



AGENDA
REGULAR MEETING
7:30 P.M. – April 13, 2021

Due to the Governor's statewide disaster declaration relating to the COVID-19 pandemic and current public health guidelines for social distancing, the President of the Northern Moraine Wastewater Reclamation District has determined that it is not prudent for the members of the District Board or staff to convene in-person for this meeting. Therefore, the District Board is meeting by video conference. Those same conditions require barring access to the public for in-person attendance. In light of those limitations, the public is invited to attend and listen to the meeting through Zoom platform or by phone as indicated on this meeting agenda. To comply with the Open Meetings Act requirements for virtual meetings, the meeting will be recorded.

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

Meeting ID: 757 815 1340

Zoom Meeting w/ Audio Only: +13126266799,,7578151340#

- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PRESENTATION & APPROVAL OF MINUTES**
 - a. Regular Meeting Minutes – March 9, 2021
- 4. TREASURER'S REPORT**
 - a. Quarterly Investment Report
- 5. PUBLIC COMMENTS**
- 6. MANAGER'S REPORT**
 - a. Operations Report
 - b. Engineering Report
 - c. Delinquent Accounts Report
- 7. TRUSTEE REPORTS**
- 8. LEGAL BUSINESS**
- 9. OLD BUSINESS**
 - a. Trustee Appointment for the term beginning May 1, 2021 and ending April 30, 2024
- 10. NEW BUSINESS**
 - a. Notice of State Award for Control Building Grant
 - b. Review and Authorize Holiday Hills Grant and Project Approach
 - c. Approve Phase 2 for Asset Management Software, Cartegraph
 - d. Appraisal Update Services Agreement with CBIZ Valuation Group, LLC
 - e. Authorization to Dispose of Records per State Statute
 - f. Approve Landscape Maintenance Services
 - g. Approve Ordinance Extending Emergency Declaration
 - h. Approve Resolution Adopting a Retirement Health Care Funding Plan
 - i. Approve Resolution Adopting COVID-19 Safety Practices
- 11. MISCELLANEOUS CORRESPONDENCE**
 - a. MCCG Membership Meeting





NORTHERN MORaine **W R D**

12. APPROVAL OF BILLS

13. OTHER BUSINESS

- a.* Executive Session – Personnel, if needed

Posted to www.nmwrld.org – April 9, 2021



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



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Northern Moraine Wastewater Reclamation District

Treasurer Report

As of February 28, 2021

Feb 28, 21

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	300.00
1015 · Cash on Hand	500.00
1016 · Chase - Checking	369,751.72
1018 · Chase - Savings	1,835,436.02
1020 · Blackhawk Checking	355,120.21
1030 · Blackhawk Savings	44.01
1060 · IL Epay Funds	76,339.68
1070 · JP Morgan Securities	6,289.71
Total Checking/Savings	2,643,781.35

Kenneth A. Michaels, Jr, President

Date

Lydia Ryberg, Treasurer

Date

Deborah Martin, District Clerk

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, 2020 through February 28, 2021

	May '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Property Tax Income	119,929.86	119,608.70	321.16	100.3%
4090 · Replacement Tax Income	0.00	934.74	(934.74)	0.0%
4300 · Sewer Permit Income	1,100.00	2,100.00	(1,000.00)	52.4%
4500 · Sewer Usage Income	2,257,355.86	2,668,056.84	(410,700.98)	84.6%
4510 · Connection Fees	97,398.00	198,030.00	(100,632.00)	49.2%
4520 · Penalty Income	59,471.66	84,284.61	(24,812.95)	70.6%
4600 · Refund Income	10,346.89	100.00	10,246.89	10,346.9%
4700 · Reimbursement Income	30,079.36			
4730 · Interest Income	1,178.42	18,500.00	(17,321.58)	6.4%
4900 · Miscellaneous Income	40,997.17	3,000.00	37,997.17	1,366.6%
4910 · Hauled Waste Income	34,476.00	24,777.22	9,698.78	139.1%
4930 · Engin. & Legal Rev. Fees	2,500.00	5,000.00	(2,500.00)	50.0%
Total Income	2,654,833.22	3,124,392.11	(469,558.89)	85.0%
Gross Profit	2,654,833.22	3,124,392.11	(469,558.89)	85.0%
Expense				
5000 · Salaries	591,547.15	783,390.86	(191,843.71)	75.5%
5010 · Payroll Tax Expense	40,997.00	58,754.31	(17,757.31)	69.8%
5020 · Payroll Expenses-other	675.00	900.00	(225.00)	75.0%
5030 · Employee Insurance	143,066.43	160,568.65	(17,502.22)	89.1%
5040 · Trainings & Seminars	4,301.56	11,900.00	(7,598.44)	36.1%
5050 · Clothing Allowance	733.94	2,600.00	(1,866.06)	28.2%
5060 · IMRF Employer Contribution Exp.	51,743.71	71,366.90	(19,623.19)	72.5%
5110 · Maintenance-Buildings	22,466.27	18,000.00	4,466.27	124.8%
5120 · Maintenance-Vehicles	11,604.71	11,000.00	604.71	105.5%
5130 · Maintenance-Equipment	17,495.17	20,500.00	(3,004.83)	85.3%
5140 · Maintenance-Utility System	110,057.45	80,000.00	30,057.45	137.6%
5150 · Maintenance Supplies	1,450.81	3,000.00	(1,549.19)	48.4%
5160 · Sludge Hauling	8,675.70	28,000.00	(19,324.30)	31.0%
5210 · Operating Supplies	3,517.14	9,000.00	(5,482.86)	39.1%
5220 · Motor Fuel & Lube	14,623.96	11,500.00	3,123.96	127.2%
5230 · Vehicle Supplies	896.39	350.00	546.39	256.1%
5240 · Lab Supplies	9,472.01	15,000.00	(5,527.99)	63.1%
5245 · Miscellaneous Equipment	457.51	2,000.00	(1,542.49)	22.9%
5250 · Small Tools	970.19	1,200.00	(229.81)	80.8%
5255 · Chemicals Expense	66,908.70	83,000.00	(16,091.30)	80.6%
5260 · Safety Equipment	12,479.29	5,500.00	6,979.29	226.9%
5320 · General Insurance	90,590.86	73,088.00	17,502.86	123.9%
5330 · Telephone Expense	29,614.19	34,540.00	(4,925.81)	85.7%
5360 · Utilities	122,973.26	151,000.00	(28,026.74)	81.4%
5361 · Security System	10,371.39	10,700.00	(328.61)	96.9%
5380 · Rentals	0.00	600.00	(600.00)	0.0%
5390 · Travel Expense	147.39	2,200.00	(2,052.61)	6.7%
5410 · Software Support	23,624.38	30,320.00	(6,695.62)	77.9%
5420 · Accounting Service	7,600.00	9,600.00	(2,000.00)	79.2%
5430 · Professional Lab Testing	5,154.60	7,000.00	(1,845.40)	73.6%
5435 · Julie Locate Expense	6,039.72	3,400.00	2,639.72	177.6%
5440 · Engineering Service	0.00	3,000.00	(3,000.00)	0.0%
5450 · Legal Expense	62,451.45	35,500.00	26,951.45	175.9%
5460 · Permit Fees	18,000.00	18,000.00	0.00	100.0%
5480 · Other Professional Services	87,344.36	93,600.00	(6,255.64)	93.3%
5510 · Office Supplies	3,664.53	7,000.00	(3,335.47)	52.4%
5520 · Postage	21,845.25	25,000.00	(3,154.75)	87.4%
5530 · Website Expense	255.96	2,500.00	(2,244.04)	10.2%
5540 · Printing & Publishing	7,164.95	9,300.00	(2,135.05)	77.0%
5550 · Publications & Subscriptions	99.99	200.00	(100.01)	50.0%
5560 · Membership Dues	3,570.00	4,860.00	(1,290.00)	73.5%
5630 · Bank Service Charges	12,618.61	13,800.00	(1,181.39)	91.4%
5640 · Interest Expense	37,511.40	476,739.17	(439,227.77)	7.9%
5710 · Miscellaneous Expense	559.45	500.00	59.45	111.9%
5810 · Refunds	0.00	100.00	(100.00)	0.0%

Northern Moraine Wastewater Reclamation District

Profit & Loss Budget vs. Actual

Accrual Basis

May 1, 2020 through February 28, 2021

	May '20 - Feb 21	Budget	\$ Over Budget	% of Budget
66900 · Reconciliation Discrepancies	0.00			
Total Expense	1,665,341.83	2,390,077.89	(724,736.06)	69.7%
Net Ordinary Income	989,491.39	734,314.22	255,177.17	134.8%
Other Income/Expense				
Other Income				
4810 · Bond Proceeds & Interest	5,979.76	5,000,000.00	(4,994,020.24)	0.1%
4995 · Grants & Contributions	1,748.00			
Total Other Income	7,727.76	5,000,000.00	(4,992,272.24)	0.2%
Other Expense				
6010 · Office Equipment over \$500	2,608.80	3,200.00	(591.20)	81.5%
6030 · Capitalized Treatment Upgrade	1,827,791.18	6,860,000.00	(5,032,208.82)	26.6%
6040 · Bond Principal Payable	0.00	393,818.00	(393,818.00)	0.0%
6070 · Building Improvements	14,823.94	25,000.00	(10,176.06)	59.3%
Total Other Expense	1,845,223.92	7,282,018.00	(5,436,794.08)	25.3%
Net Other Income	(1,837,496.16)	(2,282,018.00)	444,521.84	80.5%
Net Income	<u>(848,004.77)</u>	<u>(1,547,703.78)</u>	<u>699,699.01</u>	<u>54.8%</u>

Northern Moraine W R D

Account History Report Sorted by Account# for: 08/01/19 through: 04/07/21

Range: 5004371 through: 5004371

Summary Version

Date: 4/7/2021 Page: 1

Acct #	Name	Billing Date	Current Reading	Units Used	Payments	Arrearage	Current +Tax & S.C.	Total Due
5004371	BMO HARRIS BANK NA	08/01/19	0	0	0.00	140.38	39.51	179.89
	* SVC CHARGE BILLING *	08/01/19	0	0	0.00	179.89	3.95	183.84
	XORIO127, LLC	09/01/19	0	0	0.00	183.84	39.51	223.35
	* SVC CHARGE BILLING *	09/01/19	0	0	0.00	223.35	3.95	227.30
	XORIO127, LLC	10/01/19	0	0	0.00	227.30	39.51	266.81
	* SVC CHARGE BILLING *	10/01/19	0	0	0.00	266.81	3.95	270.76
	*Misc Posting: XORIO127, LL	10/30/19	0	0	0.00	270.76	10.00	280.76
	XORIO127, LLC	11/01/19	0	0	0.00	280.76	39.51	320.27
	* SVC CHARGE BILLING *	11/01/19	0	0	0.00	320.27	3.95	324.22
	*Misc Posting: XORIO127, LL	11/26/19	0	0	0.00	324.22	10.00	334.22
	XORIO127, LLC	12/01/19	0	0	0.00	334.22	39.51	373.73
	* SVC CHARGE BILLING *	12/01/19	0	0	0.00	373.73	3.00	376.73
	XORIO127, LLC	01/01/20	0	0	343.73	33.00	39.51	72.51
	XORIO127, LLC	02/01/20	0	0	72.51	0.00	39.51	39.51
	* SVC CHARGE BILLING *	02/01/20	0	0	0.00	39.51	3.95	43.46
	XORIO127, LLC	03/01/20	0	0	0.00	43.46	39.51	82.97
	XORIO127, LLC	04/01/20	0	0	0.00	82.97	39.51	122.48
	XORIO127, LLC	05/01/20	0	0	0.00	122.48	39.51	161.99
	* SVC CHARGE BILLING *	05/01/20	0	0	0.00	161.99	3.95	165.94
	XORIO127, LLC	06/01/20	0	0	0.00	165.94	39.51	205.45
	*Misc Posting: XORIO127, LL	06/05/20	0	0	0.00	205.45	10.00	215.45
	* SVC CHARGE BILLING *	06/01/20	0	0	0.00	215.45	3.95	219.40
	*Misc Posting: XORIO127, LL	06/29/20	0	0	0.00	219.40	136.00	355.40
	*Misc Posting: XORIO127, LL	06/30/20	0	0	0.00	355.40	25.00	380.40
	XORIO127, LLC	07/01/20	0	0	0.00	380.40	39.51	419.91
	*Misc Posting: XORIO127, LL	07/10/20	0	0	0.00	419.91	-7.90	412.01
	*Misc Posting: XORIO127, LL	07/10/20	0	0	0.00	412.01	-10.00	402.01
	*Misc Posting: XORIO127, LL	07/10/20	0	0	0.00	402.01	-25.00	377.01
	* SVC CHARGE BILLING *	07/01/20	0	0	0.00	377.01	3.95	380.96
	XORIO127, LLC	08/01/20	0	0	241.01	139.95	39.51	179.46
	* SVC CHARGE BILLING *	08/01/20	0	0	0.00	179.46	3.95	183.41
	XORIO127, LLC	09/01/20	0	0	39.51	143.90	39.51	183.41
	* SVC CHARGE BILLING *	09/01/20	0	0	0.00	183.41	3.95	187.36
	XORIO127, LLC	10/01/20	0	0	39.51	147.85	39.51	187.36
	* SVC CHARGE BILLING *	10/01/20	0	0	0.00	187.36	3.95	191.31
	XORIO127, LLC	11/01/20	0	0	39.51	151.80	40.50	192.30
	* SVC CHARGE BILLING *	11/01/20	0	0	0.00	192.30	4.05	196.35
	XORIO127, LLC	12/01/20	0	0	40.50	155.85	40.50	196.35
	* SVC CHARGE BILLING *	12/01/20	0	0	0.00	196.35	4.05	200.40
	XORIO127, LLC	01/01/21	0	0	40.50	159.90	40.50	200.40
	* SVC CHARGE BILLING *	01/01/21	0	0	0.00	200.40	4.05	204.45
	XORIO127, LLC	02/01/21	0	0	40.50	163.95	40.50	204.45
	* SVC CHARGE BILLING *	02/01/21	0	0	0.00	204.45	4.05	208.50
	XORIO127, LLC	03/01/21	0	0	40.50	168.00	40.50	208.50
	* SVC CHARGE BILLING *	03/01/21	0	0	0.00	208.50	4.05	212.55
	XORIO127, LLC	04/01/21	0	0	40.50	172.05	40.50	212.55

0 978.28 1050.45

Report Totals:

0 978.28 1050.45

Count: 46

Note: * Indicates child account not included in gallons total



DRAFT

April 8, 2021

The Honorable Richard Durbin
230 S. Dearborn Street, Suite 3892
Chicago, IL 60604

The Honorable Tammy Duckworth
230 S. Dearborn Street, Suite 3900
Chicago, IL 60604

The Honorable Lauren Underwood
333 Commerce Drive, Suite 700
Crystal Lake, IL 60014

The Honorable Sean Casten
200 S. Hough Street
Barrington, IL 60010

Re: Infrastructure Legislation Consideration

Dear Sen. Durbin, Sen. Duckworth, Rep. Underwood, and Rep. Casten:

On behalf of the Northern Moraine Wastewater Reclamation District (NMWRD), I write to ask that you please consider two of NMWRD's sanitary wastewater infrastructure funding needs in future infrastructure legislation.

We are a regional wastewater treatment agency servicing portions of McHenry County and specifically the communities of Island Lake, Port Barrington and Lakemoor, with the intention of further expanding our 70 miles of sanitary sewer mains to neighboring homes and businesses which lie within our facility planning area. Expansion would further our mission of protecting public health and preserving the environment by reclaiming precious water and other resources.

The NMWRD treats raw sewage and all substances disposed down drains which travel through our sanitary sewer system for treatment at our processing plant in Island Lake. The raw wastewater we receive is transformed into water acceptable for discharge into the Fox River, following all state and federal EPA standards. Further, we dry the byproducts removed from the wastewater, then haul it to local farms to be used as fertilizer.

It is the vision of the District to maintain a sustainable municipal wastewater utility while expanding service to those communities and residents within the service area in a cost effective and environmentally sound manner, while minimizing social impacts. Two specific projects on our immediate radar will further this mission and vision when funding becomes available:

- 1. Provide a sanitary sewer system for the unsewered homes in the Village of Holiday Hills.**
- 2. Install a sewer collection system at Darrell Road in Island Lake to relieve capacity issues which would resolve and prevent further environmental damage to the ecosystem.**





VILLAGE OF HOLIDAY HILLS PROJECT. Approximately 300 homes in the Village of Holiday Hills fall within the NMWRD facility planning area and are unsewered. Residents currently own and maintain private septic systems, however they are prone to flooding and fecal contamination when their private septic systems become overwhelmed. Eliminating the septic systems and connecting each home to the NMWRD sanitary sewer system would eliminate a host of environmental deficiencies and appropriately address homeowners' concerns.

Community's environmental benefit

The elimination of nearly 300 private septic systems located in the Fox River floodway, floodplain, and their tributary canals would greatly improve the region's water quality. Failing and overloaded septic systems contribute significant amounts of fecal coliform bacteria to the Fox River, especially when septic become submerged during wet weather conditions. The systematic removal of septic systems in the Fox Valley is highly endorsed by the Fox River Study Group and the NMWRD.

Homeowners' benefits

Beyond the community's shared benefits of removing bacteria and septic discharge into the neighboring Fox River, Holiday Hills residents can rectify problems they have experienced when operating water-consuming appliances such as washing machines, dishwashers, and garbage disposals. Connection to a sanitary sewer system would rectify these problems and allow Village residents to optimize the use of their homes' water-consuming appliances and plumbing.

Projected cost

Approximately \$6,700,000

DARRELL ROAD COLLECTION SYSTEM PROJECT. The NMWRD has reached its capacity in the commercial area where Highways 12 and 120 intersect, effectively stopping efforts for further development. Additionally, a new Darrell Road collection system would allow the NMWRD the capacity to accept sewage from Rockwell Utilities, eliminating the threat of future contamination of the nearby, environmentally important Volo Bog State Natural Area.

The proposed Darrel Road Collection System

The project would be implemented in a phased manner over the course of several years as dictated by development, but at least four distinguishable benefits would be achieved:

1. The NMWRD's 24-inch Route 176 West Interceptor requires capacity relief which the new Darrell Road system would provide by accommodating flows from the Northeastern Basin.





2. The new collection system would also provide relief to the 12-inch Route 176 East Interceptor because peak flows that currently are routed through this pipe would be conveyed directly to the NMWRD treatment facility, bypassing the current choke points.
3. The collection system would also relieve projected overload conditions in the existing 8-inch and 12-inch parallel force mains. Extension of the Darrell Road Interceptor north along Darrell Road to Lakemoor will allow the force main from Lakemoor Lift Station 7 to be redirected to the east, thereby freeing capacity in the existing 12-inch force main along Lily Lake and River Roads to convey the additional flow that is projected to be generated by growth in the Northwestern Drainage Basin.
4. The Darrell Road collection system would not only provide relief to the existing interceptor sewers and force mains, but also would provide a means to extend wastewater service to the currently unserved Eastern Drainage Basin.

Projected cost

Approximately \$26,400,000

Alternative option providing a shorter-term solution

Funding of the Darrell Road collection system has always been contingent upon development within the Eastern Basin. An interim solution is to upgrade Lift Station 7 and construct a new force main from the Northeastern Basin to the intersection of Darrell Road and Route 176, as well as the completion of the 42-inch interceptor from the treatment facility to the Water's Edge Lift Station. If those were accomplished, the District would be able to construct all other phases if and when the Eastern Basin is developed.

Projected cost

Approximately \$16,600,000

We look forward to working with you on this project.

NORTHERN MORaine WRD

Mohammed M. Haque
District Manager



Darrell Road Special Connection Fee Collections

[illegible]



NORTHERN MORAIN W R D

Northern Moraine WRD Project Grant Tracking

Rev. April 5, 2021

Project	Year	Program	Agency	Grant Requested	Expected Grant Amount	Project Amount	Date Applied	Status
Darrell Road Unsewered Facilities Project – Darrell Road Phase 1B	2020	Rebuild Illinois Fast Track Public Infrastructure Grant Program	DCEO	\$3,494,973	-	\$3,494,973	5/20/2020	Not Awarded
Darrell Road Unsewered Facilities Project – All Phases	2020	Rebuild Illinois Public Infrastructure Grant Program	DCEO	\$4,995,160	-	\$18,500,493	6/24/2020	Under Review
Control Building Electrical Upgrades Project	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	Under Review
Unsewered Community – Village of Holiday Hills	2020	Unsewered Communities Construction Grant Program	IEPA	\$3,495,600	\$3,495,000	\$6,700,000	12/31/2020	Awarded/ In Progress
Darrell Road Unsewered Facilities Project	2020	Unsewered Communities Construction Grant Program	IEPA	\$5,000,000	-	\$18,350,000	12/31/2020	Not Awarded
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	Under Review
*Darrell Road Unsewered Facilities Project	2021	FY2022 Appropriations Request Form IL-14 (Google Form)	US House Representative Underwood	\$18,350,520	-	\$18,350,000	3/5/2021	Under Review
Expected Grant Amount (rev. April 2021)					\$4,095,600			

*District made the same request to US House Representative Underwood's Office for Holiday Hills full project cost. This was done prior to the District being informed that the Unsewered community grant was approved.



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Northern Moraine WRD - Septage Receiving Tracking
FY 2020-21



Month	Loads	Gallons	Revenue FY20-21	Revenue FY19-20
May-20	19	53200	\$3,396.60	\$1,260.00
Jun-20	20	63400	\$3,763.80	\$1,320.00
Jul-20	25	80700	\$4,528.80	\$711.00
Aug-20	16	58900	\$2,927.40	\$1,335.00
Sep-20	22	78250	\$3,937.20	\$777.00
Oct-20	22	74950	\$4,018.80	\$2,304.00
Nov-20	19	69900	\$3,488.40	\$2,550.00
Dec-20	7	25850	\$1,285.20	\$1,968.60
Jan-21	9	32100	\$1,632.00	\$1,642.20
Feb-21	4	13600	\$734.40	\$1,632.00
Mar-21	28	91435	\$5,151.00	\$2,682.60
Apr-21				\$2,488.80
Total	191	479300	\$34,863.60	\$20,671.20

	Date	Company Name	Gallons	Cost/Gal	Revenue	Time	Type
May	5/1/2020	Comm. Sewer & Septic	2750	Flat Rate	\$173.40	10:35AM	Septic
	5/4/2020	Weidners	3100	Flat Rate	\$183.60	10:30AM	Septic
	5/5/2020	Comm. Sewer & Septic	2750	Flat Rate	\$173.40	1:45PM	Septic
	5/6/2020	Comm. Sewer & Septic	1500	Flat Rate	\$173.40	10:05AM	Septic
	5/6/2020	Weidners	3000	Flat Rate	\$183.60	2:45PM	Septic
	5/7/2020	Weidners	3100	Flat Rate	\$183.60	11:45AM	Septic
	5/7/2020	Weidners	3500	Flat Rate	\$183.60	2:50PM	Septic
	5/12/2020	Comm. Sewer & Septic	2500	Flat Rate	\$173.40	10:10AM	Septic
	5/12/2020	Weidners	3400	Flat Rate	\$183.60	3:25PM	Septic
	5/14/2020	Comm. Sewer & Septic	3200	Flat Rate	\$173.40	10:30AM	Septic
	5/14/2020	Weidners	3200	Flat Rate	\$183.60	3:00PM	Septic
	5/15/2020	Weidners	3000	Flat Rate	\$183.60	10:00AM	Septic
	5/19/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	3:40PM	Septic
	5/20/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	10:30AM	Septic
	5/20/2020	Weidners	3500	Flat Rate	\$183.60	11:45AM	Septic
	5/20/2020	Weidners	3600	Flat Rate	\$183.60	3:00PM	Septic
	5/21/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	11:10AM	Septic
June	5/21/2020	Weidners	3100	Flat Rate	\$183.60	2:55PM	Septic
	5/28/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	11:30AM	Septic
	6/1/2020	Weidners	3250	Flat Rate	\$183.60	8:30AM	Septic
	6/2/2020	Comm. Sewer & Septic	2500	Flat Rate	\$173.40	3:20PM	Septic
	6/3/2020	Comm. Sewer & Septic	2250	Flat Rate	\$173.40	12:30PM	Septic
	6/5/2020	Weidners	3500	Flat Rate	\$183.60	9:00AM	Septic
	6/5/2020	Comm. Sewer & Septic	2500	Flat Rate	\$173.40	10:00AM	Septic
	6/9/2020	Comm. Sewer & Septic	2500	Flat Rate	\$173.40	11:22AM	Septic
	6/10/2020	Weidners	3750	Flat Rate	\$183.60	9:05AM	Septic
	6/10/2020	Weidners	3800	Flat Rate	\$183.60	12:00PM	Septic
	6/10/2020	Comm. Sewer & Septic	1000	Flat Rate	\$173.40	12:50PM	Septic
	6/10/2020	Weidners	3800	Flat Rate	\$183.60	-	Septic
	6/11/2020	Weidners	3800	Flat Rate	\$183.60	9:55AM	Septic
	6/11/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	2:50PM	Septic
	6/12/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	12:00PM	Septic
	6/17/2020	Weidners	3800	Flat Rate	\$183.60	2:55PM	Septic
	6/19/2020	Weidners	3800	Flat Rate	\$183.60	8:45AM	Septic
	6/19/2020	Weidners	3750	Flat Rate	\$183.60	3:10PM	Septic
	6/24/2020	Comm. Sewer & Septic	3000	Flat Rate	\$173.40	10:45AM	Septic
	6/24/2020	Weidners	3800	Flat Rate	\$183.60	12:15PM	Septic
	6/25/2020	Comm. Sewer & Septic	1000	Flat Rate	\$173.40	10:30AM	Septic
	6/25/2020	Weidners	3600	Flat Rate	\$183.60	3:30PM	Septic
	6/26/2020	Weidners	4000	Flat Rate	\$183.60	9:00AM	Septic
	6/29/2020	Weidners	3900	Flat Rate	\$183.60	12:15PM	Septic

