



NORTHERN MORaine **W R D**

AGENDA **REGULAR MEETING** **7:30 P.M. – September 12, 2023** **113 Timber Trail, Island Lake, IL**

- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENTS**
- 4. PRESENTATION & APPROVAL OF MINUTES**
 - a. Regular Meeting Minutes – August 8, 2023
- 5. OATH OF OFFICE:**
 - Having been duly appointed, Donald Ashley will take the Oath of Office
- 6. TREASURER'S REPORT**
- 7. MANAGER'S REPORT**
 - a. Operations Report
 - b. Engineering Report
 - c. Delinquent Accounts Report
- 8. TRUSTEE REPORTS**
- 9. LEGAL BUSINESS**
- 10. OLD BUSINESS**
- 11. NEW BUSINESS**
 - a. Approve Resolution to Create the Decennial Committee on District Accountability and Efficiency
 - b. Approve Pay Request #16 by Trine for the Holiday Hills Project – Phase 1
 - c. Approve Resolution on Policies Prohibiting Harassment
 - d. Approve Resoluition on FOIA Rules
 - e. Approve Ordinance for Surplus Property Disposal
 - f. Approve Resolution Designating Surplus Property for Auction
 - g. Approve Annual Audit for Fiscal Year 2023-2024
- 12. MISCELLANEOUS CORRESPONDENCE**
 - a. MCGG Membership Meeting – The Starline in Harvard, IL – Wednesday, September 27, 2023
 - b. Recent Communications with Mr. Saville
- 13. APPROVAL OF BILLS**
- 14. OTHER BUSINESS**
 - a. Executive Session – Pending Litigation, Personnel, if needed

Posted to www.nmwrld.org – September 8, 2023



113 Timber Trail, PO Box
240, Island Lake, IL 60042



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NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

REGULAR MEETING MINUTES

August 8, 2023

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

Guests Present: Donald Ashley

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
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, July 11, 2023

Motion by Trustee Brunn to approve the Regular Meeting minutes of July 11, 2023, as presented.
2nd by Trustee Ragland

4 ayes 0 nays 0 absent

MOTION CARRIED

5. TREASURER'S REPORT:

a. Approval of the Monthly Treasurer's Report for month ending June 30, 2023

The Treasurer's Report was presented by Mrs. Tellez.

Motion by Mr. Ragland to approve the Treasurer's Report for the month ending June 30, 2023, as presented.
2nd by Mr. Brunn

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

4 ayes 0 nays 0 absent

MOTION CARRIED

6. MANAGER'S REPORT: District Manager Haque reported to the Board that the District has received over 15 FOIA requests from resident, Don Seville since June 19, 2023. President Michaels stated that the District is spending thousands of dollars in legal fees answering all the FOIA's. He is suggesting adding a surcharge to all Island Lake resident sewer bills. The Board members stated that it is something to consider in the near future if the District keeps incurring legal costs regarding Mr. Saville's FOIA requests.



Northern Moraine Wastewater Reclamation District
Regular Meeting Minutes
August 8, 2023

District Manager Haque also stated that the US Representative Bill Foster's grant the District anticipates receiving was reduced during the committee review, consistent with all other grants for over \$1 million. Final approval is still pending.

7. TRUSTEE REPORTS: None

8. LEGAL BUSINESS: None

9. OLD BUSINESS:

a. Trustee Appointment – Port Barrington or Holiday Hills Trustee

District Manager Haque stated that the Board needed to make a recommendation for the appointment of Donald Ashley. President Michael asked if there were any motions to be made for recommending Don Ashley for the open position as Trustee for Port Barrington.

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

2nd by Trustee Caretina Tellez

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

4 ayes 0 nays 0 absent

MOTION CARRIED

b. District Manager Contract Renewal

President Michaels stated that he still must meet individually with board members. President Michaels stated that the Board could table this item until the next Board meeting.

Motion by Mr. Ragland to table District Manager Contract Renewal at the next Board meeting.

2nd by Mr. Brunn

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

4 ayes 0 nays 0 absent

MOTION CARRIED

10. NEW BUSINESS:

a. Approve Pay Request #15 by Trine for the Holiday Hills Project – Phase 1

Motion by Mr. Brunn to approve Pay Request #15 in the amount of \$15,135.35 to Trine Construction for the Holiday Hills / Le Villa Vaupell Sewer Extension – Phase 1 Project.

2nd by Mr. Ragland

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

4 ayes 0 nays 0 absent

MOTION CARRIED



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b. Payment Request #3 and Change Order #1 – Lakemoor Lift Stations Modifications Project

Motion by Mr. Brunn to approve Pay Request #3 to Boller Construction in the amount of \$6,605.10 and approve Change Order #1 for the Lakemoor Lift Station Modifications Project.

2nd by Mrs. Tellez

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

4 ayes 0 nays 0 absent

MOTION CARRIED

c. Adopt Resolution 23-06 for Verbatim Recordings of District Meetings

Motion by Mr. Brunn to Adopt Resolution #23-06 for Verbatim Recordings of District Meetings

2nd by Mr. Ragland

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

4 ayes 0 nays 0 absent

MOTION CARRIED

d. Review Draft Resolution to Create the Decennial Committee on District Accountability and Efficiency

The board reviewed the draft Resolution to create the Decennial Committee on District Accountability and Efficiency. The board discussed the composition and efforts to include representatives from all of our villages. It was discussed that the inauguration meeting may be held prior to the Resolution adoption at the next board meeting.

No Board action taken on this item.

e. Review Draft Policy Prohibiting Harassment

The board reviewed the draft Policy Prohibiting Harassment and recommended it be brought to the Board in final form for the next meeting.

No Board action taken on this item.

f. Capital Assets Update

The board was provided an updated Capital Assets report prepared by CBIZ. District Manager Haque indicated that this year we went through the assets very thoroughly and corrected several misstatements from previous years.

No Board action taken on this item.



Northern Moraine Wastewater Reclamation District
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g. Semi-Annual Strategic Plan Review

The board expressed how impressed they were with the District's accomplishments. Motion by Mr. Brunn to Review and Adopt the Semi-Annual Strategic Plan.

2nd by Mr. Ragland

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

4 ayes 0 nays 0 absent

MOTION CARRIED

11. MISCELLANEOUS CORRESPONDENCE: None

12. APPROVAL OF BILLS

Motion by Mr. Brunn to approve payment of bills for August 4, 2023, as presented, in the amount of \$187,522.49.

2nd by Mr. Ragland

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

4 ayes 0 nays 0 absent

MOTION CARRIED

13. OTHER BUSINESS: None

ADJOURNMENT

Motion by Mr. Ragland to adjourn the meeting at 8:06 p.m.
Unanimously approved on a voice vote

OATH OF OFFICE

STATE OF ILLINOIS)
COUNTIES OF MCHENRY)
 AND LAKE)

I, Donald Ashley,

do solemnly swear,

that I will support the Constitution of The United States,

and the Constitution of the State of Illinois,

and that I will faithfully discharge the duties

of the Office of Trustee,

of the Northern Moraine Wastewater Reclamation District,

according to the best of my ability.

Donald Ashley

Sworn to and subscribed before me
this 12th day of September, 2023

Notary Public



69 South Circle Avenue
Port Barrington, IL 60010-1001

847-639-7595
villagehall@portbarrington.net

September 6, 2023

Mohammed Haque
Northern Moraine WRD
113 Timber Trail
Island Lake, IL 60042

via email: haque@nmwrd.org

Dear Mohammed,

The Village of Port Barrington Board of Trustees is pleased to endorse Don Ashley as a representative to the Northern Moraine Wastewater Reclamation District's Board of Trustees. Knowing Don from previously serving on our Village Planning Commission for many years, we feel that he will be a good representative and will serve the District well.

Sincerely,

Keith Vogeler
Village President

225-N Stratton Building
Springfield, Illinois 62706
217.782.1717



1072 Lake Avenue
Woodstock, Illinois 60098
815.880.5340
www.repstevenreick.com

STEVEN REICK

STATE REPRESENTATIVE • 63RD DISTRICT

August 15, 2023

Mr. Mohammed M. Haque, District Manager
Northern Moraine Wastewater Reclamation District
P.O. Box 240
Island Lake, IL 60042

Dear Mr. Haque:

Thank you for the letter of request for the appointments to the Board of Trustees for the Northern Moraine Wastewater Reclamation District. This letter is written confirmation of the appointment to the Northern Moraine Wastewater Reclamation District Board of Trustees, for Mr. Donald Ashley to fill a trustee vacancy for the term ending April 30, 2024.

I am grateful to you for providing the recommendation for appointment and the detailed information you supplied. Please feel free to contact me with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Reick".

Steven Reick
State Representative
District 63

District Office
74 E Grand Avenue, Suite 104
Fox Lake, Illinois 60020
847.629.5439



Springfield Office
209-N Stratton Building
Springfield, Illinois 62706
217.782.1664

Illinois House of Representatives
64th District
TOM WEBER

September 11, 2023

Mr. Mohammed M. Haque, District Manager
Northern Moraine Wastewater Reclamation District
P.O. Box 240
Island Lake, IL 60042

Dear Mr. Haque:

Thank you for the letter of request for the appointment of Donald Ashley of Port Barrington to the Board of Trustees for the Northern Moraine Wastewater Reclamation District.

This letter is written confirmation of the appointment to the Northern Moraine Wastewater Reclamation District Board of Directors.

Sincerely,

A handwritten signature in black ink that reads "Tom Weber".

Tom Weber
State Representative, 64th District

"One of the worst days in America's history saw some of the bravest acts in Americans' history. We'll always honor the heroes of 9/11. And here at this hallowed place, we pledge that we will never forget their sacrifice."
—President George W. Bush at the Pentagon in 2008

Committees:

Human Services; Ethics & Elections Committee; Counties & Townships; Appropriations-General Service;
Public Benefits Subcommittee; Health Care Availability & Access

Springfield Office:
Stratton Building, Section A, Office K
Springfield, Illinois 62706
(217) 782-8000
Email: senatorwilcox@gmail.com



District Office:
209 North Benton Street
Woodstock, Illinois 60098
(815) 455-6330
Fax: (815) 679-6756

CRAIG WILCOX
STATE SENATOR • 32ND DISTRICT

September 11, 2023

Northern Moraine Wastewater Reclamation District
113 Timber Trail, PO Box 240
Island Lake, IL 60042

RE: Trustee Appointment for Term Ending April 30, 2024

Dear Mr. Mohammed Haque,

As a State Senator representing large sections of McHenry and Lake Counties, I am writing to express my support for the appointment of Donald Ashley to fill a vacancy on the board of the Northern Moraine Wastewater Reclamation District's board of trustees.

I believe Mr. Ashley's 25 years on the Port Barrington Planning Commission/Zoning Board of Appeals, four years on the board of the 501c3 with Chicago Light Artillery Co.B, and his current position as a licensed A&P mechanic for American Airlines which he has held for nearly four decades, all provide him with suitable skills that will aid in the Northern Moraine Hills Wastewater Reclamation District's ambitions.

Furthermore, a resident of Port Barrington for 30 years, Mr. Ashley has gotten a close up look at the improvements NMWRD had made for the growth of his village and knows his high level of attention to detail and accuracy will only help enhance NMWRD and their mission.

I thank you in advance for your consideration in my appointment recommendation for the vacancy on the board. I look forward to seeing the Northern Moraine Wastewater Reclamation District succeed.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Wilcox".

Craig Wilcox
Senator, 32nd District

CAW/jg

Northern Moraine Wastewater Reclamation District
Treasurer Report
As of July 31, 2023

Jul 31, 23

ASSETS

Current Assets

Checking/Savings

1015 · Cash on Hand	500.00
1016 · Chase - Checking	1,717,004.15
1018 · Chase - Savings	172,910.10
1020 · Blackhawk Checking	1,542,930.79
1060 · IL Epay Funds	12,420.25
Total Checking/Savings	3,445,765.29

Kenneth A. Michaels, Jr. - President

Date

Caretina Tellez - Treasurer

Date

This report has been reviewed by Roberta C. Wajrowski, CPA

Northern Moraine Wastewater Reclamation District

Profit & Loss Budget vs. Actual

Accrual Basis

May 1, 2023 through July 31, 2023

	May - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2640 · Bond Proceeds	0.00	0.00	0.00	0.0%
4010 · Property Tax Income	46,069.22	90,000.00	(43,930.78)	51.2%
4090 · Replacement Tax Income	1,890.61	2,820.00	(929.39)	67.0%
4300 · Sewer Permit Income	900.00	2,000.00	(1,100.00)	45.0%
4500 · Sewer Usage Income	749,113.32	3,043,980.00	(2,294,866.68)	24.6%
4510 · Connection Fees	555,271.60	382,704.00	172,567.60	145.1%
4520 · Penalty Income	20,814.19	90,000.00	(69,185.81)	23.1%
4600 · Refund Income	0.00	500.00	(500.00)	0.0%
4730 · Interest Income	816.66	1,000.00	(183.34)	81.7%
4900 · Miscellaneous Income	0.00	100.00	(100.00)	0.0%
4910 · Hauled Waste Income	27,268.85	90,000.00	(62,731.15)	30.3%
4930 · Engin. & Legal Rev. Fees	2,500.00	5,000.00	(2,500.00)	50.0%
Total Income	1,404,644.45	3,708,104.00	(2,303,459.55)	37.9%
Gross Profit	1,404,644.45	3,708,104.00	(2,303,459.55)	37.9%
Expense				
5000 · Salaries	238,351.46	983,470.00	(745,118.54)	24.2%
5010 · Payroll Tax Expense	19,103.56	73,780.00	(54,676.44)	25.9%
5020 · Payroll Expenses-other	248.07	900.00	(651.93)	27.6%
5030 · Employee Insurance	51,412.29	185,250.00	(133,837.71)	27.8%
5040 · Trainings & Seminars	5,691.47	20,300.00	(14,608.53)	28.0%
5050 · Clothing Allowance	131.14	2,800.00	(2,668.86)	4.7%
5060 · IMRF Employer Contribution Exp.	19,836.83	80,090.00	(60,253.17)	24.8%
5110 · Maintenance-Buildings	12,922.66	35,500.00	(22,577.34)	36.4%
5120 · Maintenance-Vehicles	2,470.52	8,000.00	(5,529.48)	30.9%
5130 · Maintenance-Equipment	5,263.32	45,000.00	(39,736.68)	11.7%
5140 · Maintenance-Utility System	16,337.32	68,000.00	(51,662.68)	24.0%
5150 · Maintenance Supplies	0.00	3,000.00	(3,000.00)	0.0%
5160 · Sludge Hauling	11,910.88	45,000.00	(33,089.12)	26.5%
5210 · Operating Supplies	2,426.78	8,000.00	(5,573.22)	30.3%
5220 · Motor Fuel & Lube	3,683.09	14,000.00	(10,316.91)	26.3%
5230 · Vehicle Supplies	318.10	2,600.00	(2,281.90)	12.2%
5240 · Lab Supplies	7,195.79	24,000.00	(16,804.21)	30.0%
5245 · Miscellaneous Equipment	156.74	2,000.00	(1,843.26)	7.8%
5250 · Small Tools	113.95	1,200.00	(1,086.05)	9.5%
5255 · Chemicals Expense	29,315.46	83,000.00	(53,684.54)	35.3%
5260 · Safety Equipment	1,822.00	15,500.00	(13,678.00)	11.8%
5320 · General Insurance	7,105.00	84,335.00	(77,230.00)	8.4%
5330 · Telephone Expense	14,102.14	29,390.00	(15,287.86)	48.0%
5360 · Utilities	45,645.43	143,000.00	(97,354.57)	31.9%
5361 · Security System	10,688.22	11,700.00	(1,011.78)	91.4%
5380 · Rentals	0.00	1,100.00	(1,100.00)	0.0%
5390 · Travel Expense	821.39	5,000.00	(4,178.61)	16.4%
5410 · Software Support	15,940.02	30,470.00	(14,529.98)	52.3%
5420 · Accounting Service	7,202.83	8,600.00	(1,397.17)	83.8%
5430 · Professional Lab Testing	2,371.35	8,000.00	(5,628.65)	29.6%
5435 · Julie Locate Expense	46.20	3,500.00	(3,453.80)	1.3%
5440 · Engineering Services	0.00	6,000.00	(6,000.00)	0.0%
5450 · Legal Expenses	39,737.88	70,500.00	(30,762.12)	56.4%
5460 · Permit Fees	500.00	18,000.00	(17,500.00)	2.8%
5480 · Other Professional Services	39,059.50	128,800.00	(89,740.50)	30.3%
5510 · Office Supplies	2,649.10	8,000.00	(5,350.90)	33.1%
5520 · Postage	5,415.45	25,000.00	(19,584.55)	21.7%
5530 · Website Expense	54.00	2,000.00	(1,946.00)	2.7%
5540 · Printing & Publishing	3,218.47	9,300.00	(6,081.53)	34.6%
5550 · Publications & Subscriptions	0.00	200.00	(200.00)	0.0%
5560 · Membership Dues	540.00	4,360.00	(3,820.00)	12.4%
5630 · Bank Service Charges	3,698.43	13,800.00	(10,101.57)	26.8%
5640 · Interest Expense	59.49	59,994.00	(59,934.51)	0.1%
5710 · Miscellaneous Expense	39.94	500.00	(460.06)	8.0%
5810 · Refunds	0.00	100.00	(100.00)	0.0%
Total Expense	627,606.27	2,373,039.00	(1,745,432.73)	26.4%
Net Ordinary Income	777,038.18	1,335,065.00	(558,026.82)	58.2%
Other Income/Expense				
Other Income				
4810 · Bond Proceeds & Interest	1,066,615.80	8,998,572.00	(7,931,956.20)	11.9%
4995 · Grants & Contributions	24,563.76	3,526,429.40	(3,501,865.64)	0.7%
Total Other Income	1,091,179.56	12,525,001.40	(11,433,821.84)	8.7%
Other Expense				
6010 · Office Equipment over \$500	3,445.00	6,500.00	(3,055.00)	53.0%
6030 · Capitalized Treatment Upgrade	1,027,547.70	12,977,572.00	(11,950,024.30)	7.9%
6040 · Bond Principal Payable	0.00	400,000.00	(400,000.00)	0.0%
6070 · Building Improvements	591.21	26,000.00	(25,408.79)	2.3%
Total Other Expense	1,031,583.91	13,410,072.00	(12,378,488.09)	7.7%
Net Other Income	59,595.65	(885,070.60)	944,666.25	(6.7)%
Net Income	836,633.83	449,994.40	386,639.43	185.9%



September 12, 2023

To: NMWRD Board of Trustees

From: Mohammed Haque, District Manager

Subject: Manager's Report

2023 Project Funding / Grants

We have been drawing on the \$400,000 grant for the Lakemoor Lift Station Modifications project by Boller Construction. We have also been drawing on the \$200,000 grant for the Control Building Electrical Upgrades. We have received word that we will receive the \$2,500,000 grant via Representative Lauren Underwood for Holiday Hills and \$250,000 grant via Senator Dick Durbin for the Generator replacement. We have been given a point of contact at USEPA for each of those appropriations. We have been approved for \$2 million for the Advance McHenry ARPA proceeds for Holiday Hills Phase 2 and have sent in our IGA with them for this funding. We are still waiting on appropriations and bidding requirements for our \$2.5 million grant via US Representative Lauren Underwood and \$250,000 grant from US Senator Dick Durbin.

McHenry County has informed us that they will process the \$100,000 CDBG grant for Holiday Hills as part of Phase 2. We have also been informed that US Representative Bill Foster's recommended \$3.5 million grant for Holiday Hills as part of his congressionally directed funding has been reduced to \$959,752 based on the way that it went through the Interior Department committee. This was a result of all grants greater than \$1 million were cut. We continue to seek out new funding opportunities and recently met with Greg Bales to see what opportunities may exist at the Federal level. In addition to the large grants, we have received our annula IPRF grant for our workers compensation policy. A copy of the Safety grant is attached.

Personnel

Mary Granado, a resident of Island Lake, joined us on September 11 as a part-time clerk. She will assist Elisa and Madalina and provide more flexibility as it relates to work schedules, etc. We are considering bringing on a person as a part time laborer to take over lawn maintenance and assist with odd jobs. The net effect should be a reduction in our costs for contracted lawn maintenance and overtime for snow removal, etc.

Lakeview Drive Bridge – Island Lake

We have sent a letter to the engineer, BLA, about the presence of sanitary sewer at the bridge. The Village is looking at potentially replacing the bridge. *We have not received a response yet.*

Woodmans [Force Main + Gravity Sewer Extension + Lift Station]

We have sent an invoice to Lakemoor for their first loan repayment of approximately \$24,000. They have acknowledged it and indicated it will be processed for payment. Lakemoor has also been notified of some missing easement documents and we are waiting for them to submit them.

Wegner Road Stormwater Improvements – Nunda Township

We are currently waiting to hear back on the final design and bidding of this project.



Holiday Hills

Lift station buildout is nearing completion with the generator delivery still pending. Major restoration is completed. Please see Engineer's report and Operations report for additional updates. *A copy of the draft letter for residents is attached. We are coordinating future work and phases with Jeff Giles, the Village of Holiday Hill's mayor.*

Sand County Foundation – Trading

IEPA and Bartlett Durand are working on the final version of the MOU and we expect it will be completed within the next couple weeks. We have also engaged Matt Butterfield to start drafting press releases for this. *I have tried to contact Sanjay Sofat at IEPA to try to get this completed. I am waiting on a callback.*

Solar / Energy

I am working with Gig Energy to determine if there is funding that can be received for our solar project.

Buona Beef

We are waiting for summer usage data to determine if their PE count is accurate with the addition of Rainbow Cone. Once we have summer water data, we can close this item.

Trustee Opening

Don Ashley applied for the opening and has received appointment letters from Senator Wilcox, Representative Reick and Weber. We expect similar appointment letters from Senator McConchie and Representative McLaughlin. Having the requisite letters, Don Ashley will take the Oath of Office and we will order the appropriate bond for him.

Local Government Efficiency Act (Decennial Committee)

Approval of the Resolution for the formation of this committee is on the agenda. To date participants include Ken Michaels, John Ragland, Tim Brunn, Caretina Tellez, Don Ashley, Todd Weihofen, Jeff Giles, John Grothendick, Mohammed Haque and Joe Lapastora. A representative from Island Lake has not yet been identified even though we have now asked twice.

Facility Plan Update

The public portion of this work is going to be completed with the Decennial Committee.

FOIAs

Don Saville has submitted two FOIAs to the Public Access Counselor for review. We are in the process of responding to the PAC about those two FOIAs.



September 14, 2023

Dear Neighbors in Holiday Hills and Le Villa Vaupell:

As we promised last year, your public sanitary sewer system is close to becoming a reality following many years of diligent efforts. We remain confident that the entire region will benefit from this sanitary solution. Today we have several important updates to offer you.

Phase 1 construction update. Phase 1 is nearing completion for the initial 110 homes. All underground sewers have been installed and the area restored. Completion of the lift station has been delayed due to supply chain issues. We have been assured that all essential equipment will be delivered in October. NMWRD hopes to be able to allow the 110 homes within Phase 1 to connect to the sewer beginning on November 1, 2023.

Upcoming phases. Additional sewer extensions to serve the remaining portions of Holiday Hills and Le Villa Vaupell will be constructed in future phases as more funding becomes available. The next phase will extend sanitary sewer along Pine Street and Northeast Shore Drive. Depending on funding availability, sewers will also be extended north on the adjacent side streets. (see blue area on attached map, referred to as Phase 2).

Private sewer connections and costs. Residents have several important factors to consider when preparing to decommission their septic system and connect to the public sewer:

1. Prior to connecting a property to the new sanitary sewer system, a permit must be obtained from the NMWRD. The connection fee (discussed below) must be paid at the time of permitting.
2. Homeowners must hire a licensed, insured, and bonded contractor to perform the private sewer lateral installation and properly abandon the private sewage disposal system at their cost, following NMWRD standards and subject to inspection.
3. The McHenry County Health Department requires a permit, permit fee, and a site plan of the system components being removed prior to the private septic system being decommissioned.
4. Standard construction details are enclosed and available at the www.nmwrld.org. **Please note the connection of sump pumps to the public sewer is prohibited by law.** All proposed sewer laterals shall include the installation of an isolation valve. The valve will

be provided by the NMWRD for the homeowner's contractor to install when the connection permit is issued.

Connection fees and financing offer. In addition to your private construction costs, all residents will be responsible for the connection fee that all users in the region pay when their homes are connected to the District's public sewers. Homeowners can either make a lump sum payment for their connection fee or take advantage of the unique financing option described below.

Lump sum option: Residents who initially connect to the new sanitary sewer will be treated the same as other new customers connecting to other parts of the NMWRD system and will be charged a connection fee (currently \$10,822), plus a one-time \$100 inspection fee.

--or--

Financing offer: Eligible property owners also have the opportunity to finance the connection fee if their parcel is connected within three years of the sewer being installed adjacent to the property (effectively November 1, 2026). The connection fee will be financed at 4% annual interest over 30 years. The installments will be applied to the monthly bill. Those who finance the connection fee will pay the monthly sewer user fee (2023 rate of \$44.75/month) plus the monthly connection fee installment (approximately \$52/month), or a total monthly user bill of approximately \$96.75. Appropriate documents will need to be signed as a condition of such financing.

Homeowners will be required to apply for a connection permit from the NMWRD and choose a connection fee option prior to commencing work. Homeowners do not have to connect immediately, but all will be required to connect to the sanitary sewer by December 31, 2038, or when their current private septic system fails, whichever comes first. Please note, that you will have to pay the connection fee that is in place at the time that you purchase the permit, so this fee will likely increase as time goes on.

Further information and downloads. Please visit www.nmwrld.org and click on the HOLIDAY HILLS tab in the menu stretching across the top banner. Among other links and downloads, you will find 1) the *Sanitary Sewer Service Permit Application Form*, 2) the *Sanitary Sewer Service Standard Specifications and Design Requirements*, and 3) the *McHenry County Private Sewage Disposal System Permit*. By visiting www.mchenrycountyil.gov you will find a list of qualified companies to prepare the necessary septic abandonment for your property.

Please note the Village of Holiday Hills will not be involved with the sanitary sewer or private connections and all questions and concerns about the sewer system should be directed to NMWRD. We look forward to working with you!

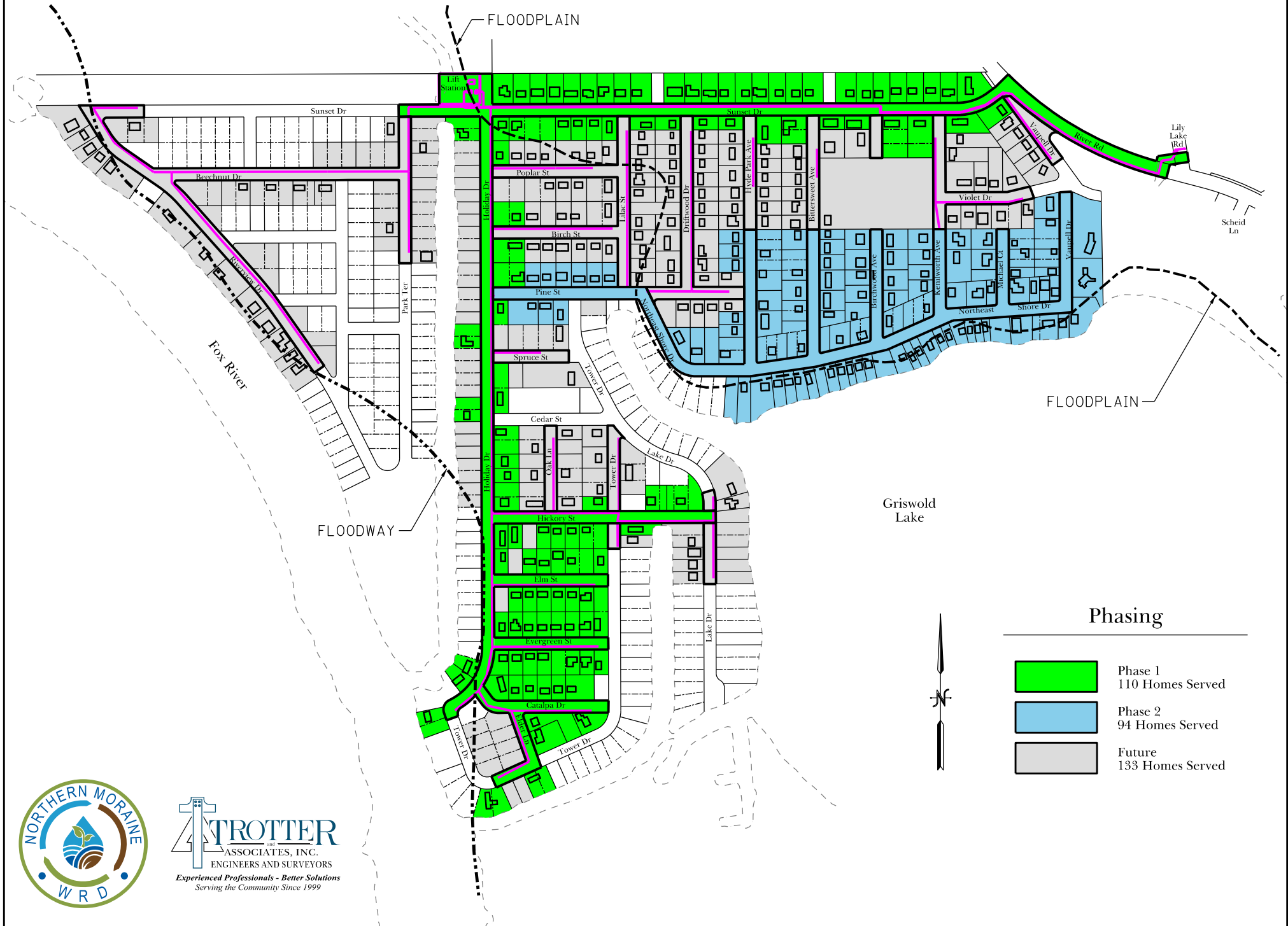
Sincerely,

Mohammed Haque, District Manager
Northern Moraine Wastewater Reclamation District

Attachments:

1. Sewer Exhibit with Floodplain Limits
2. Sanitary Sewer Service Permit Application Form
3. Relevant Construction Details
 - a. Sanitary Sewer Service Layout
 - b. Sanitary Cleanout
 - c. In-Line Valve and Valve Box Installation

Holiday Hills / Le Villa Vaupell Sewer Extension - Project Phasing





NORTHERN MORaine
W R D

Sanitary Sewer Service – Permit Application Form

Fee: _____ Date Paid: _____

Owner's Name _____ Phone _____ Email _____

Service Address _____ City _____ Zip Code _____

Billing Address _____ City _____ Zip Code _____

LEGAL DESCRIPTION

Tax Parcel # _____ County _____ Township _____

Block _____ Lot _____ Subdivision _____

Sewer Contractor _____ Phone _____ Email _____
Bond # _____

WORK DESCRIPTION: _____

**RETURN FORM TO INFO@NMWRD.ORG OR IN PERSON AT 113 TIMBER TRAIL,
ISLAND LAKE, IL 60042**

CALL JULIE BEFORE DIGGING 1-800-892-0123

CALL LOCAL POLICE & FIRE DEPARTMNETS IF ROAD WILL BE CLOSED FOR CONSTRUCTION

**24 HOUR NOTICE MUST BE GIVEN TO NMWRD FOR INSPECTION BEFORE
COMMENCING WORK AT 1-847-526-3300**

**CONTRACTOR MUST HAVE A LICENSE & PERMIT BOND AND
CERTIFICATE OF INSURANCE ON FILE WITH THE DISTRICT**

NO WEEKEND INSPECTIONS



113 Timber Trail, PO Box
240, Island Lake, IL 60042



Phone: 847-526-3300
Fax: 847-526-3349



Email: info@nmwrd.org
Web: www.nmwrd.org

EXHIBIT A

(EXAMPLE)

ACORDTM CERTIFICATE OF LIABILITY INSURANCE							DATE (MM/DD/YYYY) Completed	
PRODUCER Fully Completed				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED Fully Completed				INSURERS AFFORDING COVERAGE			NAIC #	
				INSURER A: Name of Insurance Company			Completed	
				INSURER B: Name of Insurance Company			Completed	
				INSURER C: Name of Insurance Company			Completed	
				INSURER D: Name of Insurance Company			Completed	
INSURER E: Name of Insurance Company			Completed					
COVERAGES								
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	X	GENERAL LIABILITY CG001 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OWNERS & CONT PROT (IF REQUIRED) <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIER PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy Number	Policy Start Date	Policy End Date	EACH OCCURRENCE	\$ 1,000,000	
						DAMAGE TO RENTED PREMISES (Ea. Occur.)	\$ 50,000	
						MED EXP (Any one person)	\$ 5,000	
						PERSONAL & ADV INJURY	\$ 1,000,000	
						GENERAL AGGREGATE	\$ 2,000,000	
						PRODUCTS-COMP/OP AGG	\$ 1,000,000	
A		AUTOMOBILE LIABILITY CA001 <input checked="" type="checkbox"/> ANY AUTO CA001 <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	Policy Number	Policy Start Date	Policy End Date	COMBINED SINGLE LIMIT (Ea. Accident)	\$ 1,000,000	
						BODILY INJURY (PER PERSON)	\$	
						BODILY INJURY (PER ACCIDENT)	\$	
						PROPERTY DAMAGE (PER ACCIDENT)	\$	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$	
						OTHER THAN EA ACC	\$	
						AUTO ONLY: AGG	\$	
B	X	EXCESS UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	Policy Number	Policy Start Date	Policy End Date	EACH OCCURRENCE	\$ per request	
						AGGREGATE	\$ per request	
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? NO If yes, describe under SPECIAL PROVISIONS below	Policy Number	Policy Start Date	Policy End Date	<input checked="" type="checkbox"/> WC STATU- <input type="checkbox"/> OTHER TORY LIMITS		
						E.L. EACH ACCIDENT	\$ 500,000	
						E.L. DISEASE-EA EMPLOYEE	\$ 500,000	
						E.L. DISEASE-POLICY LIMIT	\$ 500,000	
			OTHER Professional Liability (If requested)	Policy Number	Policy Start Date	Policy End Date		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS List project number, location and description. No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to the additional insured is primary.								
CERTIFICATE HOLDER				CANCELLATION				
Additional Insured: Member, its officials, employees, agents and volunteers.				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.				
				SIGNATURE OF AUTHORIZED AGENT				

EXHIBIT E
NMWRD SAMPLE BOND

INSURANCE COMPANY

BOND NO. 14-

ILLINOIS
LICENSE AND/OR PERMIT BOND
(ONLY VALID IF FILLED IN FOR LESS THAN \$25,001.00
AND OBLIGEE IS AN ILLINOIS COUNTY, CITY, TOWN OR VILLAGE.)

KNOW ALL MEN BY THESE PRESENTS:

That we _____

(Principal's Name)

(Principal's Address)

as Principal, and BOND SAFEGUARD INSURANCE COMPANY, an insurance company duly licensed in the State of Illinois, as Surety, are held and firmly bound unto _____

State of Illinois, Obligor, in the aggregate sum of Ten-thousand and 00/100 Dollars (\$10,000.00) to the payment of which sum the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally by these presents.

In consideration thereof, the Principal is granted a license and/or permit by the Obligor to engage in the business of sewer hook-up

for the period beginning on the 30th day of May, 2003
and ending on the 30th day of May, 2004

THEREFORE: the condition of this bond is that, if said Principal shall comply with all of the conditions of the ordinances and regulations of the Obligor pertaining to said license and/or permit, then this obligation shall be null and void; otherwise to remain in full force and effect subject to the following conditions:

1. This obligation may be extended from year to year at the option of the Surety, by continuation certificate executed by the Surety;
2. This obligation may be cancelled by the Surety upon giving thirty (30) days written notice to the Obligor. However, this obligation shall remain in full force and effect as to the acts or omissions of the above mentioned Principal prior to the cancellation of the bond.

Dated this 30th day of May, 2003

Principal

Countersigned:

Officer

BOND SAFEGUARD INSURANCE COMPANY

BY: _____
, Agent

BY: _____
President

ACKNOWLEDGEMENT OF SURETY
(Corporate Officer)

STATE OF ILLINOIS)
COUNTY OF DUPAGE) SS

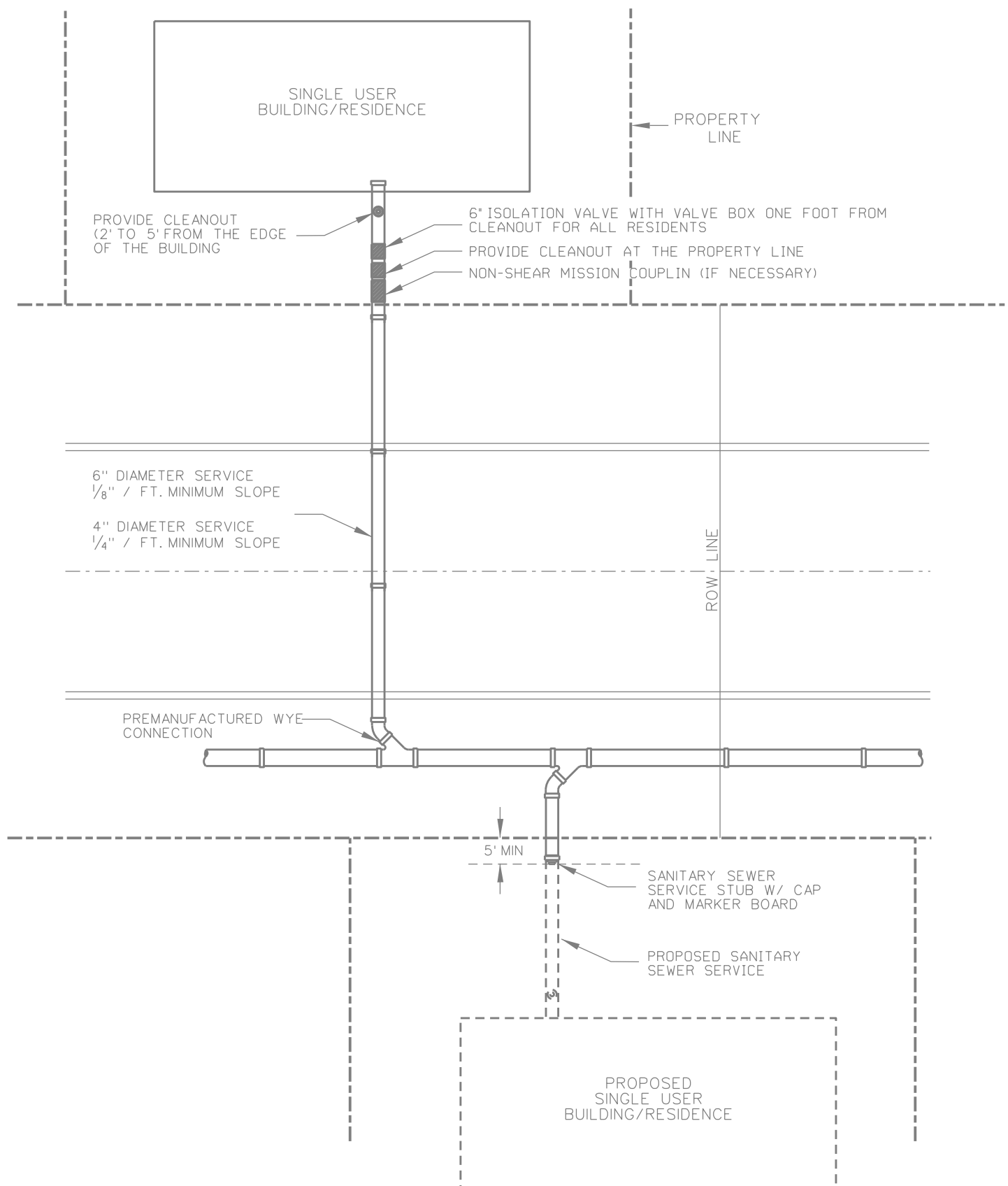


On this 15th day of November, 2001, before me, the undersigned officer personally appeared David E. Campbell, who acknowledged himself to be the aforesaid officer of BOND SAFEGUARD INSURANCE COMPANY, a corporation, and that he, as such officer, being authorized to do so, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation by himself as such officer. IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

"OFFICIAL SEAL"

ILLP2, 12/01

Notary Public, State of Illinois



Northern Moraine Wastewater
Reclamation District

420 Timber Trail Island Lake, Illinois 60042
847.526.3300 Fax: 847.526.3349



Sanitary Sewer Service
Layout Detail

6" PVC (SDR26 3034 RISER W/ CAP

FINISH GRADE

PVC 45° BEND (SDR26 3034)

PVC WYE (SDR26 3034)

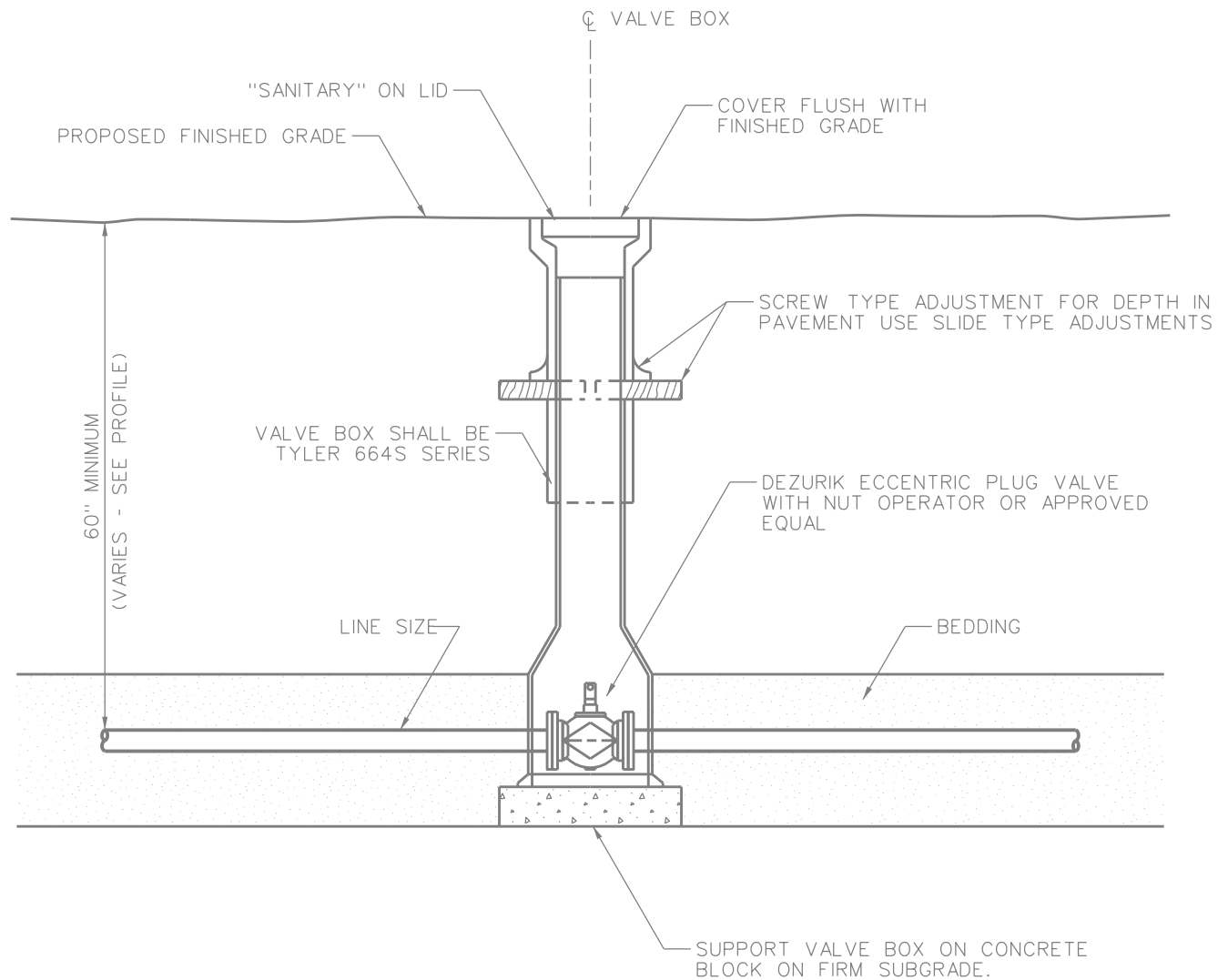
SANITARY SERVICE

Northern Moraine Wastewater
Reclamation District

420 Timber Trail Island Lake, Illinois 60042
847.526.3300 Fax: 847.526.3349



Sanitary Cleanout



**Northern Moraine Wastewater
Reclamation District**

420 Timber Trail Island Lake, Illinois 60042
847.526.3300 Fax: 847.526.3349



**In-Line Valve and
Valve Box Installation**

NMWRD Escrow Account(s) Summary
rev. September 6th, 2023



Project	Village	Developer	Escrow Start	Total Funding	Draws	Balance as of Sept 6th	Notes
Dollar General	IL	CG Buckhalter LLC	9/27/2021	\$ 3,534.75	4	\$ 775.00	Account Current
Lakemoor Commons Lot 5B (Rainbow Cone)	LM	The Buona Companies LLC	5/5/2022	\$ 5,800.00	4	\$ 1,032.00	Account Current
Beech Street Senior Lofts	IL	Lincoln Avenue Capital	2/13/2023	\$ 5,000.00	2	\$ 1,740.00	Account Current
Advocate Outpatient Center	LM	Advocate Aurora Health Inc.	4/17/2023	\$ 2,500.00	3	\$ 781.00	Account Current
NOBO Provisioning Center	LM	BA/MA Lakemoor Property LLC	7/5/2023	\$ 2,500.00	2	\$ 1,237.00	Account Current

Total Funding for All Escrow Accounts to Date	\$ 61,384.03
<i>**Since District re-established Escrow accounts in 2019.</i>	



www.iprf.com

P.O. Box 4522
Lisle, IL 60532-9998
Phone (708) 429-6300
Fax (708) 429-6488
Toll Free (800) 289-4773

August 16, 2023

Mohammed Haque
Northern Moraine Wastewater Reclamation District
P. O. Box 240
Island Lake IL 60042

RE: Approved IPRF Safety & Educational Grant Award

Illinois Public Risk Fund is pleased to advise you that your Grant Application has been APPROVED by the IPRF Grant Committee.

We are pleased to enclose the check representing IPRF's Safety Grant Award to your organization.

Thank you for your continued support.

Sincerely,

***Illinois Public Risk Fund
Grant Committee***

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Illinois Public Risk Fund 04/04
Accounting Department
7851 W 185th St
Tinley Park, IL 60477

FIFTH THIRD BANK
2-173/710

24615

08/14/2023

PAY TO THE ORDER OF Northern Moraine Wastewater Reclamation Di

\$ 2,631.00

Two Thousand Six Hundred Thirty One Dollars and 00 Cents

DOLLARS

PROTECTED AGAINST FRAUD

Northern Moraine Wastewater Reclamation Distr
P. O. Box 240
Island Lake, IL 60042



Thomas P. English
Robert M. Bulis MP

MEMO

Safety Grant

⑈024615⑈ ⑆071001737⑆ 1830047023⑈



NMWRD Operations Report

Date: September 6th, 2023

Prepared by: Joe Lapastora – Director of Operations

SSO Event:

A Sanitary Sewer Overflow (SSO) event occurred after normal business hours on August 20th, 2023. District Operations staff responded quickly and rectified the issue promptly. The IEPA was notified within 24-hours as required. See below for a description of events along with corrective actions taken.

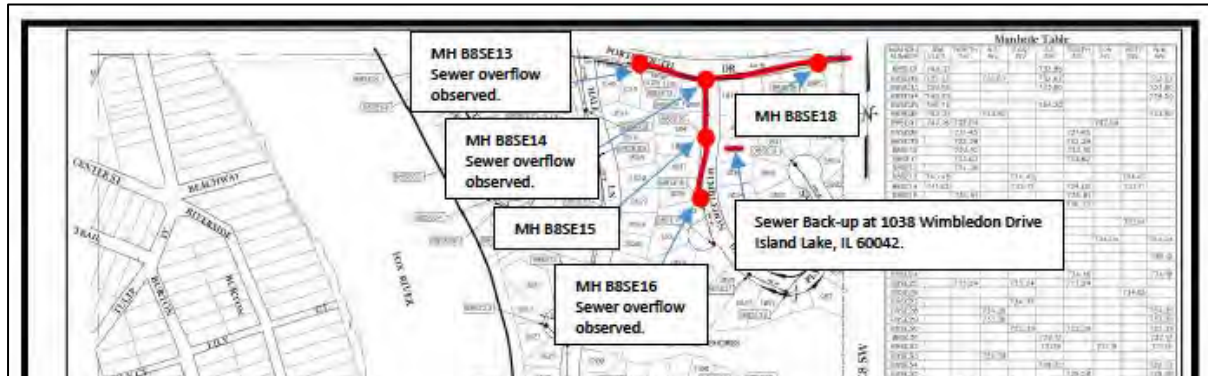
Description & Investigation – On August 20th, 2023 at approximately 3:30pm, District Operations On-Call personnel received a call from the Wauconda Fire District informing us that a resident had called their office to notify them of sewage backing up into their home through a floor drain. District personnel mobilized to the affected area and investigated the issue. The public main and associated manhole structures were investigated upon arrival to determine whether the potential blockage was located within the public main or within the affected property's service line. District Operations personnel confirmed that the blockage was likely located in the public main after various manholes were observed to be surcharged. See below for corrective action(s). Note that a total of seven (7) manholes had high levels, and three (3) of those seven (7) manholes showed signs of sewage surcharging over the manhole frames. It was estimated that a total of 200 gallons escaped the sanitary sewer infrastructure. Per conversations with the homeowner of the lone affected property, they estimated approximately 20 gallons of sewage entered their basement through a floor drain. The remaining 180 gallons was estimated from the observations made at the three (3) manholes that were surcharged.

Corrective Action(s) – On August 20th, 2023 at approximately 4:50pm, District Operations personnel utilized a Vacuum Truck to jet the public main, from upstream of the affected manhole. At approximately 5:15pm, District Operations staff had cleared the obstruction and corrected flow within the collection system. After pulling the jetter line from the public main, excessive roots that were binded on the equipment were discovered. As a follow-up, District staff returned the following morning, on Monday, August 21st at approximately 7:30am to televise the affected mains. Through televising footage, it was confirmed that root intrusion was discovered within a manhole structure and partially within a gravity main. District Operations personnel entered the manhole to remove all remaining roots to alleviate the issue. For the three (3) manholes that showed signs of sewage overflow, District personnel removed all standing sewage that had not yet percolated into the ground with a Vac truck and disposed of at NMWRD's wastewater treatment facility. A recurring work order has been created so that we are inspecting the affected manhole routinely moving forward to prevent any blockage issues.

