



LAKE COUNTY FOREST PRESERVES

www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** August 31, 2015

**MEMO TO:** Bonnie Thomson Carter, Chair  
Planning and Restoration Committee

S. Michael Rummel, Chair  
Finance and Administrative Committee

**FROM:** Randall L. Seebach, Director  
Planning and Land Preservation

**SUBJECT:** Des Plaines River Watershed Workgroup Agreement

**RECOMMENDATION:** Recommend approval of a Resolution approving an Agreement for participation and membership in the Des Plaines River Watershed Workgroup.

**BACKGROUND:** Within Lake County, portions of the Des Plaines River and its tributaries are impaired and not meeting their designated uses under the federal Clean Water Act. Water pollution in the Des Plaines River watershed is caused by a combination of point sources, including single sources, such as an outfall pipe conveying wastewater from an industrial plant or wastewater treatment facility, and non-point sources, such as runoff from land and impervious surfaces, and deposition of air pollutants.

In June 2014, the Planning and Restoration and the Finance and Administrative Committees unanimously approved the District's participation in the Des Plaines River Watershed Workgroup (DRWW) and authorized staff to forward a letter of commitment. The DRWW is a voluntary, dues-paying organization with the mission to bring a diverse coalition of stakeholders together to work toward improving water quality in the Des Plaines River and its tributaries in a cost-effective manner to meet EPA requirements. The DRWW will monitor the river and its tributaries, prioritize and implement water quality improvement projects and secure grant funding to offset the cost.

Membership of the DRWW will include units of local government with NPDES permits to discharge into the Des Plaines River or its tributaries, the District, and other interested parties. Because of the District's mission and the amount of land owned within the watershed, the District has been invited to participate as a founding member. In order to be a member of the DRWW, the District must enter into the attached agreement with other members of the DRWW. The attached resolution approves the agreement, subject to the rider attached to the agreement.

**REASON FOR RECOMMENDATION:** Committee recommendation and Board approval are required in accordance with District policy.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Legal Counsel

**FINANCIAL DATA:** The District's participation within the DRWW will require annual dues, currently estimated at \$12,941.00 per year. Funding for the DRWW membership was approved as part of the adopted FY 2014-2015 budget within the general administration dues account (11104000-702300) in the amount of \$13,500.00.

**PRESENTER:** Randall L. Seebach

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR SEPTEMBER MEETING  
SEPTEMBER 8, 2015**

**MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **PLANNING AND RESTORATION COMMITTEE** and **FINANCE AND ADMINISTRATIVE COMMITTEE** present herewith “A Resolution Approving an Agreement for Participation and Membership in the Des Plaines River Watershed Workgroup,” and request its adoption.

<b>PLANNING AND RESTORATION COMMITTEE:</b>	<b>YEA</b>	<b>NAY</b>	<b>FINANCE AND ADMINISTRATIVE COMMITTEE:</b>	<b>YEA</b>	<b>NAY</b>
<hr/> Bonnie Thomson Carter, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> S. Michael Rummel, Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Nick Sauer, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Linda Pedersen, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Carol Calabresa	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Steve Carlson	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Bill Durkin	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Bill Durkin	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sandra Hart	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Sandra Hart	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Diane Hewitt	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Aaron Lawlor	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sid Mathias	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Audrey Nixon	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Craig Taylor	<input type="checkbox"/>	<input type="checkbox"/>			
<hr/> Tom Weber	<input type="checkbox"/>	<input type="checkbox"/>			

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING AN AGREEMENT FOR PARTICIPATION AND MEMBERSHIP  
IN THE DES PLAINES RIVER WATERSHED WORKGROUP**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) owns properties that are located within the Des Plaines River watershed; and

**WHEREAS**, the District has issues of common interest with certain units of local government that hold NPDES permits to discharge into the Des Plaines River or its tributaries (the “Local Governments”) and other interested parties; and

**WHEREAS**, the Local Governments have formed a workgroup known as the Des Plaines River Watershed Workgroup (the “DRWW”), a voluntary, dues-paying association with the mission to bring a diverse coalition of stakeholders together to work toward improving water quality in the Des Plaines River and its tributaries in a cost-effective manner to meet Environmental Protection Agency requirements; and

**WHEREAS**, the DRWW will monitor the Des Plaines River and its tributaries, prioritize and implement water quality improvement projects and secure grant funding to offset costs; and

**WHEREAS**, it is in the best interests of the District and consistent with the District’s mission to enter into an agreement with the Local Governments in substantially the form attached hereto to participate as a founding member of the DRWW (the “Agreement”), all subject to the rider attached to the agreement;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2. Approval of the Agreement and Rider. The Agreement and Rider are hereby approved in substantially the form attached hereto.

