



Des Plaines River Watershed Workgroup

Executive Board

12/20/2018 2:00 pm

Lake County Stormwater Management Commission Medium Conference Room

500 W. Winchester Road, Libertyville IL 60048

Meeting Minutes

Discussion and Possible Approval of the Following:

1. Call the Meeting to Order

Brian Dorn called the meeting to order at 2:08 pm.

2. Roll Call

Board Members present were: Brian Dorn, Mike Zemaitis, Michael Talbett, Paul Kendzior, Jim Anderson, Joe Robinson, and Mike Adam. A quorum was present.

Other Attendees present were: Austin McFarlane, Beth Adler, Mike Warner, Dave Miller, May Keen, Ashley Strelcheck, and Max Spehlman.

3. Approve Previous Meeting Minutes (10/18/18)

Brian D. suggested changes on action items: #3, #6 on the NARP statement of interest, #7, and #9.

Motion to approve October 18, 2018 DRWW Executive Board Meeting Minutes as amended.

First Motion: Paul K.

Second Motion: Mike A.

Motion passed unanimously.

4. Public Comment

Beth A. introduced Max S. as the new Des Plaines River Watershed Workgroup intern. The executive board welcomed Max S.

5. Approval of Monthly Financial Report (including invoices for payment) and preliminary 2019 budget discussion (2019 budget to be approved at January meeting)

Mike W. explained that the \$11,154 invoice for the SMC administrative services contract should be in the 2018 section of the financial report. SMC is below its \$12,000 budget

overall. Mike W. explained that there was miscommunication between MBI and SMC about the GIS work that needed to be done for the ArcGIS WebApp. SMC estimated that the GIS work would take 100 hours, but it ended up taking 60 hours. SMC will recommend budgeting \$11,154 for the 2019 budget. Mike A. will need the full \$20,000 he was budgeted to write his final sampling report in February 2019. The University of Washington chlorophyll sample processing fee may be rolled into the MBI contract. DRWW will try to negotiate with MBI to have this billed as a direct cost in the 2019 contract in March. The contract with Suburban labs will be negotiated in January. Motion to approve monthly financial report and ratify invoices to Beth Adler, Lake County Health Department, Suburban Labs, and SMC.

First Motion: Jim A.

Second Motion: Joe R.

Motion passed unanimously upon roll call vote. Mike A. abstained due to conflict of interest.

6. Executive Session – Performance and Compensation Discussion for Contract Employee
Motion to move into the executive session at 2:22 pm.

First Motion: Paul K.

Second Motion: Michael T.

Motion passed unanimously.

Motion to reconvene open session at 3:00 pm.

First Motion: Jim A.

Second Motion: Mike A.

Motion passed unanimously.

7. Approval of 2019 Technical Coordinator Contract

Motion to table the 2019 technical coordinator contract.

First Motion: Jim A.

Second Motion: Joe R.

Motion passed unanimously.

8. Approval of Scope of Work and Contract for NARP Workplan by Geosyntec

This is related to the preliminary NARP workplan development (not the entire NARP workplan.) We had a preliminary scope of work, Geosyntec took the initial workplan and put it into a contract. All of the work items are in there that we feel are necessary to do this work. The contract is not to exceed \$64,500. There are some revisions that need to be made in the technical section of the agreement. SMC's attorney has been working with Michael Warner and Brian Dorn to review the contract. The board could approve the contract contingent on final attorney review.

1. **Strike current indemnification clause. Replace with simplified clause:** (paraphrase) Geosyntec agrees to indemnify DRWW, and DRWW agrees to indemnify Geosyntec.

2. **Add ownership of document clause.** In accordance with FOIA, draft project documents are not to be made public until they are finalized. Final project documents will belong to DRWW, and not Geosyntec, because the project documents are being procured with public funds.

3. Add FOIA/Open Meeting clause. In accordance with FOIA, all project emails and project documents will be copied to a DRWW project directory. In accordance with the Open Meeting Act, all project documents need to be sent to DRWW a week before meetings. Jim Anderson asked for the committee to approach Geosyntec to review their \$60,000 price estimate.

