



NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

REGULAR MEETING MINUTES

April 13, 2021

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

Present by Zoom: Trustees: John Ragland, Timothy Brunn, Lydia Ryberg, Jacob Mann, Ken Michaels
District Manager: Mohammed Haque; District Clerk: Deborah Martin
Others: Superintendent: Luke Markko; Staff Engineer, Joe Lapastora
Members of Public: Mary Schuman, resident of Island Lake

President Michaels called the meeting to order at 7:32 p.m.

Before starting the meeting, District President Ken Michaels stated that "due to the Governor's statewide disaster declaration relating to COVID-19, and in following social distancing guidelines, it is not prudent for the members of the District Board or staff to convene in person for tonight's meeting. The meeting is being held by video conference. The public is also invited to attend and listen to the meeting through Zoom or by phone as indicated on the meeting agenda. The meeting is being recorded in compliance with the Open Meetings Act."

1. CALL TO ORDER:

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

2. PLEDGE OF ALLEGIANCE:

Those present recited the Pledge of Allegiance

3. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, March 9, 2021

Motion by Trustee Brunn to approve the Regular Meeting minutes of March 9, 2021 as presented.

2nd by Trustee Ragland

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

5 ayes 0 nays 0 absent

MOTION CARRIED

4. TREASURER'S REPORT:

a. Approval of the Monthly Treasurer's Report for month ending February 28, 2021

The monthly Treasurer's Report was presented by Trustee Ryberg.

Motion by Mr. Ragland to approve the Treasurer's Report for month ending February 28, 2021 as presented by Trustee Ryberg.

2nd by Mr. Brunn



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

5 ayes 0 nays 0 absent

MOTION CARRIED

5. PUBLIC COMMENTS: Ms. Mary Schuman, a resident of Island Lake, attended this Zoom meeting. She expressed her concern over tonight's Agenda Item 10H – Retirement Health Care Funding Plan. Ms. Schuman stated that she did not feel that the already heavily taxed residents should fund such a program. President Michaels assured Ms. Schuman that the District's planned retirement health care funding plan would be voluntarily funded by the employees through their own earnings and not through tax dollars. He invited Ms. Schuman to stay and listen in on this evening's Board meeting.

6. MANAGER'S REPORT:

District Manager Mohammed Haque informed the Board that the District has received notice that the application for the \$200,000 grant for the Control Building Electrical Upgrades was awarded to the District. Manager Haque also told the Board that our application for Unsewered Community Grant Fund for Holiday Hills was approved and the District has received notice of a \$3.5 million dollar grant for this project, to be discussed further later in this meeting. Manager Haque explained that our Darrell Road application through this same program was not successful. He stated that he expected to hear soon about the Lift Station Upgrade grant as well. Manager Haque reported that several staff members have received COVID-19 vaccinations; however, adjustments are still having to be made for those employees choosing to not vaccinate. This will be addressed in Agenda Item 10I. Manager Haque informed the Board that 2 new engineering interns will begin with the District in May and that our current intern, Miranda Durbin, will be graduating and entering the wastewater engineering field. He reminded the District that a part time office clerk position is still being advertised. Manager Haque stated that there have been indications that J Condon will begin work on the Wegner Road Stormwater Improvement project this summer. Manager Haque reported that Woodman's punch list is still in play – there has been slow progress in completing this list. Mr. Haque stated that there is no news on the car wash expansion for Woodman's. Manager Haque informed the Board that there are 5 developments scheduled for the Woodman's out lots. Included in these developments are Starbucks, Chipotle and Buono Beef. Manager Haque explained that he included a letter in the Trustee's packets that he has drafted to send to US Senators Durbin and Duckworth along with US Representatives Underwood and Casten informing them of the projects for Holiday Hills and Darrell Road; asking for any support they can give the District.

Superintendent Luke Markko reported on the progress being made on building the District's televising van; Mr. Markko is happy that the cost to build what the District needs in this van will be much lower than projected costs if buying this van new. Mr. Markko informed the Board that a local company is assisting with this conversion.

7. TRUSTEE REPORTS - none

8. LEGAL BUSINESS - none



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9. OLD BUSINESS – none

a. Trustee Appointment for the term beginning May 1, 2021 and ending April 30, 2024

District Manager Haque reported that letters to appointing legislators had been sent with no responses received yet. No Board action taken.

10. NEW BUSINESS

a. Notice of State Award for Control Building Grant

District Manager Haque informed the Board that the District was formally notified today of the award of the \$200,000 grant for the Control Building Electrical Upgrades project. This grant was part of the Rebuild Illinois Capital bill that was passed in 2019, just prior to the pandemic and was a result of District efforts to inform our legislators of the District's variety of capital asset needs for running and operating a first-rate modern resource recovery facility. The District is now able to proceed with the bidding and subsequent award of the project. The overall cost is anticipated to be \$445,494, including engineering. Most of the engineering expense on the project has already occurred and the balance of costs not being funded by the grant has been already factored into the proposed District budget for 2021-2022. President Michaels asked if a press release will be issued, to inform the public of this grant; Manager Haque stated that he would speak to the District's public relations contact. No Board action was taken.