Section 3. The President and Secretary of the District are hereby authorized and directed to execute and attest to the Agreement and the Rider.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2015

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015

ATTEST:

\_\_\_\_\_  
Ann B. Maine, President  
Lake County Forest Preserve District

\_\_\_\_\_  
Julie A. Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit \_\_\_\_\_

## DES PLAINES RIVER WATERSHED WORKGROUP AGREEMENT

This "Agreement" is made by and among the North Shore Water Reclamation District, various Illinois Municipal Corporations, the County of Lake, Illinois, other Units of Local Government, Not-for-Profit Corporations, and Private Parties (collectively, the "Parties").

### Recitals

The Parties have individually and collectively determined that the Des Plaines River Watershed "Watershed", generally described in the map attached as Exhibit B, which is made a part of this Agreement by this reference, may be in need of water quality improvements, and they have further determined that it would be beneficial to enter into a cooperative agreement by forming the Des Plaines River Watershed Workgroup "DRWW" through this Agreement to provide for the collection of data that would assist in identifying issues that impact local and regional water quality within the Watershed

The scope of the work the Parties intend to perform under this Agreement is limited in nature as to provide for the collection of water quality data. The Parties, through the DRWW, intend to jointly perform (or to contract with others for the performance of) the following type of work, which shall be referred to as the "Intended Work": collecting water quality data and assisting in identifying potential water quality impairments based on the collected water quality data.

The Parties have determined that the DRWW would consolidate the limited resources of the Parties and limit duplication of work. After consideration of planning, fiscal, and other issues involving water quality and affecting this matter, each of the Parties has determined that it is in the interests of its citizens, representative groups, and of the general public welfare that this Agreement be executed and implemented.

To achieve the aforementioned goals and objectives, the Parties may rely upon the powers and authority granted to them, individually and collectively, pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; Article VII, Section 10 of the 1970 Constitution of the State of Illinois; the Local Land Resource Management Planning Act, 50 ILCS 805/1 et seq.; the Illinois Drainage Act, 70 ILCS 605/1 et seq.; and other statutory authority, including without limitation 55 ILCS 5/5-1062 et seq., providing authority to the Stormwater Management Commission; the Environmental Protection Act, 415 ILCS 5 et seq.; The Green Infrastructure for Clean Water Act, 415 ILCS 56/1 et seq.; and other applicable law.

In light of the foregoing, the Parties now agree as follows:

1. Incorporation of Recitals.
  - A. The recitals to this Agreement are incorporated by this reference.
2. Bylaws; Membership; Officers and Executive Board.
  - A. Membership in the DRWW shall be governed by the DRWW bylaws, which are attached to and made a part of this Agreement as Exhibit D.
  - B. Officers of the DRWW shall be governed by the DRWW bylaws, and chosen through the process set forth in the bylaws.
  - C. The Executive Board shall be constituted as set forth in the DRWW bylaws.
3. Funding.
  - A. To provide a source of funds to commence the Intended Work each Party agrees to contribute its proportionate share of the costs associated with the Intended Work, in accordance with the schedule of dues shown on Exhibit C, which is attached to and made a part of this Agreement by this reference and as described further in Paragraph 4.C. below. No party shall be required to provide any funds in excess of the dues that have been approved for any given fiscal year of that party and shall not be deemed to be obligated or legally required to appropriate and/or pay any dues for future fiscal years. The DRWW shall have no power or authority to incur any debt or obligation on behalf of a Party beyond the dues actually paid by the Party.
  - B. To make substantive progress on the Intended Work, the Parties must proceed expeditiously and

accordingly deem it advisable to authorize their officers, employees and representatives to cooperate with each other.