July	7/1/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	12:00PM	Septic
	7/1/2020	Weidners	3850	Flat Rate	\$183.60	1:30PM	Septic
	7/7/2020	Weidners	3950	Flat Rate	\$183.60	12:00PM	Septic
	7/8/2020	Weidners	3600	Flat Rate	\$183.60	9:00AM	Septic
	7/9/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	1:15PM	Septic
	7/10/2020	Weidners	3800	Flat Rate	\$183.60	9:35AM	Septic
	7/10/2020	Weidners	2800	Flat Rate	\$183.60	12:55PM	Septic
	7/13/2020	Weidners	3800	Flat Rate	\$183.60	12:15PM	Septic
	7/14/2020	Comm. Sewer & Septic	1750	Flat Rate	\$173.40	11:30AM	Septic
	7/15/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	11:30AM	Septic
	7/15/2020	Weidners	3750	Flat Rate	\$183.60	12:45PM	Septic
	7/15/2020	Weidners	2550	Flat Rate	\$183.60	3:20PM	Septic
	7/16/2020	Comm. Sewer & Septic	3000	Flat Rate	\$173.40	9:30AM	Septic
	7/17/2020	Weidners	3400	Flat Rate	\$183.60	9:05AM	Septic
	7/17/2020	Weidners	3400	Flat Rate	\$183.60	9:20AM	Septic
	7/17/2020	Weidners	3500	Flat Rate	\$183.60	10:55AM	Septic
	7/20/2020	Weidners	3500	Flat Rate	\$183.60	3:10PM	Septic
	7/21/2020	Weidners	3800	Flat Rate	\$183.60	8:30AM	Septic
	7/24/2020	Weidners	3700	Flat Rate	\$183.60	8:15AM	Septic
	7/28/2020	Weidners	3800	Flat Rate	\$183.60	8:45AM	Septic
	7/29/2020	Weidners	3800	Flat Rate	\$183.60	9:30AM	Septic
	7/29/2020	Comm. Sewer & Septic	2000	Flat Rate	\$173.40	3:40PM	Septic
	7/31/2020	Weidners	3700	Flat Rate	\$183.60	9:00AM	Septic
	7/31/2020	Weidners	3500	Flat Rate	\$183.60	1:15PM	Septic
	7/31/2020	Weidners	3750	Flat Rate	\$183.60	2:00PM	Septic
August	8/5/2020	Comm. Sewer & Septic	3000	Flat Rate	\$173.40	11:55am	Septic
	8/6/2020	Weidners	3800	Flat Rate	\$183.60	11:45am	Septic
	8/7/2020	Weidners	3500	Flat Rate	\$183.60	3:15pm	Septic
	8/11/2020	Weidners	3700	Flat Rate	\$183.60	2:30pm	Septic
	8/12/2020	Weidners	3800	Flat Rate	\$183.60	12:35pm	Septic
	8/13/2020	Weidners	3850	Flat Rate	\$183.60	3:10m	Septic
	8/14/2020	Weidners	3100	Flat Rate	\$183.60	9:15am	Septic
	8/14/2020	Weidners	4000	Flat Rate	\$183.60	12:00pm	Septic
	8/19/2020	Weidners	4000	Flat Rate	\$183.60	11:45am	Septic
	8/19/2020	Weidners	3700	Flat Rate	\$183.60	3:00pm	Septic
	8/21/2020	Weidners	3750	Flat Rate	\$183.60	9:30am	Septic
	8/21/2020	Weidners	3800	Flat Rate	\$183.60	12:30pm	Septic
	8/26/2020	Weidners	3800	Flat Rate	\$183.60	9:30am	Septic
	8/27/2020	Weidners	3800	Flat Rate	\$183.60	1:30pm	Septic
	8/28/2020	Weidners	3700	Flat Rate	\$183.60	8:45am	Septic
	8/28/2020	Weidners	3600	Flat Rate	\$183.60	1:35pm	Septic
September	9/3/2020	Weidners	3500	Flat Rate	\$183.60	6:30am	Septic
	9/3/2020	Weidners	3200	Flat Rate	\$183.60	12:40pm	Septic
	9/9/2020	Weidners	3700	Flat Rate	\$183.60	9:30am	Septic
	9/9/2020	Weidners	3900	Flat Rate	\$183.60	12:30pm	Septic
	9/10/2020	Weidners	3800	Flat Rate	\$183.60	12:30pm	Septic
	9/11/2020	Rechel	3300	Flat Rate	\$173.40	12:15pm	Septic
	9/11/2020	Rechel	3300	Flat Rate	\$173.40	12:15pm	Septic
	9/11/2020	Weidners	3800	Flat Rate	\$183.60	1:00pm	Septic
	9/11/2020	Rechel	3300	Flat Rate	\$173.40	2:30pm	Septic
	9/11/2020	Rechel	3400	Flat Rate	\$173.40	2:30pm	Septic
	9/15/2020	Weidners	3700	Flat Rate	\$183.60	-	Septic
	9/15/2020	Weidners	3800	Flat Rate	\$183.60	12:00pm	Septic
	9/18/2020	Rechel	3000	Flat Rate	\$153.00	9:45am	Septic
	9/18/2020	Rechel	3000	Flat Rate	\$153.00	10:20am	Septic
	9/18/2020	Weidners	3700	Flat Rate	\$183.60	1:30pm	Septic
	9/22/2020	Weidners	3750	Flat Rate	\$183.60	9:00am	Septic
	9/23/2020	Weidners	3600	Flat Rate	\$183.60	3:05pm	Septic
	9/25/2020	Weidners	3750	Flat Rate	\$183.60	-	Septic
	9/25/2020	Weidners	3750	Flat Rate	\$183.60	1:30pm	Septic
	9/29/2020	Weidners	3750	Flat Rate	\$183.60	2:15pm	Septic
	9/30/2020	Weidners	3750	Flat Rate	\$183.60	9:15am	Septic
	9/30/2020	Weidners	3500	Flat Rate	\$183.60	3:25pm	Septic

October	10/1/2020	Weidners	3500	Flat Rate	\$183.60	12:00pm	Septic
	10/6/2020	Weidners	3600	Flat Rate	\$183.60	8:45am	Septic
	10/7/2020	Weidners	3750	Flat Rate	\$183.60	1:30pm	Septic
	10/7/2020	Comm. Sewer & Septic	600	Flat Rate	\$173.40	-	Septic
	10/7/2020	Weidners	3400	Flat Rate	\$183.60	3:30pm	Septic
	10/9/2020	Weidners	3600	Flat Rate	\$183.60	9:30am	Septic
	10/9/2020	Weidners	3700	Flat Rate	\$183.60	1:30pm	Septic
	10/13/2020	Weidners	3500	Flat Rate	\$183.60	9:30am	Septic
	10/13/2020	Weidners	3700	Flat Rate	\$183.60	11:00am	Septic
	10/13/2020	Weidners	3950	Flat Rate	\$183.60	2:00pm	Septic
	10/15/2020	Weidners	3800	Flat Rate	\$183.60	6:15am	Septic
	10/20/2020	Comm. Sewer & Septic	1000	Flat Rate	\$173.40	-	Septic
	10/21/2020	Weidners	3700	Flat Rate	\$183.60	9:00am	Septic
	10/21/2020	Weidners	3800	Flat Rate	\$183.60	1:05pm	Septic
	10/22/2020	Weidners	3500	Flat Rate	\$183.60	12:00pm	Septic
	10/23/2020	Weidners	3700	Flat Rate	\$183.60	10:10am	Septic
	10/23/2020	Weidners	3500	Flat Rate	\$183.60	11:15am	Septic
	10/23/2020	Weidners	3750	Flat Rate	\$183.60	2:30pm	Septic
	10/26/2020	Weidners	3900	Flat Rate	\$183.60	2:30pm	Septic
	10/27/2020	Weidners	3650	Flat Rate	\$183.60	9:45am	Septic
	10/27/2020	Weidners	3600	Flat Rate	\$183.60	3:00pm	Septic
	10/29/2020	Weidners	3750	Flat Rate	\$183.60	9:30am	Septic
November	11/2/2020	Weidners	3750	Flat Rate	\$183.60	9:30am	Septic
	11/6/2020	Weidners	3500	Flat Rate	\$183.60	9:00am	Septic
	11/6/2020	Weidners	3600	Flat Rate	\$183.60	12:30pm	Septic
	11/6/2020	Weidners	3600	Flat Rate	\$183.60	1:15pm	Septic
	11/6/2020	Weidners	3800	Flat Rate	\$183.60	2:45pm	Septic
	11/9/2020	Weidners	3700	Flat Rate	\$183.60	9:00am	Septic
	11/10/2020	Weidners	3600	Flat Rate	\$183.60	9:15am	Septic
	11/12/2020	Weidners	3750	Flat Rate	\$183.60	9:15am	Septic
	11/12/2020	Weidners	3800	Flat Rate	\$183.60	2:45pm	Septic
	11/13/2020	Weidners	3800	Flat Rate	\$183.60	11:00am	Septic
	11/17/2020	Weidners	3700	Flat Rate	\$183.60	12:25pm	Septic
	11/18/2020	Weidners	3500	Flat Rate	\$183.60	3:00pm	Septic
	11/19/2020	Weidners	3700	Flat Rate	\$183.60	8:30am	Septic
	11/20/2020	Weidners	3500	Flat Rate	\$183.60	9:10am	Septic
	11/20/2020	Weidners	3750	Flat Rate	\$183.60	1:30pm	Septic
	11/24/2020	Weidners	3950	Flat Rate	\$183.60	10:00am	Septic
	11/25/2020	Weidners	3400	Flat Rate	\$183.60	9:35am	Septic
	11/25/2020	Weidners	3800	Flat Rate	\$183.60	12:20pm	Septic
	11/25/2020	Weidners	3700	Flat Rate	\$183.60	1:45pm	Septic
December	12/7/2020	Weidners	3500	Flat Rate	\$183.60	11:15am	Septic
	12/9/2020	Weidners	3750	Flat Rate	\$183.60	9:10am	Septic
	12/10/2020	Weidners	3600	Flat Rate	\$183.60	1:05pm	Septic
	12/11/2020	Weidners	3700	Flat Rate	\$183.60	1:10pm	Septic
	12/15/2020	Weidners	3800	Flat Rate	\$183.60	12:35pm	Septic
	12/17/2020	Weidners	3800	Flat Rate	\$183.60	2:50pm	Septic
	12/29/2020	Weidners	3700	Flat Rate	\$183.60	1:35pm	Septic
January	1/5/2021	Weidners	3800	Flat Rate	\$183.60	9:10am	Septic
	1/11/2021	Weidners	3700	Flat Rate	\$183.60	10:10am	Septic
	1/12/2021	Weidners	3800	Flat Rate	\$183.60	9:25am	Septic
	1/14/2021	Weidners	3800	Flat Rate	\$183.60	3:10pm	Septic
	1/19/2021	Weidners	3800	Flat Rate	\$183.60	1:20pm	Septic
	1/22/2021	Weidners	3800	Flat Rate	\$183.60	12:50pm	Septic
	1/25/2021	Comm. Sewer & Septic	3200	Flat Rate	\$173.40	12:55pm	Septic
	1/29/2021	Weidners	3800	Flat Rate	\$183.60	10:50am	Septic
	1/29/2021	Comm. Sewer & Septic	2400	Flat Rate	\$173.40	-	Septic
February	2/4/2021	Weidners	3900	Flat Rate	\$183.60	11:30am	Septic
	2/9/2021	Weidners	3400	Flat Rate	\$183.60	11:25am	Septic
	2/22/2021	Weidners	3100	Flat Rate	\$183.60	10:38am	Septic
	2/26/2021	Weidners	3200	Flat Rate	\$183.60	10:15am	Septic

March	3/2/2021	Weidners	3200	Flat Rate	\$183.60	9:55am	Septic
	3/4/2021	Comm. Sewer & Septic	3400	Flat Rate	\$173.40	-	Septic
	3/5/2021	Comm. Sewer & Septic	3000	Flat Rate	\$173.40	12:58pm	Septic
	3/5/2021	Weidners	3400	Flat Rate	\$183.60	1:25pm	Septic
	3/8/2021	Comm. Sewer & Septic	2500	Flat Rate	\$173.40	10:00am	Septic
	3/8/2021	Weidners	3300	Flat Rate	\$183.60	11:25am	Septic
	3/9/2021	Comm. Sewer & Septic	2700	Flat Rate	\$173.40	-	Septic
	3/9/2021	Weidners	3300	Flat Rate	\$183.60	11:15am	Septic
	3/12/2021	Weidners	3400	Flat Rate	\$183.60	2:30pm	Septic
	3/15/2021	Weidners	3300	Flat Rate	\$183.60	12:15pm	Septic
	3/16/2021	Comm. Sewer & Septic	3000	Flat Rate	\$173.40	11:29am	Septic
	3/17/2021	Weidners	3400	Flat Rate	\$183.60	9:35am	Septic
	3/17/2021	Weidners	3250	Flat Rate	\$183.60	10:45am	Septic
	3/17/2021	Weidners	3300	Flat Rate	\$183.60	12:35pm	Septic
	3/19/2021	Helmer	3500	Flat Rate	\$183.60	-	Septic
	3/19/2021	Weidners	4000	Flat Rate	\$204.00	12:45pm	Septic
	3/19/2021	Helmer	3500	Flat Rate	\$183.60	1:08pm	Septic
	3/24/2021	Weidners	3800	Flat Rate	\$204.00	12:00pm	Septic
	3/24/2021	Weidners	3800	Flat Rate	\$204.00	3:30pm	Septic
	3/25/2021	Comm. Sewer & Septic	3000	Flat Rate	\$173.40	12:30pm	Septic
	3/25/2021	Weidners	3800	Flat Rate	\$204.00	2:25pm	Septic
	3/26/2021	Helmer	2960	Flat Rate	\$183.60	11:00am	Septic
	3/26/2021	Weidners	3400	Flat Rate	\$183.60	12:15pm	Septic
	3/26/2021	Comm. Sewer & Septic	2500	Flat Rate	\$173.40	1:45pm	Septic
	3/30/2021	Weidners	3800	Flat Rate	\$204.00	2:10pm	Septic
	3/31/2021	Comm. Sewer & Septic	2700	Flat Rate	\$173.40	-	Septic
	3/31/2021	Comm. Sewer & Septic	3075	Flat Rate	\$173.40	-	Septic
	3/31/2021	Weidners	3150	Flat Rate	\$183.60	9:55am	Septic

NMWRD Sewer Connection Permit Tracking
FY 2020-21



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
6/19/2020	204 Eastwood Avenue	PB	Eastwoods	Repair	Wielogorski	5299-B	\$ 100.00	\$ -
6/29/2020	32044 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5647	\$ 7,674.00	\$ 3,248.00
6/29/2020	32054 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5648	\$ 7,674.00	\$ 3,248.00
8/11/2020	733 Dartmouth Drive	IL	Dartmouths	Repair	Carver/Mr. Rooter	1627-A	\$ 100.00	\$ -
8/19/2020	215 Eastwood Court	PB	Eastwoods	Demo	VOPB/Modern Concrete Inc.	5378-A	\$ -	\$ -
8/27/2020	32052 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5649	\$ 7,674.00	\$ 3,248.00
9/10/2020	32064 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5650	\$ 7,674.00	\$ 3,248.00
9/15/2020	32051 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5651	\$ 7,674.00	\$ 3,248.00
9/18/2020	334 Rosedale Drive	LM	Rosedales	New Connection	Buckhalter	5652	\$ 7,674.00	\$ 3,248.00
9/18/2020	336 Rosedale Drive	LM	Rosedales	Re-Connect	Buckhalter	4450-A	\$ -	\$ 3,248.00
9/21/2020	32038 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5653	\$ 7,674.00	\$ 3,248.00
10/27/2020	32048 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5654	\$ 7,674.00	\$ 3,248.00
10/27/2020	32050 Savannah Drive	LM	Savannahs	New Connection	William Ryan Homes	5655	\$ 7,674.00	\$ 3,248.00
12/2/2020	316 Richard Ct	LM	Richards	Repair	Sosa/Blanton	0214-C	\$ 100.00	\$ -
12/2/2020	520 Wegner Rd	LM	Wegners	Modification	O'Kerns/S&K Plumbing	5038-A	\$ 100.00	\$ -
1/28/2021	720 Nottingham Ct	IL	Nottinghams	Repair	Hetterschein/Blanton	2113-A	\$ -	\$ -
2/11/2021	32058 Savannah Dr	LM	Savannahs	New Connection	William Ryan Homes	5656	\$ 7,674.00	\$ 3,248.00
2/26/2021	677 Nantucket Way	IL	Nantuckets	Repair	Kane/Blanton Plumbing	927-A	\$ -	\$ -
3/4/2021	32057 Savannah Dr	LM	Savannahs	New Connection	William Ryan Homes	5657	\$ 7,674.00	\$ 3,248.00
3/5/2021	902 Wembley Dr	IL	Wembleys	Repair	Meyer	1816-A	\$ -	\$ -
3/17/2021	3612 Lakeview Dr	IL	Lakeviews	Rebuild	-	349-A	\$ 100.00	\$ -
3/22/2021	3275 Oxford Ct	IL	Oxfords	Repair	McMahon/Windy City Rooter	863-A	\$ 100.00	\$ -

	Standard Connections	Darrell Road Connections
FY 2020 - 2021 Total:	\$ 85,014.00	\$ 38,976.00
Approved Budget FY 2020 - 2021	\$ 108,536.00	\$ 25,984.00
Approved +/- vs. Current YTD	\$ (23,522.00)	\$ 12,992.00

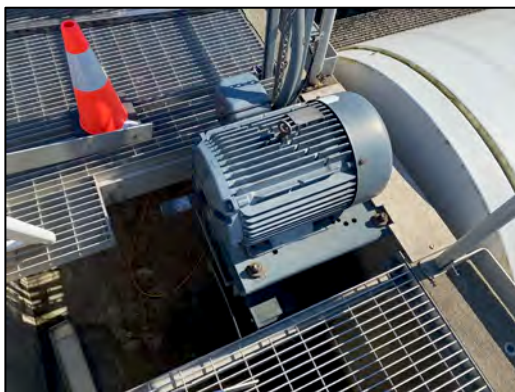


NMWRD March 2021 Operations Report

As of April 8th, 2021

Prepared by: Luke Markko, Superintendent

Aerator Motors – Following up on an item in the February Operations Report, two aerator motors on the Oxidation Ditch were scheduled to be replaced after running nearly continuously since 1998. One of the motors was beginning to exhibit unusual noise and vibration. This motor was taken out of operation to prevent any damage to the rest of the aerator it operates. The shutdown allowed staff to remove the safety shroud and have it powder-coated. The new motors were installed by Process Equipment Repair Solutions over the course of two days. Each motor weighs about 500 lbs. and required a small hoist to facilitate removal of the old motor and mounting of the replacement. The remaining two aerator motors on the Oxidation Ditch will be scheduled for replacement in the upcoming fiscal year.



Aerator #4 motor prepped for removal.



New motor and freshly coated belt guard.

SCADA Update – An integrator from Automation Service & Design continues to set up communication between the SCADA panels that have been installed throughout the treatment plant. We now have communication with the control panel that operates the centrifuge, and the panel that controls the raw pumps at the treatment plant headworks. Not only is this progress towards remote monitoring and control, but it will also provide more robust alarming should a piece of equipment fail, or an operational parameter fall outside a set range. The District currently employs Alarm Detection Systems to provide notification for a limited number of sensors that can detect a power failure, high water level, or unauthorized entry to buildings. With the SCADA system, current sensing technologies and the imagination are the only limits on what can be monitored. We are exploring a free trial with a web-based notification system called Twilio. The service can provide notification to staff via phone or video call, text message, and email. Any number of items monitored by the SCADA system can then prompt a notification if something requires attention.

North Digester Drain Valve – Last month the Operations Report brought up an issue with the drain valve on the North Digester. The valve had become very difficult to open and close. When this happens, there is concern that the internal mechanism of the valve can break. This valve is critical in the solids handling process. The two digesters at the treatment plant are operated in series with sludge entering the South Digester and then flowing into the North Digester. From the North Digester, sludge is pumped through the drain valve to the Centrifuge for dewatering. Physical replacement of the valve is relatively straightforward; however, this requires removing the sludge from the digester while continuing to maintain plant operations. This meant that not only did we need to remove the 550,000 gallons of sludge from the digester, but we also needed to continue to process the 50,000 gallons of sludge that are produced each day. **Continued...**



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NORTHERN MORAINÉ W R D

...North Digester Drain Valve Continued - The limiting factor in this situation was the that the centrifuge can dewater about 3,900 gallons of sludge per hour. Staff shift schedules were adjusted on a rotational basis to allow operation of the centrifuge 5:00am 7:00pm, this was expanded to 9:00pm after some adjustments to the programming in the centrifuge control panel. Over the course of several weeks, we were able to empty the contents of the North Digester while continuing to treat sludge in the South Digester. We even utilized a few of the old drying beds to remove the final dregs at the bottom of the tank. A new valve was then installed. A digester is not emptied very frequently, so the opportunity allowed staff to perform an interior inspection of the North Digester and the South Digester following a transfer of its contents into the North Digester. Both digesters appeared to be in very good condition with very little debris, such as rags, requiring removal.



Drain valve excavation.



Interior of North Digester.



Interior of South Digester.



It has been a long time since the drying beds have been used.



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Sludge Hauling – Our sludge storage stockpile was full following the North Digester drain valve project. Hauling was scheduled with Dahm Enterprises and the entire stockpile was hauled away to local fields near the intersection of Route 120 and River Rd.



Biosolids ready for land application.



Staff Engineer gathering drone video for a future project.

Televising Van Upfitting – SAE Customs in Lakemoor is currently working on upfitting the Ford Transit T-250 the District Purchased. This will be replacing the trailer that is currently used to transport and operate the District's televising equipment. They will be installing a generator to power equipment, HVAC for the workspace in the rear, interior workspace lighting, exterior safety lighting, a swing-out gantry to deploy the robotic camera, hot & cold-water plumbing, and a floor-to-ceiling finished workstation. This vehicle will be moving throughout the District's entire service area, so a vehicle wrap with public education messaging is being considered. Our current approach has resulted in purchase of the base vehicle at \$29,000, direct purchase of equipment at \$7,500, and the upfitting by SAE Customs at about \$16,000. There may be some additional needs as we build this from the ground up, but our current investment of \$52,500 is well below the \$280,000 price tag of a brand new fully equipped vehicle.



Early stages of televising van upfitting. The HVAC Unit can be seen on the roof, and interior electrical wiring is being installed.



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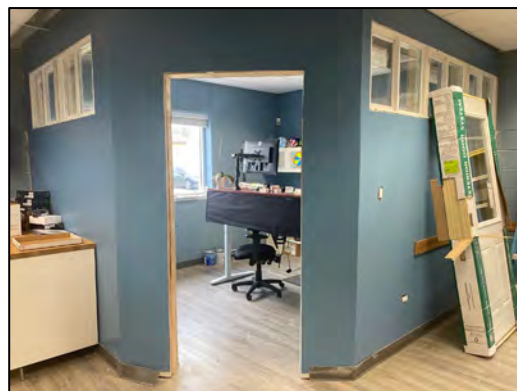
CSWEA Operator Training – Several District staff attended a virtual training course put on by the Central States Water Environment Association (CSWEA). The topic was “Health & Safety in WW Treatment Plants”. This is an entry level course that most District staff have already attended so it was beneficial for those hired in the last 18 months. I was fortunate enough to be given the opportunity to be the instructor for this course and will be doing so again in August to cover the topic of Preliminary & Primary Treatment in Wastewater. This has been a rewarding experience, and the program provides regular opportunities for wastewater operators to meet the continuing education requirements of the IEPA.



Office Improvements – Prompted by concerns with COVID, the knee walls that separated the Superintendent’s office from the operator workstations are being extended to the ceiling. During the remodel that took place a couple of years ago, the walls were installed and only came up about 6 ft. This is in the Control Building at the treatment plant. A door along with the walls will provide a physical barrier against airflow, and disinfection units for all the district forced air HVAC systems are being considered.



Initial framing of the wall extensions.



Waiting on door and trim installation.





New DO Probe & Meter – A new DO probe and meter have been ordered for use in measuring dissolved oxygen (DO) levels of samples in the lab. This most often employed when BOD tests are being prepared and completed. The probe is designed to fit into “BOD bottles”, bottles specific to BOD testing. It can then measure the dissolved oxygen level while also mixing the contents to ensure accurate results. The current probe uses a selective membrane to measure DO concentration in the water. These membranes are prone to tearing, require frequent calibration, and the internal electrode requires frequent service. The base meter dates to the mid 1990’s. The new probe utilizes a newer technology compared to that of the selective membrane. In this case the end of the probe has a special coating that fluoresces in varying intensity at certain wavelengths of light depending on the Dissolved Oxygen concentration. This offers a more robust probe, that requires less maintenance. The base meter can accept a variety of probes that can measure other parameters such as pH, and ammonia.



Stock photo of probe inserted in BOD bottle and connected to meter.

RAS Meter Vault – A PO has been issued to Dahme Mechanical for installation of a magnetic flow meter on the return activated sludge (RAS) piping that conveys sludge from the Clarifiers back to the Oxidation Ditch. The District has already purchased the meter along with a precast concrete structure, and a valve that will be part of the installation. We are also coordinating the excavation and procurement of a crane for placement of the structure directly. This meter will allow for more refined process control of the activated sludge process in that it can be utilized to pace the speed of the RAS pumps and provided a metric that allows us to balance the recirculation rate of the RAS with the influent flow into the treatment plant.

Mutual Aid: Lakemoor – On March 12th, the District was contacted by the Village of Lakemoor requesting assistance with a clogged storm sewer in the Northeast region of the Lakemoor Farms subdivision. The District Vector truck was deployed to try and clear the line that was located behind several homes. Unfortunately attempts were unsuccessful. We would have televised the line for them; however, the pipe diameter is only 6in. and too small for the District’s robotic camera.



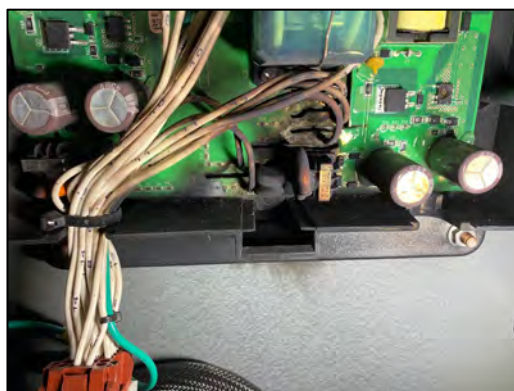


McHenry-Lake County Soil & Water Conservation District (SWCD) Inspection – Last year the District received a Stormwater Permit from McHenry County for the planned pavement improvements. On March 18th, an inspector with SWCD performed an inspection of the site. The District received an inspection report that requested several protective measures be take, the most urgent of which was to consolidate and several small spoils piles that had been generated because of excavation for the North Clarifier repairs that also overlapped the paving plans. Silt fence is required on the downhill side of the consolidated pile to contain any erosion. This has been done. The other requirements are to protect the three stormwater inlets at the treatment plant and to install soil erosion control blankets once major earthwork begins. The stormwater inlets are now protected, and soil erosion control measures will be taken upon the commencement of major earthwork.



Spoils piles were consolidated into one pile.

Woodman's Lift Station – In the early morning hours on March 30th, there was a power outage at the Woodman's Lift Station. On-call staff were notified via automated alarm systems of an unusual condition involving the generator that provides backup power. Upon investigation it was determined that the control module for the automatic transfer switch (ATS) had a short circuit occur on the control board. A technician from Steiner Power Systems, the equipment supplier came out to evaluate the system. They confirmed what our staff had observed and will be making all repairs under warranty.



Scorch marks on ATS control board following short circuit.





NMWRD Engineering Report

Date: April 9th, 2021

Prepared by: Joe Lapastora, E.I.T. – Staff Engineer

Wegner Road Storm Improvements:

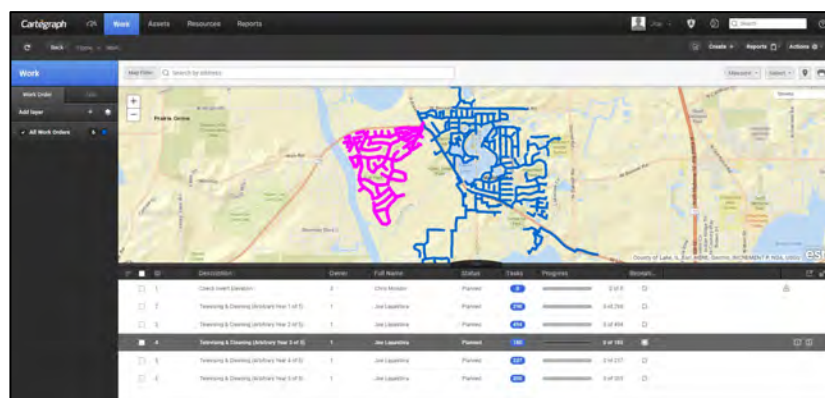
[Project Update] – The District contacted both the Village of Lakemoor and Project Design Engineer, J Condon and Associates, in mid-March for a project update. VOL stated that they have not seen any permits for the project and J Condon stated that the project had been reviewed by the County and the Village and they are currently working on addressing comments with resubmittal to the County planned for early April. Project start date has yet to be set and District operators will continue to monitor JULIE locates for any upcoming work.

Asset Management:

[Project Update] – The District has successfully completed Phase 1 of our new Asset Management Software (Cartegraph) Implementation. The District continued to advance our efforts to go “all-in” on Cartegraph through the month of March and a separate Board Letter is included in this month’s Board Packet regarding Phase 2. See Agenda Item 10C.

Sewer Televising & Cleaning Plan:

[Project Update] – A detailed Sewer Televising & Cleaning Plan has been adopted which dictates the breakdown of gravity mains that are to be cleaned/televised in any given year, coinciding with the District’s CMOM plan. Utilizing Cartegraph, the District’s cleaning and televising plan is now fully integrated into the Cartegraph atlas and associated work orders have been created for each individual gravity main for the entirety of the District collection system. As discussed in the Operations Report, the District made some significant progress with outfitting the televising van, and District operators will begin cleaning and televising per the final cleaning and televising plan once the full buildout is complete.



Screenshot of Cartegraph Atlas showing integrated cleaning and televising plan.



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Phosphorous Discharge Optimization Plan:

[Project Update] – District staff will continue to follow-up on PDOP punchlist items provided by Fehr Graham through various months of 2021 as different items require different implementation deadlines.

MS2 Bar Screen at Headworks:

[Project Update] – The District purchased a Headworks brand MS2 bar screen in April 2020 and an RFP draft is in the works which breaks down the contract work into the necessary trades (i.e. demolition, electrical, mechanical, etc.). This bid package was delayed while the District pushed out commodity bids and service contracts were being completed. Once finalized, we will seek bids for each component of the work and move forward with the install.

Woodman's Lift Station and Sanitary Sewer Additions:

[Project Update] – The Woodmans Lift Station experienced a power outage in late-March and upon investigation it was discovered that there were problems associated with the automatic transfer switch. A Steiner technician was called to handle the repair work under warranty. The District continued discussions with the VOL regarding maintenance guarantee requirements. No other updates at this time.

Buona Beef Restaurant:

[Project Update] – The District received revised MEP plumbing plans for the Buona Beef development that is set to be constructed on the lower portion of Lot 5 of the Lakemoor Commons, showing a reduced meter size of 1.5" that was previously listed as a 2" meter. The plans, along with the updated IEPA WPC-PS-1 and Schedule A/B permit documents, were sent to Trotter and Associates for review and they will likely complete their plan review early next week. Note that the lower portion of Lot 5 is not part of the Lot 5 Lakemoor Commons Retail Development (See Section below). A project start date has yet to be set but we expect to see that sometime in the next month as final plans are completed and permits are issued.

