



DES PLAINES RIVER WATERSHED WORKGROUP

Des Plaines River Watershed Workgroup

Executive Board

06/17/2021 2:00 pm

[Virtual Meeting](#) (Meeting ID: 875 2939 6259, Password: 650730)

Agenda

Discussion and Possible Approval of the Following:

1. Call the Meeting to Order
2. Roll Call
3. Public Comment
4. 04/15/21 DRWW Executive Board Meeting Minutes
5. Financial Report
 - a. Invoice(s) Ratification
 - i. Midwest Biodiversity Institute Invoice #1872
 - ii. Geosyntec Invoice # 181434025
 - iii. Geosyntec Invoice #181436613
 - iv. Lake County Stormwater Management Commission Invoice #DRWW-2021-02
 - b. Expense-Revenue Ratification
6. Geosyntec NARP Update
7. Old Business
 - a. Lake County Forest Preserve District Membership Dues
 - b. Public Comment Policy
8. New Business
9. Member Comments
10. Next Executive Board Meeting July 15, 2021 at 2:00 pm
11. Adjourn

4.



Des Plaines River Watershed Workgroup

Executive Board

04/15/2021 2:00 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 02:00 pm.

2. Roll Call

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

3. Public Comment

There was no public comment.

4. 03/18/21 DRWW Executive Board Meeting Minutes

Michael Talbett motioned to approve the 03/18/21 DRWW Executive Board Meeting Minutes. The motion was seconded by Paul Kendzior and passed with unanimous consensus via roll call vote. There was no public comment on this agenda item or motion.

5. Financial Report

a. Expense-Revenue Ratification

Paul Kendzior motioned to ratify the Expenses and Revenues. The motion was seconded by Dave Miller and passed with unanimous consensus via roll call vote. There was no public comment on this agenda item or motion.

b. Invoice(s) Ratification

i. Stormwater Management Commission Invoice #DRWW-2021-01

ii. North Shore Water Reclamation District Invoice #MISC00000122038

iii. Lake County Health Department Invoice #400030850

Jim Anderson motioned to approve the Stormwater Management Commission Invoice #DRWW-2021-01, North Shore Water Reclamation District Invoice #MISC00000122038, and Lake County Health Department Invoice #400030850.

The motion was seconded by Paul Kendzior and passed with unanimous consensus via roll call vote. There was no public comment on this agenda item or motion.

6. Geosyntec NARP Kickoff Discussion

Rishab Mahajan gave a brief overview of the Nutrient Assessment and Reduction Plan (NARP) workplan. The NARP will be completed in four phases. Data analysis will be conducted in the first phase, modeling tools will be developed in the second phase, management scenario evaluation will occur in the third phase and an implementation plan and schedule will be created in the fourth phase. Geosyntec will provide updates on the NARP progress at DRWW Executive Board meetings. Additionally, Geosyntec will give brief presentations when major project milestones are completed. Data and deliverables will be shared on OneDrive.

There was discussion about how the Village of Mundelein declining to join the workgroup will affect the DRWW's NARP. The special condition language in publicly owned treatment works (POTW) permits states that POTWs are required to implement a NARP created by a workgroup, even if the POTW does not participate in the workgroup. The DRWW will have to identify management scenarios in the Village of Mundelein to complete the NARP and it is not clear what the best approach for identifying management scenarios for non-participating agencies is. This will be an ongoing discussion that will likely be strongly influenced by the modeling results in Phase two and three of the NARP process.

There was discussion about the potential to use state revolving funds to implement projects within the watershed.

Dave Miller discussed the potential of agencies refusing to join the workgroup while realizing the benefits of the workgroup becoming a much bigger problem if it is not addressed. If one agency does not participate in the workgroup, it causes problems for all of the workgroup members. A lot of the workgroup members report to elected boards who see other agencies saving money by refusing to participate in the workgroup. It is extremely difficult to justify the substantial membership dues for the workgroup when other similar agencies are not participating while still realizing benefits. It is not clear if or when the Illinois EPA will get involved to address this issue, but it is likely the only way these holdouts will join workgroups.

7. Old Business

a. Public Comment Policy

There was discussion about whether the workgroup should adopt the Lake County public comment policy or create a separate public comment policy. The Executive Board asked Jacob Jozefowski to update Lake County's and the North Branch Watershed Workgroup public comment policies to be specific to the DRWW. The Executive Board will review these policies and discuss them at the June 2021 Executive Board meeting.

b. Old Mill Creek Membership Dues

The Executive Board determined that the Village of Old Mill Creek would be an Associate Member if it joined the DRWW because it does not have a NPDES permit.

c. Lake County Forest Preserve District Membership Dues

The Executive Board continued the ongoing discussion about adjusting the Lake County Forest Preserve District's (LCFPD) dues structure for the workgroup. The Executive Board reviewed six potential dues structures. The Executive Board asked Jacob Jozefowski to determine how the LCFPD dues structures discussed would impact dues for other members. The Executive Board will continue this discussion at the June 2021 DRWW Executive Board meeting.

8. New Business

a. Newsletter Topics

Jacob Jozefowski will write a draft DRWW newsletter and distribute it to each Executive Board member individually for comment. The final draft of the newsletter will be distributed to the General Membership.

