



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; **Jack Bielak**, Village of Northbrook; **Matt Ueltzen**, Lake County Forest Preserve District (LCFPD); **Robyn Flakne**, Village of Glenview; **Chuck Boddan**, North Shore Water Reclamation District, (NSWRD) and **Rob Flood**, NSWRD and Monitoring Committee Chair. A roll call was performed and an NBWW Executive Board quorum was present. Jack Bielak was not included in roll call vote until agenda item 4c.

2. Public Comment – None

3. Approve October 12, 2022 NBWW Executive Board Meeting Minutes

Boddan motioned to accept the October 12, 2022 Executive Board Meeting Minutes, seconded by Flood. The motion passed with unanimous vote.

4. Old Business

- a. **IDOT Membership Update:** IDOT is still processing NBWW's FY22 payment.
- b. **City of Waukegan Membership Update:** The City of Waukegan processing NBWW's FY22 payment.
- c. **NARP Update:** Brian Valleskey gave an update on the NBWW NARP. Per the October 27, 2022 NBWW Special Call Monitoring Committee meeting, Geosyntec presented to the attendees that Outcome B was necessary moving forward in development of the NBWW NARP. Between that meeting and now, Geosyntec has met with Ashley Strelcheck, NBWW Coordinator, and NSWRD staff about additional sampling in the Skokie Lagoons and revisions to costs. Geosyntec is working with coordinate a meeting between NBWW and the Illinois EPA for a possible extension of the two POTW NPDES permit deadlines for the NARP from December 2024 to December 2025 given the cost of Outcome B. Additional sampling in the Skokie Lagoons was agreed to be performed by NSWRD at no cost. Geosyntec presented the financial options for with and without costs to analyze the Skokie Lagoon monitoring results and integrate them into the NARP modeling efforts. A request from Strelcheck to waive the 3% Communication Fee from Geosyntec's annual budget and only use the \$3,000 of that Communication Fee on Monitoring resulted in the same total contract amount (with the extension in 2025) as the original Outcome B. The Executive Board agreed that the last presented table with the waived 3% Communication Fee (annually), additional data analysis on the Skokie Lagoons, with the same cost as the original Outcome B was the direction Geosyntec should take. This action will be later formally approved on the agenda (see the table options attached for more information).

5. Financial Report

- a. **Ratify Revenues-Expenditures:** Strelcheck, presented the expenditures and revenues to the NBWW Executive Board for ratification. Ueltzen motioned to ratify the revenues and expenditures, seconded by Bielak. The motion passed with unanimous consensus via a roll call vote.



b. Approval of NBWW 2023 Budget

Strelcheck presented the FY2023 draft budget expenditures based on draft contracts and estimates and two revenue options of 2023-2025. Given the decision from the Executive Board for agenda item 4c, the Executive Board approved a \$207,113.65 revenue budget (46% NARP Special Assessment Fee to Agency members) and the listed expenditures (see budget attachment). Ueltzen motioned to approve the FY23 budget as discussed, seconded by Bielak. The motion passed with unanimous consensus via a roll call vote.

c. Approval of NBWW 2023 Membership Dues

Given the approval of agenda item 5b, Bodden made a motion to approve the 46% NARP Special Assessment Fee to Agency members and 50% of the cost needed to be provided by the two POTWs, estimating a total of \$207,113.65 in revenue for FY2023. This motion was seconded by Ueltzen. The motion passed with unanimous consensus via a roll call vote.

Please note, FY2022 NARP Special Assessment Fee was 62% to all agency members.

d. 2023 NBWW Contracts

i. NSWRD FY23 Contract Approval

Flood presented NSWRD's FY23 Water Chemistry Monitoring Technical Services Agreement for review and approval. The total contract cost increased by \$800 to cover inflation prices. Bielak motioned to ratify the revenues and expenditures, seconded by Ueltzen. The motion passed with via a roll call vote:

Roll Call: Ayes: Janes, Ueltzen, Bielak, Flakne; Abstain: Bodden, Flood; Nays: None

Motion Passed 4-2-0

ii. Geosyntec FY23 Contract Appropriation Approval

Strelcheck requested the Executive Board approve a not-to-exceed budget appropriation for Geosyntec's FY23 contract amount. Geosyntec has a fully executed agreement with NBWW (FY22-24) to approve that each fiscal year appropriations for Geosyntec before work can begin that fiscal year. Bodden motions to appropriate \$139,810 to Geosyntec for their FY23 not-to-exceed budget and service order; which is consistent with agenda items 4c & 5b that have already been approved. This motion was seconded by Flakne. The motion passed with unanimous consensus via a roll call vote.

iii. SMC FY23 Contract Discussion

Strelcheck asked if the NBWW wanted to discuss or go over any issues with SMC's standing contract with the NBWW for Coordinator services. No issues or items for discussion.

6. New Business

a. 2023 NBWW Meeting Locations

Strelcheck presented a draft 2023 NBWW Meetings Schedule based on the 2022 meeting schedule approved changes. The draft schedule did not include locations and Strelcheck asked if meetings should remain at the Patty Turner Center if availability allows (given the more centralized watershed location) and Lake Forest Municipal Services Building as a back-up location. The Executive Board agreed.



b. Annual Newsletter Ideas

Strelcheck requested any NBWW 2022 Annual Newsletter ideas from the Monitoring Committee. Geosyntec Consultants will be providing NARP information and photos for the newsletter. Bodden mentioned the North Branch Chicago River Watershed-Based Plan Update that is almost complete to be mentioned in the newsletter. Committee members can email Strelcheck with any ideas.

7. Member Remarks

Strelcheck is trying to book a public meeting for the North Branch Chicago River Watershed-Based Plan Update after the January 11, 2023 NBWW meetings.

8. Next Meeting:

January 11, 2023 NBWW Executive Board Meeting, Location: TBD

9. Adjournment – 2:31 pm

Flood motioned to adjourn, seconded by Flakne. The motion passed with unanimous vote.

NBWW Executive Board Meeting Attendees

NAME	ORGANIZATION
Alana Bartolai	Lake County Health Department
Ashley Strelcheck	Lake County Stormwater Management Commission & NBWW Coordinator (virtual)
Brandon Janes	Village of Deerfield, NBWW President
Brian Valleskey	Geosyntec Consultants, Inc.
Chuck Bodden	North Shore Water Reclamation District
Jack Bielak	Village of Northbrook
James Fitzgerald	Lake County Health Department
Josephine Meincke	North Shore Water Reclamation District
Leonard Dane	Fehr Graham Engineering & Environmental
Matt Ueltzen	Lake County Forest Preserve District
Mike Prusila	Lake County Stormwater Management Commission
Rob Flood	North Shore Water Reclamation District
Robyn Flakne	Village of Glenview