Lakemoor Commons Lot 5 (Starbucks, Chiptole and Future Tenants):

[Project Update] – A retail development is set to be constructed on the upper portion of Lot 5 of the Lakemoor Commons that will include four (4) buildings. Two (2) of the buildings have are reserved for Starbucks and Chipotle while the other buildings are for future tenants. According to the Lake County GIS, Lakemoor Commons Lot 5 has been annexed to the District's corporate boundary. The retail development Civil Plans along with the MEP plans have been reviewed by Trotter and Associates and review comments were sent to both raSmith and Keystone Construction in early April. The District is awaiting revised final plans and a project start date has yet to be set. Updates to follow next month.



In addition to the work relating to the above projects, the following engineering related work is also being performed;

- The District sent two (2) offer letters of employment in early-March to fill summer Engineering Intern positions. All office equipment has been ordered for both interns and we are currently working with our IT staff to ensure their laptops are tied to the District server on their start date. Task lists are currently being developed for summer work as each intern will have separate responsibilities and some work that they will work in tandem on. Some projects that the interns will be assisting with include; Cartegraph assets attribute data collection and software population, assist in summer projects for construction (i.e. Buona Beef, Starbucks, Chipotle) and also help with preliminary work associated with Holiday Hills, among other tasks.
- The District's digitizing efforts with Hainesville Print and Copy resumed in March and we will continue to work towards getting all historical plan sets in a digitized format on the Server.
- As you may recall, a letter of compliance was issued to Rosati's of Lakemoor back in January regarding F.O.G. issues at Lift Station 6. District Operators have been instructed to monitor L.S. 6 on a weekly basis to see if the increased cleaning efforts help remediate F.O.G. concerns. Below are a few pictures showing improved conditions at L.S. 6 immediately following the grease trap cleaning. You will also note that more F.O.G. is accumulating as we approach the next mandatory cleaning.



LS6 – 1 week after grease trap cleaning



LS6 – 2 weeks after grease trap cleaning.





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LS6 – 3 weeks after grease trap cleaning



LS6 – 4 weeks after grease trap cleaning.



LS6 – 5 weeks after grease trap cleaning.



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DELINQUENT ACCOUNTS RECAP FOR March 2021

Revised: 04/08/21 by Debi Martin, District Clerk

\$150-\$300

58 Active Accounts

Island Lake – 25 customers
25 Notices of Delinquency
Lakemoor – 23 customers
23 Notices of Delinquency
Port Barrington – 10 customers
10 Notices of Delinquency

\$301-500

37 Active Accounts

Island Lake – 20 customers
20 Liens – 19 Water Shut Off Notices, 1 Final Notice of Delinquency
Lakemoor – 14 customers
14 Liens – 5 Final Notices of Delinquency, 5 Sewer Disconnection Notices, 3 Water Shut Off Notices, 1 Final Water Shut Off Notice
Port Barrington – 3 customers
3 Liens - 1 Final Notice of Delinquency, 2 Sewer Disconnection Notices

\$501-\$1000

13 Active Accounts

Island Lake – 5 customers
9 liens – 3 with water off, 6 Final Water Shut Off Notices
Lakemoor – 5 customers
5 liens – 2 Sewer Disconnection Notices, 1 with water off, 2 to be disconnected from sewer
Port Barrington – 2 customers
2 liens – 1 Sewer Disconnection Notice, 1 upcoming closing

\$1001 and up

4 Active Accounts

Island Lake – 2 customers
2 liens – 2 with water off
Lakemoor – 2 customers
2 liens – 2 being disconnected/being given to Village

Delinquent Accounts total (active and inactive customers): \$40,559.04.43 (\$12,435.29 inactive accts)

March 2020's report: \$47,865.02

March 2019's report: \$44,138.16

MONTHLY ACTIVITY:

4742	Monthly Bills mailed 4/01/21 (for March service)	58	Notices of Delinquency mailed 4/02/21
452	Bills <u>not</u> mailed – customers prepaid on their accounts	7	Final Notices of Delinquency mailed 4/02/21
22	Water Shut Off Notices mailed 4/02/21	31	Real Estate closings for March 2021
10	Sewer Disconnection Notices mailed 4/02/21	7	Final Water Shut off Notices mailed on 4/02/21
32	Liens released in March	39	Liens Filed in March



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NORTHERN MORaine W R D

AGENDA ITEM # 10A

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Notice of State Award for Control Building Grant
<u>Staff Recommendation:</u>	For information only
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

This morning the District was formally notified 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 our efforts to inform our legislators of the District's variety of capital asset needs for running and operating a top-notch modern resource recovery facility. We are now in a position to proceed with the bidding and subsequent award of the project. The overall cost is anticipated to be \$445,494, including engineering. The majority of engineering expense on the project has already occurred and the balance of cost not being funded by the grant has been factored into the proposed District budget for 2021-2022 already.

Recommendation:

Proceed with bidding the project

Votes Required to Pass:

None, for informational purposes only.



Illinois Grant Accountability and Transparency
Notice of State Award

04/08/21

Page 1 of 6

STATE OF ILLINOIS GRANT INFORMATION	
State Award Identification	Name of State Agency (Grantor): Department Of Commerce And Economic Opportunity Department/Organziation Unit: Office of Grants Management
State Award ID Number (SAIN)	1867-25343
State Program Description	The Governor and the General Assembly direct the Department of Commerce and Economic Opportunity (DCEO) to administer grants for specific miscellaneous purposes to bolster the state's economy, promote a clean environment, and improve the overall quality of life throughout the state of Illinois. This grant program is available to any entity receiving funding via lump sum appropriation. Eligible costs for this program are bondable costs associated with the installation and/or replacement of utilities. This includes water systems; electrical systems – including components of telecommunications equipment; fire hydrants; central fire and security alert systems; automated temperature or environmental control systems – including energy management control computers; sewage and water treatment facilities; drainage improvements; storm or sanitary sewers; restoration to original condition of features at the site of any utility installation; etc. This may include associated roadway improvements.
Announcment Type	Initial
Agency (Grantor) Contact Information	Name: David E. Parr Phone: 217-524-5199 Email: david.parr@illinois.gov

GRANTEE INFORMATION	
Grantee / Subrecipient Information	Name: Northern Moraine Wastewater Reclamation District Address: PO Box 240, Island Lake, Island Lake, IL 60042 Phone: 847-526-3300 Email: haque@nmwrd.org
Grantee Identification	GATA: 691349 DUNS: 186497046 FEIN: 362959269
Period of Performance	Start Date: 4/1/2021 End Date: 3/31/2022

FUNDING INFORMATION			
FUND	CSFA	CFDA	AMOUNT
971	420-00-1867		\$200,000.00
TOTAL			\$200,000.00
(M) Currently used by State of Illinois for "Match" or "Maintenance of Effort" (MOE) requirements on Federal Funding. Funding is subject to Federal Requirements and may not be used by Grantee for other match requirements on other awards.			

TERMS AND CONDITIONS	
Grantee Indirect Cost Rate Information	Rate: Pending Entry into CARS Base: Period:
Research & Development	No
Cost Sharing or Matching Requirements	No
Uniform Term(s)	CODE of FEDERAL REGULATIONS Title 2: Grants and Agreements PART 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 Illinois Administrative Code
Grantor-Specific Term(s)	This Notice of State Award (NOSA) is not an agreement. This NOSA is not a guarantee of an agreement. Grantor-Specific Terms that will be included in the final grant agreement can be found at: https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/GranteeResources.aspx
Program-Specific Term(s)	THE FOLLOW ARE GATA EXCEPTIONS AND ARE NOT REQUIRED FOR THIS PROGRAM: INDIRECT COST RATE

SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - FISCAL AND ADMINISTRATIVE

The nature of the additional requirements

GATA Conditions:

05 - Cost Principles (2 CFR 200.400)

Requires additional prior approvals; Requires more detailed reporting; Requires monthly reporting;

Agency Adjustments / Explanation:

None

The reason why the additional requirements are being imposed

GATA Conditions:

05 - Cost Principles (2 CFR 200.400)

Medium to high risk increases the likelihood unallowable costs or services, audit findings and questioned costs that would be required to be return to the state and federal government.

Agency Adjustments / Explanation:

None

The nature of the action needed to remove the additional requirement, if applicable

GATA Conditions:

05 - Cost Principles (2 CFR 200.400)

Implementation of additional controls for reviewing and approval expenditures.

Agency Adjustments / Explanation:

None

The time allowed for completing the actions, if applicable

GATA Conditions:

05 - Cost Principles (2 CFR 200.400)

One year from the implementation of additional controls.

Agency Adjustments / Explanation:

None

The method for requesting reconsideration of the additional requirements imposed

GATA Conditions:

05 - Cost Principles (2 CFR 200.400)

One year from the implementation of additional controls.

Agency Explanation:

Written Request.

SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - MERIT-BASED REVIEW

The nature of the additional requirements

Agency Adjustments / Explanation:

None.

The reason why the additional requirements are being imposed

Agency Adjustments / Explanation:

The nature of the action needed to remove the additional requirement, if applicable

Agency Adjustments / Explanation:

The time allowed for completing the actions, if applicable

Agency Adjustments / Explanation:

The method for requesting reconsideration of the additional requirements imposed

Agency Explanation:

SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - PROGRAMMATIC

The nature of the additional requirements

Agency Adjustments / Explanation:

None.

The reason why the additional requirements are being imposed

Agency Adjustments / Explanation:

The nature of the action needed to remove the additional requirement, if applicable

Agency Adjustments / Explanation:

The time allowed for completing the actions, if applicable

Agency Adjustments / Explanation:

The method for requesting reconsideration of the additional requirements imposed

Agency Explanation:

SIGNATURE PAGE

Circle one: Accept NOSA / Reject NOSA

Institution / Organization

Signature

Name of Official

Title (Chief Financial Officer or equivalent)

Date of Execution



NORTHERN MORaine W R D

AGENDA ITEM # 10B

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Review and Authorize Holiday Hills Grant and Project Approach
<u>Staff Recommendation:</u>	For Discussion Only
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

The District was notified on March 11, 2021 that we would be receiving a grant in the amount of \$3,495,600 for the Holiday Hills project. 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. It is my understanding that there were a total of 22 applications for construction grants. Of those 22 applications, 6 were awarded grants. The District was very fortunate to have a project ready to go for this program and it was helpful that we were able to make a quick entry for consideration for the grant. This is a significant grant and makes this project much more feasible. I have worked with Trotter and Associates to submit all documents that were required by March 26, 2021, to confirm our acceptance of the grant. Since that time, I have had several conversations with our team of attorney, engineer, board president and consultants to come up with the right approach for Holiday Hills that will work with the District, IEPA and the residents. The financial picture that we are facing is as follows:

- Grant will cover \$3.5M of the \$6.7M cost of installing sewers in Holiday Hills. Still need \$3.2 M
- 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

While the above may seem daunting, the opportunity of the \$3.5M grant, has allowed us to think outside of the box on this and come up with alternatives that work for us, IEPA and the residents. Part of our discussion, and our philosophy is to leave the properties in Holiday Hills un-annexed at this time and to install the public sewers. We can then allow connections as needed, with incentives to have the cost of the permit fee paid via monthly installments to the District (an additional user fee).

One of the requirements of the grant was that our user fee for this area be 1% of the Medium Household Income (MHI) of the area. For Holiday Hills, IEPA uses a MHI of \$83,625, so 1% of MHI is \$836 per annum, or \$69.69 per month. The District's current user fee is \$41.50 per month. The residents of Holiday Hills, as a result of this grant, would need to ensure that they pay \$69.69 per month for service, however, in discussions with IEPA, they do not have set restrictions on what the difference between our \$69.69 and \$41.50 (\$28.19) would get used for. The District could easily decide to use the \$28.19 towards a monthly payment of the connection fee, instead of a lump sum payment.





NORTHERN MORaine W R D

You may recall that the District also pursued State Revolving Funding for the Darrell Road, Maintenance Garage and Holiday Hills projects. We are increasingly feeling that a federal infrastructure bill would utilize SRF funding as a channel for the use of funding projects that are shovel ready. If this is the case, the District seeks to benefit by having 3 projects ready to go that would be in top priority for grant heavy funding. In addition to SRF, we are also engaging with US Senators and Representatives about our funding needs for capital projects. A draft letter is attached. Finally, we are also looking at both CDBG funds as well as USDA funding to see if any avenues exist for funding that allows private homeowners to get help for the cost of connecting to the sewer.

We have gone ahead and accepted the grant and are working with IEPA on their documentation and procedures. Since this is the first time this program has operated, we are working with them to answer questions and figure out what works and what does not.

Recommendation:

Staff will proceed as we have been and will formally make an announcement on the grant. In addition, we will come up with a scenario that works for residents as well as the District.

Votes Required to Pass:

None



Subject: REPLY REQUESTED-Northern Moraine WRD/Holiday Hills C175987 Unsewered Communities Construction Grant Program (UCCGP) Project Application Update

Date: Thursday, March 11, 2021 at 10:17:09 AM Central Standard Time

From: Fowler, Jillian <Jillian.Fowler@Illinois.gov>

To: Mohammed Haque <haque@nmwrd.org>

CC: Bingenheimer, Gary <Gary.Bingenheimer@Illinois.gov>, Clark, Lanina <Lanina.Clark@Illinois.gov>, j.kiss@trotter-inc.com <j.kiss@trotter-inc.com>

Attachments: UCCGP PROGRAMMATIC ASSESSMENT QUESTIONNAIRE FY21.docx, NORTHERNMORAINEHOLIDAYHILLS - C175987 - UCCGP UNIFORM GRANT BUDGET TEMPLATE.pdf

Dear Mr. Haque,

The above referenced project is anticipated to be funded under the State fiscal year 2021 Unsewered Communities Construction Grant Program. The proposed grant period is 6/15/2021 through 6/15/2023. The proposed award amount is \$3,495,600. Please confirm that your organization is, or is not, interested in pursuing Unsewered Communities Construction Grant Program funding for this project.

Upon positive confirmation of your organization's interest, we will begin preparation of the draft grant agreement for the project. Your organization will need to take the following actions:

1. Complete the **State FY 2021** Internal Controls Questionnaire (ICQ); also known as the Fiscal and Administrative Risk Assessment (GATA Portal)
2. Address any additional matters identified in the GATA Portal (if applicable) (e.g., audit documentation)
3. Complete the attached Programmatic Risk Assessment Questionnaire and email back to me.
4. Provide any comments or revisions that you have (if needed) to the attached Uniform Grant Budget Template, which will be incorporated into the final agreement.

The GATA Grantee Portal address is <https://grants.illinois.gov/portal/>.

Please complete these requirements before **March 26, 2021**.

Please keep in mind that there is no guarantee of funding until an agreement has been signed by the Grantee and the Illinois EPA and filed with the Illinois State Comptroller.

If you should have any questions, please contact me.

Jillian Fowler

Project Manager
Infrastructure Financial Assistance Section
Illinois EPA
1021 North Grand Avenue East
P.O. Box 19276
Springfield, IL 62794-9276
Phone (217) 782-2027
Email: Jillian.Fowler@Illinois.gov

In an effort to facilitate social distancing to protect our community and our employees during this time of the COVID-19 emergency, the Illinois EPA has limited the number of staff expected to work from its public offices. I am working from home and will be checking emails regularly with rotating office hours. Thank you for your patience as we work to respond in as timely a manner as this emergency situation allows.

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.



April 8, 2021

The Honorable Richard Durbin
230 S. Dearborn Street, Suite 3892
Chicago, IL 60604

The Honorable Tammy Duckworth
230 S. Dearborn Street, Suite 3900
Chicago, IL 60604

The Honorable Lauren Underwood
333 Commerce Drive, Suite 700
Crystal Lake, IL 60014

The Honorable Sean Casten
200 S. Hough Street
Barrington, IL 60010

Re: Infrastructure Legislation Consideration

Dear Sen. Durbin, Sen. Duckworth, Rep. Underwood, and Rep. Casten:

On behalf of the Northern Moraine Wastewater Reclamation District (NMWRD), I write to ask that you please consider two of NMWRD's sanitary wastewater infrastructure funding needs in future infrastructure legislation.

We are a regional wastewater treatment agency servicing portions of McHenry County and specifically the communities of Island Lake, Port Barrington and Lakemoor, with the intention of further expanding our 70 miles of sanitary sewer mains to neighboring homes and businesses which lie within our facility planning area. Expansion would further our mission of protecting public health and preserving the environment by reclaiming precious water and other resources.

The NMWRD treats raw sewage and all substances disposed down drains which travel through our sanitary sewer system for treatment at our processing plant in Island Lake. The raw wastewater we receive is transformed into water acceptable for discharge into the Fox River, following all state and federal EPA standards. Further, we dry the byproducts removed from the wastewater, then haul it to local farms to be used as fertilizer.

It is the vision of the District to maintain a sustainable municipal wastewater utility while expanding service to those communities and residents within the service area in a cost effective and environmentally sound manner, while minimizing social impacts. Two specific projects on our immediate radar will further this mission and vision when funding becomes available:

- 1. Provide a sanitary sewer system for the unsewered homes in the Village of Holiday Hills.**
- 2. Install a sewer collection system at Darrell Road in Island Lake to relieve capacity issues which would resolve and prevent further environmental damage to the ecosystem.**

VILLAGE OF HOLIDAY HILLS PROJECT. Approximately 300 homes in the Village of Holiday Hills fall within the NMWRD facility planning area and are unsewered. Residents currently own and maintain private septic systems, however they are prone to flooding and fecal contamination when their private septic systems become overwhelmed. Eliminating the septic systems and connecting each home to the NMWRD sanitary sewer system would eliminate a host of environmental deficiencies and appropriately address homeowners' concerns.

Community's environmental benefit

The elimination of nearly 300 private septic systems located in the Fox River floodway, floodplain, and their tributary canals would greatly improve the region's water quality. Failing and overloaded septic systems contribute significant amounts of fecal coliform bacteria to the Fox River, especially when septic become





submerged during wet weather conditions. The systematic removal of septic systems in the Fox Valley is highly endorsed by the Fox River Study Group and the NMWRD.

Homeowners' benefits

Beyond the community's shared benefits of removing bacteria and septic discharge into the neighboring Fox River, Holiday Hills residents can rectify problems they have experienced when operating water-consuming appliances such as washing machines, dishwashers, and garbage disposals. Connection to a sanitary sewer system would rectify these problems and allow Village residents to optimize the use of their homes' water-consuming appliances and plumbing.

Projected cost

Approximately \$6,700,000

DARRELL ROAD COLLECTION SYSTEM PROJECT. The NMWRD has reached its capacity in the commercial area where Highways 12 and 120 intersect, effectively stopping efforts for further development. Additionally, a new Darrell Road collection system would allow the NMWRD the capacity to accept sewage from Rockwell Utilities, eliminating the threat of future contamination of the nearby, environmentally important Volo Bog State Natural Area.

The proposed Darrell Road Collection System

The project would be implemented in a phased manner over the course of several years as dictated by development, but at least four distinguishable benefits would be achieved:

1. The NMWRD's 24-inch Route 176 West Interceptor requires capacity relief which the new Darrell Road system would provide by accommodating flows from the Northeastern Basin.
2. The new collection system would also provide relief to the 12-inch Route 176 East Interceptor because peak flows that currently are routed through this pipe would be conveyed directly to the NMWRD treatment facility, bypassing the current choke points.
3. The collection system would also relieve projected overload conditions in the existing 8-inch and 12-inch parallel force mains. Extension of the Darrell Road Interceptor north along Darrell Road to Lakemoor will allow the force main from Lakemoor Lift Station 7 to be redirected to the east, thereby freeing capacity in the existing 12-inch force main along Lily Lake and River Roads to convey the additional flow that is projected to be generated by growth in the Northwestern Drainage Basin.
4. The Darrell Road collection system would not only provide relief to the existing interceptor sewers and force mains, but also would provide a means to extend wastewater service to the currently unserved Eastern Drainage Basin.

Projected cost

Approximately \$26,400,000

Alternative option providing a shorter-term solution

Funding of the Darrell Road collection system has always been contingent upon development within the Eastern Basin. An interim solution is to upgrade Lift Station 7 and construct a new force main from the Northeastern Basin to the intersection of Darrell Road and Route 176, as well as the completion of the 42-inch interceptor from the





NORTHERN MORAIN W R D

treatment facility to the Water's Edge Lift Station. If those were accomplished, the District would be able to construct all other phases if and when the Eastern Basin is developed.

Projected cost
Approximately \$16,600,000

We look forward to working with you on this project.

NORTHERN MORAIN WRD

Mohammed M. Haque
District Manager



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 MORAIN W R D

AGENDA ITEM # 10C

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Approve Phase 2 for Asset Management Software, Cartegraph.
<u>Staff Recommendation:</u>	Approve Entering into Agreement with Cartegraph for SCADA Project Software and Services in the Amount of \$12,016.68.
<u>Staff Contact:</u>	Joe Lapastora, Staff Engineer

Background:

In June of 2020, the District entered into an agreement with Cartegraph Systems LLC for an Asset Management Software (Cartegraph) used to manage the District's extensive collection system. Our initial intent in selecting a new software was to find one that allowed users to house historical CCTV footage and ultimately assist District operators perform in-house cleaning and televising of the District's collection system, as dictated in the District's CMOM plan. Note that the original agreement was a "trial" in that the District was only able to manage two (2) asset domains in the collection system – gravity mains and manholes.

District Superintendent, Luke Markko, and Staff Engineer, Joe Lapastora noted the robust nature of the software and the potential to manage all District assets during implementation and training sessions. As a result, a quote was requested to tie-in the remaining assets in the collection system and all assets at the treatment plant. If approved, Cartegraph would become the District's sole Asset Management Software, replacing existing software(s).

Below is a summary of 1) what the District has paid-to-date and for what services were provided 2) what the current contract approval is for and associated price 3) annual subscription costs moving forward and 4) current annual prices for Upkeep, Zapier and iAuditor – all softwares that the District can cut-ties with upon completion of Phase 2 Cartegraph.

1) Cartegraph Phase 1 – Services and Paid-to-Date

- Implementation - \$11,250 [PAID]
 - o Implementation services for two (2) assets includes Test and Production Sites, ESRI ArcGIS online [NMWRD Atlas] integration, Upkeep data import, historical CCTV import and archive, Remote Training, Go-Live Support.
- Subscription - \$7,375 [PAID]
 - o Subscription services for the two (2) assets includes AWS hosting, Live Two-Way GIS Integration, Automation Manager, Analytic Dashboards/Reports, Asset and Work Order Management Capabilities, Cartegraph Cloud deployment and 24/7 Support Services.





2) Cartegraph Phase 2 – Services and Cost for Current Approval

- Implementation - \$9,450
 - o Includes updated Test and Production Sites including new assets, Wastewater Treatment Domain added and implementation of 17 assets at the treatment plant. All implementation services listed above are for all remaining assets in the collection system and at the treatment plant.
- Subscription (Pro-rated) - \$2,567
 - o Pro-rated subscription cost that will add subscription services for the new assets through December 2021.

3) Annual subscription costs – Post December 2021

- Annual subscription service cost will be \$14,988 with a 3% annual increase.

4) Annual subscription costs of current softwares that the District can cut ties with if Cartegraph Phase 2 approved.

- iAuditor Subscription – \$4,875/year
- Upkeep Subscription – \$5,400 year
- Zapier Subscription - \$600/year

Recommendation:

District Staff has reviewed the asset management software extensively through training and rollout preparation. Per District Superintendent and Staff Engineer, the system is robust and will allow the District to monitor all assets in our collection system and at the treatment plant in great detail. It is staff's recommendation to proceed with Cartegraph Phase 2.

Votes Required to Pass:

Simple Majority, via a roll call vote



RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHERN MORAIN
TEWATER RECLAMATION DISTRICT that the Board of Trustees approves entering into
an agreement with Cartegraph for SCADA project software and services in the amount
of \$12,016.68 and authorize the District Manager to execute the Agreement.

DATED this____day of_____, 2021

NORTHERN MORAIN WASTEWATER
RECLAMATION DISTRICT, an
Illinois Municipal Corporation,

By:_____
PRESIDENT

SEAL

ATTEST

DISTRICT CLERK



Northern Moraine WRD

Cartegraph Solutions

Purchase Agreement

PA#: PA-4148
Amendment to PA#: PA-3017
Date Prepared: 1/21/2021
Date of Expiration: **3/20/2021**

For any questions or assistance, please contact:

Ryan Lucia
Account Manager
Phone: 563-557-3374
Mobile: +1 5866510059
Email: ryanlucia@cartegraph.com

Cartegraph Systems LLC
3600 Digital Dr
Dubuque, IA 52003-8962

<http://www.cartegraph.com>

Toll Free: (800) 688-2656
Phone: (563) 556-8120
Fax: (563) 556-8149

Purchase Agreement

Cartegraph Systems LLC is pleased to present this Purchase Agreement for the implementation of world class technology solutions. This Purchase Agreement is made and entered into between Northern Moraine WRD (hereinafter referred to as "Northern Moraine WRD", or "Customer") and Cartegraph Systems LLC (hereinafter referred to as Cartegraph). In the case that any terms or conditions provided in the Cartegraph Solutions Agreement differ from, are provided in more detail by, or are made irrelevant by the terms and conditions provided in this Purchase Agreement, the terms in this Purchase Agreement shall control. For all terms and conditions not addressed by this Purchase Agreement, the Cartegraph Solutions Agreement shall control.

CUSTOMER ADDRESS:

Northern Moraine WRD
PO Box 240
Island Lake, IL
60042

LICENSEE ADDRESS:

Northern Moraine WRD
113 Timber Trail
Island Lake, IL
60042

The following Addendums are attached to the Purchase Agreement and are incorporated by reference:

ADDENDUM A - SOLUTIONS SUPPORT

ADDENDUM B - SERVICES SCOPE OF WORK

ADDENDUM C - SOLUTIONS AGREEMENT can be found at <https://www.Cartegraph.com/solutions-agreement>

ADDENDUM D - Not Used

ADDENDUM E - Not Used

ADDENDUM F - Not Used

Investment Summary

The following section describes Purchase Agreement line items for Customer's Solution. Based on the core needs that have been identified and understanding the organization's budgeting and funding cycle, Cartegraph is providing the following Solution configuration.

Term 1 - 5/1/2021 - 11/30/2021 - Subscription

No.	Product	Code	Quantity	Price
1	Sewer Mains Asset	AST044	0.00	USD 0.00
2	Sewer Manholes Asset	AST045	0.00	USD 0.00
3	Sewer Facilities Asset	AST041	1.00	USD 175.00
4	OMS User	OMSUSR	9	USD 1,166.68
5	Asset Builder	OMSABD	1	USD 175.00
6	Wastewater Treatment Plant Domain	DOM012	1	USD 1,050.00
Term 1 - 5/1/2021 - 11/30/2021 - Subscription TOTAL:				USD 2,566.68

Term 1 - 5/1/2021 - 4/30/2022 - Services

No.	Product	Code	Quantity	Price
1	Implementation Services OMS	CGPFSV	1.00	USD 9,450.00
Term 1 - 5/1/2021 - 4/30/2022 - Services TOTAL:				USD 9,450.00

Summary By Term - Includes Services & Subscriptions

Total Term 1	USD 12,016.68
Total Term 2	USD 0.00
Total Term 3	USD 0.00
Total Term 4	USD 0.00
Total Term 5	USD 0.00

Investment Notes:

- The pricing listed above:
 - Does not include any applicable sales tax.
 - Does not include any applicable Esri ArcGIS licenses.
 - Is in U.S. Dollars.
 - Is valid through 2/20/2021
- This Purchase Agreement is Phase 2 amendment to #PA3017.

Payment Terms and Conditions

In consideration for the Solutions provided by Cartegraph to Customer, Customer agrees to pay Cartegraph the Fees in U.S. Dollars as described below:

DELIVERY

Upon execution of this Purchase Agreement, Cartegraph will provide the Solution Subscriptions and/or Services as detailed in the Investment Summary.

SOLUTION SUBSCRIPTION INVOICING

Customer shall be provided with the ability to access and use the Solution Subscriptions upon execution of this Purchase Agreement. The payment for the initial term is due upon execution of the Purchase Agreement. Payment for any subsequent renewal terms will be due in annual installments 15 days prior to the anniversary of the initial term in the amount(s) that follow:

- Term 1: \$2,566.68

SOLUTION SERVICES INVOICING

Invoicing for the Solutions Services shall occur upon the acceptance of this Purchase Agreement and be invoiced as follows:

- 25% upon execution of this Agreement.
- 25% at the completion of the assessment/delivery, or 3 months from execution of this Agreement, whichever is sooner.
- 25% at the completion of the test deployment, or 4 months from execution of this Agreement, whichever is sooner.
- 25% at the completion of production deployment, or 6 months from execution of this Agreement, whichever is sooner.

