



# NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

## REGULAR MEETING MINUTES

May 7, 2024

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

Guests Present: Greg Bales, McGuireWoods Consulting LLC

President Michaels called the meeting to order at 7:35 p.m.

### 1. CALL TO ORDER:

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

2. **PLEDGE OF ALLEGIANCE:** Those present stood and pledged allegiance to the flag.

3. **PUBLIC COMMENTS: None**

*President Michaels asked the Board for permission to address Mr. Greg Bales from McGuireWoods Consulting as he was in attendance. District Manager Haque introduced Mr. Bales and advised the Board that he has been the District's federal legislative consultant for about a year. The District hired him when the District needed help with representation on some grant requests at the federal level. Mr. Bales gave the Board a brief history of his credentials and how he came to work for McGuireWoods Consulting. He also gave the Board a brief overview of the congressional process for grants and how the District comes to receive it. The Board thanked Mr. Bales*

*President Michaels advised the Board that they would continue with the normal agenda.*

### 4. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, April 11, 2024

Motion by Trustee Brunn to approve the Regular Meeting minutes of April 11, 2024, as presented.  
2nd by Trustee Ashley

5 ayes 0 nays 0 absent

**MOTION CARRIED**

b. Executive Meeting, April 11, 2024

Motion by Trustee Tellez to approve the Executive Meeting minutes of April 11, 2024, as presented.  
2nd by Trustee Brunn

5 ayes 0 nays 0 absent

**MOTION CARRIED**

### 5. OATH OF OFFICE:

Having been duly reappointed by the state of Illinois Appointing Authorities, Trustee Donald Ashley, took the Oath of Office as District Trustee for the term ending on April 30, 2027.



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
May 7, 2024

**6. ELECTION OF OFFICERS:**

Pursuant to 70 ILCS 2405/4 of the 1917 Sanitary District Act, "The Board of Trustees at their first meeting in May of each year shall elect one of their number as President, one of their number as Vice-President and from outside of their membership a Clerk and an Assistant Clerk."

Motion by Trustee Ragland to nominate Ken Michaels as President of the Northern Moraine Wastewater Reclamation District.

2nd by Trustee Brunn

4 ayes 0 nays 1 abstain (Ken Michaels)

**MOTION CARRIED**

Motion by President Michaels to nominate John Ragland as Vice-President of the Northern Moraine Wastewater Reclamation District.

2nd by Trustee Brunn

4 ayes 0 nays 1 abstain (John Ragland)

**MOTION CARRIED**

Motion by President Michaels to appoint Elisa Fisher as District Clerk of the Northern Moraine Wastewater Reclamation District.

2nd by Trustee Brunn

5 ayes 0 nays 0 abstain

**MOTION CARRIED**

Motion by Trustee Ragland to appoint Madalina Roscan as Assistant Clerk of the Northern Moraine Wastewater Reclamation District.

2nd by Trustee Brunn

5 ayes 0 nays 0 abstain

**MOTION CARRIED**

**6. SELECTION OF DISTRICT TREASURER, ATTORNEY AND ENGINEER**

Pursuant to 70 ILCS 2405/4 the Board may select a Treasurer, Attorney and Engineer for the District and appoint FOIA and OMA Officers

Motion by Trustee Brunn to appoint Caretina Tellez as Treasurer of the Northern Moraine Wastewater Reclamation District.

2nd by Trustee Ragland

4 ayes 0 nays 1 abstain (Caretina Tellez)

**MOTION CARRIED**



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
May 7, 2024

Motion by Trustee Brunn to appoint Filippini Law Firm, LLP. as District Attorney.  
2nd by Trustee Ragland

5 ayes 0 nays 0 abstain

**MOTION CARRIED**

Motion by Trustee Brunn to appoint Trotter & Associates, Inc. as District Engineer.  
2nd by Trustee Ragland

5 ayes 0 nays 0 abstain

**MOTION CARRIED**

Motion by Trustee Brunn to appoint Mohammed Haque as Freedom of Information Act Officer and Open Meeting Act Officer.  
2nd by Trustee Ragland

5 ayes 0 nays 0 abstain

**MOTION CARRIED**

Motion by Trustee Brunn to appoint Elisa Fisher as Freedom of Information Act Officer and Open Meeting Act Officer.  
2nd by Trustee Ragland

5 ayes 0 nays 0 abstain

**MOTION CARRIED**

**8. TREASURER'S REPORT:**

a. Approval of the Monthly Treasurer's Report for month ending March 31, 2024

The Treasurer's Report was presented by Trustee Tellez.