9. Member Comments

There were no member comments.

10. Next Executive Board Meeting June 17, 2021 at 2:00 pm

11. Adjourn

Paul Kendzior motioned to adjourn. The motion was seconded by Jim Anderson and approved with unanimous consensus via roll call vote. There was no public comment on this agenda item or motion.

5.a.i



P.O. Box 21561
Columbus OH 43221-0561

Invoice

Date	Invoice #
5/12/2021	1872

Bill To
DesPlaines Watershed Workgroup Mike Warner 500 West Winchester Road Libertyville, IL 60048

PO #	Client's Job
	DRWW21

Item	Description	Rate	Period	Hours	Qty	Amount
Professional Services	Task 3: Biological Laboratory Personnel Costs	6,176.07	12/1/20 - 5/1/21			6,176.07
Supplies	Task 3: Supplies & Misc.	55.09				55.09
Equipment Usage	Task 3: Equipment Usage Fees	600.00				600.00
Professional Services	Task 4: Data Management (Year 4) Personnel Costs	1,519.77				1,519.77
Professional Services	Task 5: Data Analysis & Report (Year 4) Personnel Costs	2,663.64				2,663.64
	2021 DRWW Bioassessment Monitoring					

Please contact Allison Boehler at 614-457-6000 with questions. Thank you!

BalanceDue

\$11,014.57

Please remit to the Midwest Biodiversity Institute, Inc., at the address provided above. The Institute is a 501(c)(3) company incorporated in Ohio. Tax ID# 31.1559845

Phone #	Fax #
6147716278	614.457.6005

2021 DRWW Bioassessment Monitoring - MBI Personnel Costs Basis

Invoice #1872

Period: 12/1/20 through 5/1/21

<u>Employee</u>	<i>Hourly</i>	<i>Hrs</i>							
<u>Hours:</u>	<i>Rate</i>	<i>Worked</i>	<i>Total Cost</i>	Task 3	Task 4	Task 5			
				<u>Totals</u>	<u>Totals</u>	<u>Totals</u>			
Dingess, Chelsea	\$15.60	64	\$998.40	64	\$998.40	\$0.00			\$0.00
Gordon, Vickie	\$30.93	35.5	\$1,098.02		\$0.00	27.5	\$850.58	8	\$247.44
Knapp, Marty	\$38.08	2	\$76.16	2	\$76.16	\$0.00			\$0.00
Roller-Knapp, Alex	\$24.25	120	\$2,910.00	120	\$2,910.00	\$0.00			\$0.00
Sarver, Matt	\$27.04	52	\$1,406.08		\$0.00	\$0.00		52	\$1,406.08
Yoder, Chris	\$64.96	3	\$194.88		\$0.00	2	\$129.92	1	\$64.96
Subtotal		276.5	\$6,683.54	186	\$3,984.56	29.5	\$980.50	61	\$1,718.48
Overhead Costs			\$3,675.94		\$2,191.51		\$539.27		\$945.16
Personnel Total			\$10,359.48		\$6,176.07		\$1,519.77		\$2,663.64

5.a.ii



PLEASE REMIT PAYMENT TO:
Geosyntec Consultants, Inc.

900 Broken Sound Parkway NW, Suite 200
Boca Raton, Florida 33487-3575 USA
Tel (561) 995-0900 Fax (561) 995-0925

DES PLAINES RIVER WATERSHED WORKGRP
500 W. WINCHESTER ROAD
LIBERTYVILLE, IL 60048
Attention: KURT WOOLFORD

Invoice #: 181434025
Invoice Date: 5/10/2021
Project: MOW5554
Project Name: DRWW NARP DEVELOPMENT

For Professional Services Rendered through transaction date: 4/30/2021

IF YOU HAVE QUESTIONS ABOUT THIS INVOICE, PLEASE CONTACT RISHAB MAHAJAN AT 630-203-3361

Professional Services	\$2,449.50
Reimbursable Expenses	\$2,995.00
Current Invoice	----- \$5,444.50

****Amount Due This Invoice **** **\$5,444.50**

Statement

Prior Billings	\$0.00	Project Budget	\$99,700.00
Current Invoice	\$5,444.50	Expended to Date	\$5,444.50
Billed To Date	\$5,444.50	Contract Balance	\$94,255.50
Paid To Date	\$0.00	**Amount Due This Invoice **	\$5,444.50

Phase : 01) CONDUCT DATA ANALYSIS

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
PROFESSIONAL				
QASEM, KAROLINE	04/21/2021	1.00	168.00	168.00
	04/29/2021	1.00	168.00	168.00
Total: PROFESSIONAL		2.00		336.00
SENIOR PROFESSIONAL				
MAHAJAN, RISHAB	04/15/2021	1.00	215.00	215.00
Total: SENIOR PROFESSIONAL		1.00		215.00
PRINCIPAL				
NEMURA, ADRIENNE	04/07/2021	0.25	235.00	58.75
	04/15/2021	0.75	235.00	176.25
Total: PRINCIPAL		1.00		235.00
Total Phase : 01) CONDUCT DATA ANALYSIS			Phase Labor	786.00