PAYMENT TERMS

- All payments are due Net 30 days from start date of invoice.
- All payments are to be in U.S. Dollars.

Acceptance

BY SIGNING BELOW, THE PARTIES AGREE THAT ALL USE AND ACCESS TO THE SOLUTIONS DESCRIBED IN THIS PURCHASE AGREEMENT SHALL BE GOVERNED BY THE CARTEGRAPH SOLUTIONS AGREEMENT. THE PARTIES AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS PURCHASE AGREEMENT, THE CARTEGRAPH SOLUTIONS AGREEMENT, AND ALL OTHER AGREEMENTS AND ADDENDUMS SPECIFICALLY REFERENCED HEREIN.

Cartegraph Systems LLC:

By: _____
(Signature)

(Type or Print Name)

Title: _____

Date: _____

Northern Moraine WRD:

By: _____
(Signature)

(Type or Print Name)

Title: _____

Date: _____

ADDENDUM A

Solutions Support

TECHNICAL SUPPORT

1. Campus – www.cartegraph.com/campus
Our User Assistance area is a convenient and easily shareable resource designed to help you and your co-workers better understand the functions and capabilities of your Cartegraph Solutions. Instantly access user tips, step-by- step guides, videos, and more.
2. Dedicated, Unlimited, Toll-free Phone Support - 877.647.3050 and Live Chat
When questions need answers and difficulties arise, count on our industry- leading Support team to provide the guidance and assistance you need. Live Chat is available within the product or through Campus. Reach us as often as you need Monday-Friday, 7:00 am-7:00 pm CT.
3. Secure, Live Remote Support
If your challenge requires a more hands-on approach, we have the remote support tools to fix it. Let one of our Support Team members directly interact with your system to find a fast, effective solution.

TRAINING & EDUCATION SUPPORT

1. Convenient Online Resources
All the information you need, one click away. Take advantage of online training opportunities, tutorial videos, upcoming event information, and more.
2. Customer Led User Groups
Meet and network with similar Cartegraph users in your region. Customer led User Groups allow you to find out what other organizations are doing to get more from their Cartegraph solutions and services.

RELEASES & UPGRADES

1. New Releases
Be the first to know about all new Cartegraph releases, enhancements, and upgrades. Cartegraph is continuously innovating and enhancing the Cartegraph OMS collection of products and as a customer with an active subscription, you will receive each new release of the software.
 1. Your cloud-hosted site will be automatically upgraded by our System Consultants after the release is available. This way, you'll experience increased system performance while gaining timely access to the latest features and functionality.
 2. For your on-Premises Installation, our Technical Consultants will work with your organization's IT staff to receive the latest software release in a timely manner. This way, you'll experience increased system performance while gaining prompt access to the latest features and functionality
2. Service Packs
A Service Pack consists of lower-severity bug fixes and/or small platform updates.
 1. If required, cloud-hosted sites will receive Service Packs as needed. These Service Packs are installed by the Cartegraph System Consultants.
 2. On-premises customers that contacted Cartegraph Technical Support about an issue that is resolved with the Service Pack, will be provided the service pack for installation. These on-premises customers can then schedule a time to install the Service Pack with our Technical Support team
3. Hot Fixes

If an issue is determined to be a defect and falls outside the standard release cycle, Cartegraph will issue a hot fix and provide application specialists with detailed levels of product knowledge to work with you in achieving a timely and effective resolution.

Cartegraph will provide the Support Services only to Customer, provided that Cartegraph reserves the right to contact any third party as necessary to facilitate the delivery of Support Services or other services relating to the Solutions. Said support applies only to the most current version of the product and the previous version in succession.

All Support Services are dependent upon the use by Customer of the Solutions in accordance with Cartegraph's documentation and specifications. Cartegraph is under no obligation to modify the Solutions so that the modified Solutions would depart from Cartegraph's published documentation and specifications for such Solutions.

ADDENDUM B

Services Scope of Work

The Solutions Services listed in the Investment Summary of this Purchase Agreement are specific Cartegraph services which will be delivered to the Customer based on the descriptions below, and are subject to the limitations and terms and conditions set forth in this Purchase Agreement, and its referenced Addendums. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

Customer/Cartegraph Responsibilities

Project representatives from Customer and Cartegraph accepts responsibility for all aspects of project planning, management, and execution not specifically identified as the responsibility of Cartegraph in the Agreement or in the Purchase Agreement. Ongoing management of the day-to-day allocation of Customer and Cartegraph resources and management of project tasks is the responsibility of the Customer and Cartegraph project representatives. Customer and Cartegraph project representatives will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the Cartegraph obligations listed in this Purchase Agreement, Customer understands that it is vital to the success of the project that Customer provides assistance in the following matters:

1. For those services listed under Solutions Services, Cartegraph personnel will conduct information gathering and evaluation sessions with various Customer users and management. While Cartegraph respects the time and workload of Customer staff, dedicated time on the part of the appropriate Customer resources is necessary to complete these exercises.
2. The installation process requires the assistance of Customer personnel and suitable access to hardware and systems (e.g., security clearance). Customer is required to supervise the installation process while systems are accessible to Cartegraph. All hardware and software, for both personal computers and servers, is expected to be available, installed, and operating as specified in Cartegraph's system requirements documentation such that delivery and execution of Cartegraph Services will not be impeded.
3. Customer and Cartegraph understand that the successful performance of Solutions Services depends upon Customer fulfilling its responsibilities. The Project assumes that Customer will provide all personnel required to achieve a successful implementation, including a dedicated project manager responsible for reviewing the implementation scope of work, ensuring all attended meetings are attended by invited staff, and providing leadership and insight on all relevant internal issues such as policy/procedure, organizational structure, project stakeholders, technical architecture, data, and current systems. Customer responsibility also includes internal documentation, internal change management, task completion, staff coordination and schedule commitment.
4. Customer will provide Internet access and IT staff support as required. For those services that are web-based, Cartegraph utilizes web conferencing technology.
5. Customer shall ensure that their workstation platform and database meet Cartegraph system requirements as specified in the Cartegraph System Requirements documentation. Solutions will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. Cartegraph will discontinue support of

its Solutions within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.

6. Customer agrees to work with Cartegraph to schedule Solutions Services in a timely manner. All undelivered Solutions Services shall expire ((Services Expiration)) days from the execution of this Purchase Agreement, unless noted differently in Services Scope listed above. Upon expiration of services, the project may be cancelled at Cartegraph's discretion.

Not-To-Exceed Purchase Agreement

Cartegraph will not exceed the total included in this Purchase Agreement without written approval from Customer. In the event it becomes apparent to Cartegraph that additional Service will be needed due to any changes in the scope of this Purchase Agreement, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional Services are required.

Addendum B - Scope of Work (Fee for Service)

Cartegraph Solutions Services – Scope of Work

- The Field Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum B, the applicable Purchase Agreement, and the Cartegraph Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

Cartegraph OMS – Implementation Scope of Work

Implementation of the Operations Management System (OMS) includes the following professional services:

Setup

- Cartegraph will setup a hosted, test and production OMS environment.
- Cartegraph will provide an overview, up to two (2) hours, of Cartegraph and ArcGIS Online user-based logins and User/Role functionality.
- Cartegraph will provide a template file to be utilized by your staff to populate Roles and Users to be utilized for OMS.
- Cartegraph will utilize the template to create users and roles in OMS. (Note: Subsequent User and/or Role changes will be your administrator's responsibility.)
- Cartegraph will provide documentation and guidance, up to four (4) hours, for your technical GIS staff to configure Esri Basemap Services for OMS integration. Guidance will be geared towards OMS/Esri integration functionality and requirements.
- Cartegraph will setup the OMS Platform, including the Request, Work, Resource, and Asset Management areas of the software. *Asset Management solutions will be setup for all solutions referenced in the Assets section of the scope unless otherwise noted.*

Consulting

- Cartegraph will provide a remote requirement gathering workshops, a total of eight (8) hours, to increase our understanding of your business and functional goals. Through workshops and interviews, Cartegraph will identify best fit scenarios for OMS and provide a brief including any challenges as well as recommendations for OMS best practices relevant to your implementation.

Training

- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on overall system navigation and functionality to help familiarize your staff with the software environment and its common functions. Training topics include:
 - Dashboards
 - Standard KPI/ROI Gadgets
 - Logins/Permission
 - Layers
 - Filters
 - Maps
 - Grids
 - System Navigation

- Views (List & Detail)
 - Standard Reports
 - Attachments
 - Requests, Work, Assets, Resources, Reports, and Administrator Tabs
- Cartegraph will provide remote train-the-trainer training, up to two (2) hours, on OMS Esri integration functionality. Training topics include:
 - OMS Esri integration configuration options
 - Integration functionality (basemap and feature)
 - Overall Esri integration requirements, considerations, and Cartegraph recommended best practices
 - Cartegraph will provide a "train-the-trainer" training event, up to twelve (12) hours. The training agenda will be defined and agreed upon by both Cartegraph and your project manager. Topics may include any of the following:
 - Request Management:
 - Requests
 - Requesters
 - Task Creation from Requests
 - Issue library (including settings such as Applies to Asset and Non-Location)
 - Cartegraph recommended best practices for Request and Requester Management
 - Work Management:
 - Create Task(s) (Asset/Non-Asset)
 - Assignments (Add, Edit, Remove)
 - Task Menu Actions
 - Related Work Items
 - Create Work Order
 - Associate Task to WO
 - Repeat Work Orders
 - Work Order Menu Actions
 - Enter Resources
 - Timesheets
 - Activity library (including settings such as Applies to Asset, Inspection, Key Dates, Cost, and Productivity)
 - Cartegraph recommended best practices for Work Management
 - Asset Management:
 - Asset Details
 - Preventative Maintenance Plans
 - Inspections
 - Linked assets (if applicable)
 - Container/Component Relationships (if applicable)
 - Cartegraph recommended best practices for Asset Management

To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.

- Resource Management:
 - Resource Details
 - Labor/Equipment Rates
 - Material Management (Stock, Usage, Adjustments)
 - Vendor Price Quotes
 - Cartegraph recommended best practices for Resource Management
- Cartegraph Mobile:
 - Overall system functionality (Navigation, Interface, Maps, Attachments, Sorting)

- Work Management
 - Create and Update Tasks (Asset/Non-Asset)
 - Assign Tasks
 - Enter Resources
 - Inspections
 - Asset Management
 - Create and Update Assets
 - Request Management
 - View and Update Requests
 - View Requester information
 - Create Task from Request
 - Offline use for Cartegraph for iPad
 - Cartegraph recommended best practices for mobile device use
- Administrator:
 - Administrator:
 - User Administration, Role Administration, Asset Administration, Record Filter Administration, Import/Export, Scheduled Process Log, Error Log
 - Settings:
 - System Settings, Map Administration, Geocode Settings, GIS Integration settings, Asset Color Manager
 - Manager:
 - Layout Manager, Library Manager, Preventative Maintenance, Asset Condition Manager, Notification Manager, Structure Manager, Automation Manager
- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on OMS Reporting functionality. Training topics include:
 - Security/Roles
 - Report Designer
 - Report Types, Report Styling, Filtering\Parameters, Basic Formulas, Grouping/Sorting
 - Report Viewer
 - Reporting best practices and solution tips/tricks.
- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on Preventative Maintenance Plans functionality. Training topics include:
 - Preventative Maintenance
 - Cartegraph recommended best practices for proactive asset management

To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.

- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on Advanced Inspections and Asset Condition Manager functionality. Training topics include:
 - Performance Management
 - Prediction Groups
 - Minimum Condition Groups
 - Activities and Impacts
 - Criticality Factor
 - Install/Replaced Dates
 - Cartegraph recommended best practices for advanced inspections and condition management

To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.

- Cartegraph will provide remote train-the-trainer training, up to two (2) hours, on Asset Builder functionality. Training topics include:
 - OMS Administrator
 - Structure Manager
 - Library Manager
 - Layout Manager
 - User/Role Configurations
 - Cartegraph recommended best practices for expanding the system's use and/or building assets

Go-Live Support

- Cartegraph will provide up to two (2) remote web conferences (not to exceed 4 hours total) to be utilized for Go-Live Support. The agenda will be defined, and agreed upon, by both your and Cartegraph's project managers. Topics may include any of the following:
 - Refresher training for items listed in the scope of work
 - Software and process support for staff during production roll out
 - Field, Layout, and Report configuration guidance, if applicable

Data Services

- Cartegraph will provide one test and one production data load service through standard import/export functionality. Cartegraph will provide template documents for data population. Once populated by your staff, Cartegraph will load the data into your test or production OMS environment. Data loads may include data such as:
 - Parent level asset records
 - Asset location (spatial x/y) attributes
 - Parent level resource (Labor, Equipment Material, Vendor) records
 - Resource Rate (Labor, Equipment, Material) records
 - Standard system libraries

Assets

Asset implementation includes the following professional services:

- Cartegraph will provide installation and training on the following seventeen (17) asset types:
 - Sanitary Sewer (1)
 - Sewer Facility
 - Wastewater Treatment Plant (16)
 - Wastewater Treatment Plant Blowers; Wastewater Treatment Plant Compressors; Wastewater Treatment Plant Conveyors; Wastewater Treatment Plant Electrical Generator; Wastewater Treatment Plant Facility; Wastewater Treatment Plant HVAC Equipment; Wastewater Treatment Plant Instrumentation; Wastewater Treatment Plant Motors; Wastewater Treatment Plant Presses; Wastewater Treatment Plant Processes; Wastewater Treatment Plant Pump; Wastewater Treatment Plant Screens; Wastewater Treatment Plant Structure; Wastewater Treatment Plant UV; Wastewater Treatment Plant Valves; Wastewater Treatment Plants; Wastewater Treatment Plant Floor

- Cartegraph will provide up to five (5) field configurations for each asset type listed above.

Cartegraph will provide all services remotely via audio; video; and web conferences unless otherwise noted.

Exclusions

The following service items are not included in the scope of this project:

- Implementation of any custom modification or integration developed by Cartegraph; your internal staff; or any third-party is not included in the scope of this project unless specifically listed above.
- Data conversion services from other software system(s) or sources (including Cartegraph Navigator databases) are not included in the scope of this project unless specifically listed above.
- Any service items discussed during demonstrations; conference calls; or other events are not included in the scope of this project unless specifically listed above.

Customer/Cartegraph Responsibilities

Project representatives from Customer and Cartegraph accepts responsibility for all aspects of project planning, management, and execution not specifically identified as the responsibility of Cartegraph in the Agreement or in the Purchase Agreement. Ongoing management of the day-to-day allocation of Customer and Cartegraph resources and management of project tasks is the responsibility of the Customer and Cartegraph project representatives. Customer and Cartegraph project representatives will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the Cartegraph obligations listed in this Purchase Agreement, Customer understands that it is vital to the success of the project that Customer provides assistance in the following matters:

1. For those services listed under Field Services, Cartegraph personnel will conduct information gathering and evaluation sessions with various Customer Users and management. While Cartegraph respects the time and workload of Customer staff, dedicated time on the part of the appropriate Customer resources is necessary to complete these exercises.
2. The installation process requires the assistance of Customer personnel and suitable access to hardware and systems (e.g., security clearance). Customer is required to supervise the installation process while systems are accessible to Cartegraph. All hardware and software, for both personal computers and servers, is expected to be available, installed, and operating as specified in Cartegraph's system requirements documentation such that delivery and execution of Cartegraph Field Services will not be impeded.
3. Customer and Cartegraph understand that the successful performance of Field Services depends upon Customer fulfilling its responsibilities. The Project assumes that Customer will provide all personnel required to achieve a successful implementation, including a dedicated project manager responsible for reviewing the implementation scope of work, ensuring all attended meetings are attended by invited staff, and providing leadership and insight on all relevant internal issues such as policy/procedure, organizational structure, project stakeholders, technical architecture, data, and current systems. Customer responsibility also includes internal documentation, internal change management, task completion, staff coordination and schedule commitment.
4. Customer will provide Internet access and IT staff support as required. For those services that are web-based, Cartegraph utilizes WebEx Meeting (or similar) technology.
5. Customer shall ensure that their workstation platform and database meet Cartegraph system requirements as specified in the Cartegraph System Requirements documentation. Solutions will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. Cartegraph will discontinue support of its Solutions within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.
6. Customer agrees to work with Cartegraph to schedule Field Services in a timely manner. All undelivered Field Services shall expire 365 days from the execution of this Purchase Agreement, unless noted differently in Services Scope listed above. Upon expiration of services, the project may be cancelled at Cartegraph's discretion.

Not-to-Exceed Purchase Agreement

Cartegraph will not exceed the total included in this Purchase Agreement without written approval from Customer. In the event it becomes apparent to Cartegraph that additional Service will be needed due to any changes in the scope of this Purchase Agreement, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional Services are required.



Northern Moraine WRD

Cartegraph Solutions

Budget Proposal

PA#: PA-004464

Date Prepared: 3/2/2021

Date of Expiration: 4/1/2021

For any questions or assistance, please contact:

Ryan Lucia

Account Manager

Phone: 563-557-3374

Mobile: +1 5866510059

Email: ryanlucia@cartegraph.com

Cartegraph Systems LLC
3600 Digital Dr
Dubuque, IA 52003-8962

<http://www.cartegraph.com>

Toll Free: (800) 688-2656

Phone: (563) 556-8120

Fax: (563) 556-8149

Budget Proposal

Cartegraph Systems LLC is pleased to present this Budget Proposal for the implementation of world class technology solutions. This Budget Proposal is made and entered into between Northern Moraine WRD (hereinafter referred to as "Northern Moraine WRD", "", or "Customer") and Cartegraph Systems LLC (hereinafter referred to as Cartegraph). In the case that any terms or conditions provided in the Cartegraph Solutions Agreement differ from, are provided in more detail by, or are made irrelevant by the terms and conditions provided in this Budget Proposal, the terms in this Budget Proposal shall control. For all terms and conditions not addressed by this Budget Proposal, the Cartegraph Solutions Agreement shall control.

CUSTOMER ADDRESS:

Northern Moraine WRD
PO Box 240
Island Lake, IL
60042

LICENSEE ADDRESS:

Northern Moraine WRD
113 Timber Trail
Island Lake, IL
60042

The following Addendums are attached to the Budget Proposal and are incorporated by reference:

ADDENDUM A - Not Used

ADDENDUM B - Not Used

ADDENDUM C - SOLUTIONS AGREEMENT can be found at <https://www.Cartegraph.com/solutions-agreement>

ADDENDUM D - Not Used

ADDENDUM E - Not Used

ADDENDUM F - Not Used

Investment Summary

The following section describes Budget Proposal line items for Customer's Solution. Based on the core needs that have been identified and understanding the organization's budgeting and funding cycle, Cartegraph is providing the following Solution configuration.

Term 1 - 12/1/2021 - 11/30/2022 -
Subscription

No.	Product	Code	Quantity	Price
1	OMS Plus	OMSPLS	1	USD 6,588.75
2	Asset Builder (option)	OMSABD	1	USD 300.00
3	Wastewater Treatment Plant Domain	DOM012	1	USD 1,800.00
4	OMS User	OMSUSR	9	USD 4,500.00
5	Sewer Facilities Asset	AST041	1.00	USD 300.00
6	Sewer Mains Asset	AST044	1.00	USD 750.00
7	Sewer Manholes Asset	AST045	1.00	USD 750.00
Term 1 - 12/1/2021 - 11/30/2022 - Subscription TOTAL:				USD 14,988.75

Investment Notes:

- The pricing listed above:
 - Does not include any applicable sales tax.
 - Does not include any applicable Esri ArcGIS licenses.
 - Is in U.S. Dollars.
 - Is valid through 4/1/2021
-



PURCHASE ORDER

Northern Moraine Wastewater Reclamation District

PO Box 240, 420 Timber Trail

Island Lake, IL 60042-0240

P: 847-526-3300

F: 847-526-3349

E: info@nmwrd.org

PO # : 20-330**DATE : 06/08/20****VENDOR : CARTEGRAPH SYSTEMS, LLC**

3600 DIGITAL DRIVE

DUBUQUE, IA 52003

800-688-2656

SHIP TO : Northern Moraine WRD

113 Timber Trail

Island Lake, IL 60042-0240

(847) 526-3300

SHIPPING METHOD	F.O.B	ORDERED BY	FUND	ACCOUNT
		Mohammed Haque	Sewer O&M - Treatment (03-52)	6030 - Capitalized Treatment Upgrade
ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Subscription, Cartegraph Cloud Deployment	1.00	\$ 7,375.00	\$ 7,375.00
	Implementation Services	1.00	\$ 11,250.00	\$ 11,250.00
	Expense Reimbursement	1.00	\$ 2,400.00	\$ 2,400.00

NOTES/COMMENTS:

Capitalized Treatment Upgrade: Plant Process Automation

SUBTOTAL \$ 21,025.00**S&H TBD****Other****TOTAL \$ 21,025.00**
Authorized by**06/08/20****Date**

Northern Moraine Wastewater Reclamation District
Cartegraph Software and Services Agreement

Quote: Q20-1067

Date: June 5, 2020

Cartegraph Systems LLC
3600 Digital Drive
Dubuque, IA 52003
www.cartegraph.com

800 688.2656
563 556.8120
Fax 563 556.8149

Software and Services Agreement

Cartegraph is pleased to present this Agreement for the implementation of world class technology solutions. This Quote is made and entered into between Northern Moraine Wastewater Reclamation District hereinafter referred to as "Customer" or "Licensee," whose address is noted below, and Cartegraph Systems LLC, 3600 Digital Drive, Dubuque, Iowa 52003, hereinafter referred to as "Cartegraph."

Customer address:

Northern Moraine WRD

113 Timber Trail

PO Box 240

Island Lake, IL 60042

Licensee address:

Same

Scope of Project

Northern Moraine Wastewater Reclamation District is looking to adopt an Operations Management software solution that will provide for Asset Management, Work Order Management, Preventative Maintenance, and Mobile Application. With Cartegraph, Northern Moraine Wastewater Reclamation District has the ability to grow this into a tool that can help manage all District infrastructure for years to come.

Cartegraph is currently being used by hundreds of Wastewater Districts, Cities, and Counties across the United States. It is worth noting that unlike many other vendors, our Operation Management Software (OMS) was specifically designed for local governments.

We are proposing an implementation process that will include import of all relevant data from Northern Moraine WRD's existing systems – RedZone Robotics ICOM and UpKeep CMMS. This implementation will include a bi-directional integration for all District assets and any other desired feature classes or datasets within Esri.

Software Solution – Cartegraph OMS

Cartegraph provides user licensing with access to all core application components. The components are seamlessly integrated through a single user interface. Information is stored in a central repository, allowing departments to easily share information and communicate across departments. The flexibility of Cartegraph's interface ensures that users only see information applicable to their role, thus enhancing their user experience.

Attachments can be uploaded or linked to any record or inspection to provide additional details for users, like a how-to video warranty information, or inspection records. More than one file can be attached to any record or inspection.

Work management functionality provides the capability to create both asset-specific and non-asset tasks. Cost accounting information, including labor, equipment, material, and other costs are applied at the task level to capture the true costs of work. Tasks can stand alone or be grouped into work orders for roll-up information, including total cost and time to complete.

Key Features:

Feature	Result
Guided Work Order	Creating Work Orders in seconds
Work Request Tasks and Assets Identified within the Work Order	Quickly know what work and assets are needed for the job
Schedule and Assign Maintenance Tasks	Maintenance tasks can be tracked and built out, so crews can complete all types of maintenance at the right times
Use Timesheets to Document Resources	Management and accountability of resources used
Group Tasks into Work Order	Ability to manage multi-faceted or specialized projects
Create Multiple Tasks at once	Efficiency gained in no longer creating individual tasks
Map-Centric View of all Work & Assets	Visual representation of work for ease in management
Filter Map Layers	View assets based on their type or work needed
Analyze Costs for tasks	Compare differential costs for similar tasks
Generate new Work Orders on the Map View	Less time spent
View Scheduled Work by user/crew	Transparency into work levels and resource management
Calendar view of all work orders scheduled	Easy-to-view and manage scheduling for large projects
Create a work order without GIS if needed	If an object is not in GIS yet, a work order can still be created for the asset
Single-Entry for all work, asset, and resources without GIS dependency	All data is GIS-Centric while allowing for ease of entry by non-GIS-personnel
Create repeating/ reoccurring Work Orders for Projects and Special Events	Reduces need to enter work orders multiple times into multiple projects or special events
Capture Total Costs of Work by Department	Transparency in costs is further broken down by each project and evaluation criteria for financial reporting and analysis

Preventative Maintenance

Use Preventative Maintenance to record the results of analysis and proactively schedule new tasks. This not only provides visibility of projected work but allows you to implement asset maintenance schedules and reoccurring work. Use this functionality, for example, to have all your Mains undergo FOG inspections every 8 months.

Automation Manager

Workflow can analyze what staff is doing and use Automation Manager functionality to record the results of this analysis (recognizing redundancy) and create automated actions in the system to make staff assignments more efficient.

An action defines what will happen. A trigger defines when it will happen. Guided triggers include actions already associated with them. Triggers can be event-based, scheduled, or manual.

Automation actions include:

- Send an e-mail notification

- Create record(s)
- Edit existing record(s)
- Verify a field value and display an error message if necessary
- Perform a calculation and set a field value

Feature	Result
Efficient Workflows - Eliminate lag by automatically launching the next step in the workflow.	Send email notification for an overdue task and increase the task's priority Create a "grind stump" task upon completion of a "remove tree" task.
Improved Performance - Put verification checks in place to reduce time wasted on fixing mistakes, such as an odometer reading on an equipment task, or dispatching the appropriate surface type and marking for an athletic field.	Cancel remaining open tasks for an asset once it is retired and prevent new tasks from being created for the retired asset. When a "repair" task is completed, create a follow-up inspection task and assign the correct inspector.
Drag and drop - Select from among 200+ triggers to insert into your automation to define when something will happen based on properties established.	When completing equipment tasks, Automation Manager requires that the usage field (odometer reading) be filled in. When adding a facility, specify the length and width and the system calculates the area.

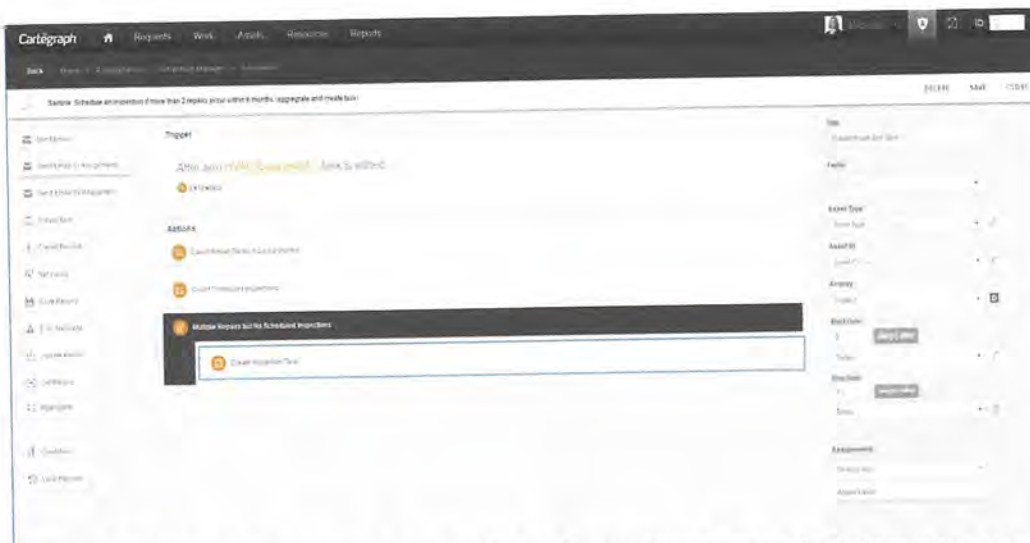


Figure: Automation Manager - schedule an inspection if more than 2 repairs occur within 6 months.

Asset Management

Asset management functionality provides the capability to track any type of asset including signs, signals, pavement segments, water hydrants, sewer mains, storm pipes, fleet, facilities, and many more. Asset applications include asset-specific fields and functionality. All asset applications also integrate with Cartegraph's work management functionality to associate work activities, costs, and resources. Key features include:

- Uniquely identify and quickly create any asset.

- View asset connectivity. For example, upstream and downstream manholes, parallel water mains.
- View map layers of assets and drill down to see additional detail.
- Document inspection results and calculate asset condition.
- Estimate remaining life of assets.
- View graphs of the actual and predicted performance of individual assets.
- Review cost to maintain assets based on completed work.
- Add and view attachments.
- View asset details to see an automated total cost to maintain an asset.
- Use container/component relationship to manage assets within assets. Examples include parks with equipment, athletic fields, facilities, monuments, and landscape features.
- Setup preventative maintenance schedules on assets to trigger work automatically based on condition, time, and usage.

