



NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

REGULAR MEETING MINUTES

February 8, 2022

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

Present by Zoom: Trustees: John Ragland, Jacob Mann, Timothy Brunn, Lydia Ryberg, Ken Michaels
District Manager: Mohammed Haque; District Clerk: Deborah Martin

Others present via Zoom: District Superintendent: Luke Markko; District Engineer: Joe Lapastora; Jillian Kiss and Scott Trotter(joined meeting at 8:26 pm), Trotter and Associates

President Michaels called the meeting to order at 7:33 p.m. President Michaels stated:

"Due to the Governor's statewide disaster declaration relating to the COVID-19 pandemic and current public health guidelines for social distancing, I have 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 these 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, this meeting will be recorded."

1. CALL TO ORDER:

Roll Call: Timothy Brunn – Present, via Zoom
Jacob Mann – Present, via Zoom
John Ragland – Present, via Zoom
Lydia Ryberg – Present, via Zoom
Ken Michaels – Present, via Zoom

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

3. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, January 11, 2022

Motion by Trustee Ryberg to approve the Regular Meeting minutes of January 11, 2022 as presented.

2nd by Trustee Mann

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

5 ayes 0 nays 0 abstain

MOTION CARRIED

4. TREASURER'S REPORT:

a. Approval of the Monthly Treasurer's Report for month ending December 31, 2021

Treasurer John Ragland presented the monthly treasurer's report to the Board.

Motion by Mrs. Ryberg to approve the Treasurer's Report for month ending December 31, 2021 as presented.

2nd by Trustee Brunn

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



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5 ayes 0 nays 0 absent

MOTION CARRIED

5. PUBLIC COMMENTS - none

6. MANAGER'S REPORT:

District Superintendent Luke Markko asked the Board if any members had any questions concerning his Operations report that was included in the Board packets. Mr. Markko stated that he was very pleased with the receipt of over \$19,000 worth of auto sampling equipment that would allow for additional sampling for COVID 19 and to monitor for phosphorus. It was asked how the District received this auto sampling equipment free and Mr. Markko explained that the District applied for and qualified for a grant from the Water Environment Federation, of which the District belongs. District Engineer Joe Lapastora also invited questions concerning his Engineering report that was included in the Board packets. Mr. Lapastora reported to the Board that 4 out of 5 invitation to bids notices have been published for the annual commodities/services bids. Mr. Lapastora reported that the District is ready to close out the Buona Beef project in Lakemoor. President Michaels asked if the Wegner Road project was an IDOT project and Manager Haque responded that the project was through Nunda Township. Manager Haque reported to the Board that the District is pursuing additional funding through McHenry County's Advanced grant with the hope of grant funds to use towards the Holiday Hills sewer extension project. Manager Haque relayed that he is expecting a draft report shortly from Kane McKenna that will be useful in getting a better understanding of cash flow, grant monies and loan amortization in the capital projects. Manager Haque reported that a replacement has been hired for Debi Martin, who will retire as District Clerk next year. Elisa Fisher will begin shortly to start her training with Debi.

7. TRUSTEE REPORTS - none

8. LEGAL BUSINESS - none

9. OLD BUSINESS

a. Trustee Appointments for the term beginning May 1, 2022 through April 30, 2025

Manager Haque reminded the Board that there are two trustee positions open for appointment and that a notice was placed in the Northwest Herald for these vacancies. President Michaels prompted Trustee Brunn and Trustee Ragland to submit their letters of interest for reappointment to Manager Haque as soon as possible.

10. NEW BUSINESS

a. Approval of Vendor Agreement with McHenry County Housing Authority

Manager Haque informed the Board that the District became aware of a new funding source available to help struggling residents with financial assistance in paying their water and wastewater bills. McHenry County Housing Authority is the agency handling these requests in McHenry County. District Manager Haque explained that there was an immediate need for this assistance and had consulted with President Michaels about entering into an agreement with MCHA. Similar funding is being pursued for Lake County residents.

Motion by Mr. Brunn to approve an Agreement with McHenry County Housing Authority to act as a Vendor for the distribution of grant funds for assisting McHenry County residents.