Phase : 02) DEVELOP MODELING TOOLS

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
PROJECT ADMINISTRATOR					
EDER, TERRI	04/07/2021	0.75	68.00	51.00	
Total: PROJECT ADMINISTRATOR		0.75		51.00	
SENIOR PROFESSIONAL					
MAHAJAN, RISHAB	04/07/2021	1.00	215.00	215.00	
	04/12/2021	2.00	215.00	430.00	
	04/19/2021	1.50	215.00	322.50	
	04/21/2021	3.00	215.00	645.00	
Total: SENIOR PROFESSIONAL		7.50		1,612.50	
<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Subcontractors-Billable					
KIESER & ASSOCIATES, LLC	21146	05/05/2021	2,995.00	1.00	2,995.00
Total Phase : 02) DEVELOP MODELING TOOLS			Phase Labor		1,663.50
			Phase Expense		2,995.00

Total Project Labor 2,449.50
Total Project Expense 2,995.00

Total Project: MOW5554 -- DRWW NARP DEVELOPMENT 5,444.50

536 E. Michigan Avenue
 Suite 300
 Kalamazoo, MI 49007

Invoice

DATE	INVOICE #
5/5/2021	21-146

BILL TO:

Geosyntec
 Attn: Rishab Mahajan, P.E.
 and Terri Eder
 1420 Kensington Rd., Suite 103
 Oak Brook, Illinois 60523

DESCRIPTION	QTY	RATE	P.O. NO.	TERMS
				Net 30
Environmental Engineer I - Task 1	11.5	100.00		1,150.00
Senior Scientist/ Principal - Task 1	2.5	210.00		525.00
Professional Engineer - Task 1	8.25	160.00		1,320.00
<p>This invoice is for professional services rendered through April 30, 2021, as related to Geosyntec Des Plaines, SWAT Modeling.</p>				
			Total	USD 2,995.00

Please remit payment to Kieser & Associates, LLC
 For questions, please contact Becky Hough.

Phone #	Fax #
2693447117	(269) 344-2493

Kieser & Associates, LLC
Time by Job Detail
April 2021

Geosyntec Des Plaines SWAT	Date	Name	Duration	Cost	Notes
Task 1 - Geosyntec Des Plaines SW AT - Model Background					
	04/29/2021	Foster, Michael E.	2.00	200.00	Data needs for SWAT model development
	04/15/2021	Foster, Michael E.	0.50	50.00	call with Andrew Fang and Mark Kieser
	04/15/2021	Foster, Michael E.	1.00	100.00	Kickoff meeting with client
	04/21/2021	Foster, Michael E.	1.00	100.00	Team project kickoff call
	04/21/2021	Foster, Michael E.	2.00	200.00	Des Plaines NARP review
	04/23/2021	Foster, Michael E.	1.00	100.00	Call with Andrew Fang on data needs
	04/23/2021	Foster, Michael E.	1.00	100.00	NARP and data review
	04/26/2021	Foster, Michael E.	1.00	100.00	Des Plaines NARP meeting
	04/30/2021	Foster, Michael E.	2.00	200.00	Data needs for SWAT model development
	04/15/2021	Kieser, Mark	0.50	105.00	K&A Team Call
	04/15/2021	Kieser, Mark	1.00	210.00	Kickoff call with client
	04/21/2021	Kieser, Mark	1.00	210.00	Team call
	4/19/2021	Fang, Andrew	1.25	200.00	Meetings (K&A and DRWW)
	4/21/2021	Fang, Andrew	2.00	320.00	Model proposal review, Geosyntec kickoff meeting, & NARP workplan review
	4/22/2021	Fang, Andrew	1.00	160.00	Model needs review
	4/23/2021	Fang, Andrew	2.00	320.00	Model needs review
	4/26/2021	Fang, Andrew	1.00	160.00	Model workplan review: discussion with Mike F.
	4/27/2021	Fang, Andrew	1.00	160.00	Model data needs
Total - Task 1 - Model Background:			22.25	2,995.00	
TOTAL - GEOSYNTEC DES PLAINES SWAT:			22.25	\$ 2,995.00	

5.a.iii



PLEASE REMIT PAYMENT TO:
Geosyntec Consultants

900 Broken Sound Parkway NW, Suite 200
Boca Raton, Florida 33487-3575 USA
Tel (561) 995-0900 Fax (561) 995-0925

DES PLAINES RIVER WATERSHED WORKGRP
500 W. WINCHESTER ROAD
LIBERTYVILLE, IL 60048
Attention: KURT WOOLFORD

Invoice #: 181436613
Invoice Date: 6/7/2021
Project: MOW5554
Project Name: DRWW NARP DEVELOPMENT

For Professional Services Rendered through transaction date: 6/3/2021

IF YOU HAVE QUESTIONS ABOUT THIS INVOICE, PLEASE CONTACT RISHAB MAHAJAN AT 630-203-3361

Professional Services	\$3,010.25
Reimbursable Expenses	\$6,190.00
Current Invoice	----- \$9,200.25

