



NBWW Executive Board Meeting
Wednesday, June 11, 2026 at 2:00pm – 3:00pm
Village of Deerfield, Village Hall
850 Waukegan Rd, Deerfield, IL 60015

NBWW EXECUTIVE BOARD MEETING MINUTES

1. Call Meeting to Order

Mark Olszewski, North Branch Chicago River Watershed Workgroup (NBWW) Executive Board Alternate, called the meeting to order at 2:00pm.

2. Roll Call

Executive Board members or alternates present were **Mark Olszewski** (Alternate), Village of Deerfield; **Keeley Evans** (Alternate), Village of Northbrook; **Chuck Bodden**, North Shore Water Reclamation District (NSWRD); **Matt Ueltzen**, Lake County Forest Preserve District (LCFPD); **Michael He** (Alternate), Village of Winnetka – voted in at agenda item #6b; **Timothy Horn** (Alternate), Village of Glenview – voted in at agenda item #6a; and **Josephine Meincke** (Alternate), NSWRD. A roll call was performed, and an NBWW Executive Board quorum was present. A full list of attendees is at the bottom of the meeting minutes.

3. Public Comment - None

4. Approve May 13, 2026 NBWW Executive Board Meeting Minutes

Bodden motioned to approve the May 13, 2026 NBWW Executive Board Meeting Minutes, seconded by Ueltzen. The motion passed with a unanimous vote.

5. Financials

a. NBWW revenues & expenditures ratification

Strelcheck presented the final FY2026 expenditures and revenues to the NBWW Executive Board for ratification. There were no questions. Ueltzen motioned to ratify the revenues and expenditures, seconded by Evans. The motion passed via a roll call vote: Olszewski - aye, Evans - aye, Bodden - aye, Meincke - aye, Ueltzen - aye (5-0).

b. NBWW budget review

Strelcheck presented the NBWW FY26 budget for Executive Board review. There were no questions.

c. 2026 Winter best practices sponsorship approval: not-to-exceed \$700

Strelcheck presented the \$700 budget distribution for the upcoming Winter Best Practices Workshop. The funds will be allocated as follows: \$250 to Salt Smart, \$100 to the calibration event, \$50 to the liquids panel, and \$250 for volunteer WLC test kits. Evans motioned to approve the not-to-exceed \$700 sponsorship for winter best practices events, seconded by Ueltzen. The motion passed via a roll call vote: Olszewski - aye, Evans - aye, Bodden - aye, Meincke - aye, Ueltzen - aye (5-0)

6. New Business

a. Member vote: Adriana Webb as the new primary position for the Village of Glenview and Tim Horn as the new alternate position.

Strelcheck presented Adriana Webb as the new primary position for the Village of Glenview and Tim Horn as the new alternate position for approval. Bodden motioned to approve Adriana Webb as the new primary position for the Village of Glenview and Tim Horn as the new alternate position, seconded by Evans. The motion passed with a unanimous vote.



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- b. Member vote: Michael He as the new alternate position for the Village of Winnetka**
Strelcheck presented Michael He as the new alternate position for the Village of Winnetka for approval. Ueltzen motioned to approve Michael He as the new alternate position for the Village of Winnetka, seconded by Bodden. The motion passed with a unanimous vote.
- c. New member vote: Baxter & Woodman**
Strelcheck presented the new membership application for Baxter & Woodman for approval. Evans motioned to approve Baxter & Woodman as new NBWW members, seconded by Ueltzen. The motion passed with a unanimous vote.
- d. New member vote: Davey Tree Expert Company**
Strelcheck presented the new membership application for Davey Tree Expert Company for approval. Bodden motioned to approve Davey Tree Expert Company as new NBWW members, seconded by Ueltzen. The motion passed with a unanimous vote.
- e. Executive Board recommendation: microbial source tracking potential grant funding & next steps**
Strelcheck presented the Section 604B Water Quality Planning grant application and next steps. The workgroup should apply soon because this funding may not be available in future funding cycles. A Quality Assurance Project Plan (QAPP) amendment is not required to apply but is recommended to secure extra scoring points. Although Grand Valley State University (GVSU) is not an accredited lab, the workgroup must secure a certified facility through the consultant selection process. The Monitoring Committee recommended issuing an RFP to hire consultants, and the Executive Board agreed. The Executive Board noted this is a reimbursement grant, meaning the workgroup must pay upfront and seek reimbursement throughout the grant program and at the end. The rough targeted timeline to submit the grant is October 2026. Strelcheck stated the application does not need to be finalized immediately, allowing time to narrow down target areas using preliminary GVSU results. Meanwhile, Strelcheck will draft an RFP requiring accredited laboratory qualifications, and a future meeting will be scheduled to evaluate consultant proposals.

7. Old Business

- a. Monitoring Committee updates**
The Committee reached a consensus to proceed with drafting a Request for Proposals (RFP) for consultants regarding the microbial source tracking potential grant funding, which will be brought back for final Executive Board approval at the July meeting. Additionally, it was noted that there are currently instrument issues at the NSWRD laboratory, so field monitoring samples are being sent out to a contract laboratory for analysis while waiting for results to come in.

8. Member Remarks

- a. Strelcheck noted that she still needs one more educational presenter for the upcoming August NBWW meeting and asked for suggestions.**



- b. Strelcheck reminded board members to complete and submit any outstanding Open Meetings Act (OMA) certifications.
- c. Strelcheck discussed distributing the Save the Date announcement for the upcoming Winter Best Practices Workshop.
- d. LCFPD may be partnering with Friends of the Chicago River and Lake Forest Open Lands on a Watershed Management Board (WMB) grant application this year for a streambank stabilization project and looking for an NBWW letter of support in the near future.

9. Next Meeting:

- a. NBWW Executive Board Meeting, July 8, 2026, Deerfield, Village Hall, 850 Waukegan Rd, Deerfield, IL 60015 (2nd Floor Meeting Room 206); 2:00pm - 3:00pm

10. Adjournment - 2:48pm

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

NBWW Executive Board Meeting Attendees

NAME	ORGANIZATION
Alana Bartolai	Lake County Health Department
Ashley Strelcheck	Lake County Stormwater Management Commission, NBWW Coordinator
Chuck Bodden	North Shore Water Reclamation District
Jaclyn Karuna	North Shore Water Reclamation District
Josephine Meincke	North Shore Water Reclamation District (alternate)
Keeley Evans	Village of Northbrook
Mark Olszewski	Village of Deerfield (alternate)
Matt Ueltzen	Lake County Forest Preserve District
Michael He	Village of Winnetka (alternate)
Michael Warner	Gewalt Hamilton
Rishab Mahajan	North Shore Water Reclamation District, NBWW Monitoring Committee Chair
Tim Horn	Village of Glenview (alternate)
Zoe Schaaf	Lake County Stormwater Management Commission