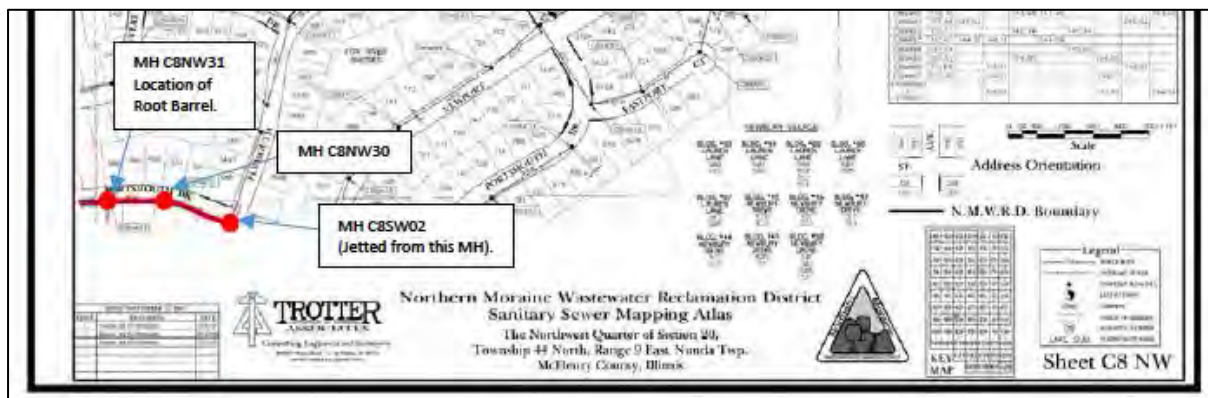




NORTHERN MORAINÉ W R D



Affected Area (Atlas Sheet 1 of 2)



Affected Area (Atlas Sheet 1 of 2)



MH B8SE13 (1 of 3 manholes that surcharged).



MH B8SE14 (1 of 3 manholes that surcharged).



113 Timber Trail, PO Box
240, Island Lake, IL 60042



Phone: 847-526-3300
Fax: 847-526-3349



Email: info@nmwrd.org
Web: www.nmwrd.org



NORTHERN MORaine W R D



MH B8SE14 (1 of 3 manholes that surcharged).



Jetter Equipment bound with roots.



Root intrusion blockage found within MH C8NW31.



Photo of MH C8NW31 after roots removed.

Plant Generator Failure and Backup Generator Rental:

On Monday, August 28th, as is typical on every Monday morning, an operator was assigned the task of exercising the plant generator. When attempting to exercise, it was discovered that the generator would not start. Operations staff investigated fuses and controller batteries and discovered that the controller batteries were putting out minimal voltage. During the inspection process, operations staff noted that the controller stopped working (i.e. display went blank) so we suspected that the batteries needed to be changed. Two new batteries were purchased to replace the existing ones and the generator controller was still out after the swap. Our generator maintenance provider, Midwest Power, was then contacted to investigate the issue further. Midwest Power mobilized quickly and diagnosed that the controller was fried from a surge but informed us that a new controller could not be obtained for 3-5 days. Upon hearing this diagnosis, the District recognized that we needed to move





forward with securing a backup generator to ensure we have a back-up power source in the event of a power outage. United Rentals was contacted and a generator that would be capable of powering the plant was spec'd out. United Rental's dispatch moved promptly to get the portable generator delivered and connected to the plant that evening. On-call operator, Jim Mangum, remained at the plant after normal business hours to assist with the hook-up of the standby generator. Midwest Power returned on Thursday, Augst 31st and completed the repair of the plant generator. United Rentals picked up the rental generator the following day after the plant generator was tied back into the plant.



Rental back-up generator unit.

Control Building Electrical Upgrades:

[Project Update] – Through the month of August, Pieper Electric continued to run new conduit and get wiring in place for future transitions from old equipment to new equipment. The most notable item(s) completed through the month of August included the completion of Phase 1A and 1B of the shutdown/transition plan. This work included shutdown prep work, pulling chlorine building wires off of breaker and out of existing wall mounted box, pulling dewatering building wires off of breaker and out of existing wall mounted box, demo of existing 36" x 36" exterior box and installation of new 16" x 42" x 10" exterior box, cutting and splicing of generator wires to prepare for next phase, and landing of existing chlorine building and dewatering building electrical back on breakers and in service. Of note, Pieper provided a backup generator to keep equipment energized during the shutdown. As a result, there were no significant disruptions to the plant's treatment process during Phase 1A and 1B. Pieper is now preparing for the next shutdown Phase (Phase 2) which mainly focuses on getting the Treatment Facility off ComEd power in order to get new equipment switched over. Note that Phase 2 work will not commence until the electrical study is completed, all required testing is performed, and the breakers are set properly, and as such, this phase has yet to be scheduled. Another significant development that is somewhat related to the CBE work, the District has decided to bring in Advance Automation Controls (AAC) to start the buildout of the District's SCADA system at the WWTP. Recall that we have previously been utilizing Automation Services and Design (ASD), however, the District decided to bring in a new integrator at this time. A call was held between the District, ASD, and AAC in early September to find a logical transition point for AAC to take over the integrations & control work. It is expected that ASD will provide a final bill of sale to close out the Change Order associated





with the CBE project and the remaining work will be transitioned over to AAC. More information will be provided on next month's Operations Report as the project continues to progress.



Chemical equipment temp power from backup Generator.



New exterior junction box located above floodplain.

Lift Station Radio Telemetry:

[Project Update] – The District recently switched gears as it relates to the buildout of the radio telemetry system that will allow lift stations to transmit data to the SCADA computer stationed at the treatment facility. This infrastructure will provide a wide range over the District's service area where we can then broadcast data to and receive data from lift stations. District staff met with Advanced Automation Controls (AAC) in late August to discuss the buildout of the radio telemetry infrastructure after a few setbacks that were covered over the last few Operations Reports. Recall that a radio study was performed back in 2020 to determine if the radio units at each station could successfully communicate with each other and send data back to the plant's SCADA system. This radio study was useful but only provided theoretical confirmation that the stations could communicate. AAC's recommended approach to the initial buildout of the system entails field verifying the connections at each station so we have an absolute confirmation as to whether the stations can communicate as opposed to a theoretical confirmation. It is anticipated that AAC will start moving forward with this work in early October. More information will be provided on next month's Operations Report.

Muffin Monster Grinder at Headworks:

[Project Update] – On Wednesday, June 28th, District Operations staff discovered that our muffin monster grinder located at the headworks had failed. Upon initial inspection of the unit, Flowtechnics identified that the cutter stack needed to be replaced or we would risk the unit tripping out on us again in the near future. Flowtechnics cleaned the grinder while it was at their shop, and they were able to successfully run the unit without it faulting out. The muffin monster was then returned to the District and re-installed at the headworks in early August while we waited for the new cutter stack to arrive. The unit has run with zero faults since it was re-installed, however, at the beginning of this week, Operations staff noticed that the unit was making a strange noise, although the grinder is still running. This is timely as Flowtechnics is expected to deliver the new cutter stack this upcoming





Monday and they will also perform the swap on-site. More information will be provided on next month's Operations Report.

Lakemoor Lift Stations No.1 & No.6 Upgrades:

[Project Update] – This project was publicly bid in October 2022 and was awarded to Boller Construction with a total contract amount of \$472,400. Note this project was originally bid with the intention to cover all Lakemoor Lift Stations (i.e. Lift Stations No.1 – No.7). Due to rising project costs associated with increased unit price costs and general inflation, the original EOPC from 2020 has more than doubled since then. Understanding the rising costs, the District chose to bid the project with each station listed as a separate line item with the intent of choosing specific stations that require immediate attention. And so, LS No.1 and LS No.6 were ultimately chosen and the scope of work on this project solely lies with these two lift stations. Station upgrades include electrical, mechanical, equipment, painting & coating, and landscaping. A pre-con meeting was held on November 23rd, 2022 and a kickoff meeting was held on June 26th to review the construction schedule, review bypass plan, and address any final questions prior to construction start-up. In early September, Boller Construction received confirmation from DCEO that the BEP requirements that were covered on last month's Operations Report had been met. As such, mobilization for LS No.1 is set to occur on September 11th. Per the project schedule, Boller is anticipating approximately 2 weeks of work at LS No.1 and approximately 2.5 weeks of work at LS No. 6. Final completion of this project is now anticipated in early October. More information will be provided on next month's Operations Report as the project continues to progress.

Dewatering Polymer Upgrades:

[Project Update] – The District's Engineer, TAI, produced design plans and specifications accompanied with a layout for our new polymer system used to feed our dewatering operations. Recall that the District procured a new polymer feed system from LAI in November 2022 that included both equipment and startup. Soon after that order was placed, the District began talks with TAI to optimize the polymer feed system. Our original requests to TAI included creating a polymer storage location and desire to implement a tipping system. The District intends to GC this project and bring in a few trades to assist with project completion. Trade work is anticipated to begin in September. More information will be provided on next month's Operations Report once the upgrades begin.

Breakroom Upgrades:

[Project Update] – The District currently awaits final design plans and a building construction permit to resume the breakroom upgrades project. Once the building construction permit is secured, we can then move forward with new installation items that include rough framing to bring the walls up to the ceiling and punchouts for two (2) new windows, electrical, HVAC, and plumbing work. Shortly after electrical, HVAC, and plumbing work is completed, we will move into new appliance, floor, and cabinetry installation. It is expected that we will be working on this project for the next few months. Note that we are anticipating most of the work to be performed in-house with the exception of flooring, framing/drywall, and cabinetry.





NPDES Permit Renewal:

District staff successfully submitted the District's NPDES permit renewal application on March 17th, prior to the April 3rd deadline. We are now waiting for the formal response from the IEPA, at which point we will be able to review and make objections, if any.

Oxidation Ditch Aerator Work:

[Project Update] – In early August, DPS returned to complete the remaining work associated with the Oxidation Ditch which involved a bearing swap on the Southwest aerator and installation of our new Dodge Raptor coupling to replace the failed Woods coupling. This work was completed in one day with only one minor setback. DPS informed our Operations staff that in order for the new Dodge Raptor couplings to be installed, we would need to grind away approximately 1/8" of the concrete slab. After a brief discussion, DPS agreed to perform this work for us at no cost. They also went above and beyond the fully executed agreement and helped us cut away the old Woods coupling for the Southeast aerator and grinded the concrete so that we could install the new Dodge Raptor coupling at our convenience with no issues. District Operations staff ultimately decided to keep the Southeast aerator de-coupled due to the uptick in Biological Phosphorous Removal (BPR) that was observed with an anoxic zone now being prevalent in the outer ring. We continue to see an uptick in BPR within the Oxidation Ditch, even with the slight shift in the anoxic zone. With all Oxidation Ditch work now completed, this shall mark the end of this project section.



Photo of new Dodge Raptor Coupling after install.

Collection System Cleaning & Televising:

A requirement of our CMOM program is to clean and televise 100% of our collection system every five (5) years. District staff members including operations staff and engineering interns began cleaning/televising efforts in July. Since the Edge AI bot was received, we have been successful in televising nearly 24,000 linear feet of gravity main. Note that there were a handful of issues that were experienced with the Edge AI equipment through the course of August which led to a slight decrease to the overall monthly pace. More information will be provided on next month's Operations Report.

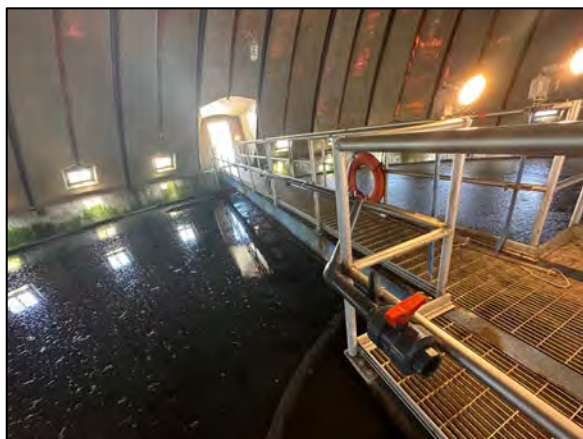




Televising efforts in Walnut Glen Neighborhood.

Small Project Updates:

Several small projects were wrapped up during August. The South Clarifier non-potable sprayer system has been faulty for quite some time and was long overdue for a complete overhaul. District Operations staff, led by Chief Operator of Treatment, Jim Mangum, successfully re-designed and installed a spray system that closely mirrors the sprayer system found in the North Clarifier that was installed in 2020 as part of the North Clarifier Rehabilitation project. Note that this project was handled completely in-house via our Operations staff. Next, the faulty door sensor associated with the District's chemical room that triggers the lighting and ventilation to turn on upon opening the door was repaired by McGilvera Electric. McGilvera also completed all electrical work associated with getting our recently installed Boerger sludge pump ready for startup and routine use. Dahme Mechanical completed the valve vault work for Lift Station No. 6 that included removal and replacement of the valving and sump pump. Lastly, Manusos poured concrete around the three b-boxes adjacent to the Southern-most covered sludge drying bed that were installed last year.



New NPW sprayer system for South Clarifier.



New concrete slab surrounding b-boxes and flange.





NORTHERN MORaine W R D

COVID Surveillance Data:

On the next few pages you can find the most recent data for surveillance sampling and testing for SARS-COV-2, Influenza A & B, and RSV tracking. The data continues to show the concentrations of the different variant lineages that are being detected in the samples we have collected.

LOCATION: NORTHERN MORaine WW RECLAMATION DIST WWTP (McHenry County)

Catchment Information

Population Served	15,947
NPDES	IL0031933
zipcode	60042
IL Covid Region	9

SARS-CoV-2 LEVELS IN WASTEWATER

Wastewater is analyzed using digital PCR (dPCR) to determine the concentration of the SARS-CoV-2 virus in a sample. The nucleocapsid protein (N) gene of the virus is targeted in the assay, and results are reported in gene copies per liter of starting wastewater.

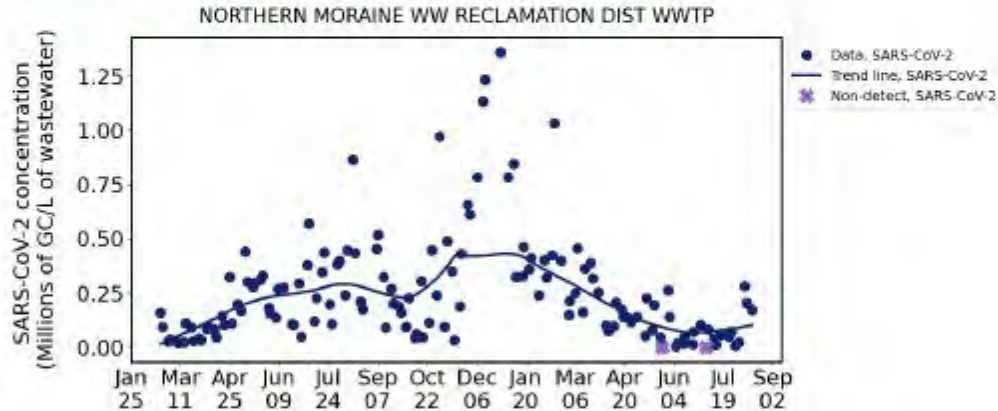


Figure 1. Time series plot of SARS-CoV-2 viral concentrations in millions of gene copies per liter (GC/L) of wastewater.

SARS-CoV-2 SAMPLING RESULTS - LAST 8 SAMPLES

Date	SARS-CoV-2 (GC/L)
2023-08-14	173,550
2023-08-09	205,050
2023-08-07	282,225
2023-08-02	23,850
2023-07-30	7,875
2023-07-26	72,300
2023-07-24	48,300
2023-07-19	63,000





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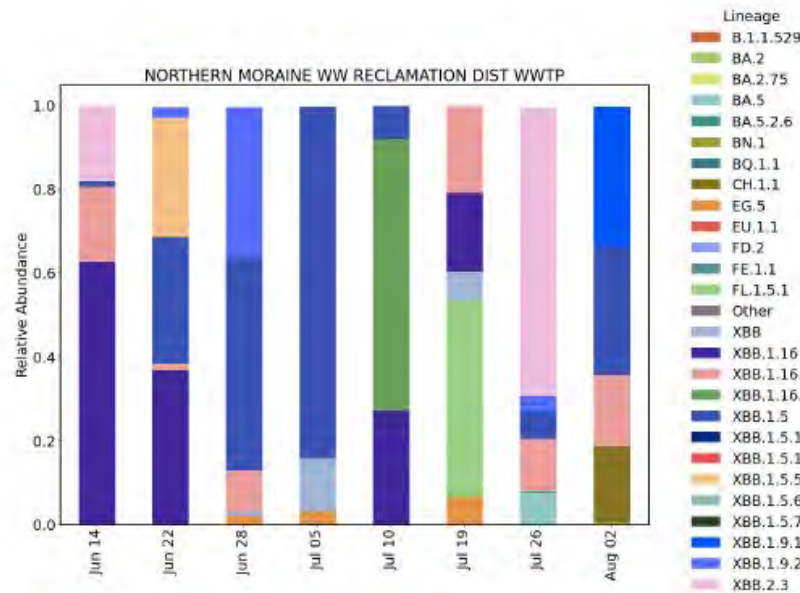


Figure 2. Stacked barplot showing the relative abundances of SARS-CoV-2 lineages in wastewater samples. All lineages in the legend, excluding "Other," are associated with Omicron. The most recently available two months worth of data are shown.

INFLUENZA A/B LEVELS IN WASTEWATER

Wastewater is analyzed using digital PCR (dPCR) to determine the concentration of influenza A and influenza B viruses in a sample. Results are reported in gene copies per liter of starting wastewater.

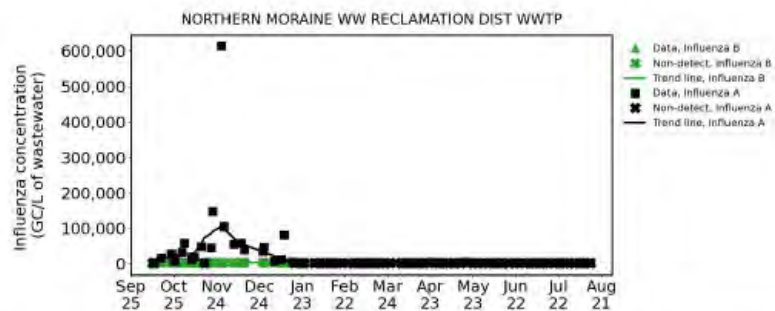


Figure 3. Time series plot of Influenza A/B viral concentrations in gene copies per liter (GC/L) of wastewater.

INFLUENZA A/B SAMPLING RESULTS - LAST 8 SAMPLES

Date	Influenza A (GC/L)	Influenza B (GC/L)
2023-08-14	Non-detect	Non-detect
2023-08-09	Non-detect	Non-detect
2023-08-07	Non-detect	Non-detect
2023-08-02	Non-detect	Non-detect
2023-07-30	Non-detect	Non-detect
2023-07-26	Non-detect	Non-detect
2023-07-24	Non-detect	Non-detect
2023-07-19	Non-detect	Non-detect





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RSV LEVELS IN WASTEWATER

Wastewater is analyzed using digital PCR (dPCR) to determine the concentration of Respiratory Syncytial Virus (RSV) in a sample. Results are reported in gene copies per liter of starting wastewater.

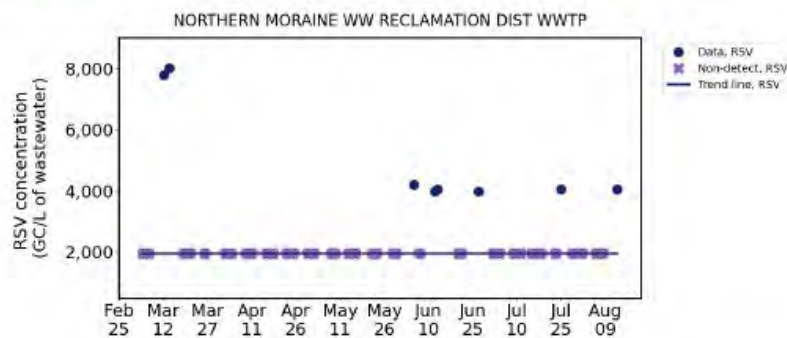


Figure 4. Time series plot of RSV viral concentrations in gene copies per liter (GC/L) of wastewater.

RSV SAMPLING RESULTS - LAST 8 SAMPLES

Date	RSV (GC/L)
2023-08-14	4,050
2023-08-09	Non-detect
2023-08-07	Non-detect
2023-08-02	Non-detect
2023-07-30	Non-detect
2023-07-26	4,050
2023-07-24	Non-detect
2023-07-19	Non-detect



NMWRD Sewer Connection Permit Tracking
Darrell Road Special Connection Fee Collections

*Special Connection Fees Ordinance approved February 2020



	Permits Issued	Amount Paid
2020 Permits	14	\$ 45,472.00
2021 Permits	21	\$ 139,200.00
2022 Permits	50	\$ 171,216.00
2023 Permits	26	\$ 238,236.80
Total	111	\$ 594,124.80

Permit Date	Address	City	Subdivision/ Business	Permit Owner	Permit No.	Amount Paid
5/3/2023	32016 Savannah Drive	LM	Savannahs	William Ryan Homes	5742	\$ 3,670.11
6/6/2023	32003 Savannah Drive	LM	Savannahs	William Ryan Homes	5743	\$ 3,670.11
6/6/2023	32007 Savannah Drive	LM	Savannahs	William Ryan Homes	5744	\$ 3,670.11
6/13/2023	37 Eastwood Ave	IL	Fox River Valley Gardens	Midwest Lifestyle Homes	5745	\$ -
7/7/2023	27655 W IL Rte 120	LM	Advocate Aurora Health	Advocate Aurora Health	5746	\$ 55,575.80
6/15/2023	27888 Beech Dt	IL	Beech Street Senior Lofts	Lincoln Avenue Capital	5747	\$ 102,762.80
7/10/2023	1223 Noble Drive	PB	Deer Grove Unit II	Damian Dembicki	5748	\$ -
7/14/2023	32017 Savannah Drive	LM	Savannahs	William Ryan Homes	5749	\$ 3,670.11
7/14/2023	32074 Savannah Drive	LM	Savannahs	William Ryan Homes	5750	\$ 3,670.11
8/17/2023	27500 W IL RTE 120	LM	Lakemoor Commons	BAMA Lakemoor Property LLC	5751	\$ 6,546.00

FY 2023-24 Total: **\$ 183,235.15**



Northern Moraine WRD Project Grant Tracking

Rev. September 6, 2023

Project	Year	Program	Agency	Grant Requested	Expected Grant Amount	Project Amount	Date Applied	Status
Control Building Electrical Upgrades	2020	Installation and/or Replacement of Utilities Grant Program (Public Act 101-0007 and/or Public Act 101-0029)	DCEO	\$200,000	\$200,000	\$445,494	6/23/2020	Awarded / In-Progress
Unsewered Community – Village of Holiday Hills (Phase 1)	2020	Unsewered Communities Construction Grant Program	IEPA	\$3,495,600	\$3,495,600	\$6,700,000	12/31/2020	Fully Disbursed to NMWRD
Lakemoor Lift Stations	2021	Capital Grant Line Item Appropriation (Public Act 101-0638, House Bill 0064)	DCEO	\$400,000	\$400,000	\$732,730	3/11/2021	Awarded / In-Progress
Unsewered Community – Village of Holiday Hills (Phase 1)	2022	McHenry County – Community Development Block Grant (CDBG)	McHenry County	\$200,000	\$100,000	\$7,287,500	1/4/2022	Awarded / In-Progress
Unsewered Community – Village of Holiday Hills (Phase 1)	2022	McHenry County – ADVANCE McHenry County (ARPA Funding)	McHenry County	\$2,905,080	\$2,000,000	\$7,287,500	2/8/2022	Awarded / In-Progress
Unsewered Community – Village of Holiday Hills / Le Villa Vaupell Sanitary Sewer Extension (Phase 2)	2022	FY 2023 Interior, Environment, and Related Agencies CPF Request Form IL-14 (Google Form)	US House Representative Lauren Underwood	\$2,500,000	\$2,500,000	\$10,851,000	4/15/2022	Awarded / In-Progress
WWTF Emergency Power Systems Replacement	2022	via Congressionally Directed Spending Request	U.S. Senator Dick Durbin	\$250,000	\$250,000	\$500,000	4/15/2022	Awarded / In-Progress
Continued on next page								



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Project	Year	Program	Agency	Grant Requested	Expected Grant Amount	Project Amount	Date Applied	Status
Darrell Road Unsewered Facilities - Phase 1A WWTF Headworks Facility	2022	Lake County – FORWARD (ARPA Funding)	Lake County	\$1,940,000	-	\$3,871,190	10/31/2022	Under Review
Darrell Road Unsewered Facilities - Phase 1B Interceptor Sewer	2022	Lake County – FORWARD (ARPA Funding)	Lake County	\$2,990,000	-	\$5,862,945	10/31/2022	Under Review
Darrell Rd Phase 1A & 1B	2023	via Congressionally Directed Spending Request	U.S. Senator Dick Durbin	\$5,000,000/ \$3,000,000 min.	-	\$8,644,100	3/13/2023	Under Review
Fleet Maintenance Garage	2023	via Congressionally Directed Spending Request	U.S. Senator Dick Durbin	\$2,000,000/ \$1,500,000 min.	-	\$2,507,000	3/13/2023	Under Review
Holiday Hills Ph 2	2023	via Congressionally Directed Spending Request	U.S. Senator Dick Durbin	\$8,000,000/ \$2,500,000 min.	-	\$10,851,000	3/13/2023	Under Review
Garage and Personnel Building Replacement	2023	via Congressionally Directed Spending Request	U.S. Senator Dick Durbin	\$2,000,000/ \$1,500,000 min.	-	\$2,881,000	3/13/2023	Under Review
Solar Renewable Energy	2023	via Congressionally Directed Spending Request	U.S. Senator Dick Durbin	\$3,200,000/ \$2,500,000 min.	-	\$4,000,000	3/13/2023	Under Review
UV Disinfection	2023	via Congressionally Directed Spending Request	U.S. Senator Dick Durbin	\$1,000,000	-	\$1,742,500	3/13/2023	Under Review
Holiday Hills Ph 2	2023	via Congressionally Directed Spending Request	U.S. House Representative Bill Foster	\$3,500,000	\$959,752	\$10,851,000	3/17/2023	Recommended for Congressional Approval
Expected Grant Amount Total					\$10,910,432			

Expected Grants	7
Fully Disbursed Grants	1
TOTAL GRANTS SINCE 2020	8



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Northern Moraine WRD - Septage Receiving Tracking
FY 2023-2024



Month	Loads	Gallons	Revenue FY 23-24	Revenue FY 22-23	% Revenue Change
May-23	22	80,250	\$5,236.00	\$9,613.50	54%
Jun-23	48	158,340	\$11,352.60	\$11,541.30	98%
Jul-23	46	158,743	\$10,680.25	\$9,174.90	116%
Aug-23	64	222,059	\$14,999.95	\$11,490.30	131%
Sep-23				\$10,342.80	
Oct-23				\$12,214.50	
Nov-23				\$5,156.10	
Dec-23				\$5,344.80	
Jan-24				\$2,784.60	
Feb-24				\$5,865.85	
Mar-24				\$9,514.05	
Apr-24				\$9,270.10	
Total	180	619,392	\$42,268.80	\$102,312.80	41%

	Loads	Revenue
Fiscal Year 2019-2020	146	\$ 23,240.40
Fiscal Year 2020-2021	232	\$ 45,104.40
Fiscal Year 2021-2022	326	\$ 61,852.80
Fiscal Year 2022-2023	506	\$ 102,312.80

	Date	Company Name	Gallons	Cost/Gal	Revenue	Time	Type
Aug-23	8/2/2023	Weidner	3800	Flat Rate	\$238.00	5:10 PM	Septic
	8/3/2023	Weidner	3050	Flat Rate	\$214.20	11:20 AM	Septic
	8/3/2023	Weidner	3700	Flat Rate	\$238.00	1:35 PM	Septic
	8/3/2023	Weidner	3250	Flat Rate	\$208.25	10:35 AM	Septic
	8/1/2023	Weidner	3600	Flat Rate	\$238.00	2:25 PM	Septic
	8/3/2023	Helmer	2600	Flat Rate	\$238.00	7:05 AM	Septic
	8/3/2023	Helmer	3100	Flat Rate	\$238.00	9:00 AM	Septic
	8/3/2023	Helmer	3200	Flat Rate	\$214.20	12:40 PM	Septic
	8/3/2023	Helmer	2500	Flat Rate	\$238.00	2:15 PM	Septic
	8/3/2023	Helmer	3400	Flat Rate	\$214.20	3:00 PM	Septic
	8/2/2023	Helmer	3150	Flat Rate	\$238.00	3:00 PM	Septic
	8/2/2023	Helmer	3000	Flat Rate	\$238.00	11:15 AM	Septic
	8/4/2023	Weidner	3800	Flat Rate	\$238.00	1:40 PM	Septic
	8/4/2023	Weidner	3800	Flat Rate	\$238.00	9:40 AM	Septic
	8/7/2023	Weidner	3500	Flat Rate	\$238.00	8:40 AM	Septic
	8/9/2023	Weidner	3800	Flat Rate	\$238.00	10:00 AM	Septic
	8/9/2023	Weidner	3700	Flat Rate	\$238.00	12:40 PM	Septic
	8/9/2023	Weidner	3600	Flat Rate	\$238.00	3:45 PM	Septic
	8/10/2023	Weidner	3800	Flat Rate	\$238.00	10:10 AM	Septic
	8/10/2023	Weidner	3800	Flat Rate	\$238.00	12:45 PM	Septic
	8/7/2023	Weidner	3500	Flat Rate	\$238.00	10:10 AM	Septic
	8/8/2023	Weidner	3500	Flat Rate	\$238.00	9:20 AM	Septic
	8/7/2023	Weidner	3700	Flat Rate	\$238.00	3:25 PM	Septic
	8/9/2023	Helmer	3100	Flat Rate	\$238.00	1:10 PM	Septic
	8/10/2023	Helmer	2830	Flat Rate	\$238.00	2:10 PM	Septic
	8/10/2023	Helmer	3099	Flat Rate	\$238.00	11:00 AM	Septic
	8/10/2023	Helmer	3000	Flat Rate	\$238.00	9:05 AM	Septic
	8/16/2023	Helmer	3200	Flat Rate	\$214.20	1:10 PM	Septic
	8/16/2023	Weidner	3800	Flat Rate	\$238.00	11:00 AM	Septic
	8/15/2023	Weidner	3800	Flat Rate	\$238.00	11:05 AM	Septic
	8/17/2023	Weidner	3500	Flat Rate	\$238.00	n/a	Septic
	8/16/2023	Weidner	3500	Flat Rate	\$238.00	4:10 PM	Septic
	8/14/2023	Weidner	3700	Flat Rate	\$238.00	9:00 AM	Septic
	8/14/2023	Weidner	3500	Flat Rate	\$238.00	10:00 AM	Septic
	8/14/2023	Weidner	3800	Flat Rate	\$238.00	1:15 PM	Septic
	8/15/2023	Weidner	3800	Flat Rate	\$238.00	9:25 AM	Septic
	8/16/2023	Weidner	3800	Flat Rate	\$238.00	1:55 PM	Septic
	8/10/2023	Weidner	3000	Flat Rate	\$238.00	n/a	Septic
	8/11/2023	Weidner	3500	Flat Rate	\$238.00	6:45 PM	Septic

	8/21/2023	Rachel's	3000	Flat Rate	\$178.50	1:05 PM	Septic
	8/21/2023	Helmer	3500	Flat Rate	\$238.00	2:50 PM	Septic
	8/28/2023	Helmer	3150	Flat Rate	\$238.00	12:40 PM	Septic
	8/30/2023	Helmer	3730	Flat Rate	\$238.00	10:00 AM	Septic
	8/30/2023	Helmer	3900	Flat Rate	\$238.00	2:25 PM	Septic
	8/31/2023	Helmer	2800	Flat Rate	\$214.20	1:40 PM	Septic
	8/30/2023	Weidner	3000	Flat Rate	\$214.20	8:50 AM	Septic
	8/18/2023	Weidner	3500	Flat Rate	\$238.00	12:35 PM	Septic
	8/18/2023	Weidner	3600	Flat Rate	\$238.00	8:45 AM	Septic
	8/21/2023	Weidner	3700	Flat Rate	\$238.00	n/a	Septic
	8/21/2023	Weidner	3500	Flat Rate	\$238.00	10:55 AM	Septic
	8/25/2023	Weidner	3800	Flat Rate	\$238.00	9:00 AM	Septic
	8/28/2023	Weidner	3400	Flat Rate	\$238.00	9:25 AM	Septic
	8/28/2023	Weidner	3700	Flat Rate	\$238.00	3:25 PM	Septic
	8/29/2023	Weidner	3500	Flat Rate	\$238.00	10:10 AM	Septic
	8/29/2023	Weidner	3800	Flat Rate	\$238.00	12:50 PM	Septic
	8/28/2023	Weidner	3800	Flat Rate	\$238.00	1:30 PM	Septic
	8/28/2023	Weidner	3600	Flat Rate	\$238.00	10:40 AM	Septic
	8/24/2023	Weidner	3700	Flat Rate	\$238.00	8:40 AM	Septic
	8/23/2023	Weidner	3600	Flat Rate	\$238.00	10:00 AM	Septic
	8/22/2023	Weidner	3800	Flat Rate	\$238.00	2:10 PM	Septic
	8/18/2023	Weidner	3800	Flat Rate	\$238.00	10:40 AM	Septic
	8/30/2023	Weidner	3500	Flat Rate	\$238.00	10:35 AM	Septic
	8/30/2023	Weidner	3400	Flat Rate	\$238.00	4:00 PM	Septic
	8/31/2023	Weidner	3500	Flat Rate	\$238.00	n/a	Septic

NMWRD Service Connection Permit Tracking
FY 2023-24



Permit Date	Address	City	Subdivision/ Business	Re-Connect, Repair, Demo or New Connection	Permit Owner	Permit No.	Connection/ Inspection Fee	Darrell Road Special Connection Fee
5/3/2023	32016 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5742	\$ 7,674.00	\$ 3,670.11
6/6/2023	32003 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5743	\$ 7,674.00	\$ 3,670.11
6/6/2023	32007 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5744	\$ 7,674.00	\$ 3,670.11
6/13/2023	37 Eastwood Ave	IL	Fox River Valley Gardens	New Connection	Midwest Lifestyle Homes	5745	\$ 7,674.00	-
7/7/2023	27655 W IL Rte 120	LM	Lakemoor Commons	New Connection	Advocate Aurora Health	5746	\$ 114,675.00	\$ 55,575.80
6/15/2023	27888 Beech Dt	IL	Advocate Aurora Health	New Connection	Lincoln Avenue Capital	5747	\$ 211,090.00	\$ 102,762.80
7/10/2023	1223 Noble Drive	PB	Deer Grove Unit II	New Connection	Damian Dembicki	5748	\$ 7,674.00	-
7/14/2023	32017 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5749	\$ 7,674.00	\$ 3,670.11
7/14/2023	32074 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5750	\$ 7,674.00	\$ 3,670.11
8/17/2023	27500 W IL RTE 120	LM	Lakemoor Commons	New Connection	BAMA Lakemoor Property LLC	5751	\$ 32,565.00	\$ 6,546.00
							Standard Connections	Darrel Road Connections
FY 2023 - 2024 Total:							\$ 412,048.00	\$ 183,235.15
Approved Budget FY 2023 - 2024							\$ 272,664.00	\$ 110,040.00
Approved +/- vs. Current YTD							\$ 139,384.00	\$ 73,195.15



NMWRD Engineering Report

Date: September 6th, 2023

Prepared by: Jasmin Bait – Junior Engineer

Holiday Hills / Le Villa Vaupell Sanitary Sewer Extension – Phase 1 (Nunda):

[Project Update] – Throughout the month of August, Trine has made significant progress in addressing the restoration punchlist items and will continue to do so throughout the upcoming weeks and months until final completion. Trine has also successfully completed the startup and testing of the pumps at the lift station. A preliminary punchlist of items relating to the lift station was sent to Trine for them to address throughout the upcoming weeks. Aside from punchlist items, the lone major item we are awaiting is the installation, startup, and testing of the generator at the lift station.

[Milestone Update] - Substantial completion of the project is measured with a series of milestones dated based on the commencement of the contract time. The contract also stipulated that a bonus shall be paid out for every day that work is substantially completed prior to the specified milestone date. Milestone No. 1 includes all sanitary sewer, sanitary services, force main, and restoration improvements plus site improvements at the proposed lift station. Work for Milestone No. 1 was to be substantially completed by December 14, 2022. They did not achieve the requirements for that milestone in time and thus no bonus will be paid out. Milestone No. 2 includes all equipment and start-up associated with the lift station and control building. Work for Milestone No. 2 is to be substantially completed by September 1, 2023. Milestone No. 3 or Final Completion includes all the previously listed items with final acceptance by Owner. Final Completion is to be December 4, 2023. There will be no bonuses paid out for either Milestone No. 2 or No. 3 due to the ongoing work and the extension of their completion dates.



Thermoplastic Pavement Marking at Holiday Hills Village Hall



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Control Building Electrical:

[Project Update] – Liquidated damages have been imposed to Pieper Electric Inc. per the contract terms at \$500 per day as of February 21st until final completion is reached. Two additional panels—HRG main service and HRG general feed—have been placed in the new MCC room. Pieper provided a final shutdown/power transfer plan consisting of four phases. Throughout the month of August, Pieper successfully completed Phases 1A and 1B. These phases consisted of prep work, pulling wires out, and mounting boxes. Pieper generously provided a backup generator during these first phases of the shutdown process to prevent any disruptions to the plant’s treatment process. We await start dates for the next phases of shutdown that depend on various logistics relating to Phase 2, which will primarily involve the transfer off ComEd power and switching over new equipment. Further details about this project can be found in the Operations Report.



Backup Generator for Chemical Equipment

Lakemoor Lift Station No. 1 and No. 6 Modifications:

[Project Update] – The District advertised this project on August 8, 2022 and a public bid opening was held on September 30, 2022. The project with reduced scope was awarded to Boller Construction for the amount of \$472,400. This covers upgrades associated with Lift Station #1 (\$209,000), Lift Station #6 (\$233,400), and cash allowances for utilities and unforeseen conditions (\$30,000). A kickoff meeting was held on November 23rd. Electrical component(s) procurement is already underway. The initial project start date in July was postponed as Boller worked with DCEO to meet necessary grant requirements. Boller updated us in early September that the DCEO requirements have been met and they plan to begin work within the next few days. A meeting between all parties took place in early September to get all parties back on track prior the commencement of work. We await more updates from Boller throughout the upcoming weeks. Further details can be found in the Operations Report.





Phosphorus Discharge Optimization Plan:

[Project Update] – The District continues to perform the new regimen of phosphorus testing related to the District’s Phosphorus Discharge Optimization Plan (PDOP) once a week through the month of July. Per Special Condition 20 of the District’s National Pollutant Discharge Elimination System (NPDES) Permit, we are required to provide annual progress reports to the IEPA and the data obtained from this testing will be used in annual report submissions. Note that this is an ongoing evaluation, as dictated by our NPDES permit to ensure we are taking the necessary steps to meet the 0.5 mg/L Total P limit that will be mandated by 2030. The goal for the next few months is to average below the 0.5 mg/L Total P limit for a two-week period in the summer and winter using our existing treatment process.

Woodman’s Lift Station and Sanitary Sewer Additions (Lakemoor):

[Project Update] – This project is in the three (3) year maintenance period which was set to close on February 11, 2023. The District continues to work with Filippini Law Firm to wrap up the LOC documents that coincide with the closure of the maintenance period. The District notified Lakemoor in mid-October that we concluded our review of the documents that Lakemoor provided a few months back to close out the Woodman’s project. A copy of the payment schedule for the loan to date of \$1,291,896.00 has been provided to Lakemoor. The Village has its first payment due this year in the amount of \$24,563.76. The District reviewed the easement documents from Lakemoor for the Woodman’s property that were received on March 3rd and June 8th. There are still recorded easements missing that we are waiting to receive.

Buona Beef + Rainbow Cone (Lakemoor):

[Project Update] – Rainbow Cone held its grand opening on Monday, May 16th, 2022, and the District has continued to monitor water usage observed at Buona Beef / Rainbow Cone to ensure that this development does not exceed its permitted PE. The District re-evaluated the water meter readings and determined that our readings were off by a factor of 10x based on comparisons with similar types of facilities. A credit was issued to Buona Beef in the amount of \$24,199.50 on April 18th. We will still wait for additional readings to determine if the PE calculations on the original permit and the corresponding connection fee are accurate.

Beech Street Senior Lofts (Island Lake):

[Project Update] – The District received preliminary plans in January for a proposed development of Senior Living on Beech Street in Island Lake. The District is familiar with the previous establishment at that site, formerly known as Sheltering Oaks, which closed roughly 10 years ago. All sanitary sewer related construction is complete as of mid-August and the District did not require any testing for the service line installation. The lone item the District





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is waiting for are construction record drawings which are not expected until construction is complete.



Newly Installed Sanitary Sewer Connection to Existing Manhole



Advocate Outpatient Center (Lakemoor):

[Project Update] – The District received preliminary plans in March for a proposed development of an Advocate Outpatient Center to be located in Lakemoor. All sanitary sewer related construction is complete as of early September. The District requires Sanitary Sewer Air testing and Vacuum testing on the new sanitary sewer infrastructure, which will be scheduled within the next few weeks.



Equipment on Pre-Construction Site



Installation of New Manhole and Sewer



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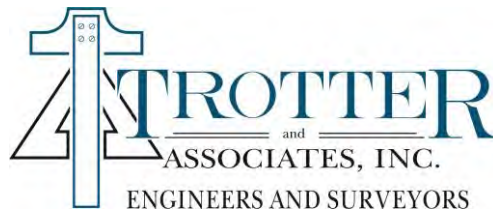
NOBO Provisioning Center (Lakemoor):

[Project Update] – The District received preliminary plans in July for a proposed development of a NOBO Provisioning Center in Lakemoor. An escrow account for this project has been funded in the amount of \$2,500.00 and remains current. All plan review comments from TAI have been addressed and it was determined that no further revisions are needed at this time. We await more updates relating to the start of sanitary sewer construction within the next few weeks.

In addition to the to the above projects, see below for more updates;

- Both engineering interns ended their summer internships in mid-August. They have shown exemplary work in their time at the District that we have retained both Muhammad and Olaf for a virtual internship throughout the fall. Their continued internships are a great benefit to the District's Junior Engineer, Jasmin Bait, as she switches gears back to Holiday Hills and other off-site projects.
- Throughout August, Jasmin continued to help with the interviewing process for a part-time Office Clerk position. She held individual screening interviews with various applicants and scheduled in-person interviews for our office staff. An offer letter was sent to the chosen applicant, Mary Granado, and her anticipated start date is September 11th.
- TAI has put together supplemental updates (attached) to detail the District projects for which they provide their assistance.





Memorandum

Date: September 6, 2023
To: Northern Moraine WRD Staff
From: Scott Trotter, P.E., BCEE
Subject: Project Update

All,

Please see the status for all TAI projects at Northern Moraine Wastewater Reclamation District.

NMW2022-2023 District Engineering

- ***Oxidation Ditch Gates (with actuators) Replacement Design*** – Design commenced in July 2023 and is ongoing.
 - *Site Visit 7/14 to feel out and gather existing conditions.*
 - *Targeting completion of drawing/spec package by 9/15.*
- ***WWTP Generator Replacement Design*** – Design commenced in July 2023 and is ongoing.
 - *Site Visit 7/14 to feel out and gather existing conditions.*
 - Reached out to all major generator manufacturers for budget/footprint of replacement.
 - Recommend Generac as manufacturer based on cost.
 - Targeting completion of drawing/spec package by 9/15.
- ***Woodman's LS Closeout Documents*** – Final closeout is pending unrecorded easements from Village of Lakemoor
 - No update from last month.

NMW070 Lakemoor LS Modifications Construction

Construction of the Lakemoor LS Modifications was scheduled to commence 7/17 pending authorization from IL DCEO on adequate DBE usage per the DCEO grant requirements. Allan Integrated applied 7/7 to become certified as a WBE in Illinois. IL DCEO approved Allan's WBE application on 8/31/23. The construction start is scheduled to be no later than 9/11. Additionally, Werner Electric revised the radio network study on 8/21 to install the repeaters on the lift stations and determined neither lift station could be used as a reliable repeater site for the system. TAI requested Werner revise the study to switch from the customer network to Verizon's network for the low signal paths. The District is overseeing general construction with TAI in a support role. Quarterly grant reporting was submitted on 7/25/2023 by Irena, but Jasmin will take over for all future reporting.

NMW075 Control Building Electrical

Construction of the Control Building Electrical Upgrades is ongoing. Liquidated damages are continuing to accrue and be assessed monthly. Over the last month the contractor has completed the preparatory work for the installation of the new ComEd service entrance. Work associated with additional bar screen work has been completed and is awaiting the new switch gear to be energized.

At the 8/9 meeting with the Contractor, TAI, and the District the contractor provided an updated shutdown plan and schedule that was acceptable to all parties. The shutdown plan included four phases, to date only the first phase has been completed. The second phase was scheduled to be completed on 9/6 but was rescheduled once to 9/13 due to the contractor not having the necessary electrical study and acceptance testing completed. To date the study and testing hasn't been completed so there is a good possibility the shutdown will be delayed again.

Based on the contractors submitted schedule and the delays in meeting their shutdown dates, it is anticipated the work will be substantially completed by the end of October, pending no further delays by the contractor.

NMW082 Holiday Hills Sewer – PHASE 1

TAI and the District have finalized the informational letter, the District anticipates sending the letters out this month. The contractor has completed the necessary startup and testing of the pumps at the lift station site. A preliminary punch list has been sent to the contractor to help expedite the closeout process once the generator has been installed, started up and tested.

NMW082 Holiday Hills Sewer – PHASE 2

TAI is assembling plans and specifications for bidding. Bidding is anticipated Fall 2023 and will be funded with McHenry County ARPA funds (\$2.0M) and USEPA Community Grant Funds (\$2.5M).

The plans and specifications for the project are completed and ready for QA/QC. The request for reissuance of the IEPA permit has been completed and will be submitted this week. All other permits are valid and do not need to be renewed/ extended.

NMW094 Polymer System Upgrades Design

Design Completed July 2023. District will request proposals for proposed work by trade and procure equipment directly from vendors. Final plans were issued and sent to the District July of 2023. The District has passed fabrication details on to the fabricator. The fabricator required other details. Those details were passed along on August 14, 2023.

NMW095 Utility Map Updates

Approximately over 1,350 points have been located with GPS within 4 inches of their true location. 9 new manholes have been located that were not in the previous study. Additionally, 102 manholes have been considered to be unable to be identified, either due to them being paved over in a heavily forested area or in an area that was too dangerous to be collected safely. Just over 347 manholes have not been collected or identified. As most manholes have been collected, the GIS has been updated to attach the sanitary sewer lines to the more accurate manhole locations.

The next step would be to review the original paper copies of the sanitary sewer lines and any updated reports to ensure the GIS is as accurate as possible. Once that has been completed, a final review of the GIS is recommended to create a report, with exhibits, of areas that may be missing manholes and or sewer lines, manholes that still need to be collected, manholes that could not be located during the original collection period.

NMW098 2023 Funding Assistance

Grant applications for the following grants are being completed (in progress):

- Community Project Funding, Holiday Hills Phase 2 (\$2.5M through USEPA) – Cost-Share Waiver Submitted 7/5/23. Cost-share waiver in review. Final drafts of environmental information document and workplan were sent to Mohammed on 7/14/2023 for review. Environmental package will be submitted first. Forms will be completed through the grants.gov portal upon environmental submittal and review.
- Community Project Funding, WWTP Generator Replacement – Work for environmental reviews for USEPA Grant Application NEPA (National Environmental Policy Act) requirements have begun, specifically for the Illinois Historical Preservation Association and Wetland/Floodplain review.
- McHenry County CDBG award for Holiday Hills private connections (\$100k) is pending environmental review. Grant agreement is expected in August. Irena followed up on the status of this grant agreement on 7/31/23 and provided Mohammed with an update. This grant agreement is still in review/progress.
- The agreement was written and signed by NMWRD. The agreement writer made a mistake on the grant amount and is pulling together an amendment as of 8/28/2023. The grant cannot cover past costs, and reimbursement can begin once the corrected agreement is executed.
- The agreement writer and their supervisor decided the best course of action is to apply the \$100K to Phase 2 instead due to the error in the last agreement. NMWRD signed an agreement to terminate the first contract. Another environmental review is being conducted and Irena Hix passed along all environmental reviews on 8/31/2023, initially done for the SRF loan program for Phase 2, to help facilitate their new review.

NMW099 Facility Plan Update

TAI coordinated Decennial Committee invitations for communities in the District and is preparing to discuss future development in the District at the meeting prior to the district's Board meeting on 9/12/2023.

TAI attended a meeting at NMWRD on 8/23/2023 for Lift Station information for Section 4. There will be upcoming drawdown testing, but it is yet to be scheduled. Information on plant updates since 2018 was also recorded at this meeting (used for Section 5 of the Facility Plan Update).

In addition, the District provided additional data requested from TAI's RFI. TAI has analyzed DMR data and completed an analysis with charts of the data available. TAI has reviewed existing projects to begin updating Section 5 after a site visit to the WWTP is completed.

The District also provided a list of new sewer connections (since 2014) so that the PE of each community can be updated. Analysis is in progress for existing PE calculations for Section 2.

Current or available Comprehensive Land Use Plans and Zoning Maps are under review for each community in preparation for the District meeting on 9/12/2023.

NMW100 Personnel Building

McHenry County plan review comments were received on 7/31/2023. TAI has incorporated the required changes to conform with County requirements and is pursuing the required *Letter of Map Amendment* (LOMA) from FEMA establishing that the building is not located in the flood plain as currently shown on FEMA maps. TAI survey information shows the building at approximately 6" above 100-year flood level.

FEMA confirmed receipt of the application for the LOMA on 8/22/2023 and provided the following:

- Case Number assigned to request is 23-05-2759A;
- Project ID is LOT 1, BLOCK Undivided, N/A - 420 Timber Trail Drive;
- Online LOMC Application ID was 4745322127003.



NORTHERN MORaine W R D

DELINQUENT ACCOUNTS RECAP FOR August 2023

Revised: 09/07/23 by Elisa Fisher, District Clerk

\$150-\$300

146 Active Accounts

Island Lake – 81 customers
59 Notices of Delinquency, 22 Final Notices of Delinquency
Lakemoor – 46 customers
41 Notices of Delinquency, 5 Final Notices of Delinquency
Port Barrington – 19 customers
16 Notices of Delinquency, 3 Final Notices of Delinquency

\$301-500

33 Active Accounts

Island Lake – 22 customers
22 Liens – 10 Water Shut Off Notices, 9 Final Water Shut Off Notices,
3 Sewer Disconnection Notice
Lakemoor – 11 customers
5 Lien – 6 Water Shut Off Notices, 0 Sewer Disconnection
Port Barrington – 5 customers
6 Liens – 2 Sewer Disconnection Notices, 6 Final Notice of Delinquency

\$501-\$1000

10 Active Accounts

Island Lake – 7 customers
2 Liens – 3 with water off, 2 Sewer Disconnection Notices
Lakemoor – 3 customers
2 Lien – 2 Sewer Disconnection Notice
Port Barrington – 1 customer
0 Lien – 1 Sewer Disconnection Notices

\$1001 and up

3 Active Accounts

Island Lake – 1 customer
2 Liens – 2 with water off
Lakemoor – 2 customers
2 Liens – 1 to be disconnected from sewer, 1 bankruptcy filed

Delinquent Accounts total (active and inactive customers): **\$43,956.88** (\$10,096.34 inactive accts)

September 2022's report: **\$44,719.36**

September 2021's report: **\$42,594.56**

MONTHLY ACTIVITY – NEW RATES:

4789 Monthly Bills mailed 9/01/23 (for August service)

553 Bills not mailed – customers prepaid on their accounts

19 Water Shut Off Notices mailed 9/11

0 Sewer Disconnection Notices mailed 9/11

0 Final Water Shut off Notices mailed

119 Notices of Delinquency mailed 8/08

38 Final Notices of Delinquency mailed 8/08

42 Real Estate closings in August 2023

35 Liens filed in August.

20 Liens released in August



113 Timber Trail, PO Box
240, Island Lake, IL 60042



Phone: 847-526-3300
Fax: 847-526-3349



Email: info@nmwrd.org
Web: www.nmwrd.org



NORTHERN MORaine W R D

AGENDA ITEM # 11A

<u>Meeting Date:</u>	September 12, 2023
<u>Item:</u>	Create the Decennial Committee on District Accountability and Efficiency
<u>Staff Recommendation:</u>	Motion to adopt a Resolution creating a Decennial Committee on District Accountability and Efficiency
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

The State Legislature passed the Local Government Efficiency Act that requires special districts to form a committee to study local efficiencies and report recommendations to the county board in which that special district is located. The District has been putting together the representatives for the committee as well as putting forth the goals of the committee. The first meeting is to be held prior to this board meeting and the attached agenda has been circulated among the committee participants. The attached resolution formally puts forth the committee, representatives and tasks and goals. We anticipate that the committee will be able to come up with results by the end of the year and be able to deliver a report to McHenry and Lake Counties by then. Since there is a lot of similarities between what the Decennial Committee needs to do and our Facility Plan Update, we have combined both efforts to maximize use of staff and consultant time.

