

Appendix A

UNION DITCH/VIRGIL DITCH WATERSHED STEERING COMMITTEE
MEETING MINUTES
January 9, 2013

The Union Ditch/Virgil Ditch Watershed Steering Committee (WSC) met on January 9, 2013 at 3:30 p.m. in the DeKalb County Administrative Building, Conference Room East, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Nathan Schwartz, Donna Prain, Dean Johnson, Karen Miller, Jeremy Lin, and Brian Gregory. Also in attendance were Rebecca Von Drasek and Deanna Doohaluk,.

1. **Roll Call** -- *Mr. Miller noted that Committee member Roger Steimel was absent.*
2. **Approval of Agenda** -- *Mr. Gregory moved to approve the agenda, seconded by Mr. Miller, and the motion carried unanimously.*
3. **Committee Organization and Structure**

Ms. Zurbrugg nominated Dean Johnson for the chair of the Committee and the nomination was approved unanimously.

Ms. Zurbrugg nominated Paul Miller as Vice-Chairman and the nomination was approved unanimously.

Mr. Miller moved that the Committee use Roberts Rules of Order and that a quorum of the whole be sufficient for approval of motions before the Committee. Following a brief discussion, the motion was approved unanimously.

4. **Watershed Plan Overview**

Mr. Johnson recognized Mr. Miller.

Mr. Miller provided the WSC with a brief history of the 319 grant application. He observed that the intent of the watershed study was to identify major features of the watershed and present potential solutions to water quantity and quality issues. Mr. Miller emphasized that he expected the process to review regulations, policies, and propose projects. He noted that the WSC was tasked with overseeing the 319 grant and the resulting watershed plan.

Karen Miller confirmed that the in-kind work being done by the Committee would be tracked. Ms. Doohaluk explained that the matching funds require reporting the work in-kind by Committee and staff members. She offered to provide staff with a spreadsheet for tracking those costs.

Ms. Doohaluk from Hey and Associates made a short Powerpoint presentation which informed the Committee of the watershed-based planning process. She explained that her firm and Baxter and Woodman would be the technical consultants and that they would gather information and create the actual plan.

Union Ditch/Virgil Ditch Watershed Steering Committee Meeting Minutes

The Committee briefly discussed the 319 grant and the process which would include identifying stakeholders, holding workshops, providing education, collecting data, and creating the plan.

Ms. Doohaluk explained that the timeline is roughly 18 months to complete the project and that the deadline is June of 2014. She highlighted the items to be completed, including workshops, education components, website, and the action plan for future projects.

The Committee also discussed the creation of a “refined” outline of the entire process at their next meeting.

5. Goals & Objectives

Ms. Miller was asked about Kane County’s experience with the Watershed planning process. She reported that there are similar watershed projects in Kane County (i.e. Blackberry Creek, Tyler Creek, and Ferson-Otter Creek). She noted that the stakeholders’ commitment to the watershed project is vital for success. Ms. Miller stated that the Fox River Watershed Group had completed extensive research on the local watersheds. Ms. Doohaluk agreed and noted that there was a copious amount of data related to the Fox River watershed.

Ms. Doohaluk said that the data would dictate the watershed modeling and project selection would be based on that modeling. In addition, she noted that conservation design and suggested changes to ordinances would be born from the watershed information gathered by the consultants.

Ms. Doohaluk informed the Committee that the goal and objectives would be created through the initial workshops.

6. Technical Advisory Committee Membership

The Committee discussed whom to appoint to the Technical Advisory Committee (TAC) and named, Joel Maurer, Jon Laskowski, Norm Beeh, Bill Lorence, Nathan Schwartz, Dean Johnson, and Jeremy Lin as prospective members.

Ms. Doohaluk explained that the TAC would be asked to review the modeling and load data to concur with the engineers on the measurement determinations.

Mr. Miller added that the TAC could also be adjusted if necessary in the future.

Ms. Zurbrugg moved to accept the names as the appointed TAC, seconded by Mr. Miller, the motion was approved unanimously.

7. Working Group Membership

The Committee briefly reviewed the list to date of property owners and those with potentially affected interests in the vicinity of the watershed would be kept apprised of the progress.

Staff requested Ms. Miller review the list and help identify important property owners on the Kane County side.

Mr. Miller noted that the "Working Group" members would be invited to attend upcoming workshops and would be provided with updates regarding the creation of the plan.

8. Next Steps

The Committee asked Ms. Doohaluk what her next steps would be. She planned to contact the County's GIS Department for all available information, and also mentioned beginning to collect whatever other information about major features (i.e. culverts, tiles, etc.) within the watershed. Mr. Miller offered to assist with the initial contact with the Information Management Office. Mr. Miller also offered to contact a local pipeline to find out if they have any information regarding field tiles.

In addition, the Committee decided that it would be important to hold the introductory workshops as soon as possible so as not to conflict with the planting season. After a brief discussion the first workshop was tentatively scheduled to be held March 5, 2013 at the Farm Bureau and directed toward agricultural producers and their needs, and the second workshop on March 7, 2013 at the Community Foundation Building and focused on the urban impacts on the watershed. The Committee agreed that Ms. Doohaluk would lead the workshops.

Ms. Prain arrived 4:05 pm

9. Next Meeting

After a brief discussion the Committee decided to meet monthly at 3:30 pm on the second Wednesday of the month.

The Committee will next meet on February 13, 2013 at 3:30 pm in the Conference Room East.

10. *Adjournment* -- Mr. Miller motioned to adjourn, seconded by Ms. Zurbrugg, and the motion carried unanimously.

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

DRAFT

UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE
MEETING MINUTES
February 13, 2013

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on February 13, 2013 at 3:30 p.m. in the DeKalb County Administrative Building, Conference Room East, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Donna Prain, Dean Johnson, Karen Miller, Diana Kamysz (for Committee member Jeremy Lin), Roger Steimel, and Brian Gregory. Also in attendance were Rebecca Von Drasek, Deanna Doohaluk, and Greg Millburg.