****Amount Due This Invoice **** **\$9,200.25**

Statement

Prior Billings	\$5,444.50	Project Budget	\$99,700.00
Current Invoice	\$9,200.25	Expended to Date	\$14,644.75
Billed To Date	\$14,644.75	Contract Balance	\$85,055.25
Paid To Date	\$0.00	**Amount Due This Invoice **	\$9,200.25

Phase : 01) CONDUCT DATA ANALYSIS

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
SENIOR STAFF PROFESSIONAL				
RAJSEKHAR, DEEPTHI	05/10/2021	2.25	147.00	330.75
	05/11/2021	3.50	147.00	514.50
	05/24/2021	7.50	147.00	1,102.50
Total: SENIOR STAFF PROFESSIONAL		13.25		1,947.75
PROFESSIONAL				
QASEM, KAROLINE	05/03/2021	1.00	168.00	168.00
	05/05/2021	3.00	168.00	504.00
Total: PROFESSIONAL		4.00		672.00
SENIOR PROFESSIONAL				
MAHAJAN, RISHAB	05/03/2021	1.00	215.00	215.00
Total: SENIOR PROFESSIONAL		1.00		215.00
Total Phase : 01) CONDUCT DATA ANALYSIS			Phase Labor	2,834.75

Phase : 02) DEVELOP MODELING TOOLS

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
PROJECT ADMINISTRATOR					
EDER, TERRI	05/03/2021	0.25	68.00	17.00	
	05/05/2021	0.25	68.00	17.00	
	05/10/2021	0.25	68.00	17.00	
	05/13/2021	0.25	68.00	17.00	
Total: PROJECT ADMINISTRATOR		1.00		68.00	
SENIOR PROFESSIONAL					
MAHAJAN, RISHAB	05/10/2021	0.25	215.00	53.75	
	05/13/2021	0.25	215.00	53.75	
Total: SENIOR PROFESSIONAL		0.50		107.50	
<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Subcontractors-Billable					
KIESER & ASSOCIATES, LLC	21158	06/03/2021	6,190.00	1.00	6,190.00
Total Phase : 02) DEVELOP MODELING TOOLS			Phase Labor		175.50
			Phase Expense		6,190.00

Total Project Labor 3,010.25
Total Project Expense 6,190.00

Total Project: MOW5554 -- DRWW NARP DEVELOPMENT

9,200.25

536 E. Michigan Avenue
 Suite 300
 Kalamazoo, MI 49007

Invoice

DATE	INVOICE #
6/3/2021	21-158

BILL TO:

Geosyntec
 Attn: Rishab Mahajan
 and Terri Eder
 1420 Kensington Rd., Suite 103
 Oak Brook, Illinois 60523

P.O. NO.	TERMS
# MOW5544	Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Professional Engineer - Task 1	24	160.00	3,840.00
Environmental Engineer I - Task 1	23.5	100.00	2,350.00
<p>This invoice is for professional services rendered through May 31, 2021, as related to Geosyntec Des Plaines, SWAT Modeling.</p> <p>Project No.: MOW5544</p>			

Please remit payment to Kieser & Associates, LLC
 For questions, please contact Becky Hough.

Total	USD 6,190.00
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Phone #	Fax #
2693447117	(269) 344-2493

Kieser & Associates, LLC
Time by Job Detail
May 2021

Geosyntec Des Plaines SWAT	Date	Name	Duration	Cost	Notes
Task 1 - Geosyntec Des Plaines SWAT - Model Background					
	05/03/2021	Fang, Andrew	0.75	120.00	Meetings (K&A and DRWW)
	05/04/2021	Fang, Andrew	1.00	160.00	SWAT model datat needs
	05/06/2021	Fang, Andrew	0.50	80.00	Data review
	05/07/2021	Fang, Andrew	1.75	280.00	Data review and discussion
	05/11/2021	Fang, Andrew	2.00	320.00	SWAT model data review
	05/12/2021	Fang, Andrew	2.00	320.00	Watershed delineation
	05/13/2021	Fang, Andrew	4.00	640.00	Watershed delineation
	05/20/2021	Fang, Andrew	4.00	640.00	Watershed delineation
	05/21/2021	Fang, Andrew	2.00	320.00	Watershed delineation
	05/24/2021	Fang, Andrew	3.00	480.00	Watershed delineation
	05/28/2021	Fang, Andrew	3.00	480.00	Watershed delineation
	05/03/2021	Foster, Michael	1.00	100.00	Call with Andrew Fang, Karoline Qasem
	05/03/2021	Foster, Michael	0.50	50.00	Compliation of required data needs
	05/04/2021	Foster, Michael	1.50	150.00	Compliation of required data and initial model setup
	05/06/2021	Foster, Michael	0.50	50.00	Review of data sent by Geosyntec
	05/07/2021	Foster, Michael	1.00	100.00	Call with Andrew Fang on model setup
	05/07/2021	Foster, Michael	1.50	150.00	Initial model setup
	05/12/2021	Foster, Michael	2.00	200.00	SWAT model setup
	05/13/2021	Foster, Michael	2.50	250.00	SWAT model setup - DEM manipulation and initial delineation
	05/14/2021	Foster, Michael	1.50	150.00	SWAT model setup - DEM manipulation and initial delineation
	05/14/2021	Foster, Michael	1.00	100.00	Call with Andrew Fang on model setup
	05/17/2021	Foster, Michael	0.50	50.00	Sample data analysis
	05/18/2021	Foster, Michael	1.00	100.00	file management and SWAT delineation setup
	05/20/2021	Foster, Michael	0.75	75.00	SWAT model delineation
	05/21/2021	Foster, Michael	1.25	125.00	SWAT model delineation
	05/24/2021	Foster, Michael	1.00	100.00	Call with Andrew Fang on SWAT model
	05/25/2021	Foster, Michael	1.50	150.00	SWAT model delineation
	05/26/2021	Foster, Michael	1.00	100.00	SWAT model delineation
	05/27/2021	Foster, Michael	2.50	250.00	SWAT model delineation
	05/28/2021	Foster, Michael	1.00	100.00	Call with Andrew Fang on SWAT model setup
Total - Task 1 - Model Background:			47.50	6,190.00	
Total - Geosyntec Des Plaines SWAT:			47.50	6,190.00	