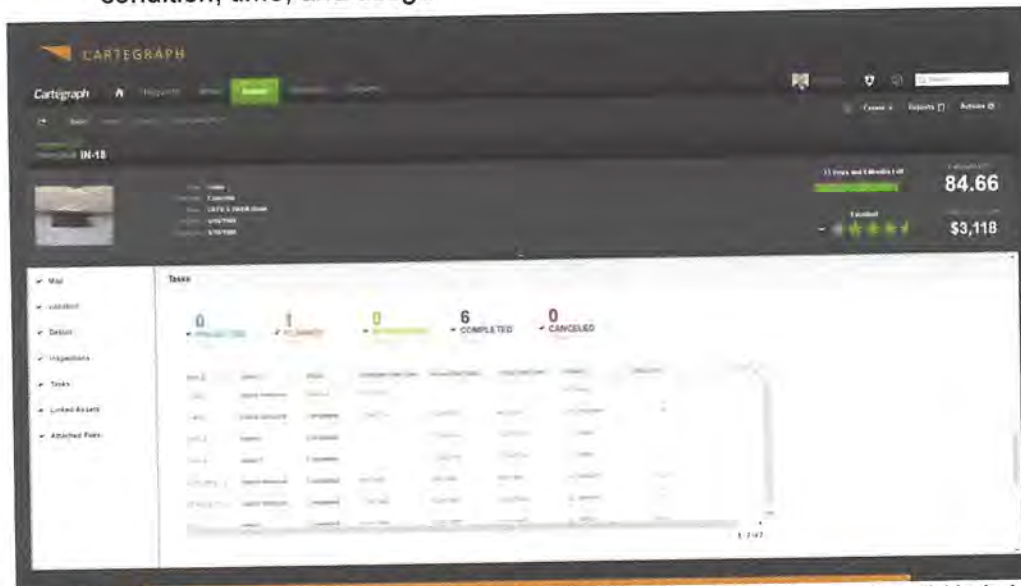


Figure: Asset Management: Current and historical at-a-glance information of a specific asset is available, including tasks, OCI, and costs to date.

Resource Management

Resource management functionality allows you to manage labor, equipment, materials, and vendor information. Track attribute, rate, and historical information for each. Apply these resources to your work activities for accurate cost accounting. Key features:

- Load multiple rates for an individual resource. For example, standard rate and overtime rate.
- Manage purchasing and inventory information for materials.
- Track quantity-on-hand automatically decremented based on materials used. System-generated notifications can remind staff when a material has hit its user-defined reorder point.
- Specify inventory method LIFO, FIFO, Least Expensive, or Most Expensive.
- Identify vendor price quotes and set primary vendor as default price when stocking material.

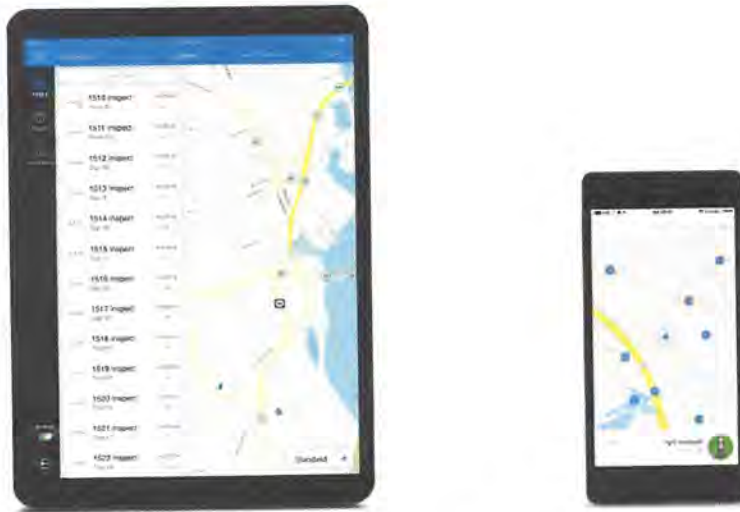
-
- The screenshot shows the 'Time sheet' application interface. At the top, there's a header with 'Time sheet' and the date 'Wednesday, March 27, 2019'. Below this, a dark bar contains the user ID '224438', the location 'Mow Park Park 14', and the dates '3/27/2019 3/27/2019'. The main area is divided into sections for 'Logon', 'Logoff', and 'Work'. Each section has input fields for 'Start Time', 'End Time', and 'Duration', along with buttons for 'Save', 'Cancel', and 'Print'. The 'Logon' section also includes a 'Logon Time' field. The 'Logoff' section includes a 'Logoff Time' field. The 'Work' section includes a 'Work Time' field. The interface is designed for recording work hours and location.

Mobile Access

An optional capability is to use a device in offline mode. A user can view, complete, and create new tasks and also enter labor, equipment, materials, and other resources—and yet complete asset inspections. All work data is recorded and will be updated and saved in Cartegraph once users are back online.

Key features:

- Page 6 of 10



Cartegraph One. Provide workers with access to the information they need about assets and their work in the field using iOS or Android-based smartphones.

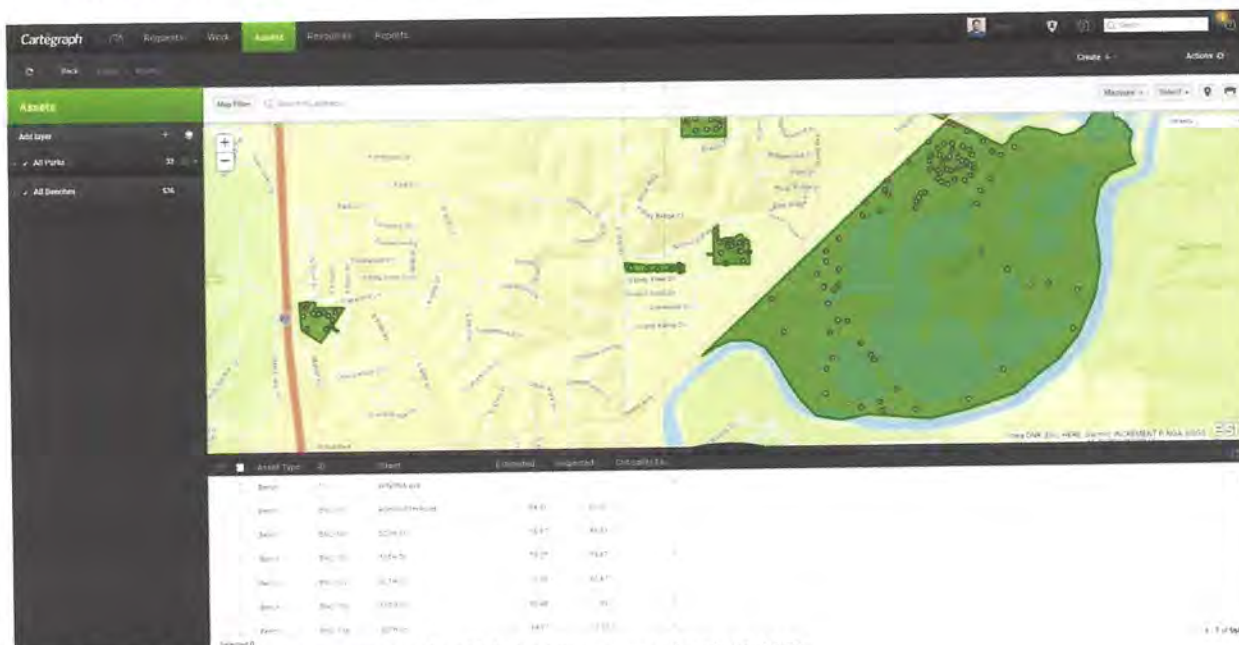
GIS Centric Architecture

Cartegraph Operations Management System (OMS) is a GIS Centric solution. Cartegraph and Esri work seamlessly together, combining your existing GIS web maps and asset inventories with rich operations and asset management functionality designed especially for the needs of local government. If you have data in one system, but not the other, the integration will fill in your missing pieces.

Compatibility. Easily create, edit, and delete GIS associations. The seamless integration between the Cartegraph and Esri platforms ensures the integrity and compatibility of your work, asset, and geospatial data.

Workflow. Accuracy and efficiency from any location. Locate your feature and add it to your map with a single click. Record attributes, perform inspections, and schedule future tasks. Click Save and Cartegraph pushes the record to your Esri database in real-time.

Data synchronization. Current data—no matter which system you're in. Cartegraph GIS integration links your ArcGIS data to your Cartegraph data. This allows users in the field to simultaneously capture information in one system and push it to the other. If you have data in one system, but not the other, the bi-directional integration will fill in your missing pieces.



Cartegraph supports the consumption of multiple Esri base maps directly in OMS.

CARTEGRAPH SUPPORT

As part of Northern Moraine WRD's subscription to access and use of the Cartegraph Solutions, NMWRD will receive:

1. Support Services

- a. **Campus – www.cartegraph.com/campus**
Our User Assistance area is a convenient and easily-shareable resource designed to help you and your co-workers better understand the functions and capabilities of your Cartegraph Solutions. Instantly access user tips, step-by-step guides, videos, and more.
- b. **Dedicated, Unlimited, Toll-free Phone Support - 877.647.3050**
When questions need answers and difficulties arise, count on our industry-leading Support team to provide the guidance and assistance you need. Reach us as often as you need Monday-Friday, 7:00 am-7:00 pm CT.
- c. **Secure, Live Remote Support**
If your challenge requires a more hands-on approach, we have the remote support tools to fix it. Let one of our Support Team members directly interact with your system to find a fast, effective solution.

2. Training & Education Services

- a. **Convenient Online Resources**
All the information you need, one click away. Take advantage of online training opportunities, tutorial videos, upcoming event information, and more.
- b. **Customer Led User Groups**
Meet and network with similar Cartegraph users in your region. Customer led User Groups allow you to find out what other organizations are doing to get more from their Cartegraph solutions and services.

3. Releases & Upgrades

a. New Releases

Be the first to know about all new Cartegraph releases, enhancements, and upgrades.

- i.* Your cloud-hosted site will be automatically upgraded by our System Consultants after the release is available. This way, you'll experience increased system performance while gaining timely access to the latest features and functionality.
- ii.* For your on-Premises Installation, our Technical Consultants will work with your organization's IT staff to receive the latest software release in a timely manner. This way, you'll experience increased system performance while gaining prompt access to the latest features and functionality

b. Hot Fixes

If an issue is determined to be a defect and falls outside the standard release cycle, Cartegraph will issue a hot fix and provide application specialists with detailed levels of product knowledge to work with you in achieving a timely and effective resolution

Implementation

Implementation will be supported by 4 days of onsite meetings; 2 days will be at the beginning of the project and consist of project assessment and workflow mapping. Online meetings and remote tasks will provide the basis for system configuration and build-out throughout the implementation process. The additional 2 days of onsite will cover training as outlined below. You will be assigned a dedicated project manager who will coordinate the project and help keep things on track.

- A 2-day onsite (if applicable, if not remote) assessment of your goals and applicable workflows
- Configuration support with Esri integration, Cartegraph startup data imports, and a handful of field configurations
- Import of RedZone ICOM Asset data with links to video inspections
- Import of UpKeep CMMS Work Order history
- A 2-day onsite (if applicable, if not remote) training event covering:
 - Introduction to OMS
 - Work
 - Assets
 - Resources
 - Cartegraph One mobile app
- Online Go-Live Support to address any last-minute tweaks or refresher training

For each Asset, you'll receive:

- Support with Esri integration
- Support with data imports
- Training on unique functionality and attributes

Cartegraph Subscription

With OMS Plus, you'll receive the following services:

- Online secure hosting (250GB in a secure AWS environment) with a mirrored test site
- GIS Integration

- Analytics Dashboards and Reports
- Automation Manager
- Cartegraph One mobile app
- Resource Management – Labor, Materials, Equipment, Vendors
- Asset & Work Order Management for the following:
 - Gravity Mains
 - Manholes

Investment Summary

Cartegraph's proposed fees for this project are included in the summary below.

Date June 5, 2020 Quote Expiration Date: July 31, 2020 Quote No.: #Q20-1067

	Purchase Type	Qty.	Unit Price	Total Price
YEAR 1				
SOLUTIONS				
Cartegraph OMS Plus	Subscription, Cartegraph Cloud Deployment	1	\$7,375.00	\$7,375.00
Cartegraph OMS – Hosting (included in OMS)	Cartegraph Cloud Hosting Subscription	1	Included	included
Cartegraph OMS User	User Subscription	5	Included	Included
FIELD SERVICES				
Implementation Services	Fixed Fee Service	1	\$11,250.00	\$11,250.00
IMPORT OF REDZONE ICOM			Included	Included
IMPORT OF UPKEEP CMMS			Included	Included
ESTIMATED EXPENSES			\$2,400.00	\$2,400.00

Payment Terms and Conditions

In consideration for the Solutions and Services provided by Cartegraph to Customer, Customer agrees to pay Cartegraph the Fees in U.S. Dollars as described below:

I. DELIVERY

Customer shall be provided with the ability to access and use the Solutions upon execution of this Purchase Agreement. If applicable, Services will be scheduled and delivered upon your acceptance of this Purchase Agreement, which will be considered as your notification to proceed.

II. SERVICES SCHEDULING

Customer agrees to work with Cartegraph to schedule Services in a timely manner. All undelivered Services shall expire 365 days from the signing of this Purchase Agreement.

III. SOLUTION SUBSCRIPTION

The fee for solutions will be due in annual installments 15 days prior to the anniversary of the initial term as follows:

1. \$7,375.00 Shall be due December 1, 2020.

IV. FIELD SERVICES INVOICING

Invoicing for the Field Services fee shall occur upon the acceptance of this Purchase Agreement and shall be invoiced as follows:

1. 25% upon execution of the Purchase Agreement
2. 25% at the completion of the assessment/delivery, or 3 months from execution of Purchase Agreement, whichever is sooner
3. 25% at the completion of the test deployment, or 4 months from execution of Purchase Agreement, whichever is sooner
4. 25% at the completion production deployment, or 6 months from execution of Purchase Agreement, whichever is sooner

V. EXPENSES

In providing the services included in this Purchase Agreement, Cartegraph shall be reimbursed for any reasonable out-of-pocket costs, including, but not limited to, travel, lodging, and meals. Out-of-pocket expenses are billed based on actual costs incurred and are due separately.



Northern Moraine WRD

Cartegraph Software and Services Contract

PA#:
PA-3017

Date:
6/5/2020

Cartegraph Systems LLC
3600 Digital Drive
Dubuque, IA 52003

cartegraph.com

800 688.2656
563 556.8120
Fax 563 556.8149

Purchase Agreement

Cartegraph is pleased to present this Purchase Agreement for the implementation of world class technology solutions. This Purchase Agreement is made and entered into between **Northern Moraine WRD** (hereinafter referred to as **Customer**) and **Cartegraph Systems LLC** (hereinafter referred to as **Cartegraph**). In the case that any terms or conditions provided in the Cartegraph Solutions Agreement different from, are provided in more detail by, or are made irrelevant by the terms and conditions provided in this Purchase Agreement, the terms in this Purchase Agreement shall control. For all terms and conditions not addressed by this Purchase Agreement, the Cartegraph Solutions Agreement shall control.

CUSTOMER ADDRESS:

Northern Moraine WRD
Island Lake, IL
60042

LICENSEE ADDRESS:

Northern Moraine WRD
Island Lake, IL
60042

Investment Summary

The addendums attached here to include:

Addendum A - Support Services
Addendum B - Field Services

Product		Year 1
OMS Plus	Quantity	1.00
	Price	USD 2,775.00
Automation Manager	Quantity	1.00
	Price	USD 450.00
Container / Component	Quantity	1.00
	Price	USD 0.00
Work Orders	Quantity	1.00
	Price	USD 150.00
Sewer Mains Asset	Quantity	1.00
	Price	USD 750.00
Sewer Manholes Asset	Quantity	1.00
	Price	USD 750.00
OMS User	Quantity	5.00
	Price	USD 2,500.00
TOTAL:		USD 7,375.00

Product	Quantity	Price
Implementation Services OMS	1.00	USD 11,250.00
Expense Reimbursement	1.00	USD 2,400.00
TOTAL:		USD 13,650.00

NOTES:

- The pricing listed above does not include applicable sales tax.
- The Cartegraph OMS pricing listed above does not include Esri ArcGIS licenses.

- Hosting includes 250GB of available file storage. If additional storage is required, the Organization can purchase in 1TB increments.
- Solutions subscriptions shall commence on December 1, 2020.
- Contract term dates:
 - 12/1/2020 - 11/30/2021

Payment Terms and Conditions

In consideration for the Solutions and Services provided by **Cartegraph** to **Customer**, **Customer** agrees to pay **Cartegraph** the Fees in U.S. Dollars as described below:

I. DELIVERY

Customer shall be provided with the ability to access and use the Solutions upon execution of this Purchase Agreement. If applicable, Services will be scheduled and delivered upon your acceptance of this Purchase Agreement, which will be considered as your notification to proceed.

II. SERVICES SCHEDULING

Customer agrees to work with Cartegraph to schedule Services in a timely manner. All undelivered Services shall expire 365 days from the signing of this Purchase Agreement.

III. SOLUTIONS INVOICING

The fee for solutions will be due in annual installments 15 days prior to the anniversary of the initial term as follows:

1. \$7,375.00 Shall be due December 1, 2020.

IV. FIELD SERVICES INVOICING

Invoicing for the Field Services fee shall occur upon the acceptance of this Purchase Agreement and shall be invoiced as follows:

1. 25% upon execution of the Purchase Agreement
2. 25% at the completion of the assessment/delivery, or 3 months from execution of Purchase Agreement, whichever is sooner
3. 25% at the completion of the test deployment, or 4 months from execution of Purchase Agreement, whichever is sooner
4. 25% at the completion production deployment, or 6 months from execution of Purchase Agreement, whichever is sooner

V. EXPENSES

In providing the services included in this Purchase Agreement, Cartegraph shall be reimbursed for any reasonable out-of-pocket costs, including, but not limited to, travel, lodging, and meals. Out-of-pocket expenses are billed based on actual costs incurred and are due separately.

VI. PAYMENT TERMS

All payments are due Net 30 days from start date of invoice.



BY SIGNING BELOW, THE PARTIES AGREE THAT ALL USE AND ACCESS TO THE SOLUTIONS DESCRIBED IN THIS PURCHASE AGREEMENT SHALL BE GOVERNED BY THE CARTEGRAPH SOLUTIONS AGREEMENT, WHICH CAN BE REVIEWED AT: <https://www.cartegraph.com/solutions-agreement/>. THE PARTIES AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CARTEGRAPH SOLUTIONS AGREEMENT AND THIS PURCHASE AGREEMENT REFERENCED HEREIN.

CARTEGRAPH:

Cartegraph Systems LLC

By:

(Signature)

Mitch Bradley
(Type or Print Name)

Title:

SVP of Sales & Marketing

Date:

CUSTOMER:

Northern Moraine WRD

By:

(Signature)

(Type or Print Name)

Title:

Date:

Cartegraph Systems LLC

Addendum A - Support Services

Cartegraph Support and Training Services – Scope of Work

The Support Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum A, the applicable Purchase Agreement, and the Cartegraph Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

As part of Customer's subscription to access and use of the Cartegraph Solutions, Customer will receive:

1. Support Services

a. Campus – www.campus.cartegraph.com

Our User Assistance area is a convenient and easily-shareable resource designed to help you and your co-workers better understand the functions and capabilities of your Cartegraph Solutions. Instantly access user tips, step-by-step instructions, videos, and more.

b. Dedicated, Unlimited, Toll-free Phone Support - 877.647.3050 and Live Chat

When questions need answers and difficulties arise, count on our industry-leading Support team to provide the guidance and assistance you need. Reach us as often as you need Monday-Friday, 7:00 am-7:00 pm CT. Live Chat is available within the product or through Campus.

c. Support via Case Submittal or Email

If a phone call or live chat is not your best option, you can always request support via our online case submittal form available in Campus or via email. Email support is available at support@cartegraph.com.

2. Training & Education Services

a. Convenient Online Resources:

All the information you need, one click away. Take advantage of online training opportunities, tutorial videos, upcoming event information, and more.

b. Customer Led User Groups

: Meet and network with similar Cartegraph users in your region. Customer led User Groups allow you to find out what other organizations are doing to get more from their Cartegraph solutions and services.

3. Releases & Upgrades

a. New Releases:

Cartegraph is continuously innovating and enhancing the Cartegraph OMS collection of products. As a customer with an active subscription, you will receive each new release of the software.

i. Cloud-hosted customers: Your cloud-hosted site will be upgraded by our Cartegraph System Consultants after the release is available.

ii.

On-premise customers: For your on-premises installation, our Technical Consultants will work with your organization's IT staff to deliver the latest software release. Software will be made available after installation to the Cartegraph cloud-hosted customers.

b. Service Packs:

A Service Pack consists of lower-severity bug fixes and/or small platform updates.

i.

If required, cloud-hosted sites will receive Service Packs as needed. These Service Packs are installed by the Cartegraph System Consultants.

ii. On-premises customers that contacted Cartegraph Technical Support about an issue that is resolved with the Service Pack, will be provided the service pack for installation. These on-premises customers can then schedule a time to install the Service Pack with our Technical Support team

c. Hot Fixes:

If an issue is determined to be a defect and falls outside the standard release cycle, Cartegraph will issue a hot fix and provide application specialists with detailed levels of product knowledge to work with you in achieving a timely and effective resolution

Cartegraph will provide the Support Services only to Customer, provided that Cartegraph reserves the right to contact any third party as necessary to facilitate the delivery of Support Services or other services relating to the Solutions. Said support applies only to the most current version of the product and the previous version in succession.

All Support Services are dependent upon the use by Customer of the Solutions in accordance with Cartegraph's documentation and specifications. Cartegraph is under no obligation to modify the Solutions so that the modified Solutions would depart from Cartegraph's published documentation and specifications for such Solutions.

- **Cartegraph Systems LLC**

Addendum B - Field Services (Fee for Service)

Cartegraph Field Services – Scope of Work

- The Field Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum B, the applicable Purchase Agreement, and the Cartegraph Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

Cartegraph OMS – Implementation Scope of Work

Implementation of the Operations Management System (OMS) includes the following professional services:

Setup

- Cartegraph will setup a hosted, test and production OMS environment.
- Cartegraph will provide an overview, up to two (2) hours, of Cartegraph and ArcGIS Online user-based logins and User/Role functionality.
- Cartegraph will provide a template file to be utilized by your staff to populate Roles and Users to be utilized for OMS.
- Cartegraph will utilize the template to create users and roles in OMS. (Note: Subsequent User and/or Role changes will be your administrator's responsibility.)
- Cartegraph will provide documentation and guidance, up to four (4) hours, for your technical GIS staff to configure Esri Basemap Services for OMS integration. Guidance will be geared towards OMS/Esri integration functionality and requirements.
- Cartegraph will setup the OMS Platform, including the Request, Work, Resource, and Asset Management areas of the software. *Asset Management solutions will be setup for all solutions referenced in the Assets section of the scope unless otherwise noted.*

Consulting

- Cartegraph will provide a two-day (2-day) onsite requirement gathering workshop to increase our understanding of your business and functional goals. Through workshops and interviews, Cartegraph will identify best fit scenarios for OMS and provide a brief including any challenges as well as recommendations for OMS best practices relevant to your implementation.

Training

- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on overall system navigation and functionality to help familiarize your staff with the software environment and its common functions. Training topics include:
 - Dashboards
 - Standard KPI/ROI Gadgets
 - Logins/Permission
 - Layers
 - Filters
 - Maps

- Grids
 - System Navigation
 - Views (List & Detail)
 - Standard Reports
 - Attachments
 - Requests, Work, Assets, Resources, Reports, and Administrator Tabs
- Cartegraph will provide remote train-the-trainer training, up to two (2) hours, on OMS Esri integration functionality. Training topics include:
 - OMS Esri integration configuration options
 - Integration functionality (basemap and feature)
 - Overall Esri integration requirements, considerations, and Cartegraph recommended best practices
 - Cartegraph will provide a two-day (2-day) onsite "train-the-trainer" training event. The training agenda will be defined and agreed upon by both Cartegraph and your project manager. Topics may include any of the following:
 - Request Management:
 - Requests
 - Requesters
 - Task Creation from Requests
 - Issue library (including settings such as Applies to Asset and Non-Location)
 - Cartegraph recommended best practices for Request and Requester Management
 - Work Management:
 - Create Task(s) (Asset/Non-Asset)
 - Assignments (Add, Edit, Remove)
 - Task Menu Actions
 - Related Work Items
 - Create Work Order
 - Associate Task to WO
 - Repeat Work Orders
 - Work Order Menu Actions
 - Enter Resources
 - Timesheets
 - Activity library (including settings such as Applies to Asset, Inspection, Key Dates, Cost, and Productivity)
 - Cartegraph recommended best practices for Work Management
 - Asset Management:
 - Asset Details
 - Preventative Maintenance Plans
 - Inspections
 - Linked assets (if applicable)
 - Container/Component Relationships (if applicable)
 - Cartegraph recommended best practices for Asset Management

To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.
 - Resource Management:
 - Resource Details
 - Labor/Equipment Rates
 - Material Management (Stock, Usage, Adjustments)
 - Vendor Price Quotes
 - Cartegraph recommended best practices for Resource Management

- Cartegraph Mobile:
 - Overall system functionality (Navigation, Interface, Maps, Attachments, Sorting)
 - Work Management
 - Create and Update Tasks (Asset/Non-Asset)
 - Assign Tasks
 - Enter Resources
 - Inspections
 - Asset Management
 - Create and Update Assets
 - Request Management
 - View and Update Requests
 - View Requester information
 - Create Task from Request
 - Offline use for Cartegraph for iPad
 - Cartegraph recommended best practices for mobile device use
- Administrator:
 - Administrator:
 - User Administration, Role Administration, Asset Administration, Record Filter Administration, Import/Export, Scheduled Process Log, Error Log
 - Settings:
 - System Settings, Map Administration, Geocode Settings, GIS Integration settings, Asset Color Manager
 - Manager:
 - Layout Manager, Library Manager, Preventative Maintenance, Asset Condition Manager, Notification Manager, Structure Manager, Automation Manager
- Cartegraph will provide remote train-the-trainer training, up to six (6) hours, on OMS Reporting functionality. Training topics include:
 - Security/Roles
 - Report Designer
 - Report Types, Report Styling, Filtering\Parameters, Basic Formulas, Grouping/Sorting
 - Report Viewer
 - Reporting best practices and solution tips/tricks.
- Cartegraph will provide remote train-the-trainer training, up to two (2) hours, on Internal Request functionality. Training topics include:
 - Internal Requests
 - Users
 - Views
 - Issue Library settings and management
 - Cartegraph recommended best practices for advanced request management
- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on Preventative Maintenance Plans functionality. Training topics include:
 - Preventative Maintenance
 - Cartegraph recommended best practices for proactive asset management

To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.

- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on Advanced Inspections and Asset Condition Manager functionality. Training topics include:
 - Performance Management

- Prediction Groups
- Minimum Condition Groups
- Activities and Impacts
- Criticality Factor
- Install/Replaced Dates
- Cartegraph recommended best practices for advanced inspections and condition management

To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.

Go-Live Support

- Cartegraph will provide up to two (2) remote web conferences (not to exceed 4 hours total) to be utilized for Go-Live Support. The agenda will be defined, and agreed upon, by both your and Cartegraph's project managers. Topics may include any of the following:
 - Refresher training for items listed in the scope of work
 - Software and process support for staff during production roll out
 - Field, Layout, and Report configuration guidance, if applicable

Data Services

- Cartegraph will provide one test and one production data load service through standard import/export functionality. Cartegraph will provide template documents for data population. Once populated by your staff, Cartegraph will load the data into your test or production OMS environment. Data loads may include data such as:
 - Parent level asset records
 - Asset location (spatial x/y) attributes
 - Parent level resource (Labor, Equipment Material, Vendor) records
 - Resource Rate (Labor, Equipment, Material) records
 - Standard system libraries
- Cartegraph will provide one test and one production custom data conversion service for your historical data listed below from Upkeep:
 - Work Orders within Upkeep will be converted into Non-Asset Tasks within Cartegraph.
 - For the custom data conversion service(s) listed above, Cartegraph will provide:
 - A review of the historical data along with recommendations for OMS best fit.
 - A field map workshop, which will identify where and how historical data will appear within OMS
 - A test conversion service to facilitate data conversion validation and testing
 - One revision of the field map used for the test conversion service
 - A production conversion service utilizing the final, approved field map

All data must be accessible to Cartegraph from a SQL DB, SQL View, Access DB or Comma Delimited File.