1. **Roll Call** -- *Mr. Miller noted that Diana Kamysz would be sitting in for Jeremy Lin. Donna Prain and Nathan Schwartz were absent*
2. **Approval of Agenda** -- *Mr. Miller moved to amend the agenda to include approval of the minutes and moved for approval of the amended agenda, seconded by Ms. Zurbrugg, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Mr. Gregory moved to approve the minutes from January 9, 2013, seconded by Ms. Zurbrugg, and the motion carried unanimously.*
4. **Refined Process Outline**

Ms. Doohaluk reported to the Committee that she intended to complete the Watershed Resources Inventory report for the IEPA by the end of April, 2013. She requested from the Committee data items that she still needed to create the Inventory. The Committee Members informed her of whom she could contact regarding each of the outstanding items.

Mr. Miller asked for a more detailed timeline for the Committee to reference and identify tasks necessary to complete prior to certain deadlines. Ms. Zurbrugg offered to review the deadlines and craft a more detailed timeline for the Committee.

The Committee briefly discussed the creation of a web page. Mr. Miller agreed to speak to the DeKalb County Information Management Office and request a link and a page for posting relevant information.

5. **Specific Goals and Objectives**

Ms. Doohaluk emphasized the need for the Committee to formulate goals for the watershed plan.

The Committee determined that in order to create draft goals prior to the March workshops all the Committee Members would submit five concerns for the watershed to Deanna Doohaluk to compile. Ms. Doohaluk explained that the concerns could be either specific site examples or larger concerns for the entire watershed.

Donna Prain arrived at 4 p.m.

6. Official Plan Name

After a brief deliberation the Committee members settled on the name Union / Virgil Ditches & East Branch of the Kishwaukee River Watershed Plan.

Mr. Miller moved to make the official plan name “Union / Virgil Ditches & East Branch of the Kishwaukee River Watershed Plan”, seconded by Ms. Prain, and the motion carried unanimously.

7. March 2013 Workshops

The Committee discussed creating, mailing, and posting the flyers for the March workshops.

Ms. Doohaluk explained that she would forward the March flyers to the EPA for review and approval.

Staff offered to distribute the flyers via e-mail and mail after Ms. Zurbrugg made a few updates.

Mr. Johnson volunteered to create four maps for the public to mark-up at the workshops.

The Committee also briefly discussed the proposed format for the workshops.

8. Next Meeting

The Committee will next meet on March 13, 2013 at 3:30 pm in the Conference Room East.

9. *Adjournment -- Mr. Miller motioned to adjourn, seconded by Ms. Zurbrugg, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

DRAFT

UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE
MEETING MINUTES
March 13, 2013

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on March 13, 2013 at 3:30 p.m. in the DeKalb County Administrative Building, Conference Room East, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Donna Prain, Dean Johnson, Karen Miller, Jeremy Lin, Roger Steimel, and Adam Orton (for Committee member Brian Gregory). Also in attendance were Rebecca Von Drasek, Deanna Doohaluk, and Dan Gibble.

1. **Roll Call** -- *Jeremy Lin, Donna Prain, and Nathan Schwartz were absent*
2. **Approval of Agenda** -- *Mr. Miller moved to approve the agenda, seconded by Ms. Zurbrugg, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Ms. Zurbrugg moved to approve the minutes from February 13, 2013, seconded by Ms. Karen Miller, and the motion carried unanimously.*

Jeremy Lin arrived 3:40 pm

4. **Sycamore Park District Input**

Mr. Johnson introduced Mr. Gibble from the Sycamore Park District. The Park District representatives were unable to attend the March 7, 2013 workshop and asked to have a time to meet with the Steering Committee to discuss the watershed plan.

Mr. Gibble provided the Committee members with a packet of materials and made a brief presentation detailing the current and future development of Park District properties. He highlighted the willingness of the District to partner with local entities to complete projects. He also pointed out what resources the Park District could offer. He concluded with the observation that the District could not complete the projects alone and looked forward to finding projects that would address watershed issues.

Ms. Zurbrugg asked if the Park District was aware of the Live Healthy Initiative, specifically its emphasis on hiking/biking trail projects. Mr. Gibble said he was not aware of the Initiative. Mr. Miller added that the Park District is a member of DeKalb Sycamore Area Transportation Study (DSATS) so the Initiative is aware of the MPO's proposed and existing trail network.

Mr. Gibble explained that the District had recently created pond maintenance regulations. He explained that the District was working to convert five of the eight ponds under its jurisdiction to include more native species. He explained that naturalizing the ponds reduces maintenance costs, deters geese, and contributes to better water quality. Finally, he pointed out that the District owned a property between Airport Road and the East Branch that might be a good location for a future wetland project. He highlighted photographs from the packet of a similar

Union Ditch / Virgil Ditch Watershed Steering Committee Meeting Minutes

project which he had completed in Urbana, IL. He stated that the constructed wetland project may also include foot trails and soccer fields.

Ms. Doohaluk agreed to include the site as a possible wetland within the modeling component of the watershed plan. She noted that this would be a great target project for consideration for including in the final watershed plan.

Mr. Miller asked if the project might reduce flooding in the golf course. Mr. Gibble stated that the District was hopeful for that result.

Donna Prain arrived at 4 p.m.

Mr. Miller encouraged Mr. Gibble to attend the Steering Committee meetings in the future.

5. March 7th Workshop Review

The Steering Committee had originally scheduled two workshops. Due to bad weather the March 5th workshop was cancelled. The Committee hosted a workshop on March 7th at the DeKalb County Community Foundation building.

Mr. Johnson opined that the workshop had accomplished the goal of gathering stakeholder input. He asked the Committee members for their thoughts about the workshop.

Ms. Prain observed that people in attendance were generally positive and provided quality input.

