

ROCK RIVER WATERSHED GROUP
ANNUAL WATERSHED MEETING
MEETING MINUTES
FOUR RIVERS SANITATION AUTHORITY
MARCH 9, 2022

Greg Cassaro called the Rock River Watershed Group to order at 10:09 AM. 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; Matt Trotter, Rock Falls; Adam Lanning, Rochelle.

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.

Reininger made the motion.

Anderson 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 asked that a motion be made to approve the \$10,464 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 \$10,464 to Fehr-Graham.

With the payment to Fehr-Graham, the RRWG account balance sits at \$158,281.11. Additionally, Barber is working with Siepert and should have the Group's taxes back shortly. Barber also informed the Group that he and Siepert are still in the process of setting up the RRWG to receive charitable donations.

Moving on to Old Business, Cassaro turned the floor over to Kelsey in order to discuss the final draft of the NARP workplan. Kelsey confirmed that the draft workplan was sent to the IEPA approximately 2 weeks ago. Kelsey has received correspondence that the IEPA has received the workplan but has not yet had a chance to review it. They will contact Kelsey after the review. Cassaro confirmed it was still the intention of the Group to participate in an online call between the members of the board and the IEPA in order to discuss the workplan as well as propose each agency of the Group receive the same due date for their NARP. As far as next stages for the NARP, Kelsey stated that the engineering firms coordinated together and created a proposal for the next phase of implementing the workplan. As such, Kelsey feels confident that the Group would be ready to begin sampling and deploying the Sonde measuring units by July. Fehr-Graham estimates that 16 Sonde units will be required in order to complete the necessary sampling. These units have been reserved from Xylem in anticipation of this portion of the NARP and can be purchased with the Group's approval. Cassaro asked if Xylem assured the immediate availability of these Sonde units, to which Kelsey replied that they did. Barber asked who would be responsible for maintaining the units. Kelsey responded that Fehr-Graham would maintain the Sondes, download the data, and mount the units. Fehr-Graham will be hiring the ISU students to help with this process in exchange for having access to the data it yields. The grand total for this endeavor with Fehr-Graham will be \$735,000. Kelsey asked that the Group at least consider approving the purchase of the Sonde units at this board meeting so Fehr-Graham can move forward with that PO.

Cassaro asked that a motion be made to approve the Fehr-Graham proposal NTE \$735,000, contingent upon attorney approval.

Barber made the motion.

Christensen seconded.

Cassaro called for a vote.

All AYES were declared.

The Fehr-Graham sampling proposal for the NARP is approved.

Cassaro asked that a motion be made to approve the purchase of 16 Sonde units through Fehr-Graham NTE \$133,000.

Christensen made the motion.

Reininger seconded.

Cassaro called for a vote.

All AYES were declared.

The purchase of 16 Sonde units is approved.

The first item to discuss in New Business pertains to the cost per service account which is to be determined at each annual RRWG meeting. With the budgetary spreadsheet Barber created, he estimated that \$4 per account would suffice. This would cover known expenses such as the Fehr-Graham proposal as well as a little extra for any unknown expenses. Cassaro noted that the FRSA finance department has budgeted in accordance to \$4 per service account and would be able to cut that check as soon as May 2nd. Cassaro informed the Group that he would be in favor

of the \$4/account. Then the following year, the Group can readjust the cost per service account to a lower figure if necessary. With the previous year's dues set at \$2, Lanning asked if \$3 per account would be adequate. Reininger stated that \$4 would be best to make sure the Group is funded enough to proceed through the NARP workplan. Barber concurred, noting that the IEPA may also impose extra steps that could carry additional expenses.

Cassaro asked that a motion be made to set the 2022-2023 dues at \$4 per service account.

Reininger made the motion.

Christensen seconded.

Cassaro called for a vote.

All AYES were declared.

The RRWG 2022-2023 dues are set at \$4 per service account.

The next portion in the discussion of service accounts pertains to the amount each agency holds. Cassaro asked the Group if these numbers were still accurate or if it's warranted to re-submit the service accounts. Most members agreed these numbers should be re-submitted from effective date January 1. Cassaro asked the Group if they would like to submit numbers every year or perhaps every 3 years. Reininger observed that since the dues have just been set, adjusting the amount of service accounts would be moot for this year unless the Group decided to revisit the cost per account discussion. Reininger proposed that each agency submit by March 2023 the number of active accounts as of January 2023.

Cassaro asked that a motion be made to keep the current agency service account numbers and the Group will review these again in 2 years; with a submittal of March 2024 for data effective January 2024.

Barber made the motion.

Christensen seconded.

Cassaro called for a vote.

All AYES were declared.

The number of service accounts will remain the same until review January 1, 2024.

Cassaro presented a point of order to the Group that the bylaws state all elected officers shall serve a term of 3 years at which point the Group will host a new election. The current sitting officers were elected in October 2020 so their term will conclude October 2023.

Skipping over to the website subcommittee, Trotter informed the Group that he would like to step down as the website liaison. This role will now be taken over by Christensen and Overman.

Returning to New Business, with the implementation of second year dues, Cassaro suggested that the Group officially conclude the open membership. Group members agreed.

Cassaro asked that a motion be made to conclude the open membership to the Rock River Watershed Group.

Dan made the motion.

Anderson seconded.

Cassaro called for a vote.

All AYES were declared.

The open membership to the RRWG has been closed.

The final item in New Business is that of the virtual option to attend the RRWG meetings. Given the current state of the community and the occasional hassle from setting up the virtual meeting, Cassaro asked if the Group would be open to in-person meetings only for any member that would like to attend. Kelsey confirmed that any representative from the engineering firms would be happy to fit our needs and attend in person if they would like to participate in the meeting.

Cassaro asked that a motion be made to hold RRWG meetings in-person only and no longer provide a call-in option.

Lanning made the motion.

Barber seconded.

Cassaro called for a vote.

All AYE's were declared.

Group meetings will no longer have a virtual call-in portion.

Action items for next meeting, Fehr-Graham will continue to liaison with the IEPA and schedule a web meeting between the IEPA and the board members of the RRWG. Barber will work with Siepert to finalize the tax return for the year.

With no further discussion, the Group will next meet on **Wednesday, April 13th at 10:00AM.**

Cassaro asked for a motion to adjourn the meeting.

Barber made the motion.

Christensen seconded.

The meeting adjourned at 11:10AM.