5.a.iv

Lake County Stormwater Mgmt

500 W. Winchester Rd. #201
Libertyville, IL 60048
Phone 847-377-7700

INVOICE

INVOICE #DRWW-2021-02
DATE: JUNE 15, 2021

TO:
Attn: Dijana Silber
Des Plaines River Watershed Workgroup
500 W. Winchester Road
Libertyville, IL 60048
847-377-7705

FOR:
DRWW Administrative Agent Services (March 2021 – May 2021)

DESCRIPTION	AMOUNT
SMC providing DRWW Administrative Agent Services	
March 2021 Total	\$ 2,961.00
April 2021 Total	\$ 3,289.50
May 2021 Total	\$1,614.00
TOTAL	\$7,864.50

Make all checks payable to Stormwater Management
Payment is due within 30 days.
If you have any questions concerning this invoice, please contact Jacob Jozefowski at 847-377-7717.

Thank you !

Arnold Donato		
DRWW Time Tracking (March 21-May 21)		
Month	Tasks	Hours
March	Financials	0.25
April	Financials	0.25
May	Financials	0.25
Ashley Strelcheck		
DRWW Time Tracking (March 21-May 21)		
Month	Tasks	Hours
March	General Coordination	1.25
	Meetings	2.00
May	General Coordination	0.75
Dijana Silber		
DRWW Time Tracking (March 21-May 21)		
Month	Tasks	Hours
March	Financial tasks	13.0
April	Financial tasks	19.0
May	Financial tasks	7.5
Jacob Jozefowski		
DRWW Time Tracking (March 21-May 21)		
Month	Tasks	Hours
March	Financials (Invoices, membership dues invoices and invoice explanation calls, Old Mill Creek meeting attendance and phone calls, financial coordination meetings, membership dues discussion)	9.5
	Meetings (Agenda/packet creation, coordination, hosting, meeting minutes, follow up)	24.0
	Misc Coordination/Tasks (coordination calls, website updates, salt article distribution, NARP contract signatures and memos, presentation coordination, OMA record keeping, NARP data coordination, call-in's and data requests, annual report)	13.0
April	Financials (PO's, alternative dues analysis, potential member coordination, financial coordination, invoices, community invoice payment assistance)	9.0
	Technical (Monitoring data QA/QC, E. coli sampling discussions, public comment policy, NARP coordination and data requests, Newsletter)	16.5
	Meetings (Agenda/packet creation, coordination, hosting, meeting minutes, follow up, meeting minute review request)	18.5
	Misc (LCFPD data request, website updates, call ins/data requests, OMA site down coordination, website statistics, misc coordination)	8.5
May	Financial(Alternative dues analysis, invoices, PO requests, budget tracking, dues invoice assistance)	5.5
	Technical (NARP Data request, DRWW Newsletter)	14.5
	Meetings (June meeting packets)	1.5
	Misc (misc coordination, call-ins, DRSCW NARP coordination call)	4.5

5.b

DRWW

Des Plaines River Watershed Workgroup-Expense-Revenue Activity For Period December 2020 - November 2021