Ms. Zurbrugg stated that initially she was concerned that attendance was too low but after observing the workshop she stated that the attendance was the right number for the venue.

Ms. Miller thanked Ms. Zurbrugg for offering the venue.

Mr. Miller expressed interest in seeing all of the comments tallied, and in comparing findings of future workshops.

Ms. Miller stated she hoped that more municipalities could be encouraged to attend future workshops.

Mr. Miller asked the Committee if another workshop was needed. Following a brief discussion the Committee decided that more information would be better than too little and they concluded a second workshop should be held. The Committee chose April 10, 2013 at the 7 pm at the DeKalb County Farm Bureau building.

6. Goal Prioritization -- Ms. Doohaluk said she is generating Goals and Objectives based on the tally of Committee Members and workshop attendees comments.

7. Project Timeline

The Committee noted staff's timeline spreadsheet and asked that it be distributed and posted on the web page.

Ms. Doohaluk also explained that she had not received a response regarding her request to the IEPA for an extension for the Water Resources Inventory Report. The Committee discussed the timeline briefly and Mr. Miller agreed to re-forward Ms. Doohaluk's request to the IEPA.

8. Miscellaneous: web page, logo, information distribution

The Committee discussed future informational meetings. Ms. Zurbrugg suggested the creation of a sub-committee to plan and organize these events. Following a brief discussion, Mr. Johnson, Ms. Prain, and Ms. Zurbrugg volunteered for the sub-committee.

Ms. Zurbrugg noted that her office was working on a logo for the watershed plan.

Staff informed the Committee that the web page had the general information posted on a page on the County web site.

The Committee also briefly discussed information distribution to the "Working Group" members. The Committee directed staff to send out a monthly reminder (a week prior to the Committee meeting) which would include the upcoming agenda and direct the "Working Group" members to the Watershed web page for review of the minutes. Ms. Prain also suggested adding an "unsubscribe" option to the e-mails.

9. Next Meeting

The Committee rescheduled their April 10, 2013 meeting to 6:00 pm prior to the planned workshop both meetings will be held at the DeKalb County Farm Bureau.

10. Adjournment -- *Mr. Miller motioned to adjourn, seconded by Ms. Zurbrugg, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE
MEETING MINUTES
April 10, 2013

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on April 10, 2013 at 6:00 p.m. in the DeKalb County Farm Bureau, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Donna Prain, Dean Johnson, Karen Miller, Roger Steimel, Nathan Schwartz, and Adam Orton (for Committee member Brian Gregory). Also in attendance were Rebecca Von Drasek, Deanna Doohaluk, and Jodie Wollnik.

1. Roll Call -- *Jeremy Lin was noted absent.*

2. Approval of Agenda -- Ms. Zurbrugg requested that the agenda be amended to include a discussion on logo ideas and student involvement.

Mr. Miller moved to approve the amended agenda, seconded by Mr. Steimel, and the motion carried unanimously.

3. Approval of Minutes -- *Ms. Zurbrugg moved to approve the minutes from March 13, 2013, seconded by Mr. Miller, and the motion carried unanimously.*

4. Watershed Plan Status

Ms. Doohaluk reported that the IEPA was on-board with the revised timeline she had proposed for the Watershed Resources Inventory. She informed the Committee that the information collection for the Inventory was almost complete. She also reported that the comments from the workshop were being combined for inclusion with the Inventory.

Mr. Miller asked Ms. Doohaluk when the first bill would be received for Hey & Associates services. Ms. Doohaluk responded that the first bill would be sent after the Inventory report has been finalized and submitted to the IEPA.

5. Logo Discussion

Ms. Zurbrugg provided the Committee with six sample logos. The Committee responded with feedback for Ms. Zurbrugg to make revisions and present the Committee with a final logo for approval.

6. Outreach Subcommittee Report

Ms. Zurbrugg reported that the Subcommittee had met and discussed the Outreach Programs the group would like to offer in the Fall. Ms. Zurbrugg provided the Committee with a handout detailing the Subcommittee's findings. She encouraged Committee members to review the handout and provide her with any comments. She noted that bus tours were proposed to try and encourage participants to realize the size and scope of the Watershed issue. Ms. Zurbrugg also invited any other members wishing to participate on the Subcommittee to let her know.

7. April 10 Workshop Preparation

Mr. Johnson explained that the Workshop following the meeting would be the same format as the March 7th Workshop.

8. Next Meeting

The Committee will next meet on May 8, 2013 at 3:00 pm in the Conference Room East. **Please note the change of the meeting start time to 3:00 pm.**

9. Adjournment -- *Mr. Miller motioned to adjourn, seconded by Mr. Schwartz, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson

Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE
MEETING MINUTES
May 8, 2013**

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on May 8, 2013 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Dean Johnson, Jodie Wollnik (for Committee Member Karen Miller), Roger Steimel, Jeremy Lin, and Brian Gregory. Also in attendance were Rebecca Von Drasek and Deanna Doohaluk.

1. Roll Call -- *Nathan Schwartz and Donna Prain were noted absent.*

2. Approval of Agenda -- Mr. Miller requested that the logo discussion be switched with the Water Resources Inventory on the agenda as staff attempted to contact Deanne Doohaluk for the conference call.

Mr. Miller moved to approve the amended agenda, seconded by Mr. Lin, and the motion carried unanimously.

3. Approval of Minutes -- *Ms. Zurbrugg moved to approve the minutes from April 10, 2013, seconded by Mr. Steimel, and the motion carried unanimously.*

4. Logo Discussion

Ms. Zurbrugg provided the Committee with sample final logo. The Committee responded with feedback for Ms. Zurbrugg to make final revisions. She agreed to make the changes and present the Committee with the final logo for approval.

Ms. Zurbrugg indicated that she would forward an electronic version to staff for inclusion on the web page and for distribution to the Committee.

Ms. Wollnik arrived at 3:10 pm.

