



Des Plaines River Watershed Workgroup

Executive Board Meeting

06/18/2020 2:00 pm

[Virtual Meeting](#) (Meeting ID: 811 2171 9638, Password: 211534)

Meeting Minutes

1. Call the Meeting to Order

Al Giertych called the meeting to order.

2. Roll Call

Jacob Jozefowski performed roll call. Al Giertych, Michael Talbett, Paul Kendzior, Joe Robinson, Mike Adam, and Dave Miller were present. A quorum was present.

3. Public Comment

The Executive Board was updated on the following items:

- The May Des Plaines River Watershed Workgroup (DRWW) newsletter and PAH press release were distributed.
- The contract between the DRWW and North Shore Water Reclamation District (NSWRD) for continuous monitoring in support of the Nutrient Assessment Reduction Plan (NARP) has been signed. The NSWRD has ordered and received the Sondes which were needed to perform the monitoring outlined in the contract. The NSWRD is doing a temporary install of the Sondes to capture water quality data during the current low water levels. They are also designing housings to allow for a more secure and permanent installation of the Sondes.

4. Approve 05/14/20 Executive Board Meeting Minutes

Michael Talbett motioned to approve the 05/14/20 Executive Board Meeting Minutes. The motioned was seconded by Paul Kendzior and passed with unanimous consensus via a roll call vote.

5. Approve 2020 SMC Administrative Agent Agreement

Jacob Jozefowski requested that the DRWW Executive Board approved the 2020 Administrative Agent Agreement between the Lake County Stormwater Management Commission (SMC) and DRWW. Dave Miller requested clarification about whether the \$25,000 not to exceed amount included all services outlined in the contract. Jacob Jozefowski confirmed that the not to exceed amount included all administrative agent services and the maximum amount SMC would bill DRWW for work done during the contract period was \$25,000.

Paul Kendzior motioned to approve the 2020 SMC Administrative Agent agreement. The motioned was seconded by Al Giertych and passed with unanimous consensus via a roll call vote.

6. Approval of Financial Report

a. Expense-Revenue Ratification

The DRWW received \$220,459 in 2020 membership dues as of 06/09/20. Since then, the DRWW received 2020 membership dues from the Lake County Forest Preserve District and the City of Zion, bringing the total received revenue to \$234,593. The projected revenue for the year was \$246,967. The DRWW has received 95% of their projected revenue as of 06/18/20. The project expenses for the year are \$217,951.

Al Giertych motioned to approve the expenses and revenues with the exclusion of the Suburban Lab Invoice #177098. The motion was seconded by Paul Kendzior and approved with unanimous consensus via roll call vote.

b. Membership Dues Updates.

The City of Park City, City of Zion, and Vernon Hills Park District joined DRWW as new members this year. Follow up emails have been sent to members that have not paid dues yet. The Village of Buffalo Grove is holding payment of membership dues pending their analysis of COVID-19 budget impacts. The Village of Hawthorn Woods requested a split payment of membership dues. The village would like to pay half of the 2020 dues now and half later in the year.

Dave Miller motioned to approve the Village of Hawthorn Woods' request for paying their DRWW membership dues in two installments due to COVID-19 budget impacts. The motion was seconded by Joe Robinson and approved with unanimous consensus via roll call vote.

c. Invoice(s) Approval

i. Suburban Labs Invoice #177098:

Suburban Labs sent the Total Kjeldahl Nitrogen (TKN) samples to an external laboratory because of an issue with their lab equipment. Suburban Labs is waiting for the TKN results, but they are confident that the analysis will be completed during the allowed holding time. As a result, DRWW has not received the bulk data for the invoice, so the data has not been approved by the Lake County Health Department. Dave Miller asked Jacob Jozefowski to confirm that Suburban Labs did not increase the fee for TKN analysis to cover the costs of sending the samples to an external lab before the July Executive Board meeting.

Paul Kendzior motioned to defer payment approval of Suburban Labs invoice #177098 until the July 16, 2020 DRWW Executive Board Meeting. The motion was seconded by Dave Miller and was approved with unanimous consensus via a roll call vote.

ii. SMC Invoice #DRWW-2020-01

This invoice was for DRWW administrative agent services performed by SMC between December 2019 and May 2020. The total cost for administrative services was \$25,166.50; however, the total billed was \$13,216.50 because SMC did not bill for December 2019 through February 2020. This was done to account for the extra hours needed for staffing changes at SMC.

Dave Miller motioned to approve payment of SMC invoice #DRWW-2020-01. The motion was seconded by Mike Adam and approved by unanimous consensus via a roll call vote.

7. New Business

Dave Miller acknowledged that there may be a need to address how costs of the NARP will be recouped proportionately by new members joining to meet permit requirements after NARP costs have been realized. There has been previous discussion about this issue, but it is not clear if anything has been formalized. Jacob Jozefowski will review previous meeting minutes to determine what has been discussed and determined about this subject in previous meetings and email his findings to the executive board.

The DRWW has not received a response from the Illinois Environmental Protection Agency about the NARP deadline extension request.

The executive board discussed the August 2020 DRWW general membership meeting. The general membership must vote on board member and alternate changes. Mike Warner recommended asking Chris Yoder to present the completed Integrated Prioritization System model at the general membership meeting. Michael Talbett suggested a green infrastructure maintenance presentation for continuing education credits for MS4 members and consider asking associate members to sponsor the presentation. The August DRWW General Membership meeting will be held virtually.

There was discussion about holding DRWW Executive Board meetings in person. This decision will be an agenda item on the July 16, 2020 DRWW Executive Board meeting.

8. Next Executive Board Meeting July 16, 2020 at 2:00 pm, Virtual Meeting

9. Adjourn

Dave Miller motioned to adjourn. The motion was seconded by Paul Kendzior and passed with unanimous consensus via roll call vote.