500 W Winchester Rd

Libertyville, Illinois 60048

Phone 847 377 7700

kwoolfrod@lakecountyil.gov

JJozeowski@lakecountyil.gov

Ending Balance					
Revenues Received	Current Period	Date Received	Date Deposited	DRWW Ratification	
Carryover	\$ 61,011.85			4/15/2021	
Hey and Associates	\$ 200.00	2/23/2021	2/23/2021	4/15/2021	
Village of Third Lake	\$ 677.47	2/23/2021	2/23/2021	4/15/2021	
Libertyville Township	\$ 2,904.52	3/3/2021	3/3/2021	4/15/2021	
Kildeer	\$ 2,583.39	3/5/2021	3/5/2021	4/15/2021	
Round Lake Park	\$ 256.47	3/8/2021	3/11/2021	4/15/2021	
City of Park City	\$ 446.80	3/8/2021	3/11/2021	4/15/2021	
Fremont Township	\$ 296.86	3/9/2021	3/9/2021	4/15/2021	
Lake Zurich	\$ 1,814.18	3/9/2021	3/9/2021	4/15/2021	
Ela Township	\$ 265.38	3/10/2021	3/10/2021	4/15/2021	
Lincolnshire	\$ 2,076.43	3/12/2021	3/18/2021	4/15/2021	
NSWRD	\$ 93,473.12	3/16/2021	3/18/2021	4/15/2021	
SMC	\$ 200.00	2/28/2021	2/28/2021	4/15/2021	
LCDOT	\$ 28,111.88	2/28/2021	2/28/2021	4/15/2021	
Vernon Hills Park District	\$ 200.00	3/29/2021	4/1/2021	4/15/2021	
Sierra Club	\$ 200.00	3/29/2021	4/1/2021	4/15/2021	
Village of Deerfield	\$ 259.98	3/18/2021	4/1/2021	4/15/2021	
County of Lake	\$ 67,468.51	4/2/2021	4/8/2021	4/15/2021	
Village of Round Lake Beach	\$ 600.73	4/15/2021	4/23/2021		
Town of Vernon	\$ 2,003.81	4/15/2021	4/23/2021		
Village of Buffalo Grove	\$ 7,906.96	4/27/2021	4/29/2021		
Village of Gurnee	\$ 7,574.04	5/11/2021	5/13/2021		
Village of Grayslake	\$ 5,943.53	5/11/2021	5/13/2021		
Village of Libertyville	\$ 16,291.60	5/14/2021	5/20/2021		
Village of Lindenhurst	\$ 8,540.39	5/17/2021	5/20/2021		
Village fo Deer Park	\$ 1,266.88	5/26/2021	5/28/2021		
City of Zion	\$ 1,341.43	5/26/2021	5/28/2021		
City of Lake Forest	\$ 318.74	6/1/2021	6/4/2021		
Geosyntec	\$ 200.00	6/2/2021	6/2/2021		
Village of Vernon Hills	\$ 4,632.28	6/4/2021	6/4/2021		
CBBEL	\$ 200.00	6/7/2021	6/7/2021		
LC Forest Preserve	\$ 14,551.51	6/8/2021	6/8/2021		
Other Contributions Received	\$ 272,806.89				
Total Received:	\$ -				
Total Received + Carryover	\$ 333,818.74				

Expenditures Paid:					
NSWRD	\$ 6,551.76	4/5/2021	4/23/2021		
LCHD	\$ 17,596.47	4/22/2021	4/23/2021		
SMC Admin	\$ 10,679.50	4/22/2021	4/23/2021		
MBI	\$ 11,014.57	5/17/2021	5/27/2021		
NSRWD	\$ 6,551.76	5/24/2021			
Geosyntec	\$ 5,444.50	6/4/2021			
Total Expenditures Paid	\$ 57,838.56				
Revenue-Expenditures					\$ 275,980.18

FY2021 Des Plaines River Watershed Workgroup Budget (December thru November)					
			Actual FY2020	Projected FY2021	Actual FY2021
REVENUE/Description	Account #	PO#			
Dues/Membership dues	775-4220010-46010		\$245,246.00	\$273,973.92	\$272,806.89
Expendable Carryover Addition	775-4220010-46010		\$20,085.85	\$61,011.55	\$61,011.85
Other State Funds/Illinois EPA 319 Grant	775-4220010-45350				
Interest	775-4220010-48011		\$89.17		
Other (FPD/LCDOT)					
Total Revenue			\$265,421.02	\$334,985.47	\$333,818.74
EXPENSES/Description					
2020 MBI - 1/3 WATERSHED SAMPLING	775-4220010-71310		-		
2020 MBI - New Sampling	775-4220010-71310		\$ 84,753.87		
2020 SubLabs - New Sampling	775-4220010-71310		\$ 83,736.00		
2020 SMC Administrative/GIS/Tech Support	775-4220010-79940		\$ 25,000.00		
2020 NARP Tasks-NSWRD	775-4220010-71150		\$ 10,919.60		
2021 MBI Sampling	775-4220010-71310			\$ 42,531.42	\$ 11,014.57
2021 LCHD Sampling	775-4220010-71310	212246		\$ 80,535.50	\$ 17,596.47
2021 SMC Administrative/GIS/Tech Support	775-4220010-79940			\$ 25,000.00	\$ 18,544.00
2021 NARP Tasks-NSWRD	775-4220010-71150	212307		\$ 26,207.00	\$ 6,551.76
2021 NARP Tasks-Geosyntec	775-4220010-71150			\$ 99,700.00	\$ 14,644.75
Expenses			\$ 204,409.47	\$ 273,973.92	\$ 68,351.55
Projected Unexpended Carryover			\$61,011.55	\$61,011.55	

7.a

Lake County Forest Preserve District Dues Alternative Analysis		
Dues Structure	Methodology	LCFPD Dues
FY21 Des Plaines River Watershed Workgroup	\$200 flat fee + \$0.78 per acre in watershed	\$14,551.51
North Branch Watershed Workgroup	\$200 flat fee + \$0.9734 per acre of unincorporated in watershed	\$10,974.18
DuPage River Salt Creek Workgroup	flat fee	\$134.00
Lower DuPage River Watershed Coalition	flat fee	\$200.00
Lower Des Plaines River Watershed Workgroup	flat fee	\$150.00
Lake County Forest Preserve District Requested Alternative	\$200 flat fee + \$0.78 per acre contributing to STP	\$227.98

