



NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

REGULAR MEETING MINUTES

October 10, 2023

Present in person: Trustees: Timothy Brunn, Ken Michaels, John Ragland, Caretina Tellez, Donald Ashley
District Manager: Mohammed Haque; District Clerk: Elisa Fisher; PT Clerk: Mary Granado

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

1. CALL TO ORDER:

Roll Call: Timothy Brunn – Present
John Ragland – Present
Caretina Tellez – Present
Donald Ashley – Present
Ken Michaels – Present

2. PLEDGE OF ALLEGIANCE:

3. PUBLIC COMMENTS: - None

4. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, September 12, 2023

Motion by Trustee Brunn to approve the Regular Meeting minutes of September 12, 2023, as presented.
2nd by Trustee Ashley

5 ayes 0 nays 0 absent

MOTION CARRIED

5. TREASURER'S REPORT:

a. Approval of the Monthly Treasurer's Report for month ending August 31, 2023

The Treasurer's Report was presented by Trustee Tellez.

Motion by Trustee Ragland to approve the Treasurer's Report for the month ending August 31, 2023, as presented.

2nd by Trustee Brunn

Roll Call: Timothy Brunn – Aye
John Ragland – Aye
Caretina Tellez – Aye
Donald Ashley – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED



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6. MANAGER'S REPORT: District Manager Haque introduced the new part-time Office Clerk, Mary Granado. He stated that she is working three full days a week and has been a great addition to the office. District Manager Haque stated that he is still working with the Village of Lakemoor to get the first loan payment. Trustee Ragland asked about the Public Access Counselor and the FOIA that was reviewed by them. District Manager Haque stated that the Public Access Counselor reviewed Mr. Saville's FOIA compliant and ruled in favor of the District. District Manager Haque also advised that he included a write-up in his report regarding the improvements that need to be made to the District's office. Trustee Ashley asked why the Port Barrington lift station electricity bill was higher than the others. District Manager Haque stated that this was due to having bigger pumps and due to piggy backing of certain lift stations.

7. TRUSTEE REPORTS: Donald Ashley's reported that his position with the Village of Port Barrington has been relinquished.

8. LEGAL BUSINESS: None

9. OLD BUSINESS: None

10. NEW BUSINESS:

a. Approve Annual Treasurer's Report and Authorization to Make the Report Available

Motion by Trustee Ragland to approve the Annual Treasurer's Report for the fiscal year ending on April 30, 2023, and authorize the District Clerk to make the report available pursuant to State Statutes.

2nd by Trustee Brunn

Roll Call: Timothy Brunn – Aye
John Ragland – Aye
Caretina Tellez – Aye
Donald Ashley – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED

b. Approve Pay Request #4 and Change Order #2 for the Lakemoor Lift Station Upgrades

Motion by Trustee Brunn to approve Pay Request #4 to Boller Construction in the amount of \$87,411.03 and approve Change Order #2 for the Lakemoor Lift Station Modifications Project.

2nd by Trustee Ashley

Roll Call: Timothy Brunn – Aye
John Ragland – Aye
Caretina Tellez – Aye
Donald Ashley – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED

c. Approve District Insurance Policy Renewals

Motion by Trustee Ragland to enter into policy agreements with Illinois Counties Risk Management Trust for Property, Liability, Automobile, Crime and Inland Marine Coverage for an amount of \$44,050 from December 1, 2023 to December 1, 2024; CFC Underwriting / Lloyds for Cyber Liability Coverage for an amount of \$3,509 from December 1, 2023 to December 1, 2024; and Assured Partners for an Agency Fee of \$8,000 from December 1, 2023 to December 1, 2024, and to authorize the District Manager to execute agreements to bind coverage.

2nd by Trustee Brunn



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Roll Call: Timothy Brunn – Aye
John Ragland – Aye
Caretina Tellez – Aye
Donald Ashley – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED

d. Approve Employee Dental and Life Insurance Policy Renewals

Motion by Trustee Brunn to Authorize the District Manager to execute enrollment documents for employee life insurance and accidental death & dismemberment coverage with BlueCross BlueShield of Illinois for the one year period beginning December 1, 2023 with a renewal rate of \$0.28 per \$1,000 and \$0.03 per \$1,000 respectively, and for employee self-paid dental insurance coverage with Delta Dental for the one year period beginning December 1, 2023 with a monthly premium of \$43.36 for single coverage, \$86.73 for single +1 coverage and \$118.82 for family coverage, based on the employee's selected policy and to authorize the District Manager to approve additional premium fees of up to 10% due to personnel changes during the coverage period.

2nd by Trustee Ragland

Roll Call: Timothy Brunn – Aye
John Ragland – Aye
Caretina Tellez – Aye
Donald Ashley – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED

11. MISCELLANEOUS CORRESPONDENCE:

- a. MCCG Membership Meeting – Galati's Hideaway, Cary, IL – Wednesday, October 25, 2023

12. APPROVAL OF BILLS

Motion by Trustee Brunn to approve payment of bills for October 10, 2023, as presented, in the amount of \$282,718.44.

2nd by Trustee Ragland

Roll Call: Timothy Brunn – Aye
John Ragland – Aye
Caretina Tellez – Aye
Donald Ashley – Aye
Ken Michaels – Aye

5 ayes 0 nays 0 absent

MOTION CARRIED

13. OTHER BUSINESS: None

ADJOURNMENT

Motion by Mr. Brunn to adjourn the meeting at 7:48 p.m.
Unanimously approved on a voice vote