



## NBWW EXECUTIVE BOARD MEETING MINUTES

### 1. Call Meeting to Order

#### Introductions & Roll Call

Brandon Janes, North Branch Chicago River Watershed Workgroup (NBWW) President, called the meeting to order at 1:31 pm via a public zoom meeting. Executive Board members present were Brandon Janes (President), Village of Deerfield; Rob Flood, North Shore Water Reclamation District (NSWRD); Al Giertych, Lake County Division of Transportation (LCDOT); Robyn Flakne, Village of Glenview; and Matt Ueltzen, Lake County Forest Preserve District (LCFPD). A roll call was performed and an NBWW Executive Board quorum was present.

### 2. Public Comment – None

### 3. NBWW Meeting Minutes Approvals

- a. Approve January 12, 2022 NBWW Executive Board Meeting Minutes  
Flood motioned to accept the January 12, 2022, Executive Board Meeting Minutes, seconded by Flakne. The motion passed with unanimous consensus via roll call vote.

### 4. Financial Report

- a. Ratify Revenues-Expenditures: Ashley Strelcheck, NBWW Coordinator, presented the expenditures and revenues to the NBWW Executive Board for ratification. Ueltzen motioned to ratify the revenues and expenditures, seconded by Flood. The motion passed with unanimous consensus via roll call vote.
- b. FY2022 Budget: Strelcheck presented the FY2022 draft budget to the Executive Board. Janes asked about the FY22 mandatory electronic payments (no hard copy checks). Strelcheck explained this decision was made by SMC to reduce excessive administrative costs related to hard-copy checks (lost checks, sent to incorrect addresses, made out to incorrect recipients, etc...). In rare cases, SMC will accept hard copy checks this year but follow-up with those agencies will happen later this year.

### 5. Old Business

- a. NBWW Monitoring Committee Update: The Monitoring Committee voted in Steve Silic with the Forest Preserve District of Cook County (FPDCC) as the FPDCC's new representative request for the NBWW Monitoring Committee (replacing Eric Otto). Flood gave an update on 2022 monitoring that NSWRD has been performing. The preliminary water quality data has shown high levels of chlorides from February 2022 sampling (winter road salt). NSWRD will be submitting the NBWW Annual Monitoring Report to the Illinois EPA by the end of March 2022. The Monitoring Committee recommended to the Executive Board to request that the NBWW selected NARP Consultant be responsible for creative cost-savings measures for monitoring and be responsible for bidding/performing that work. The Monitoring Committee also recommended using the Des Plaines River Watershed Workgroup (DRWW) NARP proposal evaluation criteria for the NBWW NARP request for proposals.
- b. IDOT – FY22 NARP Special Assessment Fee: Strelcheck requested NBWW Executive Board decision whether to invoice IDOT (for FY22) with the NARP Special Assessment Fee that has been applied to all NBWW Agency Members. Flood motioned to include IDOT in the Agency NARP Special Assessment Fee for their FY22 membership dues, seconded by Giertych. The motion passed with unanimous consensus via roll call vote.



**6. New Business**

a. NARP Request for Proposals & Scoring Procedures: Following Flood’s Monitoring Committee update and recommendation to the Executive Board. Rishab Mahajan, Geosyntec Consultants, provided additional clarification for options for asking an NBWW selected NARP consultant to be responsible for cost-saving measures for 2022 monitoring. Strelcheck mentioned that the timeline for sending out a request for proposals, will be a very tight turnaround for June 2022 sampling start. Dane mentioned that some equipment and sampling materials may not be available given the tight timeline of the June 2022 monitoring start deadline. Chuck Bodden, NSWRD, suggested that the NBWW still send out an RFP for this year even if the consultants are unable to start sampling so there is documentation indicating that sampling cannot occur in 2022 if that is the case. Flood made a motion to request that the NBWW selected NARP Consultant be responsible for creative cost-savings measures for monitoring and be responsible for bidding/performing that work and utilize the Des Plaines River Watershed Workgroup (DRWW) NARP proposal evaluation criteria (in meeting packet) for the NBWW NARP request for proposals.

**7. Member Remarks** – Ashley Strelcheck, NBWW Coordinator, will be going on maternity leave this summer and is currently training Mia Gerace, SMC Stormwater Coordinator as the interim coordinator for the NBWW until she returns. Mia Gerace will be at the next Monitoring Committee meeting to introduce herself and will be transitioning into her interim role over the next few months.