5. April 10 Workshop Preparation

The Committee noted the Kane County drainage districts participation at the workshop. The Committee also observed that the discussion had included the regulation of dredging ditches.

Ms. Wollnik elaborated on the Kane County drainage districts difficulties due to the long time frame of inactivity.

Mr. Miller highlighted the summary sheets from Deanne Doohaluk.

Mr. Steimel confirmed that certain comments at the workshop were associated with an individual person.

The Committee spoke briefly about the Evergreen mitigation project.

The Committee contacted Deanna Doohaluk by phone at 3:20 pm.

The Committee agreed to send any additional information that should have been included within

workshop notes to Deanna.

6. Watershed Plan Status

Mr. Johnson confirmed that Ms. Doohaluk was continuing to create the specific goals for the watershed plan.

Staff asked if the goals would be part of the Watershed Resources Inventory. Ms. Doohaluk explained that the goals would be very specific and the process would continue to be refined and would be include with the Watershed Plan.

Ms. Doohaluk suggested that the Watershed Resources Inventory was close to being in a draft form for presentation to the Committee and IEPA.

Mr. Lin confirmed that the modeling will start after a presentation to the Committee at the July meeting to determine the best option for modeling.

7. Next Meeting

The Outreach Committee will meet in June to finalize the planning for the late summer outreach workshops. Ms. Zurbrugg invited other Steering Committee members to be part of the Outreach subcommittee.

Ms. Wollnik reported contacting a few farmers and others in the watershed for the bus tour. She agreed to drive the watershed and look for addition points of interest. She noted that the Village of Virgil was upgrading their septic systems which might also be an opportunity.

Mr. Gregory offered to host the tour group at the Sycamore treatment plant.

The Steering Committee will next meet on July 10, 2013 at 3:00 pm in the Conference Room East.

Please note the meeting start time of 3:00 pm.

8. **Adjournment** -- *Mr. Miller motioned to adjourn, seconded by Mr. Gregory, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE
MEETING MINUTES**

July 10, 2013

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on July 10, 2013 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Dean Johnson, Karen Miller, Roger Steimel, Diana Kamysz (for Committee Member Jeremy Lin), Donna Prain, Nathan Schwartz, and Brian Gregory. Also in attendance were Mike Konen, Rebecca Von Drasek and Deanna Doohaluk.

1. **Roll Call** -- *All members present.*
2. **Approval of Agenda** – *Mr. Schwartz moved to approve the amended agenda, seconded by Mr. Gregory, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Ms. Zurbrugg moved to approve the minutes from May 8, 2013, seconded by Mr. Steimel, and the motion carried unanimously.*
4. **Watershed Plan Status:**

Ms. Doohaluk updated the Committee as to the progress of the Watershed Inventory report. She highlighted deficiencies in information related to detention basins.

Ms. Prain outlined for the Committee a data-collection endeavor she organized to include within the Inventory report. The data collection would consist of a detention basin survey and a stream survey. Ms. Prain explained that students from Sycamore High School and NIU would be performing the field work. She briefly explained the procedural steps the students would follow and provided the Committee with a memo detailing the survey locations.

Ms. Miller agreed to ask Kane County municipalities about basin inventories.

Mr. Miller asked when the Inventory would be completed. Ms. Doohaluk responded that there was no hard deadline but she had a personal goal to have a draft by the end of July.

Mr. Johnson suggested that the identified survey locations become future data collection sites.

Ms. Doohaluk suggested that the mapping and basic outline should be completed by the beginning of August.

Mr. Johnson agreed to provide Ms. Doohaluk with a detailed list of agricultural projects within the watershed by program.

Ms. Doohaluk explained that once the Watershed Inventory was complete then the next step would be modeling the watershed. She noted that the Technical Advisory Committee (TAC) to the

Steering Committee would need to meet to review the proposed modeling structure.

5. Outreach Committee Report

Ms. Zurbrugg provided the Committee with a handout detailing the June 26, 2013 meeting of the Outreach subcommittee. The subcommittee decided on three community meetings, the first of which would be held either September 12th or September 19th for the Agricultural community, and the others which would be tours in the spring. Ms. Zurbrugg highlighted the proposed tour schedule for the Committee.

The Committee briefly discussed the proposed tour routes.

Ms. Zurbrugg noted that the original budget did not include the costs of the tours, she agreed to undertake the responsibility of applying for grants to cover the estimated \$5,000 costs.

The Committee also discussed the prospective “boating” tour and suggested that creating a list of snags within the watershed’s waterways might be useful information.

6. Next Meeting

The Steering Committee will next meet on August 14, 2013 at 3:00 pm in the Conference Room East.

8. Adjournment -- Ms. Prain motioned to adjourn, seconded by Mr. Schwartz, and the motion carried unanimously.

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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Note: These minutes are not official until approved by the Union / Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE MINUTES**
September 11, 2013

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on September 11, 2013 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Dean Johnson, Roger Steimel, Diana Kamysz (for Committee Member Jeremy Lin), Donna Prain, Nathan Schwartz, and Adam Norton (for Committee Member Brian Gregory). Also in attendance were Mike Konen, Norm Beeh, Jim Sparber (Baxter Woodman), Deanna Doohaluk and Jeff Wickenkamp (Hey & Associates), and Rebecca Von Drasek.

1. **Roll Call** -- *Karen Miller was absent.*
2. **Approval of Agenda** – *Mr. Schwartz moved to approve the agenda, seconded by Mr. Miller, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Mr. Miller moved to approve the minutes from July 10, 2013, seconded by Mr. Schwartz, and the motion carried unanimously.*
- 4.-7. **Water Resources Inventory Status** (Additional Data Collection, Modeling Options, and Identified Problem Areas)

Ms. Doohaluk updated the Committee as to the progress of the Water Resources Inventory report. She explained that a draft version of the report was provided to IEPA, and that IEPA staff requested a detailed stream inventory. However, she noted that the 319 grant application had not included funding for this research and that IEPA had agreed that the additional work is not required for this watershed project. Ms. Doohaluk informed the Committee she would ask IEPA to put in writing that the stream inventory was not necessary for the successful completion of the Watershed Plan.