Motion to table the scope of work and contract for further discussion.

First Motion: Mike A.

Second Motion: Paul K.

Motion passed unanimously.

9. Approval of Sponsorship of 2019 Level 2 De-Icing Summit and Oct. De-Icing Workshop
Beth A. talked with Ashley S. about partnering with NBWW to sponsor breakfast. Beth Adler proposed splitting \$50 between NBWW and DRWW for breakfast.

Motion to approve sponsorship of 2019 level 2 de-icing summit breakfast in the amount of \$50.

First Motion: Joe R.

Second Motion: Michael T.

Motion passed unanimously.

Motion to approve sponsorship of the de-icing workshop in the amount of \$250.

First Motion: Joe R.

Second Motion: Jim A.

Motion passed unanimously.

10. 2019 DRWW Meeting Dates – Reduce number of General Membership meetings/year?

Mike W. explained reducing the number of meetings and proposed the scheduling options for 2019. He brought up the schedules for Municipal Advisory Committee (MAC) meetings, North Branch Chicago River Watershed (NBWW) meetings, and Des Plaines River Watershed Workgroup (DRWW) meetings. Joe R. brought up timing conflicts with September dates. Michael T. brought up budgets and municipal calendar cycles. A biannual newsletter will be released between the meetings and the executive board and monitoring committee meetings will be moved to September.

Motion to set the 2019 meeting schedule as indicated with the revision of general membership meetings to be held in February and August.

First Motion: Michael T.

Second Motion: Paul K.

Motion passed unanimously.

11. Annual Meeting Draft Agenda

Beth A. proposed her topic and speaker ideas for the DRWW February Annual Meeting. DRWW will invite two speakers. One IEPA speaker will talk about the NARP process and another speaker will talk about the cost of upgrading POTWs. Brian D. suggested making a roundtable discussion about the POTW experience with nutrient removal. The idea is to invite North Shore, Lake County, and Lindenhurst (possibly more).

12. DRWW Logos

Jim A. presented the DRWW logos designed by his public design team and opened the

floor for discussion. Board Members suggested font and aesthetic changes to logos on page two. Board Members also decided that the logo needs to have "DRWW" in it. Paul K. suggested printing out the logos in black and white. Jim A. will bring the suggested changes to his design team to have for the February meeting.

13. Monitoring/Water Quality Improvements Committee Update

Joe R. gave updates on cost reductions for a 2020-2025 sampling plan. The monitoring committee is working on reducing sampling sites. Committee Members would like to sample 14 or 15 core sites with DO, CHL, and sondes. Committee Members are unsure about how these changes will affect the MS4 permits. These changes will reduce the cost \$140,000 over 5 years. Reducing the water quality sampling may reduce \$170,000. Joe believes this will be a tougher sell to the EPA. The Monitoring Committee is continuing to refine their reduction strategy. Max S. presented on the Microsoft Power BI platform which was proposed by Chris Y. His presentation covered what it is, how much a subscription costs (\$3 a month with the appropriate license), how it works using DRWW sampling data, and compared it to the current ArcGIS Online platform. Max S. is currently working on improving the Web App for future use and data analysis.

14. Lakes Committee Update

Mike A. mentioned that the Lakes Committee will be meeting in January 2019. Data analysis is currently taking place and a final report is expected in February 2019. The next steps are under discussion.

15. Task Force Update

Michael T. reported on the Green Infrastructure Training Seminar. The Task Force will reconvene to discuss a date for a second training seminar and will report back in 2019.

16. Old Business

None.

17. Other Business

Beth A. reminded the Board Members of the public comment period for the Illinois Nutrient Loss Reduction Strategy. The Nutrient Science Advisory Committee (NSAC) recommendations will open January 1st.

18. Next Executive Board Meeting January 17, 2019 at 2:00 pm, Lake County Central Permit Facility, Medium Conference Room

19. Adjourn

Motion to adjourn.

First Motion: Jim A.

Second Motion: Paul K.

Motion passed unanimously and meeting adjourned at 4:04 pm.