- Cartegraph will provide one test and one production custom data conversion service for your historical data listed below from (Redzone/Icom):
 - Sewer Main and Sewer Manhole attribute data will be converted into the corresponding Asset Types in Cartegraph
 - CCTV Inspections will be converted into Task data within Cartegraph.

- CCTV videos will remain on client's server and linked within Cartegraph.
- For the custom data conversion service(s) listed above, Cartegraph will provide:
 - A review of the historical data along with recommendations for OMS best fit.
 - A field map workshop, which will identify where and how historical data will appear within OMS
 - A test conversion service to facilitate data conversion validation and testing
 - One revision of the field map used for the test conversion service
 - A production conversion service utilizing the final, approved field map

Assumptions

- All data must be accessible to Cartegraph from a SQL DB, SQL View, Access DB or Delimited File
- Attachment links must begin with http://, https:// or ftp://.
- Attachment links cannot be a local or UNC Path

Assets

Asset implementation includes the following professional services:

- Cartegraph will provide installation and training on the following two (2) asset types:
 - Sanitary Sewer (2)
 - Sewer Main, Sewer Manhole
- Cartegraph will provide up to five (5) field configurations for each asset type listed above.

Cartegraph will provide all services remotely via audio, video, and web conferences unless otherwise noted.

Exclusions

The following service items are not included in the scope of this project:

- Implementation of any custom modification or integration developed by Cartegraph, your internal staff, or any third-party is not included in the scope of this project unless specifically listed above.
- Data conversion services from other software system(s) or sources (including Cartegraph Navigator databases) are not included in the scope of this project unless specifically listed above.
- Any service items discussed during demonstrations, conference calls, or other events are not included in the scope of this project unless specifically listed above.

Customer/Cartegraph Responsibilities

Project representatives from Customer and Cartegraph accept responsibility for all aspects of project planning, management, and execution not specifically identified as the responsibility of Cartegraph in the Agreement or in the Purchase Agreement. Ongoing management of the day-to-day allocation of Customer and Cartegraph resources and management of project tasks is the responsibility of the Customer and Cartegraph project representatives. Customer and Cartegraph project representatives will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the Cartegraph obligations listed in this Purchase Agreement, Customer understands that it is vital to the success of the project that Customer provides assistance in the following matters:

1. For those services listed under Field Services, Cartegraph personnel will conduct information gathering and evaluation sessions with various Customer Users and management. While Cartegraph respects the time and workload of Customer staff, dedicated time on the part of the appropriate Customer resources is necessary to complete these exercises.
2. The installation process requires the assistance of Customer personnel and suitable access to hardware and systems (e.g., security clearance). Customer is required to supervise the installation process while systems are accessible to Cartegraph. All hardware and software, for both personal computers and servers, is expected to be available, installed, and operating as specified in Cartegraph's system requirements documentation such that delivery and execution of Cartegraph Field Services will not be impeded.
3. Customer and Cartegraph understand that the successful performance of Field Services depends upon Customer fulfilling its responsibilities. The Project assumes that Customer will provide all personnel required to achieve a successful implementation, including a dedicated project manager responsible for reviewing the implementation scope of work, ensuring all attended meetings are attended by invited staff, and providing leadership and insight on all relevant internal issues such as policy/procedure, organizational structure, project stakeholders, technical architecture, data, and current systems. Customer responsibility also includes internal documentation, internal change management, task completion, staff coordination and schedule commitment.
4. Customer will provide Internet access and IT staff support as required. For those services that are web-based, Cartegraph utilizes WebEx Meeting (or similar) technology.
5. Customer shall ensure that their workstation platform and database meet Cartegraph system requirements as specified in the Cartegraph System Requirements documentation. Solutions will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. Cartegraph will discontinue support of its Solutions within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.
6. Customer agrees to work with Cartegraph to schedule Field Services in a timely manner. All undelivered Field Services shall expire 365 days from the execution of this Purchase Agreement, unless noted differently in Services Scope listed above. Upon expiration of services, the project may be cancelled at Cartegraph's discretion.

Not-to-Exceed Purchase Agreement

Cartegraph will not exceed the total included in this Purchase Agreement without written approval from Customer. In the event it becomes apparent to Cartegraph that additional Service will be needed due to any changes in the scope of this Purchase Agreement, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional Services are required.



NORTHERN MORaine **W R D**

AGENDA ITEM # 10D

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Appraisal Update Services Agreement
<u>Staff Recommendation:</u>	Motion to Approve a Agreement with CBIZ Valuation Group, LLC in the amount of \$1,700 for Fixed Asset Reporting and Property Insurance Valuation Updating Services and Authorize the District Manager to execute the Agreement
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

In May 2019, the District underwent a thorough appraisal of our capital assets to properly capture the valuation of the District assets. The work was done with CBIZ and was completed and accepted by the Board in September 2019. In April 2020, we completed an update of the appraisal and the intent is to do this on an annual basis to capture new assets and to properly depreciate existing assets. This update is used for our annual audit as well as for insurance quotes. Accordingly, it is time to complete the 2021 appraisal update.

Recommendation:

It is staff recommendation 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 Authorize the District Manager to execute the Agreement

Votes Required to Pass:

Simple Majority via a Roll Call Vote



RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT that the Board of Trustees approves entering into an agreement with CBIZ Valuation Group, LLC in the amount of \$1,700 for Fixed Asset Reporting and Property Insurance Valuation Updating Services and Authorize the District Manager to execute the Agreement

DATED this__day of_____, 2021

NORTHERN MORaine WASTEWATER
RECLAMATION DISTRICT, an
Illinois Municipal Corporation,

By:_____
PRESIDENT

SEAL

ATTEST

DISTRICT CLERK

Proposal for Fixed Asset Reporting and Property Insurance Valuation Updating Services

Northern Moraine Wastewater Reclamation District

February 24, 2021



Practical Solutions for
Your Peace of Mind





225 West Wacker Drive, Suite 2500 ■ Chicago, IL 60606
Main: 312.602.6676 ■ www.cbiz.com/valuation

Mr. Mohammed Haque
District Manager
Northern Moraine Wastewater Reclamation District
113 Timber Trail
Island Lake, IL 60042

Dear Mr. Haque:

This proposal has been prepared based on our understanding of your needs and our experience in assisting clients for similar purposes. Included herein is a summary of the anticipated scope of services to be provided, approaches and methodologies to be employed, the anticipated project schedule and work product, the District's responsibilities and an estimate of professional fees.

Very truly yours,

Q etc label

Peter Jakab
Business Development Manager
Phone: 312.602.6676
Email: pjakab@cbiz.com

Scope of Services

The scope of this engagement is to provide professional fixed asset reporting and property insurance valuation updating services to the District.

Valuation Updating Methodology

Electronic Annual Updating Service (EAUS): CVG will provide a preformatted Excel template that will allow you to record all current year fixed asset activity including additions, disposals, capital projects and transfers. CVG will use our final reports balance from 4/30/2020 as an opening balance of our reports. When preparing annual updating data for submission, please review your accounting ledger equipment codes (example 200 for equipment) for additions that are to be added to the EAUS template. We also encourage the District to review the additions entered into the template with your auditor prior to sending the data to CVG. This will help to ensure the update data coincides with the changes to the fixed asset account group your auditor is expecting in the reports CVG issues.

After this year's changes have been entered in the spreadsheet, the updated file should be emailed directly to CVG for review and processing. Upon receipt of the file, CVG will conduct a high-level quality control and consistency review to ensure that the data provided in the file appears to be reasonable. In the event that the data does not pass our quality control and consistency review, CVG will contact you to review our findings and determine an appropriate solution. Once we are in receipt of the District's **acceptable file**, CVG will process the changes, update depreciation, trend all insurable values and produce reports.

Timeline and Deliverables

Once CVG receives the District's **Excel file of changes**, we will develop reports and deliver to you within 30 days. If the District does not supply any Excel files of changes within 90 days of your authorization date, we will issue reports to you with no changes. We will provide the following deliverables:

- Account Summary
- Accounting Summary
- Net Changes Summary (Depreciation)
- Current Year Additions Detail
- Current Year Disposals Detail
- Accounting Detail – By Location & Organization
- Building Insurance Summary report
- Transmittal Letter
- Electronic Data File (in Excel format) of subject property

Standard of Value & Depreciation Methodology

CVG will utilize various costing methodologies to develop valuation conclusions. The sources may include the use of proprietary and third-party software, proprietary databases, technical pricing subscriptions, various publications, and the District-supplied information (purchase orders, capital project costs, financial statements, etc.).

The standards of value for this engagement will include the following:

- **Original/Acquisition Cost:** The amount of money originally paid to acquire an asset. It generally includes costs such as transportation, set-up charges, taxes, engineering and architectural fees.
- **Book Value:** The amount of money originally paid to acquire an asset. It generally includes costs such as transportation, set-up charges, taxes, engineering, and architectural fees minus the accumulated depreciation. Depreciation methodology for this engagement will be Straight-Line Method / First-of-the-Month (Full Month) Convention.
- **Replacement Cost New (RCN):** As applicable to insurance valuations, it is the cost required to produce a property of like kind and materials at one time in accordance with current market prices for materials, **labor and manufactured equipment, contractors' overhead**, profit and fees, but without provisions for overtime or bonuses for labor and premiums for materials. We will not take into consideration compliance with state or local ordinances or costs associated with demolition of property or the removal of debris. Partial losses may result in higher replacement costs as partial losses often require a substantial amount of repair in conjunction with the replacement process.
- **Depreciation Straight-Line Method:** The method of calculating depreciation by dividing the cost, less salvage, by the number of fiscal periods of useful life.
- **Depreciation First-of-the-Month (Full Month) Convention:** Assets are treated as being placed into service on the first day of the month they are acquired, even if they were actually purchased after the first of the month. For additions, depreciation is calculated for a full month in the month the asset was acquired.

For disposals, no depreciation is calculated in the month of disposition; rather, it is calculated through the last day of the month prior to disposal. Different depreciation methods or conventions are subject to an additional charge.

Engagement Exclusions

Any additional work needed on the service exclusions outlined below will be billed separately at our standard hourly rates of \$185 to \$275 and in accordance with CVG's standard expense practices, which include:

- **Opening Balance Reconciliation:** If your auditors used different amounts than those on our reports additional work effort will be necessary to correct. Adjustments to opening balance will require the District to provide CVG with detailed information (description, cost, acquisition date and useful life) to adjust previous year totals.
- **Data Entry Services:** Includes any information the District wants added to the reports that is not provided in the EAUS updating template.
- **Incomplete Submission:** The District has the ability to review draft reports and make one additional set of changes at no cost prior to finalization. Subsequent revisions after issuance of final reports will be considered additional services.

Optional Service - Capital Project Consultancy

Capital Projects and Construction in Progress (CIP): The District should review previously provided information and current year information thoroughly with their auditors prior to submitting the change form. For an additional fee, CVG can research and review the expenditure reports for capital projects or CIP. These services are provided remotely and require information to be provided from the District.

Engagement Fees & Client Acceptance

The fees for the professional services outlined in this proposal are provided below and are inclusive of travel and out-of-pocket expenses unless otherwise noted. Reports will be provided for the current fiscal year, 4/30/2021. CVG will submit one invoice upon generation of reports. You may indicate the acceptance of our proposed services and related fees by initialing the desired service, executing the signature block and returning a copy of the agreement to the attention of the undersigned via email to kjaeger@cbiz.com or fax at 262.677.2130.

Fees for Individual Services	Fee	Initials
Electronic Annual Update Service	\$1,700	

Please note that all change requests made after the issuance of final reports are subject to CVG's standard labor rates of \$185 to \$275 per hour

Optional Services	Fee	Initials
Capital Project Consultancy Service	\$500 base fee plus hourly rate	
One Hard Copy of Final Report (ground shipping included)	\$250	

Client Acceptance

I have read the terms of this agreement and hereby authorize this assignment

ACCEPTED this _____ day of _____, 2021

Client: Northern Moraine Wastewater Reclamation
District _____

By: _____
Written Name

Printed Name

Title: _____

Please be sure to:

1. Initial all desired services on this page

2. Sign and date

3. Return signed engagement to:

CBIZ Valuation Group, LLC

Attn: Kathy Jaeger

W227 N16867 Tillie Lake Court, Suite 201

Jackson, WI 53037

Email: kjaeger@cbiz.com or Fax: 262.677.2130

The fees for the professional services outlined within this agreement shall remain in effect for a period not greater than 90 days from the date of this proposal.

Appendix A: Terms & Conditions

The terms and conditions of this engagement with CBIZ **Valuation Group, LLC ("CBIZ")** are subject to and governed by the following Terms and Conditions and other terms, assumptions and conditions contained in the engagement letter.

General

This Agreement forms the entire agreement between the parties relating to the services, and replaces and supersedes any previous engagement letters, proposals, correspondence, understandings or other communications whether written or oral. This agreement shall be binding on all transferees, successors and assigns of both CBIZ and you. Neither party shall be liable to the other for any delay or failure to perform any of the services nor obligations set forth in this Agreement due to causes beyond its reasonable control. Each party acknowledges that this was a negotiated contract, and as a result, no part of this contract shall be construed against either party based on drafting of the contract. If any provision of this Agreement is determined to be invalid under any applicable statute or rule of law, it is to that extent to be deemed omitted, and the balance of the Agreement shall remain enforceable.

No delay or omission by either party in exercising any right or power shall impair such right or power or be construed to be a waiver. A waiver by either party of any of the covenants to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach or of any other covenant. No waiver or discharge shall be valid unless in writing and signed by an authorized representative of the party against whom such waiver or discharge is sought to be enforced.

You acknowledge and agree that you will be solely responsible for any and all applicable sales tax due in connection with the services provided under this Agreement.

It is common practice for professional service firms such as ours, in discussions with prospective clients, to make reference to prior work, and we would like to have the opportunity to do so with respect to this assignment. Unless Client informs CBIZ to the contrary, upon completion of this assignment we understand that we will be entitled to make reference to having undertaken it, including a brief description of its objectives, in CBIZ newsletters and publications and discussions with third parties regarding work opportunities.

Indemnification

Except to the extent judicially determined to have resulted from the bad faith, gross negligence, or willful or **intentional misconduct of CBIZ's personnel** and unless otherwise prohibited by law or applicable professional standard, you shall indemnify and hold harmless CBIZ and its personnel from and against any causes of action, damages (whether compensatory, consequential, special, indirect, incidental, punitive, exemplary, or of any other type or nature), costs and expenses (including, **without limitation, reasonable attorneys' fees and the reasonable time and expenses of CBIZ's personnel involved**) brought against or involving CBIZ at any time and in any way arising out of or relating to CBIZ's services under this engagement. This provision shall survive the termination of this agreement for any reason, and shall apply to the fullest extent of the law, whether in contract, tort, or otherwise.

If any action or proceeding (any of the foregoing being a Claim) is threatened or commenced by any third party against CBIZ that you are obligated to defend or indemnify under this Agreement, then written notice thereof **shall be given to you as promptly as practicable. After such notice and only so long as CBIZ's and your interests with respect to the claim remain consistent, no conflict exists, and, by your control of the defense, CBIZ's** insurance is not voided or otherwise compromised in any way, you shall be entitled, if you so elect in writing within ten days after receipt of such notice, to take control of the defense and investigation of such Claim and to employ and engage attorneys to handle and defend the same, at your sole cost and expense, with the approval of CBIZ, which approval shall not be unreasonably withheld. CBIZ shall cooperate in all reasonable respects with you and your attorneys in the investigation, trial and defense of such Claim and any appeal arising therefrom; provided, however, that CBIZ may, at its own cost and expense, participate, through its attorneys or otherwise, in such investigation, trial and defense of such Claim and any appeal arising therefrom. You shall enter into no settlement of a Claim that involves a remedy other than the payment of money by you without the prior consent of CBIZ.

After notice by you to CBIZ of your **election to assume full control of the defense of any such Claim, and CBIZ's** approval of selected counsel, you shall not be liable to CBIZ for any legal expenses incurred thereafter by CBIZ in connection with the defense of that Claim. If you do not assume full control over the defense of a Claim, then you may participate in such defense, at your sole cost and expense, and CBIZ shall have the right to defend you in such manner as it may deem appropriate, at your cost and expense.

Limitation on Damages

You agree that CBIZ, any entity related to it and their respective personnel, current or former, shall not be liable to you for any claims, liabilities, or expenses relating to this engagement for an aggregate amount in excess of the fees paid by you to CBIZ pursuant to this engagement, except to the extent finally judicially determined to have resulted from the bad faith or intentional misconduct of CBIZ. Unless otherwise prohibited by law, in no event shall CBIZ, any entity related to it or their respective personnel, current or former, be liable for consequential, special, indirect, incidental, punitive, or exemplary losses or damages relating to this engagement. This limitation on liability provision shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise.

Limitation on Distribution and Use

The report, the final estimate of value, and the prospective financial analyses (collectively, as used in this paragraph, the CBIZ Work Product) included therein are intended solely for the information of the person or persons to whom they are addressed and solely for the purposes stated; they should not be relied upon for any other purpose, and no party other than the Company may rely on them for any purpose whatsoever. Neither the valuation report, its contents nor any reference to the appraiser or CBIZ may be referred to or quoted in any registration statement, prospectus, offering memorandum, sales brochure, other appraisal, loan or other agreement or document given to third parties. In addition, except as set forth in the report, our analysis and report are not intended for general circulation or publication, nor are they to be reproduced or distributed to third parties.

Notwithstanding the foregoing, if the Company desires to distribute or use the CBIZ Work Product in any way not expressly contemplated by these Terms and Conditions or the Agreement, including, without limitation and by way of example, reference to CBIZ by name or inclusion of any portion of the CBIZ Work Product in any

regulatory filing, CBIZ, at our sole discretion, may permit Company to do so for a fee commensurate to the additional risk associated with such distribution or use.

Confidentiality

With respect to information supplied in connection with this engagement letter and designated by the disclosing party as confidential, CBIZ agrees to: (i) protect the confidential information in a reasonable and appropriate manner or in accordance with applicable professional standards; (ii) use confidential information only to perform its obligations under this engagement letter; (iii) reproduce confidential information only as required to perform its obligations under this engagement letter; and (iv) return or destroy all information provided to CBIZ upon the **Company's** written request, except that CBIZ may keep copies of any records required to be maintained under its professional standards and retention policy. This section shall not apply to information that is: (i) publicly known; (ii) already known by CBIZ or (iii) disclosed pursuant to legal requirement or order.

Not A Fairness Opinion

Neither our opinion nor our report are to be construed as an opinion of the fairness of an actual or proposed transaction, a solvency opinion, or an investment recommendation, but, instead, are the expression of our determination of the fair value between a hypothetical willing buyer and a hypothetical willing seller in an assumed transaction on an assumed valuation date where both the buyer and the seller have reasonable knowledge of the relevant facts.

Operational Assumptions

Unless stated otherwise, our analysis: (i) assumes that, as of the valuation date, the Company and its assets will continue to operate as configured as a going concern, (ii) is based on the past, present and future projected financial condition of the Company and its assets as of the valuation date and (iii) assumes that the Company has no undisclosed real or contingent assets or liabilities, other than in the ordinary course of business, that would have a material effect on our analysis.

Competent Management Assumed

It should be specifically noted that the valuation assumes the property will be competently managed and maintained over the expected period of ownership. This appraisal engagement does not entail an evaluation of **management's effectiveness, nor are we responsible for future marketing efforts and other management or ownership actions upon which actual results will depend.**

No Obligation to Provide Services After Completion

Valuation assignments are accepted with the understanding that there is no obligation to furnish services after completion of the original assignment. If the need for subsequent services related to a valuation assignment occurs, including updates, conferences, testimony, preparation for testimony, document production, interrogatory response preparation, or reprint and copy services whether by request of the Company or by subpoena or other legal process initiated by a party other than the Company, Company agrees to compensate CBIZ for its time at its standard hourly rates then in effect, plus all expenses incurred in the performance of said services. CBIZ reserves the right to make adjustments to the analysis, opinion and conclusion set forth in the report as we deem necessary by consideration of additional or more reliable data that may become available.

No Opinion is Rendered as to Legal Fee or Property Title

No opinion is rendered as to legal fee or property title. No opinion is intended in matters that require legal, engineering or other professional advice that has been or will be obtained from professional sources.

Liens and Encumbrances

We will give no consideration to liens or encumbrances except as specifically stated. We will assume that all required licenses and permits are in full force and effect, and we make no independent on-site tests to identify the presence of any potential environmental risks. We assume no responsibility for the acceptability of the valuation approaches used in our report as legal evidence in any particular court or jurisdiction.

Information Provided by Others

Information furnished by others is presumed to be reliable; no responsibility, whether legal or otherwise, is assumed for its accuracy and cannot be guaranteed as being certain. All financial data, operating histories and other data relating to income and expenses attributed to the business have been provided by management or its representatives and have been accepted without further verification except as specifically stated in the report.

Prospective Financial Information

Our report may contain prospective financial information, estimates or opinions that represent reasonable expectations at a particular point in time, but such information, estimates or opinions are not offered as forecasts, prospective financial statements or opinions, predictions or as assurances that a particular level of income or profit will be achieved, that events will occur or that a particular price will be offered or accepted. Actual results achieved during the period covered by our prospective financial analysis will vary from those described in our report, and the variations may be material.

Any use of management's projections or forecasts in our analysis will not constitute an examination, review or compilation of prospective financial statements in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). We will not express an opinion or any other form of assurance on the reasonableness of the underlying assumptions or whether any of the prospective financial statements, if used, are presented in conformity with AICPA presentation guidelines.

Dispute Resolution and Jury Trial Waiver

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding any applicable statute of limitations, any claim based on this engagement must be filed within twenty-four (24) months after performance of our service.

Unless otherwise prohibited by law or applicable professional standard, each of the parties irrevocably, voluntarily and knowingly waives its right to a jury trial of any claim or cause of action based upon or arising out of this agreement or any dealings between the parties hereto relating to the subject matter hereof. The scope of this waiver is intended to be all-encompassing. It includes any and all disputes that may be filed in any court and that relate to the subject matter of this agreement, including, but not limited to, contract claims, tort claims, breach of duty claims and all other common law and statutory claims. It also includes any and all such claims that may be brought against CBIZ or any of its subsidiaries and any of their respective personnel, current or former.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to conflicts of law principles. The parties hereby irrevocably submit to the jurisdiction of the federal or

state courts in the State of Ohio, specifically and exclusively in the Cuyahoga County Court of Common Pleas or the Federal District Court for the Northern District of Ohio, over any dispute or proceeding arising out of this Agreement and agree that all claims in respect of such dispute or proceeding shall be heard and determined in such court. The parties to this Agreement hereby irrevocably waive, to the fullest extent permitted by applicable law, any objection that they may have to the venue of any such dispute brought in such court or any defense of inconvenient forum for the maintenance of such dispute.

Independent Contractor

It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, partner, joint venturer, or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

T&CRev6.22.18.



NORTHERN MORaine W R D

AGENDA ITEM # 10E

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Records Disposal
<u>Staff Recommendation:</u>	Motion to Approve the Initiation of the Records Disposal Process for those items listed on Application No. 05:289
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

Pursuant to state statutes covering the disposal of local records, the District is required to obtain approval from the Local Records Commission prior to disposing of any records. The original application for the District was approved on November 1, 2005 as Application No. 05:289. Each year, we complete a purge of records in compliance with that original application and fill out a Records Disposal Certificate that is sent in to the Local Records Commission. Attached is the completed Records Disposal Certificate listing those documents that we no longer need to retain. The Local Records Commission will review this certificate and will then send us an approved certificate. At that point we can then dispose of the records listed in the attached.

Recommendation:

It is the recommendation of the District Manager to approval the disposal of those records listed. Upon receipt of approval from the Local Records Commission, the records listed with be properly destroyed and disposed of.

Votes Required to Pass:

Simple Majority



RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>.

APPLICATION #: 05:289
COUNTY: McHenry
FROM: Northern Moraine WRD
(Agency Division)
ADDRESS: 113 Timber Trail, PO Box 240
(Street, P.O. Box)
Island Lake 60042
(City, ZIP Code)
CONTACT TELEPHONE: (847) 526-3300
CONTACT EMAIL: info@nmwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2	Administrative/General Misc. Correspondence & Emails	2019	.25 cu ft
3	Appointments to Office	2018	Negligible
4	Audits, duplicates	2017-2019	.25 cu ft
5	Bankruptcy notices	2018	Negligible
6	Bid Records - Successful Bids	2010	Negligible
6a	Bid Records - Unsuccessful Bids	2017	Negligible
7	Budgets	2013	.50 cu ft
72	Budget worksheets	2018	Negligible
8	Budget & Appropriation Ordinance	2013	Negligible
10	Cancelled Checks, Bank Statements, Deposit Slips	2013	.25 cu ft
11	Cash books & Receipts	2018	.50 cu ft
12	Certificates of Status of Exempt Property	2018	Negligible
14	Contracts, Leases & Agreements	2009	Negligible
15	Employers Wage & Contribution Reports	2013	Negligible
18	Fixed Asset Report	2013	Negligible
19	"Freedom of Information Act" Requests & Denials	2018	Negligible
21	IEPA Reports	2017	Negligible
22	Insurance Policies & Claims (inc Certificates of Ins.)	2012	Negligible
24	Investment Records	2013	Negligible
25	Invoices, Vouchers and Paid Bills	2013	.50 cu ft
			Total Volume from all pages
			Cu. Ft. _____
			MB/GB _____

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

Date _____ Approved by ILSOS _____
Signature _____ Date _____

Print name and title on line above

Prepared by: _____

(Signature required only if records have been microfilmed or digitized)

RECORDS DISPOSAL CERTIFICATE

SUPPLEMENTAL PAGE

APPLICATION NO.: 05:289COUNTY: McHenryFROM: Northern Moraine WRD
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
26	Ledgers, Journals & Registers (all types)	2013	.50 cu ft
28	Liens	2013	.25 cu ft
31	Monthly Reports (all types)	2018	Negligible
31a	Annual Reports	2013	Negligible
32	NPDES Discharge Elimination Permits	2014	Negligible
33	Resolutions	2018	Negligible
43	Sludge Disposal Permits (after expiration)	2015	Negligible
44	State & Federal Tax Statements & Reports (W-2's W-3's, IL 501's, IL 94's, IL 1099's, W-9's)	2013	Negligible
44a	State & Federal Tax Statements - W-4's (after termination or superseded)	2015	Negligible
45	Tax Levies	2013	Negligible
47	Time Records (sick, Vacation, Overtime, Leaves, Compensatory, Swipe Records, Sign In/Out, etc)	2018	Negligible
50	Water Pollution Control Permits	2015	Negligible
51	Backflow Test Records	2017	Negligible
53	Daily Bench Sheets (Sewage Water Testing)	2017	Negligible
55	Weekly Water Flow Charts	2017	Negligible
56	NPDES Annual Fiscal Reports	2013	Negligible
57	Discharge Monitoring Reports	2015	Negligible
58	Annual Discharge Monitoring Reports	2015	Negligible
60	Quality Assurance Reports & IEPA Performance Summaries	2015	Negligible
62	Sludge Management Reports - Sent Biannually to IEPA	2015	Negligible
63	Sludge Stockpile (from Lab Permits)	2015	Negligible
64	Audio Recordings of Board Meetings	2019	Negligible



NORTHERN MORaine W R D

AGENDA ITEM # 10F

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Approve Landscape Maintenance Services
<u>Staff Recommendation:</u>	Approve Entering into 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.
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

On March 3, 2021, the Northern Moraine Wastewater Reclamation District publicly opened and read aloud bids received for landscape maintenance services. One bid was submitted on behalf of Accent Landscape Services and was ultimately rejected due to one of their unit cost proposals, "Price to mow ALL Class 2 Properties" was significantly greater than the current prices even though Accent Landscape Services is the District's current service provider and services area for Class 2 Properties remain unchanged. The District determined that the published bid advertisement had contained an error in describing the properties for which Services were sought. District staff reached out to the lone bidder to notify them of the mistake and asked them to resubmit a revised unit cost for Class 2 Properties. Accent Landscaping Services' revised proposal is provided below.

SCHEDULE OF PRICES

Bid Price: (May 1, 2021 through April 30, 2022)

Price breakdown for Landscape Services

Price to mow <u>ALL</u> Class 1 Properties	\$ 390 per mow
Price to mow <u>ALL</u> Class 2 Properties	\$ 210 per mow
Price for mowing of Additional Properties	\$ 0.003 per sq. ft.
Price for spot Treatment for Weed Control	\$ 90 per application





NORTHERN MORaine **W R D**

Recommendation:

District Staff has reviewed Accent Landscape Services' revised proposal and the schedule of prices have been deemed appropriate. Accent Landscape Services is the District's current service provider and there have been no issues with landscape services over the past year. It is staff's recommendation to award the contract to the lowest responsible and responsive bidder, Accent Landscape Services for Landscape Maintenance Services for a one year period beginning May 1, 2021.