b. Review and Authorize Holiday Hills Grant and Project Approach

District Manager Haque informed the Board that the District was notified on March 11, 2021 that a grant in the amount of \$3,495,600 for the Holiday Hills project will be awarded. The notice was received from IEPA for the Unsewered Community Grant Fund that was established in 2020 and had its first grant application period with this batch. Mr. Haque reported that the IEPA received 22 applications, and 6 were awarded. He told the Board that he felt this is a significant grant and makes this project much more feasible. He told the Board that he has worked with Trotter and Associates to submit all documents that were required by March 26, 2021, and to confirm our acceptance of the grant. Manager Haque reported that he has had several conversations with the District's team of attorney, engineer, board president and consultants to come up with the right approach for Holiday Hills that will work for the District, IEPA and the residents. The financial picture that the District is facing is as follows:

- Grant will cover \$3.5M of the \$6.7M cost of installing sewers in Holiday Hills. Still needed: \$3.2M
- Each house will have a Permit Connection Fee of \$10,922
- Each house will have the cost to get their house connected to sewer, estimated at \$5,000 each

District Manager Haque informed the Board that while this all seems daunting, the opportunity of the \$3.5 M grant has allowed our team to think outside the box on how to approach this project; coming up with alternatives that work for the District, the IEPA and the residents to be served. It is Mr. Haque's recommendation that the District proceed as planned, and to have a formal announcement on the grant soon. In addition, Mr. Haque and the team will work out a scenario that is beneficial to the residents of Holiday Hills as well as the District. No Board action taken.

c. Approve Phase 2 for Asset Management Software with Cartegraph Systems

Motion by Mr. Ragland to proceed with entering into an agreement for Phase 2 of the Asset Management Software for the District's project with Cartegraph Systems LLC in the amount of \$12,016.68.

2nd Mr. Brunn

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

5 ayes 0 nays 0 abstain

MOTION CARRIED



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d. Approval of Resolution to enter into Agreement with CBIZ Valuation Group, LLC

Motion by Mr. Brunn to approve an Agreement with CBIZ Valuation Group, LLC in the amount of \$1,700 for Fixed Asset Reporting and Property Insurance Valuation Updating Services and to authorize the District Manager to execute the Agreement.

2nd Mrs. Ryberg

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

5 ayes 0 nays 0 abstain

MOTION CARRIED

e. Acceptance of Records Disposal Initiation

Motion by Mrs. Ryberg to accept the Initiation of the Records Disposal Process for items listed on Application No. 05:289 to be approved by the State of Illinois, pursuant to state statutes.

2nd Trustee Mann

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

5 ayes 0 nays 0 abstain

MOTION CARRIED

f. Approval of Resolution to enter into Agreement for Lawn Maintenance

Motion by Mr. Brunn to approve entering into an Agreement with Accent Landscape Services for Lawncare and Landscape Services in the revised bid amount and to adopt a Resolution to execute an Agreement for one year beginning May 1, 2021 with Accent Landscape Services.

2nd Mrs. Ryberg

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

5 ayes 0 nays 0 abstain

MOTION CARRIED

g. Approve Ordinance 21-02 Extending Authorization of Emergency Powers and Procedures in Response to COVID-19.

After some discussion concerning the wording of the proposed Ordinance 21-02, Board members asked that the wording in Section 3 of Ordinance 21-02 be changed to add the word "voluntarily" in front of vaccinated.

Motion by Mrs. Ryberg to approve Ordinance 21-02, extending authorization of Emergency Powers and Procedures in response to COVID-19, as amended.

2nd Mr. Ragland

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

5 ayes 0 nays 0 abstain

MOTION CARRIED



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h. Approve Resolution Adopting a Retirement Health Care Funding Plan

Motion by Mr. Brunn to Approve a Resolution establishing a VantageCare Retirement Health Savings Program and authorize the District Manager to enter into an Administrative Services Agreement with ICMA-RC
2nd Mrs. Ryberg

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

5 ayes 0 nays 0 abstain

MOTION CARRIED

i. Approve Resolution Adopting COVID-19 Safety Procedures

The Board discussed the Resolution presented concerning safety procedures to be adopted by the District considering the current COVID-19 pandemic. Apprehensions were raised over the role the District should play in vaccinations and the extent of PPE use for vaccinated and unvaccinated employees.

Motion by Mr. Brunn to approve a Resolution Adopting COVID-19 Safety Procedures
2nd Mrs. Ryberg

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

4 ayes 1 nays 0 abstain

MOTION CARRIED

11. MISCELLANEOUS CORRESPONDENCE

- a. MCCG Membership Meeting: no meetings were scheduled as of April 13, 2021

12. APPROVAL OF BILLS

Motion by Mr. Brunn to approve payment of bills on the April 13, 2021 bill list as presented, in the amount of \$596,420.50.

2nd by Mrs. Ryberg

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

5 ayes 0 nays 0 absent

MOTION CARRIED

13. OTHER BUSINESS - none

ADJOURNMENT

Motion by Mrs. Ryberg to adjourn the meeting at 8:54 p.m.

2nd by Mr. Brunn

5 ayes 0 nays 0 absent

MOTION CARRIED