**Des Plaines River Watershed Workgroup**

**Executive Board**

**10/26/2015**

**9:00-10:30 AM**

**Lake County Public Work, 650 Winchester Road, Libertyville IL 60048**

**Outcomes:**

* Determine General Membership meeting agenda
* Ratify Geosyntec invoices and discuss an agreement amendment
* Approve Bioassessment RFP
* Determine next meeting dates

**Meeting Minutes**

1. Call the meeting to order: Peter Kolb called the meeting to order at 9:02.
2. Approve 7/15/15 meeting minutes: John Heinz made a motion to approve the minutes, Brian Dorn seconded the motion. Peter mentioned that before we approve unbudgeted expenses in the future, like Jim Bland’s transportation expense, we should get approval. Motioned passed unanimously.
3. Public Comment: None
4. Treasurer’s Report/DRWW Membership update: Mike Warner reported that DRWW’s fiscal year starts May 1st, in line with most municipalities and NSWRD. The quarterly financial report is included in the packet. Next year is the first big year in terms of expenses. We received $230,986 in dues in 2015, which exceeds the approved budget amount of $210,000. This was mostly due to FPD and Vernon Hills membership. There is an additional rider with the FPD agreement. The dues have leveraged $637,000 in grant funds. Peter said the Lake County Public Works Board is looking for proof of value. Projects will come out in two years, but what have we accomplished in the interim? Patty said that SMC has begun the stream inventories for most of the subwatersheds. A lot of time the stream inventories identify projects – like bank stabilization projects. Peter said it would be helpful if we could give examples of what types of projects could come out of the plan. Andrea stated she could work on a bullet pointed status list. Mike W said the FPD has identified a three foot beaver dam on Mill Creek coming out of Fourth Lake. Peter asked Austin to cost out how much the monitoring requirements would cost LCPW, for the three POTWs. Then we should calculate how much the monitoring cost is per member. Peter said he thought the financial reporting format was good. Mike W will add the dates of dues received.
5. General Membership meeting agenda
   1. NPDES Permit Status – Jeff Hutton
   2. Rockford’s Wet Weather Monitoring Program – Brad Holcomb: this will be moved to the February agenda
   3. Monitoring update: presentation of data (Joe R and Andrea)
   4. Committee updates
   5. Replacement for John Heinz as Secretary w/Paul Kendzior
   6. One sheet printed update (Andrea)

Peter asked about nutrient sharing programs in other states. Andrea attended the national water quality trading conference and is giving a presentation on this topic at the Illinois Water and Environment Association annual meeting February 29-March 2 in Champaign. This could be another agenda item for February. Examine what other states are doing in terms of nutrient trading we need to look at parallel paths – nutrient trading, watershed plan, implementation of monitoring recommendations

1. Action Item: Approve Bioassessment RFP. Andrea summarized the changes she had received from others: remove the sentence concerning projects from the last paragraph on page 3 as suggested by K.C. Doyle, spelling by Al Giertych. In the future, if we include project recommendations in the Bioassessment RFP, it should be developed as a separate task with some additional details. Take p. 3 last paragraph and expand the rest after project sentence is removed. Recommendations are okay, but not project identification. Identify field water chemistry parameters – DO, temperature, pH. Take out the three year explanation and just put the two year in. Joe mentioned that sediment analysis will be a separate RFP. Mike W said that this RFP is a professional services contract and cost can be considered, although it is not an engineering and architect selection process. The DRWW can take qualifications based bid instead of low bidder. The question was raised about who the RFP would be sent to. Andrea answered that a list of firms was developed by the Monitoring Committee. Additional suggestions included AES and V3. It was suggested that SEWRPC, WI coalition of MS4s that attended the Fox River Summit, Tom Slawski, MMSD be asked if they knew additional firms. Brian suggested that the NSWRD address be added to the RFP. Andrea will send the RFP to Mike W and SMC will mail it out. The consultant will be chosen at the December 10th EB meeting. John made the motion to approve the Bioassessment RFP with the changes, Michael Tablet seconded. Passed unanimously. The next Executive Board meeting will be Dec 10th at 10am at LCSMC offices. The results of the RFP will be discussed.
2. Action Item: Ratify Geosyntec Invoices #18152184 (June) in the amount of $4,320, #18152221 (July) in the amount of $2,717.63, #18152251 (August) in the amount of $2,025, and #18152291 (September) in the amount of $4,590. John made the motion, seconded by Joe. Mike W mentioned that the budget is $37,000, although originally thought it was for $20,000. The next contract should go through the end of the DRWW fiscal year, the end of April. Mike W asked if the DRWW has a cause for sole source contract with Geosyntec? Peter thinks we should go with Geosyntec, but try to limit the amount of time we use Geosyntec. Andrea to send meeting minutes as draft to SMC shortly after each meeting. Brian requests a contract from Geosyntec to the DRWW through the end of the DRWW fiscal year. Brian made the motion to ratify the invoices, John seconded the motion. The motion passed unanimously.
3. Next Meeting: Membership Meeting November 12th, 10AM at NSWRD – Andrea will confirm with Jeff Hutton.
4. Adjourn: Motion to adjourn was made by Brian, seconded by John. The motion passed unanimously. The meeting was adjourned at 10:33.

**Executive Board Members Present:**

Peter Kolb, Lake County Public Works

Brian Dorn, NSWRD

Michael Talbett, Kildeer

John Heinz, Libertyville

Joe Robinson, NSWRD

Scott Pippen, Lincolnshire

**Other Attendees:**

Andrea Cline, Geosyntec

Austin McFarlane, Lake County Public Works

Ben Gilbertson, Lake County Administration

Paul Kendzior, Libertyville

Mike Warner, Lake County SMC

Patty Werner, Lake County SMC