Votes Required to Pass:

Simple Majority, via a roll call vote



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 MORAIN WASTEWATER RECLAMATION DISTRICT

RESOLUTION NO. _____

**A RESOLUTION WAIVING COMPETITIVE BIDDING AND AWARDING
A CONTRACT FOR 2021 LANDSCAPE MAINTENANCE SERVICES**

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 District has determined that it is necessary and appropriate to retain a qualified contractor to perform mowing, weed control, and other routine landscape maintenance services on certain District-owned properties during 2021 (the “***Services***”); and

WHEREAS, the District previously advertised for the submission of competitive bids for the Services and received one responsive bid from Accent Landscaping (“***Contractor***”); and

WHEREAS, the District reviewed the bid received from Contractor and determined that the amount of such bid exceeded the District’s anticipated costs for the Services; and

WHEREAS, as a result of such determination, the District Board formally rejected all bids received for the Services on March 9, 2021 and did not award a contract for the Services; and

WHEREAS, after rejecting the only bid received for the Services, the District determined that the published bid advertisement had contained an error in describing the properties for which the Services were sought; and

WHEREAS, as a result of such error, the bid advertisement’s property description was overinclusive, which led to the perceived excessiveness of the Contractor’s bid amount; and

WHEREAS, the District still desires to retain a contractor to provide the Services subject to correction of the error identified in the bid advertisement, and the properties and areas for which the Services are sought are generally described in Exhibit A hereto (the “***Revised Areas***”); and

WHEREAS, after rejecting all bids and subsequently identifying the error in the published bid advertisement, the District entered into negotiations with Contractor, being the sole responsive bidder to the prior bid advertisement, to provide the Services within the Revised Areas; and

WHEREAS, Contractor has provided similar landscaping maintenance services to the District during the past several years, and the District has a satisfactory relationship with Contractor for such work; and

WHEREAS, following negotiations, Contractor has agreed to provide the Services within the Revised Areas in accordance with a negotiated proposal set forth hereto as Exhibit B (the "**Proposal**"); and

WHEREAS, in light of the fact that the District previously sought competitive bids for the Services and Contractor was the only responsive bidder, in consideration of the District's existing satisfactory relationship with Contractor regarding the provision of similar services, and in order to realize efficiencies for the District and ensure timely retention of a contractor to perform the Services during the upcoming spring and summer season, the President and District Board have determined that it is appropriate to waive competitive bidding and approve the Contractor's Proposal for the Services as set forth in Exhibit B hereto;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT, LAKE AND McHENRY COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE. Recitals. The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO. Award. The President and District Board hereby waive competitive bidding and award a contract for performance of the Services within the Revised Area ("**Contract**") to Contractor in accordance with the Proposal attached hereto as Exhibit B. The District Manager is hereby authorized and directed to execute a written contract and any other necessary and appropriate contract documentation consistent with the Proposal and the terms of this Resolution and in a final form acceptable to the District Manager in consultation with District Counsel. The District Manager's execution of the written contract in its final form shall be subject to receipt of all contractually-required documentation and such other additional information as may be requested by the District Manager in accordance with the Contract, all in a form

acceptable to the District. The District Manager is authorized to execute, and the District Clerk is authorized to attest, the final Contract and related documents on behalf of the District.

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

PASSED this ____ day of _____, 2021.

AYES: ()

NAYS: ()

ABSTAIN: ()

ABSENT: ()

APPROVED this ____ day of _____, 2021.

President

ATTEST:

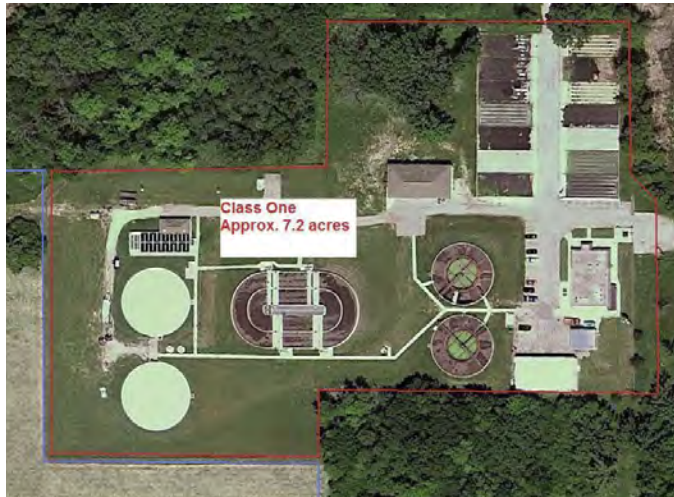
District Clerk

EXHIBIT A
Revised Areas

REVISED Class One Designations:

**Wastewater Treatment Plant
420 Timber Trail**

This area is outlined in Red below.



**District Office
113 Timber Trail**

AND

**Timber Trail Parkway
113 to 420 Timber Trail**

This combination of the two areas are outlined in Red below.



Outfall Lot

4611 Giant Oak Drive

This area is outlined in Red below.



Hale 1 Lift Station

3440 Hale Lane

This area is outlined in Red below.



Westridge Lift Station

Intersection of East State Road and Westridge Drive

This area is outlined in Red below.



Lift Station #1

500 Wegner Road

This area is outlined in Red below.



Lift Station #7
127 Wegner Road

This area is outlined in Red below.



REVISED Class Two Designation:

Area West & Southwest of Administrative Building
420 Timber Trail

This area is outlined in BLUE below.



EXHIBIT B
Contractor's Proposal

SCHEDULE OF PRICES

Bid Price: (May 1, 2021 through April 30, 2022)

Price breakdown for Landscape Services

Price to mow <u>ALL</u> Class 1 Properties	\$ <u>390</u> per mow
Price to mow <u>ALL</u> Class 2 Properties	\$ <u>210</u> per mow
Price for mowing of Additional Properties	\$ <u>0.003</u> per sq. ft.
Price for spot Treatment for Weed Control	\$ <u>90</u> per application



NORTHERN MORaine W R D

AGENDA ITEM # 10G

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Approve Ordinance Extending Emergency Declaration
<u>Staff Recommendation:</u>	Approve Ordinance Extending Authorization of Emergency Powers and Procedures in Response to COVID-19
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

The District went into a state of emergency on March 19, 2020. That emergency ordinance expired on November 19, 2020. At the time, on November 19, our board president, Ken Michaels issued an official extension of the ordinance. It was done outside of a meeting due to the timing of the expiration. At this point, we remain in the same state of emergency, and since it has been a full year, I felt that a formal extension would be prudent. Accordingly, please find enclosed an ordinance that would officially extend the emergency provisions until either there is no state of emergency in the state, or until all employees are vaccinated and pose no risk to others or themselves.

Recommendation:

Staff recommends that the District Approve Ordinance Extending Authorization of Emergency Powers and Procedures in Response to COVID-19

Votes Required to Pass:

Simple Majority, via Roll Call Vote



NORTHERN MORaine WATER RECLAMATION DISTRICT

ORDINANCE NO. _____

**ORDINANCE EXTENDING AUTHORIZATION OF EMERGENCY
POWERS AND PROCEDURES IN RESPONSE TO COVID-19**

Adopted by the
President and Board of Trustees
of the Northern Moraine Water Reclamation District
this ____ day of _____, 2021

Published in pamphlet form by direction
and authority of the Northern Moraine Water Reclamation District,
Lake and McHenry Counties, Illinois,
this ____ day of _____, 2021

NORTHERN MORAINÉ WATER RECLAMATION DISTRICT

ORDINANCE NO. _____

**ORDINANCE EXTENDING AUTHORIZATION OF EMERGENCY
POWERS AND PROCEDURES IN RESPONSE TO COVID-19**

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 District provides, *inter alia*, sanitary sewage collection and treatment services for persons within the corporate limits of the District (the “**Services**”); and

WHEREAS, the District Services are an essential function for the maintenance of the public health, safety, and welfare of the persons living, working, or interacting within the District’s service area; and

WHEREAS, Illinois Governor J.B. Pritzker has issued successive proclamations of disaster within the State of Illinois because of the COVID-19 pandemic (the “**Disaster Proclamations**”); and

WHEREAS, the effects of COVID-19 have caused significant disruption to commerce and personal activities within the District and worldwide; and

WHEREAS, in the face of the challenges arising from COVID-19, the President and Board of Trustees (the “**District Board**”) have determined that it is essential for the public health, safety, and welfare of the District, its residents, and those interacting with persons and businesses within the District or having any association with persons or businesses located downstream from the receiving waters of the District’s treatment facilities that all steps be taken to ensure the safe, effective, efficient, and continued operation of the District and its facilities (the “**Operations**”); and

WHEREAS, because of the great urgency to maintain the District’s Operations and the unique concerns related to COVID-19, the District Board determined (consistent with its authority under 70 ILCS 2405/11) that it was necessary and appropriate to adopt emergency procedures and authorizations as set forth in Ordinance No. 20-04; and

WHEREAS, given the ongoing impact of the COVID-19 pandemic and resulting Disaster Proclamations, the District Board desires to continue and extend the emergency procedures and authorizations set forth in Ordinance No. 20-04, and the District Board has determined that it is necessary and appropriate to do so as provided herein;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NORTHERN MORAIN WATER RECLAMATION DISTRICT, LAKE AND McHENRY COUNTIES, ILLINOIS, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: Extension of Ordinance No. 20-04. Section Three of Ordinance No. 20-04 titled "Expiration of Authority" is hereby amended to state as follows:

SECTION THREE: Expiration of Authority. In accordance with 70 ILCS 2405/11, this Ordinance and the authorizations herein approved shall expire upon the earlier of (i) the termination of the Governor's Disaster Proclamation (or any successor proclamation relating thereto), and (ii) the date that the District President issues a written determination that all employees of the District have been vaccinated against the COVID-19 virus.

SECTION THREE: Ratification of Extension of Ordinance No. 20-04. The District Board hereby ratifies the extension of the effectiveness of Ordinance No., 20-04 and hereby acknowledges that Ordinance No. 20-04 remains in full force and effect, as herein amended.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect immediately following its approval.

PASSED THIS ____ DAY OF _____, 2021.

AYES: ()

NAYS: ()

ABSENT: ()

APPROVED THIS ____ DAY OF _____, 2021.

President

ATTEST:

District Clerk



NORTHERN MORaine **W R D**

AGENDA ITEM # 10H

<u>Meeting Date:</u>	April 13, 2021
<u>Item:</u>	Approve Resolution Adopting a Retirement Health Care Funding Plan
<u>Staff Recommendation:</u>	Approve Resolution establishing a VantageCare Retirement Health Savings Program and authorize the District Manager to enter into an Administrative Services Agreement with ICMA-RC
<u>Staff Contact:</u>	Mohammed M. Haque, District Manager

Background:

As we are all aware, the cost for health insurance is high and trends higher as you grow older. Quality health insurance policies near \$1,000 a month per person, or \$2,500 for a family. Many individuals cannot retire because, in their late age, the cost is a daunting hurdle to retirement. With our retirement policy, IMRF, individuals can retire at the age of 55 or later, once they have 35 years of service. For a few of us, 35 years of service in IMRF will fall before our 65th birthday. When Luke was hired, he mentioned to me that a VEBA (Voluntary Employee Benefits Administration) existed in Wauconda that allowed you to save for your pre-Medicare Retiree Health Insurance costs. We have found a similar program offered by ICMA-RC, the current administrator of the District's 457B retirement savings plan.

The enclosed documents explain the VantageCare Retirement Health Savings Program, administered by ICMA-RC. The real benefit of this program is that employees can contribute to it with pre-tax earnings, the payments (reimbursements) are also tax-exempt and any investment earnings during the interim are also tax free. From the District's perspective, there is no direct cost. Indirect costs would be for the administration of this, but that should be nominal. ICMA-RC/VantageCare charges a \$25 annual fee that is remitted from member accounts.

The ability to plan out retirement is a benefit to our employees and the District. Early retirements have some benefits to the District in that replacements tend to have reduced compensation than the retirees.

Recommendation:

We recommend that the District Approve the Resolution establishing a VantageCare Retirement Health Savings Program and authorize the District Manager to enter into an Administrative Services Agreement with ICMA-RC

Votes Required to Pass:

Simple Majority, via Roll Call Vote



RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHERN MORaine
WASTEWATER RECLAMATION DISTRICT that the Board of Trustees approves entering into
an agreement with ICMA-RC to establish a VantageCare Retirement Health Savings Program
and Authorize the District Manager to execute the Administrative Services Agreement

DATED this__day of_____, 2021

NORTHERN MORaine WASTEWATER
RECLAMATION DISTRICT, an
Illinois Municipal Corporation,

By:_____
PRESIDENT

SEAL

ATTEST

DISTRICT CLERK

ADMINISTRATIVE SERVICES AGREEMENT

Between

ICMA Retirement Corporation

and

Northern Moraine Wrd

Type: VantageCare RHS

Account Number: 800233

ADMINISTRATIVE SERVICES AGREEMENT

This Agreement, made as of this day, (please enter date) _____ (herein referred to as the "Inception Date"), between The International City Management Association Retirement Corporation ("ICMA-RC"), a nonprofit corporation organized and existing under the laws of the State of Delaware; and the **Northern Moraine Wrd** ("Employer") a local governmental instrumentality organized and existing under the laws of the State of **Illinois** with an office at **113 Timber Trail, Island Lake, Illinois 60042**.

RECITALS

Employer acts as a public plan sponsor for a retiree health plan with responsibility to obtain investment alternatives and services for employees participating in that plan;

Employer desires to make the VantageCare Retirement Health Savings ("RHS") Program provided by ICMA-RC available to its employees through the Employer's integral part trust ("Trust") and the Employer's welfare benefits plan ("Plan");

ICMA-RC, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC ("VTC"), the Trustee of VantageTrust II Multiple Collective Investment Funds Trust ("VantageTrust II");

VantageTrust II is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Rulings 81-100 and 2011-1, which provides for the collective investment and reinvestment of assets of certain tax-exempt, governmental pension and profit sharing plans, and retiree welfare plans, and other eligible investors;

VTC makes a series of separate funds (the "VT II Funds") available through VantageTrust II for the investment of plan assets as referenced in VantageTrust II's Declaration of Trust and Disclosure Memorandum ("Disclosure Materials");

The VT II Funds are available only through adoption of VantageTrust II; and

ICMA-RC provides a complete offering of services to public employers for the operation of employee retirement and retiree health savings plans including, but not limited to, communications concerning investment alternatives, account maintenance, account record-keeping, investment and tax reporting, form processing, and benefit disbursement.

AGREEMENTS

1. Acceptance of RHS Program

Employer agrees to make the RHS Program provided by ICMA-RC available to its employees. The details of the RHS Program shall be as mutually agreed between the Employer and ICMA-RC, and in general shall be as set forth in the RHS Program materials developed by ICMA-RC and provided to Employer. The RHS Program materials are hereby incorporated by reference and made a part of this Agreement, except that Employer and ICMA-RC may from time to time mutually agree in writing to terms that vary from the RHS Program materials. RHS Program materials shall include the *VantageCare RHS Employer Manual*, available electronically through the EZ Link System upon adoption of the RHS Program.

2 Appointment of ICMA-RC

Employer hereby appoints ICMA-RC as the exclusive Recordkeeper for the RHS Plan to perform all non-discretionary functions necessary for the administration of the RHS Plan with respect to assets in the RHS Plan transferred to its administration.

The functions to be performed by ICMA-RC and its agents include:

- (a) allocation in accordance with participant direction of individual accounts to investment funds ("Funds") made available to Plan participants;
- (b) maintenance of individual accounts for participants reflecting amounts contributed, income, gain, or loss credited, and amounts disbursed as benefits;
- (c) provision of periodic reports to the Employer and participants of the status of Plan investments and individual accounts;
- (d) communication to participants of information regarding their rights and elections under the Plan;
- (e) disbursement of benefits as agent for the Employer in accordance with terms of the Plan; and
- (f) performance of tax withholding and reporting in conjunction with the Employer for each RHS account.

3. Employer Duty to Furnish Information

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities with respect to the Plan, including information needed to allocate individual participant accounts to Funds, and information as to the benefit eligibility and employment status of participants, and participants' ages, addresses, dependents, spouses

and other identifying information (including tax identification numbers). Employer also agrees that it will notify ICMA-RC in a timely manner regarding changes in staff as it relates to various roles. This is to be completed through the online EZLink employer contact options. ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant, spouse or dependent that is furnished by such participant, spouse or dependent, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide reports, statements and account information to the Employer through EZLink, the online plan administrative tool.

4. ICMA-RC Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement.
- (b) ICMA-RC is an investment adviser registered as such with the Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) ICMA-RC will handle participant information in the manner described in the Business Associate Agreement to be executed between the Plan and ICMA-RC, a form of which is provided as Exhibit A to this Agreement.

5. Employer Representations and Warranties

Employer represents and warrants to ICMA-RC that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Information required to be retained by the Employer shall be set forth in the RHS Program materials developed by ICMA-RC and provided to the Employer.
- (c) Employer is required to send in contributions through EZLink, the online plan administration tool provided by ICMA-RC.
- (d) Employer is responsible for determining that there are no state or local laws that would prohibit it from establishing the RHS Program. Employer is also responsible for determining that the investments selected for the Plan fall within state or local requirements. ICMA-RC shall not be responsible for monitoring state or local law

applicable to retirement plans or for administering the Plan in compliance with local or state requirements unless Employer notifies ICMA-RC of any such local or state requirements.

- (e) Employer acknowledges that the RHS Plan is a “health plan” for Health Insurance Portability and Accountability Act (“HIPAA”) purposes and therefore is subject to HIPAA privacy rules. Employer also acknowledges that the RHS Plan is a Health Reimbursement Arrangement, subject to applicable provisions of the Affordable Care Act (“ACA”). An employer sponsoring the Plan is responsible for complying with the HIPAA privacy and security rules with respect to all protected health information created, maintained, received, or transmitted in relation to the Plan and is responsible for complying with the ACA.
- (f) Employer acknowledges that certain such services to be performed by ICMA-RC under this Agreement may be performed by an affiliate or agent of ICMA-RC pursuant to one or more other contractual arrangements or relationships, and that ICMA-RC reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (g) Employer acknowledges and agrees that ICMA-RC does not assume any responsibility with respect to the selection or retention of the Plan’s investment options. Employer shall have exclusive responsibility for the selection and retention of the Plan’s investment options, including the selection of the applicable mutual fund share class.
- (h) Employer confirms that it has executed a Participation Agreement for VantageTrust II and acknowledges that it has received the Disclosure Materials.

6. Participation in Certain Proceedings

The Employer hereby authorizes ICMA-RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings regarding the Plan involving the garnishment of benefits or the transfer of benefits pursuant to a medical child support order. Unless Employer notifies ICMA-RC otherwise, Employer authorizes ICMA-RC to determine whether disbursement of benefits to a spouse or child pursuant to a medical child support order is appropriate.

7. Compensation and Payment

Absent an explicit agreement to the contrary between ICMA-RC and Employer, participant fees and expenses shall be payable from RHS assets, in accordance with the requirements of the RHS Program as set forth below.

- (a) Asset-based fees will be included in the daily unit value of each VT II Fund, and no separate asset-based fees will be assessed.

- (b) A \$ 25 annual account administration fee will be charged quarterly to each Accountholder's account.
- (c) The account administration fee is subject to change with appropriate prior notification.
- (d) **Compensation for Advisory and other Services to VT III Vantagepoint Funds.** Employer acknowledges that ICMA-RC, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which are collective funds serving as the underlying funds to certain VT II Funds.

8. Contribution Remittance

Employer understands that amounts contributed to the Plan are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer in the RHS Program materials and are not to be remitted to ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred, ICMA-RC will return it to Employer with proper instructions.

9. Responsibility

- (a) ICMA-RC shall not be responsible for any acts or omissions of any person with respect to the Plan, or its related Trust, other than ICMA-RC in connection with the administration or operation of the Plan or its related Trust.
- (b) The Employer understands that, as a general matter, the Internal Revenue Service ("IRS") may decline to rule on certain design features or provisions that the Employer may request to have added to the RHS Program materials. The Employer agrees to hold ICMA-RC harmless in connection with the addition and administration of any Plan feature or provision requested by the Employer for which the IRS will not provide express interpretive guidance.

10. Indemnification

Employer shall indemnify ICMA-RC against, and hold ICMA-RC harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against ICMA-RC by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related Trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from ICMA-RC's negligence, bad faith, or willful misconduct.

11. Term

This Agreement shall be in effect for an initial term beginning on the Inception Date and ending **5 years** after the Inception Date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the Vantagepoint PLUS Fund, offered by VantageTrust II, as an investment option in its investment line-up), ICMA-RC retains full discretion to release Plan assets invested in the Vantagepoint PLUS Fund in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the Employer that it has made a final and binding selection of a replacement for ICMA-RC as administrator of the Plan (or a replacement investment option for the Vantagepoint PLUS Fund).

12. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) The parties agree that only an adjustment to compensation or administrative and operational services under this Agreement may be implemented by ICMA-RC through a proposal to the Employer via correspondence or the Employer Bulletin. The Employer will be given at least 60 days to review the proposal before the effective date of the adjustment. Such adjustment shall become effective unless, within the 60-day period, the Employer notifies ICMA-RC in writing that it does not accept such adjustment, in which event the parties will negotiate with respect to the adjustment.
- (c) No failure to exercise and no delay in exercising any right, remedy, power or privilege hereunder shall operate as a waiver of such right, remedy, power or privilege.

13. Notices

All notices required to be delivered under this Agreement shall be delivered electronically, personally or by registered or certified mail, postage prepaid, return receipt requested, to (i) Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C, 20002-4240; (ii) Employer at the office set forth in the first paragraph hereof, or to any other address designated by the party to receive the same by written notice similarly given.

14. Complete Agreement

This Agreement, with an executed Business Associate Agreement, shall constitute the sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

15. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of **Illinois**, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.


In Witness Whereof, the parties hereto have executed this Agreement as of the Inception Date first above written.

NORTHERN MORaine WRD

By _____
Signature / Date

By Mohammed Haque District Manager
Name and Title (Please Print)

**INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION**

By 
Erica McFarquhar
Assistant Secretary

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Via DocuSign
- (b) Electronically to PlanAdoptionServices@icmarc.org, or
- (c) In paper form to ICMA-RC
ATTN: PLAN ADOPTION SERVICES
777 North Capitol Street NE
Suite 600
Washington DC 20002-4240

Exhibit A

RHS HIPAA BUSINESS ASSOCIATE AGREEMENT FOR PLAN NUMBER 800233

This Business Associate Agreement ("BA Agreement") supplements and is made part of the Administrative Services Agreement entered into between **Northern Moraine WRD** on behalf of Plan Number **800233** ("Covered Entity" or "**Northern Moraine WRD RHS**") and ICMA-RC ("Business Associate") on (please enter date) _____, and is effective as of the effective date of the Administrative Services Agreement (the "Effective Date").

RECITALS

Covered Entity is a group health plan that reimburses medical expenses for eligible participants, their spouses, and their dependents. Under the Health Information Portability and Accountability Act of 1996 ("HIPAA"), Covered Entity is required to enter into this BA Agreement to obtain satisfactory assurances that Business Associate will appropriately safeguard all Protected Health Information ("PHI"), as defined herein, that is created, maintained, received, or transmitted by Business Associate on behalf of Covered Entity.

Business Associate is a record keeper providing administrative services to Covered Entity. In general, Business Associate will not have access to information that would traditionally be considered PHI because participant medical information used to substantiate reimbursements is sent directly to and reviewed by a third-party claims processor. The third-party claims processor has agreed to protect PHI that it creates, maintains, receives, or transmits in a manner that is consistent with and as stringent as the terms agreed to by Business Associate under this BA Agreement with respect to information that could be considered PHI. Business Associate has access to information that might be interpreted as PHI, including an individual's participation in the plan, reimbursement amounts, and the timing of reimbursements.

In consideration of the mutual promises below and the exchange of information pursuant to this BA Agreement and in order to comply with all legal requirements for the protection of this information, Covered Entity and Business Associate agree as follows:

1. DEFINITIONS

- a. The following terms used in this BA Agreement shall have the same meaning as those terms are defined in the HIPAA Rules: Breach, Data Aggregations, Designated Record Set, Disclosure, Health Care Operations, Minimum Necessary, Notice of Privacy Practices, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.
- b. "Administrative Services Agreement" refers to a separate agreement outlining the services ICMA-RC will provide to Covered Entity and the terms and conditions governing the provision of such services. The Administrative

Services Agreement is made between ICMA-RC and **Northern Moraine WRD RHS** or its sponsor, acting on behalf of **Northern Moraine WRD RHS**.

- c. "Business Associate" shall have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to this BA Agreement shall mean ICMA-RC.
- d. "Covered Entity" shall have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference this BA Agreement, shall mean **Northern Moraine WRD RHS**.
- e. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- f. "Privacy Rule" shall mean the Privacy Standards and Implementation Specifications at 45 CFR 170 and 164, Subparts A and E.
- g. "Protected Health Information" ("PHI") shall have the same meaning as the term "protected health information" in 45 CFR § 160.103, limited to the information created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity pursuant to this Agreement.
- h. "Security Rule" shall mean the Security Standards and Implementation Specifications at 45 CFR Parts 160 and 164, Subparts A and C.

2. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

Business Associate agrees to:

- a. Not Use or Disclose PHI other than as permitted or required by this BA Agreement or as required by law.
- b. Use appropriate safeguards to prevent Use or Disclosure of PHI other than as provided for by this BA Agreement, and comply with subpart C of 45 CFR Part 164 with respect to electronic PHI in Business Associate's custody or control, to prevent Use or Disclosure of PHI other than as provided for by this BA Agreement.
- c. Report to Covered Entity any Use or Disclosure of PHI not provided for by the BA Agreement of which it becomes aware not more than 60 calendar days after Business Associate discovers such non-permitted Use or Disclosure, including Breaches of Unsecured PHI as required at 45 CFR 164.410, and any Security Incident for which it becomes aware.
- d. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any Subcontractors that create, receive, maintain, or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information.

- e. Make available, within 30 calendar days of the request of Covered Entity, PHI in a Designated Record Set in Business Associate's custody or control, to Covered Entity, or as Directed by Covered Entity, to an individual, so that Covered Entity may meet its access obligations under 45 CFR § 164.524.
- f. Make any amendment(s) to PHI in a Designated Record Set in Business Associate's custody or control as directed in writing by the Covered Entity pursuant to 45 CFR 164.526 no later than 60 days after receipt of such request, so that Covered Entity may meet its amendment obligations under 45 CFR 164.526.
- g. Maintain and make available the information required to provide an accounting of Disclosures to the Covered Entity as requested by Covered Entity in writing and as necessary to satisfy the Covered Entity's obligations under 45 CFR 164.528.
- h. Make its internal practices, books, and records, available to the Secretary for purposes of determining compliance with the HIPAA Rules.
- i. Not directly or indirectly receive remuneration in exchange of PHI.
- j. Comply with the administrative simplification rules applicable to standard transactions, if Business Associate conducts such transactions under the electronic data interchange rules on behalf of Covered Entity.
- k. To the extent the parties agree that Business Associate will carry out directly one or more of Covered Entity's obligations under the Privacy Rule, the Business Associate will comply with the requirements of the Privacy Rule that apply to the Covered Entity in the performance of such obligations.

3. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- a. Business Associate may only Use or Disclose PHI as necessary to perform the services set forth in the Administrative Services Agreement and as permitted by this BA Agreement.
- b. Business Associate may Use or Disclose PHI as required by law or to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(i).
- c. Except as otherwise limited by this BA Agreement, Business Associate agrees to make Uses and Disclosures and requests for PHI consistent with the Covered Entity's Minimum Necessary policies and procedures when such are provided by the Covered Entity to Business Associate.
- d. Business Associate is authorized to de-identify information in accordance with 45 CFR 164.514(a)-(c).

- e. Business Associate may not Use or Disclose PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity, except for the specific Uses and Disclosures set forth below.
- f. Business Associate may Use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- g. Business Associate may provide Data Aggregation services relating to the Health Care Operations of the Covered Entity.

4. OBLIGATIONS AND ACTIVITIES OF COVERED ENTITY

- a. Covered Entity shall notify Business Associate of any limitations in the Notice of Privacy Practices that Covered Entity provides to individuals pursuant to 45 CFR 164.520, to the extent that such limitation may affect Business Associate's Use or Disclosure of PHI.
- b. Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to Use or Disclose his or her PHI, to the extent that such changes may affect Business Associate's Use or Disclosure of PHI.
- c. Covered Entity shall notify Business Associate of any restrictions on the Use or Disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Business Associate's Use or Disclosure of PHI.
- d. Covered Entity shall not request Business Associate to Use or Disclose PHI in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity, except to the extent that Business Associate will Use or Disclose PHI for Data Aggregation or management and administration and legal responsibilities of the Business Associate.
- e. Covered Entity shall notify Business Associate of any confidential communication requests with which the Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent such requests would affect Business Associate's Use or Disclosure of PHI.

