aye

5 ayes 0 nays 0 absent **MOTION CARRIED**

13. OTHER BUSINESS – Executive Session

a. Personnel

At this time, President Michaels asked Superintendent Luke Markko to sign off for the Regular board meeting. President Michaels also asked that District Manager Mohammed Haque leave for the Executive Session and stated that District Clerk Debi Martin should stay and that she should text Manager Haque when the Executive Session was over.

Motion by President Michaels to go into Executive Session to discuss personnel issues.

2nd by Mr. Brunn

5 ayes 0 nays 0 absent **MOTION CARRIED**

Regular Session ended at 8:04 pm

Executive Session ended at 8:24 pm

Regular Session reconvened at 8:25 pm



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President Michaels stated that no Board action was taken in the Executive Session concerning personnel matters.

Motion by President Michaels to empower the District Manager to award to District staff end of year performance bonuses in the amounts indicated per staff member based on the District Manager's determination of that staff member's performance over the past year and to approve an end of year performance bonus for Manager Haque in the amount as noted.

2nd by Mrs. Ryberg.

Roll Call Vote: Timothy Brunn - Aye
Jacob Mann - Aye
John Ragland - Aye
Lydia Ryberg - Aye
Ken Michaels - Aye

5 ayes 0 nays 0 absent **MOTION CARRIED**

ADJOURNMENT

Motion by Mrs. Ryberg to adjourn the meeting at 8:27 p.m.

2nd by Mr. Brunn

5 ayes 0 nays 0 absent **MOTION CARRIED**