Motion by Trustee Tellez to approve the Treasurer's Report for the month ending March 31, 2024, as presented.  
2nd by Trustee Brunn

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

**9. MANAGER'S REPORT:** District Manager Haque advised the Board that they have already started Holiday Hills Phase 2 project. He informed the Board that the District's Junior Engineer, Jasmin Bait, has been introducing herself to all the residents in Le Villa Vaupell and it has gone well. Trustee Ragland asked if the Board was going to continue to get reports on Buona Beef, District Manager Haque advised that he will be taking some time to go over the remaining reports so that the matter can be closed. President Michaels asked about the Kelly's Market project, District Manager Haque stated that they haven't applied for a sewer connection permit, but that the engineering on the project is approved.



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
May 7, 2024

**10. TRUSTEE REPORTS:** President Michaels stated that he spoke to a resident from Le Villa Vaupell. The resident wanted to know more about the connection process.

**11. LEGAL BUSINESS: None**

**12. OLD BUSINESS: None**

**13. NEW BUSINESS:**

a. Public Hearing: Proposed FY 2024-25 Annual Budget

President Michaels declared the Public Hearing for the District's Annual Budget open at 8:05 pm. There were no members of the Public present. President Michaels closed the Public Hearing at 8:05 pm.

b. Adoption of the FY 2024-25 Annual Budget

Motion by Trustee Brunn to adopt the NMWRD budget for the 2024-25 Fiscal Year as proposed.  
2nd by Trustee Ashley

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

c. Approval of Pay Request #18 for the Holiday Hills Phase 1 Project

Motion by Trustee Tellez to approve Pay Request #18 in the amount of \$80,328.82 to Trine Construction for the Holiday Hills / Le Villa Vaupell Sewer Extension – Phase 1 Project.

2nd by Trustee Ragland

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

d. Approval of Pay Request #1 for the Holiday Hills Phase 2 Project

Motion by Trustee Ragland to approve Pay Request #1 in the amount of \$178,249.37 to Trine Construction for the Holiday Hills / Le Villa Vaupell Sewer Extension – Phase 2 Project.

2nd by Trustee Brunn

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
May 7, 2024

e. Approval of Bids for Land Application of Sludge

President Michaels advised the board that the last contractor walked away from the contract with the District as the State of Illinois decided that all sludge haulers must pay their drivers prevailing wage and therefore some sludge haulers can't stay in business. President Michaels detailed that the new contractor, Synagro, is a National Company, not a local company.

Motion by Trustee Brunn to award the bid to the lowest responsible and responsive bidder, Synagro Central LLC for Land Application of Sludge, and adopt a resolution to enter a contract for a one-year period beginning May 1, 2024, and authorize the District Manager to extend the contract for up to two additional years.

2nd by Trustee Tellez

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

f. Adoption of Ordinance 24-02, 2024-25 Salary Ordinance

Motion by Trustee Brunn to adopt Ordinance 24-02, a Salary Ordinance for Employees of the Northern Moraine Wastewater Reclamation District.

2nd by Trustee Ashley

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

g. Approval to Dispose of Records per State Statute

Trustee Brunn asked about disposing FOIA records, District Clerk Fisher advised that once the records are approved to get disposed of by the state, they are disposed of. Advised Trustee Brunn that the State of Illinois has a disposal process so that there is not an abundance of records.

Motion by Trustee Ragland to approve the Initiation of the Records Disposal Process for those items listed on Application No. 05:289.

2nd by Trustee Tellez

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**



Northern Moraine Wastewater Reclamation District  
Regular Meeting Minutes  
May 7, 2024

h. Approval of Services Agreement for FY 2024-25 Funding Assistance with Trotter & Associates

Motion by Trustee Tellez to adopt a Resolution authorizing the District Manager to enter into a contract with Trotter & Associates for Funding Assistance for an amount not to exceed \$30,000.

2nd by Trustee Ragland

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

i. Approval of Addendum to Services Agreement for the Operations Building Electrical Upgrades with Trotter & Associates

Motion by Trustee Brunn to adopt a Resolution Authorizing the District Manager to enter into an Addendum to the Contract with Trotter & Associates for the Operations Building Electrical Upgrades for an amount of \$72,608.

2nd by Trustee Ragland

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

**11. MISCELLANEOUS CORRESPONDENCE:**

- a. MCGG Membership Meeting – Port Edwards – Algonquin, IL – May 22, 2024

**12. APPROVAL OF BILLS**

Motion by Trustee Brunn to approve payment of bills for May 7, 2024, as presented, in the amount of \$507,823.77.

2nd by Trustee Tellez

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

**13. OTHER BUSINESS: None**

**ADJOURNMENT**

Motion by President Michaels to adjourn the meeting at 8:18 p.m.  
Unanimously approved on a voice vote