Recommendation

It is staff's recommendation to adopt a Resolution creating a Decennial Committee on District Accountability and Efficiency

Votes Required to Pass

Simple Majority via a Roll Call Vote



NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT

RESOLUTION NO. 23-_____

**A RESOLUTION CREATING A
DECENNIAL COMMITTEE ON DISTRICT ACCOUNTABILITY AND EFFICIENCY**

WHEREAS, the Northern Moraine Wastewater Reclamation District (the “***District***”) is a sanitary district operating pursuant to the authority set forth in the Illinois Sanitary District Act of 1917, 70 ILCS 2405 (the “***Act***”); and

WHEREAS, the Decennial Committees on Local Government Efficiency Act (the “***Act***”), codified at 50 ILCS 70/1, *et seq.*, requires the District to form from time-to-time a decennial committee (the “***Committee***”) to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county boards in which the District is located; and

WHEREAS, the District Board of Trustees (the “***District Board***”) has determined that it is in the best interests of the District and its residents to take such actions as are necessary to establish appropriate procedures to form and convene the Committee in accordance with the Act for the purpose of studying the District's rules, operations, and intergovernmental agreements, and to collect data, research, and analysis for the purpose of preparing a report (the “***Report***”) of its findings in accordance with the Act and this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Northern Moraine Wastewater Reclamation District, Lake and McHenry Counties, Illinois, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated into and made a part of this Resolution by this reference.

SECTION TWO: Creation of District Committee on Local Efficiencies.

In accordance with the Act, the District hereby establishes the following policies and procedures in connection with the establishment and operation of the Committee:

- 1-1. Creation and Purpose of the Decennial Committee. Effective as of the date of this Resolution, there is hereby established the Decennial Committee for the District. The purposes of the Committee shall be: (i) to study the District's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State; (ii) to prepare a written Report, which shall include recommendations in respect to increased accountability and efficiency,

and (iii) to collect data, research, and analysis as necessary to prepare the Report.

1-2. Membership. Membership of the Committee is established as follows:

- (a) Chairperson of the Committee. In accordance with Section 10(b) of the Act, the President of the District shall be the Chairperson of the Committee *ex officio*.
- (b) In accordance with Section 10(b) of the Act, all members of the District Board shall be members of the Committee *ex officio*.
- (c) In accordance with Section 10(b) of the Act, the District Manager and the District's Director of Operations shall be members of the Committee *ex officio*.
- (d) In accordance with Section 10(b) of the Act, the chairperson of the District Board, upon advice and consent of the District Board, shall appoint two individuals who reside within the corporate limits of the District as members of the Committee.
- (e) The chairperson may, at the chairperson's discretion, appoint up to two additional members to the Committee.
- (f) Vacancies.
 - (i) In the event that there is a vacancy on the Committee of a member appointed pursuant to Paragraph 2(d) above resulting from death, a notarized written resignation, such member's no longer qualifying as a resident of the District, or such member no longer qualifying to serve as a matter of law, the Chairperson shall, upon advice and consent of the District Board, appoint another individual who reside within the corporate limits of the District to serve as a member of the Committee.
 - (ii) In the event that there is a vacancy on the Committee of a member appointed pursuant to Paragraph 2(e) above resulting from death, a notarized written resignation, or such member no longer qualifying to serve as a matter of law, the Chairperson shall, in the Chairperson's discretion, appoint another individual to serve as a member of the Committee and thereupon notify the other Committee members of such appointment.
- (g) Committee Member Compensation. Committee members are not entitled to compensation for performing duties on behalf of the Committee but may be reimbursed by the District for such expenses incurred in the performance of their duties as may be approved by the District Board.

1.3 Meetings. The inaugural meeting of the Committee is hereby scheduled for **September 12, 2023** at 6:30 p.m., during the regularly scheduled District Board

meeting scheduled at that time. The specific time that the Committee will commence its activities during such meeting shall be dependent on its placement on the District Board's agenda and the duration of other business conducted by the District Board during such meeting. All Committee meetings shall be conducted in accordance with the following:

- (a) Meetings Generally. All Committee meetings shall be public and shall be conducted in accordance with the Open Meetings Act, codified at 5 ILCS 120/1 *et seq.* (the "**OMA**"), and all of its applicable requirements. Notice of any Committee meeting shall be posted in advance on the District's website. The agenda for a Committee meeting shall be posted on the District's website at least forty-eight (48) hours prior to the meeting. The agenda shall contain instructions for members of the public to register to speak at the meeting. The Chairperson, or the Chairperson's designee, shall be responsible for setting the agenda of each Committee meeting.
- (b) Time of Meetings; Notices. Except as provided in Paragraph 3(c) below, Committee meetings shall be scheduled concurrently with regularly scheduled District Board meetings under the following conditions:
 - (i) Notice of the Committee meeting shall be provided separately and in addition to the notice given for the District Board meeting, in compliance with the OMA; and
 - (ii) The Committee meeting is listed as part of the District Board's agenda; and
 - (iii) A majority of the members of the Committee are present for the meeting.
- (c) Scheduling Meetings. At the conclusion of each meeting, the Chairperson shall designate the next meeting date of the Committee, which date shall coincide with a meeting of the District Board; provided, however, that a Committee meeting may be held at a time different than a District Board meeting or the time designated by the Chairperson if approved by at least two-thirds of the Committee members then holding office.
- (d) Public Comment. Each Committee meeting shall provide for the opportunity for members of the public to address the Committee for up to three (3) minutes, unless the Chairperson authorizes a longer duration not exceeding five (5) minutes. Any person desiring to speak at a Committee meeting must register with the Committee in advance and in accordance with the manner described by the meeting agenda.
- (e) Survey. At the conclusion of each meeting, the Committee shall poll any members of the public in attendance at the meeting for their input on the matters discussed at the meeting. Alternatively, the Chairperson shall have the discretion to (i) request persons in

attendance at a meeting of the Committee to provide their e-mail addresses, (ii) cause a survey form to be developed to obtain public input on any topics discussed during a Committee meeting, and (iii) cause the delivery of such survey to all District residents who provided valid email addresses at the meeting.

- (f) Minimum Required Meetings. In accordance with Section 20 of the Act, the Committee shall meet a minimum of three times prior to its dissolution.

1-4. Powers, Duties, and Support. Upon its establishment and until its dissolution, the Committee shall have the following powers and duties:

- (a) The Committee shall study and conduct research into the District's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State.
- (b) The Committee shall produce a written Report, using the data, research, and analysis it has collected, which shall be provided to the Lake County Board, the McHenry County Board, and made available to the public within 18 months of the passage of this Resolution. The Report shall include recommendations with respect to increased accountability and efficiency for the District.
- (c) The District staff shall be made reasonably available to assist the Committee in its undertakings. Subject to approval of the District Board, the Committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate, and may seek assistance from community colleges and universities as necessary to prepare the Report.
- (d) Receive and respond to requests made pursuant to the Freedom of Information Act, codified at 5 ILCS 140/1 et seq. ("**FOIA**"). The Chairperson shall designate a member of the Committee or of the District staff to serve as the Committee FOIA officer in accordance with 5 ILCS 140/3.5(a).
- (e) The Committee may adopt any other procedures it deems reasonable and necessary to comply with the terms of this Paragraph.

1-5. Dissolution, Reestablishment. Upon the Committee making the Report available to the public, the Committee shall be dissolved. In accordance with Section 10 of the Act, a new Committee shall be established by resolution of the District Board within ten (10) years of 10 June 2023.

SECTION THREE: Appointments. In accordance with the Act and this Resolution, the following appointments are made to the Committee:

a. Kenneth A. Michaels, Jr., District President and Trustee, is hereby designated as the Chairperson of the Committee in accordance with Paragraph 1-2(a) above.

b. John R. Ragland, District Vice President and Trustee; Timothy R. Brunn, District Trustee; Caretina Tellez, District Trustee; and Donald Ashley, District Trustee, are hereby appointed as members of the Committee in accordance with Paragraph 1-2(b) above.

c. Mohammed Haque, District Manager; and Joe Lapastora, District Director of Operations are hereby appointed as members of the Committee in accordance with Paragraph 1-2(c) above.

d. Jeff Giles, a resident of Holiday Hills, and Todd Weihofen, a resident of Lakemoor, are hereby appointed as members of the Committee in accordance with Paragraph 1-2(d) above.

e. John Grothendick is hereby appointed as members of the Committee in accordance with Paragraph 1-2(e) above.

f. Mohammed Haque is hereby appointed as FOIA Officer of the Committee, along with such deputy FOIA Officers as Mohammed Haque may designate.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this ____ day of _____, 2023.

AYES: ()

NAYS: ()

ABSENT: ()

APPROVED this ____ day of _____, 2023.

District President

ATTEST:

District Clerk



NORTHERN MORaine **W R D**

AGENDA ITEM # 11B

<u>Meeting Date:</u>	September 12, 2023
<u>Item:</u>	Payment Request #16 – Holiday Hills /La Villa Vaupell Sewer Extension Project – Phase 1
<u>Staff Recommendation:</u>	Motion to approve Pay Request #16 in the amount of \$109,778.60 to Trine Construction for the Holiday Hills / Le Villa Vaupell Sewer Extension – Phase 1 Project.
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

Pay application #16 covers restoration work, particularly the thermoplastic pavement markings throughout Holiday Hills. Retainage has been reduced to the amount of \$100,000.00 and has been withheld from the payment request. The payable amount, less retention, and past payments, is \$109,778.60. The payment has been reviewed and approved by Trotter and Associates.

The project is nearing completion with only work at the lift station site left to be done once the generator is received. Punchlists have been put together and Trine has been working on any remaining restoration and lift station items. We are also working on getting approval from USACOE and McHenry County Soil & Water Conservation District for all of their requests.

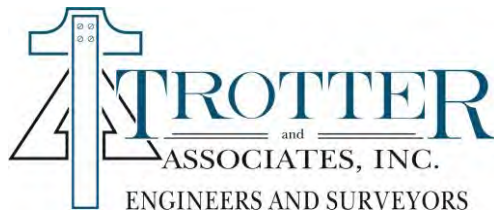
Recommendation:

It is the recommendation of the District Manager to Approve Payment Request #16 in the amount of \$109,778.60 subject to receipt of all waivers, certified payrolls and formal approval by Trotter & Associates for the Holiday Hills /Le Villa Vaupell Sewer Extension – Phase 1 Project.

Votes Required to Pass:

Simple Majority, via a roll call vote





Transmittal Sheet

To:	Mohammed Haque	From:	Dan Gillespie
	Northern Moraine Wastewater		Trotter and Associates, Inc.
	Reclamation District		
	113 Timber Trail		40W201 Wasco Road, Suite D
	Island Lake, Illinois 60042		St. Charles, Illinois 60175
			(630) 587-0470

Date: September 7, 2023 **Project:** NMW082 – Holiday Hills/Le Villa Vaupell Sewer Extension – Phase 1

Enclosed please find the following documents/information:

1	Recommendation of Payment
1	Pay Request
1	Certified Payroll
1	Pay app waivers

The above documents/information are submitted:

<input type="checkbox"/> As requested	<input type="checkbox"/> For your signature
<input checked="" type="checkbox"/> For your approval	<input type="checkbox"/> For your information and files

Comments:

Mohammed,

Please find a copy of Recommendation of Payment #16, Pay Request #16, Certified Payroll, and the Waivers for pay app #15 for the **Holiday Hills/Le Villa Vaupell Sewer Extension – Phase 1 Project**.

Please contact me if you have any questions.

Thank you,
Dan Gillespie

RECOMMENDATION OF PAYMENT NO. 16
ENGINEER'S PROJECT NO: NMW-082

NORTHERN MORAINES WASTEWATER RECLAMATION DISTRICT

CONTRACTOR: TRINE CONSTRUCTION CORP.
CONTRACT FOR: HOLIDAY HILLS/LE VILLA VAUPELL SEWER EXTENSION –
PHASE 1

APPLICATION DATE: August 25, 2023
PERIOD ENDING: August 25, 2023

APPLICATION AMOUNT: \$109,778.60

TO: Northern Moraine Wastewater Reclamation District
OWNER

Attached hereto is the CONTRACTOR'S Application for Payment for Work accomplished under the Contract through the date indicated above.

Based on the following this Application meets the requirements of the Contract Documents: The Districts onsite review of the quality and progression of the work, verification of pay item quantities with the Contractor, and approval of extra work. TAI has confirmed submittals have been received for work included on this application, IEPA loan requirements are being met, certified payroll has been provided and waivers are acceptable.

We recommend that CONTRACTOR'S Certificate stating that all previous payments to him under the Contract have been applied by him to discharge in full all of his obligations in connection with the work covered by all prior Applications for Payments be obtained.

In accordance with the Contract, the undersigned recommends payment to the CONTRACTOR of the amount due as shown below.

TROTTER & ASSOCIATES, INC.
ENGINEER

DATED: September 7, 2023

BY:

Daniel Gillespie
Construction Engineering Manager

STATEMENT OF WORK

Original Contract Price	\$7,825,286.94
Net Change Orders	\$110,142.84
Current Contract Price	\$7,935,429.78
Work to Date	\$7,674,037.97
Work to be Done	\$261,391.81
Amount Retained (Fixed)	\$100,000.00
Subtotal	\$7,574,037.97
Stored Materials Payment This Period	\$0.00
Subtotal Including Stored Materials This Period	\$7,574,037.97
Previous Payments	\$7,464,259.37
Amount Due This Payment	\$109,778.60

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO: NORTHERN MORAIN WASTEWATER
RECLAMATION DISTRICT
113 TIMBER TRAIL
PO BOX 240
ISLAND LAKE, IL 60042

FROM: TRINE CONSTRUCTION CORP.
101 TRINE CT.
ST. CHARLES, IL 60174

PROJECT: HOLIDAY HILLS/LE VILLA VAUPELL
SEWER EXTENSION PHASE 1

VIA ARCHITECT: TROTTER AND ASSOCIATES
40W201 WASCO RD
ST CHARLES, IL. 60174

APPLICATION NO: 16

Distribution to:

☒ OWNER☐ ARCHITECT☐ CONTRACTOR☐

PERIOD TO: August 25, 2023

PROJECT NO: NMW-082

CONTRACT FOR: Site Utilities

CONTRACT DATE 5/11/22

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Trine Construction Corp.

By:

Date: 9-6-23

State of: Illinois

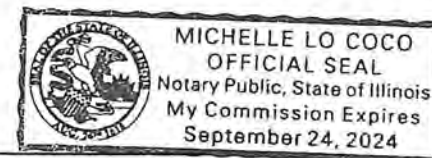
County of: DuPage

Subscribed and sworn to before me this 6th day of 2023

Notary Public: Michelle LoCoco

My Commission expires:

September 24, 2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

1. ORIGINAL CONTRACT SUM	\$7,825,286.94
2. Net change by Change Order	\$110,142.84
3. CONTRACT SUM TO DATE (.....)	\$7,935,429.78
4. SUB-TOTAL-TOTAL BID	\$6,052,065.68
SUB-TOTAL - ALTERNATE A	\$462,073.10
SUB-TOTAL - ALTERNATE B	\$331,575.60
SUB-TOTAL - ALTERNATE C	\$271,945.40
SUB-TOTAL - ALTERNATE D	\$556,378.20
TOTAL COMPLETED & STORED TO DATE	\$7,674,037.97
(Less Stored Materials)	
STORED MATERIALS	\$0.00
TOTAL COMPLETED & STORED TO DATE	\$7,674,037.97
5. RETAINAGE:	
a. % of Completed Work.	\$100,000.00
b. 0 % of Stored Material.	\$0.00
Total Retainage (Lines 5a + 5b or	\$100,000.00
6. TOTAL EARNED LESS RETA	\$7,574,037.97
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR	
PAYMENT (Line 6 from pr	\$7,464,259.37
8. CURRENT PAYMENT DUE	\$109,778.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$361,391.81
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by GC	\$186,817.44	\$76,674.60
Total approved this Month		
TOTALS	186,817.44	\$76,674.60
NET CHANGES by Change Order		\$110,142.84

CONTINUATION SHEET
NORTHERN MORRAINE
RECLAMATION DISTRICT
113 TIMBER TRAIL
PO BOX 240

HOLIDAY HILLS/LE VILLA VAUPELL
SEWER EXTENSION PHASE 1

AIA DOCUMENT G703

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APPLICATION DATE: August 28, 2023

PERIOD TO: 8/25/23

PROJECT NO: NMW-082

A	B	C	D	E	F	G	H	I	J	K	L
ITEM			BID	COMPLETE PREVIOUS ESTIMATE	COMPLETED THIS ESTIMATE	STORED MATERIALS	COMPLETED TO DATE				
NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
1	AGGREGATE SHOULDER, TYPE B	627.00	SY	\$ 20.35	\$ 12,759.45	627	\$ 12,759.45	\$ -	\$ -	627	\$12,759.45
2	AIR RELEASE VALVE & VAULT, 4" DIAMETER	1.00	EA	\$ 14,750.00	\$ 14,750.00	1	\$ 14,750.00	\$ -	\$ -	1	\$14,750.00
3	BRICK SIDEWALK REMOVAL AND REPLACEMENT	87.00	SF	\$ 25.70	\$ 2,235.90	87	\$ 2,235.90	\$ -	\$ -	87	\$2,235.90
4	CHAIN LINK FENCE, 7"	350.00	LF	\$ 212.00	\$ 74,200.00	350	\$ 74,200.00	\$ -	\$ -	350	\$74,200.00
5	CHAIN LINK DOUBLE SWING GATE	1.00	LS	\$ 4,980.00	\$ 4,980.00	1	\$ 4,980.00	\$ -	\$ -	1	\$4,980.00
6	CLEAR AND GRUBBING	1144.00	SY	\$ 15.40	\$ 17,617.60	1,109	\$ 17,078.60	\$ -	\$ -	1,109	\$17,078.60
7	CASING PIPE JACK AND BORE, 16"	32.00	LF	\$ 1,418.00	\$ 45,376.00	32	\$ 45,376.00	\$ -	\$ -	32	\$45,376.00
8	CASING PIPE JACK AND BORE, 20"	121.00	LF	\$ 1,018.00	\$ 123,178.00	121	\$ 123,178.00	\$ -	\$ -	121	\$123,178.00
9	COMED ALLOWANCE	1.00	LS	\$ 150,000.00	\$ 150,000.00	0	\$ 10,333.01	\$ -	\$ -	0	\$10,333.01
10	CONNECTION TO EXISTING FORCE MAIN	2.00	EA	\$ 6,185.00	\$ 12,370.00	2	\$ 12,370.00	\$ -	\$ -	2	\$12,370.00
11	CULVERT FES REMOVAL AND REPLACEMENT, 12" CMP	2.00	EA	\$ 694.20	\$ 1,388.40	2	\$ 1,388.40	\$ -	\$ -	2	\$1,388.40
12	CULVERT FES REMOVAL AND REPLACEMENT, 15" CMP	14.00	EA	\$ 727.60	\$ 10,186.40	14	\$ 10,186.40	\$ -	\$ -	14	\$10,186.40
13	CULVERT REMOVAL AND REPLACEMENT, 10" CMP	30.00	LF	\$ 125.45	\$ 3,763.50	30	\$ 3,763.50	\$ -	\$ -	30	\$3,763.50
14	CULVERT REMOVAL AND REPLACEMENT, 12" CMP	721.00	LF	\$ 83.05	\$ 59,879.05	721	\$ 59,879.05	\$ -	\$ -	721	\$59,879.05
15	CULVERT REMOVAL AND REPLACEMENT, 15" CMP	343.00	LF	\$ 93.35	\$ 32,019.05	343	\$ 32,019.05	\$ -	\$ -	343	\$32,019.05
16	DEWATERING	1.00	LS	\$ 727,805.00	\$ 727,805.00	1	\$ 727,805.00	\$ -	\$ -	1	\$727,805.00
17	DOUBLE SWING TUBE GATE (INCLUDES BUILDING STRUCTURE, NATURAL GAS GENERATOR, ELECTRICAL, CONTROL EQUIPMENT, CONCRETE STOOP, ETC.)	1.00	LS	\$ 3,540.00	\$ 3,540.00	1	\$ 3,540.00	\$ -	\$ -	1	\$3,540.00
18	GENERATOR BLDG. DOOR CREDIT	1.00	LS	\$ 868,030.00	\$ 868,030.00	0	\$ 832,701.18	\$ -	\$ -	0	\$832,701.18
18A	GENERATOR BLDG. RE-ROOF	1.00	LS	\$ (17,000.00)	\$ (17,000.00)	1	\$ (17,000.00)	\$ -	\$ -	1	\$(17,000.00)
18B	GENERATOR BLDG. RE-ROOF	1.00	LS	\$ 5,183.01	\$ 5,183.01	1	\$ 5,183.01	\$ -	\$ -	1	\$5,183.01
19	GRAVEL DRIVEWAY REMOVAL AND REPLACEMENT	183.00	SY	\$ 19.30	\$ 3,531.90	183	\$ 3,531.90	\$ -	\$ -	183	\$3,531.90
20	HMA DRIVEWAY REMOVAL AND REPLACEMENT	1085.00	SY	\$ 79.65	\$ 86,420.25	1,085	\$ 86,420.25	\$ -	\$ -	1,085	\$86,420.25
21	HMA PATCHING, CLASS D, 9"	3757.00	SY	\$ 77.10	\$ 289,664.70	3,757	\$ 289,664.70	\$ -	\$ -	3,757	\$289,664.70
21A	CMR-008 REDUCTION OF PAVEMENT THICKNESS	1.00	LS	\$ (65,000.00)	\$ (65,000.00)	1	\$ (65,000.00)	\$ -	\$ -	1	\$(65,000.00)
22	HMA PAVEMENT	658.00	SY	\$ 89.95	\$ 59,187.10	658	\$ 59,187.10	\$ -	\$ -	658	\$59,187.10
23	INLET FILTERS	1.00	EA	\$ 106.30	\$ 106.30	0	\$ -	\$ -	\$ -	0	\$0.00
24	LANDSCAPE TIMBER WALL REMOVAL AND REPLACEMENT LIFT STATION, COMPLETE (INCLUDES WET WELL, VALVE & METER VAULT, PUMPS, PIPING, CONCRETE PAD, ETC.)	1.00	LS	\$ 2,698.50	\$ 2,698.50	0	\$ -	\$ -	\$ -	0	\$0.00
25	LIGHT POLE REMOVAL AND RESET	2.00	EA	\$ 2,827.00	\$ 5,654.00	2	\$ 5,654.00	\$ -	\$ -	2	\$5,654.00
26	MERRIMAC STONE BED	64.00	LS	\$ 38.55	\$ 2,467.20	64	\$ 2,467.20	\$ -	\$ -	64	\$2,467.20
28	MOBILIZATION	1.00	LS	\$ 443,828.40	\$ 443,828.40	1.00	\$ 443,828.40	\$ -	\$ -	1.00	\$443,828.40
29	NICOR GAS SERVICE ALLOWANCE	1.00	LS	\$ 25,000.00	\$ 25,000.00	0	\$ -	\$ -	\$ -	0	\$0.00
30	PAVEMENT REMOVAL	3917.00	SY	\$ 12.85	\$ 50,333.45	3,917	\$ 50,333.45	\$ -	\$ -	3,917	\$50,333.45
31	PCC DRIVEWAY REMOVAL AND REPLACEMENT	96.00	SY	\$ 142.65	\$ 13,694.40	96	\$ 13,694.40	\$ -	\$ -	96	\$13,694.40
32	PCC SIDEWALK REMOVAL AND REPLACEMENT	35.00	SF	\$ 53.95	\$ 1,888.25	35	\$ 1,888.25	\$ -	\$ -	35	\$1,888.25
33	PCC CURB AND GUTTER REMOVAL AND REPLACEMENT	10.00	LF	\$ 179.90	\$ 1,799.00	10	\$ 1,799.00	\$ -	\$ -	10	\$1,799.00
34	PERENNIAL PLANTS, ALLIUM 'SUMMER BEAUTY' (SUMMER BEAUTY ONION), 1-GALLON	9.00	EA	\$ 23.15	\$ 208.35	9	\$ 208.35	\$ -	\$ -	9	\$208.35
35	PERENNIAL PLANTS, CALAMAGROSTIS X ACUTIFLORA 'KARL FORESTER' (FEATHER REED GRASS), 3-GALLON	9.00	EA	\$ 23.15	\$ 208.35	9	\$ 208.35	\$ -	\$ -	9	\$208.35
36	PERENNIAL PLANTS, SPOROBOLUS HETEROLEPIS (PRAIRIE DROPSEED), 1-GALLON	13.00	EA	\$ 23.15	\$ 300.95	13	\$ 300.95	\$ -	\$ -	13	\$300.95
37	PLUG VALVE AND VALVE BOX, 8"	1.00	EA	\$ 7,225.00	\$ 7,225.00	1	\$ 7,225.00	\$ -	\$ -	1	\$7,225.00
38	PLUG VALVE AND VALVE BOX, 10"	1.00	EA	\$ 9,350.00	\$ 9,350.00	1	\$ 9,350.00	\$ -	\$ -	1	\$9,350.00
38A	CMR-014 GATE VALVES	1.00	LS	\$ 11,100.78	\$ 11,100.78	1	\$ 11,100.78	\$ -	\$ -	1	\$11,100.78
39	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	100.00	CY	\$ 33.10	\$ 3,310.00	100	\$ 3,310.00	\$ -	\$ -	100	\$3,310.00
40	RIP RAP REMOVAL AND REPLACEMENT	39.00	SY	\$ 112.95	\$ 4,405.05	39	\$ 4,405.05	\$ -	\$ -	39	\$4,405.05
41	SANITARY DROP MANHOLE, 4" DIAMETER	5.00	EA	\$ 15,715.00	\$ 78,575.00	5	\$ 78,575.00	\$ -	\$ -	5	\$78,575.00
42	SANITARY FORCE MAIN, 1 1/4" HDPE SDR-11	3.00	LF	\$ 70.00	\$ 210.00	3	\$ 210.00	\$ -	\$ -	3	\$210.00
43	SANITARY FORCE MAIN, 8" PVC 900	50.00	LF	\$ 174.30	\$ 8,715.00	50	\$ 8,715.00	\$ -	\$ -	50	\$8,715.00

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NORTHERN MORRAINE
RECLAMATION DISTRICT
113 TIMBER TRAIL
PO BOX 240

HOLIDAY HILLS/LE VILLA VAUPELL
SEWER EXTENSION PHASE 1

APPLICATION DATE: August 28, 2023

PERIOD TO: 8/25/23

PROJECT NO: NMW-082

A	B			C	D	E	F	G	H	I	J	K	L
ITEM				BID		COMPLETE	PREVIOUS ESTIMATE	COMPLETED	THIS ESTIMATE	STORED MATERIALS		COMPLETED TO DATE	
NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
44	SANITARY FORCE MAIN, 10" PVC 900	2908.00	LF	\$ 112.60	\$ 327,440.80	2,908	\$ 327,440.80		\$ -		\$ -	2,908	\$327,440.80
44A	DIRECTIONAL DRILL 10" FORCE MAIN	891.00	LF	\$ 169.90	\$ 151,380.90	891	\$ 151,380.90		\$ -		\$ -	891	\$151,380.90
45	SANITARY MANHOLE, 4'-DIAMETER	22.00	EA	\$ 9,000.00	\$ 198,000.00	22	\$ 198,000.00		\$ -		\$ -	22	\$198,000.00
46	SANITARY SERVICE, 6" PVC SDR-26	1634.00	LF	\$ 148.55	\$ 242,730.70	1,634	\$ 242,730.70		\$ -		\$ -	1,634	\$242,730.70
47	SANITARY SEWER TEE-WYES 8" X 6"	0.00	EA	\$ 219.95	\$ -	0	\$ -		\$ -		\$ -	0	\$0.00
47A	SANITARY SEWER TEE-WYES 8" X 6" WITH RISER	46.00	EA	\$ 1,219.95	\$ 56,117.70	46	\$ 56,117.70		\$ -		\$ -	46	\$56,117.70
48	SANITARY SEWER TEE-WYES 10" X 6"	0.00	EA	\$ 1,373.80	\$ -	0	\$ -		\$ -		\$ -	0	\$0.00
48A	SANITARY SEWER TEE-WYES 10" X 6" WITH RISER	19.00	EA	\$ 1,373.80	\$ 26,102.20	19	\$ 24,728.40		\$ -		\$ -	19	\$24,728.40
49	SANITARY SEWER, 8" PVC C900	436.00	LF	\$ 132.30	\$ 57,682.80	436	\$ 57,682.80		\$ -		\$ -	436	\$57,682.80
50	SANITARY SEWER, 8" PVC SDR-26	2366.00	LF	\$ 119.45	\$ 282,618.70	2,366	\$ 282,618.70		\$ -		\$ -	2,366	\$282,618.70
51	SANITARY SEWER, 10" PVC C900	0.00	LF	\$ 256.95	\$ -	0	\$ -		\$ -		\$ -	0	\$0.00
52	SANITARY SEWER, 10" PVC SDR 26	3273.00	LF	\$ 141.50	\$ 463,129.50	3,273	\$ 463,129.50		\$ -		\$ -	3,273	\$463,129.50
53	SANITARY SEWER, 12" PVC SDR 26	139.00	LF	\$ 207.15	\$ 28,793.85	139	\$ 28,793.85		\$ -		\$ -	139	\$28,793.85
54	SANITARY SEWER TEE-WYES 10" X 6" W/ RISER & CAP (OPEN LOT)	35.00	EA	\$ 1,277.90	\$ 44,726.50	35	\$ 44,726.50		\$ -		\$ -	35	\$44,726.50
54A	SANITARY SEWER TEE-WYES 10" X 6" W/ RISER & CAP (OPEN LOT)	3.00	EA	\$ 1,219.95	\$ 3,659.85	3	\$ 3,659.85		\$ -		\$ -	3	\$3,659.85
55	SHRUB, DIERVILLA LONICERA (DWARF BUSH HONEY SUCKLE), 5-GALLON	6.00	EA	\$ 77.10	\$ 462.60	6	\$ 462.60		\$ -		\$ -	6	\$462.60
56	SHRUB, FOTHERGILLA GARDENTII (DWARF FOTHERGILLA), 3-GALLON	6.00	EA	\$ 77.10	\$ 462.60	6	\$ 462.60		\$ -		\$ -	6	\$462.60
57	SHRUB, HYDRANGEA ARBORESCENS "INCREDIBALL" (INCREDIBALL HYDRANGEA), 5-GALLON	4.00	EA	\$ 77.10	\$ 308.40	4	\$ 308.40		\$ -		\$ -	4	\$308.40
58	SILT FENCE	7546.00	LF	\$ 3.20	\$ 24,147.20	7,546	\$ 24,147.20		\$ -		\$ -	7,546	\$24,147.20
59	STORM CATCH BASIN REMOVAL AND REPLACMENT	1.00	EA	\$ 5,050.00	\$ 5,050.00	1	\$ 5,050.00		\$ -		\$ -	1	\$5,050.00
60	STORM FES, 15" RCP	2.00	EA	\$ 1,142.00	\$ 2,284.00	2	\$ 2,284.00		\$ -		\$ -	2	\$2,284.00
61	STORM FES, 15" RCP REMOVAL AND REPLACEMENT	2.00	EA	\$ 1,231.85	\$ 2,463.70	2	\$ 2,463.70		\$ -		\$ -	2	\$2,463.70
62	STORM SEWER, CLASS A, TYPE 1, 15" RCP	60.00	LF	\$ 78.35	\$ 4,701.00	60	\$ 4,701.00		\$ -		\$ -	60	\$4,701.00
63	STORM SEWER, CLASS A, TYPE 1, 15" RCP REMOVAL AND REPLACEMENT	43.00	LF	\$ 87.35	\$ 3,756.05	43	\$ 3,756.05		\$ -		\$ -	43	\$3,756.05
64	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	260.00	LF	\$ 12.85	\$ 3,341.00	0	\$ -	260	\$ 3,341.00		\$ -	260	\$3,341.00
65	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	39.00	LF	\$ 33.40	\$ 1,302.60	0	\$ -	39	\$ 1,302.60		\$ -	39	\$1,302.60
66	THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS	1.00	LS	\$ 5,135.00	\$ 5,135.00	0	\$ -	1	\$ 5,135.00		\$ -	1	\$5,135.00
67	TOPSOIL, SEEDING CLASS 1, EROSION CONTROL & BLANKET	13464.00	SY	\$ 9.00	\$ 121,176.00	12,465	\$ 112,185.00		\$ -		\$ -	12,465	\$112,185.00
68	TOPSOIL, SEEDING CLASS 4, EROSION CONTROL & BLANKET	1423.00	SY	\$ 10.80	\$ 15,083.80	1,423	\$ 15,083.80		\$ -		\$ -	1,423	\$15,083.80
69	TRACER WIRE ACCESS BOX	9.00	EA	\$ 565.70	\$ 5,091.30	9	\$ 5,091.30		\$ -		\$ -	9	\$5,091.30
70	TRAFFIC CONTROL AND PROTECTION	1.00	LS	\$ 19,756.90	\$ 19,756.90	1	\$ 19,756.90		\$ -		\$ -	1	\$19,756.90
71	TREE PROTECTION	21.00	EA	\$ 244.14	\$ 5,126.94	0	\$ -		\$ -		\$ -	0	\$0.00
72	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	827.00	UN	\$ 29.55	\$ 24,437.85	827	\$ 24,437.85		\$ -		\$ -	827	\$24,437.85
73	TREE REMOVAL (OVER 15 UNITS DIAMETER)	1072.00	UN	\$ 37.25	\$ 39,932.00	850	\$ 31,662.50		\$ -		\$ -	850	\$31,662.50
74	TREE, 3" CALIPER, BALLED AND BURLAPPED	20.00	EA	\$ 790.30	\$ 15,806.00	0	\$ -		\$ -		\$ -	0	\$0.00
75	TRENCH BACKFILL	5516.00	CY	\$ 41.10	\$ 226,707.60	5,516	\$ 226,707.60		\$ -		\$ -	5,516	\$226,707.60
76	WIRE FENCE REMOVE AND REPLACE	34.00	LF	\$ 38.55	\$ 1,310.70	34	\$ 1,310.70		\$ -		\$ -	34	\$1,310.70
77	SANITARY SEWER TV INSPECTION FOR 8" & 10"	9450.00	LF	\$ 3.45	\$ 32,602.50	9,450	\$ 32,602.50		\$ -		\$ -	9,450	\$32,602.50
PIPE MATERIAL - STORED MATERIALS						0	\$ 0.00		\$ -		\$ -	0	\$ 0.00
TOTAL BID PRICE					\$ 6,294,972.53		\$ 6,042,287.08		\$ 9,778.60		\$ -		\$6,052,065.68

ALTERNATE A

1	CLEAR AND GRUBBING	551.00	SY	\$ 15.40	\$	8,485.40		551	\$	8,485.40			\$	-				\$	-			551	\$	8,485.40	
2	CULVERT REMOVAL AND REPLACEMENT, 10" CMP	13.00	LF	\$ 124.20	\$	1,614.60		13	\$	1,614.60			\$	-				\$	-			13	\$	1,614.60	
3	CULVERT REMOVAL AND REPLACEMENT, 12" CMP	24.00	LF	\$ 81.80	\$	1,963.20		24	\$	1,963.20			\$	-				\$	-			24	\$	1,963.20	

CONTINUATION SHEET

NORTHERN MORRAINE
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HOLIDAY HILLS/LE VILLA VAUPELL
SEWER EXTENSION PHASE 1

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APPLICATION DATE: August 28, 2023
PERIOD TO: 8/25/23
PROJECT NO: NMW-082

A	B	C	D	E	F	G	H	I	J	K	L
ITEM				COMPLETE PREVIOUS ESTIMATE	COMPLETED THIS ESTIMATE	STORED MATERIALS	COMPLETED TO DATE				
NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
4	DEWATERING	1.00	LS	\$ 97,800.00	\$ 97,800.00	1	\$ 97,800.00	\$ -	\$ -	1	\$97,800.00
5	HMA DRIVEWAY REMOVAL AND REPLACEMENT	216.00	SY	\$ 82.25	\$ 17,766.00	216	\$ 17,766.00	\$ -	\$ -	216	\$17,766.00
6	HMA PATCHING, CLASS D, 9"	210.00	SY	\$ 138.80	\$ 29,148.00	210	\$ 29,148.00	\$ -	\$ -	210	\$29,148.00
7	PAVEMENT REMOVAL	210.00	SY	\$ 12.85	\$ 2,698.50	210	\$ 2,698.50	\$ -	\$ -	210	\$2,698.50
8	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	50.00	CY	\$ 33.05	\$ 1,652.50	50	\$ 1,652.50	\$ -	\$ -	50	\$1,652.50
9	SANITARY MANHOLE, 4' DIAMETER	5.00	EA	\$ 11,684.00	\$ 58,420.00	5	\$ 58,420.00	\$ -	\$ -	5	\$58,420.00
10	SANITARY SERVICE, 6" PVC SDR-26	411.00	LF	\$ 147.25	\$ 60,519.75	411	\$ 60,519.75	\$ -	\$ -	411	\$60,519.75
11	SANITARY SEWER TEE-WYES 10" X 6"	3.00	EA	\$ 444.80	\$ 1,334.40	3	\$ 1,334.40	\$ -	\$ -	3	\$1,334.40
11A	SANITARY SEWER TEE-WYES 8" X 6" WITH RISER	7.00	EA	\$ 1,219.95	\$ 8,539.65	7	\$ 8,539.65	\$ -	\$ -	7	\$8,539.65
12	SANITARY SEWER, 8" PVC SDR-26	394.00	LF	\$ 98.30	\$ 38,730.20	394	\$ 38,730.20	\$ -	\$ -	394	\$38,730.20
13	SANITARY SEWER, 10" PVC SDR 26	642.00	LF	\$ 108.55	\$ 69,689.10	642	\$ 69,689.10	\$ -	\$ -	642	\$69,689.10
14	SANITARY SEWER TEE-WYES 10" X 6" W/ RISER & CAP (OPEN LOT)	7.00	EA	\$ 1,273.25	\$ 8,912.75	7	\$ 8,912.75	\$ -	\$ -	7	\$8,912.75
14A	SANITARY SEWER TEE-WYES 8" X 6" W/ RISER & CAP (OPEN LOT)	1.00	EA	\$ 1,219.95	\$ 1,219.95	1	\$ 1,219.95	\$ -	\$ -	1	\$1,219.95
15	SILT FENCE	820.00	LF	\$ 3.85	\$ 3,157.00	820	\$ 3,157.00	\$ -	\$ -	820	\$3,157.00
16	TOPSOIL, SEEDING CLASS 1, EROSION CONTROL & BLANKET	2310.00	SY	\$ 9.00	\$ 20,790.00	2,310	\$ 20,790.00	\$ -	\$ -	2,310	\$20,790.00
17	TRAFFIC CONTROL AND PROTECTION	1.00	LS	\$ 999.00	\$ 999.00	1	\$ 999.00	\$ -	\$ -	1	\$999.00
18	TREE PROTECTION	13.00	EA	\$ 244.15	\$ 3,173.95	0	\$ -	\$ -	\$ -	0	\$0.00
19	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	234.00	UN	\$ 29.55	\$ 6,914.70	234	\$ 6,914.70	\$ -	\$ -	234	\$6,914.70
20	TREE REMOVAL (OVER 15 UNITS DIAMETER)	254.00	UN	\$ 37.25	\$ 9,461.50	254	\$ 9,461.50	\$ -	\$ -	254	\$9,461.50
21	TREE, 3" CALIPER, BALLED AND BURLAPPED	1.00	EA	\$ 790.00	\$ 790.00	1	\$ 790.00	\$ -	\$ -	1	\$790.00
22	TRENCH BACKFILL	279.00	CY	\$ 41.10	\$ 11,466.90	279	\$ 11,466.90	\$ -	\$ -	279	\$11,466.90
TOTAL PRICE BID FOR ALTERNATE A				\$ 465,247.05	\$ 462,073.10	\$ -	\$ -	\$ -	\$ -	\$ 462,073.10	

ALTERNATE B

1	CULVERT REMOVAL AND REPLACEMENT, 12" CMP	175.00	LF	\$ 81.80	\$ 14,315.00	175	\$ 14,315.00	\$ -	\$ -	175	\$14,315.00
2	CULVERT REMOVAL AND REPLACEMENT, 15" CMP	20.00	LF	\$ 92.05	\$ 1,841.00	20	\$ 1,841.00	\$ -	\$ -	20	\$1,841.00
3	DEWATERING	1.00	LS	\$ 73,165.00	\$ 73,165.00	1	\$ 73,165.00	\$ -	\$ -	1	\$73,165.00
4	HMA DRIVEWAY REMOVAL AND REPLACEMENT	293.00	SY	\$ 128.50	\$ 37,650.50	293	\$ 37,650.50	\$ -	\$ -	293	\$37,650.50
5	HMA PATCHING, CLASS D, 9"	161.00	SY	\$ 129.80	\$ 20,897.80	161	\$ 20,897.80	\$ -	\$ -	161	\$20,897.80
6	LANDSCAPE BLOCK WALL REMOVE AND RESET	1.00	LS	\$ 2,925.00	\$ 2,925.00	0	\$ -	\$ -	\$ -	0	\$0.00
7	LANDSCAPE BLOCK PLANTER/BED REMOVE AND RESET	1.00	LS	\$ 3,535.00	\$ 3,535.00	0	\$ -	\$ -	\$ -	0	\$0.00
8	LANDSCAPE TIMBER WALL REMOVAL AND REPLACEMENT	1.00	LS	\$ 2,762.75	\$ 2,762.75	0	\$ -	\$ -	\$ -	0	\$0.00
9	PAVEMENT REMOVAL	161.00	SY	\$ 12.85	\$ 2,068.85	161	\$ 2,068.85	\$ -	\$ -	161	\$2,068.85
10	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	50.00	CY	\$ 33.10	\$ 1,655.00	50	\$ 1,655.00	\$ -	\$ -	50	\$1,655.00
11	SANITARY MANHOLE, 4' DIAMETER	2.00	EA	\$ 11,677.50	\$ 23,355.00	2	\$ 23,355.00	\$ -	\$ -	2	\$23,355.00
12	SANITARY SERVICE, 6" PVC SDR-26	405.00	LF	\$ 147.20	\$ 59,616.00	405	\$ 59,616.00	\$ -	\$ -	405	\$59,616.00
13	SANITARY SEWER TEE-WYES 8" X 6"	0.00	EA	\$ 218.65	\$ -	0	\$ -	\$ -	\$ -	0	\$0.00
13A	SANITARY SEWER TEE-WYES 8" X 6" WITH RISER	13.00	EA	\$ 1,219.95	\$ 15,859.35	13	\$ 15,859.35	\$ -	\$ -	13	\$15,859.35
14	SANITARY SEWER, 8" PVC SDR-26	522.00	LF	\$ 97.00	\$ 50,634.00	522	\$ 50,634.00	\$ -	\$ -	522	\$50,634.00
15	SILT FENCE	793.00	LF	\$ 4.20	\$ 3,330.60	422	\$ 1,772.40	\$ -	\$ -	422	\$1,772.40
16	TOPSOIL, SEEDING CLASS 1, EROSION CONTROL & BLANKET	1103.00	SY	\$ 9.00	\$ 9,927.00	1,103	\$ 9,927.00	\$ -	\$ -	1,103	\$9,927.00
17	TRAFFIC CONTROL AND PROTECTION	1.00	LS	\$ 999.00	\$ 999.00	1	\$ 999.00	\$ -	\$ -	1	\$999.00
18	TREE PROTECTION	6.00	EA	\$ 244.00	\$ 1,464.00	0	\$ -	\$ -	\$ -	0	\$0.00
19	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	20.00	UN	\$ 29.55	\$ 591.00	0	\$ -	\$ -	\$ -	0	\$0.00
20	TREE REMOVAL (OVER 15 UNITS DIAMETER)	48.00	UN	\$ 37.25	\$ 1,788.00	20	\$ 745.00	\$ -	\$ -	20	\$745.00
21	TREE, 3" CALIPER, BALLED AND BURLAPPED	2.00	EA	\$ 790.00	\$ 1,580.00	2	\$ 1,580.00	\$ -	\$ -	2	\$1,580.00
22	TRENCH BACKFILL	377.00	CY	\$ 41.10	\$ 15,494.70	377	\$ 15,494.70	\$ -	\$ -	377	\$15,494.70
TOTAL BID PRICE FOR ALTERNATE B				\$ 345,454.55	\$ 331,575.60	\$ -	\$ -	\$ -	\$ -	\$ 331,575.60	

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NORTHERN MORRAINE
RECLAMATION DISTRICT
113 TIMBER TRAIL
PO BOX 240

HOLIDAY HILLS/LE VILLA VAUPELL
SEWER EXTENSION PHASE 1

APPLICATION DATE: August 28, 2023
PERIOD TO: 8/25/23
PROJECT NO: NMW-082

A	B	C	D	E	F	G	H	I	J	K	L
ITEM			BID	COMPLETE PREVIOUS ESTIMATE	COMPLETED THIS ESTIMATE	STORED MATERIALS	COMPLETED TO DATE				
NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
ALTERNATE C											
1	CULVERT REMOVAL AND REPLACEMENT, 12" CMP	105.00	LF	\$ 80.50	\$ 8,452.50	105	\$ 8,452.50	\$ -	\$ -	105	\$8,452.50
2	DEWATERING	1.00	LS	\$ 60,505.00	\$ 60,505.00	1	\$ 60,505.00	\$ -	\$ -	1	\$60,505.00
3	HMA DRIVEWAY REMOVAL AND REPLACEMENT	198.00	SY	\$ 128.50	\$ 25,443.00	198	\$ 25,443.00	\$ -	\$ -	198	\$25,443.00
4	HMA PATCHING, CLASS D, 9"	117.00	SY	\$ 129.80	\$ 15,186.60	117	\$ 15,186.60	\$ -	\$ -	117	\$15,186.60
5	LANDSCAPE TIMBER PLANTER/BED REMOVAL AND REPLACEMENT	1.00	LS	\$ 3,488.80	\$ 3,488.80	1	\$ 3,488.80	\$ -	\$ -	1	\$3,488.80
6	LIGHT POLE REMOVAL AND RESET	1.00	EA	\$ 2,827.00	\$ 2,827.00	1	\$ 2,827.00	\$ -	\$ -	1	\$2,827.00
7	PAVEMENT REMOVAL	117.00	SY	\$ 12.85	\$ 1,503.45	117	\$ 1,503.45	\$ -	\$ -	117	\$1,503.45
8	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	50.00	CY	\$ 33.05	\$ 1,652.50	50	\$ 1,652.50	\$ -	\$ -	50	\$1,652.50
9	SANITARY MANHOLE, 4' DIAMETER	2.00	EA	\$ 11,670.00	\$ 23,340.00	2	\$ 23,340.00	\$ -	\$ -	2	\$23,340.00
10	SANITARY SERVICE, 6" PVC SDR-26	308.00	LF	\$ 145.95	\$ 44,952.60	308	\$ 44,952.60	\$ -	\$ -	308	\$44,952.60
11	SANITARY SEWER TEE-WYES 8" X 6"	0.00	EA	\$ 217.35	\$ -	0	\$ -	\$ -	\$ -	0	\$0.00
11A	SANITARY SEWER TEE-WYES 8" X 6" WITH RISER	11.00	EA	\$ 1,219.95	\$ 13,419.45	11	\$ 13,419.45	\$ -	\$ -	11	\$13,419.45
12	SANITARY SEWER, 8" PVC SDR-26	508.00	LF	\$ 97.00	\$ 49,276.00	508	\$ 49,276.00	\$ -	\$ -	508	\$49,276.00
13	SANITARY SEWER TEE-WYES 8" X 6" W/ CAP (OPEN LOT)		EA	\$ 878.45	\$ -	0	\$ -	\$ -	\$ -	0	\$0.00
13A	SANITARY SEWER TEE-WYES 8" X 6" W/ RISER CAP (OPEN LOT)	2.00	EA	\$ 1,219.95	\$ 2,439.90	2	\$ 2,439.90	\$ -	\$ -	2	\$2,439.90
14	SILT FENCE	697.00	LF	\$ 4.20	\$ 2,927.40	412	\$ 1,730.40	\$ -	\$ -	412	\$1,730.40
15	TOPSOIL, SEEDING CLASS 1, EROSION CONTROL & BLANKET	982.00	SY	\$ 9.00	\$ 8,838.00	982	\$ 8,838.00	\$ -	\$ -	982	\$8,838.00
16	TRAFFIC CONTROL AND PROTECTION	1.00	LS	\$ 999.00	\$ 999.00	1	\$ 999.00	\$ -	\$ -	1	\$999.00
17	TREE PROTECTION	6.00	EA	\$ 244.15	\$ 1,464.90	0	\$ -	\$ -	\$ -	0	\$0.00
18	TRENCH BACKFILL	192.00	CY	\$ 41.10	\$ 7,891.20	192	\$ 7,891.20	\$ -	\$ -	192	\$7,891.20
TOTAL BID PRICE FOR ALTERNATE C					\$ 274,607.30		\$ 271,945.40	\$ -	\$ -		\$ 271,945.40
ALTERNATE D											
1	AGGREGATE SHOULDER, TYPE B	13.00	SY	\$ 20.35	\$ 264.55	13	\$ 264.55	\$ -	\$ -	13	\$264.55
2	CULVERT FES REMOVAL AND REPLACEMENT, 12" CMP	2.00	EA	\$ 687.75	\$ 1,375.50	2	\$ 1,375.50	\$ -	\$ -	2	\$1,375.50
3	CULVERT REMOVAL AND REPLACEMENT, 8" CMP	24.00	LF	\$ 76.65	\$ 1,839.60	24	\$ 1,839.60	\$ -	\$ -	24	\$1,839.60
4	CULVERT REMOVAL AND REPLACEMENT, 12" CMP	194.00	LF	\$ 80.50	\$ 15,617.00	194	\$ 15,617.00	\$ -	\$ -	194	\$15,617.00
5	DEWATERING	1.00	LS	\$ 122,995.00	\$ 122,995.00	1.0	\$ 122,995.00	\$ -	\$ -	1	\$122,995.00
6	GRAVEL DRIVEWAY REMOVAL AND REPLACEMENT	35.00	SY	\$ 19.30	\$ 675.50	35	\$ 675.50	\$ -	\$ -	35	\$675.50
7	HMA DRIVEWAY REMOVAL AND REPLACEMENT	138.00	SY	\$ 127.25	\$ 17,560.50	138	\$ 17,560.50	\$ -	\$ -	138	\$17,560.50
8	HMA PATCHING, CLASS D, 9"	467.00	SY	\$ 133.65	\$ 62,414.55	467	\$ 62,414.55	\$ -	\$ -	467	\$62,414.55
9	LANDSCAPE BLOCK PLANTER/BED REMOVE AND RESET	1.00	LS	\$ 3,488.00	\$ 3,488.00	1	\$ 3,488.00	\$ -	\$ -	1	\$3,488.00
10	PAVEMENT REMOVAL	467.00	SY	\$ 12.85	\$ 6,000.95	467	\$ 6,000.95	\$ -	\$ -	467	\$6,000.95
11	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	50.00	CY	\$ 24.40	\$ 1,220.00	50	\$ 1,220.00	\$ -	\$ -	50	\$1,220.00
12	SANITARY DROP MANHOLE, 4' DIAMETER	1.00	EA	\$ 12,675.00	\$ 12,675.00	1	\$ 12,675.00	\$ -	\$ -	1	\$12,675.00
13	SANITARY MANHOLE, 4' DIAMETER	4.00	EA	\$ 12,660.00	\$ 50,640.00	4	\$ 50,640.00	\$ -	\$ -	4	\$50,640.00
14	SANITARY SERVICE, 6" PVC SDR-26	370.00	LF	\$ 144.65	\$ 53,520.50	370	\$ 53,520.50	\$ -	\$ -	370	\$53,520.50
15	SANITARY SEWER TEE-WYES 10" X 6"	0.00	EA	\$ 439.65	\$ -	0	\$ -	\$ -	\$ -	0	\$0.00
15A	SANITARY SEWER TEE-WYES 10" X 6" WITH RISER	9.00	EA	\$ 1,373.00	\$ 12,357.00	9	\$ 12,357.00	\$ -	\$ -	9	\$12,357.00
16	SANITARY SEWER, 8" PVC SDR 26	36.00	LF	\$ 118.15	\$ 4,253.40	36	\$ 4,253.40	\$ -	\$ -	36	\$4,253.40
17	SANITARY SEWER, 10" PVC SDR 26	1134.00	LF	\$ 128.45	\$ 145,662.30	1,134	\$ 145,662.30	\$ -	\$ -	1,134	\$145,662.30
17A	CMR015 - SEWER GRADE CHANGES	1.00	LS	\$ (14,000.00)	\$ (14,000.00)	1	\$ (14,000.00)	\$ -	\$ -	1	\$ (14,000.00)
	SANITARY SEWER TEE-WYES 10" X 6" W/ RISER & CAP (OPEN LOT)	5.00	EA	\$ 1,268.75	\$ 6,333.75	5	\$ 6,333.75	\$ -	\$ -	5	\$6,333.75
18	SILT FENCE	1052.00	LF	\$ 3.85	\$ 4,050.20	807	\$ 3,106.95	\$ -	\$ -	807	\$3,106.95
20	BLANKET	2371.00	SY	\$ 9.00	\$ 21,339.00	2,371	\$ 21,339.00	\$ -	\$ -	2,371	\$21,339.00
21	TRAFFIC CONTROL AND PROTECTION	1.00	LS	\$ 998.00	\$ 998.00	1	\$ 998.00	\$ -	\$ -	1	\$998.00
22	TREE PROTECTION	2.00	EA	\$ 244.15	\$ 488.30	0	\$ -	\$ -	\$ -	0	\$0.00
23	-	27.00	UN	\$ 29.55	\$ 797.85	0	\$ -	\$ -	\$ -	0	\$0.00
24	TREE REMOVAL (OVER 15 UNITS DIAMETER)	143.00	UN	\$ 37.25	\$ 5,326.75	143	\$ 5,326.75	\$ -	\$ -	143	\$5,326.75
25	TREE, 3" CALIPER, BALLED AND BURLAPPED	7.00	EA	\$ 790.25	\$ 5,531.75	0	\$ -	\$ -	\$ -	0	\$0.00
26	TRENCH BACKFILL	504.00	CY	\$ 41.10	\$ 20,714.40	504	\$ 20,714.40	\$ -	\$ -	504	\$20,714.40

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NORTHERN MORRAINE
RECLAMATION DISTRICT
113 TIMBER TRAIL
PO BOX 240

HOLIDAY HILLS/LE VILLA VAUPELL
SEWER EXTENSION PHASE 1

APPLICATION DATE: August 28, 2023
PERIOD TO: 8/25/23
PROJECT NO: NMW-082

A	B	C	D	E	F	G	H	I	J	K	L
ITEM				COMPLETE PREVIOUS ESTIMATE	COMPLETED THIS ESTIMATE	STORED MATERIALS	COMPLETED TO DATE				
NO	DESCRIPTION OF WORK	QUANTITY	UNIT	UNIT PRICE	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL	QUANTITY	TOTAL
TOTAL BID PRICE ALTERNATE D					\$ 564,139.35	\$ 556,378.20	\$ -			\$ 556,378.20	
					\$ 7,944,420.78	\$ 7,664,259.38	\$ 9,778.60	\$ -	96.60%	\$ 7,674,037.97	



STATE OF ILLINOIS
COUNTY OF DUPAGE

WAIVER OF LIEN TO DATE

Gty #

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Northern Moraine Wastewater Reclamation District to furnish Underground Utilities for the premises known as Holiday Hills/Le Villa Vaupell Sewer Extension of which Northern Moraine Wastewater Reclamation District is the owner.

