

**ROCK RIVER WATERSHED GROUP
MEETING MINUTES
FOUR RIVERS SANITATION AUTHORITY
FEBRUARY 9, 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. Non-voting members attended through GoToMeeting, Board members attended in person.

Attendees responded to roll call.

Board members present: Greg Cassaro, FRSA; Jeff Reininger, South Beloit; Dan Barber, Rockton; Anne George, Woodstock; Brent Anderson, Belvidere; Josh McNitt, Dixon; Michael Christensen, FRSA; Sean Von Bergen, Winnebago County; Jim Grant, Harvard; Jim Mangum, Marengo.

Also in attendance was 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.

Reininger seconded.

Cassaro called for a vote.

All AYE's 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 tax information has been sent to Siepert for their assistance in the 2021 filing. Siepert provided form 990 Checklist in order for the RRWG to be considered a charitable organization that can receive donations from the public. Cassaro noted that this endeavor may be too cumbersome and not worth the hassle given the unlikelihood of receiving public donations. Barber is going to get more information from the accountants as to what is required from the Group in order to be classified as a charitable organization. Additionally, the current account balance rests at \$170,521.19. Following a deposit and the approval of payment to Fehr Graham, the account balance will be \$168,745.11.

Cassaro asked that a motion be made to approve the \$7318.08 payment to Fehr-Graham.

Reininger made the motion.

Christensen seconded.

All AYE's were declared.

Payment is approved in the amount of \$7318.08 to Fehr-Graham.

Following the estimated account balance, Barber demonstrated for the Group the cost analysis he created. With the remaining balance and projected costs required from the NARP work plan, Barber found that raising the cost per service account to \$5 would cover the sampling plan. Christensen had also estimated the cost per service account stretching over a 3-year period which would help to limit raising the annual dues by too much. Cassaro noted that the Bylaws state the RRWG hold one “Annual Meeting” each year in which the Group determines the dues structure for the upcoming fiscal year.

Cassaro asked that a motion be made to approve March 2022 as this year’s annual meeting.

Christensen made the motion.

Barber seconded.

All AYEs were declared.

The Annual Meeting will take place during the March regular board meeting.

Moving on to Old Business, Cassaro has received the formal letter of intent from Marengo and the Harvard letter of intent was sent just prior to the start of the meeting. Both letters will be kept on file. Cassaro expressed to the Group that the open membership should come to an end; the NARP work plan has been created and adding new members to the Group would add time, miles, and cost to the Group’s load. With Marengo and Harvard moving forward as members of the RRWG, Geosyntec needs to receive their sampling data.

New Business is fairly heavy with the discussion on the final draft of the NARP work plan provided by Fehr-Graham with the assistance of Geosyntec and Black&Veatch. Once the final draft has been approved by the RRWG, the work plan will be submitted to the IEPA for approval. The work plan has been prepared containing very thorough budgetary analyses and anticipated sampling tasks. Once the work plan has been sent to the IEPA, Kelsey stated that the consultants would be following up with the IEPA shortly after to confirm receipt and to see if there are any questions on the NARP. The purpose of which would be to make sure the work plan stays on track for the deadline and budget. Cassaro expressed interest in participating in the phone call as well as asking the IEPA to consider a December 2024 deadline for the entire group. In the discussion of the final draft, Anderson asked if the draft reflected the potential ISU involvement. Kelsey answered yes; the consultant would utilize two interns and a professor in the sampling and data collections as well as one graduate student that would have access to the data in order to produce a master thesis. Reininger noted the work plan covers sampling from July through September and asked if there was any benefit to begin sampling in May or June. Kelsey responded that the consultants found July through September to be the most beneficial periods in which to sample as it would be the peak season and follows a more targeted monitoring plan. Mangum informed the Group that there were some members missing from the introductory page of the work plan; this includes Marengo, Harvard, and Rochelle. Kelsey will see that this is revised and completed before the NARP is sent to the IEPA.

Cassaro asked that a motion be made to approve the presented final draft of the NARP work plan, with the exception of the required update in RRWG POTWs. Reininger made the motion.

Barber seconded.

All AYE's were declared.

The NARP work plan has been approved for submittal.

With Lanning and Trotter absent from the meeting, Reports of Committees for work plan sampling and website update has been skipped.

In consideration for the next meeting, Cassaro noted that the first RFP that the RRWG sent out was to get the Group to this point. The consultants have developed a work plan to be submitted to the IEPA. Next steps for the Group are to carry out the work plan, assuming approval from the IEPA goes smoothly. Reininger asked the Group if the most seamless course of action would be to stick with the firm that created the NARP in order to execute it, rather than be delayed with the receipt of RFPs from another consultant. The Group concurred that they would like the consultant for implementing the NARP to be one of the three consulting firms that assisted in writing the work plan; Geosyntec, Black&Veatch, and Fehr-Graham. On the call, Rishab Mahajan as well as Kelsey agreed that the determination of which consultant will be the "lead" organization for implementation shall be figured out internally, and will update the RRWG by the next meeting. The proposal for this work will also be provided by the next meeting.

Action items for next meeting, Fehr-Graham will submit the final draft of the NARP work plan, as well as call the IEPA for follow-up questions and include Cassaro on the call. Barber will work with Siepert to complete the 2021 tax filing for the RRWG. The engineering consultants will have a proposal and a lead firm ready to present to the Group.

With no further discussion, the Group will next meet on **Wednesday, March 9th at 10:00AM**. This will be the Annual Meeting and will be titled as such.

Cassaro asked for a motion to adjourn the meeting.

Reininger made the motion.

Christensen seconded.

The meeting adjourned at 11:04AM.