

**ROCK RIVER WATERSHED GROUP
MEETING MINUTES
ROCK RIVER WATER RECLAMATION DISTRICT
FEBRUARY 10, 2021**

Greg Cassaro called the Rock River Watershed Group to order at 10:00AM. The meeting was held both via Webex and in the Board Room at the Graceffa Administration Building, 3501 Kishwaukee Street, Rockford, Illinois. Non-voting members attended through Webex, voting members and officers attended in person.

Attendees responded to roll call for voting members of the board.

Voting Board members present: Jeff Reininger, South Beloit; Dan Barber, Rockton; Adam Lanning, Rochelle; Greg Cassaro, RRWRD; Michael Christensen, RRWRD; Anne George, Woodstock; Brent Anderson, Belvidere; Josh McNitt, Dixon; Rob Boyer, Freeport.

Cassaro opened the floor for discussion of last month's meeting minutes.
Cassaro asked that a motion be made to approve the minutes.
Barber made the motion.
Boyer seconded.
Cassaro called for a vote.
All AYES were declared.
Minutes from last month's meeting are approved.

Cassaro turned the floor over to Barber for the Treasurer's Report. Barber noted that the bank account was just about finalized. The primary signatories on the account have to stop by the bank to complete a customer informational sheet. The account should then be ready to start depositing the seed money checks that Barber has been receiving. In the process to get the bank account set up, Christensen was tasked with setting up the Group's articles of incorporation and incurred a charge for this. The District covered this charge and receipts will be submitted to the Group for reimbursement once the account is fully set-up. Barber asked Reininger if he has received the active account information from all of the Watershed agencies, to which Reininger confirmed that the Group's active accounts are up to date.

Cassaro asked that a motion be made to approve the Treasurer's Report.
Lanning made the motion.
Boyer seconded.
Cassaro called for a vote.
All AYES were declared.
Treasurer's Report is approved.

Moving on to Old Business, Christensen was asked to elaborate on the process to set up the Group as a tax exempt organization. In this, the Group has turned in all the necessary information, however the submission may take up to 180 days to be fully approved and completed.

Moving on to New Business, Cassaro opened the floor to discussion of the received RFQs, which were due February 1st. Three RFQs were delivered to the District from Baxter & Woodman Consulting Engineers, Olson Ecological Solutions, and Deuchler Engineering Corporation. Digital copies of the RFQs will be sent out to the Group's agencies for review. The Group decided that each agency will review the information and score the consulting RFQ based on a determined scoring card. A supplementary meeting will be scheduled as a closed session for the Board to compare notes and see which consulting firm provided the best RFQ based on the Group's needs. Whichever firm that the Group is leaning towards will be asked to come in at the next regularly scheduled meeting to answer questions and finalize details. Boyer asked if the Group should consider the cost of proposal in the scoring process. The Group decided that proposal cost will be considered at the supplementary meeting. Whichever consulting firm has the highest score rating among the Group's agencies, the Group will then evaluate the cost of proposal to see if it can be reasonably considered. Upon no further discussion, Barber has a finalized score sheet that he will be sending out.

Cassaro asked that a motion be made to adopt the score sheet provided by Barber.

Reininger made the motion.

Christensen seconded.

Cassaro called for a vote.

All AYEs were declared.

Agencies will use Barber's scoring card to review the RFQs.

Cassaro asked the Group if there were any other reports from officers or committees. Hearing no response, Cassaro moved on to action items for the next meeting. Agencies are to review the RFQs and send their score sheet response to Lanning. Responses should be in by the interim meeting, which was determined to be **Wednesday, February 24th at 10:00AM**. This will be a closed session for members of the Board. The next regular meeting will be scheduled for **Wednesday, March 10th at 10:00AM**. The preferred consulting firm will be asked to speak at this meeting. Also at this meeting, all agencies need to have contributed their seed money to the group. Voting members will be asked to attend this meeting in person, non-voting members through Webex. Cassaro asked the group if there were any additional comments or concerns before the meeting adjourned, to which no member responded.

Cassaro asked for a motion to adjourn the meeting.

Reininger made the motion.

Boyer seconded.

The meeting adjourned at 10:28AM.