



NBWW SPECIAL EXECUTIVE BOARD MEETING AGENDA

1. Call meeting to order

Brandon Janes, North Branch Chicago River Watershed Workgroup (NBWW) Executive Board President, called the meeting to order at 1:06 PM.

2. Roll call

Executive Board members and/or alternates present were **Brandon Janes** (President), Village of Deerfield; **Keeley Evans** (Alternate), Village of Northbrook; **Chuck Boddien**, North Shore Water Reclamation District (NSWRD); **Josephine Meincke** (Alternate for Rob Flood), NSWRD; and **Michael He** (Alternate), Village of Winnetka. **Matt Ueltzen**, Lake County Forest Preserve District (LCFPD) joined the meeting during agenda item 5a). A roll call was performed, and an NBWW Executive Board quorum was present.

3. Public comment - None

4. Meeting minutes approval

- a. July 8, 2026, NBWW Executive Board meeting minutes approval
Evans motioned to approve the July 8, 2026, NBWW Executive Board Meeting Minutes, seconded by He. The motion passed.

5. Financials

- a. NBWW budget review
The Board reviewed the NBWW budget. Park City dues had been received but were not yet reflected in the budget. The Board discussed that dues would remain the same and a contract amendment of approximately \$1,000 to NSWRD would be made to the budget in September once that was approved.

6. Old business

- a. NBWW Request for Proposals (RFP) for the NBWW Microbial Source Tracking Services Grant Application
 - i. Discussion of two submitted proposals
The Executive Board discussed the two proposals submitted in response to the NBWW Request for Proposals (RFP) for the Microbial Source Tracking Services Grant Application. The Board discussed the proposed scope of work, fees and timelines. Geosyntec Consultants, Inc. submitted the lower-cost proposal and the Board members agreed with their scope of work approach. Baxter & Woodman had a well thought out approach and good experience locally with the MS4 communities, but some confusion was brought up about the timing of community surveys.



ii. Review combined member proposal scores

The Board reviewed the combined proposal scores. Geosyntec Consultants, Inc. received a total score of 824 out of 1,000 possible points, compared to 706 points for Baxter & Woodman, Inc.

iii. Vote: approval of a consultant proposal

The Executive Board discussed approval of consultant proposals. Between the two submitted contract proposals, the Executive Board felt more comfortable with the experience and approach presented by Geosyntec Consultants, Inc. The NBWW Executive Board requested the following contract requests prior to approving a contract with Geosyntec and providing a Notice to Proceed:

1. The NBWW Executive Board would like a not-to-exceed amount attached to the \$27,500 proposal contract (language) amount.
2. There was a 10-week timeline in the proposal for the grant application and given the NOFO for the Illinois EPA Section 604(b) grant application is typically 8-weeks (2 months), would Geosyntec be able to accomplish the proposed scope of work in a shorter timeline if the grant application demanded that? As of today, the Illinois EPA has not posted the NOFO for the Illinois EPA Section 604(b) grant so the 10-week timeline may still be applicable.
3. In the proposal contract language, the NBWW Executive Board would like it noted that if the Illinois EPA Section 604(b) grant is awarded to the NBWW for the microbial source tracking services, that does not guarantee Geosyntec would be the selected to perform those services.

Evans motioned to approve the Geosyntec Consultants, Inc. proposal with the discussed contract requirements, seconded by Bodden. The motion passed via a roll call vote: Janes - aye, Evans - aye, Bodden - aye, Meincke - aye, He – aye, Ueltzen - aye (6-0).

7. New business - None

8. Member remarks - None

9. Next meetings:

NBWW Executive Board Meeting, September 9, 2026, Deerfield, Village Hall, 850 Waukegan Rd, Deerfield, IL 60015 (2nd Floor Meeting Room 206); 2:00pm – 3:00pm

10. Adjournment

Bodden motioned to adjourn, seconded by Evans. The meeting was adjourned at 1:47 PM.

NBWW Executive Board Meeting Attendees

NAME	ORGANIZATION
Alana Bartolai	Lake County Health Department
Ashley Strelcheck	Lake County Stormwater Management Commission, NBWW Coordinator
Brandon Janes	Village of Deerfield
Chris Johnson	Illinois Sierra Club
Chuck Bodden	North Shore Water Reclamation District
Janice Aull	Skokie Consolidated Drainage District (SCDD)



NORTH BRANCH
CHICAGO RIVER
WATERSHED
WORKGROUP

NBWW SPECIAL EXECUTIVE BOARD MEETING
WEDNESDAY, AUGUST 19, 2026 * 1:00PM – 3:00PM

DEERFIELD, VILLAGE HALL, 850 WAUKEGAN RD, DEERFIELD, IL
60015
(COUNCIL CHAMBER BOARD ROOM)

NAME	ORGANIZATION
Josephine Meincke	North Shore Water Reclamation District (alternate)
Keeley Evans	Village of Northbrook
Krystian Powala	Gewalt Hamilton
Matt Ueltzen	Lake County Forest Preserve District
Michael He	Village of Winnetka (alternate)
Zoe Schaaf	Lake County Stormwater Management Commission