THE undersigned, for and in consideration of One Hundred and Nine Thousand Seven Hundred and Seventy Eight Dollars and .60/100 (\$109,778.60) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 9-6-23 COMPANY NAME TRINE CONSTRUCTION CORP.
ADDRESS 1041 TRINE CT., SUITE A, ST. CHARLES, IL 60174

SIGNATURE AND TITLE [Signature] PRESIDENT

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF DUPAGE

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) MICHAEL M RENDINA BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) PRESIDENT OF (COMPANY NAME) TRINE CONSTRUCTION CORP. WHO IS THE CONTRACTOR FURNISHING SITE UTILITIES WORK ON THE BUILDING LOCATED AT HOLIDAY HILLS/LE VILLE VAUPELL SEWER EXTENSION OWNED BY Northern Moraine Wastewater Reclamation District

That the total amount of the contract including extras* is \$7,935,429.78 on which he or she has received payment of \$7,464,259.37

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
For complete listing see page 2 of 2 attached:					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated

DATE 9-6-23

SIGNATURE: [Signature]

SUBSCRIBED AND SWORN TO BEFORE ME THIS 6th DAY OF September, 2023

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



Michelle Lo Coco
NOTARY PUBLIC

WAIVER OF LIEN TO DATE

FROM: Trine Construction Corp.
FOR: Holiday Hills
 Pay Est. 16

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE WITH EXTRAS	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Trine Construction Corp.	Equip, Labor and Other	\$4,821,861.62	\$4,644,514.15	\$102,348.46	\$74,999.01
Mid American	Appurants	\$618,257.13	\$617,476.93	\$780.20	\$0.00
Welch Brothers	Concrete Structures	\$258,227.74	\$258,227.74		\$0.00
Thelen Materials	Aggregates/Dump	\$220,214.07	\$220,214.07		\$0.00
Reliable Stone and Gravel	Aggregates/Dump	\$207,524.04	\$200,873.10	\$6,649.94	\$1.00
Traffic Contront Protection	Traffic Control	\$20,724.00	\$20,724.00		\$0.00
Thatcher	Sod Retention	\$229,000.00	\$229,000.00		\$0.00
Gasvoda & Assoc	Pumps	\$84,133.00	\$84,133.00		\$0.00
Advanced Automation & Contro	Instrumental	\$54,225.00	\$43,922.25		\$10,302.75
Precision Boring	Auger/Boring	\$17,940.00	\$16,146.00		\$1,794.00
TAT Enaterprises	Asphalt	\$331,377.75	\$241,270.65		\$90,107.10
Landmark	Concrete	\$12,400.00	\$0.00		\$12,400.00
Homestead Electric	Electrical	\$327,100.55	\$196,045.70		\$131,054.85
Abbott Tree	Tree Removal	\$66,954.00	\$61,048.40		\$5,905.60
Michels's	Dewatering	\$285,000.00	\$270,750.00		\$14,250.00
Genco Industies	Mechanical	\$161,800.00	\$141,322.50		\$20,477.50
Trinity	Building	\$218,690.88	\$218,590.88		\$100.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$7,935,429.78	\$7,464,259.37	\$109,778.60	\$361,391.81

**WAIVER OF LIEN - FINAL
MATERIALS**

STATE OF Illinois

Lake County

SS.

July 11th, 2023

TO WHOM IT MAY CONCERN:

Whereas, we the undersigned **Mid American Water of Wauconda, Inc.**
have been employed by **TRINE CONSTRUCTION**
to furnish **Water and Sewer Related Material**

For the building known as Number _____ Street,

PROJECT: Le Villa Vanpell Sewer Extension Phase 1

OWNER: Northern Moraine Wastewater Reclamation District

City of **Holiday Hills** Situated on Lot _____

In Section _____, Township _____, Range _____,

County of **Lake**, State of **Illinois**

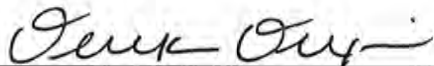
Now, Therefore, Know Ye, That we the undersigned, for and in consideration of
\$780.20 Dollars, and other good and valuable considerations, the receipt
whereof is hereby acknowledged, do we hereby waive and release any and all lien, or claim,
or right to lien on said above described building and premises under the status of the Statutes
of the State of Illinois relating to Mechanics' Liens, on account of materials furnished by the
undersigned to

TRINE CONSTRUCTION for said building or premises.

Given Under *my* hand - and - seal this 11th day of July, 2023

Mid American Water of Wauconda, Inc.

Seal



SIGNATURE

Seal

Partial Waiver of Lien

(Material Only)

State of Illinois)
) SS
County of McHenry)

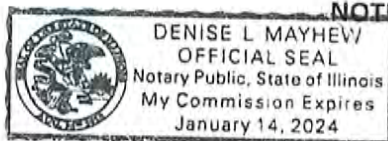
TO WHOM IT MAY CONCERN:

WHEREAS, the undersigned is (Position) Accounts receivable manager
of (Company Name) Reliable Sand & Gravel Co., Inc
which has been employed by Trine Construction Corp to
furnish gravel and accept fill for the premises known as Le Villa Vaucluse
Sewer Extension in the City of Holiday Hills
the County of McHenry in the State of Illinois of which
Northern Moline Wastewater Reclamation Dist is the owner.

The undersigned, for and in consideration of \$ 6,649.94 dollars,
and other good and valuable consideration, the receipt whereof is hereby acknowledged,
do(es) hereby waive and release any and all lien or claim of, or right to lien, under the Statutes
of the State of Illinois, relating to Mechanics' liens on said above described building and/or
premises, and the improvements thereon, and on the monies, funds or other considerations
due or to become due from the owner, on account of labor, services, material, fixtures,
apparatus or machinery heretofore furnished to this date by the undersigned for the above
described building and/or premises.

Given under my hand, this 25 day of May, 2023

Signature/Title: Cheyenne Ubert Accounts Receivable
Manager
Address: PO Box 707
City, State, Zip: Island Lake, IL 60042



NOTE: All waivers must be for the full amount paid

Denise L. Mayhew



NORTHERN MORaine **W R D**

AGENDA ITEM # 11C

<u>Meeting Date:</u>	September 12, 2023
<u>Item:</u>	Policies Prohibiting Harassment and Sexual Harassment
<u>Staff Recommendation:</u>	Motion to adopt a Resolution adopting Updated Policies Prohibiting Harassment and Sexual Harassment and Amending the Northern Moraine Wastewater Reclamation District Employee Manual
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

The District adopted a revised harassment policy by Executive Order on August 18, 2023 after several harassing incidents in which staff felt threatened. The executive order was put into effect by our board president, Ken Michaels. The attached resolution formalizes that action and also incorporates the modified policy into our Employee Policy Manual.

Recommendation

It is staff's recommendation to adopt a Resolution adopting Updated Policies Prohibiting Harassment and Sexual Harassment and Amending the Northern Moraine Wastewater Reclamation District Employee Manual

Votes Required to Pass

Simple Majority via a Roll Call Vote



NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT

RESOLUTION NO. 2023-08

**A RESOLUTION ADOPTING UPDATED POLICIES PROHIBITING HARASSMENT
AND SEXUAL HARASSMENT AND AMENDING THE NORTHERN MORAINÉ
WASTEWATER RECLAMATION DISTRICT EMPLOYEE MANUAL**

WHEREAS, the Northern Moraine Wastewater Reclamation District (the “***District***”) has developed and approved a “Northern Moraine Wastewater Reclamation District Employee Manual” (the “***Employee Manual***”), which Employee Manual has been amended from time-to-time; and

WHEREAS, the District had previously adopted a policy prohibiting sexual harassment (“***Sexual Harassment Policy***”), which is incorporated into the Employee Manual; and

WHEREAS, the District President has issued an Executive Order on August 18, 2023 (the “***Executive Order***”) setting forth “Policies Prohibiting Harassment and Sexual Harassment,” which is set forth in Exhibit A hereto (the “***Policies Prohibiting Harassment***”); and

WHEREAS, the Policies Prohibiting Harassment are an updated version of District’s Sexual Harassment Policy and apply both to persons affiliated with the District and to persons interacting with District representatives; and

WHEREAS, the District Board of Trustees (the “***District Board***”) desires to formally adopt the Policies Prohibiting Harassment and to incorporate them into the Employee Manual, as doing so is appropriate and in the best interests of the District; and

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Northern Moraine Wastewater Reclamation District, as follows:

SECTION ONE. Incorporation of Recitals. The foregoing recitals are by this reference incorporated into and made a part of this Resolution as if fully set forth.

SECTION TWO. Approval and Adoption of Policies Prohibiting Harassment; Ratification of Executive Order. The District Board hereby approves the Policies Prohibiting

Harassment attached hereto as Exhibit A and adopts such Policies Prohibiting Harassment as an official policy of the District. In doing so, the District Board hereby ratifies the Executive Order of August 18, 2023.

SECTION THREE. Approval of Amendment to the District Employee Manual Incorporating the Policies Prohibiting Harassment. Upon the approval of this Resolution, the Employee Manual is hereby amended to incorporate the “Policies Prohibiting Harassment and Sexual Harassment,” along with other amendments that are included purposes of clarity and consistency, as provided in Exhibit B attached hereto. The District Manager is directed to disseminate the Employee Manual as so amended to all District employees.

SECTION THREE: Effective Date. This Resolution shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED THIS ____ day of _____, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2023.

District President

ATTEST:

District Clerk

EXHIBIT A

Policies Prohibiting Harassment and Sexual Harassment

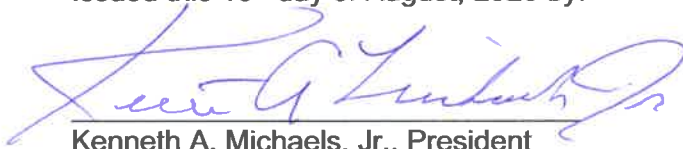
NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

Executive Order

I, Kenneth A. Michaels, Jr., as President of the Northern Moraine Wastewater Reclamation District (the "***District***"), hereby direct the District Manager as follows:

1. Implement and make available on the District's website and otherwise the attached "Policies Prohibiting Harassment and Sexual Harassment" of the District, which is an updated version of similar policies currently included in the District's Employee Manual;
2. Implement and make available on the District's website and otherwise the attached "Freedom of Information Act Rules and Regulations";
3. Direct the District's Attorney to (a) prepare a resolution for the District Board's consideration to adopt and ratify the "Policies Prohibiting Harassment and Sexual Harassment" and update the District's Employee Manual to incorporate such policies, and (b) prepare a resolution for the District Board's consideration to adopt and ratify the "Freedom of Information Act Rules and Regulations" with such additional modifications and with updated forms for the implementation of the District's FOIA compliance efforts.

Issued this 18th day of August, 2023 by:

A handwritten signature in blue ink, appearing to read "Ken A. Michaels Jr.", is written over a horizontal line.

Kenneth A. Michaels, Jr., President
Northern Moraine Wastewater Reclamation District

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT

Policies Prohibiting Harassment and Sexual Harassment

Introduction

The Northern Moraine Wastewater Reclamation District (the “***District***”) is committed to maintaining an environment free from discrimination and harassment of any kind by or relating to any employee, supervisor, elected official, vendor, client, customer or other person interacting with the District. To that end, the District has established specific policies prohibiting harassment and sexual harassment in accordance with the policies and requirements set forth in the Illinois Human Rights Act, 775 ILCS 5.

Policy Prohibiting Harassment

The District is committed to maintaining an environment free from discrimination and harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

This policy forbids any employee, supervisor, elected official, vendor, client, customer, or other person to harass any employee of the District.

- **Definition of Harassment**

This policy adopts the definition of harassment as stated in the Illinois Human Rights Act, which currently defines harassment as:

Any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, or work authorization status that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties.

775 ILCS 5/2-101(E-1). This policy further prohibits harassing conduct or other workplace discrimination based on an employee's protected status under state and federal law, including gender, creed, political affiliation, or other any other legally protected status.

The District will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment. The District's policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

- **Prohibited Conduct**

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts and language; denigrating jokes; written or graphic material that degrades or shows hostility or aversion toward an individual or group; and disparagement or taunting of employees, including making false statements about employees. Written or graphic material in the workplace that may violate this policy include being placed on walls or elsewhere on the employer's premises or circulated in the workplace, on work time or using District equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means, including requests for service or records made by any individual to the District.

- Responsibility

All employees have a responsibility for keeping the work environment free of harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. No employees, not even the highest-ranking people in the District are exempt from the requirements of this policy.

Employees are encouraged to inform others in the workplace whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees should come forward with complaints about alleged problems or violations of this policy at any time. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. The employee experiencing or witnessing what he or she believes to be harassment must not assume that the employer is aware of the conduct.

- Reporting

An employee who either observes conduct the employee believes to be harassment or believes herself/himself to be the object of harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee or a supervisor. It is not necessary for harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be harassment through any of the following avenues:

- *Electronic/Direct Communication.* If there is harassing behavior in the workplace, the harassed employee can directly and clearly express her/his objection to the employees engaged in the behavior that the conduct is unwelcome and request that the offending behavior stop. This communication can be verbal, or in writing in a note or a memo. The District recognizes that, when harassing conduct of non-employees occurs, the dynamic of such relationship may make direct communication ineffective or otherwise untenable; in such instances, communication of the harassing conduct to supervisory personnel is essential.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to: the immediate supervisor of the person making the report; a department head; a director of human resources; an ethics officer; the District Manager; or the chief executive officer of the District. Each supervisor must immediately report to the District Manager any complaint or observation of conduct which may violate this policy.

This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

- *Resolution Outside District.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the District. However, all District employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities within 300 days of the alleged incident(s) unless it is a continuing offense:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

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500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
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It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy against harassment in the workplace are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

- Investigation and Response

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the District. However, because of the difficulties associated with investigating anonymous complaints where the ability to obtain additional information is limited, the District's ability to respond to an anonymous complaint may be limited. To facilitate an appropriate and effective response to complaints, the District relies on a reporting employee's willing cooperation in the investigation.

Confidentiality cannot be guaranteed during an investigation, but will be protected to the extent possible. The District will take appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The District might also conclude, depending on the circumstances, either that no violation of the policy occurred or that the District cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the District will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The District may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy.

If the person who engaged in the inappropriate conduct is not employed by the District, then the District will take whatever corrective action is reasonable and appropriate under the circumstances, including, but not limited to, restricting the manner and opportunities for the individual to interact with the District and its employees. This may include barring the individual from attending public District meetings in person and rejecting requests of persons that made in violation of this policy.

Policy Prohibiting Sexual Harassment

- Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the District to prohibit harassment of any person by any District official, agent, employee, contractor, consultant, person performing services for the District pursuant to a contract, agency, or office ("***District Personnel***") on the basis of sex or gender. All District Personnel are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

- Definition of Sexual Harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- (1) Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other persons, even outside of their presence, of a sexual nature.
- (2) Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking," or "kissing" noises.
- (3) Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- (4) Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- (5) Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The District will assess sexual harassment by a standard of what would offend a "reasonable person."

- Procedure for Reporting an Allegation of Sexual Harassment

Any District Personnel who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending person, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any District Personnel may report conduct which is believed to be sexual harassment, including the following:

- (1) *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed person should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- (2) *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the District Personnel feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the District manager, or the chief executive officer of the District.
- (3) The District Personnel experiencing what he or she believes to be sexual harassment must not assume that the District is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the District will not be presumed to have knowledge of the harassment.
- (4) *Resolution Outside District.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the District. However, all District Personnel have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for

information regarding filing a formal complaint with those entities. A complaint with the IDHR or the EEOC must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the District. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

- Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No District Personnel shall take any retaliatory action against any other person due to their:

- (1) Disclosure or threatened disclosure of any violation of this policy,
- (2) The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
- (3) Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action includes, but is not limited to, reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any District Personnel that is taken in retaliation for their involvement in protected activity pursuant to this policy. Retaliation is prohibited even if the report is unsubstantiated, so long as the report was made in good faith. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for a person who does any of the following:

- (1) Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
- (2) Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
- (3) Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

Any District Personnel who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within 300 days after the alleged retaliation, or otherwise in accordance with the procedures established by the relevant agency.

- Consequences of a Violation of the Prohibition on Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to District policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the District and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the District shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

- Consequences for Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment, but does not include a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable District policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Policy Against Retaliation

As further provided herein, the District has a strict anti-retaliation policy and all employees should be advised that retaliation will not be tolerated against any person who has filed a complaint in regards to harassment, discrimination or retaliation; or who assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or who files a charge of discrimination or harassment or retaliation; or who otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation is prohibited even if the report is unsubstantiated, so long as the report was made in good faith. In addition, any witness will be protected from retaliation. Retaliation will result in severe discipline, up to and including termination. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report such conduct using the complaint process in the District's Policies Prohibiting Harassment and Sexual Harassment.

EXHIBIT B

Amendments to Employee Manual



NORTHERN MORaine

W R D

EMPLOYEE MANUAL

Approved December 2004

Revised November 2008

Revised May 2010

Revised January 2012

Revised February 2013

Revised November 2017

Revised October 2019

Revised February 2021

Revised October 2021

Revised December 2022

Revised September 2023

This Employee Manual is intended to acquaint you with the Northern Moraine Wastewater Reclamation District's employment policies, benefits, procedures and other general information about the District's operations. This manual only highlights the District's policies, practices and benefits for general information and cannot be considered a contract for employment. The District reserves the right to amend, supplement, or rescind any provisions, as it deems appropriate. This Employee Manual supersedes and replaces all previous employee handbooks, manuals, management memos, and policy statements, whether oral or written, issued by the District pertaining to the policy areas contained herein. The provisions of this Employee Manual will apply only insofar as they do not conflict with any state or federal law.

The Island Lake Sanitary District was established by court order in October 1969, under the authority of the Sanitary District Act of 1917, to provide wastewater treatment operations to the District's facility planning area which encompasses the Village of Island Lake, the Village of Fox River Valley Gardens and the Village of Holiday Hills, as well as surrounding unincorporated subdivisions in the area.

In 1976, at the direction of the Illinois Environmental Protection Agency, the Village of Lakemoor contracted with the District for wastewater treatment when plans for the treatment plant and sewage collection system were under way.

The treatment plant was originally constructed in 1978 and began operation in September 1979. The official opening ceremony was held at the treatment facilities in October 1979.

The original treatment plant was designed to treat an average of 1.2 mgd (million gallons per day) with a total treatment capacity of 3.0 mgd. Effluent was treated by chlorination and discharged to the Fox River.

IEPA effluent limitation standards changed in 1990, requiring the District to add chlorination/dechlorination and sulfur dioxide feed equipment. In 1998 effluent limitation standards changed further, this time requiring extensive construction of new facilities totaling \$5.4 million. In 2018, further limitations on the effluent prompted construction of facilities to handle the removal of phosphorus from the effluent stream.

The Island Lake Sanitary District changed its name to Northern Moraine Wastewater Reclamation District by Court order 03MC4 on August 19, 2003. Northern Moraine celebrated its 50th Anniversary at a public open house on September 14, 2019.

The District's primary objective is to maintain the highest state of excellence in the treatment of wastewater prior to returning our treated effluent back to watersheds and delicate ecosystems located both within and without the District's boundaries. We aim to educate our users and be good stewards of the water environment we protect.

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GENERAL EMPLOYMENT POLICIES

Employment At-Will

Your employment with the Northern Moraine Wastewater Reclamation District is on an at-will basis, meaning the District and its employees retain the mutual right to terminate the employment relationship “at will,” with or without warning, notice, or cause. As such, this Employment Manual shall not be construed to provide any guarantee or assurance of continued employment or employment for any specific period with the District.

Equal Employment Opportunity

The Northern Moraine Wastewater Reclamation District is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, pregnancy, veteran status, political affiliation, or any other factor protected by law.

Equal employment opportunity notices are posted near employee gathering places and the company bulletin board. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that the District’s equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

Policies Prohibiting Harassment, Policy and Sexual Harassment

Introduction

The Northern Moraine Wastewater Reclamation District is committed to maintaining an environment free from discrimination and harassment of any kind by or relating to any employee, supervisor, elected official, vendor, client, customer or other person interacting with the District. To that end, the District has established specific policies prohibiting harassment and sexual harassment in accordance with the policies and requirements set forth in the Illinois Human Rights Act, 775 ILCS 5.

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• 775 ILCS 5/2-101(E-1). This policy further ~~Prohibited Conduct~~

~~This policy~~ prohibits harassing conduct or other workplace discrimination based on an employee's protected status under state and federal law, including ~~race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, pregnancy, veteran status, political affiliation,~~ or other any other legally protected status.

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or circulated in the workplace, on work time or using District equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means, including requests for service or records made by any individual to the District.

- Responsibility

All employees have a responsibility for keeping the work environment free of harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. No employees, not even the highest-ranking people in the District are exempt from the requirements of this policy.

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- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to: the immediate supervisor of the person making the report; a department head; a director of human resources; an ethics officer; the District Manager; or the chief executive officer of the District. Each supervisor must immediately report to the District Manager any complaint or observation of conduct which may violate this policy.

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- Investigation and Response

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the District. However, because of the difficulties associated with investigating anonymous complaints where the ability to obtain additional information is limited, the District's ability to respond to an anonymous complaint may be limited. To facilitate an appropriate and effective response to complaints, the District relies on a reporting employee's willing cooperation in the investigation.

Confidentiality cannot be guaranteed during an investigation, but will be protected to the extent possible. The District will take appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The District might also conclude, depending on the circumstances, either that no violation of the policy occurred or that the District cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the District will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The District may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy.

If the person who engaged in the inappropriate conduct is not employed by the District, then the District will take whatever corrective action is reasonable and appropriate under the circumstances—, including, but not limited to, restricting the manner and opportunities for the individual to interact with the District and its employees. This may include barring the individual from attending public District meetings in person and rejecting requests of persons that are made in violation of this policy.

Policy Prohibiting Sexual Harassment

- Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the District to prohibit harassment of any person by any District official, agent, employee, contractor, consultant, person performing services for the District pursuant to a contract, agency, or office ("***District Personnel***") on the basis of sex or gender. All District Personnel

are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

- Definition of Sexual Harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- (1) Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other persons, even outside of their presence, of a sexual nature.
- (2) Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking," or "kissing" noises.
- (3) Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- (4) Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- (5) Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The District will assess sexual harassment by a standard of what would offend a "reasonable person."

- Procedure for Reporting an Allegation of Sexual Harassment

Any District Personnel who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending person, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any District Personnel may report conduct which is believed to be sexual harassment, including the following:

- (1) *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed person should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

- (2) *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the District Personnel feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the District manager, or the chief executive officer of the District.
- (3) The District Personnel experiencing what he or she believes to be sexual harassment must not assume that the District is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the District will not be presumed to have knowledge of the harassment.
- (4) *Resolution Outside District.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the District. However, all District Personnel have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. A complaint with the IDHR or the EEOC must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the District. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

- Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No District Personnel shall take any retaliatory action against any other person due to their:

- (1) Disclosure or threatened disclosure of any violation of this policy,
- (2) The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
- (3) Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action includes, but is not limited to, reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any District Personnel that is taken in retaliation for their involvement in protected activity pursuant to this policy. Retaliation is prohibited even if the report is unsubstantiated, so long as the report was made in good faith. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for a person who does any of the following:

- (1) Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
- (2) Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or

- (3) Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

Any District Personnel who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within 300 days after the alleged retaliation, or otherwise in accordance with the procedures established by the relevant agency.

- Consequences of a Violation of the Prohibition on Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to District policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the District and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the District shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

- Consequences for Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment, but does not include a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable District policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Policy Against Retaliation

As further provided herein, the District has a strict anti-retaliation policy and all employees should be advised that retaliation will not be tolerated against any person who has filed a complaint in regards to harassment, discrimination or retaliation; or who assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or who files a charge of discrimination or harassment or retaliation; or who otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation is prohibited even if the report is unsubstantiated, so long as the report was made in good faith. In addition, any witness will be protected from retaliation. Retaliation will result in severe discipline, up to and including termination. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report such conduct using the complaint process in the District's Anti-Policies Prohibiting Harassment ~~policy~~ and Sexual Harassment.

Policy Establishing Procedures for Reporting Improper Governmental Conduct and Prohibiting Retaliation Against Whistleblowers

- Prohibition on Retaliation Against Whistleblowers.

In keeping with its policy of maintaining the highest standards of conduct and ethics, the District will investigate and take appropriate action related to suspected violations of federal, State, or local laws or rules. In furtherance of this effort, it is the District's policy ("**Policy**") to prohibit any Retaliation against an Employee or contractor who (1) reports an Improper Governmental Action under this Policy; (2) cooperates with an investigation by an Auditing Official related to a report of Improper Governmental Action; or (3) testifies in a proceeding or prosecution arising out of an Improper Governmental Action ("**Whistleblowing Activities**"). This Policy is in addition to, and applies to the extent that it does not conflict with, the rights and procedures provided by the Whistleblower Act, 740 ILCS 174/1 *et seq.*, the Public Officer Prohibited Activities Act, 50 ILCS 105/4.1, the Illinois Human Rights Act, 775 ILCS 5/6-101, the State Officials and Employees Ethics Act, 5 ILCS 430/15-10, and any other applicable federal or State law related to Whistleblowing Activities ("**Whistleblowing Laws**").

Every Employee shall receive a complete copy of this Policy and Section 4.1 of the Public Officers Prohibited Activities Act, which is included in Sec. VII below, upon commencement of employment and at least once each year of employment.

- Definitions.

This Policy adopts the definitions of the following terms as stated in the Public Officers Prohibited Activities Act:

"Employee" means anyone employed by the District, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Policy.

"Improper Governmental Action" means any action by a District employee, an appointed member of a board, commission, or committee, or an elected official of the District that is undertaken in violation of a federal, State, or District law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "Improper Governmental Action." "Improper Governmental Action" includes Retaliation. "Improper Governmental Action" does not include a District personnel actions, including, but not

limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to Retaliation.

“Retaliation” means any adverse change in an Employee’s employment status or the terms and conditions of employment that results from an Employee’s protected activity under this Policy. “Retaliatory action” includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee’s protected activity under this Section.

“Auditing Official” means the District Manager or, if the District Manager is the person performing the Improper Governmental Action, then the District President.

- Procedure for Reporting Suspected Improper Governmental Action.

The District adopts the procedures described herein insofar as they do not conflict with the Public Officer Prohibited Activities Act or any other Whistleblowing Law. To invoke the protections of this Policy, an Employee shall make a written report of Improper Governmental Action to the appropriate Auditing Official (a **“Report”**). Any Report (including any Report by an Employee who believes he or she has been Retaliated against in violation of this Policy) must be filed with the Auditing Official within 90 days after the Employee gains knowledge of the Improper Governmental Action or Retaliatory Action. Documentation of any Improper Governmental Action may be submitted to the Auditing Official, including, but not limited to, written records such as letters, notes, memos, and telephone messages.

An Employee witnessing what he or she believes to be Improper Governmental Action must not assume that the Auditing Official is aware of the conduct. If the Employee fails to file a Report of an alleged Improper Governmental Action to the Auditing Official, the Auditing Official will not be presumed to have knowledge of the conduct.

The Auditing Official may develop forms for filing a Report and may also promulgate additional rules to improve the processes of filing and investigating Reports.

All Reports of Improper Governmental Action will be accepted and investigated regardless of the manner or form that such Report is filed with the Auditing Official. Because of the serious implications regarding, and the difficulties associated with the investigation of, any Report of Improper Governmental Action, as well as the questions of credibility involved with investigating Reports, Employees’ willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

- Investigation of Allegations of Improper Governmental Action.

- (1) The Auditing Official shall manage, investigate, and dispose of Reports of Improper Governmental Action filed under this Policy. The Auditing Official (or a licensed attorney designated by the Auditing Official) shall conduct a thorough and comprehensive investigation of such Reports, which may include interviewing witnesses, gathering documents, hiring outside counsel, preserving evidence, and taking other reasonable steps to ensure a full and fair investigation. The Auditing Official’s processes and procedures for investigating Reports shall be governed by this Policy and the nature and scope of the complained of conduct. Upon conclusion of an investigation, the Auditing Official shall issue written **“Findings.”** If an Auditing Official’s Findings conclude that an Improper Governmental Action has taken place

or concludes that the District, or any of its departments, officials, or Employees have hindered the Auditing Official's investigation into the Report, the Auditing Official shall notify in writing the District President and/or any other individual or entity the Auditing Official deems necessary under the circumstances.

- (2) The Auditing Official may transfer a Report to another Auditing Official or a designated licensed attorney (including without limitation the State's Attorney) for investigating such Report and preparing Findings, if the Auditing Official deems it appropriate.
- (3) To the extent allowed by law, the identity of an Employee making a Report shall be kept confidential unless the Employee waives confidentiality in writing. Auditing Officials may take reasonable measures to protect Employees who reasonably believe they may be subject to bodily harm for making a Report.
- (4) The following remedies are available to Employees subjected to Retaliation:
 - a. Auditing Officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.
 - b. In instances where an Auditing Official determines that restitution will not suffice, the Auditing Official may make his or her Findings available for the purposes of aiding in that Employee or the Employee's attorney's effort to make the Employee whole.

- Consequences of a Violation of the Prohibition on Retaliation.

In addition to any penalties available under the Whistleblower Laws, any person who engages in Retaliation under this Policy may be subject to suspension without pay, demotion, or discharge.

- Consequences for Knowingly Making a False Report.

A false report is a Report made to an Auditing Official with the knowledge at the time of the Report that there is no reasonable ground for believing that the Improper Governmental Action had occurred, but does not include a Report made in good faith which cannot be proven. Any Employee or appointed District official who makes a false Report shall be subject to discipline or discharge pursuant to applicable District policies, employment agreements, procedures, employee handbooks, and/or collective bargaining agreements.

- Section 4.1 of the Public Officers Prohibited Activities Act

Below is the text of Section 4.1 of the Public Officers Prohibited Activities Act as established by P.A. 101-652, § 10-135, eff. July 1, 2021. Please refer to 50 ILCS 105/4.1 for any updates.

§ 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

- (1) reports an improper governmental action under this Section;
- (2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or
- (3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located within.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger

to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

50 ILCS 105/4.1

Employment Eligibility Verification

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, the District may be obliged to terminate your employment.

Driver's License and Driving Record

Employees whose work requires operation of the District's specialized equipment and motor vehicle must present and maintain a valid CDL driver's license. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including possible termination.

Health Examinations

The District reserves the right to require an employee's participation in a physical or psychological examination or medical test with a health care provider designated by the District at any time to determine the employee's fitness to perform the duties of the position or for other business-related and operational reasons. The District shall pay for all such health exams which shall be performed by a licensed medical professional or professionals appointed by the District.

Education Requirements

All full time employees are required to have a high school diploma, G.E.D. certificate or IEPA wastewater certificate.

Confidential Information

No one is permitted to remove or make copies of any of the District records, reports or documents without prior management approval. Confidentiality is extremely important in order to maintain the public and community's trust. Access to or disclosure of confidential information about other employees or private information about the District's customers could lead to termination, as well as other possible legal action. In the course of performing work for the District, an employee may obtain knowledge of confidential or sensitive work-related information, including information about citizens and non-public information about operations and employees. Such confidential information includes personal or private information of employees, customers, citizens, and vendors, such as personal telephone numbers, personal email addresses, home addresses, personal license plates or other unique identifiers, personal financial information, medical information, information about minors, and other sensitive information. Other confidential information may include trade secrets, reports and analysis prepared by the District or third parties that have not been released to the public, information provided for audit purposes that has not been released to the public, information related to other actions that remain under review or in a preliminary or draft state, attorney-client communications, or other information that is not subject to disclosure under state or federal law. An employee is only authorized to access the information that is required for performance of the employee's job duties. Any unauthorized access to confidential information may be considered "snooping" and may subject an employee to discipline.

Solicitations and Distributions

Solicitation for any cause during working time and during non-working time in areas where it will disturb other employees who are working is not permitted. You are not permitted to distribute non-District literature in work areas at any time or during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature in non-work areas during non-work time without management approval.

Persons not employed by the District are prohibited from soliciting or distributing literature on District property or from entering District property to solicit or distribute literature.

Dress Code and Personal Appearance

The District provides work clothes (polos, t-shirts, sweatshirts, etc.) with the District logo on them. In addition, the District provides a clothing allowance to be spent on approved items annually. Clothing allowances are \$200 for staff required to be in the field and \$100 for office staff per fiscal year. Clothing allowances will be used for clothing, work jeans and safety boots. For reasons of safety, the District does not allow tank tops, shorts and gym shoes to be worn during working hours unless permitted by the District Manager. You are expected to be suitably attired in clean clothes and groomed appropriately during working hours or when representing the District.

Smoking

Consistent with the Smoke-Free Illinois Act, the District's buildings and vehicles are designated as "**NO SMOKING**" areas. This policy prohibits the use of the use of tobacco products, e-cigarettes, or smokeless tobacco products. Such use is only allowed in designated areas that are a sufficient distance from any entrance, exit, windows that open or any ventilation intakes that serve an enclosed area of any District building.

EMPLOYEE STATUS

Full-Time Employees

An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who works at least 32 hours per week is considered a full-time employee.

Part-Time Employees

An employee who works less than 30 hours per week, or one who is hired for only a specific duration, e.g., summer employment of a college or high school student, is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

Exempt Employees

An employee paid on a salaried basis and who serves in executive, administrative, professional or other “exempt” positions as defined in applicable wage and hour laws as determined by the District. Exempt employees are not eligible for additional overtime pay.

Non-Exempt Employees

An employee who is entitled to overtime pay for all hours worked in excess of 40 in any work week.

Introductory Period

Your first ninety (90) days of employment at the District are considered an Introductory Period. The purpose of the Introductory Period is to evaluate your work record, attendance, compatibility, and any other aspect of job performance deemed essential to achieving the highest level of performance. At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis.

Progression through the introductory period does not guarantee continued employment with the District for any particular term and does not alter the status of “at-will” District employees.

A former employee who has been rehired after a separation from the District of more than one (1) year is considered an introductory employee during their first ninety (90) days following rehire.

Anniversary Date

The first day you report to work is your “official” anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

WORK SCHEDULE

Business Hours

Our regular operating hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. The normal work week consists of five (5) days, each eight (8) hours long, Monday through Friday.

Your particular hours of work and the scheduling of your meal period will be determined and assigned by the District Manager. Most employees are assigned to work a forty (40) hour work week. Should

you have any questions concerning your work schedule, please ask your supervisor. Changes in work schedules may be made where in the best interest of the District as determined by the District Manager.

Field Operators certified in wastewater treatment by the Illinois Environmental Protection Agency shall be required to work overtime and remain "on-call" during evenings and weekends. Such "on-call" responsibilities shall be assigned on a rotational basis to provide for equal distribution of "on-call" hours based upon Field Operators available for such assignment.

District and Department Meetings

On occasion we may request that you attend a District sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting.

Attendance

You should be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. The District is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Vacation and personal days have been provided for this purpose.

If you are unable to report to work or if you will arrive late, please contact your supervisor immediately and in every instance no later than one half hour prior to your shift start time. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

If you are arriving to work late please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your supervisor will be considered a voluntary resignation.

Where the pattern of sick leave usage, tardiness or leaving early indicates possible wrongful use of sick leave privileges, the District may require verification by a physician at any time at the employee's expense. If an employee develops a pattern of sick leave usage, the District suspects sick leave abuse, or the employee repeatedly uses sick leave, the District may require employees to submit a doctor's verification for each subsequent illness which occurs within a stated period of time. Excessive absences, tardiness or leaving early may lead to disciplinary action, including possible dismissal.

Meal and Break Periods

You are entitled to two (2) fifteen (15) minute paid breaks each workday. Normally these breaks will be scheduled at two different intervals, one prior to your meal period and one after your meal period.

If you work longer than four (4) hours, you will be given an unpaid meal period. The time when meal periods are scheduled varies, depending on the day's work schedule. **Taking a lunch break is mandatory.** You may not perform any work during your regularly scheduled meal period unless you have received prior approval from your supervisor. It is important to return to work on time at the end of your meal period.

COMPENSATION

The District's Board of Trustees reviews its compensation of employees annually, through the approval of a Salary Administration Policy and adoption of a Salary Ordinance and/or salary budget. It is the responsibility of the District Manager to administer the Salary Policy. Compensation is determined based on availability of budgeted funds, employee performance appraisal results, skills and disciplinary history, and such other operational factors as the District Manager determines appropriate.

NMWRD staff who receive an upgrade in their wastewater operator certification by the Illinois EPA may be eligible to receive a wage increase based on a percentage of their annual base pay, per the following schedule:

Collection System	1%
Class 4	1%
Class 3	2%
Class 2	3%
Class 1	4%

Pay Period and Hours

Our payroll workweek begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m. the following week.

Bi-Weekly Pay Cycle

Payday is normally on every other Friday for services performed during the two (2) week period ending on the previous Friday at 11:59 p.m.

Mandatory Deductions from Paycheck

The District is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to IMRF, Medicare and Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information, you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the District Manager immediately.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

The District will administer any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, as required by law.

Voluntary Deductions for Paycheck

The District offers employees the opportunity to participate in a voluntary 457 type, deferred income retirement savings plan through MissionSquare (formerly ICMA-RC) to allow all full time employees the ability to plan for retirement. Participation is voluntary and the District shall have no liability for any investment losses suffered by employees for any reason. To assist and support employee's retirement savings, the District will deduct and transfer pre-tax funds to MissionSquare from

employee's paychecks as directed by employees. Employees shall bear the sole responsibility of determining their bi-weekly deduction and in verifying that the District is processing these deductions in accordance with their wishes. The District Manager is the designated official responsible for the 457 plan and can supply employees with program information upon request.

The District will also deduct payments for the proportionate share of family medical coverage and for flexible spending accounts, based on the employee's choice and as outlined in this manual.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the District Manager immediately. He or she will take the necessary steps to research the problem and to make any necessary correction.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1-1/2) times your regular hourly wage for approved hours actually worked over forty (40) hours in one (1) week. Non-emergency overtime hours must be approved by the District Manager in advance of working such time. Non-scheduled sick time, meaning time taken without approval at least one half hour prior to the start of an employee's work hours, or other non-working time does not count as hours worked for the purpose of computing eligibility for overtime pay. Leave due to job-related injury, paid holiday, jury duty, scheduled vacation time, scheduled personal business time and scheduled sick time shall count as hours worked for the purpose of computing overtime pay.

Field Operators certified in wastewater treatment by the Illinois Environmental Protection Agency shall be required to work overtime and remain "on-call" during evenings and weekends on a rotational basis. The operator on-call shall receive an additional 4 hours for that week as compensation for being on-call. Operators who respond to emergency call outs during non-working hours shall receive a minimum of 2 hours call out pay at the appropriate rate for time actually worked not immediately preceding or following regular working hours. Operators called out within two hours of the regular reporting time or required to work beyond the end of the regular work day will receive pay at the appropriate rate for hours actually worked. Operators who are able to handle an after-hours call, such as a lift station alarm that can be reset via phone, District provided computer, or a customer call not requiring the operator to report, shall receive pay for that time actually worked, at the appropriate rate in quarter hour increments.

Scheduled overtime work, such as weekend duty, or work that may be scheduled in advance during non-working hours shall be compensated at the appropriate rate for hours actually worked.

If you work overtime on an emergency call after completing an eight 8 hour day, and your work continues into the next day thereby causing you to be unable to work a full shift the next day because of lack of sleep, the District Manager may authorize such hours to be paid at a premium rate of one and a half times your regular hourly rate, notwithstanding your failure to complete a forty (40) hour work week because you did not work a full shift the next day.

Any additional rates of pay shall not be "pyramided" with overtime or other supplemental pay.

Compensatory Time Off

In lieu of overtime compensation the District and each full-time employee may agree that the employee will receive compensatory time off which will be computed in the same manner as overtime. The District reserves the right to pay overtime in cash, and unless mutually agreed in advance, all overtime will be paid in cash. Employees must request the use of Compensatory time at least 48 hours before

their use when practicable. Employees may not accumulate more than 40 hours of compensatory time at any given time. Compensatory time may be used in fifteen (15) minute increments and can not exceed 80 hours of usage in a calendar year. The District may cash out a non-exempt employee's accrued compensatory time off at any time or otherwise require employees to use accrued compensatory time.

Work Performed on District Holidays

Full-time non-exempt employees who work on a District holiday will receive premium pay at a rate of one and a half times the regular hourly rate for hours worked on the holiday.

Time Records

You are responsible for accurately recording your time. The District does not allow non-exempt employees to work "off the clock" without compensation. Non-exempt employees must record all hours of work, including work performed away from the workplace, on their time sheets and receive prior authorization if performing work outside of the employee's assigned work hours. Failure to accurately record all hours of work may result in disciplinary action, up to and including possible termination of employment

No one may record hours worked on another's timecard. Tampering with another's time record will result in disciplinary action, up to and including possible termination of both employees. In the event of an error in recording your time, please report the matter to the District Manager immediately.

PERFORMANCE AND COMPENSATION REVIEWS

Performance Reviews

Because we want you to grow and succeed in your job, the District conducts a performance review at least one (1) time per year for each employee. New employees may be reviewed near the end of their Introductory Period. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review your supervisor may cover the following areas:

- Quality and quantity of your work
- Strengths and areas for improvement
- Attitude and willingness to work
- Initiative and teamwork
- Attendance
- Problem solving skills
- Ongoing professional growth and development

Additional areas may also be reviewed as they relate to your specific job. Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your professional interests and work-related goals. The performance review gives your supervisor an opportunity to identify performance concerns that may affect advancement or to suggest ways for you to advance and make your job at the District more fulfilling.

The District Manager can answer any questions you may have about the performance review process.

Compensation Reviews

The District's compensation reviews are usually made annually by the Board of Trustees at a regular board meeting in April based on budget requests and recommendations submitted by the District Manager in accordance with the District's Salary Administration Policy and Procedure.

The District periodically conducts a review of job descriptions to identify changes in the duties and responsibilities of each position and to adjust compensation accordingly where necessary.

BENEFITS

The District is committed to sponsoring a comprehensive benefits program for all eligible employees.

The District will periodically review the benefits program and will make modifications as appropriate to the District's condition. The District reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Insurance Coverage

A comprehensive, quality health insurance program is available to you and your family based on a two-tiered system. You become eligible for coverage as of the date of employment.

Tier One: The District contributes 100% of the employee, employee/spouse, employee/child or employee/family premium costs for all qualified employees with dates of employment prior to December 1, 2017.

Tier Two: The District contributes 100% of the employee premium costs, and contributes 90% of premium costs for employee/spouse, employee/child or employee/family for all qualified employees with dates of employment after December 1, 2017.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Medical Care Coverage
- Group Term Life Insurance/Accidental Death and Dismemberment Insurance

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

Since the District employs fewer than twenty (20) employees, it is not subject to the continuation of benefits under the Federal COBRA laws. However, employees are entitled to continue coverage under the Illinois Health Insurance Continuation Rights law. Information on your rights under this act may be obtained from the District Manager.

Short Term Disability Benefits

The District will pay 50% of an employee's salary, up to \$300 per week, for a period of up to 26 weeks, upon the receipt of a doctor's statement indicating that the employee is unable to perform the essential functions of the employee's position for more than 30 days due to injury or sickness. Any such documentation and request will be subject to review by the District's medical professionals, and an employee may be required to submit to further medical examination by a District-appointed provider. An employee's failure to cooperate will disqualify the employee from collecting disability benefits.

Benefits begin upon the expiration of all sick-time, vacation time and personal business time benefits already available to the employee.

Weekly benefits will be reduced by any benefits you are entitled to receive under a disability provision of an automobile or other insurance policy.

Retirement Plan

Effective January 1, 2018, the District joined the Illinois Municipal Retirement Fund (IMRF) and became an IMRF employer. As such, payroll deductions will be made on behalf of employees, as determined by IMRF. The District shall contribute the variable rate employer share of the retirement cost based on total payroll for all qualified employees. Employees of the District must perform 1,000 hours of work annually to become qualified for the IMRF pension plan. Full IMRF details are available from the employer's plan administrator.

In addition, employees may take advantage of a District authorized 457 Retirement Savings Plan from ICMA and may make voluntary contributions to that plan through payroll deductions. The District, its Board of Trustees and officers have no interest or liability in the performance of that plan and makes no contributions to the plan on behalf of employees.

Educational Benefits

From time to time, as budgeted and authorized by the District Manager, the District may require employees to attend, at District expense, specialized training or courses to further their efficiency and increase their job knowledge. Where the District requires attendance at a course where a grade is issued, the District requires employees to earn a "C" or better. The District may also authorize a per diem and/or mileage reimbursement if such training or courses are held during working hours outside of the metropolitan Chicago area.

Tuition Reimbursement

The following criteria shall guide the approval of reimbursement for academic instruction:

Request for tuition reimbursement shall be approved by the District Manager prior to an employee registering for any classes. All classes taken or degree program shall relate to the employees current duties or reasonably expected future duties with the District.

- The maximum reimbursement schedule for reimbursement shall be three thousand three hundred dollars (\$3,300) per fiscal year, or less depending on budgeted available funds.
- Employees pursuing academic instruction will be eligible for reimbursement of tuition, including books and fees.
- Only courses taken at an accredited state or private college/university will be eligible for reimbursement. Courses towards certification through continued education units (C.E.U.'s), i.e. non-credit courses, are not eligible for reimbursement. Expenses toward successfully completing a College Level Examination Program (CLEP) are eligible for reimbursement, but shall count toward the maximum reimbursement.
- Reimbursement shall be disbursed based on the following grade criteria:

<u>Grade</u>	<u>Reimbursement</u>
A	100%
B	80%
C	60%
D or less	0%

*For pass/fail classes, the District shall pay 100% for "Pass" and 0% for "Fail". If employee chooses a pass/fail option when the course may be taken for a grade, the District shall pay 50% for "Pass" and 0% for "Fail".

