



# NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

## REGULAR MEETING MINUTES

March 12, 2024

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

President Michaels called the meeting to order at 7:32 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:** Those present stood and pledged allegiance to the flag.

3. **PUBLIC COMMENTS:** None

### 4. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, February 13, 2024

Motion by Trustee Brunn to approve the Regular Meeting minutes of February 13, 2024, 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 January 31, 2024

The Treasurer's Report was presented by Trustee Tellez.

Motion by Trustee Ragland to approve the Treasurer's Report for the month ending December 31, 2024, as presented.

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**

6. **MANAGER'S REPORT:** President Michaels congratulated Operator Zac Jordan on his Class 3 Certification.

7. **TRUSTEE REPORTS:** None

8. **LEGAL BUSINESS:** None



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
March 12, 2024

**9. OLD BUSINESS:**

a. Trustee Appointment for the term beginning May 1, 2024, and ending April 30, 2027

District Manager Haque stated that after public notice and solicitation only one application was received for the trustee opening. The application was from Donald Ashley, who currently holds the position. The Board needs to make a recommendation for the appointment. President Michaels asked if there were any motions to be made for recommending Don Ashley for the open position as Trustee for Port Barrington / Holiday Hills and to forward the recommendation to our appointing legislators.

Motion by President Michaels to accept Don Ashley's request to be on the Board for the term that ends on April 30, 2024.

2nd by Trustee Brunn

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

4 ayes 0 nays 1 abstain

**MOTION CARRIED**

**10. NEW BUSINESS:**

a. Approval of Phosphorus Removal Chemical Bid

Motion by Trustee Brunn to award the bid to the lowest responsible and responsive bidder, Chemtrade Chemicals US, LLC, in the amount bid for phosphorus removal chemical for the 2024-25 Fiscal Year and adopt a resolution authorizing the District Manager to execute a one-year agreement with Chemtrade Chemicals US, LLC to supply phosphorus removal chemical for a one-year period beginning on May 1, 2024.

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**

b. Approval of Chlorination and Dechlorination Chemical Bid

Motion by Trustee Ragland to award the bid to the lowest responsible and responsive bidder, Water Solutions Unlimited, in the amount bid for sodium hypochlorite and for sodium bisulfite for the 2024-25 Fiscal Year and adopt a resolution authorizing the District Manager to execute a one-year agreement with Water Solutions Unlimited to supply chlorination and de-chlorination chemicals for a one-year period beginning on May 1, 2024, and authorize the District Manager to extend the contract for up to two additional years.

2nd by Trustee Tellez

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**



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
March 12, 2024

*At this time, District President Michaels asked the Board if any Trustees objected to moving Agenda Item 10C last, so that so District Manager Haque had time to present the budget. With no objections, Item 10C was moved after Agenda Item 10F, the Board resumed the meeting with Agenda Item 10D, Approval of Payment Request #7.*

d. Approval of Payment Request #7 – Lakemoor Lift Stations Modifications (Lift Stations 1 & 6) and Change Order #4

Motion by Trustee Tellez approve Change Order #4 and Final Pay Request #7 to Boller Construction in the amount of \$102,227.36 for the Lakemoor Lift Station Modifications Project.

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**

e. Approval of Engineering Contract Amendment # 6 with Trotter & Associates for the Holiday Hills / Le Villa Vaupell Sanitary Sewer Project

Motion by Trustee Brunn to approve Services Agreement with Trotter and Associates, Inc. in the amount of \$139,200 for Phase 2 Design, Bidding and Limited Construction Engineering Services for the Holiday Hills / Le Villa Vaupell Sanitary Sewer Project.

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**

f. Adoption of a Resolution Designating Surplus Equipment and Authorizing Disposal through Auction

Motion by Trustee Brunn to adopt a Resolution designating the items listed on Exhibit A as Surplus Equipment to be sold through an on-line auction administered by Obenauf Auction Services, Inc.

2nd by Trustee Tellez

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. Presentation on the FY 2024-25 Annual Budget Proposal with Final Action scheduled for May.

District Manager Haque presented an overview of the budget. The proposed budget will be posted and noticed at the District office and required publications with the intent of passing it at the May 7<sup>th</sup> board meeting.



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
March 12, 2024

**11. MISCELLANEOUS CORRESPONDENCE:**

- a. MCGG Membership Meeting – The Rusty Nail, Ringwood, IL – March 20, 2024

**12. APPROVAL OF BILLS**

Motion by Trustee Brunn to approve payment of bills for March 12, 2024, as presented, in the amount of \$824,903.91.

2nd by Trustee Tellez

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. Ragland to adjourn the meeting at 8:15 p.m.  
Unanimously approved on a voice vote