**8. Next Meetings:**

April 13, 2022 NBWW Executive Board Meeting: This meeting will likely be an in-person meeting based on the recent Governor’s Orders pertaining to the Open Meetings Act. The Monitoring Committee would prefer to remain virtual if possible and would like that relayed to the Executive Board. The Executive Board would prefer to move back to in-person meetings.

**9. Adjournment** – 2:32 pm

Ueltzen a motion to adjourn, seconded by Flakne. The motion passed with unanimous consensus via roll call vote.

**NBWW Executive Board Meeting Attendees**

NAME	ORGANIZATION
Al Giertych	Lake County Division of Transportation
Ashley Strelcheck	Lake County Stormwater Management Commission & NBWW Coordinator
Brandon Janes	Village of Deerfield
Chuck Bodden	North Shore Water Reclamation District
Leonard Dane	Fehr Graham Engineering & Environmental, formerly Deuchler Engineering
Matt Ueltzen	Lake County Forest Preserve District
Rishab Mahajan	Geosyntec Consultants, Inc.
Rob Flood	North Shore Water Reclamation District
Robyn Flakne	Village of Glenview



## NBWW EXECUTIVE BOARD MEETING MINUTES

### 1. Call Meeting to Order

#### Introductions & Roll Call

Brandon Janes, North Branch Chicago River Watershed Workgroup (NBWW) President, called the meeting to order at 1:34 pm via a public zoom meeting. Executive Board members present were Brandon Janes (President), Village of Deerfield; Matt Farmer, Village of Northbrook; Rob Flood, North Shore Water Reclamation District (NSWRD); Al Giertych, Lake County Division of Transportation (LCDOT); Emily Grimm, Village of Winnetka; Robyn Flakne, Village of Glenview; and Nick Huber, Lake County Forest Preserve District (LCFPD). A roll call was performed and an NBWW Executive Board quorum was present.

### 2. Public Comment – None

### 3. NBWW Meeting Minutes Approvals

#### a. Approve December 08, 2021 NBWW Executive Board Meeting Minutes

The December 08, 2021 NBWW Executive Board Meeting Minutes were approved, with no discussion or questions. First Motion: Emily Grimm, Village of Winnetka, Second Motion: Rob Flood, NSWRD. The motion passed with unanimous consensus via roll call vote.

#### b. Approve December 20, 2021 NBWW Executive Board Meeting Minutes

The December 20, 2021 NBWW Executive Board Meeting Minutes were approved, with no discussion or questions. First Motion: Matt Farmer, Village of Northbrook, Second Motion: Emily Grimm, Village of Winnetka. The motion passed with unanimous consensus via roll call vote.

### 4. Old Business

- a. NBWW Monitoring Committee Update: Rob Flood gave a Monitoring Committee update to the NBWW Executive Board members. The NBWW submitted the draft NBWW Preliminary NARP Workplan and FY2022 NBWW Monitoring Strategy to the Illinois EPA on December 29, 2021. NSWRD Board approved the NBWW FY2022 Technical Services Agreement for water column chemistry so Rob will submit the agreement for signatures. All 2021 NSWRD water quality data has been tabulated and sent to MBI for compilation. The 2021 data will be submitted to the Illinois EPA Spring 2022 to satisfy the NBWW agency member NPDES in-stream monitoring data submission.
- b. Preliminary NARP Workplan Discussion: The updated NARP Workplan cost breakdown for FY2022 monitoring services was presented for comments or questions. The costs have been reduced from the previous version due to a double-counting error. This reduction in costs has been updated in the FY2022 Membership Dues cost scenarios for the NBWW Executive Board meeting consideration. Chuck Bodden suggested Geosyntec split out the Middle Fork related FY2022 monitoring costs for NBWW Executive Board consideration. Brandon Janes will review the costs and determine if a January 2022 Special Meeting will be needed to review this information. The cost revisions will need to be updated in the NBWW NARP Workplan (once finalized) to be used in the FY22 – FY24 NARP Request for Proposals.

### 5. New Business

- a. February 09, 2022 Presenter(s): Ashley Strelcheck asked the NBWW Executive Board for input or feedback on potential presenters from the Executive Board and/or Monitoring Committee to present the FY2022 NBWW membership dues to the NBWW general membership on February 9, 2022 to help members better understand the increase to membership dues due to the NARP related expenses. Additionally, a request for a Geosyntec



representative to provide a short educational presentation about the NARP and the two potential financial outcomes (A & B) to the membership to breakdown the cost items. Geosyntec agreed to provide a presentation. Brandon Janes (with potential assistance by another Board or Committee member) volunteered to present the FY2022 membership dues to the NBWW general membership at the February 9, 2022 meeting.

