

**ROCK RIVER WATERSHED GROUP
MEETING MINUTES
FOUR RIVERS SANITATION AUTHORITY
OCTOBER 12, 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. Non-voting members attended through GoToMeeting, Board members attended in person.

Attendees responded to roll call.

Board members present: Greg Cassaro, FRSA; Adam Lanning, Rochelle; Matt Trotter, Rock Falls; Dan Barber, Rockton; Josh McNitt, Dixon; Anne George, Woodstock; Michael Christensen, FRSA.

Also in attendance was Leonard Dane of Deuchler 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 that the current Group balance lies at \$214,403.94, not including a first bill from Stahr Media which will be taken care of later today. Cassaro also had an outstanding invoice received from Deuchler Engineering, which Barber will look into getting paid out.

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

Trotter made the motion.

George seconded.

Cassaro called for a vote.

All AYES were declared.

Treasurer's Report is approved.

Continuing to Old Business, Cassaro reminded the Group that each agency needs to submit their historical sampling data to Deuchler. From the previous meeting, Brian Valleskey of

Geosyntec stated they only needed the information from Woodstock and Dixon, provided electronically. George responded that she's working on getting her data compiled in excel format and will be submitting this to Deuchler once completed. Dixon noted that they should be up to date on this. Leonard Dane from Deuchler will follow up and make sure they have all the information they need from the RRWG.

The next item in Old Business pertains to the RRWG website. Trotter stated to the Group that not a lot of progress has been made on the website project thus far. As this is early stages, Stahr Media has drafted a contract to be signed by Cassaro and Reininger, and is requesting to be paid for half of the cost of building the website upfront, and will bill the other half once the site is completed.

Cassaro asked that a motion be made to approve the payment of \$662.50 to Stahr Media for website development.

Barber made the motion.

Christensen seconded.

Cassaro called for a vote.

All AYES were declared.

Payment to Stahr Media is approved.

There are several requested items to be included in the website development, of which include the Bylaws, photos, mission statement, FAQ's such as "What is a watershed?", a map outlining the areas covered within the watershed, any monitoring information, and the monthly meeting minutes. Applicable documents can be sent to Trotter and he'll relay them to Stahr Media. Meeting minutes will be sent to Stahr directly moving forward.

The last items in Old Business are the invitation letters to surrounding agencies and the invitation to Fred Andes to speak before the RRWG. Deuchler has not yet provided the invitation letters to Cassaro to sign before mail-out. Dane is going to look into this and hopefully be able to provide the letters by the next meeting. At which, Cassaro is looking to try to have Fred Andes scheduled. He has been unable to get in touch with Fred yet but will see if he's available to attend the November meeting.

Moving on to New Business, there were no items listed on the agenda but Cassaro asked the Group to consider his previous suggestion of reducing the meeting frequency. The attendees and items for discussion appear to be getting smaller, especially as the Group is in a holding pattern between milestones toward the acquisition of the NARP. Cassaro asked the Group if they would be interested in meeting every other month instead of monthly, to which many members responded they would be amenable to this. Barber responded that any information coming from Deuchler can be relayed through Lanning and a subcommittee meeting can be scheduled as necessary. Lanning agreed, while also noting that meeting every other month may depend on when Fred Andres is available to come speak to the Group. Cassaro determined that the Group will plan to meet as usual in November but may forego the December meeting depending on the agenda load.

The last item in New Business came from Barber. After receiving the start-up information to join the Watershed Group, the City Manager of Harvard told Barber that they would not be submitting any payments until they have the NARP in hand. Barber tried to relay that there are costs affiliated with the development of the NARP and therefore require upfront payment but the City Manager is holding firm. Barber is going to continue discussions with the City Manager and the POTW representative Jim Grant in order to help Harvard officially join the RRWG.

In Action Items for the next meeting, Deuchler will work on providing the invitation letters to additional agencies. Cassaro will reach out to Fred Andes to check his availability. Requested information will be sent to Trotter to provide Stahr Media for the website development. Woodstock will finalize their data submission for Deuchler. The Group is asked to consider changing the meeting regularity and be ready to discuss next month. Barber will speak with the representatives from Harvard to get them squared away about the dues. Geosyntec will be providing a preliminary data review presentation. With no other discussion, the Group prepared to schedule the next meeting. The second Wednesday of the month falls on November 10th. Hearing no objections, the next Watershed meeting will be scheduled on **Wednesday, November 10th at 10:00AM**. There were no recommended needs for a subcommittee meeting at this time.

Cassaro asked for a motion to adjourn the meeting.

Barber made the motion.

Christensen seconded.

The meeting adjourned at 10:25AM.