- The acceptance of reimbursement by the employee acknowledges that the employee has not received payment from any other financial assistance program, not including student loans. If other financial assistance is available to the employee, the District will reimburse only the remaining eligible expense. Reimbursement above a specific annual amount established by the IRS will be included in your taxable income.
- Prior to receiving tuition reimbursement, the employee shall make a good faith effort to receive scholarship funds to offset tuition.
- Tuition reimbursement does not include mileage, fees, lodging, and special materials such as computer related items or incidental expenses.
- Seminars, workshops and other short-term training directly related to current District's needs are not covered under this tuition reimbursement directive.

Tuition Reimbursement Procedure

Submit to the District Manager, following the class:

- A completed "Statement of Educational Expenses" form
- Receipts for all expenses for which reimbursement is requested; and,
- Verification of the grade received in the course.
- Submit to the District Manager, the executed "Agreement for Repayment of Educational Expenses" form, pursuant to which you acknowledge your obligation to repay the District a portion of the funds reimbursed to you if you cease to be employed by the District within two (2) years following completion of the last course(s) or degree requirement per the following:

Time employed from and after last Course or Degree requirement	Amount to be refunded to District by the employee
Less than 12 months:	100%*
12 months to 18 months:	50%*
18 months to 24 months:	25%*

*Employees in a degree program shall refund to the District the tuition percentage of the entire degree program from the date of program initiation to the last day of employment, not just the last class taken.

The Employee shall submit this information to the District Manager for final approval.

Expense Reimbursement

All employees are authorized reimbursement of prior approved business expenses. No expenses will be reimbursed without: 1) an employee requesting prior approval to incur the expense; and 2) an employee submitting documentation of the date, amount and business purpose for the expense, along with underlying receipts, invoices or bills. This documentation must be submitted within 30 calendar days of the expense in order to receive reimbursement. Only pre-approved, documented, business-related expenditures will be reimbursed. Under no circumstances will reimbursement of any expense that serves only a partial business purpose exceed 30% of the cost.

Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult the District Manager for further information.

Holidays

Regular full-time employees are eligible for holiday pay. The following holidays are recognized by the District as paid holidays:

New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day (July 4th)
Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of unused vacation leave may be used for this purpose. Please schedule the time off in advance with your supervisor. All national holidays are scheduled on the day designated by common business practice. In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only absences approved pursuant to applicable policy and in advance of the day before a holiday will be considered exceptions to this policy. If the holiday occurs during your scheduled vacation, you are eligible for the holiday pay in lieu of a vacation day. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Vacation and Vacation Pay

Eligible employees accrue vacation for each month of service. The vacation accrual rate is based on length of employment, as follows:

<u>Full Years of Employment</u>	<u>Total Accrual per Year</u>
After 1 year	5 days vacation
2 to 7 years	10 days vacation
8 to 14 years	15 days vacation
Over 14 years	20 days vacation

Employees hired mid-year will receive their first vacation benefit time at the start of the following year, in the pro-rated amount of their service at the end of their partial year. For example, someone hired on July 1, 2020 will receive 2.5 days of vacation on January 1, 2021; 5 days on January 1, 2022 and 10 days on January 1, 2023.

Vacation Policies

The District will always try to let you use your vacation time as desired, but vacations cannot interfere with the District's operation. Therefore, your vacation must be approved by your supervisor at least three (3) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

An employee's vacation pay will be the amount he would have received if he had worked regular hours at straight time during the vacation period.

Vacation periods are not cumulative and must be used during the calendar year. In the event vacation can not be used completely during the calendar year, employees are permitted to cash out up to a maximum of 40 hours of vacation at the end of the year.

If a regularly scheduled holiday falls during the time an employee is on vacation, the employee will receive an additional day of vacation.

Sick Leave

- Accrual and Accumulation

All full time employees shall be credited with two-thirds of a sick day per month. Sick leave will be computed on the basis of 6.666 hours earned on the first day of each month for a total of 80 hours per year. Sick leave may be accumulated to a maximum of 120 days (960 hours).

If employment begins on or before the tenth day of the month, credit for the month will be allowed. If employment begins after the tenth day of the month, the employee will begin earning credit the first day of the following month. New hires may use sick leave, when necessary, after the first credit for sick leave is accrued.

- Sick Leave Use

Sick leave shall be allowed in the event of actual sickness or disability of the employee. All employees shall notify their supervisor of their illness prior to the normal reporting time to receive pay for the time absent.

In addition to employee illness, sick leave may be used for medical or dental appointments, illness in the immediate family and the birth of a male employee's child (or the adoption of a male or female employee's child) but not to exceed three days sick leave usage. Should additional time be required in the case of birth or adoption of a child, the employee must utilize vacation time, personal business time or unpaid leave as described in that section of the employee handbook.

- Physicians Certification/Physical Examination

The District may request verification of sick leave by a physician at any time and may require an employee to submit to a medical examination to verify use of sick leave, fitness for duty, or for other business-related reasons.

An employee who is off on sick leave for more than three (3) consecutive workdays will be required to submit a physician's certificate. The certification should indicate the specific nature of the illness or injury and a prognosis as to the earliest date when the employee will be able to return to work. In the event the employee does not return to work within the time frame established by the physician, the District may require the employee to have the physician's certificate updated.

- Sick Leave Buy Back

An employee who uses less than three (3) days sick leave in the calendar year may receive payment for the difference between three (3) days and the amount actually used. The number of hours for which payment is received will be subtracted from the employee's accumulated sick leave. Employees hired after January 1 are not eligible for this payment in the calendar year in which they are hired.

Separation/Retirement

Employees with over 40 days (320 hours) sick leave accumulation will receive payment of one-half of the accumulation up to a maximum of 60 days (480 hours) upon termination in good standing. The last month worked shall be credited towards the sick leave accumulation if the employee reported to work at least ten working days during the month. Termination in good standing is defined for this paragraph as retirement or voluntary resignation with at least a 10-working-day prior written notice to the District Manager and the return of all District property. The payment of one-half of accrued sick leave shall also apply to an employee who dies while a full-time employee if the employee has accumulated 40 days (320 hours) of sick leave.

Personal Business Days

All regular, full-time employees who are employed on January 1st of each year, with at least one year of service, are entitled to three (3) personal business days during the calendar year.

Regular, full-time employees with at least six months of service, but less than one year, will have 1.5 personal business days. If one year of service is completed during the calendar year, an additional 1.5 days will be accrued. New hires will receive 1.5 personal business days after the completion of six months of service.

Personal business days are flexible time that can be used by employees in small increments to a minimum of one-half hour. Personal business time can only be used with prior notice to the District Manager or designee. Personal business time can be used for personal business appointments, medical or dental appointments, and time off for other personal reasons. In the interest of efficient operations, requests for Personal Business time should be made in advance when practical.

If personal business time is not used during the calendar year, the remainder will be added to the sick leave accrual at the end of the calendar year. Personal business time is not paid as a termination benefit in the event of retirement, resignation or involuntary termination.

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the District. It is the policy of the District to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against your allotted sick days, personal business time or vacation days, as appropriate. Thereafter, unless specifically allowed, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform the Manager of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your supervisor. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Jury Duty

The District will, upon proof, pay the difference between what an employee is paid for jury duty and his regular pay for up to ten (10) days of jury duty in any calendar year.

Military Reserves or National Guard Leave of Absence

Any employee, whether or not he/she is a member of any active or reserve component of the Armed Services, the Illinois National Guard, or the Illinois Naval Militia, shall be allowed military leave from employment with the District for any period actively spent in military service. Such leave shall be granted for a cumulative period of service of no longer than five (5) years, except as otherwise required by law. In order to receive a military service leave, employees must notify the District Manager of any upcoming military duty. The District requires a copy of the employee's orders and any additional documentation as requested in order to facilitate the proper administration of leave, differential pay and benefits.

Personal Leave of Absence

In special circumstances, the District Manager may grant a paid leave of absence for a personal reason. You should request a paid personal leave of absence from the District Manager. A personal leave of absence must not interfere with the operations of the District. The Manager will advise the Board of Trustees of his or her approval or denial of requests for leave. .

A personal leave of absence may be granted for up to twenty (20) days. If your leave is extended for more than twenty (20) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed upon will result in termination of employment.

Light Duty Policy

The District may require an employee who is receiving workers' compensation benefits to return to work in an available light duty assignment, upon the following conditions:

- Light duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the District. Further, light duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Light duty assignments are intended to benefit the employee and the District and to the extent that light duty assignments cease to serve the operational needs of the District, light duty assignments will be terminated;
- Light duty will be a temporary assignment and may not exceed ninety (90) days;
- No employee will be moved from his regular job in order to make a light duty work available to another employee;

- A District-designated physician must have determined that the employee is physically able to perform the light duty assignment in question. Light duty assignments shall be consistent with the limitations established by the employee's injury.

Nothing herein shall be construed to require the District to create light duty assignments for an employee, and the work the employee performs must have existed within the District before the illness or injury occurred. Employees will only be assigned to light duty assignments when the District in its discretion determines that the need exists and only as long as such need exists.

Reasonable Accommodation Policy

The District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual who is an applicant or an employee unless undue hardship would result. If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact the Executive Director and request such an accommodation. The employee should specify what accommodation the employee feels he or she needs to perform the employee's job. The District then will engage in an interactive process with the employee to identify the barriers, if any that are interfering with the employee's ability to perform the essential job functions. The District will identify possible accommodations, if any, that will help eliminate the limitation.

Upon presentation of medical documentation supporting the need for a workplace accommodation, the District will consider accommodation of pregnancy pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the District. The District will follow the Nursing Mothers in the Workplace Act and provide reasonable break time during the first year after the child's birth each time the employee needs to express milk.

SAFETY

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone, calculator or computer cords.
- Remember to lift things carefully and to use proper lifting techniques.

Weapons

The District prohibits all persons who enter District property from carrying a handgun, firearm, knife or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by the District to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

Personal Use of District Property

In some instances, employees may be allowed to borrow certain District tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior District Manager approval. You understand and agree that the District is not liable for personal injury incurred during the use of District property for personal projects. As a District employee, you accept full responsibility for any and all liabilities for injuries or losses, which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Use of District Vehicles

If you are authorized to operate a District vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

- You must be a licensed driver
- You must maintain weekly mileage reports if using personal vehicles for District use
- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties and for following the manufacturer's recommended oil change schedule
- The District provides insurance on District vehicles, however, you will be considered completely responsible for any accidents, fines, moving or parking violations incurred
- The use of hand held personal communication devices or any item that may create a distraction is specifically prohibited while operating any District vehicle.
- You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary
- Persons not authorized or employed by the District cannot operate or ride in a District vehicle

ACCIDENTS

Personal Injuries

It will be the duty of each employee to report any injuries requiring medical attention to the District Manager immediately. Workman's comp forms needed to receive medical attention are available in the District office. DO NOT SEEK MEDICAL ATTENTION WITHOUT NOTIFYING THE DISTRICT OFFICE.

Where payment is due an employee under the Workman's Compensation Law because of an on-the-job injury, the employee may be placed on a leave charged against his accrued sick leave to the extent of District paid time.

Accidents to District Equipment – Not involving Other Persons or Person's Personal Property

The employee responsible will make a written report immediately to the Manager explaining the accident and the equipment involved. The Manager will be responsible for scheduling necessary repairs within budgeted funds or for obtaining additional authorization for repairs as necessary.

Accidents Involving District Employees – Personal Injuries to Others and Their Property

- The employee or employees will immediately contact the appropriate police department and the Manager.
- The employee will make no comments or remarks to anyone other than the appropriate police department and the Manager.

The Manager will investigate all accidents.

VIOLENCE IN THE WORKPLACE POLICY

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the District or which occur on the District's property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of co-workers or property are not tolerated. Examples of workplace violence include, but are not limited to the following:

- All threats or acts of violence occurring on the District's premises, regardless of the relationship between the District and the parties involved.
- All threats or acts of violence occurring off the District's premises involving someone who is acting in the capacity of a representative of the District.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to the following:

- Hitting, shoving an individual, or any other physical behavior or threat of physical behavior involving aggressive contact
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction, vandalism, or threatening to destruct the District's property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

The District prohibition against threats and acts of violence applies to all persons involved in the District's operation, including but not limited to personnel, contract, and temporary workers and anyone else on the District property. Violations of this policy by any individual on the District property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the District Manager in writing.

STANDARDS OF CONDUCT

Unacceptable Activities

Generally speaking, we expect each person to act in a professional and responsible way at all times. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed below, please see the District Manager for an explanation.

Note that the following list of Unacceptable Activities does not include ALL types of conduct that can result in disciplinary action, up to and including termination.

- Violation of any District rule; any action that is detrimental to the District's efforts to operate efficiently;
- Violation of security or safety rules or failure to observe safety rules or the District safety practices; failure to wear required safety equipment; tampering with the District equipment or safety equipment;
- Negligence or any careless action which endangers the life or safety of another person;
- Being under the influence of alcohol or illegal drugs while at work; use, possession or sale of alcohol or illegal drugs while on duty or on District premises; illegal drugs include controlled

substances as set forth in the District's drug and alcohol testing policy for drivers, any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages, or any other intoxicating substance;

- Unauthorized possession of firearms, weapons or explosives on District property or while on duty;
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on District premises or when representing the District; fighting, or provoking a fight on District property, or negligent damage of property;
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment;
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose;
- Engaging in an act of sabotage; negligently causing the destruction or damage of District property, or the property of fellow employees, customers, suppliers, or visitors in any manner;
- Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from the District Manager; unauthorized use of District equipment or property for personal reasons; using District equipment for profit;
- Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the District; alteration of District records or other District documents;
- Violating the non-disclosure policy; giving confidential or proprietary District information to other organizations or to unauthorized District employees; breach of confidentiality of personnel information;
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same;
- Immoral conduct or indecency on District property;
- Conducting a lottery or gambling on District premises;
- Unsatisfactory or careless work;
- Any inappropriate sexual, racial or other conduct;
- Leaving work before the end of a workday without approval of your supervisor; stopping work before time specified for such purposes; not being ready to work at the start of a workday;
- Sleeping or loitering during working hours;
- Excessive use of District telephone for personal calls;
- Smoking in restricted areas or at non-designated times;
- Creating or contributing to unsanitary conditions;
- Posting, removing or altering notices on any bulletin board on District property without the permission of an officer of the District;
- Failure to report an absence or late arrival; excessive absence or lateness;
- Obscene or abusive language toward any manager, employ or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on District premises;
- Speeding or careless driving of District vehicles;
- Failure to immediately report damage to, or an accident involving, District equipment; failure to immediately report any workplace accident;
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during working hours, or at a time or place that interferes with the work of another employee on District premises;
- Failure to use your timecard; alteration of your own timecard or records or attendance documents; altering another employee' timecard or records, or causing someone to alter your timecard or records.

Workplace Inspections Policy

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials. The District requires the cooperation of all employees in administering this policy. Desks, lockers and other storage devices may be provided for employee convenience but remains the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, with or without prior notice. The District also reserves the right to conduct searches and inspections of employees, employees' personal effects or District-provided materials such as boxes, thermoses, purses, briefcases, desks, computer files, cabinets, file drawers, or packages without notice. If you refuse to submit to a search or are found in possession of prohibited articles you will be subject to disciplinary action, up to and including dismissal. The District is not responsible for loss of or damage to personal property on the job.

TECHNOLOGY

Resources Policy

This policy addresses use of the District's Technology Resources and governs use of all District owned networks and devices attached to those networks and all District-owned electronic devices. This policy is subject to revision only by approval of the District Manager or Board in writing. The term technology resources refers to telephones, voice mail, computers (including desktop and portable computers, servers, networks, printers, software, and storage media), facsimiles, E-mail, Internet use, cell phones or other similar network systems and communication devices. This policy applies to all employees and all other persons who are authorized to use the District's technology resources (referred to as "users"). Unauthorized access to data or unauthorized use of technology resources is prohibited.

All District issued technology resources are the property of the District and as such are to be used for purposes related to the District's operations. All communications and information created on, transmitted by, received from, or stored in these technology resources or through the District's network systems may be accessed by authorized District personnel. Users shall have no ownership or proprietary interests in the District's technology resources, whether or not the users have private access or an entry code into such resources. Users specifically consent to the access by and disclosure to the District of information created, entered, transmitted or received via the District's technology resources that are stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information.

The District's technology resources may not be used to intentionally or unintentionally violate any local, state or federal civil or criminal law. Users are strictly forbidden from copying or downloading any applications from the computer network, copying or loading any applications onto the computer network, or disclosing information regarding the computer network to, or allowing the use of the computer network by, any third party. Users are absolutely forbidden from using the District's technology resources in any way that may be construed to violate the Non-discrimination and Anti-Harassment policy, Equal Employment Opportunity policy, or other policies.

Users likewise may not transmit any data that is harmful, threatening, abusive, malicious, tortuous, defamatory, libelous, vulgar, obscene, or invasive of another's privacy. Users are required to take all reasonable steps to avoid, eliminate and cease receipt of any potentially improper material. Claiming to be a passive recipient of improper material is unacceptable.

Any employee who discovers misuse of technology resources should immediately contact his supervisor or the District Manager.

To ensure that the use of technology resources is consistent with the District's legitimate business interests, authorized representatives of the District may monitor the use of such equipment from time to time to the extent permitted by applicable state and federal law. Users should not have any expectation of privacy with respect to any materials and information created on, transmitted by, received from or stored on these systems.

E-Mail Policy

This policy supplements the District's Technology Resources Policy and sets forth additional guidelines for use of the District's electronic mail (E-mail) system and other communication networks, such as text messaging. Every District employee is responsible for using the E-mail system or other communication networks properly and in accordance with this policy. Any questions about this policy should be addressed to the District Manager.

The E-mail system is the property of the District, as are other network systems and communication devices provided by the District for use in conducting District business. All communications and information created on, transmitted by, received from, or stored in these systems and networks are District records and property of the District. The E-mail system or any other messaging system or communication network available on District technology resources is to be used for District purposes only. Use of these systems or networks for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the District E-mail system or messaging system or communication network available on District technology resources.

The District, in its discretion as owner of the E-mail system and other messaging system or communication network, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over such systems and networks, for any reason and without the permission of any employee.

Even if employees use a password to access the E-mail system or other system or network, the confidentiality of any message stored in, created, received, or sent from the District technology resources and communication devices still cannot be assured. Use of passwords or other security measures does not in any way diminish the District's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the District as E-mail files may need to be accessed by the District in an employee's absence.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail and other messages are stored on a central back-up system in the normal course of data management.

Even though the District has the right to retrieve and read any E-mail and other messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail or other messages that are not sent to them.

The District's conduct policies, including the policy against sexual or other harassment, apply fully to the E-mail and other messaging systems, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no messages should be created, sent, or received if they

contain intimidating, hostile, or offensive material concerning race, color, religion, sex, sexual orientation, age, national origin, disability or any other classification protected by law.

The E-mail system or other messaging systems and communication networks may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail and other electronic communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District letterhead.

DISCIPLINARY ACTIONS

The District may apply progressive discipline under the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure or results in immediate termination.

Discipline Procedure

The District can take any of the following forms of disciplinary actions even for a first offense:

1. Oral reminder
2. Written warning
3. Suspension
4. Termination

Step One: Oral Reminder

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet the District's expectations.

Step Two: Written Warning

A written warning may be used to address repeated misconduct or performance deficiencies following a verbal reprimand or to address misconduct or performance deficiencies in the first instance. A written reprimand reflects a need for you to immediately remedy the problem and will be reflected in a written memo placed in your personnel file.

Step Three: Suspension

A suspension is a temporary removal of an employee from active service without pay by the District Manager. A notice of suspension documenting the reasons for suspension and length of suspension will be placed in your personnel file.

SEPARATION OF EMPLOYMENT

Termination

You are free to terminate your employment with the District at any time, with or without reason. Likewise, the District has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of the District.

The District hopes and expects that you will give at least two (2) weeks notice in the event of your resignation. Any accrued but unused vacation time will be paid out at the time of employment termination. Any unused sick time will be paid out as described in the Sick Leave portion of this policy.

Return of District Property

Any District property issued to you, such as shirts, telephones, keys, instructional material, and credit cards must be returned to the District at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Post-Employment Inquiries

The District does not respond to oral requests for references. In the event your employment with the District is terminated, either voluntarily or involuntarily, the Manager may provide dates of employment and last position held.

Appendix “A”

Drug and Alcohol Testing Policy for CDL Drivers

To: All Commercial Driver Licensed (CDL) Employees

Subject: CDL Driver Testing Program

Date: March 15, 2011

Transmitted herein and effective immediately is the District’s drug and alcohol testing policy for CDL drivers. It is your responsibility to be aware of the requirements of this policy and to abide by this policy. Failure to comply with this policy may result in significant discipline, including termination.

I. Scope of Program

A. Employees Subject To Testing

The drug and alcohol testing required under this policy will apply to any individual who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce and who is required to possess a commercial driver's license (CDL) for the operation of the CMV.

B. Independent Contractors and Owner-Operators

Because this drug and alcohol testing program is required by the Federal Motor Carrier Safety Regulations, it applies to any individual who operates a motor vehicle on behalf of the District in a contract, lease or other agreement with the District. However, mere compliance with the provisions of this policy or the application of this policy to any person shall not operate to convert any independent contractor or other person into an employee of the District unless such other circumstances indicate the existence of an employer-employee relationship.

II. Program Definitions

A. Adulterated Specimen—A specimen that contains a substance not expected to be found in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

B. Alcohol--the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

C. Alcohol use—the drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

D. Alcohol concentration (or content)--the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

E. Canceled Test—A drug or alcohol test that has a problem or cannot be considered valid under DOT rules. A canceled test is neither a positive nor a negative test.

F. Commercial Motor Vehicle (CMV) is defined as a motor vehicle or combination of motor vehicles used to transport passengers or property which:

1. Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross motor vehicle weight rating of more than 10,000 lbs. (4,536 kg.), or has a gross vehicle rating of 26,001 or more pounds (11,794 kg.); or
2. Is designed to transport 16 or more passengers, including the driver; or
3. Is of any size and is used in the transportation of hazardous materials required to be placarded under the Hazardous Materials Transportation Act.

G. Controlled Substances

1. Marijuana
2. Cocaine
3. Opioids
4. Amphetamines
5. Phencyclidine

H. Dilute Specimen—A specimen with creatinine and specific gravity values that is lower than expected for human urine.

I. Driver-- any person who operates a commercial motor vehicle, including but not limited to: full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors.

J. Safety-Sensitive Function—Function determined from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. "Safety-sensitive functions" include:

1. All time at a *District* or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the *District*;
2. All time inspecting equipment as required by 49 CFR §§392.7, .8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except, time spent resting in a sleeper berth conforming to the requirements of 49 CFR §393.76;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

K. Split Specimen—In drug testing, a part of the urine specimen that is sent to the laboratory and retained unopened in secure storage until the employee whose test is positive, adulterated or substituted, requests that the specimen be transferred to a second laboratory for re-confirmation.

L. Substituted specimen—A specimen with creatinine and specific gravity values that are so diminished that they are inconsistent with human urine.

Procedure:

I. Qualifications for Employment

A. Prohibited Conduct

District policy and the Federal Motor Carrier Safety Regulation (49 CFR Part 382) prohibit the following conduct as it relates to the use of alcohol and drugs with respect to the operation of a commercial motor vehicle:

1. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. (§382.201).
2. No driver may use alcohol while performing safety-sensitive functions. (§382.205).
3. No driver may perform safety-sensitive functions within four hours after having used alcohol. (§382.207).
4. No driver required to take a post-accident alcohol test under this policy may use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. (§382.209).
5. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in § 382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. (§382.213).
6. No driver may report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances. (§382.215).
7. No driver may refuse to submit to any alcohol or controlled substance test required under this policy. (§382.211).

In the event the District has actual knowledge that a driver has violated any of the above prohibitions, it will prohibit him/her from performing any safety-sensitive functions.

B. Removal From Service

A driver who has engaged in any prohibited conduct will be immediately removed from service and disqualified from the performance of any safety-sensitive functions, including driving a commercial motor vehicle, unless and until that driver has complied with the return to work requirements as prescribed in 49 CFR Part 40, subpart O and as described in Section VIII of this policy. The employee will also be subject to any discipline required by the District in accordance with Section VII of this policy.

Any driver requested to submit to an alcohol test required under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be disqualified from performing or continuing to perform any safety-sensitive functions, including driving a commercial motor vehicle, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

C. Prescribed Medications

Use of medication administered, prescribed by, or under the supervision of a physician and according to the prescribing physician's lawful directions or non-prescription medication in conformity with the manufacturer's specified dosage is not prohibited by this policy. However,

a driver must notify his or her supervisor of known side effects of therapeutic drug use that might affect the employee's job performance. In addition, the employee's physician must have advised the employee that the substance will not affect the employee's ability to safely operate a motor vehicle or equipment or otherwise function in his or her position.

D. Drug and Alcohol Background Check

Any driver the District intends to hire or use to perform a safety-sensitive function will be required to undergo a background check of any violations of Department of Transportation drug and alcohol testing regulations during the previous two years. All drivers will be required to sign an appropriate consent form authorizing previous employers to release this information to the District (see Appendix A). The District will then obtain information on the driver's alcohol tests with a concentration result of 0.04 or greater, verified positive drug test results and refusals to be tested within the preceding two years from all of the driver's previous employers during that time period.

No driver will be allowed to perform a safety-sensitive function if the District discovers that he/she has had an alcohol test with a concentration of 0.04 or greater, a verified positive drug test result or has refused to be tested, unless and until the District confirms that the driver has complied with the return to duty requirements of 49 CFR Part 40, Subpart O.

II. Testing Circumstances

A. Pre-Employment/Pre-Duty

Prior to the first time a driver performs a safety-sensitive function for the District (including job applicants and employees transferring into a position requiring the operation of a commercial motor vehicle), he/she will be required to undergo testing for controlled substances and will not be allowed to perform any such function unless a verified negative drug test result is received from the medical review employee.

B. Post-Accident

As soon as practicable following an accident, the District will require any surviving driver to submit to tests for alcohol and controlled substances if:

1. The driver was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or
2. The driver received a citation under State or local law for a moving traffic violation arising from the accident and the accident involved:
 - a. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or more motor vehicles incurring *disabling damage* as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Drivers are prohibited from using alcohol for eight hours following any accident or until the required post-accident alcohol test is administered, whichever occurs first. Every effort will be made to conduct post-accident drug and alcohol tests within two hours following an accident. Any driver involved in an accident must therefore remain readily available for testing and will be considered to have refused to submit to testing if he fails to do so.

This requirement will not, however, require a driver to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her

absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. In order to ensure expeditious testing, the District will provide all drivers with information, procedures and instructions explaining the post-accident testing requirements.

If an alcohol test is not administered within eight hours following an accident, the District will make no further effort to administer an alcohol test and will document the reasons why the test was not administered within eight hours. In the event a drug test is not administered within 32 hours following an accident, the District will cease its attempts to administer any further testing and prepare and maintain a record stating the reasons why the test was not promptly administered.

The results of any breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, will be considered to meet the requirements of this Section, provided such tests conform to applicable Federal, State or local requirements, and the results of the tests are obtained by the District.

C. Random

The District will conduct random drug and alcohol tests at a minimum annual percentage rate established by the FMCSA of the average number of driver positions. The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as a random number table or a computer-based random number generator matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. The tests will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All drivers will have an equal chance of being tested at any time, regardless of the number of his/her previous selections.

Any driver notified of his/her selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If a driver is performing a safety-sensitive function, other than driving, at the time of his/her notification of a random test requirement, he/she will be required to cease performing the safety-sensitive function and proceed to the testing site as soon as possible. However, a driver will only be required to submit to a random alcohol test if the driver is performing a safety-sensitive function, is about to perform a safety-sensitive function, or has just ceased performing a safety-sensitive function.

D. Reasonable Suspicion

Whenever the District has reasonable suspicion to believe that a driver has engaged in prohibited conduct, the driver must submit to an alcohol and/or controlled substances test. Any such suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver, which may include indications of the chronic and withdrawal effects of controlled substances as documented in the Supervisors Report of Reasonable Suspicion (attached). These observations will only be made by a supervisor or District official who has received appropriate training and will be documented in writing by that individual within twenty-four (24) hours after his/her observations, or before any drug test results are released. Any person who makes a determination that reasonable suspicion exists to require a driver to submit to an alcohol test will not be permitted to conduct the alcohol test for that driver. A reasonable suspicion alcohol test will only be required if the reasonable suspicion observations are made during, just preceding or just after the period of the work day that a driver is required to be in compliance with this policy. If the alcohol test is not administered within eight hours

following the reasonable suspicion determination, the District will no longer attempt to administer an alcohol test and will document the reasons for its inability to do so.

Notwithstanding the above testing requirements, a driver may not report for duty or remain on duty requiring the performance of a safety-sensitive function if that driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse.

E. Return-To-Duty

Before a driver who has engaged in any conduct prohibited by this policy will be allowed to return to duty to perform a safety-sensitive function, he/she will be required to undergo return-to-duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and a verified negative for controlled substances use, respectively.

F. Follow-Up

Any employee who has engaged in prohibited drug and/or alcohol-related conduct will be subject to unannounced follow-up testing for alcohol and/or controlled substances as directed by the Substance Abuse Professional for up to 60 months after return to safety-sensitive duties.

G. Refusal to Test

Any driver who refuses to submit to any drug or alcohol test required by this policy will be immediately removed from service and prohibited from performing or continuing to perform a safety-sensitive function. Employees will also be subject to any discipline outlined in Section VII of this policy. For purposes of this policy, "refusal to submit" to an alcohol or controlled substances test will include:

1. Failing to provide adequate breath for alcohol testing, without a valid medical explanation after a driver has received notice of a required breath test;
2. Failing to provide an adequate urine sample for controlled substances testing, without a genuine inability to provide a specimen (as determined by a medical evaluation), after a driver has received notice of a required urine test;
3. Failing to cooperate with any part of the testing process, including failing to permit direct observation or monitoring of specimen collection where required by Part 40 procedures.
4. Submitting a substituted or adulterated specimen.
5. Failing to report for required testing; or failing to report within a reasonable time after notification to do so.
6. Failing to remain at the testing site until the testing process is complete.
7. Failing to undergo a medical examination when required as part of the test result verification process, or as directed for evaluation of the inability to provide an adequate urine or breath specimen.

III. Alcohol Testing Procedures

A. Alcohol Testing Personnel and Equipment

All alcohol testing will be conducted by qualified Breath Alcohol Technicians (BAT) and/or Screening Test Technicians (STT) using Alcohol Screening Devices (ASD) or Evidential Breath Testing (EBT) devices approved by the National Highway Traffic Safety Administration.

B. Alcohol Testing Procedures

All alcohol testing conducted under this policy will be done in accordance with the procedures outlined in 49 CFR Part 40, Subparts L and M. After providing photo identification to the BAT or STT, the employee and the BAT/STT will complete the Alcohol Testing Form. Any employee who refuses to sign the acknowledgment of testing in Step 2 of the form will be considered to have refused to test. The employee will follow the BAT/STT's instructions and provide a breath or saliva sample for the initial test. If the result of the test is <0.02 alcohol concentration, the test is considered negative and the process is complete.

If the initial alcohol test result is 0.02 or greater, a confirmation test, using an EBT capable of printing the test results, will be conducted. After a waiting period of at least 15 minutes, during which the employee is observed and requested not to take anything by mouth, the employee will be asked to provide a breath sample. The purpose of the waiting period is to ensure that no residual mouth alcohol is present for the confirmation test. If the confirmation test result is ≥ 0.02 , the BAT will immediately notify the District representative, and the employee will remain at the testing facility until provided transportation home. The employee and the BAT will complete and sign the breath alcohol testing form and a copy of the form, including the test results, will be provided to the employee. If the confirmation test result is <0.02 , the test is negative.

C. Inability to Provide a Sample

In the event an employee is unable to provide, or alleges he/she is unable to provide a breath or saliva sample, the employee will make two attempts to complete the testing process. If the employee cannot provide a saliva sample for the screening test, the employee will submit to a breath alcohol test. If the employee cannot provide an adequate breath sample after two attempts, the BAT/STT will discontinue the testing process, notify the District representative, and the employee shall, as soon as practical, be evaluated by a physician, designated by the District. The physician will determine if there is a medical condition or diagnosis that prevents the employee from providing an adequate breath sample. If the physician is unable to document a medical condition or diagnosis responsible for the employee's failure to provide an adequate sample, it is considered a refusal to test.

IV. Controlled Substance Testing

A. Specimen Collection Procedures

Controlled Substances testing will be conducted using a urine specimen collected by qualified collection personnel at a collection site located on-site at the District or at an off-site laboratory service center or medical clinic. For all FMCSA required testing, a Federal custody and control form (CCF) will be used to document the collection process. The Collection Procedures are completely outlined in the attached FORM C.

B. Laboratory Analysis

The District shall select a laboratory for testing. All urine specimens tested for drugs of abuse under this policy will be analyzed at a laboratory certified by the Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA).

All specimens will be tested for the drug or drug classes listed in Section II using an immunoassay screen approved by the Food and Drug Administration (FDA). The immunoassay screen will use cut-off levels established by the DHHS and DOT to eliminate negative specimens from further consideration. Any presumptive positive test will be subject to confirmation analysis.

Any urine specimen identified as positive on the initial screen will be confirmed by gas chromatography/mass spectrometry (GC/MS) methodology. GC/MS analysis will use cut-off levels established by the DHHS and DOT for confirmation. Any specimen that does not contain drug or drug metabolites above the GC/MS confirmation cut-off levels will be reported by the laboratory as negative.

When appropriate, the laboratory may conduct analyses to determine if the specimen has been adulterated. Adulteration tests include but are not limited to specific gravity, creatinine, and pH. In addition, the laboratory may conduct additional analyses to identify or detect a specific adulterant added to the urine specimen. If the laboratory identifies an adulterant added to the specimen, the laboratory will report the specimen as adulterated. If the laboratory determines that the specimen is inconsistent with human urine, the laboratory will report the specimen as substituted. If the laboratory is unable to obtain a valid screening or confirmation analysis, the laboratory will report the specimen as Invalid. If the laboratory determines that the specimen's specific gravity and creatinine are lower than the normal range, the laboratory will report the specimen as dilute.

The laboratory will report all test results to the Medical Review Officer (MRO) by confidential, secure electronic (not telephone) or hard copy transmission.

Negative specimens will be destroyed and discarded by the laboratory after results are reported to the MRO. Non-negative specimens (Positive, Adulterated, Substituted, Invalid) specimens will be retained in long-term frozen storage (-20 degrees C or less) for a minimum of one (1) year.

C. Medical Review Officer

All test results will be reported by the laboratory to a medical review employee (MRO). The MRO will be a licensed physician with knowledge of substance abuse disorders who is trained and certified in accordance with 49 CFR Part 40, subpart G. The MRO will review and consider possible alternative medical explanations for non-negative test results and will review the custody and control form to ensure that it is complete and accurate. The District will designate an MRO for its controlled substance testing program.

Prior to making a final test result for a positive, adulterated, or substituted specimen, the MRO will give the individual an opportunity to discuss the test result. The MRO will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If, after making and documenting three attempts to contact the individual directly, the MRO is unable to reach the individual, the MRO will contact a designated NMWRD representative who will direct the individual to contact the MRO as soon as possible. If, after making all reasonable efforts, the District is unable to contact the employee, the District will place the employee on temporary medically unqualified status or on a medical leave of absence.

The MRO may verify a test without having communicated directly with an individual about the results in three circumstances:

1. If the individual expressly declines the opportunity to discuss the test;
2. If the designated NMWRD representative has successfully made and documented a contact with the individual and instructed him/her to contact the MRO, and more than 72 hours have passed since the individual was successfully contacted; or
3. If neither the MRO nor employer has successfully contacted the employee after 10 days of reasonable effort.

In the test result verification process for an opiate positive, adulterated or substituted result, the MRO may require that the employee submit to a medical examination by a District-designated physician. If the employee refuses to undergo the medical examination, the MRO will verify the test as positive or a refusal to test.

If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result other than the unauthorized use of a prohibited drug, the MRO will report the test as negative. If the MRO determines that there is a legitimate physiologic explanation for the adulterated or substituted specimen finding, the MRO will report the result as a cancelled test.

If the MRO determines, that there is no medical explanation for a positive test result, the MRO will report the test as positive, and provide the name of drug(s) detected. If the MRO determines that there is no medical or physiologic explanation for the adulterated or substituted specimen, the MRO will report the result as refusal to test, and provide the adulteration or substitution criteria identified.

If the MRO determines that a specimen reported as invalid is due to medication interference or other legitimate medical circumstances, the MRO will cancel the test. If the MRO determines that there is no medical explanation for the specimen's invalidity, the MRO will cancel the test and inform the District that another specimen must immediately be collected under direct observation.

The MRO will not disclose to any third party medical information provided by the individual to the MRO as part of the testing verification process, except as provided below:

1. The MRO will disclose such information to the District, Federal agency or a physician responsible for determining the medical qualification of the employee under an applicable DOT regulation, if in the MRO's reasonable judgment, the information could result in the employee being determined to be medically unqualified under a DOT rule; or
2. The MRO will disclose such information to the District, if in the MRO's reasonable medical judgment, the information indicates that continued performance by the employee of his or her safety-sensitive function could pose a significant safety risk.

Before obtaining medical information from the employee as part of the verification process, the MRO will advise the employee that the information will be disclosed to third parties as provided above and of the identity of any parties to whom the information may be disclosed.

The MRO will notify each individual who has a verified positive, adulterated, or substituted result that he/she has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of such notice, the MRO will direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis. [The split specimen testing at another laboratory will be at the employee's expense].

If an employee has not contacted the MRO within 72 hours, the employee may present the MRO with

information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation of the employee's failure to contact him/her within 72 hours, the MRO will direct that analysis of the split specimen be performed

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or fails to reconfirm the adulteration or substitution finding, the MRO will cancel the test and report the cancellation and the reasons for it to the DOT, the employer and the employee. If the split specimen is unavailable or unsuitable for reconfirmation, the MRO will cancel the test and inform the District that another specimen must be immediately recollected under direct observation.

V. Confidentiality and Recordkeeping

A. Confidentiality

The District will maintain all records generated under this policy in a secure manner so that disclosure to unauthorized persons does not occur. Thus, the results of any tests administered under this policy and/or any other information generated pursuant to this policy will not be disclosed or released to anyone without the express written consent of the employee, except where otherwise required or authorized by federal regulation or law. In addition, the District's contract with its designated service agents requires them to maintain all employee test records in confidence.

However, the District may disclose information required to be maintained under this policy to the employee, the employer or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or drug test administered under this policy, or from the employer's determination that the employee engaged in conduct prohibited by this policy (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.) The District may be required to release information to a DOT agency or other Federal agency as required by applicable law or Federal regulation.

B. Access to Facilities and Records

Upon written request by any covered employee, the District will promptly provide copies of any records pertaining to the employee's use of alcohol or drugs, including any records pertaining to his or her alcohol or drug tests. Access to a covered employee's records will not be contingent upon payment for records other than those specifically requested.

The District will also permit access to all facilities utilized and alcohol or drug testing documents generated in complying with the requirements of 49 CFR Part 382 to the Secretary of Transportation, any DOT agency with regulatory authority over the employer or any of its covered employees, or to a State oversight agency. When requested by the National Transportation Safety Board (NTSB) as part of an accident investigation, the District will disclose information related to the employer's administration of a post-accident alcohol and/or drug test administered following the accident under investigation.

Records will also be made available to an identified person or a subsequent employer upon receipt of a written request from an employee, but only as expressly authorized and directed by the terms of the

employee's written consent. The subsequent release of such information by the person receiving it will be permitted only in accordance with the terms of the employee's consent.

VI. Employee Assistance Program/Substance Abuse Professional

A. Employee Education

The District, through the development of this policy has provided employees subject to this policy with education materials explaining the requirements of the Federal Motor Carrier Safety Administration drug and alcohol regulations and the District policies and procedures for meeting them. In addition, employees will be provided with information concerning the effects of drug use and alcohol misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem (the employee's or a co-worker's); and available methods of intervening when an alcohol or drug problem (the employee's or a co-worker's) is suspected, including confrontation, referral to an employee assistance program and/or referral to management. This information may include the following:

1. Display and distribution of informational material
2. Display and distribution of a community service hotline telephone number or employee assistance program.

Copies of the above materials and this policy will be distributed to each employee hired or transferred into a position requiring the performance of a safety-sensitive function covered by this policy. Each employee who receives a copy of these materials will be required to sign a statement certifying that he or she has received a copy of the same. The District will retain the original of the signed certificate and will provide a copy to the employee, if requested.

B. Supervisory Training

Any individual designated to determine whether reasonable suspicion exists to require a covered employee to undergo a drug or alcohol test under this policy will be required to receive at least 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. This training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and prohibited drug use.

VII. Discipline

In addition to the removal from safety-sensitive functions required by Federal Motor Carrier Safety Administration Regulations, the NMWRD will take the following disciplinary action against any individual who violates this policy.

A. Applicants

An individual who tests positive on a pre-employment drug test will not be hired for a covered function position. Any individual who adulterates or substitutes a specimen provided for a pre-employment drug test will not be hired for a covered function position.

B. Employees

Any employee who tests positive for a prohibited drug or for alcohol with a concentration level of 0.04 or greater will be subject to discipline, up to and including termination of employment with the District. Any employee who engages in any conduct that constitutes a refusal to submit to a drug or

alcohol test required under this policy will be subject to discipline up to and including termination of employment with the District.

Any employee whose alcohol test result is 0.02-0.039 alcohol concentration will be removed from duty for at least 24 hours or until his/her next regularly scheduled shift, whichever is longer. All time suspended will be without pay. Any employee who tests 0.02-0.039 alcohol concentration on more than one occasion will be terminated from employment with the District.

IX. Recordkeeping and Reporting

A. Retention of Records

The District will maintain records relating to this policy as outlined in 49 CFR Parts 40 and 382. These records will be maintained in a secure location with controlled access for the specified periods of time, measured from the date of the document's or data's creation.

B. Management Information System Reporting

When required by the FMCSA, the District will prepare and submit an annual statistical report, in the format prescribed by the FMCSA, detailing the District's controlled substances and alcohol testing program activity.

FORM A
NMWRD
AUTHORIZATION FOR THE RELEASE OF DRUG AND
ALCOHOL TESTING INFORMATION

Prior Employer: _____ Driver: _____
Address: _____ Date of Birth: ____/____/_____
_____ Soc. Sec. No.: _____
_____ Dates of Employment: _____
Telephone: () _____

In accordance with 49 CFR Part 40, §40.25 you are hereby authorized and requested to release to **NMWRD** (Employer), at **420 Timber Trail, Island Lake, IL 60042**, information on any alcohol tests with concentration results of 0.04 or greater, verified positive controlled substance test results, refusals to be tested, and/or any other violations of DOT drug and alcohol testing regulations within two years preceding the date of this request. I further authorize and request you to release any information in your possession concerning my evaluation by a substance abuse professional, the identity of that substance abuse professional, my participation in any treatment or rehabilitation recommended by the substance abuse professional and the results of any return-to-duty or follow-up drug and/or alcohol tests within the two years preceding this request.

A photocopy of this release shall be valid as the original. This authorization shall be valid for one year from the date of signing hereof.

Date: _____ Driver Signature: _____

To Be Completed By Prior Employer
DOT DRUG AND ALCOHOL TESTING VIOLATIONS

Driver has no violations of a DOT drug and alcohol testing regulation: ____.

Controlled Substance: ____ positive. Date: _____
Alcohol: ____ alcohol concentration >0.04. Date: _____
Refusal to be tested: ____ (adulterated, substituted, etc.) Date: _____

SUBSTANCE ABUSE PROFESSIONAL INFORMATION:

No Substance Abuse Professional information available ____

Name of Substance Abuse Professional _____

Address: _____

Date of Initial evaluation: _____

Recommendation: _____

Return-to-duty evaluation: ____ yes ____ no Date: _____

SAP determination: ____ compliance ____ non-compliance

Return-to-duty test results: _____ negative _____ positive
Follow-up testing program:

FORM B

NMWRD

POST-ACCIDENT TESTING INSTRUCTIONS

Any driver involved in an accident while operating a commercial motor vehicle on a public road will be required to submit to tests for alcohol and controlled substances as soon as practicable following the incident, if:

1. The driver was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or
2. The driver received a citation for a moving traffic violation arising from the accident and the accident involves:
 - a. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or more motor vehicles incur *disabling damage*¹ as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Unless otherwise required by the District, post-accident drug and alcohol tests will not be required for occurrences involving only boarding or alighting from a stationary motor vehicle or the loading or unloading of cargo. In order to ensure that the above requirements are met, in the event of any accident, all drivers are required to take the following actions:

When an employee driving a District vehicle is involved in a motor vehicle accident the employee will immediately contact 911 or *999 and request a police officer be sent to the scene, and if necessary an ambulance. As soon as practicable following contacting 911 or *999, the employee shall notify his supervisor of the accident.

If a police officer cannot arrive at the scene, the employee shall collect insurance and witness information from the other party or parties involved. When reporting the accident, the driver/employee will give the following information: Name, location of the accident, whether or not anyone is injured, and whether or not the vehicles are drivable. Since an investigation will occur at a later time, the employee should never admit fault or liability. Employees must report all accidents to his/her supervisor as soon as practicable, and in all cases within 24 hours. An Illinois Traffic Crash Report shall be completed for each accident. This is to be practiced whether or not there are any apparent injuries or vehicle damage.

District Insurance Provider:

Info Needed

¹ “Disabling damage” means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. “Disabling damage” does not include:

- a. Damage which can be remedied temporarily at the scene of the accident without special tools or parts
- b. Tire disablement without other damage even if no spare tire is available.
- c. Headlight or taillight damage.
- d. Damage to turn signals, horn, or windshield wipers, which make them inoperative.

Insurance identification cards are located in each District vehicle identifying the District's insurance provider and policy number. If additional information is needed contact the NMWRD's District Manager's Office.

These procedures do not require a driver to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

DRIVERS ARE STRICTLY PROHIBITED FROM USING ALCOHOL FOR EIGHT HOURS FOLLOWING AN ACCIDENT, OR UNTIL THE POST-ACCIDENT TESTING REQUIREMENTS ARE CARRIED OUT, WHICHEVER OCCURS FIRST.

FAILURE OR REFUSAL TO FOLLOW THESE INSTRUCTIONS, INCLUDING THE USE OF ALCOHOL PRIOR TO THE REQUIRED POST-ACCIDENT ALCOHOL TEST, WILL BE CONSIDERED A REFUSAL TO SUBMIT TO A TEST AND RESULT IN DISCIPLINE UP TO AND INCLUDING DISCHARGE.

FORM C

NMWRD

URINE SPECIMEN COLLECTION PROCEDURES

1. The collector will ask the donor for photo identification.
2. After verification of the donor's identification, the collector will complete Step 1 of the Custody and Control Form (CCF).
3. The collector will ask the donor to remove any unnecessary outer clothing (coat, jacket, hat, etc.) and to leave hand carried items (i.e. briefcase, pocketbook, bags, etc.) outside the toilet enclosure. The collector will secure these items and provide a receipt if requested by the donor. The donor will be required to empty his/her pockets and display the contents of the pockets. Any items which can be used to adulterate or substitute the specimen must be left outside the toilet enclosure.
4. The collector will instruct the donor to wash and dry his/her hands.
5. The collector will provide the donor a wrapped/sealed collection container. Either the collector or the donor may open the container in the donor's presence.
6. Only the collection container should be taken into the toilet enclosure. The wrapped/sealed specimen bottle(s) should remain outside the enclosure and be opened in the donor's presence when the donor presents the filled collection container to the collector.
7. The collector will accompany the donor to the toilet enclosure where the donor will provide the urine specimen. The donor will enter the toilet enclosure and shut the door; the collector remains outside the closed door. If a multi-stall restroom is used, the collector will enter the restroom with the donor and remain outside the closed toilet stall door while the donor provides the urine specimen.
8. The donor will hand the filled collection container to the collector. Both the donor and the collector should maintain visual contact of the specimen until the labels/seals are placed over the bottle cap(s).
9. The collector checks the specimen, reading the specimen temperature indicator within 4 minutes of receiving the specimen from the donor. The collector marks the appropriate box in Step 2 of the CCF.
10. The collector checks the specimen volume, ensuring that there is at least 45 ml of urine.
11. NOTE: If the employee is unable to void or voids an insufficient amount of urine, the employee will be provided up to 40 mL of fluids and up to three hours to provide the specimen. Any partial specimen will be discarded.
12. The collector checks the specimen for unusual color, odor, or other physical qualities that may indicate an attempt to adulterate the specimen.
13. The collector will pour at least 30 ml of specimen into a specimen bottle (designated Bottle A). The remainder of the specimen (at least 15 ml) will be poured into a second bottle (designated Bottle B).
14. The collector immediately places the lid/cap(s) on the specimen bottle(s), and then applies tamper-evident label/seals (CCF, Step 3).
15. The collector will write the date on the label/seal(s). The donor will be asked to initial the label/seal(s) once they are affixed to the bottle(s).
16. After sealing the specimen bottle(s), the donor will be permitted to wash and dry his/her hands, if he/she so desires.

17. The donor will be instructed to read and complete the donor certification Section of the CCF (Step 5), including signing the certification statement.
18. The collector will record any remarks concerning the collection process in the "remarks" Section of the CCF.
19. The collector will complete the collector certification Section of the CCF (Step 4), including signing the certification statement and recording the date and time of the collection, and the "specimen released to" block.
20. The collector will place the specimen bottles and copy 1 of the CCF in the plastic bag and seal it.
21. The collector will give the donor his/her copy of the CCF (copy 5). The donor may leave the collection site at the completion of this step of the collection process.
22. The plastic bag containing the specimen bottles and CCF copy will be shipped in a padded mailer or shipping container if being transported by an express carrier or mail. The specimens will be maintained in a secure area until picked up by the courier or transport service.
23. The collector will distribute the remaining copies of the CCF as appropriate.

FORM D
NMWRD
CERTIFICATION OF RECEIPT OF POLICY and DRUG
AND ALCOHOL AWARENESS INFORMATION

I, _____, hereby certify that I have been provided with copies of the District's Drug and Alcohol Abuse Policy, including the requirements for compliance with 49 CFR Part 382. I have also received drug and alcohol abuse awareness information, including resources available for evaluation and treatment of substance abuse problems.

Date: _____ Employee: _____

Acknowledgment of Receipt of Employee Manual

I acknowledge having received a copy of the Northern Moraine Wastewater Reclamation District Employment Manual and I agree to read and become familiar with its contents. I **understand that I have no guarantee of future employment with the District or employment under any specific conditions. I understand that this Manual is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. I understand that I am an employee at will.** Nothing shall restrict my right to terminate my employment at any time and nothing shall restrict the right of the District to terminate my employment at any time, with or without notice and with or without cause. I also understand that the District has the right to change, suspend or terminate any or all of the policies, procedures or benefits described in this manual at any time, with or without advance notice.

Name (please print)

Signature

Date

This acknowledgment form is to be signed and returned to be held in the employee's personnel file.



NORTHERN MORaine **W R D**

AGENDA ITEM # 11D

<u>Meeting Date:</u>	September 12, 2023
<u>Item:</u>	FOIA Rules
<u>Staff Recommendation:</u>	Motion to adopt a Resolution adopting FOIA Rules and Forms
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

The District adopted FOIA rules by Executive Order on August 18, 2023. The executive order was put into effect by our board president, Ken Michaels. The attached resolution formalizes that action and establishes rules related to FOIA requests as well as standard forms for responding to FOIA requests.

Recommendation

It is staff's recommendation to adopt a Resolution adopting FOIA Rules and Forms.