5. TERM AND TERMINATION

- a. This BA Agreement shall be effective as of the Effective Date, and shall terminate upon the termination of the Administrative Services Agreement, subject to the provisions below regarding the return or destruction of PHI.
- b. Business Associate authorizes termination of this BA Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the BA Agreement, and Business Associate has not cured the Breach or ended the violation, following written notice to the Business Associate,

within a reasonable period of time not to exceed any reasonable cure period defined in the Administrative Services Agreement.

- c. Upon termination of this BA Agreement for any reason, Business Associate, with respect to PHI Received from Covered Entity, or created, maintained, or received from Business Associate on behalf of Covered Entity, shall:
 - i. Retain only that PHI which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
 - ii. Return to Covered Entity or, if agreed to by Covered Entity, destroy the remaining PHI that the Business Associate still maintains in any form;
 - iii. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI to prevent Use or Disclosure of the PHI, other than as provided for in this Section, for as long as Business Associate retains PHI;
 - iv. Not Use or Disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out at Paragraph 3(f);
 - v. Return to Covered Entity or, if agreed to Covered Entity, destroy the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities;
 - vi. Notwithstanding any other provision of this BA Agreement, upon termination, Business Associate may also transmit PHI to another Business Associate of the Covered Entity upon the written request of the Covered Entity.
- d. The obligations of Business Associate under Section 5, Term and Termination, shall survive the termination of this BA Agreement.

6. GENERAL PROVISIONS

- a. A reference in this BA Agreement to a section in the HIPAA Rules means the section as in effect or amended.
- b. The parties agree to take such action as is necessary to amend this BA Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable laws.
- c. Any ambiguity in this BA Agreement shall be interpreted to permit compliance with the HIPAA rules.
- d. Nothing in this BA Agreement shall be construed as creating any rights or benefits to any third parties.

- e. The invalidity and unenforceability of any provision of this BA Agreement shall not affect the enforceability of any other provision of this BA Agreement or the Administrative Services Agreement, which shall remain in full force and effect.
- f. All notices and communications required by this BA Agreement shall be in writing. Such notices and communications shall be given in one of the following forms: (i) by delivery in person, (ii) by a nationally-recognized, next-day courier service, (iii) by first-class, registered or certified mail, postage prepaid, or (iv) by electronic mail to the address that each party specifies in writing.
- g. This BA Agreement and the Administrative Services Agreement constitute the entire agreement between the parties with respect to its subject matter and constitute and supersede all prior agreements, representations, and understandings of the parties, written or oral, with regard to the same subject matter.

NORTHERN MORAINES WRD RHS

By _____
Signature / Date

Mohammed Haque _____ District Manager
Name and Title (Please Print)

**INTERNATIONAL CITY MANAGEMENT ASSOCIATION
RETIREMENT CORPORATION**

By  _____
Erica McFarquhar
Assistant Secretary

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Via **DocuSign**
- (b) Electronically to PlanAdoptionServices@icmarc.org, or
- (c) In paper form to ICMA-RC
ATTN: PLAN ADOPTION SERVICES
777 North Capitol Street NE
Suite 600
Washington DC 20002-4240



HELP YOUR EMPLOYEES COVER FUTURE HEALTH CARE COSTS

**VantageCare Retirement Health Savings
(RHS) Program**





Help fund a major expense for retired employees

Will your employees be able to pay for health care when it's needed most?

1 The number of retirees is increasing.

On average, more than 10,000 baby boomers will retire in the U.S. every day between now and 2030.¹

2 Health care costs are significant and rising.

Out-of-pocket health care expenses, such as premiums and deductibles, average several thousand dollars per year in retirement. Overall health care costs continue to be higher than overall inflation. And, health care spending continues to be higher for older Americans.²

3 Individuals are living longer.

Average life expectancies continue to increase.

- The average 65 year old American is living about two years longer compared to 2000.³ This brings both good and bad news. For example, healthier retirees are expected to pay more for health care because they will live longer.⁴

¹ Social Security Administration's Fiscal Year 2012 Annual Performance Plan

² Kaiser Family Foundation and Centers for Medicare and Medicaid Service

³ Society of Actuaries Mortality Tables (Oct. 2014)

⁴ Insured Retirement Institute, "Being Healthy Adds Up in the Long Run" (Oct. 2014)

▶ ICMA-RC's **VantageCare Retirement Health Savings (RHS) Program** helps your employees build assets for medical expenses before they leave service on a tax-free basis.

Retirees are increasingly responsible for growing medical costs, including out-of-pocket expenses associated with Medicare and employer-sponsored retiree health insurance. The RHS Program enables employers and their employees to save in advance for these costs.



The RHS Program operates just like a defined contribution plan.

How it works:

- 1** Individual accounts are managed by each participating employee.
- 2** Pre-tax contributions are made by you and/or the employee (on a mandatory basis).
- 3** Investment decisions are made by the employee, choosing from options you make available.
- 4** Distributions, including earnings, are tax-free for reimbursement of qualifying medical expenses.



.....▶ RHS benefits you

EMPLOYER BENEFITS

- ▶ **TAX SAVINGS** — your contributions are exempt from FICA taxes, saving up to 7.65 percent of the amount contributed, and unemployment taxes.
- ▶ **FLEXIBLE PLAN DESIGN** — you can design the plan to best fit the needs of different employees, including collective bargaining units. For example, you can decide which employee groups are required to participate, whether to permit or require employer and/or employee contributions, how forfeited funds are applied, and which expenses are eligible for reimbursements, within IRS guidelines.
- ▶ **NO UNFUNDED LIABILITY** — you can manage your health care obligations in a cost-effective manner by providing employees greater responsibility and control over their savings, in contrast to defined benefit retiree health care programs.



RHS benefits your employees

EMPLOYEE BENEFITS

- ▶ **DEDICATED SAVINGS VEHICLE** — allows employees to have assets set aside for their exclusive benefit to cover future health care costs.
- ▶ **FAMILY COVERAGE** — qualifying expenses include those incurred by the participant's eligible spouse and dependents.
- ▶ **TAX ADVANTAGES** — including pre-tax contributions (if permitted by the plan sponsor), no taxation of earnings while assets are in the account, and tax-free distributions for qualifying health care expenses.
- ▶ **INVESTMENT CONTROL** — employees control how funds are invested, choosing from available options, allowing customization based on their varying time horizons and comfort level with risk.
- ▶ **SURVIVOR BENEFITS** — upon the employee's death, remaining funds are made available to the surviving spouse and eligible dependents.



Employees can also view their RHS account alongside their other ICMA-RC accounts on their quarterly statements and on our website.





Retiree Health Care Program at a Glance

KEY CHARACTERISTICS	RHS
Plan Description	Defined contribution plan for retiree health care costs
Funding Vehicle	Integral Part Trust
Model Trust Service Available for Adoption	Yes
Custodian and/or Trustee Service	Third-Party Trustee, if desired
Investment Selections	Participant directed from available plan options
Legal Basis	Revenue Ruling 2002-45, Private Letter Rulings, and Treas. Reg. 301.7701-1(a)(3)

Help your employees build assets to cover their health care costs in retirement — a critical expense for many — through adopting the RHS program.

- ▶ Contact your ICMA-RC representative or Plan Sponsor Services at 800-326-7272
- ▶ Visit www.icmarc.org/rhs

Experience matters. Providing retiree health care services is not new to us. ICMA-RC introduced our retiree health product line in 1999. We administer and manage over \$1 billion in assets in our retiree health care programs, including serving over 1,500 VantageCare Retirement Health Savings (RHS) Programs with over 140,000 participants.*

** Data as of December 31, 2019.*

About ICMA-RC

Founded in 1972, ICMA-RC is a non-profit independent financial services corporation based in Washington, D.C., focused on providing retirement plans and related services for more than one million public sector participant accounts and more than 9,000 retirement plans. Our mission is to help build retirement security for local and state government employees. We deliver on our mission by focusing on service, quality, and value. All of our retirement programs, administrative services and educational tools have been developed specifically for public sector retirement plan administrators and participants. For more information, visit www.icmarc.org.



ICMA RETIREMENT CORPORATION
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4240
800-669-7400
WWW.ICMARC.ORG

45769-0516-8337-C322 (REV 02/2020)

Northern Moraine Wastewater Reclamation District

Bills Payable

As of April 13, 2021

	Type	Date	Num	Due Date	Open Balance
A & P GRAIN SYSTEMS, INC.					
	Bill	03/12/2021	30006	04/11/2021	92.00
Total A & P GRAIN SYSTEMS, INC.					92.00
ACE HARDWARE OF LIBERTYVILLE INC					
	Bill	04/07/2021	102494/8	05/07/2021	33.52
Total ACE HARDWARE OF LIBERTYVILLE INC					33.52
AMAZON CAPITAL SERVICES					
	Bill	03/10/2021	1VHT-91VW-C1CL	04/09/2021	17.70
	Bill	03/16/2021	1N7F-4DV3-9FKQ	04/15/2021	1,170.65
	Bill	03/16/2021	1NJR-9VM4-MNJH	04/15/2021	289.92
	Bill	03/17/2021	1D6G-W71M-F7F3	04/16/2021	16.98
	Bill	03/17/2021	1F94-JQTR-FPDC	04/16/2021	6.99
	Bill	03/17/2021	1F94-JQTR-XHLR	04/16/2021	1,051.62
	Bill	03/20/2021	19JN-CXFL-V9R7	04/19/2021	24.08
	Bill	03/26/2021	1TFY-XDVJ-VLGC	04/25/2021	80.30
	Bill	03/29/2021	1NF3-J364-GNMT	04/28/2021	65.10
	Bill	03/29/2021	1NCL-DDCG-9XPW	04/28/2021	5.94
	Bill	03/31/2021	1DH7-1CFJ-V6GR	04/30/2021	1,205.57
	Bill	03/31/2021	1RNL-WFJ6-VDDP	04/30/2021	14.25
	Bill	03/31/2021	1T73-KWNM-Y4TG	04/30/2021	3.99
	Bill	04/07/2021	1THT-PF3Q-FJNP	05/07/2021	109.63
	Bill	04/08/2021	1V1K-XQRD-G71F	05/08/2021	99.99
	Bill	04/11/2021	131C-VDRT-VCKG	05/11/2021	29.80
	Bill	04/11/2021	131C-VDRT-MQDW	05/11/2021	35.94
	Bill	04/12/2021	1GHX-VK6W-N3RP	05/12/2021	83.86
	Bill	04/12/2021	1M44-6VWQ-6VLG	05/12/2021	9.99
	Bill	04/13/2021	1X43-JLMW-JJ3	05/13/2021	15.98
Total AMAZON CAPITAL SERVICES					4,338.28
ARTHUR J GALLAGHER RISK M.S. INC					
	Bill	03/05/2021	3356019	03/05/2021	100.00
	Bill	03/05/2021	3356022	03/05/2021	100.00
	Bill	03/05/2021	3356028	03/05/2021	100.00
	Bill	03/05/2021	3356032	03/05/2021	100.00
	Bill	03/05/2021	3356016	03/05/2021	100.00
	Bill	04/02/2021	3805895	04/02/2021	100.00
	Bill	04/08/2021	3356030	04/08/2021	100.00
Total ARTHUR J GALLAGHER RISK M.S. INC					700.00
AT&T					
	Bill	03/28/2021	815344832603	03/28/2021	1,494.67
Total AT&T					1,494.67
AUTOMATION SERVICE & DESIGN, INC.					
	Bill	03/11/2021	2726	04/10/2021	2,805.76
	Bill	04/13/2021	2745	05/13/2021	1,700.00
Total AUTOMATION SERVICE & DESIGN, INC.					4,505.76
BARTNICK INC.					
	Bill	03/17/2021	1408	04/16/2021	5,225.00
Total BARTNICK INC.					5,225.00
BITSPEED CONSULTING, INC					
	Bill	03/31/2021	10499	04/30/2021	508.00
Total BITSPEED CONSULTING, INC					508.00
BLUECROSS BLUESHIELD OF ILLINOIS					
	Bill	03/19/2021	April Statement	03/19/2021	14,949.25
Total BLUECROSS BLUESHIELD OF ILLINOIS					14,949.25
BLUECROSS BLUESHIELD OF ILLINOIS					
	Bill	03/19/2021	April Statement	03/19/2021	124.00

Northern Moraine Wastewater Reclamation District

Bills Payable

As of April 13, 2021

	Type	Date	Num	Due Date	Open Balance
Total BLUECROSS BLUESHIELD OF ILLINOIS					124.00
BP					
	Bill	03/10/2021	788857	03/10/2021	76.44
	Bill	03/11/2021	790525	03/11/2021	60.80
	Bill	03/17/2021	800003	03/17/2021	42.65
	Bill	03/25/2021	812757	03/25/2021	47.78
	Bill	03/29/2021	818833	03/29/2021	45.27
	Bill	04/01/2021	823250	04/01/2021	67.01
	Bill	04/06/2021	831567	04/06/2021	61.00
	Bill	04/09/2021	836491	04/09/2021	51.19
Total BP					452.14
BRUNN, TIMOTHY R					
	Bill	04/13/2021	REG Mtg 04.13.2021	04/13/2021	200.00
Total BRUNN, TIMOTHY R					200.00
CHASE BANK					
	Bill	03/03/2021	0000004055	03/03/2021	417,774.00
Total CHASE BANK					417,774.00
CLARK BAIRD SMITH LLP					
	Bill	03/31/2021	13814	03/31/2021	680.00
Total CLARK BAIRD SMITH LLP					680.00
COM ED					
	Bill	03/29/2021	0372155069	05/28/2021	116.19
	Bill	03/31/2021	3567414012	05/30/2021	188.38
	Bill	03/31/2021	3567415019	05/30/2021	192.38
Total COM ED					496.95
COMCAST CABLE					
	Bill	03/28/2021	April Charges	03/28/2021	316.37
Total COMCAST CABLE					316.37
CONSTELLATION					
	Bill	03/28/2021	0093129063 - Mar	03/28/2021	103.79
	Bill	03/28/2021	0126133015 - Mar	03/28/2021	35.84
	Bill	03/28/2021	0245033050 - Mar	03/28/2021	99.66
	Bill	03/28/2021	0333118095 - Mar	03/28/2021	75.93
	Bill	03/28/2021	0372150046 - Mar	03/28/2021	35.46
	Bill	03/28/2021	0477061028 - Mar	03/28/2021	388.09
	Bill	03/28/2021	0496138026 - Mar	03/28/2021	101.18
	Bill	03/28/2021	1193152047 - Mar	03/28/2021	163.32
	Bill	03/28/2021	1236004006 - Mar	03/28/2021	131.71
	Bill	03/28/2021	1344148000 - Mar	03/28/2021	75.21
	Bill	03/28/2021	1398097107 - Mar	03/28/2021	356.98
	Bill	03/28/2021	1567158062 - Mar	03/28/2021	254.45
	Bill	03/28/2021	2332107009 - Mar	03/28/2021	47.07
	Bill	03/28/2021	2434060038 - Mar	03/28/2021	63.61
	Bill	03/28/2021	2502134029 - Mar	03/28/2021	104.67
	Bill	03/28/2021	2604060006 - Mar	03/28/2021	119.14
	Bill	03/28/2021	4032004009 - Mar	03/28/2021	321.36
	Bill	03/28/2021	4236131038 - Mar	03/28/2021	139.82
	Bill	03/28/2021	5154086053 - Mar	03/28/2021	7,888.04
	Bill	03/28/2021	5580009039 - Mar	03/28/2021	244.60
	Bill	03/28/2021	7330064006 - Mar	03/28/2021	35.12
	Bill	03/28/2021	7398065012 - Mar	03/28/2021	219.19
Total CONSTELLATION					11,004.24
CUMMINS SALES AND SERVICE					
	Bill	03/11/2021	E3-71011	03/11/2021	5,041.63
Total CUMMINS SALES AND SERVICE					5,041.63
EUROFINS TESTAMERICA					
	Bill	04/09/2021	1600012204	04/09/2021	205.00

Northern Moraine Wastewater Reclamation District

Bills Payable

As of April 13, 2021

	Type	Date	Num	Due Date	Open Balance
Total EUROFINS TESTAMERICA					205.00
FEDEX					
	Bill	03/17/2021	7-309-75268	03/17/2021	159.70
Total FEDEX					159.70
FILIPPINI LAW FIRM, LLP					
	Bill	02/01/2021	21622	03/03/2021	6,098.50
	Bill	03/28/2021	21657	04/27/2021	2,147.00
Total FILIPPINI LAW FIRM, LLP					8,245.50
FIRST BANKCARD					
	Bill	04/13/2021	MARCH STMT	05/13/2021	4,133.12
Total FIRST BANKCARD					4,133.12
GACRUX					
	Bill	04/01/2021	1782	05/01/2021	720.00
Total GACRUX					720.00
GRUNDFOS WATER UTILITY INC					
	Bill	03/24/2021	1900256091	04/23/2021	2,802.50
	Bill	03/29/2021	1900257778	04/28/2021	11,292.00
Total GRUNDFOS WATER UTILITY INC					14,094.50
H.T. STRENGER INC					
	Bill	03/10/2021	I912020	03/10/2021	923.00
	Bill	03/15/2021	I912033	03/15/2021	1,539.00
Total H.T. STRENGER INC					2,462.00
HEY AND ASSOCIATES, INC.					
	Bill	03/16/2021	20-0152-13048	03/16/2021	5,375.00
Total HEY AND ASSOCIATES, INC.					5,375.00
HYDROTEX					
	Bill	04/01/2021	448706	05/01/2021	408.46
Total HYDROTEX					408.46
IDES					
	Bill	03/18/2021	Account 809525	03/18/2021	5,331.00
Total IDES					5,331.00
IN-PIPE TECHNOLOGY					
	Bill	02/28/2021	1877	03/30/2021	2,500.00
	Bill	03/31/2021	1892	04/30/2021	2,500.00
Total IN-PIPE TECHNOLOGY					5,000.00
ISOLVED BENEFIT SERVICES					
	Bill	04/09/2021	I108528943	04/09/2021	75.00
Total ISOLVED BENEFIT SERVICES					75.00
JACOB MANN					
	Bill	04/13/2021	REG Mtg 04.13.2021	04/13/2021	200.00
Total JACOB MANN					200.00
JOSEPH D FOREMAN & CO					
	Bill	03/17/2021	328832	04/16/2021	148.00
Total JOSEPH D FOREMAN & CO					148.00
LAI, LTD.					
	Bill	03/16/2021	21-18102	04/15/2021	1,522.00
	Bill	03/16/2021	21-18134	04/15/2021	9,547.30
Total LAI, LTD.					11,069.30
LEE JENSEN SALES CO INC					
	Bill	03/15/2021	0009427-00	03/15/2021	48.50
Total LEE JENSEN SALES CO INC					48.50
LIBERTY MUTUAL INSURANCE COMPANY					
	Bill	03/08/2021	999094581	03/08/2021	100.00
Total LIBERTY MUTUAL INSURANCE COMPANY					100.00
LOU'S GLOVES					

Northern Moraine Wastewater Reclamation District

Bills Payable

As of April 13, 2021

	Type	Date	Num	Due Date	Open Balance
Total LOU'S GLOVES	Bill	03/26/2021	040456	04/25/2021	458.00
LUKE MARKKO					458.00
Total LUKE MARKKO	Bill	03/24/2021	Vaccine Mileage	03/24/2021	56.11
MAC STRATEGIES GROUP, INC.					56.11
Total MAC STRATEGIES GROUP, INC.	Bill	04/04/2021	3468	04/04/2021	2,000.00
MCCANN INDUSTRIES INC					2,000.00
Total MCCANN INDUSTRIES INC	Bill	03/11/2021	P19912	03/11/2021	515.15
	Bill	03/17/2021	P20031	03/17/2021	79.68
	Bill	03/24/2021	P20189	03/24/2021	156.60
	Bill	03/26/2021	P20251	03/26/2021	81.60
MCHENRY COUNTY RECORDER OF DEEDS					833.03
Total MCHENRY COUNTY RECORDER OF DEEDS	Bill	03/11/2021	2021311-56	04/10/2021	275.00
MENARDS - FOX LAKE					275.00
Total MENARDS - FOX LAKE	Bill	03/10/2021	88874	04/09/2021	639.69
	Bill	03/15/2021	89205	04/14/2021	383.90
	Bill	03/23/2021	89721	04/22/2021	15.72
	Bill	03/23/2021	89720	04/22/2021	95.85
	Bill	03/26/2021	89925	04/25/2021	263.71
	Bill	04/01/2021	90340	05/01/2021	63.86
MICHAELS, KENNETH A					1,462.73
Total MICHAELS, KENNETH A	Bill	04/13/2021	REG Mtg 04.13.2021	04/13/2021	350.00
MID AMERICAN WATER OF WAUCONDA, INC.					350.00
Total MID AMERICAN WATER OF WAUCONDA, INC.	Bill	02/17/2021	236759W	02/17/2021	84.00
	Bill	02/17/2021	236758W	02/17/2021	1,145.50
	Bill	02/17/2021	236753W	02/17/2021	7,460.00
	Bill	02/18/2021	236767W	02/18/2021	222.00
	Bill	02/18/2021	236768W	02/18/2021	374.00
	Bill	03/18/2021	237193W	03/18/2021	2,245.24
	Bill	03/24/2021	239295W	03/24/2021	215.00
MIGUEL A. MERCADO					11,745.74
Total MIGUEL A. MERCADO	Bill	03/22/2021	REIMBURSEMENT	03/22/2021	137.00
MIKE'S TOWING, INC	Bill	03/22/2021	REIMBURSEMENT	03/22/2021	200.00
Total MIKE'S TOWING, INC	Bill	04/09/2021	1067397	05/09/2021	106.00
NICOR GAS					106.00
Total NICOR GAS	Bill	03/10/2021	3923 Hale	03/10/2021	41.93
	Bill	03/10/2021	206 Fern Dr.	03/10/2021	41.93
	Bill	03/10/2021	230 S. Shore	03/10/2021	44.94
	Bill	03/10/2021	2285 Walnut Glen	03/10/2021	42.53
	Bill	03/10/2021	3440 Hale	03/10/2021	42.53
	Bill	03/10/2021	2900 Spruce Terrace	03/10/2021	43.44
	Bill	03/11/2021	2629 Wisteria	03/11/2021	130.01
	Bill	03/11/2021	420 Timber	03/11/2021	739.64
	Bill	03/11/2021	100 Rawson	03/11/2021	124.09
	Bill	03/11/2021	113 Timber	03/11/2021	162.14
	Bill	03/11/2021	27715 Rt 120 Lakemoo	03/11/2021	65.65
	Bill	03/12/2021	316 Venice	03/12/2021	40.83

Northern Moraine Wastewater Reclamation District

Bills Payable

As of April 13, 2021

	Type	Date	Num	Due Date	Open Balance
	Bill	03/12/2021	127 South	03/12/2021	3.90
	Bill	03/12/2021	500 Wegner	03/12/2021	43.86
	Bill	03/12/2021	32250 Darrell Rd	03/12/2021	55.95
	Bill	03/12/2021	3390 Waterford	03/12/2021	44.95
	Bill	03/12/2021	2301 Fern	03/12/2021	42.53
	Bill	04/09/2021	3390 Waterford	04/09/2021	56.33
	Bill	04/09/2021	3440 Hale	04/09/2021	42.87
	Bill	04/09/2021	2285 Walnut Glen	04/09/2021	41.48
	Bill	04/09/2021	206 Fern Dr.	04/09/2021	42.20
	Bill	04/09/2021	230 S. Shore	04/09/2021	44.30
	Bill	04/09/2021	2301 Fern	04/09/2021	42.20
	Bill	04/09/2021	3923 Hale	04/09/2021	43.54
	Bill	04/09/2021	2900 Spruce Terrace	04/09/2021	43.98
Total NICOR GAS					2,067.75
NORTHWESTERN MEDICINE OCCUPATIONAL HEALTH					
	Bill	03/31/2021	511317	03/31/2021	50.00
Total NORTHWESTERN MEDICINE OCCUPATIONAL HEALTH					50.00
OLSON SERVICE CO					
	Bill	03/19/2021	0076741	03/19/2021	435.15
Total OLSON SERVICE CO					435.15
PAVEMENT SOLUTIONS					
	Bill	11/20/2020	1855708	04/18/2021	2,460.00
Total PAVEMENT SOLUTIONS					2,460.00
PDC LABORATORIES INC					
	Bill	03/19/2021	I9456669	04/18/2021	270.85
	Bill	04/07/2021	I9459005	05/07/2021	140.00
Total PDC LABORATORIES INC					410.85
POLYDYNE INC					
	Bill	03/12/2021	152674	04/11/2021	3,094.65
Total POLYDYNE INC					3,094.65
PROCESS EQUIPMENT REPAIR SERVICES, INC.					
	Bill	03/11/2021	21-106	03/11/2021	7,847.39
Total PROCESS EQUIPMENT REPAIR SERVICES, INC.					7,847.39
RAGLAND, JOHN R					
	Bill	04/13/2021	REG Mtg 04.13.2021	04/13/2021	200.00
Total RAGLAND, JOHN R					200.00
READY FRESH BY NESTLE					
	Bill	03/16/2021	01C0127320745-2	03/31/2021	142.79
Total READY FRESH BY NESTLE					142.79
RYBERG, LYDIA					
	Bill	04/13/2021	REG Mtg 04.13.2021	04/13/2021	200.00
Total RYBERG, LYDIA					200.00
SHAW MEDIA					
	Bill	03/31/2021	032110002435	04/30/2021	89.20
Total SHAW MEDIA					89.20
SHERWIN-WILLIAMS CO INC					
	Bill	03/30/2021	9835-2	03/30/2021	220.94
Total SHERWIN-WILLIAMS CO INC					220.94
SUBURBAN LABORATORIES INC					
	Bill	07/08/2020	178027	08/07/2020	667.00
	Bill	12/16/2020	183443	01/15/2021	667.00
Total SUBURBAN LABORATORIES INC					1,334.00
THINK INK, INC.					
	Bill	03/18/2021	20210148	03/18/2021	100.44
Total THINK INK, INC.					100.44

Northern Moraine Wastewater Reclamation District

Bills Payable

As of April 13, 2021

	Type	Date	Num	Due Date	Open Balance
THIRD MILLENNIUM ASSOCIATES INC					
	Bill	03/31/2021	26059	03/31/2021	516.88
Total THIRD MILLENNIUM ASSOCIATES INC					516.88
TRIHEDRAL, INC.					
	Bill	03/09/2021	3311	04/08/2021	2,142.00
Total TRIHEDRAL, INC.					2,142.00
TROTTER AND ASSOCIATES, INC					
	Bill	02/28/2021	18129	02/28/2021	2,206.25
	Bill	02/28/2021	18132	02/28/2021	1,151.82
	Bill	02/28/2021	18130	02/28/2021	4,866.75
	Bill	02/28/2021	18131	02/28/2021	6,881.00
	Bill	03/28/2021	18252	03/28/2021	2,607.75
	Bill	03/28/2021	18253	03/28/2021	2,554.75
	Bill	03/28/2021	18255	03/28/2021	2,291.25
Total TROTTER AND ASSOCIATES, INC					22,559.57
TRYON GOVERNMENTAL CONSULTING					
	Bill	03/31/2021	1201860	04/30/2021	3,000.00
Total TRYON GOVERNMENTAL CONSULTING					3,000.00
UNITED HEALTHCARE					
	Bill	03/25/2021	March Statement	04/24/2021	825.99
Total UNITED HEALTHCARE					825.99
USA BLUEBOOK					
	Bill	03/25/2021	553305	04/24/2021	205.33
	Bill	03/31/2021	558885	04/30/2021	306.59
Total USA BLUEBOOK					511.92
VERIZON					
	Bill	03/18/2021	9875764232	04/17/2021	723.73
Total VERIZON					723.73
VERIZON CONNECT NWF, INC.					
	Bill	03/01/2021	OSV000002394076	03/31/2021	141.00
	Bill	04/01/2021	OSV000002421372	05/01/2021	141.00
Total VERIZON CONNECT NWF, INC.					282.00
VIKING CHEMICAL COMPANY					
	Bill	03/15/2021	107791	04/14/2021	1,191.31
	Bill	03/25/2021	108343	04/24/2021	1,302.56
	Bill	04/02/2021	108740	05/02/2021	1,074.71
Total VIKING CHEMICAL COMPANY					3,568.58
WASTE MANAGEMENT					
	Bill	03/31/2021	3709094-2013-2	03/31/2021	278.17
Total WASTE MANAGEMENT					278.17
WAUCONDA CAR WASH					
	Bill	02/28/2021	101691	02/28/2021	24.00
Total WAUCONDA CAR WASH					24.00
TOTAL					596,420.50

Kenneth A. Michaels, Jr, President

Date

Deborah Martin, District Clerk

Date