**6. Financial Report**

- a. Ratify Revenues -Expenditures: Ashley Strelcheck, NBWW Coordinator, presented the expenditures and revenues to the NBWW Executive Board for ratification. Ratify Revenues/Expenditures: First Motion: Rob Flood, NSWRD, Second Motion: Al Giertych, LCDOT. The motion passed with unanimous consensus via roll call vote.
- b. FY2022 – 2024 NARP Expenditures & FY22 Budget): Ashley presented the FY2022 draft budget and three FY2022 membership dues scenarios (at the request for the Executive Board) that included all up-to-date projected revenues and expenditures. The FY2022 membership dues scenarios present increases to NBWW Agency members to provide necessary revenue to pay for FY2022 expenditures due to the increased costs related to the NBWW NARP.

The Executive Board members discussed the three scenarios and provided interest in two of the three scenarios. Matt Farmer, Village of Northbrook, made a motion to approve Scenario 2, 50%/50% split in the costs between POTWs (50%) and NBWW agency members (50%). The POTW 50% portion will be split among the NSWRD (75%) and the Village of Deerfield (25%). Robyn Flakne, Village of Glenview, seconded that motion. AYES: Janes, Grimm, Giertych, Farmer and Flakne, NAYS: Flood, Abstain: Huber. Motion Passed 5-1-1.

With Scenario 2 approved by the NBWW Executive Board, Ashley updated the FY2022 budget with the approved membership dues revenue, so it was a balanced fiscal budget. Matt Farmer, Village of Northbrook, made a motion to approve the revised FY2022 budget as presented, Al Giertych, LCDOT seconded that motion. The motion passed with unanimous consensus via roll call vote.

**7. Member Remarks – None**

**8. Next Meetings:**

February 9, 2022 NBWW General Membership Meeting

**9. Adjournment – 2:15 pm**

First Motion: Rob Flood, NSWRD, Second Motion: Robyn Flakne, Village of Glenview. The motion passed with unanimous consensus via roll call vote.

**NBWW Executive Board Meeting Attendees**

NAME	ORGANIZATION
Al Giertych	Lake County Division of Transportation
Ashley Strelcheck	Lake County Stormwater Management Commission & NBWW Coordinator



NAME	ORGANIZATION
Brandon Janes	Village of Deerfield
Brian Valleskey	Geosyntec Consultants, Inc.
Chuck Bodden	North Shore Water Reclamation District
Dave Miller	North Shore Water Reclamation District
Emily Grimm	Village of Winnetka
Jacob Jozefowski	Lake County Stormwater Management Commission
Larry Bridges	East Skokie Drainage District
Leonard Dane	Deuchler Engineering
Matt Farmer	Village of Northbrook
Nick Huber	Lake County Forest Preserve District
Rob Flood	North Shore Water Reclamation District
Robyn Flakne	Village of Glenview



**North Branch Chicago River Watershed Workgroup (NBWW) Budget**  
**Budget of Accounts - Revenues Expenditures**

	Projected FY2021	Actual FY2021	Projected FY2022	Actual FY2022
<b>REVENUE</b>				
Dues - Membership dues	\$128,006.00	\$129,118.00	\$219,301.21	\$6,206.25
WMAG Local Grant - Awarded Jan. 2018				
Carryover Addition	\$86,720.17	\$86,720.17	\$ 41,249.35	\$ 41,249.35
		\$83.84		\$15.55
<b>Total Revenue</b>	<b>\$214,726.17</b>	<b>\$215,922.01</b>	<b>\$260,550.56</b>	<b>\$47,471.15</b>
<b>EXPENSES</b>				
<b>2021</b>				
Consultant (SMC) - Administrative & Technical Support	\$ 19,000.00	\$ 19,000.00		
<i>IPS Model Contribution - DRSCW</i>	<i>FY20 Contract</i>	\$ 2,198.72		
Consultant (SMC) - IPS & NARP Assistance	\$ 5,000.00	\$ 5,000.00		
Education	\$ 300.00	\$ -		
Consultants - MBI Year 3, Part 2; Year 4, Part 1 Contract	\$ 50,695.05	\$ 43,536.10		
Contractuals - NSWRD - Water Column Chemistry Monitoring & Sediment Analysis	\$ 46,327.50	\$ 45,998.09		
Consultant - Preliminary NARP Workplan	\$ 64,100.00	\$ 58,939.75		
MBI IPS Model - Training	\$ 8,230.62	\$ -		
<b>2022</b>				
Consultants - Administrative & Technical Support			\$24,000.00	
Education			\$250.00	
Consultants - MBI Year 4 Part 2 Contract			\$37,947.16	
Contractuals - NSWRD - Water Column Chemistry Monitoring & Sediment Analysis			\$23,255.00	
MBI IPS Model - Training			\$5,000.00	
Consultant - Preliminary NARP Workplan Part 2 (2021 PO# )			\$5,160.25	\$5,160.25
NARP Year 1 - Targeted Approach Sampling & Anaylsis Estimate			\$154,306.51	
<b>Total Expenses</b>	<b>\$ 193,653.17</b>	<b>\$ 174,672.66</b>	<b>\$ 249,918.92</b>	<b>\$ 5,160.25</b>
<b>Unexpended Carryover/Reserve</b>	<b>\$21,073.00</b>	<b>\$41,249.35</b>	<b>\$ 10,631.64</b>	<b>\$ 42,311</b>



