



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 1:34pm.

Executive Board members present were **Brandon Janes** (President), Village of Deerfield; **Matt Farmer**, Village of Northbrook; **Matt Ueltzen**, Lake County Forest Preserve District (LCFPD); **Robyn Flakne**, Village of Glenview; and **Chuck Bodden**, North Shore Water Reclamation District (NSWRD). A roll call was performed and an NBWW Executive Board quorum was present.

2. Public Comment – None

3. NBWW Meeting Minutes Approvals

a. Approve April 13, 2022 NBWW Executive Board Meeting Minutes

Farmer motioned to accept the April 13, 2022 Executive Board Meeting Minutes, seconded by Ueltzen. The motion passed with unanimous vote.

b. Approve May 25, 2022 NBWW Special Executive Board Meeting Minutes

Bodden motioned to accept the April 13, 2022 Executive Board Meeting Minutes, seconded by Ueltzen. The motion passed with unanimous 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 Bodden. The motion passed with unanimous consensus via a roll call vote.

b. **FY2022 Budget:** Strelcheck presented the FY2022 draft budget to the Executive Board. No questions or comments from the Executive Board.

5. Old Business

a. **OMA Training Reminder:** Strelcheck reminded members and their alternates that have not completed the Illinois Open Meetings Act training to do so and send her a copy of their Certificate of Completion to keep on file.

b. **NBWW 2022 Meeting Schedule Revision Approval:** The original meeting schedule shows a General Membership meeting on November 9, 2022 and Monitoring Committee and Executive Board meetings on December 14, 2022. The proposed meeting schedule cancels the November General Membership meeting and cancels the December Monitoring Committee and Executive Board meetings. Instead, the Monitoring Committee and the Executive Board will meet in November to discuss the next year's budget and estimate dues in an effort to allow the members more time to consider changes to membership dues each fiscal year. The proposed Meeting Schedule Revision also cancels next year's May General Membership Meeting to stay within SMC's budget for administrative and technical services given the extra scope of work for NARP-related tasks.



Farmer motioned to accept the schedule revisions as presented, seconded by Ueltzen. The motion passed with unanimous vote.

- c. **Virtual Meeting Policy Update:** Strelcheck proposed that the only instances in which a virtual option is offered is to consultants, to presenters during General Membership meetings, and to Monitoring Committee and Executive Board members on a case-by-case basis if they are unable to attend due to compromising circumstance (such as an illness) but would still like to listen to the discussion. Any Monitoring Committee or Executive Board member who attends virtually will not be able to vote on any agenda items. The Executive Board agreed with this arrangement. A vote was not needed for this item.
- d. **IDOT Membership Status:** This item has been tabled until the July Executive Board meeting, pending an update from IDOT.

6. New Business

- a. **Geosyntec – NBWW NARP Contract Review & Approval:** Strelcheck presented the Geosyntec NBWW NARP Contract. An update was made to the Phase I budget in both Outcome A and B. The original budget was \$162,400, and the updated budget is \$154,305 (identical to the NBWW NARP Workplan estimate for FY2022). Bodden motioned to approve the Geosyntec NBWW NARP Contract with a revision of the Phase I budget, seconded by Farmer. The motion passed with unanimous consensus via a roll call vote.
- b. **City of Waukegan & City of Highwood Membership Approval:** City of Waukegan Membership approval has been tabled until the July Executive Board meeting, pending an update from the City of Waukegan. Ueltzen motioned to approve membership for the City of Highwood, seconded by Flakne. The motion passed with unanimous consensus via a roll call vote.

7. Member Remarks – Bodden commented that the North Shore Water Reclamation District’s attorney feels it is a conflict of interest to comment on and suggest revisions to NBWW contracts. Strelcheck responded that it could be in the best interest of the NBWW to set funds aside in the budget to keep a lawyer on retainer in the future. Strelcheck added that a plaque is being made for Al Giertych’s retirement and invited the Executive Board to Al’s retirement party on Wednesday, June 29th at 2pm at the Lake County Division of Transportation Conference Room A.

8. Next Meetings:

Executive Board Meeting: July 13, 2022

9. Adjournment – 2:23 pm

Farmer motioned to adjourn, seconded by Ueltzen. The motion passed with unanimous vote.

NBWW Executive Board Meeting Attendees

NAME	ORGANIZATION
Ashley Strelcheck	Lake County Stormwater Management Commission & NBWW Coordinator
Brian Valleskey	Geosyntec Consultants, Inc.



NORTH BRANCH
CHICAGO RIVER
WATERSHED
WORKGROUP

NBWW Executive Board Meeting

Wednesday, June 22, 2022 at 1:30pm – 2:30pm

Patty Turner Center, Members Room B

375 Elm Street Deerfield, IL 60015

NAME	ORGANIZATION
Brandon Janes	Village of Deerfield, NBWW President
Chuck Bodden	North Shore Water Reclamation District
David Lampert	Illinois Institute of Technology
Leonard Dane	Fehr Graham Engineering & Environmental
Matt Farmer	Village of Northbrook
Matt Ueltzen	Lake County Forest Preserve District
Mia Gerace	Lake County Stormwater Management Commission
Rishab Mahajan	Geosyntec Consultants, Inc.
Robyn Flakne	Village of Glenview