



# NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

## REGULAR MEETING MINUTES

August 8, 2023

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

Guests Present: Donald Ashley

President Michaels called the meeting to order at 7:30 p.m.

### 1. CALL TO ORDER:

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

### 2. PLEDGE OF ALLEGIANCE:

Those present stood and pledged allegiance to the flag.

### 3. PUBLIC COMMENTS: - None

### 4. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, July 11, 2023

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

4 ayes 0 nays 0 absent

**MOTION CARRIED**

### 5. TREASURER'S REPORT:

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

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

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

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

4 ayes 0 nays 0 absent

**MOTION CARRIED**

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



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

**7. TRUSTEE REPORTS: None**

**8. LEGAL BUSINESS: None**

**9. OLD BUSINESS:**

a. Trustee Appointment – Port Barrington or Holiday Hills Trustee

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

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

2nd by Trustee Caretina Tellez

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

4 ayes 0 nays 0 absent **MOTION CARRIED**

b. District Manager Contract Renewal

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

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

2nd by Mr. Brunn

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

4 ayes 0 nays 0 absent **MOTION CARRIED**

**10. NEW BUSINESS:**

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

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

2nd by Mr. Ragland

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

4 ayes 0 nays 0 absent **MOTION CARRIED**



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

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

2<sup>nd</sup> by Mrs. Tellez

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

4 ayes 0 nays 0 absent

**MOTION CARRIED**

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

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

2<sup>nd</sup> by Mr. Ragland

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

4 ayes 0 nays 0 absent

**MOTION CARRIED**

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

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

**No Board action taken on this item.**

e. Review Draft Policy Prohibiting Harassment

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

**No Board action taken on this item.**

f. Capital Assets Update

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

**No Board action taken on this item.**



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g. Semi-Annual Strategic Plan Review

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

2nd by Mr. Ragland

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

4 ayes 0 nays 0 absent

**MOTION CARRIED**

**11. MISCELLANEOUS CORRESPONDENCE: None**

**12. APPROVAL OF BILLS**

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

2nd by Mr. Ragland

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

4 ayes 0 nays 0 absent

**MOTION CARRIED**

**13. OTHER BUSINESS: None**

**ADJOURNMENT**

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