Votes Required to Pass

Simple Majority via a Roll Call Vote



NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT

RESOLUTION NO. 2023-09

A RESOLUTION ADOPTING FOIA RULES AND FORMS

WHEREAS, the Northern Moraine Wastewater Reclamation District (the “***District***”) is a public body as defined by the Freedom of Information Act (“***FOIA***”); and

WHEREAS, the District desires to formally adopt rules, regulations, and forms to ensure its continued compliance with, and effective implementation of, FOIA; and

WHEREAS, the District President issued an Executive Order on August 18, 2023 implementing the District’s “Freedom of Information Act Rules and Regulations” as set forth in Exhibit A hereto (the “***District FOIA Rules***”); and

WHEREAS, the President and Board of Trustees of the District (the “***District Board***”) have determined that it is in the best interests of the District and its residents and customers to ratify the Executive Order, to adopt the District FOIA Rules, and to formally adopt the FOIA forms for the District as set forth in Exhibit B hereto (the “***District FOIA Forms***”) to implement the District FOIA Rules; and

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Northern Moraine Wastewater Reclamation District, as follows:

SECTION ONE. Incorporation of Recitals. The foregoing recitals are by this reference incorporated into and made a part of this Resolution as if fully set forth.

SECTION TWO. Adoption of the District’s Freedom of Information Act Rules and Regulations. The District Board hereby ratifies the District President’s Executive Order of August 18, 2023 and adopts the “Freedom of Information Act Rules and Regulations” as set forth in Exhibit A attached hereto.

SECTION THREE. Adoption of the District’s Freedom of Information Act Forms.

(a) The District hereby adopts the FOIA forms as set forth in Exhibit B attached hereto.

(b) The District's FOIA forms as set forth in this Resolution are approved for the District's use in responding to FOIA requests and shall be effective contemporaneously with the effective date of this Resolution.

SECTION FOUR: **Effective Date.** This Resolution shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED THIS ____ day of _____, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2023.

District President

ATTEST:

District Clerk

EXHIBIT A

**Northern Moraine Wastewater Reclamation District's
Freedom of Information Act Rules Regulations**

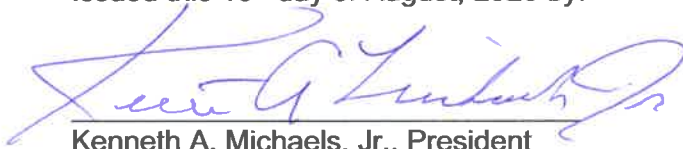
NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

Executive Order

I, Kenneth A. Michaels, Jr., as President of the Northern Moraine Wastewater Reclamation District (the "***District***"), hereby direct the District Manager as follows:

1. Implement and make available on the District's website and otherwise the attached "Policies Prohibiting Harassment and Sexual Harassment" of the District, which is an updated version of similar policies currently included in the District's Employee Manual;
2. Implement and make available on the District's website and otherwise the attached "Freedom of Information Act Rules and Regulations";
3. Direct the District's Attorney to (a) prepare a resolution for the District Board's consideration to adopt and ratify the "Policies Prohibiting Harassment and Sexual Harassment" and update the District's Employee Manual to incorporate such policies, and (b) prepare a resolution for the District Board's consideration to adopt and ratify the "Freedom of Information Act Rules and Regulations" with such additional modifications and with updated forms for the implementation of the District's FOIA compliance efforts.

Issued this 18th day of August, 2023 by:

A handwritten signature in blue ink, appearing to read "Ken A. Michaels, Jr.", is written over a horizontal line.

Kenneth A. Michaels, Jr., President
Northern Moraine Wastewater Reclamation District

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

FREEDOM OF INFORMATION ACT RULES AND REGULATIONS

These Rules and Regulations ("**FOIA Rules**") include the procedures and instructions for requesting public records from the Northern Moraine Wastewater Reclamation District ("**District**") under the Illinois Freedom of Information Act ("**Act**"), 5 ILCS 140.

The District will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, these FOIA Rules, and any other applicable law. Generally, the District will provide public records for inspection or copying pursuant to proper requests, except for records that are specifically exempted from disclosure by the Act or other applicable law.

Requests and other communications relating to public records should be sent to the District's FOIA Officer at the Northern Moraine Wastewater Reclamation District, 113 Timber Trail, PO Box 240, Island Lake, IL 60042 (the "**District Office**"), or via email at info@nm wrd.org. The District telephone number is (847) 526-3300.

I. INTERPRETATION

A. Conflicts

These FOIA Rules do not supersede the provisions of the Act. If a provision of these FOIA Rules conflicts with the Act, then the provisions of the Act will govern.

B. Definitions

In addition to the definitions provided in the Act or elsewhere in these FOIA Rules, the following definitions apply:

1. Business Hours: 8:00 a.m. to 4:00 p.m. on a Business Day.
2. Business Day: Any day on which the District Office is open and staffed for regular public business. Business Days generally are Monday through Friday except federal and state holidays.
3. FOIA Officer: The FOIA Officer of the District designated under Section 3.5 of the Act.
4. Public Access Counselor: The Public Access Counselor of the Office of the Illinois Attorney General.
5. Recurrent Requester: A requester who, in the 12 months immediately preceding submission of a Request, has submitted to the District (a) a minimum of 50 Requests, (b) a minimum of 15 Requests within a 30-day period, or (c) a minimum of seven Requests within a seven-day period. For purposes of this definition, Requests made by news media and non-profit, scientific, or academic organizations are not

considered in calculating the number of Requests made in the time periods in this definition when the principal purpose of the Requests is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

6. Request: A written request to inspect, copy, or certify particular public records that is submitted to the District in accordance with the Act and these FOIA Rules.
7. Request Made for Commercial Purposes: A Request made with the intent to use the requested records (or the information derived from those records), in whole or in part, for sale, resale, or solicitation or advertisement for sales or services. However, a Request submitted by news media or by non-profit, scientific, or academic organizations will not be deemed to be made for commercial purposes if the principal purpose of the Request is (a) to access and disseminate information concerning news and current or passing events, (b) for articles of opinion or features of interest to the public, or (c) for the purpose of academic, scientific, or public research or education.
8. Requester: An individual, corporation, partnership, firm, organization or association that files a Request with the District.
9. Response Time: The time for response by the District to a request for public records, as calculated pursuant to Subsection III.A of these FOIA Rules.
10. Voluminous Request: A request that: (i) includes more than 5 individual requests for more than 5 different categories of records; or (ii) any two or more requests submitted to the District within a period of 20 business days that, in combination, seek more than 5 different categories of records; or (iii) requires compilation of more than 500 letter or legal-sized pages of public records (unless a single requested record exceeds 500 pages). "Voluminous request" **does not** include a request made by a news media or non-profit, scientific, or academic organization if the principal purpose of the request is: (a) to access and disseminate information concerning news and current or passing events; (b) for articles of opinion or features of interest to the public; or (c) for the purpose of academic, scientific, or public research or education.

C. Days; Measurement of Time

1. Days. In counting the number of days allowed for a response or a decision to be given by the District under the Act and these FOIA Rules, the District will not include the day on which the request or notice requiring the response or decision was first received.
2. Receipt Date. The Business Day on which the Request is physically received by the District. All Requests received after the close of business or on a non-Business Day will be deemed to have been received by the District on the next Business Day.
3. Supplemental Requests. Supplemental, amended, clarified, and additional Requests will not relate back to the time of receipt of the initial Request.

Supplemental, amended, clarified, or additional Requests will be considered new Requests for purposes of determining the applicable Response Time.

4. Response Date. All responses and decisions to be issued by the District under the Act and these FOIA Rules will be deemed to have been given on (a) the date of personal delivery to the person or to the residence of the person entitled to the response or decision or (b) if mailed, faxed, or sent by e-mail, on the date of mailing, faxing, or e-mailing regardless of the date of actual receipt by that person. Each response and decision may include proof of service evidencing the method by which, and time at which, the response or decision was delivered.

II. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS

A. Officials Responsible for Responding to Requests

The FOIA Officer is the person responsible for receiving, processing, granting, and denying Requests, extending a Response Time, and issuing appropriate notices with respect to all related matters. The FOIA Officer, or his or her designee, may consult with District staff, officials, and others as appropriate before responding to a Request.

The District, from time to time, may appoint Deputy FOIA Officers to assist the FOIA Officer in the performance of his or her duties under the Act and these FOIA Rules or to act as the FOIA Officer in his or her absence.

B. Form of Request

1. Required Information. A Request must be filed with the District in writing and in English. The District encourages Requesters to submit requests on the District's convenient Request Form or a similar form that contains the following information:

- (a) the Requester's name;
- (b) either the Requester's mailing address, email address, or telephone number;
- (c) a description of the public records requested; and

A Request may also include a statement regarding the manner or form in which the Requester prefers to receive public records.

2. Supplemental Information. If a Request does not contain all of the information required pursuant to Paragraph II.B.1(a) through (c) of these FOIA Rules, then the FOIA Officer may require the Requester to complete a Supplemental Information Form or similar writing. In addition, the FOIA Officer may require the Requester to confirm whether the Requester intends to use the records, or the information derived from those records, for sale, resale, solicitation, or advertisement for sales or services, and, if so, to provide information regarding the purpose or use of the records.

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3. Requests Must Be Complete. No Request will be deemed complete, and the District will have no obligation to produce the requested records, unless and until the Request contains, at a minimum, all of the information required pursuant to Paragraph II.B.1(a) through (c) in conformity with these FOIA Rules.
4. Subpoenas. Except as provided in Section 9.5(c) of the Act, these FOIA Rules will not apply to any subpoena for records received by the District and issued by, or in accordance with the rules of, a court or agency of competent jurisdiction.
5. Harassment Policy. No FOIA Request shall be deemed proper or complete if the District determines that the Request violates the District's Policies Prohibiting Harassment and Sexual Harassment (the "**Harassment Policy**"). Requests that constitute violations of the District's Harassment Policy include, but are not limited to, Requests containing threats or language intended to interfere with a District employee's work performance, or Requests which create an intimidating, hostile, or offensive working environment for District employees or officials in violation of the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.* If the District determines that a Request violates the District's Harassment Policy, the FOIA Officer shall notify the Requester in writing and within five Business Days after receipt of the Request that: (a) his or her Request is violative of the District's Harassment Policy and these FOIA Rules; (b) the Request is improper and incomplete and cannot be processed by the District; and (c) the Requester may submit a proper and complete Request that is compliant with the District's Harassment Policy and these FOIA Rules.

C. Submittal of Request

Completed Requests must be filed with the District FOIA Officer by United States mail, facsimile, overnight courier service, electronic mail, or in person, in accordance with the following:

1. In-Person Submissions. Requests submitted in person should be given to the FOIA Officer or filed in the office of the District Clerk on a Business Day during Business Hours. If a Request is submitted to a District officer or employee other than the FOIA Officer, that officer or employee must immediately provide the Request to the FOIA Officer.
2. Electronic Mail Submissions. Requests submitted by electronic mail must be sent directly to the FOIA Officer at info@nmwrd.org and will be deemed received only upon actual receipt by the FOIA Officer on a Business Day during Business Hours, regardless of date or time of submission.
3. All Other Submissions. Requests submitted by mail or other means must be addressed to the FOIA Officer at the District Office and will be deemed received only upon actual receipt by the District on a Business Day, regardless of date of mailing.

All District officials and employees who receive a Request must immediately forward that Request to the FOIA Officer.

D. Processing of Request

1. If the FOIA Officer determines that a Request is not complete, then the FOIA Officer must notify the Requester within five Business Days after receipt by the District of the Request or within 21 Business Days if the Request is a Request Made for Commercial Purposes. If the FOIA Officer determines that the Request is complete, then the FOIA Officer must stamp or otherwise indicate on each completed Request, the date and time of receipt and, if known, the date on which the District must respond to the Request.
2. The FOIA Officer must maintain an electronic or paper copy of the Request, including all documents submitted with the Request, until all matters related to the Request have been completed.
3. The FOIA Officer must create an electronic or paper file for the retention of the original Request, a copy of the response by the District, a record of all written communications with the Requester regarding the Request, and a copy of other communications related to the Request.
4. The FOIA Officer must keep all Responses to Request for Public Records that include a denial or partial denial of a Request in a single central office file.

III. RESPONSES TO REQUESTS

A. Time for Response

1. All Requests; Exceptions. For all Requests other than those set forth in Paragraphs III.A.2, III.A.3, and III.A.4 below, the District will respond within five Business Days after a completed Request is received by the District, unless the District has extended the Response Time under to Paragraph III.A.5 below.
2. Requests Made for Commercial Purposes. The District will respond within 21 Business Days after a complete Request Made for Commercial Purposes is received. The response must include one of the following: (a) an approval of the Request, (b) a partial approval and partial denial of the Request, (c) a denial of the Request, (d) a notice to the Requester providing an estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged, (d) or a notice to the Requester that the Request is unduly burdensome and extending an opportunity to the Requester to reduce the Request to manageable proportions.
3. Requests by Recurrent Requesters.
 - a. The District will respond within five Business Days after a completed Request is received from a Recurrent Requester notifying the Requester that he or she has been deemed a Recurrent Requester, which notice must include (i) the reason for designating the Requester as a Recurrent Requester and (ii) a statement that the District will respond in substance to the Request within 21 Business Days after the Request was received.
 - b. The District then will respond to a Request by the Recurrent Requester within 21 Business Days after the completed Request is received. This response

must include one of the following: (i) an approval of the Request; (ii) a partial approval and partial denial of the Request; (iii) a denial of the Request; (iv) a notice to the Recurrent Requester providing an estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged; (v) or a notice to the Recurrent Requester that the Request is unduly burdensome and extending an opportunity to the Recurrent Requester to reduce the Request to manageable proportions.

4. Voluminous Requests

- a. The District will respond within five Business Days after a completed Voluminous Request is received to notify the Requester that his or her Request has been deemed a Voluminous Request. Such notice shall include all information required by Section 3.6(a) of FOIA, including: (i) the reasons for designating the Request as a Voluminous Request; (ii) a statement that the Requester must respond to the District within 10 business days to specify whether the Requester would like to amend the Request; (iii) a statement that failure to respond or to amend the Request so that it no longer qualifies as a Voluminous Request will result in the District responding to the Request and assessing applicable fees, for which the Requester will be liable even if he or she fails to accept or collect the responsive records; and (iv) a statement that the Requester may seek review by the Public Access Counselor of the District's determination that the Request is a Voluminous Request. Such notice will also advise the Requester of the District's Response Time, including a statement that the District may further extend the Response Time in the manner provided by Section 3.6 of FOIA.
- b. The District will respond to a Voluminous Request within five Business Days after: (i) receipt of the Requester's response to the Notice of Voluminous Request; or (ii) the last day for the Requester to amend his or her request in accordance with the Notice of Voluminous Request (the "**Amendment Deadline**"), which is earlier. However, the District may extend Response Time by not more than 10 business days after the Amendment Deadline by sending the Requester a Notice of Extension in accordance with Paragraph III.A.5, below. In any circumstance, the District and the Requester may agree in writing to further extend the Response Time in accordance with Paragraph III.A.5(b), below.
- c. The District's response to a Voluminous Request must include one of the following: (i) an approval of the Voluminous Request and estimate of the fees to be charged, if any; (ii) a partial approval and partial denial of the Voluminous Request and estimate of the fees to be charged, if any; (iii) a denial of the Voluminous Request; or (iv) a notice to the Requester that the Voluminous Request is unduly burdensome and extending an opportunity to the Requester to attempt to reduce the Voluminous Request to manageable proportions. The District may require that the Requestor pay the estimated fees in full before copying the requested documents.
- d. If a Requester does not timely respond to a Notice of Voluminous Request or agree to modify the Request such that it ceases to be a Voluminous Request,

then the Requester will be responsible for paying all applicable fees associated with the District's response, even if the Requester ultimately fails to accept or collect the responsive records. In such circumstances, any failure of the Requester to pay all applicable fees shall be deemed a debt due and owing to the District, which the District may collect in any manner provided by applicable law.

5. Extension of Time

- a. If the FOIA Officer determines that additional time is needed and allowed under the Act to respond to a Request, then the FOIA Officer will notify the Requester within the applicable Response Time of the determination, of the reasons requiring the extension, and of the length of the extension (which generally may not exceed five additional Business Days except as otherwise provided in Paragraphs III.A.2, III.A.3, and/or III.A.4 above). The FOIA Officer may not issue a Notice of Extension for Requests Made for Commercial Purposes.
- b. The Requester and the District may agree in writing to further extend the time for compliance for any period to be mutually determined. In his or her discretion, the FOIA Officer may deliver to the Requester a Request for Extension Agreement form and an Extension Agreement form. The FOIA Officer is authorized to execute, in his or her discretion, an Extension Agreement after it has been executed by the Requester. The FOIA Officer must respond to the Request within the applicable Response Time, unless and until the Requester and the District have executed the Extension Agreement.

B. Disclosure of Public Records

1. Notice of Approval. If the FOIA Officer determines that the Act requires disclosure of all or any part or portion of the requested public records, then the FOIA Officer will notify the Requester in writing of his or her determination, using the Response to Request for Public Records form attached to these FOIA Rules or a similar written form.
2. Approval of Requests Made for Commercial Purposes or by Recurrent Requesters. If the Request is a Request Made for Commercial Purposes or is made by a Recurrent Requester, and the requested records are not immediately available for inspection or pick-up, then the Response to Request for Public Records will specify a reasonable date on which the requested records will be available for inspection or pick-up, based on the size and complexity of the Request.
3. Search of Files and Use of Equipment. Except as otherwise specifically authorized by the FOIA Officer, only District employees, the District Attorney, and District contractors are permitted to search District files, records, or storage areas, or to use District equipment in connection with any Request.
4. Removal of Original Records. Original public records may not be removed from any District building at any time, except as authorized by the District Manager.

5. Inspection of Public Records. Public records approved by the FOIA Officer for disclosure may be inspected, or copies of public records obtained, during Business Hours at the District Office or another location designated by the FOIA Officer. Requesters must make an appointment with the FOIA Officer for a date and time to inspect public records.
6. Copies of Public Records. Copies of public records approved by the FOIA Officer for disclosure may be obtained during Business Hours at the District Office or another location designated by the FOIA Officer, so long as the Requester had requested copies and has paid all applicable fees.
7. Mailing of Requested Public Records. Copies of public records will be sent to the Requester via United States mail, facsimile or electronic mail only if the FOIA Officer reasonably determines that it is unduly burdensome for the Requester to arrange for inspection of the original public records, or for pick up of copies of the public records, at the District Office.
8. Audio and Video Recordings. Requests for reproduction of any public records that are audio or video recordings will be honored in accordance with the provisions of the Act, the Illinois Open Meetings Act, any other applicable State law, and these FOIA Rules.
9. Records Maintained in Electronic Format. If the requested public records are maintained by the District in an electronic format, then the District will reproduce copies of the requested public records in the electronic format specified by the Requester, if feasible. The District may charge the Requester the actual cost of the medium necessary for that format.
10. Payment of Fees.
 - a. The Requester must pay all copying, certification, and postage fees, calculated pursuant to Section IV of these FOIA Rules, in advance of receiving copies of any public records.
 - b. If a Requester is notified that his or her Request qualifies as a Voluminous Request, and the Requester thereafter fails to timely respond or modify the Request so that it ceases to be a Voluminous Request, then the Requester must pay all applicable copying, certification, and postage fees **even if** the Requester ultimately fails to accept or collect the responsive public records. In such circumstances, any unpaid fees shall be deemed a debt due and owing to the District and may be collected in any manner provided by applicable law.
11. Acknowledgment of Inspection. When the copies of the requested public records have been delivered or inspected, the FOIA Officer and the Requester must acknowledge delivery or inspection by execution of a written acknowledgement.

C. Categorical Requests

1. Notice to Meet and Confer. If the FOIA Officer determines that a Request for all records falling within a category will unduly burden the District, and that the burden

to the District outweighs the public interest in production of the public records sought, then the FOIA Officer, using a written form, will notify the Requester in writing of the determination, of the reasons supporting the determination, and of the right of the Requester to meet with the FOIA Officer in an effort to narrow the Request.

2. Failure to Respond by District. The FOIA Officer may not determine that a Request is unduly burdensome, nor issue a Notice to Meet and Confer, if the District has previously failed to respond to that Request within the applicable Response Time.
3. Agreement to Narrow Request. If the Requester agrees to meet and confer with the FOIA Officer regarding the Request, then the FOIA Officer will respond to the Request, or to the Request as narrowed at the meeting, within the applicable Response Time, calculated as beginning on the next Business Day after adjournment of the meeting. That response may take any form specified in this Section III. If the Requester agrees to narrow the scope of the Request, the FOIA Officer will deliver a written Acknowledgment of Narrowed Request to the Requester at the conclusion of the meeting.
4. Failure to Meet and Confer. If the Requester does not agree to meet and confer with the FOIA Officer regarding the Request, then the FOIA Officer will deny the Request on the fifth Business Day after the date of the Notice to Meet and Confer.

D. Denial

1. Procedure for Denials. If the FOIA Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under any other provision of the Act or under these FOIA Rules, then the FOIA Officer must deliver a written notice to the Requester, using the Response to Request for Public Records form attached to these FOIA Rules or a similar written form.
2. Contents of Denials. Each Response to Request for Public Records form must set forth all of the grounds and reasons for the denial, and must notify the Requester of his or her rights to seek review of the denial by the Public Access Counselor and to seek judicial review under Section 11 of the Act.
3. Denials in Writing. Except as otherwise provided by the Act, all denials of Requests will be in writing.
4. Cooperation with Public Access Counselor. If the Public Access Counselor determines that further inquiry into any denied Request is warranted, the FOIA Officer will comply with the requests and directives of the Public Access Counselor, or seek appropriate review of those requests or directives, in accordance with the Act.

E. No Obligation to Create New Records

Except as provided in Section V of these FOIA Rules, the Act and these FOIA Rules do not require the District, in the course of responding to Requests, to create records that the District does not already maintain in record form.

F. No Obligation to Interpret or Advise

Neither the Act nor these FOIA Rules require the District to interpret, or advise Requesters as to the meaning or significance of, any public records.

G. No Obligation to Answer Questions

The Act requires the District to produce certain documents, not answer Requesters' questions related to the documents.

H. Records Available Online

When appropriate, the District may notify the requester that the public records they seek are available online and, instead of producing the records, direct the requester to the website where the record can be reasonably accessed.

IV. FEES

A. Fees Established

1. Fees for Copying, Certifying, and Mailing of Records. Unless fees are waived or reduced pursuant to Subsection IV.C of these FOIA Rules, each Requester must pay fees for copying, certifying, and mailing of public records, as established by the Act or the District. No copying fees shall be charged for the first 50 pages of black and white, 8½ x 11 or 8½ x 14 copies. After the first 50 pages, the fee for black and white 8½ x 11 or 8½ x 14 copies will be 15 cents per page, or as otherwise provided by the Act. The fees for copies in color or in a size other than 8½ x 11 or 8½ x 14 will be as set by the District, but not exceeding the District's actual cost of reproducing the requested records. The District's actual costs of reproduction shall not include staff time or personnel costs except in the case of commercial requests, as provided in Paragraph IV.A.2 of these FOIA Rules.

Copies that are not 8½ x 11 or 8½ x 14, Black and White, or when the services of an outside vendor are required to copy any public record, then the fees charged for copying the records will be the actual charges incurred by the District, and the fees set by the District by ordinance from time to time. Fees set by District ordinance will not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, then the Requester must pay the actual cost of the medium.

If the Requester requests that the District provide the responsive records by mail, then the Requester must pay the actual cost of postage.

If the District determines that the Request is a Voluminous Request (and the Requester does not agree to modify such Request so that it is no longer a Voluminous Request), then the Requester, must pay, in addition to the fees set forth above, the following fees for production of electronic records: (i) for PDF (portable document format) records: \$20 for up to 80 megabytes of data, \$40 for more than 80 and up to 160 megabytes of data, and \$100 for more than 160 megabytes of data; and (ii) for all non-PDF records: \$20 for up to 2 megabytes of data, \$40 for more than 2 and up to 4 megabytes of data, and \$100 for more than 4 megabytes of data.

The District has determined that the fees are no more than necessary to reimburse the District for the actual cost of reproducing, certifying, and mailing public records requested pursuant to the Act and these FOIA Rules.

2. Fees for Searching and Retrieving Records Requested for Commercial Purposes. Pursuant to Section 6(f) of the Act, in addition to any fees that must be paid pursuant to Section IV.A.1. of these FOIA Rules, a Requester who submits a Request for a Commercial Purpose must pay to the District \$10.00 for each hour over eight hours spent by District personnel to search for or retrieve requested public records. In addition, the Commercial Requester must pay the actual charges incurred by the District to retrieve and transport public records from any third-party, off-site storage facility that the District may use to store public records.

B. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the examination, copying, certification or mailing of any public record. Any unpaid fees associated with the District's response to a Voluminous Request shall be a debt due and owing to the District and may be collected in accordance with applicable law.

C. Waiver of Fees

The fees provided in Subsection IV.A of these FOIA Rules may be waived or reduced by the FOIA Officer if the Requester includes in the Request the specific purpose of the Request and establishes to the reasonable satisfaction of the FOIA Officer that a fee waiver or reduction is in the public interest. A request for a fee waiver or reduction must be indicated in the Request at the time the Request is filed. A subsequent request will not be considered.

A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the Request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public. No fee waiver will be granted if the Request is for the principal purpose of personal or commercial benefit to the Requester. The FOIA Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

D. Waiver for Failure to Respond

If the FOIA Officer does not respond to a Request properly submitted pursuant to Section II of these FOIA Rules within the applicable Response Time, then the District will not require the payment of fees for any copies of records produced in response to that Request.

EXHIBIT B

**Northern Moraine Wastewater Reclamation District's
Freedom of Information Act Forms**

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT
FREEDOM OF INFORMATION ACT
FOIA FORMS

1. Staff Checklist

- Internal checklist. Use to document the receipt of all FOIA requests and keep track of response deadlines.

2. Request for Public Records—Instructions and Information

- Make publicly available. This form provides information to assist members of the public in filing FOIA requests.

3. Request For Public Records

- Make publicly available. Can be used by members of the public to make FOIA requests.

4. Notice of Incomplete Request for Public Records

5. FOIA Request Supplemental Information Form

- Send the Notice of Incomplete Request for Public Records to a requester in response to an incomplete FOIA request. Enclose a copy of the FOIA Request Supplemental Information Form.
 - The Notice of Incomplete Request identifies the particular information the requester needs to provide before the District can respond to the request.
 - The requester should complete the Supplemental Information Form and return it to the District.

6. Notice to Recurrent Requester

- Send to a requester who has been identified as a “recurrent requester.” A recurrent requester is one who has, within the last twelve months:
 - submitted 50 or more requests for records; or
 - submitted 15 or more requests for records within a 30-day period; or
 - submitted seven or more requests for records within a 7-day period.
- The District may take more time to respond to a FOIA request by a recurrent requester. To take advantage of the longer deadlines, the District must send this notice to the recurrent requester within 5 business days after receiving a request.

7. Notice of Voluminous Request

- Send to a requester who submits a “voluminous request.” A voluminous request is one that:
 - Includes more than 5 individual requests for more than 5 different categories of records; or
 - Is one of multiple requests submitted by the same requester during a 20-business-day period that, in combination, seek more than 5 different categories of records; or

- Requires the compilation of more than 500 pages of records (unless a single requested record exceeds 500 pages in length).
 - A request **does not** qualify as a “voluminous request” if it is submitted by or on behalf of a news media, non-profit, scientific, or academic organization for one or more of the following principal purposes: (i) to access and disseminate information about news or current events; (ii) for opinion articles or features about matters of public interest; or (iii) for academic, scientific, or public research or education.
 - The District may take more time to respond to a voluminous request. To take advantage of the longer deadlines, the District must send this notice to the requester within 5 business days after receiving the request. A follow-up extension notice may also be necessary (see #10 below).
- 8. Response to Request for Public Records**
- Use to respond to FOIA requests. If any responsive documents are redacted or withheld, include Attachment A (either short form or long form). The short form includes some of the more commonly used exemptions, and the long form includes a more comprehensive list of exemptions. If any fees are due for the request, include Attachment B.
- 9. Acknowledgment of Inspection or Receipt of Public Records**
- Use to document when a requester inspects or picks up records at the District Office, and as a receipt for a requester’s payment of fees.
- 10. Notice of Extension of Time to Respond to Request for Public Records**
- May be used to extend the time to respond to a FOIA request by up to 5 additional business days for any of the reasons stated on the form.
 - If a timely “Notice of Voluminous Request” was sent to a requester (see #7, above), then this form also may be used to extend the time to respond to the voluminous request by up to 10 additional business days after the “Amendment Deadline” identified in the “Notice of Voluminous Request.”
 - No response or agreement from the Requester is required.
- 11. Request for Agreement to Extend Response Time**
- May be used to request a further extension of time to respond to a FOIA request.
 - The requester must agree to the extension. If the requester does not agree, the District must respond by the applicable statutory deadline.
- 12. Extension of Time Agreement**
- Use to document an agreement between the District and a requester to extend the time to respond to a FOIA request.
- 13. Notice to Meet and Confer to Narrow Categorical Request for Public Records to Manageable Proportions**
- Before denying a request on the basis that it is too broad and unduly burdensome, the District must send this notice to the requester to offer an opportunity to meet and confer to reduce the scope of the request. If the requestor fails to respond to the notice within five business days, then the

request will be considered denied and providing an additional denial form is unnecessary.

14. Acknowledgment of Narrowed Request

- Use to document an agreement between the District and a requester to narrow the scope of a FOIA request.

15. FOIA Request Short Form

- Make publicly available. May be used by requesters to make requests for certain documents that can be provided simply and routinely.

16. Proof of Service

- Include with all notices and forms sent to a requester to document the time and method of delivery.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

FOIA CHECKLIST FOR STAFF USE ONLY

Date Request Received: _____, 20____

Time of Receipt: _____

When Request was Delivered:

____ During business hours

____ After business hours

How Request was Delivered:

____ Personal delivery

____ Mail delivery

____ E-mail delivery

____ Other: _____

District employee receiving request: _____

TO BE COMPLETED BY FOIA OFFICER

Received by FOIA Officer: _____
date / time

Is this request complete: Yes / No

Is this request for a Commercial Purpose: Yes / No

Is the requester a Recurrent Requester: Yes / No

Is the request a Voluminous Request: Yes / No

Date Response Due: _____, 20____

(5 business days after receipt; 21 working days after receipt for requests made for commercial purposes or by Recurrent Requesters)

Signature of FOIA Officer: _____

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

**REQUEST FOR PUBLIC RECORDS
INSTRUCTIONS AND INFORMATION**

- A. In Section 1, describe the public records you wish to inspect or to have copied. Be precise about what records you seek. You may attach a separate sheet if necessary.

Indicate whether you want only to inspect the public records at District Office or whether you want copies of the public records.

- B. By submitting this Request Form, you are agreeing to pay, in advance of receiving copies of any public records, applicable copying and certification fees. Please review the FOIA Rules and Regulations for more information.

The fees in Section 2.A may be waived or reduced by the FOIA Officer if the FOIA Officer determines that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement in Subsection 2.B.

- C. In Section 3, you must state the purposes for which you are requesting the public records.
- D. You must provide the information requested in Section 5.
- E. You must sign the statement set forth in Section 6.

The District will respond to requests for records on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes or by a Recurrent Requestor, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. The District will notify the requester within 5 business days if the request is a Voluminous Request and will respond to Voluminous Requests as provided by law. All extensions and denials will be in writing and will state the reasons therefor. The Requester may seek review by the Public Access Counselor of the Office of the Illinois Attorney General of a denial or a determination that a request is a Voluminous Request. A request made for a commercial purpose is only subject to review by the Public Access Counselor for the limited purpose of reviewing the District's determination that the request was made for a commercial purpose. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please see the FOIA Rules and Regulations, which are available from the FOIA Officer.

**REQUEST FOR PUBLIC RECORDS
TO NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT**

To: FOIA Officer

1. Request for Records

I request the following public records (attach separate sheets as necessary):

Records Requested	Inspect	Copy	Certified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Agreement to Pay Fees

Unless I have requested and received a waiver of fees, I will pay all fees for the public records copied or certified at my request, as set forth in the FOIA Rules and Regulations.

_____ I request a waiver of any applicable fees for copying public records. In support of my request, I hereby certify that I will gain no significant personal or commercial benefit from the public records described in this request and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

3. Purpose of Request

Is this request for a commercial purpose? (circle one) Yes / No

A request is for a commercial purpose if you intend to use the records, or the information derived from the records, for sale, resale, solicitation, or advertisement for sales or services. Requests by news media, or by non-profit, scientific or academic organizations are not considered to be for a commercial purpose under certain circumstances specified in Section 2(c-10) of the Illinois Freedom of Information Act.

Under Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

4. Request for Delivery

_____ I request that copies of the requested public records be sent to me by e-mail at the e-mail address in Section 5 below.

_____ I request that copies of the requested public records be mailed to me at the address in Section 5 below. I will pay the actual postage for mailing before the records are mailed. It would be unduly burdensome for me to pick up the requested records at the District Office because:

____ I do not request delivery of any of the requested public records. I will pick up the records.

5. Requester

A. Name of Requester: _____

B. Address for Responses, Decisions, and Communications: _____

C. Telephone number: _____

E. E-mail address: _____

6. Signature of Requester

By signing this Request, I acknowledge and represent that I have been given the opportunity to review, and that I understand, the FOIA Rules and Regulations and that all of the information I have provided in support of this request is true and accurate.

Signature of Requester

Printed name of Requester

_____, 20____
Date

NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

NOTICE OF INCOMPLETE REQUEST FOR PUBLIC RECORDS

To: _____

On _____, **THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT** received your written request for the inspection, copying, or certification of certain public records. Your request is not complete or otherwise inappropriate under the Freedom of Information Act and the District's FOIA Rules and Regulations. Specifically, you did not provide the following information in your request, or your request is otherwise deficient:

- ___ Your name
- ___ Your mailing address, e-mail address, or telephone number for responses, decisions, and communications
- ___ A complete description of the records requested
- ___ The purpose of your request
- ___ Other: _____

Please provide the required information to the FOIA Officer at the address below, either by completing the appropriate sections of the Supplemental Information form enclosed or by another written document. If your request has been determined by the District to violate the District's FOIA Rules and Regulations, you may re-submit your request to conform with the District's FOIA Rules and Regulations. Your request will then be processed in accordance with applicable law.

Dated: _____, 20__

NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

Signed: _____
FOIA Officer

Freedom of Information Officer
Northern Moraine Wastewater Reclamation District
113 Timber Trail
PO Box 240
Island Lake, IL 60042

**NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT
FOIA REQUEST SUPPLEMENTAL INFORMATION FORM**

With respect to my FOIA request dated _____, 20__ for public records of the District, I hereby state as follows:

1. Identification of Requester

A. Name of Requester: _____

B. Address or e-mail address for responses, decisions, and communications:

C. Telephone number: _____

2. Records Requested

I request the following public records (attach separate sheets as necessary):

Records Requested	Inspect	Copy	Certified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Purpose of Request

Is this request for a commercial purpose? (circle one) Yes No

A request is for a commercial purpose if you intend to use the records, or the information derived from the records, for sale, resale, solicitation, or advertisement for sales or services. Requests by news media, or by non-profit, scientific or academic organizations are not considered to be for a commercial purpose under certain circumstances specified in Section 2(c-10) of the Illinois Freedom of Information Act. **Under Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.**

4. Signature of Requester

By signing this form, I acknowledge and represent that I have been given the opportunity to review, and that I understand, the FOIA Rules and Regulations and that all of the information I have provided in support of this request is true and accurate. Unless I have requested and received a waiver of fees, I will pay all fees for the public records copied or certified at my request, as set forth in the FOIA Rules and Regulations.

Signature of Requester

Printed Name of Requester

Date: _____, 20__

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

NOTICE TO RECURRENT REQUESTER

To: _____

On _____, **THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT** received your written request for the inspection, copying, or certification of certain District public records. The District has determined that you qualify as a "Recurrent Requester" under Section 2(g) of FOIA and the District's FOIA Rules and Regulations, because within the preceding 12 months you have:

- _____ submitted 50 or more requests for records; or
- _____ submitted 15 or more requests for records within a 30-day period; or
- _____ submitted seven or more requests for records within a 7-day period.

Pursuant to Section 3.2 of the Illinois Freedom of Information Act, 5 ILCS 140/3.2, the District will send you an initial response to your request within 21 business days after the receipt of your request. The initial response will:

- Provide an estimate of the additional time required by the District to provide you the records requested, and an estimate of the fees to be charged;
- Deny your request;
- Notify you that your request is unduly burdensome and offer to meet with you to reduce your request to manageable proportions; or
- Approve your request and provide the records requested, subject to payment of any applicable fees and costs.

Dated: _____, 20____

THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

Signed: _____
FOIA Officer

**NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT
NOTICE OF VOLUMINOUS REQUEST**

To: _____

On _____, **THE NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT** received your written request for the inspection, copying, and/or certification of certain District public records. The District has determined that your request is a "Voluminous Request" under Section 2(h) of FOIA and the District's FOIA Rules and Regulations because your request does not appear to be made by a news media, non-profit, scientific, or academic organization for the principal purpose of accessing and disseminating information concerning news and events; for articles or opinions of public interest; or for academic, scientific, or public research or education, and:

- ___ you submitted individual requests for more than 5 different categories of records; or
- ___ you have submitted a combination of requests for more than 5 different categories of records within the last 20 business days; or
- ___ your request requires the compilation of more than 500 pages of records.

Pursuant to Section 3.6 of FOIA, 5 ILCS 140/3.6, you must respond to the District by _____, 20__ (10 business days after the date of this Notice) ("Amendment Deadline") and specify whether you would like to amend your request in such a way that it is no longer a Voluminous Request. Please respond either by completing the enclosed response form or by another written document submitted to: FOIA Officer, Northern Moraine Wastewater Reclamation District, 113 Timber Trail, PO Box 240, Island Lake, Illinois 60042.

The District will respond to your request within 5 business days after the sooner of: (i) receipt of your response to this Notice; or (ii) the Amendment Deadline. The District will assess applicable fees and costs in accordance with the District's FOIA Rules and Regulations

If you do not respond by the Amendment Deadline, or if your request is still a Voluminous Request after your response, then the District may extend the time for its response until _____, 20__ (10 business days after the Amendment Deadline). Additionally, you will be responsible for paying applicable fees and costs for the District's response even if you fail to accept or collect the responsive records. Any unpaid fees and costs will be a debt due and owing to the District, which the District may collect from you in accordance with applicable law.

You have a right to seek review of the District's determination that your request is a Voluminous Request by the Public Access Counselor of the Office of the Illinois Attorney General. The Public Access Counselor may be contacted at 500 South 2nd Street, Springfield, Illinois 62701, or by telephone at (877) 299-3642.

Signed: _____
FOIA Officer

Dated: _____, 20__

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT
RESPONSE TO NOTICE OF VOLUMINOUS REQUEST

With respect to my FOIA request dated _____, 20__ for public records of the District, which the District has determined to be a Voluminous Request under Section 2(h) of FOIA and the District’s FOIA Rules and Regulations, I hereby state as follows:

_____ I wish to amend my request as follows:

Records Requested	Inspect	Copy	Certified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ I do not wish to amend my request.

_____ I object to the determination that my request is a “Voluminous Request” because:

By signing this form, I acknowledge and represent that I have been given the opportunity to review, and that I understand, the FOIA Rules and Regulations and that all of the information I have provided in support of this request is true and accurate. Unless I have requested and received a waiver of fees, I will pay all fees and costs for the public records compiled, copied, or certified at my request, as set forth in the FOIA Rules and Regulations.

Signature of Requester

Printed Name of Requester

Date: _____, 20__

**NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT
RESPONSE TO REQUEST FOR PUBLIC RECORDS**

To: _____

On _____, 20____, THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT received your written request for inspection, copying, or certification of the following District public records:

1. Decision on Request

- ____ Your request is approved in its entirety.
- ____ Your request is approved in part and denied in part. Those records for which your request is denied, the reasons for denial, and notification of your rights of review are set forth in Attachment A – Reasons for Denial, attached hereto.
- ____ Your request is hereby denied in its entirety. Those records for which your request is denied, the reasons for denial, and notification of your rights of review are set forth in Attachment A – Reasons for Denial, attached hereto.

2. Availability of Records

Subject to payment of any required fees or postage pursuant to Section 4, all of the public records for which your request is approved will be made available as follows:

- ____ For your inspection at the District Office as indicated in Section 3 below.
- ____ For pick up by you at the District Office as indicated in Section 3 below.
- ____ Mailed to you at the address you provided in your request.
- ____ Sent to you via email at the email address you provided in your request.
- ____ The Records are published online on the District's website and may be accessed at the following web address: _____.

3. Appointment for Inspection or Pick-up

- ____ The Records are available for inspection or pick-up at: _____.
You must call the FOIA Officer at _____ to schedule an appointment for inspection or pick up of the records.

If you have not made an appointment to inspect or pick up the specified records within five Business Days after the date of this Notice, then the records will be re-filed.

- ____ Pursuant to Sections 2(c-10) and 3.1 of the Illinois Freedom of Information Act, the District has determined that your request is made for commercial purposes, or the District has determined that you are a recurrent requester pursuant to Sections 2(g) and 3.2 of the

Act. The records therefore will be available for inspection or pick-up on or after _____, 20____ (the "Availability Date"). If you do not make an appointment to inspect or pick up the records on or before the fifth Business Day after the Availability Date, then the records will be re-filed.

4. Copying, Certification, and Postage Fees

No copies or certified copies of the specified records will be provided to you, and no records will be mailed to you, until all applicable fees have been paid. The following applies to your request:

_____ No fees are due for your request.

_____ Fees are due for your request in the total amount of \$_____. A detailed accounting of the fees and costs due and payment instructions is provided in Attachment B – Calculation of Fees, attached hereto.

Dated: _____, 20____

THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

Signed: _____
FOIA Officer

**NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT
RESPONSE TO REQUEST FOR PUBLIC RECORDS**

**ATTACHMENT A
REASONS FOR DENIAL – SHORT FORM**

Your request is denied as to the following records or redacted information contained in those records:

Your request is being denied in whole or in part because the records and/or redacted information described above are exempt from disclosure pursuant to the Illinois Freedom of Information Act for the reason or reasons specified in Part D: Justification for Denial, below.

- A. Responsible Official. The District's FOIA Officer is the official responsible for this denial.
- B. Notice of Right to Review by Illinois Attorney General. You have the right to file a request for review of your request and this Notice of Denial by the Public Access Counselor of the Office of the Illinois Attorney General. The Public Access Counselor may be contacted at 500 South 2nd Street, Springfield, Illinois 62706, or by telephone at (877) 299-3642.
- C. Notice of Right to Judicial Review. Under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/11, you have the right to seek judicial review of this denial. The District cannot advise or represent you in this matter. You should consult your own legal counsel.
- D. Justification for Denial. Your request is being denied with respect to the specified records for the following reason or reasons:

_____ The District does not have any public records in its possession or control, or in the possession of a party with whom the District has contracted to perform a government function and that directly relate to the government function, that are responsive to your request. §1, §2(c), § 7(2)

Applies to: _____

_____ The records do not pertain to the transaction of public business. §1, §2(c)

Applies to: _____

_____ Your request, couched in categorical terms, is unduly burdensome because the burden on the District of complying with your request outweighs the public interest in providing the records, and efforts to reduce your request to manageable proportions have not sufficiently reduced the burden of your request. §1, §3(g)

Applies to: _____

_____ Your request is unduly burdensome because you have repeatedly requested the records or similar public records, which records are unchanged or identical to records previously provided or properly denied pursuant to the Act. §3(g)

Applies to: _____

- ____ Disclosure of the records is specifically prohibited by the following federal or state law, rule, or regulation: _____. §7(1)(a)
Applies to: _____
- ____ The records are private information. § 2(c-5), §7(1)(b)
Applies to: _____
- ____ Disclosure of the records would constitute a clearly unwarranted invasion of personal privacy. §1, §7(1)(c)
Applies to: _____
- ____ The records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. §7(1)(f)
Applies to: _____
- ____ The records contain trade secrets or commercial or financial information furnished to the District under a claim that they are proprietary, privileged, or confidential, and disclosure would cause competitive harm to the furnisher of the information. §7(1)(g)
Applies to: _____
- ____ The records constitute proposals or bids for a contract, grant, or agreement that has not been awarded or for which a final selection has not been made, and disclosure would either frustrate the District's procurement procedures, or give an advantage to any person who may submit a proposal or bid. §7(1)(h)
Applies to: _____
- ____ The records constitute information prepared by or for the District in preparation of a bid solicitation for which no award or final selection has been made. §7(1)(h)
Applies to: _____
- ____ Disclosure of the records would compromise the security of a project constructed or developed with public funds. §7(1)(k)
Applies to: _____
- ____ The records are plans, technical submissions, or other construction related technical documents for projects not constructed or developed in whole or in part with public funds. §7(1)(k)
Applies to: _____
- ____ The records are minutes of closed meetings and are not subject to public inspection pursuant to the Open Meetings Act. §7(1)(l)
Applies to: _____
- ____ The records constitute or reflect communications between the District and an attorney or auditor that are not subject to discovery in litigation. §7(1)(m)
Applies to: _____
- ____ The records were prepared or compiled at the request of an attorney advising the District in anticipation of criminal, civil, or administrative proceedings. §7(1)(m)

Applies to: _____

____ The records were prepared or compiled with respect to an internal audit of the District. §7(1)(m)

Applies to: _____

____ The records relate to adjudication of an employee grievance or disciplinary case, and do not constitute the final outcome of a case in which discipline was imposed. §7(1)(n)

Applies to: _____

____ The records relate to pending negotiations for the purchase or sale of real estate. §7(1)(r)

Applies to: _____

____ The records are insurance or self-insurance records. §7(1)(s)

Applies to: _____

____ The records are maps or other records regarding the location or security of utility or power generation, transmission, distribution, storage, gathering, treatment, or switching facilities. §7(1)(x)

Applies to: _____

____ The records concern an enforcement proceeding under the District's ethics regulations. §7.5(h)

Applies to: _____

**NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT
RESPONSE TO REQUEST FOR PUBLIC RECORDS**

**ATTACHMENT A
REASONS FOR DENIAL – LONG FORM**

Your request is denied as to the following records or redacted information contained in those records:

Your request is being denied in whole or in part because the records and/or redacted information described above are exempt from disclosure pursuant to the Illinois Freedom of Information Act for the reason or reasons specified in Part D: Justification for Denial, below.

- A. Responsible Official. The District's FOIA Officer is the official responsible for this denial.
- B. Notice of Right to Review by Illinois Attorney General. You have the right to file a request for review of your request and this Notice of Denial by the Public Access Counselor of the Office of the Illinois Attorney General. The Public Access Counselor may be contacted at 500 South 2nd Street, Springfield, Illinois 62706, or by telephone at (877) 299-3642.
- C. Notice of Right to Judicial Review. Under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/11, you have the right to seek judicial review of this denial. The District cannot advise or represent you in this matter. You should consult your own legal counsel.
- D. Justification for Denial. Your request is being denied with respect to the specified records for the following reason or reasons:

_____ The District does not have any public records in its possession or control, or in the possession of a party with whom the District has contracted to perform a government function and that directly relate to the government function, that are responsive to your request. §1, §2(c), § 7(2)

Applies to: _____

_____ The records do not pertain to the transaction of public business. §1, §2(c)

Applies to: _____

_____ The records are chronologically maintained arrest or criminal history information, the disclosure of which would interfere with pending or actually and reasonably contemplated law enforcement proceedings. §2.15(c)

Applies to: _____

_____ The records are chronologically maintained arrest or criminal history information, the disclosure of which would endanger the life or physical safety of any person. §2.15(c)

Applies to: _____

____ The records are chronologically maintained arrest or criminal history information, the disclosure of which would compromise the security of a correctional facility. §2.15(c)

Applies to: _____

____ Your request, couched in categorical terms, is unduly burdensome because the burden on the District of complying with your request outweighs the public interest in providing the records, and efforts to reduce your request to manageable proportions have not sufficiently reduced the burden of your request. §1, §3(g)

Applies to: _____

____ Your request is unduly burdensome because you have repeatedly requested the records or similar public records, which records are unchanged or identical to records previously provided or properly denied pursuant to the Act. §3(g)

Applies to: _____

____ Disclosure of the records is specifically prohibited by the following federal or state law, rule, or regulation: _____. §7(1)(a)

Applies to: _____

____ The records are private information. § 2(c-5), §7(1)(b)

Applies to: _____

____ The records are maintained by one or more law enforcement agencies and are specifically designed to provide information to one or more law enforcement agencies regarding the physical or mental status of one or more individual subjects. §7(1)(b-5)

Applies to: _____

____ Disclosure of the records would constitute a clearly unwarranted invasion of personal privacy. §1, §7(1)(c)

Applies to: _____

____ Records were requested by a person committed to the Department of Corrections, Department of Human Services Division of Mental Health, or a county jail, the disclosure of which would result in the risk of harm to any person or the risk of an escape from a jail or correctional institution or facility. §7(1)(e-8)

Applies to: _____

____ Records were requested by a person in a county jail or committed to the Department of Corrections or Department of Human Services Division of Mental Health, containing personal information pertaining to the person's victim or the victim's family, including, but not limited to, a victim's home address, home telephone number, work or school address, work telephone number, social security number, or any other identifying information, except as may be relevant to a requester's current or potential case or claim. §7(1)(e-9)

Applies to: _____

- ____ Records are law enforcement records of other persons requested by a person committed to the Department of Corrections, Department of Human Services Division of Mental Health, or a county jail, including, but not limited to, arrest and booking records, mug shots, and crime scene photographs, except as these records may be relevant to the requester's current or potential case or claims. §7(1)(e-10)
Applies to: _____
- ____ The records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. §7(1)(f)
Applies to: _____
- ____ The records contain trade secrets or commercial or financial information furnished to the District under a claim that they are proprietary, privileged, or confidential, and disclosure would cause competitive harm to the furnisher of the information. §7(1)(g)
Applies to: _____
- ____ The records constitute proposals or bids for a contract, grant, or agreement that has not been awarded or for which a final selection has not been made, and disclosure would either frustrate the District's procurement procedures, or give an advantage to any person who may submit a proposal or bid. §7(1)(h)
Applies to: _____
- ____ The records constitute information prepared by or for the District in preparation of a bid solicitation for which no award or final selection has been made. §7(1)(h)
Applies to: _____
- ____ The records are valuable formulae, computer geographic systems, designs, drawings, or research data obtained or produced by the District, and disclosure could reasonably be expected to produce private gain or public loss. §7(1)(i)
Applies to: _____
- ____ Disclosure of the records would compromise the security of a project constructed or developed with public funds. §7(1)(k)
Applies to: _____
- ____ The records are plans, technical submissions, or other construction related technical documents for projects not constructed or developed in whole or in part with public funds. §7(1)(k)
Applies to: _____
- ____ The records are minutes of closed meetings and are not subject to public inspection pursuant to the Open Meetings Act. §7(1)(l)
Applies to: _____

____ The records constitute or reflect communications between the District and an attorney or auditor that are not subject to discovery in litigation. §7(1)(m)

Applies to: _____

____ The records were prepared or compiled at the request of an attorney advising the District in anticipation of criminal, civil, or administrative proceedings. §7(1)(m)

Applies to: _____

____ The records were prepared or compiled with respect to an internal audit of the District. §7(1)(m)

Applies to: _____

____ The records relate to adjudication of an employee grievance or disciplinary case, and do not constitute the final outcome of a case in which discipline was imposed. §7(1)(n)

Applies to: _____

____ Disclosure of the records would jeopardize the security of a data processing system, of the data contained therein, or of other related data processing information or materials. §7(1)(o)

Applies to: _____

____ The records relate to employee collective bargaining matters and do not constitute a final collective bargaining agreement. §7(1)(p)

Applies to: _____

____ The records are test questions, scoring keys, or other examination data used to determine employment or license qualifications. §7(1)(q)

Applies to: _____

____ The records relate to pending negotiations for the purchase or sale of real estate. §7(1)(r)

Applies to: _____

____ The records relate to pending or actually and reasonably contemplated eminent domain proceedings and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. §7(1)(r)

Applies to: _____

____ The records are proprietary information related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative or pool. §7(1)(s)

Applies to: _____

____ The records are insurance or self-insurance records. §7(1)(s)

Applies to: _____

_____ The records are information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures. §7(1)(u)

Applies to: _____

_____ The records concern vulnerability assessments, security measures, or response policies or plans designed to identify, protect, or respond to potential attacks on a community's population or systems, facilities, or installations, and disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of any person. §7(1)(v)

Applies to: _____

_____ The records are maps or other records regarding the location or security of utility or power generation, transmission, distribution, storage, gathering, treatment, or switching facilities. §7(1)(x)

Applies to: _____

_____ The records are records of proposals, bids, or negotiations related to the procurement of electric power that have been determined to be confidential and proprietary by the Illinois Power Agency or by the Illinois Commerce Commission. §7(1)(y)

Applies to: _____

_____ The records contain information regarding interments, entombments or inurnments of human remains that are submitted to the Cemetery Oversight Database under the Cemetery Care Act or the Cemetery Oversight Act. §7(1)(cc)

Applies to: _____

_____ The records are correspondence or records (i) that may not be disclosed under Section 11-9 of the Public Aid Code or (ii) that pertain to appeals under Section 11-8 of the Public Aid Code. §7(1)(dd)

Applies to: _____

_____ The records contain the District's credit card numbers, debit card numbers, bank account numbers, Federal Employer Identification Number, security code numbers, passwords, and similar account information, the disclosure of which could result in identity theft or impersonation or defrauding of a governmental entity or a person. §7(1)(kk)

Applies to: _____

_____ The records include information that is exempted under the State Officials and Employees Ethics Act. §7.5(h)

Applies to: _____

_____ The records concern the distribution of surcharge monies collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act. §7.5(j)

Applies to: _____

- _____ The records are law enforcement identification information or driver identification information compiled pursuant to Section 11-212 of the Illinois Vehicle Code. §7.5(k)

Applies to: _____

- _____ The records relate to security portions of system safety program plans, reports, and other information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act. §7.5(p)

Applies to: _____

- _____ Disclosure of the records is prohibited by the Personnel Records Review Act. §7.5(q)

Applies to: _____

- _____ The records contain information that is exempt from disclosure under Section 2.37 of the Wildlife Code. § 7.5(aa)

Applies to: _____

- _____ The records contain information that is prohibited from disclosure by the Juvenile Court Act of 1987. § 7.5(bb)

Applies to: _____

- _____ The records are exempt from disclosure under Section 1A-16.7 of the Election Code. § 7.5(hh)

Applies to: _____

- _____ The records contain information that is prohibited from disclosure under the Seizure and Forfeiture Reporting Act. § 7.5(kk)

Applies to: _____

- _____ The records contain exempt data reported by an employer to the Department of Human Rights pursuant to Section 2-108 of the Illinois Human Rights Act. § 7.5(ss)

Applies to: _____

- _____ The records contain information that is exempt from disclosure under Section 50 of the Sexual Assault Evidence Submission Act. § 7.5(uu)

Applies to: _____

____ Other: _____

Applies to: _____

**NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT
RESPONSE TO REQUEST FOR PUBLIC RECORDS**

**ATTACHMENT B
CALCULATION OF FEES**

No copies or certified copies of the records specified in the attached Response to Request for Public Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order.