Ms. Doohaluk did a short PowerPoint presentation for the Committee. The presentation updated the accomplishments of the Plan project to date, and highlighted two suggested modeling approaches PLOAD and HEC-HMS. Ms. Doohaluk explained that PLOAD would provide a good model of pollutants and HEC-HMS would provide information about the quantity of water. She noted that 45 sub-basins had been identified and the modeling would show how the sub-basins within the watershed function.

Union/Virgil Ditches & East Branch of the Kishwaukee River
Watershed Steering Committee Minutes
September 11, 2013
Page 2 of 2

The Committee and TAC members briefly discussed the models and confirmed that they would support these two options.

Ms. Doohaluk agreed to provide draft goals and objectives for the Watershed Plan to the Committee at the October meeting. She also provided a spreadsheet of the known problem areas which were taken from the information gathered at the Spring workshops. Mr. Miller noted that this list was previously provided to the members. The Committee agreed to review the spreadsheet and provide comments at the October meeting.

8. Watershed Tour -- Ms. Zurbrugg highlighted the upcoming bus tour and encouraged attendance. She provided the Committee with a copy of the tour survey which will be given to participants following the tour.

9. Next Meeting -- The Steering Committee will next meet on October 9, 2013 at 3:00 pm in the Conference Room East.

10. Adjournment -- *Mr. Miller motioned to adjourn, seconded by Mr. Schwartz, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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Note: These minutes are not official until approved by the Union/Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

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**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE MINUTES**

October 9, 2013

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on October 9, 2013 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Dean Johnson, Karen Miller, and Brian Gregory. Also in attendance were Jim Sparber (Baxter Woodman), Deanna Doohaluk and Jeff Wickenkamp (Hey & Associates), and Rebecca Von Drasek.

1. **Roll Call** -- *Nathan Schwartz, Donna Prain, Roger Steimel, and Jeremy Lin were noted absent.*
2. **Approval of Agenda** – *Ms. Zurbrugg moved to approve the agenda, seconded by Mr. Gregory, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Ms. Zurbrugg moved to approve the minutes from September 11, 2013, seconded by Mr. Miller, and the motion carried unanimously.*
4. **Report of Watershed Tour**

Ms. Zurbrugg reported that approximately 35 people attended the watershed tour. She provided the Committee with a summary the tour surveys, filled out by the participants. Ms. Zurbrugg noted that the majority of respondents indicated that they learned something from the tour. She informed the Committee that the costs would be covered as part of the in-kind match for the 319 Grant. Ms. Zurbrugg asked the Committee if the tour should be offered again in the Spring.

Mr. Johnson thanked Ms. Zurbrugg for her efforts. He encouraged the continuation of the tours noting the positive response to this type of outreach.

Ms. Doohaluk agreed with the participants' preference to preform an activity at each stop in the tour.

Ms. Zurbrugg noted that future tours might need to be longer and she also felt that the group needed to emphasize the history and objective of the Union/Virgil Ditches & East Branch of the Kishwaukee River Watershed.

The Committee thanked Ms. Zurbrugg, the Community Foundation, and the subcommittee for planning and providing the tour.

5. Review of Final Goals and Objectives

Ms. Doohaluk explained that the draft Goals and Objectives were created for review of the committee.

Ms. Zurbrugg asked if “green” infrastructure was included within the language of the goal and objectives section. The Committee briefly discussed the various meanings of “green” infrastructure.

Ms. Doohaluk noted that she correlates Best Management Practices (BMPs) with sustainable or “green” practices.

Mr. Wickenkamp noted that CMAP, Chicago Wilderness, and other planning documents might define the term “green” in a variety of ways. Ms. Miller noted that the Kane County plans also reference “green” infrastructure as both green practices (i.e. rain barrels, gardens, etc), as well as, greenways or open space.

Ms. Zurbrugg suggested that the discussion on how to define “green” infrastructure might be a pertinent discussion for the Winter outreach meeting for elected officials. Ms. Zurbrugg asked for Committee Members input and direction.

Mr. Miller asked that the Goals be rewritten as statements of fact. In that way, after efforts are taken to achieve the goals, they can be answered with a “yes” or a “no.” Ms. Zurbrugg agreed with Mr. Miller. Ms. Doohaluk agreed to reformat the goal as statements.

The Committee then discussed the outcomes and the realities of completing the projects suggested by the Watershed Plan. Mr. Gregory referenced a proposed dredging project and emphasized the difficulties in completing the project due to State agency oversight. Ms. Doohaluk agreed to acknowledge the importance of the cooperation of the stakeholders and agencies who oversee the projects within the Plan.

Ms. Doohaluk noted that the suggested responses to implement the goals of the watershed plan would include programmatic and project specific suggestions.

6. Report on Modeling

Ms. Doohaluk noted that final tweaks were being done to the models and she informed the Committee that they expected to run the models after finalizing the land use information. The consultants expect to have some results for the Committee by November, 2013.

Ms. Doohaluk noted that Ms. Prain has additional information to provide from the student data collection, as well as, finalizing information about detention basins.

7. Review of Identified Problem Areas

The Committee reviewed the spreadsheet created by Ms. Doohaluk from the comments received at the workshops. Ms. Doohaluk and Mr. Wickenkamp explained where applicable site specific solutions would be identified to address problems.

Mr. Miller also noted the benefit of identifying site specific problems to continue to encourage compliance.

Mr. Johnson observed that some of the items are not concerns rather than items of interest or best management practices which the workshops attendees were also encouraged to share. These items should be dropped off of the list of problem areas.

Mr. Wickenkamp also noted that when NPDES permits are involved with a specific use the suggestion within the spreadsheet might be to review the permits to confirm an understanding of the standards that an operator is required to meet.