- C. Where not otherwise provided by in-kind contributions of a Party (i.e. services that a Party provides by using its own staff and equipment without reimbursement from the DRWW), the DRWW may, after approval by its Executive Board, engage the professional or other related services deemed necessary to accomplish the Intended Work.
- D. The DRWW may obtain, by and through its Executive Board, services to perform the Intended Work by engaging the services of professional (herein referred to collectively as "Watershed-Related Services") as are necessary to make substantive progress on the collection of data and identification of impairments to water quality. The Intended Work may be adjusted by mutual agreement of the Parties from time to time.
- E. The DRWW shall have no authority to hire employees or create a paid staff to manage the affairs of the DRWW. The DRWW shall have no authority to use funds of the DRWW to pay any per diem, food, lodging, entertainment, travel or educational expenses of the employees or officers of the members of the DRWW including the members of the DRWW Executive Board. Each Party shall be solely responsible for all employee benefits, wage and disability payments, pension and workers' compensation claims of the personnel who participate in the DRWW.

4. Cost Sharing for the Intended Work.

- A. Professional Related Services. The Parties agree that: (i) the DRWW, through its Executive Board, may engage professional services and other services to perform various aspects of the Intended Work and, with consultation and advice from the DRWW Committees, may engage water quality monitoring, planning, engineering, management, and financial service professionals or others to perform the Intended Work; (ii) the results of the Intended Work will be of common and mutual interest among the Parties, and such Intended Work, to the greatest measure reasonably achievable, shall be undertaken to advance the common interest of the Parties and not in a manner adverse to any of the Parties; and (iii) the DRWW shall share with, and seek input from, the Parties, per the DRWW Bylaws, in connection with the Intended Work.
- B. Payment. Subject to the terms of this Agreement, the DRWW will pay all costs relating to the Intended Work.
- C. Sharing of Cost Responsibilities; Dues, Revenues and Expenses. The Parties agree that they shall share the costs associated with the Intended Work based upon the dues collected per the DRWW bylaws. To that end, each Party shall deliver the dues shown on Exhibit C as its share of the costs of Intended Work to the DRWW annually (on or about June 1 for existing members, per the terms of the DRWW annual invoice sent prior to that date; or, for new members, the current dues amount adopted under the process set forth in the DRWW bylaws). The dues shall be held in a dedicated financial fund (the "DRWW Fund," described below) for dues, revenues and expenses related to the Intended Work. The amount of dues from each respective Party shall be as originally determined and shown on Exhibit C, which shall be annually reviewed and may be adjusted in accordance with the DRWW bylaws, through which the dues amounts shall be approved by a simple majority of the votes cast.
- D. DRWW Fund. A fund (known as an "agency fund") shall be established and maintained within the County of Lake's financial system as a separate, special fund for the exclusive use and purposes of the DRWW. This fund shall include the necessary expense and revenue accounts matching the type of goods and services paid for, and the revenue sources received.  

All contracts for the Intended Work shall be let by using the procedures set forth in the County of Lake's Purchasing Ordinance, as that ordinance is amended from time to time. The Administrative Agent, described below, shall manage the process under the Purchasing Ordinance for the DRWW.
- E. Accounting. The DRWW shall provide to the Parties: (i) a quarterly report of revenues and expenditures from all DRWW financial accounts for all activities related to the Intended Work; (ii) a

year-end statement of revenues and expenditures; and (iii) an annual audit. The Intended Work shall be financially executed per DRWW bylaws.

