



# NORTHERN MORAIN WASTEWATER RECLAMATION DISTRICT

113 Timber Trail, Island Lake, Illinois 60042

## REGULAR MEETING MINUTES

June 11, 2024

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

President Michaels called the meeting to order at 7:33 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

### 4. PRESENTATION & APPROVAL OF MINUTES:

a. Regular Meeting, April 11, 2024

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

5 ayes 0 nays 0 absent

**MOTION CARRIED**

b. Executive Meeting December 11, 2023

Motion by President Michaels to release the Executive Meeting minutes of December 11, 2023, as presented.  
2nd by Trustee Brunn

5 ayes 0 nays 0 absent

**MOTION CARRIED**

### 5. TREASURER'S REPORT:

a. Approval of the Monthly Treasurer's Report for month ending April 30, 2024

The Treasurer's Report was presented by Trustee Tellez.

Motion by Trustee Ragland to approve the Treasurer's Report for the month ending April 30, 2024, as presented.

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**



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6. **MANAGER'S REPORT: None**

7. **TRUSTEE REPORTS: None**

8. **LEGAL BUSINESS: None**

9. **OLD BUSINESS: None**

10. **NEW BUSINESS:**

a. Approval of Memorandum of Understanding with IEPA for Nutrient Trading

District Manager Haque advised the Board that Northern Moraine is the first in the State of Illinois to work with IEPA for Nutrient Trading.

Motion by Trustee Ragland to adopt a Resolution approving and ratifying a Memorandum of Understanding with the Illinois Environmental Protection Agency for Nutrient Trading.

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**

b. Approval of Consulting Agreement Contract with Kemper Bartlett Durand, Jr.

Motion by Trustee Ashley to approve a Consulting Services Agreement with Local Choice Marketing, LLC to retain the Services of Kemper Bartlett Durand, Jr. for Nutrient Trading work and grant procurement assistance.

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**

c. Approval of Change Order #8 for the Holiday Hills Phase 1 Project

Motion by Trustee Tellez to approve Change Order #8 for the Holiday Hills / Le Villa Vaupell Sewer Extension – Phase 1 Project for a credit of (\$124,696.49).

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**



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d. Approval of Payment Request #19 – Holiday Hills /Le Villa Vaupell Sewer Extension Project – Phase 1

District Manager Haque advised the Board that the corrected payment amount is \$85,028.75. President Michaels wanted to confirm with District Manager Haque that the motion was contingent on four sub-contractors submitting lien waivers. District Manager Haque stated that it was, and that checks were going to be held until those waivers were received.

Motion by Trustee Brunn approve Pay Request #19 in the amount of \$85,028.75 to Trine Construction for Holiday Hills / Le Villa Vaupell Sewer Extension – Phase 1 Project.

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**

e. Discuss New Dates for Board Meeting Dates

President Michaels advised the Board that he needed to change the Board meeting days due to a schedule conflict. The Board agreed to the second Mondays of the month starting in September. The new agreed upon Board meeting dates will be September 9, 2024, October 7, 2024, November 11, 2024, and December 19, 2024.

Motion by President Michaels to adopt the Remaining Calendar Year 2024 Regular Meeting Schedule for the Northern Moraine Wastewater Reclamation District Board of Trustees and to make the proper public notices and postings.

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**

f. Approval of Employee Handbook Updates

District Manager Haque advised the Board that this agenda item was not needed.

**11. MISCELLANEOUS CORRESPONDENCE:**

- a. MCGG Annual Golf Outing – Crystal Lake Country Club – Crystal Lake, IL – June 10, 2024



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**12. APPROVAL OF BILLS**

Motion by Trustee Brunn to approve payment of bills for June 11, 2024, as presented, in the amount of \$358,970.49.

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 7:58 p.m.  
Unanimously approved on a voice vote