The Committee discussed bridges within the watershed and discussed if those structures were the cause of flooding or simply located within areas prone to flooding. Mr. Wickenkamp agreed to review the specific sites and indicate if a bridge was undersized and would create a blanket statement regarding the need to review of bridges within the watershed.

After a brief discussion the Committee requested that the column heading "Submitted Concern" be re-titled "Submitted Observation." Mr. Johnson noted that be renaming the column Best Management Practices can also be highlighted.

The Committee reviewed the remaining items of the spreadsheet and supported the proposed solutions.

8. Next Meeting -- The Steering Committee will next meet on November 13, 2013 at 3:00 pm in the Conference Room East.

Ms. Doohaluk provided the Committee with a draft Table of Contents and internal Committee concerns to be discussed at the November meeting.

Ms. Zurbrugg also suggested for a future meeting a need for a discussion with how the group will

Union/Virgil Ditches & East Branch of the Kishwaukee River
Watershed Steering Committee Minutes
October 9, 2013
Page 4 of 4

distribute the plan.

9. Adjournment -- *Mr. Gregory motioned to adjourn, seconded by Mr. Miller, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE MINUTES**

November 13, 2013

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on November 13, 2013 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Dean Johnson, Karen Miller, and Nathan Schwartz. Also in attendance were Deanna Doohaluk (Hey & Associates) and Rebecca Von Drasek.

1. **Roll Call** – *Brian Gregory, Donna Prain, Roger Steimel, and Jeremy Lin were noted absent.*
2. **Approval of Agenda** – *Mr. Schwartz moved to approve the agenda, seconded by Ms. Zurbrugg, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Mr. Miller moved to approve the minutes from October 9, 2013, seconded by Ms. Zurbrugg, and the motion carried unanimously.*
4. **Discussion on Watershed Report Format**

The Committee reviewed the draft Table of Contents for the Watershed Plan. Ms. Doohaluk went through the handout and highlighted the various components to be included within the Plan.

Mr. Miller asked for a reference within the Introduction that the Union/Virgil Ditches and East Branch of the Kishwaukee River Watershed Plan would serve as a model for future watershed plans.

Ms. Miller requested that a section of the plan reference the importance of Illinois Drainage Law. After a brief discussion the Committee observed that the speakers John Wills and/or John Church, with the Fox River Program, may be good resources to tap into for future outreach workshops.

5. Best Management Practice Fact Sheets

Ms. Doohaluk provided the Committee with a draft Best Management Practice Fact Sheets, which will be included within Chapter Four of the Watershed Plan.

The Committee suggested including a list of suggested native vegetation species within the Fact Sheets.

6. Status of Modeling

Ms. Doohaluk gave a PowerPoint presentation regarding the data from the HEC-HMS model of the watershed. She acknowledged some basic assumptions that were made regarding the hydrology within the model, (ie. Bulletin 70 and Muskingum-Cunge equation). She explained that the results from the modeling will provide a valuable framework for future site specific modeling of the watershed which could include cross-sections. Ms. Doohaluk also noted that the results from the modeling will also allow the consultants to pinpoint locations within the watershed to suggest projects and find solutions to reduce flooding and improve water quality.

Ms. Doohaluk offered to present the results from the PLOAD model at the December meeting.

Ms. Zurbrugg asked Mr. Schwartz if this information would be helpful. Mr. Schwartz responded that for future road projects the County would be required to complete a full study. Ms. Doohaluk hoped having a larger area of the watershed already modeled would make the future studies more precise.

7. Review of Solutions and Best Management Practices

The Committee had a brief discussion regarding possible solutions and best management practices. Ms. Doohaluk noted that the consultants will review the models and make suggestions to reduce erosion, improve water quality and habitat protection

Ms. Zurbrugg suggested that the Plan include a cost benefit analysis to show how the Best Management Practices will save money.

The Committee discussed the possible failures of existing features and suggested design improvements that might retrofit the features to improve the flow and water quality within the watershed.

Ms. Doohaluk observed that the EPA has targeted the Kishwaukee River for projects and informed the Committee that grant applications are due in August. She suggested a partnership with the Sycamore Park District might result in a desirable project for the watershed.

Ms. Doohaluk also promised to review the Stormwater Ordinance requirements within the County and municipalities and suggest revisions to regulations that would promote better stormwater and water quality practices.

8. Next Meeting -- The Steering Committee will next meet on December 11, 2013 at 3:00 pm in the Conference Room East.

Ms. Zurbrugg also suggested for a future meeting a need for a discussion with how the group will rollout the plan, begin to conceptualize the outreach meetings, and possible future 319 applications.

9. Adjournment -- *Mr. Schwartz motioned to adjourn, seconded by Ms. Miller, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE MINUTES**

January 8, 2014

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on January 8, 2014 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Dean Johnson, Karen Miller, Brian Gregory, and Roger Steimel. Also in attendance were Deanna Doohaluk (Hey & Associates) and Rebecca Von Drasek.

1. **Roll Call** –*Nathan Schwartz, Donna Prain, and Jeremy Lin were noted absent.*
2. **Approval of Agenda** – *Ms. Zurbrugg moved to approve the agenda, seconded by Mr. Gregory, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Ms. Zurbrugg moved to approve the minutes from November 13, 2013, seconded by Ms. Miller, and the motion carried unanimously.*
4. **Status of Modeling**

Ms. Doohaluk reported that she was finalizing the PLOAD data setup and that she had encountered a problem the required technical expertise from a member of her firm. She explained that she would report on the data after the problem was resolved. Ms. Doohaluk noted that the HEC-HMS data had been given to Kane County. She also asked about the Detention Basin Survey and site erosion assessments completed by the Sycamore High School students and Ms. Prain. Ms. Zurbrugg volunteered to contact the High School representatives regarding the information.