- F. No Liability of the DRWW. The Parties agree that the DRWW shall not be liable to the other Parties, or to any individual Party, for any claim or damage of any kind whatsoever relating to the Intended Work. Each Party agrees to assume liability for its respective personnel assigned to the DRWW, as well as for vehicles and equipment provided by the Party. The Party shall be solely liable for any employee or officer of the Party which participates in the activities of the DRWW. If an injury is caused, in whole or in part, by a Party's personnel the Party shall bear the liability or obligation to indemnify and hold harmless all other members of the DRWW. "Personnel" shall include any officer or elected official of a Party.
  - G. Coordination of the Intended Work. To effectively coordinate the various elements of the Intended Work, the Parties agree that certain aspects should be allocated to various Committees, which will consist of officials or personnel of various Parties. Committee representation shall be by appointment in accordance with the DRWW bylaws, and will include at least the following:
    - i. Monitoring Committee: The Monitoring Committee shall oversee the monitoring program of the Workgroup and make appropriate recommendations for program revisions to the Executive Board.
    - ii. Lakes Committee: The Lakes Committee shall assist in identifying lakes tributary to the Des Plaines River that impact the water quality of the Des Plaines River and make appropriate recommendations for program revisions to the Executive Board.
    - iii. Impairments Committee: The Impairments Committee shall oversee the identification of impairments to water quality for the Workgroup and make appropriate recommendations for program revisions to the Executive Board.
  - H. Administrative Agent. The DRWW shall utilize the Lake County Stormwater Management Commission as its administrative agent for entering into contracts, making payments, as directed by the Executive Board, receiving dues or other grants or revenue, and for providing the financial accounting and reports required by this Agreement, or as directed by the Executive Board.
  - I. Freedom of Information; Open Meetings. The Parties agree that the DRWW shall be deemed to be governed by the requirements of the Illinois Open Meetings Act and the Illinois Freedom of Information Act and will conduct the affairs of the DRWW accord to said Acts.
  - J. Receipt of Other Funds. The DRWW is authorized to accept or receive any contributions, donations, and gifts from private individuals or entities, to carry out the purposes of this Agreement.
- 5. Representation and Cooperation. Each of the Parties represents that the persons executing this agreement on behalf of such Party is duly authorized to do so. The Parties agree that no Party shall have the right to compel any other Party to enter into any agreement that is not mutually acceptable. The Parties agree to meet and confer to discuss any disputes over the terms of this Agreement.
  - 6. Entire Understanding; Amendment. This Agreement contains the entire understanding of the Parties and the DRWW regarding cost-sharing obligations with respect to the Intended Work, Watershed-Related Services, and all other agreements, understandings, representations, and statements, if any, whether oral or written, are merged herein. The Parties agree that this Agreement, including the attached bylaws, may be amended only by a super majority of the DRWW Executive Board, and any such amendment will be deemed accepted by the signatories to this Agreement unless they submit a notice of termination, as set forth below, within 30 days of the amendment's effective date. (Unless otherwise specified, an amendment's effective date will ordinarily occur on the date the Executive Board approves the amendment).
  - 7. DRWW Formation Date, Execution by Parties, Agreement Effective Date and Renewal. The DRWW was officially formed as of the initial adoption of the DRWW bylaws, August 26, 2014, and this Agreement shall

be considered effective as of that date. This Agreement shall be executed by authorized representatives of the Parties, and each Party's membership shall become effective upon completion of the following three actions: (i) the Party signs this Agreement; (ii) the Party transmits a copy to the address listed under "Notices," below; (iii) the Party pays the dues contained in Exhibit C, as those dues may be amended from year to year. This Agreement may be executed in counterparts. This Agreement shall be in full force and effect as of August 26, 2014, and as to each Party shall automatically renew annually upon payment of the Party's annual dues and may continue for an indefinite time until dissolution of the DRWW occurs, in accordance with Paragraph 9 and the DRWW bylaws. This Agreement may be amended by a resolution approved by a super-majority of the DRWW Executive Board.

8. Termination by Individual Parties. A Party to this Agreement may give notice of termination and officially end its membership through 45 days' prior written notice to the addresses specified below under the section for Notices. Any terminating Party shall be responsible for its proportionate share of the costs of Intended Work that has been approved by the Executive Board prior to the date the termination notice is received. A Party shall have no financial liability beyond the current year for which dues have been paid.
9. Dissolution and Return of Remaining Funds. Upon dissolution of the DRWW pursuant to the DRWW bylaws, and only to the extent that any funds remain after payment of all costs related to completion of the Intended Work, the remaining Parties shall be reimbursed from the remaining funds in the same proportion as their respective contributions. The DRWW shall deliver such remaining funds to the Parties within 90 days after the dissolution of the DRWW, unless otherwise agreed by the Parties.
10. Notices. All notices to the DRWW under this Agreement shall be sent to:

Des Plaines River Watershed Workgroup  
Attn: President  
500 W. Winchester Road, Suite 201  
Libertyville, IL 60048

With a copy to:  
North Shore Water Reclamation District  
Attn: Executive Director  
14770 W. Wm. Koepsel Drive  
Gurnee, IL 60031

[SIGNATURES ON THE FOLLOWING PAGE - EXHIBIT A]

**Exhibit A**

**Des Plaines River Watershed Workgroup Agreement**

**— SIGNATURE PAGE —**

**IN WITNESS WHEREOF**, pursuant to proper authority duly granted, the Party signing below agrees to join the Des Plaines River Watershed Workgroup and be bound by the terms of this Agreement.