8½ x 11 or 8½ x 14 Black and White Copy Cost:

First 50 Pages Free	
Additional Pages:	\$_____ (____ pages at \$0.15 per page)
Color Copy Actual Cost:	\$_____ (____ pages at \$0.____ per page)
Certification Cost:	\$_____ (____ documents at \$1.00 each)
Reproduction of Electronic Medium Cost:	\$_____
Electronic Data Costs (for voluminous request only):	
PDF Records	\$_____ (\$20 for up 80 MB; \$40 for 80-160 MB; \$100 for more than 160 MB)
Non-PDF Records	\$_____ (\$20 for up to 2 MB; \$40 for 2-4 MB; \$100 for more than 4 MB)
Outside Vendor Cost:	\$_____ (see attached invoice)
Other Actual Reproduction Cost:	\$_____ (see attached invoice)
Cost as Fixed by Statute:	\$_____
Personnel Costs for Searching, Retrieving and/or Redacting Records (for commercial requests only):	\$_____ (Based on \$10/hour; no charge for first 8 hours; includes actual cost of retrieving and transporting records from off-site storage facility of third-party storage company under contract with the public body)
Off-site Retrieval and Transportation Costs (for commercial requests only):	\$_____
Postage Costs (for mailed responses only):	\$_____
Total Fees and Costs:	\$_____

The following provisions marked with an “x” apply to your request:

- ☐ You made a request for a fee waiver or reduction and your request:
 - ☐ has been approved in the following amount: \$_____.
 - ☐ has been denied.
- ☐ Your fees have been paid in full.
- ☐ You have previously deposited the following amount: \$_____.
- ☐ A balance is due in the following amount: \$_____.

Acknowledgment of Inspection
or Receipt of Public Records

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

ACKNOWLEDGMENT OF INSPECTION
OR RECEIPT OF PUBLIC RECORDS

To: _____

As you requested on _____, 20____, you have been provided the opportunity to inspect or receive copies of the following District public records:

The District has received \$_____ from you in payment of all fees related to your request.

Dated: _____, 20____

THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

By: _____
FOIA Officer

TO BE COMPLETED BY REQUESTER

I, _____, hereby acknowledge that I have been provided with the public records listed above on _____, 20____. If I have been denied the right to inspect or copy other public records, this acknowledgment will not in any way affect my right to appeal the denial.

Signature of Requester

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

**NOTICE OF EXTENSION OF TIME TO RESPOND
TO REQUEST FOR PUBLIC RECORDS**

To: _____

On _____ 20____, **THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT** received your written request for the inspection, copying, or certification of certain District public records. Pursuant to the Illinois Freedom of Information Act, the original due date for a response by the District to your request is _____, 20____.

I. Extension of Time to Respond.

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), the District hereby notifies you that the time to respond to your request is extended until _____, a date that is:

- ☐ not more than 10 Business Days after the date on which your request was originally received by the District; or
- ☐ not more than 10 Business Days after the “Amendment Deadline” identified in the “Notice of Voluminous Request” that the District previously sent to you on _____. [see 5 ILCS 140/3(e) and 140/3.6(d)].

This extension applies to the records identified in Section II below.

II. Applicable Records.

This extension applies to the following requested public records:

You will receive a separate response from the District regarding your request as it relates to any public records that are not listed above.

III. Justification for Extension. This extension is necessary for the following reason(s):

- _____ All or part of the records are stored at a location other than the office in charge of the records.
- _____ Your request requires the collection of a substantial number of specified records.
- _____ Your request is couched in categorical terms and requires an extensive search for responsive records.

**Notice of Extension of Time to Respond
to Request for Public Records—Page 2**

_____ The specified records have not been located in the course of routine search and additional efforts are being made to locate them.

_____ The specified records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under Sections 7 or 7.5 of the Illinois Freedom of Information Act, 5 ILCS 140/7 and 5 ILCS 140/7.5, or should be disclosed only with appropriate deletions.

_____ Your request requires consultation with another public body or among two or more bodies of the District that have a substantial interest in the response to, or the subject matter of, your request.

_____ The specified records cannot be produced within the time prescribed by the Act without unduly burdening or interfering with the operations of the District because:

Dated: _____, 20____

THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

By: _____
FOIA Officer

NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

REQUEST FOR AGREEMENT TO EXTEND RESPONSE TIME

To: _____

THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT received your written request for the inspection, copying, or certification of certain District public records on _____, 20__.

The District hereby requests an extension of the deadline for a response by the District to your request until _____, 20__. If you consent to this extension, please sign the enclosed Extension of Time Agreement and return it to the District FOIA Officer as soon as possible. The FOIA Officer will then sign the Extension of Time Agreement and return a fully signed copy to you.

If you have any questions regarding the Extension of Time Agreement, please contact the FOIA Officer at (____) ____-____.

Dated: _____, 20__

THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

By: _____
FOIA Officer

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT

EXTENSION OF TIME AGREEMENT

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), THE NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT and the Requester _____ hereby agree as follows:

A. The Requester submitted a request for the inspection, copying, or certification of certain District public records, received on _____, 20____.

B. The original due date for a response by the District to the request is _____, 20____.

C. The District requires additional time to respond to the Request.

D. The Requester agrees to extend the deadline for a response by the District to the Request until _____, 20____.

E. The Requester agrees that, as a result of the extension of the deadline, it will not be deemed a denial of the Requester's request if the District does not respond to the request by the original due date.

REQUESTER:

THE NORTHERN MORAINÉ WASTEWATER
RECLAMATION DISTRICT

By: _____

By: _____
FOIA Officer

Print: _____

Date: _____, 20____

Date: _____, 20____

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

**NOTICE TO MEET AND CONFER
TO NARROW CATEGORICAL REQUEST FOR PUBLIC RECORDS
TO MANAGEABLE PROPORTIONS**

To: _____

On _____, 20____, **THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT** received your written request for inspection, copying, or certification of the following categories of District public records:

You are hereby notified that your request for the specified records has been determined to be unduly burdensome pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g), because the burden on the District of providing the specified records outweighs the public interest in disclosure of the information contained in the specified records. Specifically, but without limitation, providing the specified records would be unduly burdensome to the District in that there is no way for the District to narrow your request based on the information provided by you and:

I hereby extend to you an opportunity to meet and confer with me in an attempt to narrow your request to manageable proportions. Please call me at (____) _____ between _____ a.m. and _____ p.m., Monday through Friday, to schedule an in-person or telephone conference.

If you do not take advantage of this opportunity to meet and confer, your request shall be considered denied on the fifth Business Day after the date of this notice pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g), without any further notice from the District. The following information applies to denied requests:

- A. Responsible Official. The District's FOIA Officer is the official responsible for this denial.
- B. Notice of Right to Review by Illinois Attorney General. You have the right to file a request for review of your request and this notice by the Public Access Counselor of the Office of the Illinois Attorney General. The Public Access Counselor may be contacted at 500 South 2nd Street, Springfield, Illinois 62706, or by telephone at (877) 299-3642.

**Notice to Meet and Confer
to Narrow Categorical Request**

- C. Notice of Right to Judicial Review. Under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/11, you have the right to seek judicial review of this denial. The District cannot advise or represent you in this matter. You should consult your own legal counsel.

Dated: _____, 20____
THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT

By: _____
FOIA Officer

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

ACKNOWLEDGMENT OF NARROWED REQUEST

To: _____

- A. You submitted a request for the inspection, copying, or certification of certain District public records dated _____, 20__.
- B. On _____, 20__, the District delivered a Notice to Meet and Confer to you pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g). The Notice to Meet and Confer stated that the District deemed your request to be unduly burdensome because the burden on the District of providing the requested records outweighs the public interest in disclosure of the information contained in the requested records.
- C. On _____, 20__, you met with the District FOIA Officer in person or by telephone in an attempt to narrow your request to manageable proportions.
- D. You and the District have agreed to narrow your request to include only the following District public records ("Narrowed Request"):
- _____

- E. The District will respond to the Narrowed Request within the applicable time set forth in the Illinois Freedom of Information Act, measured from the date of your meeting with the District FOIA Officer.

Dated: _____, 20__

THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

By: _____
FOIA Officer

Acknowledged and agreed:

Requester

Dated: _____, 20__

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

PROOF OF SERVICE

I, _____, being duly sworn on oath, state that on _____, 20____, at about _____ .m., I personally delivered or mailed the foregoing document titled “_____” by:

____ Personally handing it to the person to whom it is addressed.

____ Placing it in an envelope properly addressed with the name and address stated on the foregoing document and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

____ Sending it by e-mail to the e-mail address _____, which was provided by the Requester.

Signed: _____



NORTHERN MORaine W R D

AGENDA ITEM # 11E

<u>Meeting Date:</u>	September 12, 2023
<u>Item:</u>	Adoption of an Ordinance Authorizing Disposal of Surplus Property
<u>Staff Recommendation:</u>	Motion to adopt an Ordinance Authorizing Disposal of Surplus Property
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

From time to time, the District disposes of Surplus Property by Resolution utilizing Obenauf Auction Services to get competitive bids for such property. Occasionally we have items that staff want to purchase or could be disposed by other methods. I requested our legal counsel to create a blanket ordinance that gives us the authority to dispose of items via acceptable methods. The attached ordinance complies with state statutes regarding disposal of surplus property and provides a procedure for disposing of that property. This ordinance will allow us to continue doing routine disposals by resolution as we have in the past.

Recommendation

It is staff's recommendation to adopt an Ordinance Authorizing Disposal of Surplus Property

Votes Required to Pass

Simple Majority via a Roll Call Vote



ORDINANCE NO. 23-____

AN ORDINANCE OF THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT, LAKE AND MCHENRY COUNTIES, ILLINOIS, AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY

WHEREAS, the Northern Moraine Wastewater Reclamation District (the "***District***") owns certain non-real estate property and, from time to time, that property ceases to be necessary or useful to the District in its operations ("***Surplus Property***");

WHEREAS, the District Board desires to sell any Surplus Property and use the proceeds for the general operations of the District; and

WHEREAS, the District further desires to establish a procedure for the District Board of Trustees (the "***District Board***") to designate property as Surplus Property and to direct District staff to sell that Surplus Property; and

WHEREAS, pursuant to 70 ILCS 2405/8 and 70 ILCS 2405/11, the District Board has the authority to sell, convey, vacate, or release its interests in property when no longer required for the purposes of the District; and

WHEREAS, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, the District may enter into agreements with other units of local government for the sale or disposal of Surplus Property;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Northern Moraine Wastewater Reclamation District, Lake and McHenry Counties, Illinois, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated into and made a part of this Ordinance by this reference.

SECTION TWO: District Board's Designation of Surplus Property. Pursuant to aforementioned statutory authority, the District Board may, by written resolution or motion set

forth in the meeting minutes of the District Board, designate non-real estate property owned by the District to be Surplus Property. Any such designation shall be deemed to constitute a finding and determination of the District Board that the best interests of the District will be served by the sale or other disposition of the Surplus Property. Upon such designation of Surplus Property, the District Manager shall cause such Surplus Property to be sold or otherwise disposed of in accordance with Section Three of this Ordinance.

SECTION THREE: Sale or Disposition of Surplus Property; Authority of the District Manager. Upon the District Board's designation of property as Surplus Property, the District Manager is hereby authorized and directed to sell or otherwise dispose of the Surplus Property in any manner authorized in this Section Three. Upon the sale or disposition of the Surplus Property, the District Manager is authorized and directed to convey and transfer title for the Surplus Property to the purchaser(s) and to deposit the proceeds from such sale into the District's general fund. The manner of sale of any Surplus Property shall conform with one of the following methods:

- A. Except as provided in Subsection D below, any Surplus Property may be sold or otherwise disposed of by means of intergovernmental transfer upon terms that the District Manager deems to be fair and reasonable.
- B. Except as provided in Subsection D below, the District Manager is authorized and directed to sell Surplus Property by either (i) sealed or open bids, (ii) auction, or (iii) any other lawful means as the District Manager determines to be in the best interests of the District. In the event that the District Board establishes a minimum price for the sale of Surplus Property, the District Manager may only sell Surplus Property for an amount equal to or greater than the minimum price for that Surplus Property established by the District Board. In addition, unless Surplus Property is sold pursuant to sealed or open bids or auction advertised publicly at least 15 days before such bid

deadline or auction date, no District Parties (as defined in Subsection C below) may acquire Surplus Property sold or disposed of pursuant to this Subsection B.

- C. If the District Board desires to permit the Surplus Property to be sold to any District staff or official ("***District Parties***"), then the District Manager shall only sell such Surplus Property upon: (i) obtaining an appraisal or other reasonable estimate of the Surplus Property's value from a third party source (a "***Valuation***"), (ii) establishing a minimum price for the sale of such Surplus Property equal to or greater than such Valuation; and (iii) receiving from the District Party an amount equal to or greater than the minimum price for such Surplus Property.
- D. Unless the District Board establishes a minimum price for an article of Surplus Property or otherwise directs the conveyance thereof by intergovernmental agreement, no Surplus Property for which the District originally paid in excess of \$10,000.00 shall be sold unless the District Manager shall: (i) obtain a Valuation of the Surplus Property from a third party source; (ii) advertise the sale of such Surplus Property by sealed or open bid or by auction for at least 15 days; and (iii) transfer the Surplus Property to the highest bidder, provided that the highest bid is at least eighty percent (80%) of the Valuation.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this ____ day of _____, 2023.

AYES: ()

NAYS: ()

ABSENT: ()

APPROVED this ____ day of _____, 2023.

District President

ATTEST:

District Clerk



NORTHERN MORAINE W R D

AGENDA ITEM # 11F

<u>Meeting Date:</u>	September 12, 2023
<u>Item:</u>	Adoption of a Resolution Designating Surplus Equipment and Authorizing Disposal through Auction
<u>Staff Recommendation:</u>	Motion 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.
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

Attached is an equipment list, Exhibit A, identifying District equipment and miscellaneous items as surplus in order for it to be sold through an on-line auction process. This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Items listed in Exhibit "A" are non-utilized pieces of electronics and equipment that have surpassed their useful lives. Most items are likely to have little to no value. Per our Ordinance, items that staff are interested in can be purchased directly by staff for the appraised values. Those items are listed with values for this purpose. This process provides us with a good way to dispose of items and/or extract the maximum value for items for the District's benefit.

It is staff's recommendation to participate in the auction for the following reasons:

- 1) Participation in the auction would minimize the costs and time required to sell the equipment through the bidding process. These costs include advertising, publishing legal notification and staff time required to show equipment. The associated cost to the District by utilizing Obenauf Auction Service, Inc. is a commission of up to 3-4% for all items sold.
- 2) It would allow the District to clear space that is currently being occupied by the surplus equipment no longer being utilized.

Recommendation

It is staff's recommendation to designate the items on Exhibit A as Surplus and for the Equipment to be auctioned through an on-line auction, administered by Obenauf Auction Service, Inc., with up to a 4% sales commission for all items sold.

Votes Required to Pass

Simple Majority via a Roll Call Vote



RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHERN MORAIN
WASTEWATER RECLAMATION DISTRICT that items listed on Exhibit "A" are surplus and are
to be disposed of through an on-line auction administered by Obenauf Auction Services, Inc.
or via sale to District Staff for appraised or other reasonably estimate of the Surplus
Property's value from a third party source.

DATED this ____ day of _____, 2023

NORTHERN MORAIN WASTEWATER
RECLAMATION DISTRICT, an
Illinois Municipal Corporation,

By: _____
PRESIDENT

SEAL

ATTEST

DISTRICT CLERK

Exhibit A – Old District Equipment to be Designated as Surplus (September 2023)

1. BUNDLE QTY x2 - 500-Watt Handheld Electric Portable Halogen Light 3 ft. Cord, 1 Head



2. DeWalt DW235G ½"(13mm) VSR Drill



3. Milwaukee Magnum 1/2" Holeshooter Drill with case



4. Sullair MRD-9 Air Rock Drill



5. BUNDLE QTY x8 - Lovejoy Couplings, Sleeve Coupling Inserts (8JE and 7JE, EPDM Rubber), style jaw coupling spider, and extra parts for sleeve coupling



6. BUNDLE QTY x2 – IQ Sensor Net WTW MIQ/TC 2020 3G Controller



7. BUNDLE – Various Sherwood Chlorine Cylinder Wrenches



8. Schumacher 10/30/50 Amp Fast-Charge Manual Starter Charger – Model SE-1250



9. Tailgate Tools Air Tank Model W-1005 – 5 Gallon Capacity



10. BUNDLE – Various Exhaust Clamps + extra parts



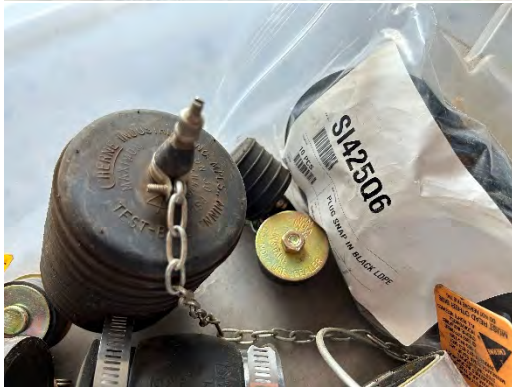
11. BUNDLE – Various Walkway and Railing Parts



12. ISCO Model 2500 Sampler



13. BUNDLE – Various Plugs, Caps, Mission Couplings



14. BUNDLE – Various Pivot Hinges, Right Hand and Left Hand, Dark Bronze



15. BUNDLE – Misc. John Deere supplies and hardware



16. BUNDLE – Misc. rubber gaskets, cork sheets, and other materials



17. Barracuda Pumps Thermoplastic Submersible Utility Pump – Model 91250



18. BUNDLE QTY x2 - Caulking/Epoxy Guns



19. Ford F-450 Hardware



20. iPhone 7 (2016) Model A1660 – Charger not included, cracks and scratches on screen

Employee Purchase Option \$4

Trade in Value – Source SellYourMac.com



21. iPhone 7 (2016) Model A1660 – Charger not included, some scratches on screen

Employee Purchase Option \$4

Trade in Value – Source SellYourMac.com



22. iPhone 7 (2016) Model A1660 – Charger not included, some scratches on screen

Employee Purchase Option \$4

Trade in Value – Source SellYourMac.com



23. iPhone 7 (2016) Model A1660 – Charger not included, some scratches on screen

Employee Purchase Option \$4

Trade in Value – Source SellYourMac.com



24. iPad (2012) Model A1458 with case – Charger not included, minor imperfections and scratches



25. iPad (2012) Model A1458 with case – Charger not included, minor imperfections and scratches



26. iPad (2018) Model A1893 w/ case – Charger not included, some imperfections, scratches, dents

Employee Purchase Option \$28

Trade in Value – Source SellYourMac.com



27. Laptop *made by Dell XPS 15 7590*

Employee Purchase Option \$143.50

Trade in Value – Source [Microsoft.com](https://www.microsoft.com)



28. iPhone XR (no cords; cracked back screen)

Employee Purchase Option \$48

Trade in Value – Source [SellYourMac.com](https://www.sellyourmac.com)



29. Ipad model A1893 (2018; non-cellular) – no power cords

Employee Purchase Option \$34

Trade in Value – Source [SellYourMac.com](https://www.sellyourmac.com)





NORTHERN MORaine W R D

AGENDA ITEM # 11G

<u>Meeting Date:</u>	September 12, 2023
<u>Item:</u>	Acceptance of the Annual Audit
<u>Staff Recommendation:</u>	Motion to Accept the Annual Audit as presented by Lauterbach & Amen, LLP for the Fiscal year ended on April 30, 2023
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

Lauterbach & Amen, LLP have completed the annual audit of the District's financial statements for the fiscal year ended April 30, 2023. This was their fifth year preparing the District's audit and incorporated the aggregation of our Funds from a few years back. Given their familiarity with our financials, the process was smooth, with the exception of a delay that prevented them from producing the audit for the August board meeting. Once approved, we can file our audit in time for the October submission deadlines to the State.

Lauterbach & Amen has had some scheduling difficulties and will not be able to send a representative to the meeting. They will call in to go over the audit and to answer any questions.

Recommendation

It is the District Manager's recommendation that the board accept the Annual Audit for the Fiscal year ended April 30, 2023

Votes Required to Pass

Simple Majority via a Roll Call Vote





September 7, 2023

Members of the Board of Trustees
Northern Moraine Wastewater Reclamation District
Island Lake, Illinois

In planning and performing our audit of the financial statements of the Northern Moraine Wastewater Reclamation District, Illinois, for the year ended April 30, 2023, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board of Trustees and senior management of the Northern Moraine Wastewater Reclamation District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

CURRENT RECOMMENDATIONS

1. **GASB STATEMENT NO. 96 SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS**

Comment

In May 2020, the Governmental Accounting Standards Board (GASB) issued Statement No. 96, *Subscription-Based Information Technology Arrangements*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) by governments. It establishes uniform accounting and financial reporting requirements for SBITAs, improves the comparability of financial statements among governments that have entered into SBITAs, and enhances the understandability, reliability, relevance, and consistency of information about SBITAs. GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* is applicable to the District's financial statements for the year April 30, 2024.

Recommendation

Lauterbach & Amen, LLP will work directly with the District to review the new SBITA criteria in conjunction with the District's current arrangements to determine the appropriate financial reporting for these activities under GASB Statement No. 96.

Management's Response

Management acknowledges this comment and, if applicable, will work to implement it by April 30, 2024, as required by GASB.

2. **GASB STATEMENT NO. 94 PRIVATE-PUBLIC AND PUBLIC-PUBLIC PARTNERSHIPS AND AVAILABILITY PAYMENT ARRANGEMENTS**

Comment

In March, the Governmental Accounting Standards Board (GASB) issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which provides guidance regarding the information needs of financial statement users to better meet the information needs of financial statement users by improving the comparability of financial statements among governments that enter into public-private and public-public partnerships (PPPs) and availability payment arrangements (APAs) and by enhancing the understandability, reliability, relevance, and consistency of information about PPPs and APAs. GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* is applicable to the District's financial statements for the year ended April 30, 2024.

Recommendation

Lauterbach & Amen, LLP will work directly with the District to review the new criteria associated with PPPs and PAs to determine the appropriate financial reporting for these activities under GASB Statement No. 94.

Management's Response

Management acknowledges this comment and, if applicable, will work to implement it by April 30, 2024, as required by GASB.

CURRENT RECOMMENDATIONS – Continued

3. GASB STATEMENT NO. 100 ACCOUNTING CHANGES AND ERROR CORRECTIONS

Comment

In June 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 100, *Accounting Changes and Error Corrections*, which establishes accounting and financial reporting requirements for (a) accounting changes, and (b) the correction of an error in previously issued financial statements (error correction). Accounting changes are (a) changes in accounting principle, (b) changes in accounting estimates, or (c) changes to or within the financial reporting entity. Error corrections are (a) errors from mathematical mistakes, mistakes in the application of accounting principles, or oversight or misuse of facts that existed at the time the financial statements were issued, or (b) a change from (i) applying an accounting principle that is not generally accepted to transactions or other events that previously were significant to (ii) applying a generally accepted accounting principle to those transactions or other events is an error correction. GASB Statement No. 100 requires that (a) changes in accounting principal and error corrections are reported retroactively, (b) changes in accounting estimates are reported prospectively, and (c) changes to or within the financial reporting entity should be reported by adjusting the current reporting period's beginning net position, fund balance, or fund net position, as applicable, for the effect of the change as if the change occurred as of the beginning of the reporting period. GASB Statement No. 100, *Accounting Changes and Error Corrections* is applicable to the District's financial statements for the year ended April 30, 2025.

Recommendation

Lauterbach & Amen, LLP will work directly with the District to review any accounting changes or error corrections to determine the appropriate financial reporting for these activities under GASB Statement No. 100.

Management's Response

Management acknowledges this comment and, if applicable, will work to implement it by April 30, 2025, as required by GASB.

CURRENT RECOMMENDATIONS – Continued

4. GASB STATEMENT NO. 101 COMPENSATED ABSENCES

Comment

In June 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 101, Compensated Absences, which establishes standards of accounting and financial reporting for (a) compensated absences, and (b) associated salary-related payments, including certain defined contribution pensions and defined contribution other postemployment benefits (OPEB). The statement requires that a liability should be recognized for any type of leave that has not been used at year-end if (a) The leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Examples of leave that should be reviewed, and potentially measured under GASB Statement No. 101 are vacation leave, paid time off leave, holiday leave, and sick leave. Examples of leave that are excluded from GASB Statement No. 101 are parental leave, military leave, and jury duty leave. GASB Statement No. 101, Compensated Absences is applicable to the District's financial statements for the year ended April 30, 2025.

Recommendation

Lauterbach & Amen, LLP will work directly with the District to review the new compensated absences and associated salary-related payments, including certain defined contribution pensions and defined contribution other postemployment benefits criteria to determine the appropriate financial reporting for these activities under GASB Statement No. 101.

Management's Response

Management acknowledges this comment and, if applicable, will work to implement it when required by GASB.

PRIOR RECOMMENDATION

1. GASB STATEMENT NO. 87 LEASES

Comment

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, *Leases*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. In accordance with GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued as temporary relieve to governments and other stakeholders in light of the COVID-19 pandemic, GASB Statement No. 87, *Leases* is applicable to the District's financial statements for the year ended April 30, 2023.

Recommendation

Lauterbach & Amen, LLP will work directly with the District to review the new lease criteria in conjunction with the District's current leases to determine the appropriate financial reporting for these activities under GASB Statement No. 87.

Status

As the District has no material leases, there was no impact on the financial statements in the current year, therefore, this comment is considered implemented. The District and Lauterbach & Amen will continue to monitor leases in the future to determine if additional reporting is required. This comment is implemented and will not be repeated.



September 7, 2023

Members of the Board of Trustees
Northern Moraine Wastewater Reclamation District, Illinois
Island Lake, Illinois

We have audited the financial statements of the business-type activities of the Northern Moraine Wastewater Reclamation District, Illinois for the year ended April 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 7, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended April 30, 2023. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the business-type activities' financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets and the net pension liability is based on estimated assumptions used by the actuary. We evaluated the key factors and assumptions used to develop the depreciation expense and the net pension liability estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Significant Audit Findings – Continued

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 7, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the Board of Trustees and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Trustees and staff (in particular the Finance Department) of the Northern Moraine Wastewater Reclamation, Illinois for their valuable cooperation throughout the audit engagement.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT, ILLINOIS

ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED
APRIL 30, 2023

113 Timber Trail, PO Box 240
Island Lake, IL 60042
Phone: 847.526.3300
www.nmwr.org

NORTHERN MORAINES WASTEWATER RECLAMATION DISTRICT, ILLINOIS

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FINANCIAL SECTION

This section includes:

- Independent Auditors' Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Required Supplementary Information
- Other Supplementary Information
- Supplemental Schedules

INDEPENDENT AUDITORS' REPORT

This section includes the opinion of the District's independent auditing firm.



INDEPENDENT AUDITOR'S REPORT

September 7, 2023

Members of the Board of Trustees
Northern Moraine Wastewater Reclamation District
Island Lake, Illinois

Opinions

We have audited the accompanying financial statements of the business-type activities of the Northern Moraine Wastewater Reclamation District (the District), Illinois, as of and for the year ended April 30, 2023 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Northern Moraine Wastewater Reclamation District, Illinois, as of April 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedules, and required pension, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Northern Moraine Wastewater Reclamation District, Illinois' basic financial statements. The other supplementary information and supplemental schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and supplemental schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

MANAGEMENT'S DISCUSSION AND ANALYSIS

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2023

Our discussion and analysis of the Northern Moraine Wastewater Reclamation District's financial performance provides an overview of the District's financial activities for the fiscal year ended April 30, 2023.

FINANCIAL HIGHLIGHTS

- The District's net position increased by \$4,012,670 as a result of this year's operations.
- During the year, revenues totaled \$7,176,699, while expenses totaled \$3,164,029, resulting in an increase to net position of \$4,012,670.
- The District's net position totaled \$45,789,277 on April 30, 2023, which includes \$42,223,038 net investment in capital assets, \$4,967,336 subject to external restrictions, and (\$1,401,097) unrestricted net position that may be used to meet the ongoing obligations to citizens and creditors.

BASIC FINANCIAL STATEMENTS

Our basic financial statements are prepared using proprietary fund (enterprise fund) accounting that uses the same basis of accounting as private-sector business enterprises. The District is reported under one enterprise fund. Under this method of accounting, an economic resources measurement focus and an accrual basis of accounting are used. Revenue is recorded when earned and expenses are recorded when incurred. The basic financial statements include a statement of net position, a statement of revenues, expenses, and changes in net position, and a statement of cash flows. These are followed by notes to the financial statements. In addition to the basic financial statements, this report also contains required supplementary information, certain supplemental data, and other information that is useful in understanding the overall operations of the District.

The statement of net position presents information on the assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference between the four reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of revenues, expenses, and changes in net position reports the operating revenues and expenses and non-operating revenue and expenses of the District for the fiscal year with the difference - the net income or loss - being combined with any capital contributions to determine the net change in position for the fiscal year. That change combined with last year-end net position total reconciles to the net position total at the end of this fiscal year.

The statement of cash flows reports cash and cash equivalent activities for the fiscal year resulting from operating activities, noncapital financing activities, capital and related financing activities and investing activities. The net result of these activities added to the beginning of the year cash balance reconciles to the cash and cash equivalents balance at the end of the current fiscal year. Contrary to the other basic financial statements, this statement is prepared on a cash basis.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2023

OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's IMRF employee pension obligation.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of a government's financial position. The following tables show that in the case of the District, assets/deferred outflows exceeded liabilities/deferred inflows by \$45,789,277.

	Business-type Activities	
	2022	2023
Current and Other Assets	\$ 3,387,442	4,155,596
Capital Assets	42,432,709	49,309,912
Total Assets	45,820,151	53,465,508
Deferred Outflows	293,363	329,998
Total Assets/Deferred Outflows	46,113,514	53,795,506
Long-Term Debt	3,210,306	7,015,516
Other Liabilities	596,644	968,938
Total Liabilities	3,806,950	7,984,454
Deferred Inflows	143,521	21,775
Total Liabilities/Deferred Inflows	3,950,471	8,006,229
Net Postion		
Net Investment in Capital Assets	39,072,709	42,223,038
Restricted	1,022,674	4,967,336
Unrestricted	2,067,660	(1,401,097)
Total Net Position	42,163,043	45,789,277

A large portion of the District's net position, \$42,223,038 or 92 percent, reflects its investment in capital assets (for example, land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion, \$4,967,336 or 11 percent, of the District's net position represents resources that are subject to external restrictions on how they may be used.

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2023

GOVERNMENT-WIDE FINANCIAL ANALYSIS – Continued

	Business-Type Activities	
	2022	2023
Revenues		
Program Revenues		
Charges for Services	\$ 3,820,162	3,582,247
Capital Grants	-	3,495,600
General Revenues		
Property Taxes	98,321	91,115
Replacement Taxes	3,902	4,749
Interest Income	345	2,988
Total Revenues	3,922,730	7,176,699
Expenses		
Sewerage	4,581,204	3,164,029
Change in Net Position	(658,474)	4,012,670
Net Position - Beginning, as Restated	42,821,517	41,776,607
Net Position - Ending	42,163,043	45,789,277

Net position of business-type activities increased by 10 percent (\$41,776,607 in 2022 compared to \$45,789,277 in 2023).

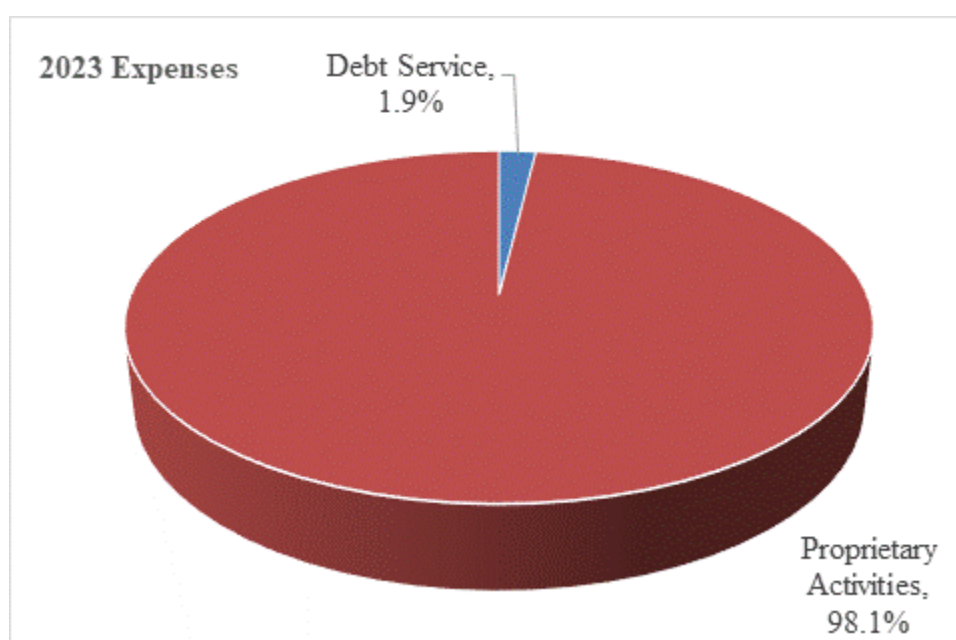
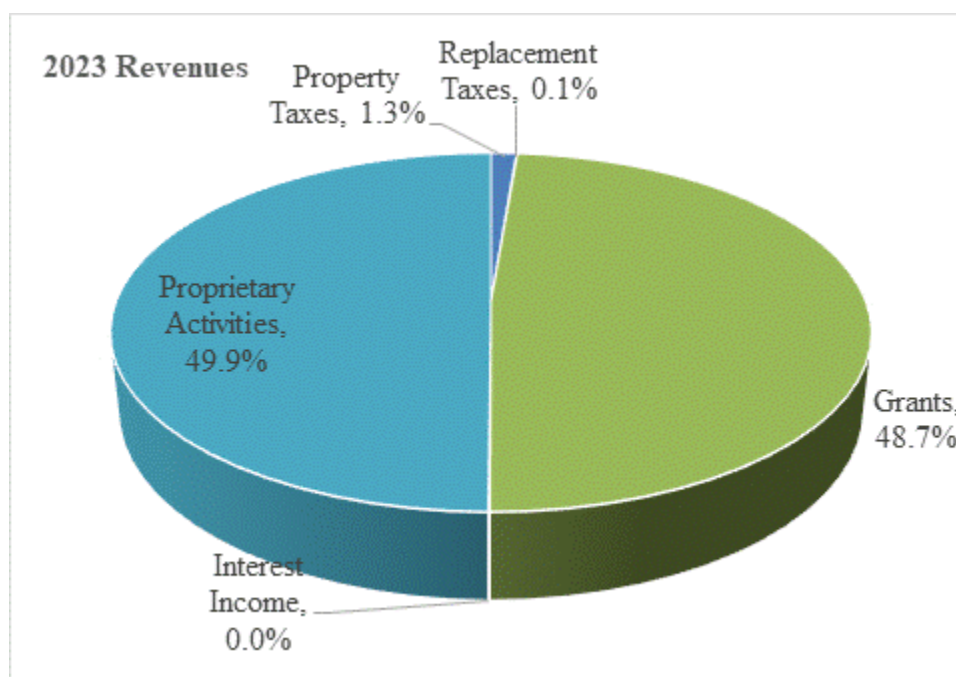
NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Management's Discussion and Analysis

April 30, 2023

GOVERNMENT-WIDE FINANCIAL ANALYSIS – Continued

Revenues for the District totaled \$7,176,699, while the cost of all functions totaled \$3,164,029. This results in a surplus of \$4,012,670. In 2022, expenses of \$4,581,204 exceeded revenues of \$3,922,730, resulting in a deficit of \$658,474. The increase in 2023 was due in large part to grant activity during the year.



NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2023

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The District's investment in capital assets as of April 30, 2023 was \$49,309,912 (net of accumulated depreciation). This investment in capital assets includes land, construction on progress, buildings and improvements, system infrastructure, and equipment and furniture.

	Capital Assets - Net of Depreciation	
	Business-type	
	Activities	
	2022 Restated	2023
Land	\$ 1,076,505	1,076,505
Construction in Progress	1,508,831	9,010,008
Building and Improvements	1,237,359	1,206,835
System Infrastructure	37,090,619	36,684,119
Equipment and Furniture	1,132,959	1,332,445
Total	42,046,273	49,309,912

Additional information on the District's capital assets can be found in Note 3 of this report.

Debt Administration

At year-end, the District had total outstanding long-term debt of \$7,086,874 as compared to \$3,360,000 the previous year. The increase relates to the District's IEPA loan activity. The following is a comparative statement of outstanding debt:

	Long-Term Debt Outstanding	
	Business-type	
	Activities	
	2022	2023
General Obligation Alternate Revenue Bonds	\$ 3,360,000	2,970,000
IEPA Loans Payable	-	4,116,874
	3,360,000	7,086,874

Additional information on the District's long-term debt can be found in Note 3 of this report.

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2023

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Board considered the following factor in preparing the budget and appropriations ordinance for the District, which was adopted for the 2023-2024 fiscal year:

- The equalized assessed valuation (EAV) for the District for 2022 is \$349,852,091. This represents an increase in EAV of \$20,962,759 in comparison with the prior year.

The District's elected and appointed officials considered many factors when setting the fiscal-year 2024 budget, including tax rates, and fees that will be charged for its various activities. One of those factors is the economy. The District is faced with a similar economic environment as many of the other local governments are faced with, including inflation.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional information should be directed to the District Manager, Northern Moraine Wastewater Reclamation District, P.O. Box 240, Island Lake, Illinois 60042.

FINANCIAL STATEMENTS

NORTHERN MORAINES WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Statement of Net Position

April 30, 2023

ASSETS	
Current Assets	
Cash and Investments	\$ 2,546,133
Cash at Paying Agent	429,997
Due from Other Governments	823,827
Receivables - Net of Allowances	
Property Taxes	90,447
Accounts	265,192
Total Current Assets	<u>4,155,596</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	10,086,513
Depreciable	55,997,153
Accumulated Depreciation	(16,773,754)
Total Noncurrent Assets	<u>49,309,912</u>
Total Assets	<u>53,465,508</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items - IMRF	<u>329,998</u>
Total Assets and Deferred Outflows of Resources	<u>53,795,506</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	479,410
Accrued Payroll	53,941
Accrued Interest Payable	29,997
Compensated Absences	5,590
Alternate Revenue Bonds Payable	400,000
Total Current Liabilities	<u>968,938</u>
Noncurrent Liabilities	
Compensated Absences	22,362
Net Pension Liability - IMRF	306,280
Alternate Revenue Bonds Payable	2,570,000
IEPA Loan Payable	4,116,874
Total Noncurrent Liabilities	<u>7,015,516</u>
Total Liabilities	<u>7,984,454</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	<u>21,775</u>
Total Liabilities and Deferred Inflows of Resources	<u>8,006,229</u>
NET POSITION	
Net Investment in Capital Assets	42,223,038
Restricted - Capital Improvements	4,967,336
Unrestricted (Deficit)	<u>(1,401,097)</u>
Total Net Position	<u>45,789,277</u>

The notes to the financial statements are an integral part of this statement.

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Statement of Revenues, Expenses and Changes in Net Position For the Fiscal Year Ended April 30, 2023

Operating Revenues	
Charges for Services	
Sewer Charges	\$ 2,881,983
Penalties	97,612
Connection Fees	485,595
Miscellaneous	117,057
Total Operating Revenues	<u>3,582,247</u>
Operating Expenses	
Personal Services	1,311,351
Contractual Services	913,053
Other	379,591
Total Operating Expenses	<u>2,603,995</u>
Operating Income Before Depreciation	978,252
Depreciation	<u>500,240</u>
Operating Income	<u>478,012</u>
Nonoperating Revenues (Expenses)	
Property Taxes	91,115
Replacement Taxes	4,749
Grants	3,495,600
Interest Income	2,988
Interest Expense and Fees	(59,794)
	<u>3,534,658</u>
Change in Net Position	4,012,670
Net Position - Beginning as Restated	<u>41,776,607</u>
Net Position - Ending	<u><u>45,789,277</u></u>

The notes to the financial statements are an integral part of this statement.

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Statement of Cash Flows

For the Fiscal Year Ended April 30, 2023

Cash Flows from Operating Activities	
Receipts from Customers and Users	\$ 2,917,356
Payments to Suppliers	(1,163,760)
Payments to Employees	(1,311,351)
	<u>442,245</u>
Cash Flows from Noncapital Financing Related Activities	
Property Taxes	91,115
Replacement Taxes	4,749
	<u>95,864</u>
Cash Flows from Capital and Related Financing activities	
Capital Grants	3,495,600
Principal Payment	(390,000)
Debt Issuance	4,116,874
Bond Interest and Fees	(59,794)
Purchase of Capital Assets	(7,763,879)
	<u>(601,199)</u>
Cash Flows from Investing Activities	
Interest Received	<u>2,988</u>
Net Change in Cash and Cash Equivalents	(60,102)
Cash and Cash Equivalents - Beginning	<u>3,036,232</u>
Cash and Cash Equivalents - Ending	<u><u>2,976,130</u></u>
Reconciliation of Operating Income to Net Cash	
Provided (Used) by Operating Activities	
Operating (Loss)	478,012
Adjustments to Reconcile Operating Income to	
Net Cash Provided by Operating Activities:	
Depreciation Expense	500,240
(Increase) Decrease in Current Assets	(664,891)
Increase (Decrease) in Current Liabilities	<u>128,884</u>
Net Cash Provided by Operating Activities	<u><u>442,245</u></u>

The notes to the financial statements are an integral part of this statement.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Northern Moraine Wastewater Reclamation District (the District) of Illinois is duly organized and existing under the provisions of the laws of the State of Illinois. The government-wide financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant of the District's accounting policies established in GAAP and used by the District are described below.

REPORTING ENTITY

In determining the financial reporting entity, the District complies with the provisions of GASB Statement No. 61, "The Financial Reporting Omnibus – an Amendment of GASB Statements No. 14 and No. 34," and includes all component units that have a significant operational or financial relationship with the District. Based upon the criteria set forth in the GASB Statement No. 61, there are no component units included in the reporting entity.

BASIS OF PRESENTATION

In the Statement of Net Position, the District's activities are reported on a full accrual, economic resources basis, which recognizes all long-term assets/deferred outflows and receivables as well as long-term obligations/deferred inflows.

The District uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

The District utilizes a single proprietary fund. Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities are provided to outside parties.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

All proprietary funds utilize an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets/deferred outflows and liabilities/deferred inflows (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING – Continued

Basis of Accounting

The District's basic financial statements are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District are charges to customers for services. Operating expenses include the cost of services, administrative expenses, and depreciation and amortization on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

In applying the susceptible to accrual concept under the modified accrual basis, those revenues susceptible to accrual are user fees, accrued interest and contracts. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY

Cash and Investments

For purpose of the Statement of Net Position, the District's cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent. For the purpose of the proprietary funds' Statement of Cash Flows, cash and cash equivalents are considered to be cash on hand, demand deposits, cash with fiscal agent, and all highly liquid investments with an original maturity of three months or less.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of the District's investments are in 2a7-like investment pools that are measured at the net asset value per share determined by the pool.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements
April 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY– Continued

Receivables

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Business-type activities report property taxes and program fees as their major receivables.

Capital Assets

Capital assets purchased or acquired with an original cost of \$100 or more, depending on asset class, are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. General capital assets are long-lived assets of the District as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and capitalized. The valuation basis for general capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement costs. Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

Building and Improvements	5 - 40 Years
System Infrastructure	10 - 40 Years
Equipment and Furniture	5 - 20 Years

Compensated Absences

The District accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulated sick leave that is estimated to be taken as “terminal leave” prior to retirement. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY– Continued

Deferred Outflows/Inflows of Resources

Deferred outflow/inflow of resources represents a consumption/acquisition of net assets that applies to a future period and therefore will not be recognized as an outflow of resources (expense)/inflow of resources (revenue) until that future time.

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expenses at the time of issuance.

Net Position

In the government-wide financial statements, equity is classified as net position and displayed in three components:

Net Investment in Capital Assets – Consists of capital assets, including restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislations.

Unrestricted – All other net position balances that do not meet the definition of “restricted” or “net investment in capital assets.”

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGETARY INFORMATION

The District follows these procedures in establishing the budgets reflected in the financial statements:

- Prior to July 15th, the District Board receives a proposed appropriation ordinance for the fiscal year commencing on May 1st. The appropriation ordinance includes proposed expenses and the means of financing them.
- A public hearing is conducted at a public meeting to obtain taxpayer comments.
- The appropriation ordinance is legally enacted through passage of an ordinance prior to July 31st.
- The District Treasurer, in conjunction with the Board, is authorized to expend the un-expensed balance of any item or items of any general appropriation in making up any deficiency in any item or items of the same general appropriation.
- The original appropriation ordinance was passed on July 12, 2022 and was not amended during the fiscal year.
- Formal budgetary integration is not employed as a management control device during the year for any fund.
- Appropriation comparisons presented in the accompanying financial statements are prepared on the modified accrual or accrual basis of accounting. Business-type funds use the accrual basis of accounting for both appropriation purposes and actual results.
- Expenses cannot legally exceed appropriations at the fund level.
- All appropriations lapse at year-end.

NOTE 3 – DETAIL NOTES ON ALL FUNDS

DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – Statutes authorize the District to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, and the Illinois Funds.

The Illinois Funds is an investment pool managed by the Illinois Public Treasurer's Office which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company. Investments in Illinois Funds are valued at the share price, the price for which the investment could be sold.

Interest Rate Risk, Credit Risk, Custodial Credit Risk and Concentration Risk

Deposits. At year-end, the carrying amount of the District's deposits totaled \$2,879,587 and the bank balances totaled \$2,579,823. In addition, the District has \$96,543 invested in the Illinois Funds at year-end.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

DEPOSITS AND INVESTMENTS – Continued

Interest Rate Risk, Credit Risk, Custodial Credit Risk and Concentration Risk – Continued

Interest Rate Risk. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District has adopted its investment policy in accordance with the Illinois Public Funds Investment Act. According to the District's investment policy, the investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which may be reasonably anticipated in any District Fund. The District's investment in Illinois Funds has an average maturity of less than one year.

Credit Risk. Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Besides investing in instruments in accordance with State Statute, the District's investment policy does not further address credit risk. At year-end, the District's investment in the Illinois Funds is rated AAAM by Standard & Poor's.

Custodial Credit Risk. In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District's investment policy states that the District shall enter into collateral security agreements or similar instruments with any financial institution wherein District funds on deposit exceed FDIC insured limits. At year-end \$429,997 of the bank balance of the deposits was not covered by federal depository or equivalent insurance, and represents cash at paying agent for debt service payments. For an investment, this is the risk that in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District's investment in Illinois Funds is not subject to custodial credit risk.

Concentration Risk. This is the risk of loss attributed to the magnitude of the District's investment in a single issuer. The District's investment policy does not require diversification, but the decision is left to the discretion of the Board. At year-end, the District does not have any investments over 5 percent of the total cash and investment portfolio.