5. Outreach Status

Ms. Zurbrugg provided the Committee with a handout which detailed the findings from the Outreach subcommittee’s last meeting. She reported that the DeKalb County Community Foundation had also awarded the County \$4,000 to be used for the wetland refinement project, and had “parked” with the County an additional \$37,000 that could be applied in the future to projects associated with the watershed plan or future watershed planning.

The Committee briefly discussed invoicing the State and the importance of the In-Kind Logs. Staff was directed to work with Ms. Doohaluk to complete the Invoice Reimbursement Documentation.

Ms. Zurbrugg lead the Committee in a discussion about a outreach meetings with elected and

appointed officials in late March 2014, a bus tour for officials in April or May, a meeting with Agricultural producers in March, and workshops reporting back to the Community about the draft Plan. The Committee agreed to each of these meetings. Ms. Zurbrugg and Ms. Miller agreed that a presentation regarding the Plan should be scheduled for May 15, 2014 at 9 a.m. for the Energy and Environment Committee of the Kane County Board. The Committee agreed to finalize these dates at its February meeting.

6. Project Schedule Review

Ms. Doohaluk made a short PowerPoint presentation detailing the final five months of the Watershed Steering Committee project.

7. Next Meeting -- The Steering Committee will next meet on February 5, 2014 at 3:00 pm in the Conference Room East.

8. Adjournment -- *Mr. Miller motioned to adjourn, seconded by Mr. Steimel, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE MINUTES**

February 5, 2014

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on February 5, 2014 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Anita Zurbrugg, Dean Johnson, Nathan Schwartz, and Adam Orton (for Committee member Brian Gregory). Also in attendance were Deanna Doohaluk (Hey & Associates via conference call), Jack Bennett, and Rebecca Von Drasek.

1. **Roll Call** – *Karen Miller, Roger Steimel, Donna Prain, and Jeremy Lin were noted absent.*
2. **Approval of Agenda** – *Ms. Zurbrugg moved to approve the agenda, seconded by Mr. Schwartz, and the motion carried unanimously.*
3. **Approval of Minutes** -- *Mr. Schwartz moved to approve the minutes from January 8, 2014, seconded by Ms. Zurbrugg, and the motion carried unanimously.*
4. **Status of Modeling**

Ms. Doohaluk reported that she was finalizing the PLOAD data review. The Committee briefly discussed the results with Ms. Doohaluk.

Mr. Schwartz asked if the results were characteristic of the agricultural nature of the watershed. Ms. Doohaluk noted that the levels were not surprising nor unexpected.

Mr. Miller asked if the results would lend themselves to recommendations in water quality improvements. Ms. Doohaluk noted that the results would indicate a need for general best management practices, but not a particular, specific project or program.

Ms. Doohaluk anticipated including the modeling data within the inventory portion of the Watershed Plan.

5. Report on Stream/Detention Basin Data

The presenters were absent. Ms. Zurbrugg offered to contact them to determine if they could attend the March meeting.

6. Outreach Status

Ms. Zurbrugg questioned if the Committee future steps would include additional applications to IEPA for implementation or planning grants. The Committee suggested that the future projects for which the grants would be sought could include an education booklet, the Sycamore Park District wetland project, continuing the Sycamore School District stream studies and other possible projects. The Committee committed to creating a project list at the March meeting.

Ms. Doohaluk agreed to contact the State Agencies to determine what types of grants they are looking to fund.

Following a brief discussion, the Committee decided to invite the Park District and the DeKalb County Community Foundation Land Use Committee members to attend the March Meeting to discuss future projects and grant applications.

The Outreach Subcommittee had met and scheduled a March 20 meeting at the DeKalb County Farm Bureau to discuss Best Management Practices training, farm programs available under the new Farm Bill, and a brief overview of the Watershed Plan.

Ms. Zurbrugg explained the Subcommittee's Bus Tour of the Watershed will be repeated in April or early May on a Saturday morning, and would include a tour of Sycamore's wastewater treatment plant. The Committee thought May 17th or May 24th would be possible dates.

Ms. Zurbrugg also highlighted that the Elected and Appointed presentation prospective dates were evening meetings on April 24 or April 22, 2014. Ms. Zurbrugg agreed to contact the IEPA state representative to confirm she can present on either of those dates and to determine a meeting location.

Jack Bennett, DeKalb County Farmland Foundation, thanked the Committee for recognizing his attendance and he requested future updates on the Committee's progress.

7. Next Meeting -- The Steering Committee will next meet on March 12, 2014 at 3:00 pm in the Conference Room East.

8. Adjournment -- *Mr. Schwartz motioned to adjourn, seconded by Mr. Orton, and the motion carried unanimously.*

Union/Virgil Ditches & East Branch of the Kishwaukee River
Watershed Steering Committee Minutes
February 5, 2014
Page 3 of 3

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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**UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER
WATERSHED STEERING COMMITTEE MINUTES**

April 9, 2014

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on April 9, 2014 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Paul Miller, Dean Johnson, Nathan Schwartz, Roger Steimel Karen Miller, Anita Zurbrugg, and Brian Gregory. Also in attendance were Deanna Doohaluk (Hey & Associates) and Rebecca Von Drasek.

1. Roll Call – *Donna Prain and Jeremy Lin were noted absent.*

2. Approval of Agenda – Ms. Zurbrugg requested that the Agenda be amended to include a discussion of the review process of the Watershed Plan

Ms. Miller moved to approve the amended agenda, seconded by Ms. Zurbrugg, and the motion carried unanimously.

3. Approval of Minutes -- *Mr. Gregory moved to approve the minutes from March 12, 2014, seconded by Ms. Zurbrugg, and the motion carried unanimously.*

4. Programmatic Action Items Rating

Ms. Doohaluk reported that she had received review comments for Chapter Five from Kane County and DeKalb County representatives. She indicated that by early May, 2014 a draft needs to be provided the IEPA. She also suggested that one additional outreach meeting to report the results was necessary for the general public. Ms. Doohaluk informed the Committee that she would request an extension to June 30, 2014 for the final draft of the Watershed Plan. She stated that this type of extension would be typical and likely to be approved.

