

**ROCK RIVER WATERSHED GROUP
MEETING MINUTES
FOUR RIVERS SANITATION AUTHORITY
APRIL 13, 2022**

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. The meeting was open for in-person attendance by both Board and non-voting members.

Attendees responded to roll call.

Board members present: Greg Cassaro, FRSA; Jeff Reininger, South Beloit; Dan Barber, Rockton; Adam Lanning, Rochelle; Brent Anderson, Belvidere; Matt Trotter, Rock Falls; Michael Christensen, FRSA; Jim Grant, Harvard; Jim Mangum, Marengo.

Also in attendance was Ed Fitzgerald and Tim Hanson of FRSA and Pat Kelsey of Fehr-Graham.

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

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

Anderson made the motion.

Barber 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 informed the Group that the Siefert tax filing has been completed; it has been signed by Barber and Cassaro and will be ready to be sent out later this day. There was a minimal filing fee of \$30 for the filing of each of the two documents for the RRWG tax returns. Invoices for each entity's annual dues have been sent out. These invoices will be revised to reference each agency's list of service accounts and the invoices will be re-distributed.

Barber asked that a motion be made to approve the \$3598 payment to Fehr-Graham.

Anderson made the motion.

Christensen seconded.

Cassaro called for a vote.

All AYES were declared.

Payment is approved in the amount of \$3598 to Fehr-Graham.

Barber asked that a motion be made to reimburse Four Rivers Sanitation Authority for \$8.95 for the postage required in mailing the IL state tax exemption application.

Reininger made the motion.

Anderson seconded.

Cassaro called for a vote.

All AYE's were declared.

Payment is approved in the amount of \$8.95 to Four Rivers Sanitation Authority.

Barber asked that a motion be made to approve 2 checks being issued to the state Attorney General Trust Fund for the amount of \$30.

Christensen made the motion.

Grant seconded.

Cassaro called for a vote.

All AYE's were declared.

Payment is approved in the amount of \$30 to the state Attorney General.

Barber concluded the Treasurer's Report by noting that the RRWG account balance sits at \$165,599.19. Cassaro added that the RRWG will soon be able to make the purchase of the Sonde units for sampling. The Illinois Department of Revenue have responded to the application for tax exemption and informed Cassaro that the application will be approved and processed but the duration may take up to 90 days from the date of submittal.

Moving on to Old Business, Cassaro turned the floor over to Kelsey. Kelsey received a response from Brant Fleming of the IEPA on scheduling a phone conference. Of the possible dates, the Group determined that April 21st between 10AM-11AM would work. This conference is designed to get feedback from Brant on the adoption of the submitted work plan as well as request the agencies of the RRWG be coordinated to the same due date for the NARP. Kelsey will send out invites and further information on the phone conference.

In New Business, Cassaro asked all members to submit a recommended phone number in order to create a master contact list for each agency member. Once compiled, the list will be sent out to the Group. The last item of New Business pertains to the EJCDC Agreement provided by Kelsey. This is a standard engineering owner construction contract with revisions to remove any reference to construction entities as it applies to the RRWG. The draft has been reviewed by the legal team at Fehr-Graham and is currently in review by Cassaro and Fitzgerald. Cassaro noted that he went through the scope of services and was able to approve of it. Fitzgerald will review the professional/legal services and provide his stamp of approval when ready; after such, the contract will be approved.

As recently appointed website liaisons, Christensen and Overman demonstrated the most current version of the RRWG website of which included revisions to available resources, Board documentation and membership, and information on what the RRWG is hoping to achieve. Additional changes still need to be made before the website is ready to go live. Agency members were asked to send any pictures of their outfall to Overman as well as a company logo if they have one.

Action items for next meeting include the submittal of dues by each member. Kelsey will send out correspondence as to the meeting with Brant Fleming from IEPA. Cassaro asked if Kelsey would be able to provide a final draft of the professional services agreement by the next meeting in order for Cassaro to sign it. In the interest of expediting the process, the Group suggested that signing the contract not wait until the next meeting.

Cassaro asked for a motion to approve his signing the agreement once the legalese has been reviewed by Fitzgerald, prior to the next month's meeting.

Barber made the motion.

Reininger seconded.

Cassaro called for a vote.

All AYE's were declared.

Cassaro will sign the contract once it has been finalized.

With no further discussion, the Group will next meet on **Wednesday, May 11th at 10:00AM.**

Cassaro asked for a motion to adjourn the meeting.

Christensen made the motion.

Anderson seconded.

The meeting adjourned at 10:37AM.