



Des Plaines River Watershed Workgroup

Executive Board
10/15/2020 2:00 pm
Virtual Meeting
Meeting Minutes

Discussion and Possible Approval of the Following:

1. Call the Meeting to Order

Dave Miller called the meeting to order at 02:02 pm.

2. Roll Call

Jacob Jozefowski performed roll call. Dave Miller, Michael Talbett, Paul Kendzior, Steve Waters, and Mike Adam were present. A quorum was present. Jim Anderson joined the meeting during discussion of agenda item 5.

3. Public Comment

There was no public comment.

4. Approve 09/17/20 Executive Board Meeting Minutes

Michael Talbett motioned to approve the 09/17/2020 Des Plaines River Watershed Workgroup (DRWW) Executive Board Meeting Minutes. The motion was seconded by Paul Kendzior and passed with unanimous consensus via roll call vote.

5. Approval of Financial Report

a. Invoice(s) Ratification

i. MBI Invoice #1801

ii. Suburban Labs Invoice #180245

iii. Suburban Labs Invoice #180352

b. Expense-Revenue Ratification

Paul Kendzior motioned to ratify MBI Invoice #1801, Suburban Labs Invoice #180245, Suburban Labs Invoice #180352 and the DRWW Expense Revenue. The motion was seconded by Michael Talbett and passed with unanimous consensus.

6. Old Business

a. NARP

i. NSWRD Continuous Monitoring

Monitoring is occurring at all three stations as planned. The North Shore Water Reclamation District completed the installation of two permanent bridge deck anchors for the data sondes and submitted a permit to the Illinois Department of Transportation for the Route 120 bridge.

ii. Consultant selection process for NARP development

SMC staff will write a draft request for proposal (RFP) and distribute it to the DRWW Executive Board. The draft RFP will be for the entire Nutrient Assessment and Reduction Plan (NARP) project scope, which will be split into phases that are subject to appropriation in future fiscal years.

Consultant selection is subject to both DRWW Executive Board and Lake County Stormwater Management Commission approval. Because of this, DRWW has to follow SMC's purchasing procedure. SMC's purchasing procedure is a portal driven process through the Lake County Purchasing Department. The process is as follows:

1. DRWW advertises the RFP.
2. Vendors register through the portal.
3. Vendors download the RFP and associated documents.
4. Vendors submit the completed documents through the portal.
5. DRWW reviews bids with input from SMC staff about proper selection procedures.

iii. Cost and payment

The DRWW will not be able to determine cost and payment for the NARP until bids are returned for the RFP discussed earlier in the agenda. Discussion on cost and funding of the NARP will continue once a contractor is selected.

iv. NARP Plan distribution to the IEPA to meet Special Condition in new Treatment Plant's Permits – March 2021

The DRWW Executive Board discussed the Preliminary NARP workplan. It was not clear if the plan had been finalized. Jacob Jozefowski will coordinate with Geosyntec to finalize the workplan.

b. Bylaw update

The public comment period for the bylaw update ends on 11/02/2020. The Executive Board will vote on the bylaw update at the 12/17/2020 meeting.

c. Boundary Expansion

There was no discussion for this agenda item.

7. New Business

a. November newsletter

The Executive Board approved a December release date for the annual accomplishments.

8. Next Executive Board Meeting December 17, 2020 at 2:00 pm

9. Adjourn

Paul Kendzior motioned adjourn. The motion was seconded by Jim Anderson and passed with unanimous consensus via roll call vote.