Dues Alternative Impact on Other Agency Member Dues					
Agency	2021 Dues	Scenario 1 Dues Increase*	Scenario 1 Total Dues*	Scenario 2 Dues Increase**	Scenario 2 Total Dues**
Deer Park	\$1,266.88	\$0.00	\$1,266.88	\$69.95	\$1,336.83
Deerfield	\$259.98	\$0.00	\$259.98	\$14.35	\$274.33
Grayslake	\$5,943.53	\$49.71	\$5,993.23	\$328.16	\$6,271.69
Gurnee	\$7,574.04	\$90.74	\$7,664.78	\$418.19	\$7,992.22
Hawthorn Woods	\$3,267.52	\$0.00	\$3,267.52	\$180.41	\$3,447.93
Kildeer	\$2,583.39	\$116.05	\$2,699.44	\$142.64	\$2,726.03
Lake County Public Works	\$67,468.51	\$0.00	\$67,468.51	\$3,725.15	\$71,193.66
Lake County (Unincorporated & DOT)	\$28,111.88	\$0.00	\$28,111.88	\$1,552.15	\$29,664.02
Lake County Forest Preserve District	\$14,551.51	-\$3,577.33	\$10,974.18	-\$14,323.53	\$227.98
Lake Forest	\$318.74	\$0.00	\$318.74	\$17.60	\$336.34
Lake Zurich	\$1,814.18	\$0.00	\$1,814.18	\$100.17	\$1,914.35
Libertyville	\$16,291.60	\$161.53	\$16,453.13	\$899.51	\$17,191.11
Lincolnshire	\$2,076.43	\$29.66	\$2,106.09	\$114.65	\$2,191.08
Lindenhurst	\$8,540.39	\$126.04	\$8,666.43	\$471.54	\$9,011.93
Long Grove	\$5,583.02	\$187.46	\$5,770.48	\$308.26	\$5,891.28
North Shore Sanitary District	\$93,473.12	\$0.00	\$93,473.12	\$5,160.95	\$98,634.07
Park City	\$446.80	\$0.00	\$446.80	\$24.67	\$471.47
Riverwoods	\$1,448.44	\$164.35	\$1,612.79	\$79.97	\$1,528.41
Round Lake Beach	\$575.73	\$0.00	\$575.73	\$31.79	\$607.52
Round Lake Park	\$256.47	\$0.00	\$256.47	\$14.16	\$270.63
Third Lake	\$677.47	\$21.66	\$699.14	\$37.41	\$714.88
Vernon Hills	\$4,632.28	\$0.00	\$4,632.28	\$255.76	\$4,888.04
Zion	\$1,341.43	\$0.00	\$1,341.43	\$74.06	\$1,415.50
Ela Township	\$265.38	\$0.00	\$265.38	\$14.65	\$280.03
Fremont Township	\$296.86	\$0.00	\$296.86	\$16.39	\$313.25
Libertyville Township	\$2,904.52	\$0.00	\$2,904.52	\$160.37	\$3,064.89
Vernon Township	\$2,003.81	\$0.00	\$2,003.81	\$110.64	\$2,114.45
Non-DRWW Memebers	n/a	\$2,630.13	n/a	n/a	n/a

*Scenario 1: NBWW Dues Structure (Agencies pay for forest preserve acres within their jurisdictional boundaries); **Scenario 2: LCFPD proposed dues structure (reduction distributed to all agency members based on percent of total dues)

PUBLIC COMMENT

I. General

- A. Members of the public shall be afforded time to comment on agenda items and other matters germane to the business of the Des Plaines River Watershed Workgroup in accordance with these Rules.
- B. The President of the Des Plaines River Watershed Workgroup shall manage the public comment section of Des Plaines River Watershed Workgroup Meetings, including enforcing rules governing public comment. The Des Plaines River Watershed Workgroup Technical Coordinator shall support Committee Chairs on the management of public comment during committees.
- C. The agenda of every Des Plaines River Watershed Workgroup and committee meeting of all Public Bodies shall include a reservation of time near the beginning of the meeting for public comment.
- D. The President or Committee Chair shall recognize and allow to speak any person desiring to speak during Public Comment.
- E. The total cumulative time of all public comment shall be limited to 30 minutes unless determined otherwise by the President or Committee Chair.
- F. Public comment is limited to three minutes per individual, unless the President or Committee Chair designates a longer or shorter time period. (Generally, the longer or shorter time period will apply to all persons participating in the Public Comment at the same meeting).
- G. No Board or Committee Member should interrupt a speaker during public comment.
- H. The Committee Chair and/or President has the right to interrupt a speaker in order to enforce these or other applicable rules.

