



NORTHERN MORAINÉ W R D

Decennial Committee Meeting

Northern Moraine Wastewater Reclamation District

September 12, 2023 – 6:30 p.m.

Meeting Minutes – Draft

1. Attendees and Introductions

- Kenneth A Michaels, Jr. District President (Chairperson of the Committee)
- John R. Ragland, District Trustee
- Timothy R. Brunn, District Trustee
- Caretina Tellez, District Trustee
- Donald Ashley, District Trustee
- Mohammed Haque, District Manager
- Joe Lapastora, District Director of Operations
- Jeff Giles, Village of Holiday Hills President
- Todd Weihofen, Village of Lakemoor Administrator
- John Grothendick, Village of Port Barrington Trustee
- Richard McLaughlin, Village of Island Lake President
- Trotter and Associates – Scott Trotter, Lindsay Muth, Irena Hix
- *The attendees introduced themselves and provided background about themselves and who they represent on the Committee. Kenneth A Michaels, Jr, Caretina Tellez, Jeff Giles and John Grothendick were not in attendance.*

2. Decennial Committee (See Flyer and Memo)

- About the District
 - District was established in 1978 under the 1917 Sanitary District Act and is regulated by the Illinois EPA.
 - The District is a regional wastewater treatment agency that treats wastewater for 4 communities: Island Lake, Port Barrington, Lakemoor, and Holiday Hills.
 - The District is a separate governmental agency with a board of 5 trustees that are appointed by the Illinois General Assembly.
 - The current treatment plant is designed to treat an average of 2.0 million gallons per day with a design maximum capable of treating 5 million gallons of wastewater during peak flow. Our staff maintains and operates our 36-



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- acre treatment facility, 23 pump stations and 77 miles of sanitary sewer mains.
 - Mission and Vision
 - The mission of the District is to protect public health and preserve the environment by reclaiming precious water and other resources through providing wastewater collection and treatment services to communities and residents within the service area.
 - The District's goal is to maintain a sustainable municipal wastewater utility while expanding service to those communities and residents within the service area in a cost effective and environmentally sound manner, while minimizing social impacts.
 - Decennial Committee Responsibilities
 - Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state;
 - Governing Statute - The Sanitary District Act of 1917
 - District Ordinances: <http://www.nmwrld.org/forms-and-documents/>
 - Intergovernmental Agreements and Interrelationships –Discussion
 - Collect data, research and analysis as necessary to prepare a report that summarizes the committee's work, findings and recommendations with respect to increased accountability and efficiency; and,
 - Provide a report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee
 - Committee Goals
 - Review lines of communication with other governmental units
 - *Types of Communications*
 - *Map of Communications (similar to an organizational chart)*
 - *Include email addresses, phone numbers*
 - Develop a process for increased cooperation on future development
 - Review District's objective for continuation of service
 - Review District's responsibility for extension of service
 - Review District's policy regarding establishment of rates
 - *Discuss collaboration with regard to Public Communications*



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- *Build a map that shows communication between relevant parties*
- *Communities to send organizational charts with email and phone numbers*
- *Mapped with school district, fire department, etc*
- *The Decennial Committee's goals were discussed, and Scott requested the Committee members think about other goals and share next meeting.*

3. Facility Plan Update

○ Community Needs

- Review Comprehensive Land Use Plans with District and Village staff to develop population projections.
- Review relevant water billing and wastewater data to determine current population projections and usage
- Gain concurrence on the current, 20-year and build-out population projections.
- Summarize and document the projections and back-up information.
 - *It was noted by Scott that this section implies that there must be communication in regard to ensuring proper capacity. Long term projections allow TAI to assess the useful life of the District's major equipment and indicate how it will be paid for within a timeline. Scott also noted it allows the District to plan for an expansion, when it is needed.*

Section #1
Introduction and Background

Section #2
Community Needs

Section #3
Collection System

Section #4
Lift Stations

Section #5
Wastewater Treatment Plant

Section #6
Alternatives Analysis

Section #7
Implementation Plan

Section #8
Environmental Impacts

Section #9
Recommendations

○ Recommendations and Implementation

- Prepare a summarization of recommendations and financial impacts as outlined in the previous sections.
- Provide recommendations for user rates adjustments based on the operational and debt service estimates.
- Provide recommendation for Connection Fees based on the cost of development for replacement of conveyance and/or treatment capacity.
- Executive Summaries will be provided to the Village's at time of report finalization which will include conclusions and comments related to findings. We will include user fee recommendations (updated).
 - *It was noted by Scott that Connection Fees and User Rates are two ways to repay loans or provide funding for capital projects/future expansion. Operational and Maintenance costs as well as Capital costs will be considered in this section of the Facility Plan.*





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4. Documentation

- See attached Facility Plan Update RFI for detailed documentation request
 - *Mayor Richard McLaughlin (Island Lake) noted he will be attending annexation meetings soon and mentioned that Walnut Glen has another 30 acres for development, as well as Prairie Woods (east of Walnut Glen). It was noted by the District that the lift station is already sized properly, but may need a third pump.*
 - *Todd Weihofen (Lakemoor) noted he will compile a build out list in the next month or so.*
 - *It was noted by Scott that documentation should contain timelines for new development.*
- Comprehensive Land Use Plans
- Zoning Maps

5. Work Sessions

- Scheduling potential extra Development Meetings with Island Lake, Port Barrington, Lakemoor, and Holiday Hills for review of Land Use Plans and Zoning/Land Use Maps

6. Future Meeting Dates – ~~10/10/23~~ and 11/14/23 and 01/24 @ 6:30 PM

- *It was noted it may be more beneficial to wait to have individual meetings regarding future development (with each Village) prior to the second official Decennial Committee meeting. Scott recommended waiting until November for the next Decennial Committee Meeting to complete these action items. The next Decennial Committee meetings are 11/14/2023 and prior to the January 2024 District board meeting.*

7. Action Items

- Villages of Island Lake, Lakemoor, Port Barrington, and Holiday Hills – Provide TAI and the District with future development information within the next month.
- TAI – Schedule individual future development meetings between TAI, the District, and each Village.