Ms. Zurbrugg suggested that requesting the extension is acceptable provided it is approved and that the project is still on target to meet all the State's grant requirements.

Ms. Zurbrugg moved to direct the consultant, Hey & Associates, to seek IEPA approval of an extension to June 30, 2014, seconded by Mr. Miller, and the motion carried unanimously.

Ms. Doohaluk agreed to seek the extension.

Ms. Zurbrugg suggested that the bus tour could be planned in June. She stated that the presentation of the final plan should be done separately of the bus tour and the Committee agreed.

Ms. Doohaluk asked the Committee to continue to review the chapters of the draft plan and provide feedback. She showed the Committee maps of the prioritized “sub-watersheds”, and noted that the transition from agricultural use to urban use was the main reason for choosing these “sub-watersheds”. Ms. Doohaluk emphasized that the plan would include watershed wide ideas and site specific suggestions. She stressed the importance of these “sub-watershed” areas and noted that by highlighting them the plan would encourage positive practices and note opportunities for improving water quality in the future.

The Committee opined that redevelopment was preferable to new development.

Mr. Miller noted that the land use plans for many of the communities may change significantly from previously approved land use plans due to economic factors.

The Committee debated the site specific consideration for parking lots. Mr. Gregory did not want to make an example of any specific property owner. Ms. Doohaluk observed that the plan as impact if specific examples are given. Mr. Miller offered that the County’s parking lots as an example, noting that they are within the watershed and will be improved once the jail expansion begins.

Ms. Miller reported that she was approached by Gerard Fabrizio regarding a project on his farm for improving the watershed.

5. Outreach Program Update

The Committee discussed the April 24th Outreach meeting for decision makers. Ms. Zurbrugg encouraged members to reach out to elected and appointed officials to attend.

The Committee mentioned the project web page hosted on the DeKalb County web site and discussed necessary improvements to better present the final plan to the public.

Ms. Zurbrugg noted that the bus tour will be scheduled late May or early June.

6. Review Process of the Watershed Plan

Ms. Doohaluk asked for Chapter 3 review comments by April 25, 2014. She asked that in early June the public be presented the final draft in June.

7. Next Meeting -- The Steering Committee will next meet on May 14, 2014 at 3:00 pm in the Conference Room East.

Union/Virgil Ditches & East Branch of the Kishwaukee River
Watershed Steering Committee Minutes
April 9, 2014
Page 3 of 3

8. Adjournment -- *Mr. Gregory motioned to adjourn, seconded by Mr. Steimel, and the motion carried unanimously.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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UNION /VIRGIL DITCHES & EAST BRANCH OF THE KISHWAUKEE RIVER WATERSHED STEERING COMMITTEE MINUTES

May 16, 2014

The Union /Virgil Ditches & East Branch of the Kishwaukee River Watershed Steering Committee (WSC) met on May 16, 2014 at 3:00 p.m. in the DeKalb County Administration Building, in Sycamore, Illinois. In attendance were Committee members Dean Johnson, Karen Miller, and Anita Zurbrugg. Also in attendance were Deanna Doohaluk (Hey & Associates) and County staff Rebecca Von Drasek, Marcellus Anderson, and Lisa Sanderson.

- 1. Roll Call** – *Donna Prain, Paul Miller, Nathan Schwartz, Roger Steimel, Brian Gregory and Jeremy Lin were noted absent.*

Mr. Johnson noted the lack of quorum and indicated that the meeting would commence to discuss the agenda topics however no actions would be taken by the Committee.

- 2. Approval of Agenda** – No present members objected to the written agenda.
- 3. Approval of Minutes** – No corrections were offered to the draft minutes. The approval of the minutes will be included with the June meeting agenda.

4. Conference Call with Kane County representatives

Ms. Wollnik thanked the Committee for allowing her to participate via conference call. She indicated that she and Ms. Doohaluk had been in contact separately to discuss the issues surrounding Virgil Township drainage ditches. She explained that many of these waterways were man-made and felt that this should be noted within the final Watershed Plan differentiating the history of the watershed, and that this history be taken into consideration when determining which BMPs are suggested be used in these areas.

Ms. Doohaluk explained to the Committee how she intended to incorporate the comments within the Watershed Plan.

5. Draft Watershed Plan and Chapter Reviews

Ms. Doohaluk distributed copies of a draft of Section 5.4 of the Watershed Plan, The Site Specific Action Plan, identifying the problem areas in the watershed and the recommended BMPs for addressing these problem areas. Ms. Doohaluk noted that the section will a table summarizing the projects, a draft copy of which was distributed, and that a map identifying the location of each of these areas was still being prepared. Ms. Doohaluk went through the section and discussed the various items. She also asked that the Committee inform her of any other areas that should be added to the list.

6. Outreach Program Update

Ms. Doohaluk asked for Chapter 3 review comments by April 25, 2014. She asked that in early June the public be presented the final draft in June.

It was noted that the May 15, 2014 presentation to the Kane County Board Committee was rescheduled to June 12, 2014.

7. Web Page Design

The Committee discussed with Ms. Sanderson the Watershed Plan web page. Ms. Sanderson explained that the web page was currently under the Planning and Zoning Department page. The Committee explained that they would provide additional information to Ms. Sanderson to try and further fill out the web page. Ms. Doohaluk had multiple photos that she would forward to Ms. Sanderson to add to the site. Ms. Sanderson noted that the County's Facebook and Twitter presence.

8. Next Meeting -- The Steering Committee will next meet on June 11, 2014 at 2:00 pm in the Conference Room East, with an open house prior to the meeting to present the final Plan.

9. Adjournment -- *Mr. Johnson adjourned the meeting.*

Respectfully submitted,

Dean Johnson
Chairman, DeKalb County Union Ditch/Virgil Ditch Watershed Steering Committee

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