2nd by Mrs. Ryberg

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

5 ayes 0 nays 0 absent

MOTION CARRIED



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b. Approval of Agreement with Fehr-Graham for updated Site-Specific EHS Program

Manager Haque reminded the Board of the OSHA inspection that took place on December 2, 2021 and that it was prudent to begin the review of our safety documents and procedures in order to address any OSHA violations. Manager Haque recommended Fehr-Graham because of their expertise in this field. Trustee Ragland stated that he was not sure that this wasn't something our own Staff could handle, and he felt that OSHA would be able to offer the District assistance in rectifying any issues. Manager Haque stated that along with all of the projects the District has staff assigned to, and the fact that the District has never had an OSHA inspection and violations, it was prudent to hire a consultant with knowledge of the procedures/documents needed in order to meet OSHA deadlines for correcting any violations. Manager Haque noted that the District has been informed by the trainee inspector of OSHA's attempt to deliver the violation notice and that it had gone back because they used the wrong address. The revised violation notice is expected any day now and will have a very limited amount of time to respond.

Motion by Mr. Brunn to approve an Agreement with Fehr-Graham in the amount of \$5,400 for an Updated Site-Specific Environmental Health and Safety (EHS) Program and to authorize the District Manager to execute the Agreement.

2nd by Mrs. Ryberg

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

5 ayes 0 nays 0 absent

MOTION CARRIED

c. Approval of an Agreement with CBIZ Valuation Group, LLC for Fixed Asset Reporting and Property Insurance Valuation updating services

Motion by Mr. Brunn to approve an Agreement with CBIZ Valuation Group, LLC in the amount of \$1,800 for Fixed Asset Reporting and Property Insurance valuation updating services and authorize the District Manager to execute the agreement.

2nd by Mr. Ragland

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

5 ayes 0 nays 0 absent

MOTION CARRIED

d. Acceptance of Bids for Holiday Hills/Le Villa Vaupell Sewer Extension - Phase 1

Motion by President Michaels to award the bid for the Holiday Hills/Le Villa Vaupell sewer extension project Phase 1 to Trine Construction Corporation and authorize proceeding with all Alternates A-D, contingent upon IEPA approval, for items in the amount of \$7,825,286.94.

2nd by Mr. Ragland

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

5 ayes 0 nays 0 absent

MOTION CARRIED



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e. Approval of Resolution 22-04, Authorizing the purchase and sale agreement for the Holiday Hills Lift Station property

Motion by Mr. Ragland approve Resolution 22-04, authorizing the purchase of real property in Holiday Hills of approximately 30,00 square feet at the price of \$10,000 for Sanitary Sewerage System Facilities.
2nd by Mr. Brunn

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

5 ayes 0 nays 0 absent **MOTION CARRIED**

f. Approval of Addendum #4 with Trotter and Associates

District Manager Haque informed the Board that not enough information was available to act on this agenda item and that it would be addressed at next month's regular Board meeting. He indicated that the first proposal for construction inspection and staking services was for \$553,000, and we are currently looking at alternatives.

g. Annual Wage Adjustment Review

District Manager Haque reminded the Board that the District adopted its first Salary Ordinance in January 2012 and adopted a Salary Administration Policy that was revised in May of 2013. Included in the policy is a requirement that the District Manager provide a summary report on all salary adjustments during the period. The review is informational only and no Board action is required.

11. MISCELLANEOUS CORRESPONDENCE

- a. Capital Project Tracking Report
- b. FAQ Updates for Holiday Hills/LeVilla Vaupell Sewer Extension

12. APPROVAL OF BILLS

Motion by Mr. Brunn to approve payment of bills for the February 8, 2022 bill list as presented.
2nd by Mrs. Ryberg, stating that the bills payable amount was \$161,878.91

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

5 ayes 0 nays 0 absent **MOTION CARRIED**

13. OTHER BUSINESS - none

Before calling for an adjournment, President Michaels thanked everyone for their hard work in getting the Holiday Hills/Le Villa Vaupell Sewer Extension project moving. President Michaels stated that this project has been in the works for decades, and he appreciated the staff's continuous efforts to see this project to fruition.

ADJOURNMENT

Motion by Mr. Brunn to adjourn the meeting at 8:30 p.m.
2nd by Mr. Ragland

5 ayes 0 nays 0 absent **MOTION CARRIED**