

**ROCK RIVER WATERSHED GROUP
MEETING MINUTES
FOUR RIVERS SANITATION AUTHORITY
JULY 14, 2021**

Greg Cassaro called the Rock River Watershed Group to order at 10:00AM. The meeting was held in the Board Room at the Graceffa Administration Building, 3501 Kishwaukee Street, Rockford, Illinois. Due to technical errors, the Webex website was unavailable for non-voting members to call into the meeting.

Attendees responded to roll call.

Board members present: Greg Cassaro, FRSA (Four Rivers Sanitation Authority, fka RRWRD); Dan Barber, Rockton; Adam Lanning, Rochelle; Anne George, Woodstock; Ed Cox, Rockfalls; Josh McNitt, Dixon; Michael Christensen, FRSA; Sean Von Bergen, Winnebago County; Nick Steiner, Belvidere by proxy of Brent Anderson.

Also in attendance was Pat Kelsey and Brian Valleskey of Deuchler Engineering, and Ed Fitzgerald of FRSA.

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.

Christensen 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 the current account balance for the Group stands at \$225,502.41. An additional invoice was received from Deuchler Engineering for the amount of \$4,928.

Barber asked that a motion be made to approve the payment.

Cox made the motion.

Lanning seconded.

Cassaro called for a vote.

All AYES were declared.

Payment of invoice to Deuchler Engineering is approved.

Cassaro asked that a motion be made to approve the Treasurer's Report.

McNitt made the motion.

Lanning seconded.

Cassaro called for a vote.

All AYEs were declared.
Treasurer's Report is approved.

Moving on to Reports of Committees, Cassaro turned the floor over to Kelsey to bring the Group up to speed on the progress of the consulting firm and the subcommittee. Kelsey stated that about half of the agency members have submitted the data requested by Deuchler. Deuchler will be reaching out to the agencies that have not completed the data submittal as a friendly reminder to get the information sent in. Deuchler is currently working on data collections and won't have much to report on until all the necessary information is compiled. They'll have the information and be able to provide a progress report at the September meeting.

Kelsey also informed the Group that Rishab Mahajan of Geosyntec will be hosting a lunch webinar and has requested that the RRWG participate and select one member to make a presentation during the October meeting. This presentation is an opportunity to showcase the RRWG, outline the Group's progress thus far, and also help find any additional POTWs throughout the state that are not currently members of a watershed group but may be interested in joining. The consensus from the Group was that Cassaro should be the one to speak on behalf of the RRWG during the webinar. Mahajan will reach out to Cassaro with more information as the webinar comes closer.

To the point of additional members to the RRWG, Kelsey informed the Group of the subcommittee's discussion of a final round of invitations to local agencies to join the Group. Deuchler will draft letters to any agencies they believe will have a potential interest, provide the letters to Cassaro for his signature as chairman, and the letters will be distributed.

Continuing to Old Business, Cassaro opened the floor for a return discussion of the RRWG website. Cox had sent out an email to the Group the night prior with the contact information and estimated pricing of a media consultant to be able to build and edit a website. The estimated cost was less than \$1400 for the total construction of the site, not including minimal additional fees incurred to secure the domain name or hire the firm to make changes to the site as needed. Christensen responded that the pricing estimates look good. Cassaro tasked the Group to take the information into consideration and the Group will revisit the discussion at the next month's meeting, to which then hopefully the Group is ready to move forward.

New Business listed a website subcommittee formation discussion. Since decisions on the website have been tabled until the next meeting, discussion on the creation of a new subcommittee have also been tabled.

The last item of business was the Action Items for the next meeting. Cassaro asked that the Group continue to think about the website and the direction the Group would like to proceed

in. Agencies within the Group also need to make sure they have submitted the necessary data requested by Deuchler in order for them to proceed with the data collections. As they are occupied in the data collections process, the consultants will not be present at the next meeting in August. Cassaro asked the Group if there should be a meeting in August still or skip until September, to which the Group responded that an August meeting would still be beneficial. The current practice of scheduling the next meeting falls on the second Wednesday of every month, however Cassaro and Christensen noted that they will be substantially unavailable on the second Wednesday in August. The Group determined that the third Wednesday was suitable, so the next Watershed meeting will be scheduled on **Wednesday, August 18th at 10:00AM**. There will not be a subcommittee meeting scheduled for August. Cassaro asked the Group if there were any additional comments before the meeting adjourned, to which no member responded.

Cassaro asked for a motion to adjourn the meeting.

Barber made the motion.

George seconded.

The meeting adjourned at 10:28AM.