PROPERTY TAXES

Property taxes receivable are recognized at the time they are levied. Property taxes are levied and attached as an enforceable lien on property on January 1 and are payable in two installments on June 1 and September 1 subsequent to the year of the levy. The tax levy for 2022 property taxes was adopted on November 8, 2022. That portion of the property taxes which are not available for the current year's operations are shown as deferred revenue.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS**Notes to the Financial Statements
April 30, 2023****NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued****CAPITAL ASSETS**

The following is a summary of capital assets as of the date of this report:

	Restated Beginning Balances	Increases	Decreases	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 1,076,505	-	-	1,076,505
Construction in Progress	1,508,831	7,645,219	144,042	9,010,008
	<u>2,585,336</u>	<u>7,645,219</u>	<u>144,042</u>	<u>10,086,513</u>
Depreciable Capital Assets				
Building and Improvements	3,072,800	-	-	3,072,800
System Infrastructure	48,779,945	-	-	48,779,945
Equipment and Furniture	3,881,706	262,702	-	4,144,408
	<u>55,734,451</u>	<u>262,702</u>	<u>-</u>	<u>55,997,153</u>
Less Accumulated Depreciation				
Building and Improvements	1,835,441	30,524	-	1,865,965
System Infrastructure	11,689,326	406,500	-	12,095,826
Equipment and Furniture	2,748,747	63,216	-	2,811,963
	<u>16,273,514</u>	<u>500,240</u>	<u>-</u>	<u>16,773,754</u>
Total Net Depreciable Capital Assets	<u>39,460,937</u>	<u>(237,538)</u>	<u>-</u>	<u>39,223,399</u>
Total Net Capital Assets	<u>42,046,273</u>	<u>7,407,681</u>	<u>144,042</u>	<u>49,309,912</u>

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT

General Obligation Alternate Revenue Bonds

The District issues general obligation alternate bonds to provide funds for the acquisition and construction of major capital facilities. Alternate revenue source bonds provide for the collection, segregation and distribution of certain revenues received by the District for the payment of principal and interest on the alternate revenue source bonds. Alternate revenue source bonds outstanding are as follows:

Issue	Beginning Balances	Issuances	Retirements	Ending Balances
\$4,100,000 General Obligation Alternate Revenue Source Refunding Bonds of 2019, due in annual installments of \$360,000 to \$450,000 plus interest at a rate of 2.02% through May 1, 2029.	\$ 3,360,000	-	390,000	2,970,000

IEPA Loans Payable

The District has entered into loan agreement with the IEPA to provide low interest financing for water quality improvements. As of the date of this report, this loan is not in repayment. IEPA loans currently outstanding as follows:

Issue	Beginning Balances	Issuances	Retirements	Ending Balances
\$3,916,874 Illinois Enviromental Protention Agency (IEPA) Loan (L175824) of 2023, due in semi-annual installments plus interest at a rate of 0.91% through July 6, 2043.	\$ -	4,116,874	-	4,116,874

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements

April 30, 2023

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

Long-Term Liability Activity

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Beginning Balance	Additions	Deductions	Ending Balances	Amounts Due within One Year
Business-Type Activities					
Compensated Absences	\$ 30,839	2,887	5,774	27,952	5,590
Net Pension Liability - IMRF	215,635	90,645	-	306,280	-
Alternate Revenue Source Bonds	3,360,000	-	390,000	2,970,000	400,000
IEPA Loan Payable	-	4,116,874	-	4,116,874	-
	<u>3,606,474</u>	<u>4,210,406</u>	<u>395,774</u>	<u>7,421,106</u>	<u>405,590</u>

Debt Service Requirements to Maturity

The annual debt service requirements to maturity, including principal and interest, are as follows:

Fiscal Year	Business-Type Activities	
	Alternate Revenue	
	Source Bonds	
	Principal	Interest
2024	\$ 400,000	55,954
2025	405,000	47,824
2026	415,000	39,541
2027	425,000	31,058
2028	435,000	22,371
2029	440,000	13,534
2030	450,000	4,545
Totals	<u>2,970,000</u>	<u>214,827</u>

NET POSITION RESTATEMENT

Beginning net position of \$42,163,043 was decreased by \$386,436, resulting in restated beginning net position of \$41,776,607 due to a completed capital asset appraisal valuation.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2023**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

NET POSITION CLASSIFICATIONS

Net investment in capital assets was comprised of the following as of year-end:

Business-Type Activities	
Capital Assets - Net of Accumulated Depreciation	\$ 49,309,912
Less Capital Related Debt:	
Alternate Revenue Source Bonds	(2,970,000)
IEPA Loans Payable	<u>(4,116,874)</u>
Net Investment in Capital Assets	<u>42,223,038</u>

NOTE 4 – OTHER INFORMATION

RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to the District’s employees; and net income losses. The District has commercial insurance for all major programs. For insured programs, there have been no significant reductions in insurance coverage. Any settlements during the past three years have not exceeded the District’s coverage.

CONTINGENT LIABILITIES

Litigation

The District is not aware of any pending litigation or potential non-disclosed liabilities that management believes would have a material adverse effect on the financial statements.

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN

Illinois Municipal Retirement Fund (IMRF)

The District contributes to one defined benefit pension plan, the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system. The District joined IMRF on January 1, 2018. IMRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained on-line at www.imrf.org. The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

Plan Descriptions

Plan Administration. All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements

April 30, 2023

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Descriptions – Continued

Benefits Provided. IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff's Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date).

IMRF provides two tiers of pension benefits. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

Plan Membership. As of December 31, 2022, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	-
Inactive Plan Members Entitled to but not yet Receiving Benefits	9
Active Plan Members	<u>11</u>
Total	<u><u>20</u></u>

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements
April 30, 2023

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Descriptions – Continued

Contributions. As set by statute, the District’s Regular Plan Members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. For the year-ended April 30, 2023, the District’s contribution was 7.37% of covered payroll.

Net Pension Liability. The District’s net pension liability was measured as of December 31, 2022. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The total pension liability was determined by an actuarial valuation performed, as of December 31, 2022, using the following actuarial methods and assumptions:

Normal	
Asset Valuation Method	5-Year Smoothed Fair Value
Actuarial Assumptions	
Interest Rate	7.25%
Salary Increases	2.85% to 13.75%
Cost of Living Adjustments	2.25%
Inflation	2.25%

For non-disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount- Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements

April 30, 2023

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Descriptions – Continued

Actuarial Assumptions – Continued. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	25.50%	4.90%
Domestic Equities	35.50%	6.50%
International Equities	18.00%	7.60%
Real Estate	10.50%	6.20%
Blended	9.50%	6.25% - 9.90%
Cash and Cash Equivalents	1.00%	4.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.25%, the same as the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that District contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all project future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements

April 30, 2023

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of the District calculated using the discount rate as well as what the District's net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability	\$ 463,189	306,280	103,248

Changes in the Net Pension Liability

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A) - (B)
Balances at December 31, 2021	\$ 732,274	516,639	215,635
Changes for the Year:			
Service Cost	60,633	-	60,633
Interest on the Total Pension Liability	55,288	-	55,288
Difference Between Expected and Actual Experience of the Total Pension Liability	22,236	-	22,236
Changes of Assumptions	-	-	-
Contributions - Employer	-	61,064	(61,064)
Contributions - Employees	-	35,139	(35,139)
Net Investment Income	-	(40,910)	40,910
Benefit Payments, including Refunds of Employee Contributions	-	-	-
Other (Net Transfer)	-	(7,781)	7,781
Net Changes	138,157	47,512	90,645
Balances at December 31, 2022	870,431	564,151	306,280

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

For the year ended April 30, 2023, the District recognized pension expense of \$91,329. At April 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 248,438	(10,624)	237,814
Change in Assumptions	10,673	(11,151)	(478)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	44,982	-	44,982
Total Pension Expense to be Recognized in Future Periods	304,093	(21,775)	282,318
Pension Contributions Made Subsequent to the Measurement Date	25,905	-	25,905
Total Deferred Amounts Related to IMRF	329,998	(21,775)	308,223

\$25,905 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the reporting year ended April 30, 2024. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred Outflows of Resources
2024	42,382
2025	43,619
2026	45,760
2027	50,681
2028	34,365
Thereafter	65,511
Total	282,318

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2023

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS

The District has evaluated its potential other post-employment benefits liability. Former employees who choose to retain their rights to health insurance through the District are required to pay 100% of the current premium. However, there is minimal participation. As the District provides no explicit benefit, and there is minimal participation, there is no material implicit subsidy to calculate in accordance with GASB Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*. Therefore, the District has not recorded a liability as of April 30, 2023.

REQUIRED SUPPLEMENTARY INFORMATION

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Schedule of Employer Contributions
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Net Pension Liability
Illinois Municipal Retirement Fund

Notes to the Required Supplementary Information

Budgetary Information – Budgets are adopted on a basis consistent with generally accepted accounting principles.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Illinois Municipal Retirement Fund

Schedule of Employer Contributions

April 30, 2023

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2019	\$ 74,656	\$ 74,656	-	\$ 549,736	13.58%
2020	73,996	73,996	-	615,522	12.02%
2021	62,367	62,367	-	689,651	9.04%
2022	59,740	59,740	-	700,386	8.53%
2023	67,846	67,846	-	920,918	7.37%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	21 Years
Asset Valuation Method	5-Year Smoothed Fair Value
Inflation	2.25%
Salary Increases	2.85% - 13.75%, Including Inflation
Investment Rate of Return	7.25%
Retirement Age	See the Notes to the Financial Statements
Mortality	For non-disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

Note:

The District joined IMRF on January 1, 2018. This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Illinois Municipal Retirement Fund

Schedule of Changes in the Employer's Net Pension Liability April 30, 2023

	12/31/2018
Total Pension Liability	
Service Cost	\$ 61,625
Interest	2,311
Differences Between Expected and Actual Experience	356,788
Change of Assumptions	18,448
Benefit Payments, Including Refunds of Member Contributions	-
Net Change in Total Pension Liability	439,172
Total Pension Liability - Beginning	-
Total Pension Liability - Ending	439,172
Plan Fiduciary Net Position	
Contributions - Employer	\$ 73,170
Contributions - Members	66,977
Net Investment Income	-
Benefit Payments, Including Refunds of Member Contributions	-
Other (Net Transfer)	(4,210)
Net Change in Plan Fiduciary Net Position	135,937
Plan Net Position - Beginning	-
Plan Net Position - Ending	135,937
Employer's Net Pension Liability	\$ 303,235
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	30.95%
Covered Payroll	\$ 549,736
Employer's Net Pension Liability as a Percentage of Covered Payroll	55.16%

Note:

The District joined IMRF on January 1, 2018. This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

Changes of Assumptions. Changes in assumptions related to the discount rate were made in 2018 and 2020.

12/31/2019	12/31/2020	12/31/2021	12/31/2022
56,128	59,766	59,543	60,633
33,875	40,422	45,552	55,288
(1,509)	(13,594)	28,642	22,236
-	(15,723)	-	-
-	-	-	-
88,494	70,871	133,737	138,157
439,172	527,666	598,537	732,274
527,666	598,537	732,274	870,431
80,910	59,412	61,737	61,064
27,355	29,199	31,180	35,139
19,779	32,554	54,954	(40,910)
-	-	-	-
(5,008)	(4,105)	(7,265)	(7,781)
123,036	117,060	140,606	47,512
135,937	258,973	376,033	516,639
258,973	376,033	516,639	564,151
268,693	222,504	215,635	306,280
49.08%	62.83%	70.55%	64.81%
607,886	641,752	692,518	780,867
44.20%	34.67%	31.14%	39.22%

OTHER SUPPLEMENTARY INFORMATION

Other supplementary information includes financial statements and schedules not required by the GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such schedules include:

- Combining Schedules – Major Enterprise Fund Subfunds
- Budgetary Comparison Schedule – Sewerage Fund
- Consolidated Year-End Financial Report

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Statement of Net Position - Sewerage Subfunds

April 30, 2023

ASSETS	Bond Alternate			Total
	Operating and Maintenance	Bond and Interest	Capital	
Current Assets				
Cash and Investments	\$ (8,087,850)	2,373,600	8,260,383	2,546,133
Cash with Paying Agent	-	429,997	-	429,997
Due from Other Governments	-	-	823,827	823,827
Receivables - Net of Allowances				
Property Taxes	90,447	-	-	90,447
Accounts	265,192	-	-	265,192
Total Current Assets	(7,732,211)	2,803,597	9,084,210	4,155,596
Noncurrent Assets				
Capital Assets				
Nondepreciable	10,086,513	-	-	10,086,513
Depreciable	55,997,153	-	-	55,997,153
Accumulated Depreciation	(16,773,754)	-	-	(16,773,754)
Total Noncurrent Assets	49,309,912	-	-	49,309,912
Total Assets	41,577,701	2,803,597	9,084,210	53,465,508
DEFERRED OUTFLOWS OF RESOURCES				
Deferred Items - IMRF	329,998	-	-	329,998
Total Assets and Deferred Outflows of Resources	41,907,699	2,803,597	9,084,210	53,795,506
LIABILITIES				
Current Liabilities				
Accounts Payable	479,410	-	-	479,410
Accrued Payroll	53,941	-	-	53,941
Accrued Interest Payable	-	29,997	-	29,997
Compensated Absences	5,590	-	-	5,590
Alternate Revenue Bonds Payable	-	400,000	-	400,000
Total Current Liabilities	538,941	429,997	-	968,938
Noncurrent Liabilities				
Compensated Absences	22,362	-	-	22,362
Net Pension Liability - IMRF	306,280	-	-	306,280
Alternate Revenue Bonds Payable - Net	-	2,570,000	-	2,570,000
IEPA Loans Payable	-	-	4,116,874	4,116,874
Total Noncurrent Liabilities	328,642	2,570,000	4,116,874	7,015,516
Total Liabilities	867,583	2,999,997	4,116,874	7,984,454
DEFERRED INFLOWS OF RESOURCES				
Deferred Items - IMRF	21,775	-	-	21,775
Total Liabilities and Deferred Inflows of Resources	889,358	2,999,997	4,116,874	8,006,229
NET POSITION				
Net Investment in Capital Assets	49,309,912	(2,970,000)	(4,116,874)	42,223,038
Restricted - Capital Improvements	-	-	4,967,336	4,967,336
Unrestricted (Deficit)	(8,291,571)	2,773,600	4,116,874	(1,401,097)
Total Net Position	41,018,341	(196,400)	4,967,336	45,789,277

NORTHERN MORAINA WASTEWATER RECLAMATION DISTRICT, ILLINOIS**Statement of Changes in Net Position - Sewerage Subfunds
For the Fiscal Year Ended April 30, 2023**

	Operating and Maintenance	Bond Alternate Bond and Interest	Capital	Total
Net Position - Beginning as Restated	\$ 40,889,930	(135,997)	1,022,674	41,776,607
Add (Deduct)				
Net Income (Loss) for the Year	128,411	(60,403)	3,944,662	4,012,670
Net Position - Ending	41,018,341	(196,400)	4,967,336	45,789,277

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Schedule of Operating Expenses and Nonoperating Expenses - Budget and Actual For the Fiscal Year Ended April 30, 2023

	Original Budget	Final Budget	Actual
Operating Expenses			
Personnel Services			
Salaries	\$ 865,250	865,250	920,918
Payroll Tax Expense	64,910	64,910	67,285
Pension Expense	-	-	23,483
Payroll Expense Other	900	900	971
Employee Insurance	180,800	180,800	202,928
Clothing Allowance	10,600	10,600	26,016
Training/Seminars	2,800	2,800	1,904
IMRF	67,440	67,440	67,846
Total Personnel Services	1,192,700	1,192,700	1,311,351
Contractual Services			
Maintenance - Buildings	18,000	18,000	29,339
Maintenance - Vehicles	11,000	11,000	3,717
Maintenance - Equipment	22,500	22,500	-
Maintenance - Utility System	68,000	68,000	36,744
Maintenance Supplies	3,000	3,000	16
Sludge Removal	30,000	30,000	42,230
Operating Supplies	143,300	143,300	143,913
General Insurance	84,335	84,335	88,284
Telephone	36,090	36,090	36,362
Utilities	160,500	160,500	134,698
Security System	11,700	11,700	11,546
Rental	1,100	1,100	86
Travel	3,000	3,000	4,950
Software Support	49,470	49,470	36,357
Accounting Services	8,600	8,600	12,963
Professional Lab Services	8,000	8,000	13,876
J.U.L.I.E. Locates	3,500	3,500	3,011
Engineering Services	6,000	6,000	-
Legal Services	61,500	61,500	96,959
Permit Fees	18,000	18,000	18,000
Other Professional Services	104,800	104,800	121,684
Office Supplies	7,000	7,000	12,991
Postage	25,000	25,000	30,742
Website	2,000	2,000	287
Printing and Publishing	9,300	9,300	14,675
Publications and Subscriptions	200	200	308
Dues and Memberships	4,860	4,860	4,305

NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Schedule of Operating Expenses and Nonoperating Expenses - Budget and Actual - Continued For the Fiscal Year Ended April 30, 2023

	Original Budget	Final Budget	Actual
Operating Expenses - Continued			
Contractual Services - Continued			
Bank Charges	\$ 13,800	13,800	15,010
Refunds	100	100	-
Total Contractual Services	914,655	914,655	913,053
Other			
Office Equipment	6,000	6,000	5,801
Capitalized Treatment Upgrade	14,918,802	14,918,802	372,150
Building Improvements	9,000	9,000	1,031
Miscellaneous	500	500	609
Total Other Expenses	14,934,302	14,934,302	379,591
Total Operating Expenses	17,041,657	17,041,657	2,603,995
Nonoperating Expenses			
Debt Service/Alternate Bond Fund Expenses			
Bond Principal	390,000	390,000	-
Interest Expense and Fees	67,872	67,872	59,794
Total Debt Service/Alternate Bond Fund Expenses	457,872	457,872	59,794
Total Nonoperating Expenses	457,872	457,872	59,794
Total Expenses	17,499,529	17,499,529	2,663,789

NORTHERN MORAINA WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Consolidated Year-End Financial Report April 30, 2023

CSFA #	Program Name	State	Federal	Other	Total
532-00-2477	IEPA Unsewered Community Grant	\$ 3,495,600	-	-	3,495,600
532-60-0377	Capitalization Grants for Clean Water				
	State Revolving Fund	-	178,202	3,938,672	4,116,874
	Other Grant Programs and Activities	-	-	-	-
	All Other Costs Not Allocated	-	-	3,164,029	3,164,029
	Totals	3,495,600	178,202	7,102,701	10,776,503



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

September 7, 2023

Members of the Board of Trustees
Northern Moraine Wastewater Reclamation District
Island Lake, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate remaining fund information of the Northern Moraine Wastewater Reclamation District, Illinois, as of and for the year ended April 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 7, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. According, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

SUPPLEMENTAL SCHEDULES

NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT, ILLINOIS

**Assessed Valuations, Extended Tax Rates, Percentage Allocation and Amounts by Fund - Last Three Tax Levy Years
April 30, 2023**

	2022	2021	2020
Tax Levy Year Assessed Valuation			
Lake County	\$ 155,786,850	\$ 146,204,102	\$ 139,013,807
McHenry County	203,647,989	189,875,525	185,239,777
Totals	<u>359,434,839</u>	<u>336,079,627</u>	<u>324,253,584</u>

**Tax Rates and Percentages
Allocated by Fund**

	Rate	Percentage	Rate	Percentage	Rate	Percentage
Lake County						
General Fund	0.025119	100.00%	0.026843	100.00%	0.030824	100.00%
Tort Immunity Fund	-	0.00%	-	0.00%	-	0.00%
Totals	<u>0.025119</u>	<u>100.00%</u>	<u>0.026843</u>	<u>100.00%</u>	<u>0.030824</u>	<u>100.00%</u>
McHenry County						
General Fund	0.025198	100.00%	0.027372	100.00%	0.009215	30.61%
Tort Immunity Fund	-	0.00%	-	0.00%	0.020889	69.39%
Totals	<u>0.025198</u>	<u>100.00%</u>	<u>0.027372</u>	<u>100.00%</u>	<u>0.030104</u>	<u>100.00%</u>

Data Source: District Records

NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT, ILLINOIS

**Property Tax Extensions - Last Three Tax Levy Years
April 30, 2023**

Levy Year County	2022			2021			2020		
	Lake	McHenry	Total	Lake	McHenry	Total	Lake	McHenry	Total
Funds									
General	\$ 39,132	51,315	90,447	39,246	51,865	91,111	42,850	17,129	59,979
Tort Immunity	-	-	-	-	-	-	-	38,695	38,695
Totals	39,132	51,315	90,447	39,246	51,865	91,111	42,850	55,824	98,674

Data Source: District Records

NORTHERN MORAINÉ WASTEWATER RECLAMATION DISTRICT, ILLINOIS

Miscellaneous Statistics

April 30, 2023

Total Gallons of Wastewater Treated for the Fiscal Year	414,670,000																
Total Amount of Dollars Billed	\$ 2,855,115																
Number of Users Connected to the Sewage Works	5,435																
Number of Non-Metered Users	5,336																
Debt Service Requirements for the Next Succeeding Fiscal Year	<table><tr><td colspan="2">Alternate Revenue Source Bonds</td></tr><tr><td>Principal</td><td>\$ 400,000</td></tr><tr><td>Interest</td><td>55,954</td></tr><tr><td>Total</td><td>455,954</td></tr><tr><td colspan="2">IEPA Loan</td></tr><tr><td>Principal</td><td>\$ *</td></tr><tr><td>Interest</td><td>35,644</td></tr><tr><td>Total</td><td>35,644</td></tr></table>	Alternate Revenue Source Bonds		Principal	\$ 400,000	Interest	55,954	Total	455,954	IEPA Loan		Principal	\$ *	Interest	35,644	Total	35,644
Alternate Revenue Source Bonds																	
Principal	\$ 400,000																
Interest	55,954																
Total	455,954																
IEPA Loan																	
Principal	\$ *																
Interest	35,644																
Total	35,644																

* Loan Still in Draw Phase. No Final Repayment Schedule Available as of the Date of this Report.

Data Source: District Records



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Executive Committee

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Village of Ringwood
MCCG President

Mayor Mark Kownick
Village of Cary
MCCG Vice-President

Mayor Haig Haleblan
City of Crystal Lake
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President Ray Bogdanowski
Village of Lake in the Hills
Chair of the
Transportation Committee

Chairman Mike Buehler
McHenry County Board
Ex-Officio Member

Chalen Daigle
Executive Director
620 Dakota Street
Suite 251
Crystal Lake, IL 60012
815-788-4390 (p)
847-767-0440 (c)
cdaigle@mchenrycountycog.org
www.mchenrycountycog.org

Please Join
Mayor Michael Kelly and the City of Harvard
for the McHenry County Council of Governments

September Membership Meeting
Wednesday, September 27, 2023

The Starline
306 W. Front Street
Harvard, IL

5:30 p.m. Cocktail Reception

6:30 p.m. Dinner

7:15 p.m. Presentations and Membership Comments

Buffet Dinner to Include:

Sliced Sirloin of Beef with Wild Mushroom Sauce
Sautéed Chicken Breast with Lemon Caper Sauce
Roasted Baby Red Potatoes and Assorted Grilled Vegetables
Salad and Dessert

Members: \$50.00

Non-Members: \$60.00

To RSVP, please contact Chalen Daigle at cdaigle@mchenrycountycog.org
and provide your name and organization by Friday, September 22, 2023.

Algonquin · Barrington Hills · Bull Valley · Cary · Crystal Lake · Fox River Grove · Greenwood · Harvard · Hebron · Huntley ·
Island Lake · Johnsburg · Lake in the Hills · Lakemoor · Lakewood · Marengo · McCullom Lake · McHenry
McHenry County · McHenry Twp. · Prairie Grove · Richmond · Ringwood · Spring Grove · Trout Valley · Union ·
Wonder Lake · Woodstock

Subject: Attacks on the District and Mohammed Haque
Date: Tuesday, August 15, 2023 at 11:39:10 AM Central Daylight Time
From: Mohammed Haque <haque@nmwrd.org>
To: avis.saville@gmail.com <avis.saville@gmail.com>
CC: NMWRD Trustees <trustees@nmwrd.org>, Bridges, Erika <ebridges@sgop.ilga.gov>, Dan McConchie <dan@danmcconchie.com>, weber@ilhousegop.org <weber@ilhousegop.org>, Craig Wilcox <senatorwilcox@gmail.com>, McLaughlin@ilhousegop.org <McLaughlin@ilhousegop.org>, Steve Reick <reick@ilhousegop.org>, Scott Trotter <s.trotter@trotter-inc.com>, Victor Filippini <Victor.Filippini@filippinilawfirm.com>, Don Ashley <dashley618@comcast.net>, Richard.mclaughlin@voislk.com <Richard.mclaughlin@voislk.com>, Todd Weihofen (todd@lakemoor.net) <todd@lakemoor.net>, hhpresident.villageofholidayhills.com <hhpresident@villageofholidayhills.com>

Attachments: Daily Herald Deannexation Article 20080227[1][3].pdf

Mr. Saville,

For some time you have been implying that I am corrupt and the District has been overcharging our customers. You are not the first and you will not be the last. As a proud Muslim-American, utility administrator of South Asian descent, I have been subject to personal audits, racism and harassment throughout my career. I have spent 26 years in my profession, been elected by my peers as the first non-Caucasian President of the Illinois Association of Wastewater Agencies in its 99 year existence and have received numerous awards for my professionalism and public service. I take offense to your accusations and your 15 FOIA requests since June 19th, most of which have childish comments that I have not heard since my kindergarten days in West Virginia. You have gone on record at a Village of Island Lake meeting stating that you wish to file a Class Action Lawsuit against us and personally against our president, Ken Michaels. You have also stated to my clerk that you hate government workers and "would love to cut their legs off at the knees". Your harassment and childish behavior needs to stop. If you don't, I will be filing a personal restraining order against you.

To your accusations that we are overcharging our customers, we are not. Here is a comparison of our FLAT rate versus what other neighboring villages charge for sewer service. Our flat rate is an equitable and efficient way to bill for sanitary sewer service. Sewers and sewage treatment are very fixed costs in nature. Flat rate billing avoids numerous expenses such as installing meters for the numerous customers we have on wells, meter reading costs, lawn and pool water usage complications, etc. In fact, going metered is likely going to INCREASE the cost of sewer for most families in our service area.

			Low Usage	High Usage
	Gallons per month		4000	8000
	Base Fee	\$/1000 gal	Low Usage Bill	High Usage Bill
Wauconda	\$ -	\$ 9.47	\$ 37.88	\$ 75.76
Northern Moraine WRD	\$ 44.75	\$ -	\$ 44.75	\$ 44.75
Crystal Lake	\$ 17.61	\$ 5.48	\$ 39.53	\$ 61.45

Fox River Grove	\$	17.18	\$	5.48	\$	39.10	\$	61.02
Barrington	\$	6.64	\$	9.84	\$	46.00	\$	85.36

Further, you have a long history of harassing the District and our board President, Ken Michaels. Whatever your issues are, they need to stop. Your attempts at saying you have no history with Ken are blatant lies and the attached newspaper article shows otherwise.

And yes, we deannexed from the Village of Island Lake. It was done because you were derelict in your public duties as a Village Trustee to plow our street and instructed a public works employee to not plow our street, right before a major snow storm. What public official would put access to a vital public resource at jeopardy? What would have happened if there was an emergency and sewage flowed into the Fox River because of your pettiness. The mayor of Island Lake at the time could not even defend your actions.

Sincerely,

Mohammed Haque, P.E., MBA
District Manager
Northern Moraine WRD
PO Box 240 | 113 Timber Trail
Island Lake, IL 60042-0240

O: 847-526-3300 x101

C: 847-276-8473

haque@nmwrd.org

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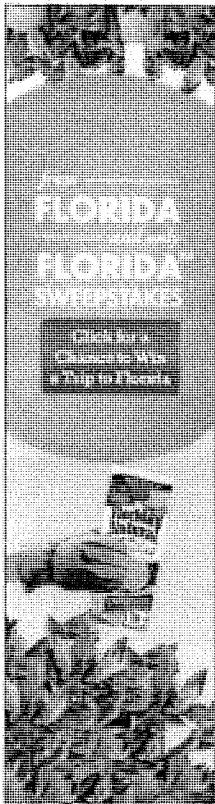
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but DL: only laughing about it: ordinary things that in "paradox" guides "beyond" but what the heck do I know about chuckle & grin CID: crying in disgrace CUL: see you later YOU DON'T KNOW WHAT YOUR KIDS ARE SAYING ONLINE. CYO: see you online OBA: doing business as usual DL: dead link ULTBGB: don't let the bed bugs bite DIKI: do I know you? EMFBI: excuse me for butting in F2F: face to face FC: fingers crossed FISH: first in, still here FMYEWTK: far more than you ever wanted to know KOMCI: falling off my chair laughing ETAGMN: from the bottom of my heart FID.

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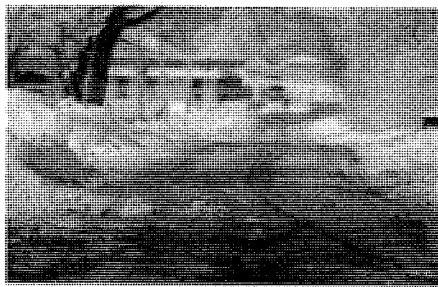
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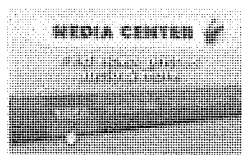


news, entertainment
and lifestyle



Timber Trail in Island Lake leads to the Northern Moraine Wastewater Reclamation District, which is trying to deannex from the village following a dispute over plowing the road. The road was plowed on Tuesday morning following Monday night's storm.

Paul Valade | Staff Photographer



ORDER PHOTO REPRINTS

Sanitary district wants to deannex

By Corinne Hess | Daily Herald Staff

Contact writer

PRINT E-MAIL STORY

Published: 2/27/2008 12:16 AM

(1) | read | post

Tired of hearing complaints about snow removal, Island Lake's sanitary district is attempting to deannex itself from the village.

Northern Moraine Wastewater Reclamation District officials have asked their attorney to prepare a petition for deannexation.

If the village agrees, Timber Trail, where the sanitary district is located, will become part of unincorporated Lake County.

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"This has been a tremendous waste of time, money and resources," said Ken Michaels, district president. "We would rather deannex than continue a relationship with people who haven't taken the time to learn basic principles of civil government."

The sanitary district has been in the village since the 1970s. The district serves Island Lake, Port Barrington, most of Lakemoor and unincorporated McHenry and Lake counties.

Deannexation would not affect service to Island Lake customers, Michaels said.

Michaels said if the district deannexes, Port Barrington has offered to plow Timber Trail. Two homes are also located off the road.

The district has had a hostile relationship with Island Lake for some time, which culminated earlier this year when Trustee Don Saville objected to plowing Timber Trail, a private road that connects to Roberts Road, just south of Route 176.

"I'm amazed that this whole thing has turned out the way it has," Saville said. "We're not in the feel-good business. We're in business to be friendly and do what is right."

Island Lake Mayor Thomas Hyde said Saville has put so much pressure on the sanitary district that the deannexation is the only way the group can retaliate.

Michaels said if Island Lake does not agree to the deannexation petition, the district is prepared to go to court.

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» Whoopi upset at hosting snub

So far, Saville is opposing the move.

"I would love to say to them, bye-bye, but I won't because if I do say bye-bye then it lets them off the hook," Saville said, adding that in addition to plowing its own road, the district should be forced to hook up to the village's water system.

"The sanitary district has not stood up to their obligation."

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» Go Chinese for St. Patty's
» and more


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Just another example of the rocket scientists that "run" the village wasting time on unimportant things while the important things go by the wayside...I think their biggest worry is that it will set a precedence for people to leave the village and everyone will try to head to other towns...

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posted by Here we go again on Wed Feb 27, 2008 6:45 AM  Report Abuse

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18 August 2023

Via Email

Mr. Donald Saville
aviss1@yahoo.com; aviss.saville@gmail.com

**Re: Your Freedom of Information Act (“FOIA”) Request to the Northern Moraine
Wastewater Reclamation District (“District”) Dated 28 July 2023**

Dear Mr. Saville:

I am writing on behalf of the District regarding your FOIA request dated 28 July 2023 (the “**7/28 Request**”), as well as your correspondence dated 11 August 2023 regarding the District’s Notice To Meet And Confer To Narrow Categorical Request For Public Records To Manageable Proportions (“**Notice to Meet and Confer**”). Your Request states, in full:

I would like to find any evidence that the sanitary sewage distribution mains currently used by the Norther [sic] Moraine Wastewater Reclamation District (“NMWRD”), within the Village of Island Lake corporate jurisdiction, are actually owned by the NMWRD. So, I am requesting production of the following documents pursuant to the Illinois Freedom of Information Act:

- All documents conveying title to the existing sewage distribution mains, within the Village of Island Lake corporate jurisdiction, to NMWRD and to the former “Island Lake Sanitary District”. These documents should include, but not be limited to, bills of sale, plats of subdivision, plats of conveyance or other written agreements conveying title.

On 4 August 2023, the District sent you a Notice Of Extension Of Time To Respond To Request For Public Records, which extended the District’s time to respond to your 7/28 Request until 11 August 2023, at which time the District sent you the Notice to Meet and Confer pursuant to Section 3(g) of FOIA, 5 ILCS 140/3(g). Section 3(g) of FOIA provides public bodies with an exemption for requests for public records where (1) the request seeks all records falling within a category would be unduly burdensome for the complying public body to produce, (2) there is no way for the public body to narrow the request, and (3) the burden on the public body outweighs the public interest in the information. *Id.*

Your Request facially seeks all records falling within a specific category. Moreover, to the extent your Request seeks *all* documents demonstrating the District’s ownership of sewer mains, your request is unduly burdensome because it encompasses additional broad categories of documents for which the District is unable to fully determine the scope and intent of your Request. See 70 ILCS 2405/7 (the Sanitary District Act of 1917 provides the District with jurisdiction over

sewage within its boundaries); *see also People ex rel. Knaus v. Vill. of Hinsdale*, 111 Ill. App. 2d 368, 370 (2d Dist. 1969)(public bodies may obtain *de facto* jurisdiction over property that they exercise control over and improve with public acquiescence). Further, your Request is entirely unlimited in time, hence, there is no way for the District to narrow your request to manageable proportions. For the reasons stated above, the burden on the District in complying with your Request outweighs any public interest in the information you are seeking.

Before invoking the exemption under section 3(g) of FOIA and denying your request, the District is required to offer you an opportunity to meet and confer with it in an attempt to narrow your request. *Id.* The District did so in its Notice to Meet and Confer dated 11 August 2023. Your response, also dated 11 August 2023, failed to take advantage of the District's offer. The burden now rests with you to cooperate with the District and come to a mutual agreement regarding your Request. However, if you continue to make no attempt to work with the District to narrow your Request, your request will be considered denied as of the close of business on the fifth business day after your receipt of the Notice to Meet and Confer (i.e., today, 18 August 2023).

Finally, your response to the Notice to Meet and Confer states, in its entirety:

Your response to the above FOIA states "Notice to Meet and Confer..." with you. It also states I have five days to comply or the matter would be closed. I have read Article 5, ILCS 140/3G - Unduly burdensome. If we meet will you have, within 5 business days (August 18, 2023), **all documents** conveying title, as requested in this FOIA. Are you implying Northern Moraine does not have Deeds of Title, Plats, etc. on file. If you will not or cannot provide the information/documents in their entirety as requested, perhaps you should send notice you are denying this FOIA request in its entirety. This way I will be able to contact the Attorney General's office, Public Access Division, for assistance.

In closing, any request I have ever made for documents from Northern Moraine has been specific in nature, whether in writing or FOIA form. All I have ever received in return was A TAP DANCE or misleading information as an answer. Northern Moraine seems to be very good at stating quotes from the Act of 1917, Freedom of Information Act or any other state act to avoid specific responses. From May, 2023, to present, Northern Moraine has had no problem in jerking me around which gives me a gut feeling there just may be some sort of corruption or misuse of this governmental body, known Northern Moraine Waste Water [*sic*] Reclamation District (NMWRD).

Your response is requested by August 18, 2023 and please be advised there will no extension and only documentation requested.

Saville

(emphasis in original). This response is representative of the tone and demeanor of nearly all your communications with the District, as well as your personal interactions with District employees and representatives. You have consistently leveled personal attacks on the character of District staff and officials. Over the two months preceding this letter, you have submitted fifteen (15) FOIA requests to the District — almost all of these requests, and your correspondence regarding the same, contain personal invective, grievances, and targeted harassment towards District staff in a

Donald Saville
18 August 2023
Page 3

manner that falls squarely within the prohibitions of the Illinois Human Rights Act, see 775 ILCS 5/2-101(E-1), as well as the District's policies prohibiting harassment.

Because you have exhibited no ability to conduct yourself with simple human courtesy and decorum, please be advised that, should you continue with your unlawful harassment of District staff and officials, you will face legal consequences.

Conduct yourself accordingly.

Sincerely,



Alexander Planeto

Cc (via email): Mr. Mohammed Haque

Friday, September 8, 2023 at 09:38:29 Central Daylight Time

Subject: Re: Your FOIA Request to the Northern Moraine Wastewater Reclamation District Dated 28 July 2023

Date: Friday, August 18, 2023 at 12:52:51 PM Central Daylight Time

From: Avis Saville <aviss1@yahoo.com>

To: Alexander Planeto <Alexander.Planeto@filippinilawfirm.com>

CC: Mohammed Haque <haque@nmwrd.org>

Mr. Planeto,

Thank you for your email today. I was not surprised to get such a response from the law firm on behalf of your client, Northern Moraine. I will not be sitting down with your client to meet and confer. My FOIA was quite clear and in no way, shape or form was I inhuman in my request. You stated I should see 70ILCS2405/7, which I have read in its entirety along with sections 7.1 and 7.5. Every time I have ever asked your client for specific information I had the feeling they would not be forthcoming. I did not desire to send FOIA after FOIA to your client. Every FOIA not answered led to more questions. Now you state unlawful harassment on my part. If your client would have answered one simple request at their Board meeting on 4/20/23 we would not be where we are today with your firm threatening future legal action. I do not desire to be sued for only asking straightforward questions to your client.

Please do not consider this email as harassment or vicious. All I have required and still desire is the following: how your client arrived at the flat monthly rate of \$44.75. If you like you can go on line and look up Salt Creek, Downers Grove or Wheaton and you will see how and why they bill for their sewage service. They also are under the Act of 1917. Your client refuses to supply the same information.

You can inform your client there will be no further emails or FOIAs from me; however, on a FOIA response your client recommended I contact the Public Access Counselor of the Attorney General. If I do so, on the FOIA of 7/17/23 and 7/28/23, does this mean I'll be sued by your firm for requesting help. Please advise today or I will consider this permissible.

Thank you,

Donald Saville

On Friday, August 18, 2023 at 10:08:06 AM CDT, Alexander Planeto
<alexander.planeto@filippinilawfirm.com> wrote:

Dear Mr. Saville,

Attached please find correspondence regarding the above-referenced matter.

Sincerely,

Alexander Planeto

Alexander M. Planeto

Alexander.Planeto@filippinilawfirm.com

Filippini

Law Firm

One Rotary Center

1560 Sherman Avenue

Suite 510

Evanston, Illinois 60201

Phone: 312.462.0507

Fax: 312.324.0668

Northern Moraine Wastewater Reclamation District

Unpaid Bills

As of September 8, 2023

	Type	Date	Num	Due Date	Open Balance
ACCENT LANDSCAPE DESIGN					
	Bill	09/01/2023	0823-041	10/01/2023	3,090.00
Total ACCENT LANDSCAPE DESIGN					3,090.00
ACE HARDWARE OF LIBERTYVILLE INC					
	Bill	08/08/2023	113047/8	09/07/2023	48.58
	Bill	08/10/2023	113102/8	09/09/2023	28.78
	Bill	08/10/2023	113098/8	09/09/2023	70.64
	Bill	08/15/2023	113159/8	09/14/2023	32.84
	Bill	08/16/2023	113169/8	09/15/2023	28.36
	Bill	08/23/2023	113278/8	09/22/2023	29.98
	Bill	08/30/2023	113368/8	09/29/2023	4.13
Total ACE HARDWARE OF LIBERTYVILLE INC					243.31
AEP ENERGY					
	Bill	08/17/2023	3014418053 - July	08/17/2023	37.71
Total AEP ENERGY					37.71
AMAZON CAPITAL SERVICES					
	Bill	08/15/2023	1KPT-TTD3-9NCR	09/14/2023	19.97
	Bill	08/21/2023	19CX-YW9G-KCTV	09/20/2023	96.71
	Bill	08/29/2023	1NR1-P7X4-KYJH	09/28/2023	19.99
Total AMAZON CAPITAL SERVICES					136.67
AT&T					
	Bill	07/31/2023	287329083032	07/31/2023	305.80
	Bill	08/04/2023	815 759-8923 933 1	08/04/2023	250.00
	Bill	08/04/2023	815 363-7968 821 7	08/04/2023	250.00
	Bill	08/10/2023	847 526-8093 967 9	08/10/2023	65.60
	Bill	08/10/2023	847 526-9751 057 0	08/10/2023	96.07
	Bill	08/10/2023	847 526-9151 438 8	08/10/2023	103.89
	Bill	08/10/2023	847 526-8031 954 2	08/10/2023	77.46
	Bill	08/10/2023	847 526-8140 000 2	08/10/2023	194.49
	Bill	08/10/2023	847 526-5817 289 9	08/10/2023	77.46
	Bill	08/10/2023	847 526-8095 000 7	08/10/2023	89.96
	Bill	08/10/2023	847 526-8069 962 0	08/10/2023	89.96
	Bill	08/10/2023	847 526-8063 955 0	08/10/2023	89.96
	Bill	08/10/2023	847 526-8031 954 2	08/10/2023	89.96
	Bill	08/13/2023	815 385-3758 650 6	08/13/2023	250.00
	Bill	08/13/2023	815 385-3930 054 2	08/13/2023	250.00
	Bill	08/13/2023	815 385-8947 616 8	08/13/2023	250.00
	Bill	08/19/2023	847 487-2174 636 0	08/19/2023	250.00
	Bill	08/28/2023	815 344-8266 805 7	08/28/2023	67.38
	Bill	08/28/2023	815 344-9622 845 0	08/28/2023	74.24
Total AT&T					2,922.23
AUTOMATION SERVICE & DESIGN, INC.					
	Bill	05/01/2023	3119	05/31/2023	840.00
Total AUTOMATION SERVICE & DESIGN, INC.					840.00
BITSPEED CONSULTING, INC					
	Bill	08/31/2023	12445	09/30/2023	508.00
Total BITSPEED CONSULTING, INC					508.00
BLUECROSS BLUESHIELD OF ILLINOIS					
	Bill	09/01/2023	September Statement	09/01/2023	144.92
Total BLUECROSS BLUESHIELD OF ILLINOIS					144.92
BP					
	Bill	09/04/2023	65031673	09/04/2023	49.28
Total BP					49.28
CENTRISYS CORPORATION					
	Bill	08/04/2023	PSI-31573	08/04/2023	646.04
Total CENTRISYS CORPORATION					646.04
CHASE BANK					

Northern Moraine Wastewater Reclamation District

Unpaid Bills

As of September 8, 2023

	Type	Date	Num	Due Date	Open Balance
	Bill	09/03/2023	0000001895	09/03/2023	25,867.22
Total CHASE BANK					25,867.22
COLUMBIA PIPE & SUPPLY CO.					
	Bill	08/24/2023	4216426	09/23/2023	59.88
	Bill	08/24/2023	4216543	09/23/2023	257.64
	Bill	08/28/2023	4218382	09/27/2023	11.59
Total COLUMBIA PIPE & SUPPLY CO.					329.11
COM ED					
	Bill	08/16/2023	1017125111	10/15/2023	152.79
	Bill	08/24/2023	5798009010	10/23/2023	118.14
Total COM ED					270.93
COMCAST CABLE					
	Bill	08/28/2023	Sept '23 Charges	08/28/2023	413.20
Total COMCAST CABLE					413.20
CONTINENTAL UTILITY SOLUTIONS, INC.					
	Bill	09/01/2023	R16450	10/01/2023	6,060.00
Total CONTINENTAL UTILITY SOLUTIONS, INC.					6,060.00
DAHME MECHANICAL INDUSTRIES, INC					
	Bill	08/29/2023	20230299	08/29/2023	14,888.00
Total DAHME MECHANICAL INDUSTRIES, INC					14,888.00
DIRECT ENERGY					
	Bill	08/21/2023	1818363	09/20/2023	140.95
	Bill	08/21/2023	1818364	09/20/2023	122.45
	Bill	08/21/2023	1818369	09/20/2023	127.80
	Bill	08/21/2023	1818362	09/20/2023	84.47
	Bill	08/21/2023	1818357	09/20/2023	144.08
	Bill	08/21/2023	1818356	09/20/2023	172.50
	Bill	08/21/2023	1818370	09/20/2023	10,707.98
	Bill	08/22/2023	1818371	09/21/2023	369.15
	Bill	08/22/2023	1818372	09/21/2023	259.39
	Bill	08/22/2023	1818352	09/21/2023	56.53
	Bill	08/22/2023	1818353	09/21/2023	81.36
	Bill	08/22/2023	1818360	09/21/2023	145.76
	Bill	08/23/2023	1818349	09/22/2023	32.39
	Bill	08/23/2023	1818368	09/22/2023	216.02
	Bill	08/23/2023	1818366	09/22/2023	54.96
	Bill	08/23/2023	1818365	09/22/2023	133.92
	Bill	08/23/2023	1818361	09/22/2023	86.14
	Bill	08/23/2023	1818359	09/22/2023	59.07
	Bill	08/23/2023	1818358	09/22/2023	97.94
	Bill	08/23/2023	1818350	09/22/2023	53.73
	Bill	08/23/2023	1818351	09/22/2023	94.47
	Bill	08/25/2023	1818354	09/24/2023	173.81
Total DIRECT ENERGY					13,414.87
FEDEX					
	Bill	08/30/2023	8-240-32998	08/30/2023	42.17
Total FEDEX					42.17
FILIPPINI LAW FIRM, LLP					
	Bill	08/04/2023	22112	09/03/2023	9,747.00
Total FILIPPINI LAW FIRM, LLP					9,747.00
GACRUX					
	Bill	09/05/2023	2978	10/05/2023	600.00
Total GACRUX					600.00
HYDROTEX					
	Bill	09/05/2023	510336	10/05/2023	469.95
Total HYDROTEX					469.95
ILLINOIS PUBLIC RISK FUND					

Northern Moraine Wastewater Reclamation District

Unpaid Bills

As of September 8, 2023

	Type	Date	Num	Due Date	Open Balance
Total ILLINOIS PUBLIC RISK FUND	Bill	08/14/2023	85036	08/14/2023	7,106.00
ISOLVED BENEFIT SERVICES					7,106.00
Total ISOLVED BENEFIT SERVICES	Bill	08/15/2023	112710100	08/15/2023	173.61
LOU'S GLOVES					173.61
Total LOU'S GLOVES	Bill	08/29/2023	053893	09/28/2023	860.00
MAC STRATEGIES GROUP, INC.					860.00
Total MAC STRATEGIES GROUP, INC.	Bill	09/05/2023	4632	09/05/2023	2,000.00
MCHENRY COUNTY RECORDER OF DEEDS					2,000.00
Total MCHENRY COUNTY RECORDER OF DEEDS	Bill	08/31/2023	113	09/30/2023	250.00
MCMASTER CARR					250.00
	Credit	08/30/2023	13497530		-275.71
	Bill	08/15/2023	12710100	09/14/2023	173.61
	Bill	08/31/2023	13608889	09/30/2023	268.38
Total MCMASTER CARR					166.28
MIDWEST POWER INDUSTRY, INC.					
Total MIDWEST POWER INDUSTRY, INC.	Bill	09/08/2023	1306	10/08/2023	3,445.04
MY FLEET CENTER					3,445.04
Total MY FLEET CENTER	Bill	07/24/2023	755348	08/23/2023	77.49
NICOR GAS					77.49
	Bill	08/10/2023	57-99-22-5907 7	08/10/2023	59.31
	Bill	08/11/2023	06-95-15-4737 8	08/11/2023	56.80
	Bill	08/11/2023	90-41-47-7663 4	08/11/2023	56.83
	Bill	08/11/2023	26-09-37-2242 4	08/11/2023	58.50
	Bill	08/11/2023	62-73-07-1850 9	08/11/2023	56.80
	Bill	08/11/2023	35-71-67-6191 7	08/11/2023	55.06
	Bill	08/11/2023	30-46-28-2620 4	08/11/2023	58.93
	Bill	08/11/2023	72-82-83-8859 4	08/11/2023	59.40
	Bill	08/11/2023	21-77-74-2310 0	08/11/2023	56.84
	Bill	08/11/2023	46-37-08-7812 9	08/11/2023	51.34
	Bill	08/11/2023	76-86-41-7910 6	08/11/2023	169.14
	Bill	08/11/2023	75-94-15-2793 1	08/11/2023	178.00
	Bill	08/11/2023	70-47-05-5332 5	08/11/2023	57.00
	Bill	08/11/2023	39-25-08-9552 9	08/11/2023	207.40
	Bill	08/11/2023	98-82-31-4996 2	08/11/2023	54.28
	Bill	08/14/2023	56-12-21-8263 9	08/14/2023	65.41
	Bill	08/15/2023	46-90-35-4491 7	08/15/2023	175.60
Total NICOR GAS					1,476.64
THE URBAN CRAFTSMAN					
Total THE URBAN CRAFTSMAN	Bill	09/08/2023	INVOICE 1	10/08/2023	6,000.00
THIRD MILLENNIUM ASSOCIATES INC					6,000.00
Total THIRD MILLENNIUM ASSOCIATES INC	Bill	08/31/2023	30391	08/31/2023	597.04
TRINE CONSTRUCTION CORP.					597.04
Total TRINE CONSTRUCTION CORP.	Bill	09/07/2023	16TH PAYMENT REQ	09/07/2023	109,778.60
TROTTER AND ASSOCIATES, INC					109,778.60
	Bill	07/31/2023	22071	07/31/2023	4,887.00
	Bill	07/31/2023	22068	07/31/2023	2,289.50
	Bill	07/31/2023	22073	07/31/2023	2,162.00

Northern Moraine Wastewater Reclamation District

Unpaid Bills

As of September 8, 2023

	Type	Date	Num	Due Date	Open Balance
	Bill	07/31/2023	22072	07/31/2023	81.50
	Bill	07/31/2023	21990	07/31/2023	4,427.50
	Bill	07/31/2023	22070	07/31/2023	1,740.00
	Bill	07/31/2023	22074	07/31/2023	7,216.00
	Bill	07/31/2023	22075	07/31/2023	771.50
	Bill	07/31/2023	22069	07/31/2023	2,546.00
	Bill	07/31/2023	22063	07/31/2023	17,671.50
Total TROTTER AND ASSOCIATES, INC					43,792.50
TRYON GOVERNMENTAL CONSULTING					
	Bill	08/29/2023	1420	09/28/2023	3,000.00
Total TRYON GOVERNMENTAL CONSULTING					3,000.00
USA BLUEBOOK					
	Bill	08/09/2023	00099387	09/08/2023	1,057.63
	Bill	09/05/2023	123967	10/05/2023	705.89
Total USA BLUEBOOK					1,763.52
VERIZON					
	Bill	08/18/2023	9942316024	09/17/2023	1,248.48
Total VERIZON					1,248.48
WASTE MANAGEMENT					
	Bill	09/06/2023	7223061-2013-9	10/06/2023	440.11
Total WASTE MANAGEMENT					440.11
WAUCONDA CAR WASH					
	Bill	07/31/2023	101924	07/31/2023	31.98
Total WAUCONDA CAR WASH					31.98
WEX FLEET UNIVERSAL					
	Bill Pmt -Check	04/20/2023	33057		-500.00
	Bill	08/23/2023	91287457	09/22/2023	1,181.08
Total WEX FLEET UNIVERSAL					681.08
TOTAL					263,608.98