II. Participation

- A. Individuals wanting to speak must complete a public comment card indicating the agenda item on which they wish to comment, or the topic for items not on the agenda.
- B. The President or Committee Chair will ask speakers to present comments on an agenda item when that item is called. Those requesting to speak on an item not on the agenda, will be called during the “Public Comment” portion of the agenda.
- C. Speakers shall be entitled to address the Public Body on a first-recognized, first-served basis. In the event that all persons desiring to speak during the Public Comment are not able to do so within the time limit allowed, the President or Committee Chair shall have the option (but not the obligation) of extending the time allocated for Public Comment, either at the point designated on the agenda, or at such later point on the agenda, or as the Public Body may otherwise determine.
- D. Speaker time limits shall be enforced by the Committee Chair or the President.
- E. All questions or statements by a speaker should be directed to the President or Committee Chair and Members.
 - 1. The Des Plaines River Watershed Workgroup has no obligation to answer questions during public comment and may refer to staff to follow up with the speaker after the meeting.
 - 2. When appropriate, matters raised by public comment shall be referred to the appropriate standing committee.
- F. Candidates for public office that speak within the 90-day time frame preceding a primary or general election, for which they are on the ballot, shall not use the

- opportunity to campaign for the pending election or mention they are a candidate.
- G. Comments that are political in nature, or those that promote or support a candidate are not permitted.

III. Instructions

- A. Each speaker must state their name (first and last) in a clear manner so that it can be recorded in the minutes of the meeting. When a location has been designated in the meeting room for speakers to address the Public Body, the speaker must address the Public Body from that location unless the President or Committee Chair otherwise allows.
- B. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must state the nature of that representation.
- C. Individual comments will be limited to one opportunity per person.
- D. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own testimony and comments and should refrain from repeating testimony and comments that have previously been provided to the Public Body by other individuals.
- E. No person should interrupt the proceedings of the Des Plaines River Watershed Workgroup or public meeting or cause any other form of disturbance or disruption. The President or Committee Chair reserves the right to close public comment if, after issuing a warning, audience members persist in cheering, booing or otherwise being disruptive.
- F. Persons addressing the public body shall not be permitted to:
1. Make statements or remarks that concern the private activities, lifestyles, or beliefs of individual employees, members, or elected officials of the Des Plaines River Watershed Workgroup.
 2. Make statements or remarks unrelated to the business of the Des Plaines River Watershed Workgroup.
 3. Make statements or remarks unrelated to the professional duties and performance of its employees or the employees of its elected officials.
- G. Persons addressing the Des Plaines River Watershed Workgroup shall refrain from statements, remarks, or conduct that is considered belligerent, threatening, disparaging, rude, vulgar, profane or otherwise uncivil and disruptive to the conducting of the Des Plaines River Watershed Workgroup's business. The President or Committee Chair may limit the comments of any person who engages in such conduct.
- H. No person may continue to speak after the President has taken the floor from that person.
- I. Any person violating the standards of process and decorum set forth in these rules may be evicted from the premises of the meeting at the order of the President or a majority of the Members or be subject to other action as deemed necessary by the President and Members.
- J. Although the Public Comment may be used to address questions to the Public Body, a speaker is not entitled to a response to any such question during the Public Comment time.

IV. Public Comment - Written submissions:

A. Any person shall have the right at any time to provide written comments to the Des Plaines River Watershed Workgroup by addressing those comments to: Des Plaines River Watershed Workgroup, 500 W Winchester Rd. #201, Libertyville, IL 60048 and delivering the comments via any of the following methods:

1. By personal delivery, mail, courier, or any similar delivery service to the Lake County Stormwater Management Commission Front Desk between 8:00 a.m. and 4:00 p.m. Monday through Friday.
2. By email to Stormwater@lakecountyil.gov During the Public Comment portion of the meeting, the Technical Coordinator will read aloud written comments that comply with these Rules. Board members shall not read aloud written comments submitted by the public.

V. Public Comment - State and Federal Representatives

A. Officials speaking under “Public Comment” are subject to the same speaking guidelines imposed upon the general public.

Des Plaines River Watershed Workgroup Public Comment Policy

Adopted: **DATE**

- 1) Members of the public shall be afforded time to comment on agenda items and other matters germane to the business of the Des Plaines River Watershed Workgroup (DRWW) in accordance with these Rules.
- 2) The Chair of the Meeting shall manage the public comment section of DRWW Meetings, including enforcing rules governing public comment.
- 3) DRWW administrative staff shall support the management of public comment during all DRWW meetings.
- 4) The agenda of every DRWW meeting shall include a reservation of time near the beginning of the meeting for public comment.
- 5) The Chair of the meeting shall recognize and allow to speak any person desiring to speak during Public Comment.
- 6) The total cumulative time of all public comment shall be limited to 30 minutes unless determined otherwise by the Chair of the meeting.
- 7) Public comment is limited to three minutes per individual, unless the Chair of the meeting designates a longer period.
- 8) No Board or Committee Member should interrupt a speaker during public comment.
- 9) The Chair of the meeting has the right to interrupt a speaker in order to enforce these or other applicable rules.
- 10) Speakers shall be entitled to address the Public Body on a first-recognized, first- served basis. In the event that all persons desiring to speak during the Public Comment are not able to do so within the time limit allowed, the Chair of the meeting shall have the option (but not the obligation) of extending the time allocated for Public Comment, either at the point designated on the agenda, or at such later point on the agenda, or as the Public Body may otherwise determine.