

**ROCK RIVER WATERSHED GROUP  
MEETING MINUTES  
FOUR RIVERS SANITATION AUTHORITY  
SEPTEMBER 8, 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; Brent Anderson, Belvidere; Matt Trotter, Rock Falls; Sean Von Bergen, Winnebago County; Dan Barber, Rockton; Josh McNitt, Dixon; Jim Grant, Harvard.

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

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Cassaro opened the floor for discussion of last month's meeting minutes.

Cassaro asked that a motion be made to approve the minutes.

Trotter made the motion.

Von Bergen seconded.

Cassaro called for a vote.

All AYE's were declared.

Minutes from last month's meeting are approved.

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Cassaro turned the floor over to Barber for the Treasurer's Report. Barber provided each member with a copy of the latest bank statement, which lists the Group's account balance as \$220,574.44. This does not take into account the latest payment of Deuchler bill in the amount of \$6170.50.

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

Anderson made the motion.

McNitt seconded.

Cassaro called for a vote.

All AYE's were declared.

Payment of Deuchler bill and Treasurer's Report is approved.

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Skipping to Reports, Cassaro turned the floor over to Valleskey of Geosyntec for a brief presentation of the firm's data thus far. Valleskey presented a map of where the data already submitted lies, where there are more risks of eutrophication, and where there might be some gaps in data across the rivers. While no decisions have been made just yet, Valleskey posed the idea to the Group to consider including the Green River and its corresponding agencies into the RRWG. As it stands, Valleskey noted that most RRWG agencies have submitted their data, though Woodstock and Dixon need to submit an electronic version rather than paper so that the information can be transferred to the engineering firms' data sheets. On the call was Rishab Mahajan of Geosyntec who told the Group that the formatted excel spreadsheet can be distributed among members to insert their data into and send back to the firm to help streamline data collection. Cassaro agreed, noting that it would be important for each member to have access to this spreadsheet.

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Continuing to Old Business, Cassaro asked that Trotter provide an update to the Group on the progress of the RRWG website. Trotter noted that should the Group move forward with this vendor for the website, she's going to need information and regular correspondence from the Group for posting approval, which may prove difficult since the RRWG only meets once a month. The website creation would take an estimated 4-6 weeks so long as the Group is regularly responsive. Trotter recommended a subcommittee or official liaison be appointed to help keep the website moving. As such, Janel with Stahr Media is ready to move forward once the Group is. Cassaro asked the Group if there was any interest in assisting with the website project. Trotter responded that he's not opposed to remaining the website liaison, but thought it was worth noting that he doesn't have as much information or experience as other members of the RRWG who have been there longer. Cassaro proposed Trotter remain the liaison and is able to communicate with the Group as needed for any questions or approval. With no other discussion, Cassaro asked that a motion be made to accept the proposal from Stahr Media to be the creator of the official RRWG website.

Barber made the motion.

McNitt seconded.

Cassaro called for a vote.

All AYES were declared.

Stahr Media's bid to create the website has been approved and is ready to move forward with Trotter as the vendor's spokesperson.

The next item in Old Business is the creation of the RRWG's letterhead. Cassaro drafted a quick sample of the letterhead using the Group's logo previously provided by Ed Cox of Rockfalls. Cassaro asked the Group if there was any discussion on the letterhead. Hearing none, Cassaro determined that no motion was necessary, and the letterhead form will be sent to Deuchler for them to include on the Group's invitation letters. Cassaro asked the Group if Green River agencies should be included in the invitation letters. Lanning responded, asking if this would expand the Group's boundaries. Both Kelsey and Cassaro answered yes, that it would add a significant amount of river body to the RRWG's jurisdiction. Of the potential applicable agencies, MS4s may be considered but keeping in mind that they are under no obligation to join a watershed, and therefore only nominal membership fees can be asked of them. The Group

determined that the invitations will be distributed to any related members, including MS4s, and any agencies that express interest in joining will then be discussed by the RRWG for approval.

The last item in Old Business is the matter of inviting Fred Andes to attend a RRWG. Cassaro has not invited him yet but will be reaching out to him to see if he's available to join the October meeting.

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In Action Items for the next meeting, Deuchler will combine the letterhead with the letter text and get the invitations ready to be sent out. Cassaro requested the Group be as collaborative as possible in compiling the invitation list. Deuchler will also send the Group the spreadsheet used to assemble and analyze the data sets provided by each agency. Cassaro will reach out to Fred Andes to check his availability. With no other discussion, the Group prepared to schedule the next meeting. The current practice of scheduling the next meeting falls on the second Wednesday of every month, however Cassaro noted that he will be unavailable for the second Wednesday of October, which falls on 10/13. The Group determined that they would be available to meet instead on the second Tuesday, so the next Watershed meeting will be scheduled on **Tuesday, October 12<sup>th</sup> at 10:00AM**. There were no recommended needs for a subcommittee meeting at this time.

Cassaro asked for a motion to adjourn the meeting.

Trotter made the motion.

Barber seconded.

The meeting adjourned at 10:41AM.