NORTH BRANCH  
CHICAGO RIVER  
WATERSHED  
WORKGROUP



STORMWATER MANAGEMENT COMMISSION

**The Lake County Stormwater Management Commission will only be accepting electronic RFP submissions for the North Branch Chicago River Watershed Workgroup (NBWW) Nutrient Assessment Reduction Plan (NARP).**

Purchasing Portal Bid Posting Location: <https://www.lakecountypurchasingportal.com>

RFP Addendum Blog: <https://www.lakecountypurchasingportal.com/addendums/rfp-21015-nutrient-assessment-reduction-plan/a/>

RFP Posting Date: **January 13, 2022**

Questions Due Date: **February 3, 2022 at 4:00 p.m.**

RFP Due Date: **February 16, 2021 at 12:00 p.m.**

Please follow the steps below to upload your electronic RFP Submission:

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Select Bid Number: **RFP#21015**
3. Select register for this bid
4. Enter your username and password
5. Under the Submittals section you will be able to upload your bid submittal
  - a. Select the browse button
  - b. Navigate your computer and select the appropriate file
    - i. Multiple files can be uploaded, each file can be no more than 20 MB
  - c. Select save submittals
  - d. Close the browser

**Please allow sufficient time for any technical issues you may have and upload your bid early. Please email the Project Manager at [astrelcheck@lakecountyil.gov](mailto:astrelcheck@lakecountyil.gov) to receive confirmation that your submission was successfully received**



## **EVALUATION PROCEDURE**

Lake County and the DRWW will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals will be evaluated by how well the proposal satisfies the described/stated needs, rather than how exactly the proposal matches the strictest interpretation of the terminology and design concepts stated herein. Newly emerging technologies, additional features, and the ability of the proposed solutions to adapt will be a consideration. Properly submitted proposals will be reviewed by the DRWW Executive Board. Proposals will be evaluated according to the following criteria and scoring system:

Project Approach:	25
Firm and Project Team's Experience with Similar Projects:	35
Proposed Schedule:	15
Proposed Fee:	20
Proposal Format and Quality:	5

The selection of a consultant will be based on the criteria and scoring system outlined above. A contract will be negotiated with the consultant that can best complete the project, as determined by the results of the proposal evaluation process. Upon the outset of the contract negotiation process, the DRWW anticipates conferring with the consultant's project team to discuss the project, review existing information, and adjust the Scope of Services, as necessary, to successfully complete the project.

## **INTERVIEWS**

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any locations serviced by Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview. Information provided as part of the interview may be used by Evaluation Committee to re-evaluate and re-rank Proposers.

## **ADDITIONAL INVESTIGATIONS**

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

## **BEST AND FINAL OFFER**

The County reserves the right to request a Best and Final Offer (BAFO) if additional information or modified terms are necessary for the Evaluation Committee to complete its evaluation and ranking. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed proposers, or if the short list process is not used, all qualified Proposers will be provided an opportunity to submit a modified Response. Only one BAFO request will be issued by the County. The information received from the BAFO will be used by the Evaluation Committee to re-evaluate and re-rank the Proposers.

## **REQUEST FOR CLARIFICATION & ADDITIONAL INFORMATION**

During the proposal evaluation process, firms may be required to clarify their proposals and to submit additional information that the DRWW may deem necessary to further evaluate the contents of their proposals.

## **QUALIFICATIONS OF PROPOSERS**

It is the intention of the DRWW to award a contract only to a proposer that furnishes satisfactory evidence that they have the requisite experience and ability and sufficient capital, facilities, organization, staffing, and equipment to enable them to complete the work successfully and promptly and within the time specified in the proposal documents. During the evaluation of proposals, the DRWW may conduct such additional investigations as it deems necessary to establish the responsibility, qualifications, and ability of a proposer to perform the work.