



Des Plaines River Watershed Workgroup

**Executive Board
12/17/2020 1:00 pm
Virtual Meeting
Meeting Minutes**

Discussion and Possible Approval of the Following:

1. Call the Meeting to Order

Al Giertych called the meeting to order at 01:03 pm.

2. Roll Call

Jacob Jozefowski performed roll call. Al Giertych, Dave Miller, Paul Kendzior, Steve Waters, and Mike Adam were present. A quorum was present.

3. Public Comment

There was no public comment.

4. Approve 10/15/20 Executive Board Meeting Minutes

Dave Miller motioned to approve the 10/15/2020 Des Plaines River Watershed Workgroup (DRWW) Executive Board Meeting Minutes. The motion was seconded by Paul Kendzior. Dave Miller, Paul Kendzior, Steve Waters and Mike Adam voted aye. Al Giertych abstained from voting because he was not present at the October DRWW Executive Board Meeting. The motion passed.

5. Contract Amendments

a. Midwest Biodiversity Institute (MBI) 2020 Technical Services Agreement Amendment NO. 1

MBI is requesting an increase of \$1,444.17 above the 2020 not-to-exceed amount specified in the technical services agreement. The requested increase is to recoup increased lodging costs needed to provide adequate social distancing for sampling technicians. The initial quote, which was created before COVID, assumed sampling technicians would share hotel rooms. Individual rooms were needed for each sampling technician to provide adequate social distancing.

Paul Kendzior motioned to approve the MBI Technical Services Agreement Amendment NO 1. The motion was seconded by Al Giertych and approved with unanimous consensus via roll call vote.

b. North Shore Water Reclamation District (NSWRD) 2020 Technical Services Agreement Amendment NO. 1

Jacob Jozefowski requested an amendment to the 2020 NSWRD Technical Services Agreement to switch from monthly to quarterly invoicing and data

reporting for the continuous monitoring performed by the NSWRD. This was requested to reduce the administrative burden for this agreement.

Mike Adam motioned to approve the NSWRD 2020 Technical Services Agreement Amendment NO 1. The motion was seconded by Michael Talbett and approved with unanimous consensus via roll call vote.

6. Approval of Financial Report

a. Invoice(s) Ratification

i. Lake County Stormwater Management Commission (SMC)

Administrative Agent Services Invoice #DRWW-2020-03

Al Giertych motioned to ratify invoice #DRWW-2020-03. The motion was seconded by Dave Miller and approved with unanimous consensus via roll call vote.

ii. NSWRD Continuous Monitoring Services Invoice #MISC00000121230

Michael Talbett motioned to ratify invoice #MISC00000121230. The motion was seconded by Paul Kendzior and approved with unanimous consensus via roll call vote.

iii. Midwest Biodiversity Institute Invoice #1824

Michael Talbett motioned to ratify invoice #1824. The motion was seconded by Mike Adam and approved with unanimous consensus via roll call vote.

b. Expense-Revenue Ratification

Al Giertych motioned to ratify the expenses and revenues. The motion was seconded by Dave Miller and approved with unanimous consensus via roll call vote.

7. New Business

a. MBI 2021 Technical Services Agreement

The 2021 MBI Bioassessment technical services agreement not to exceed amount is \$42,531.42. The agreement includes identification of fish and macroinvertebrate samples collected in 2020, data management, data analysis, a 2020 data summary report, and Integrated Prioritization System model updates. There will be no biological monitoring in 2021.

Michael Talbett motioned to approve the MBI 2021 Technical Services Agreement. The motion was seconded by Paul Kendzior and approved with unanimous consensus via roll call vote.

b. Lake County Stormwater Management Commission 2021 Administrative Agent Agreement

The SMC 2021 Administrative Agent Agreement not to exceed amount is \$25,000. The agreement uses the same language as the 2020 technical services agreement.

Michael Talbett motioned to approve the SMC 2021 Administrative Agent Agreement. The motion was seconded by Dave Miller and approved with unanimous consensus via roll call vote.

c. 2021 Meeting Schedule

Dave Miller motioned to approve the 2021 Meeting Schedule. The motion was seconded by Al Giertych and approved with unanimous consensus via roll call vote.

d. 2021 Monitoring Contract RFP

Due to an ongoing invoice dispute and deficiencies in service from the subcontractor that performed monitoring in 2020, the DRWW Monitoring/Water Quality Improvements Committee recommended switching to the Lake County Health Department for 2021 monitoring services. A request for proposal (RFP) is not needed for this switch. Instead an intergovernmental agreement (IGA) is needed. The RFP provided in the meeting packet will be reformatted into an IGA.

Paul Kendzior motioned to approve switching to the Lake County Health Department (LCHD) to provide water quality monitoring services for the DRWW and drafting and the necessary IGA. The motion was seconded by Dave Miller. Al Giertych, Dave Miller, Paul Kendzior, and Steve Waters voted aye. Mike Adam, a LCHD employee, abstained from voting. The motion passed.

8. Old Business

a. Bylaw update

The DRWW received one comment requesting clarification about the proposed bylaw update during the 30-day public comment period. No other comments were received.

Dave Miller motioned to approve the changes to Article IV Section 3 of the DRWW bylaws. The motion was seconded by Paul Kendzior and approved with unanimous consensus via roll call vote.

b. NARP

i. NSWRD Continuous Monitoring

The permanent support structures have been installed at all three monitoring locations.

ii. NARP Request for Proposal

The Nutrient Assessment and Reduction Plan (NARP) RFP format was updated with guidance from the Lake County Purchasing Department. Once the DRWW Executive Board approves the RFP, a public notification of the RFP will be posted in the newspaper and the RFP will be posted in the Lake County Purchasing Portal. Proposers will have one week from the posting date to submit questions. Jacob Jozefowski will post a response to all questions in the Lake County Purchasing Portal. All proposals are due three weeks from the RFP posting date. Once the RFP

closes, the DRWW Executive Board will review received proposals and score each proposal using the criteria stated in the evaluation procedure section of the RFP. The Executive Board would then discuss the proposals and select a subcontractor during an Executive Board meeting.

The DRWW Executive Board requested an update to the hold harmless clause language to include the DRWW. The Executive Board also requested that the words “strictly confidential” be removed from the Lake County Ownership of Information Clause to ensure the RFP is in compliance with the Freedom of Information Act.

Dave Miller motioned to approve the NARP RFP with the stated revisions. The motion was seconded by Michael Talbett and approved with unanimous consensus via roll call vote.

iii. NARP Cost and payment

The DRWW Executive Board discussed how the NARP costs would be distributed between DRWW members. Discussion items included how increases in membership dues may impact workgroup participation and potential cost distribution scenarios. The DRWW Executive Board determined that using the existing DRWW dues cost structure to distribute NARP costs would be the best way to fund the NARP while ensuring the long-term viability of the workgroup.

Paul Kendzior motioned to utilize the existing DRWW dues cost structure to determine members share of the overall NARP cost. The motion was seconded by Al Giertych and approved with unanimous consensus via roll call vote.

9. Next Executive Board Meeting January 21, 2021 at 2:00 pm

10. Adjourn

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