<p>_____</p> <p>Member Organization (or Self)</p> <p>_____</p> <p>Authorized Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Date</p>	<p>ATTEST:</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Date</p>
<p>Contact Information:</p> <p>Address: _____</p> <p>_____</p> <p>Telephone: _____</p> <p>Facsimile: _____</p> <p>Email: _____</p>	





## EXHIBIT C

**Des Plaines River Watershed Workgroup  
Executive Board Approved Dues  
August 26, 2014**

<b>Name</b>	<b>Area within the Des Plaines River Watershed (acres)</b>	<b>Design Average Flow (MGD)</b>	<b>Entity Dues</b>
Antioch	1742		\$ 1,559
Beach Park	1221		\$ 1,152
Buffalo Grove	4515		\$ 3,722
Deer Park	1188		\$ 1,127
Deerfield	40		\$ 231
Grayslake	6520		\$ 5,286
Green Oaks	746		\$ 782
Gurnee	8379		\$ 6,736
Hainesville	1		\$ 201
Hawthorn Woods	3469		\$ 2,906
Indian Creek	171		\$ 333
Kildeer	2689		\$ 2,297
Lake County	29560	24.1	\$ 83,621
Lake County Forest Preserve District	16334		\$ 12,941
Lake Forest	107		\$ 283
Lake Villa	191		\$ 349
Lake Zurich	1812		\$ 1,613
Libertyville	5601	4	\$ 14,488
Lincolnshire	2111		\$ 1,847
Lindenhurst	2865	2	\$ 7,595
Long Grove	7759		\$ 6,252
Mettawa	1599		\$ 1,447
Mundelein	5848	4.95	\$ 17,037
North Shore Sanitary District	0	45.6	\$ 83,126
Northbrook	2		\$ 202
Old Mill Creek	6298		\$ 5,112
Park City	253		\$ 397
Riverwoods	1395		\$ 1,288
Round Lake Beach	400		\$ 512
Round Lake Park	36		\$ 228
Third Lake	516		\$ 602
Vernon Hills	5025		\$ 4,120
Wadsworth	5182		\$ 4,242
Waukegan	3215		\$ 2,708
Zion	1273		\$ 1,193
Associate Members			\$200
Individual Members			\$100

Updated annually according to the DRWW bylaws.

## EXHIBIT D

### BYLAWS OF THE DES PLAINES RIVER WATERSHED WORKGROUP (Revised - 05/15/15)

#### ARTICLE I - Name

The name of this organization is the Des Plaines River Watershed Workgroup of Lake County, hereinafter referred to as "DRWW" or the "Workgroup."

#### ARTICLE II - Mission, Goal and Objectives

Section 1. Mission. The mission of the Workgroup is to bring together a diverse coalition of stakeholders to work together to preserve and enhance water quality in the Des Plaines River and its tributaries within Lake County, Illinois.

Section 2. Goal. The goal of the Workgroup is to improve water quality in the Des Plaines River and its tributaries through monitoring, project and best practices implementation, and education and outreach that will achieve attainment of water quality standards and designated uses for the watershed.

Section 3. Objectives. The objectives of the Workgroup are:

- a. Develop and implement a watershed-based plan.
- b. Develop and implement a comprehensive monitoring program that will include chemical, physical and biological components to accurately identify the quality of the river ecosystems as well as stressors associated with non-attainment of water quality standards and designated uses.
- c. Identify point and nonpoint source pollution issues and develop and implement short-term and long-term strategies to address these issues.
- d. Develop and implement long-term viable management strategies that accurately address water quality problems identified by the monitoring program.
- e. Develop and maintain appropriate water quality models of the watersheds to assess attainment of these objectives.

#### ARTICLE III - Membership

Section 1. Membership in the Workgroup shall be classified as an Agency Member, an Associate Member, or an Individual Member.

Section 2. Agency Member – Any public agency holding an NPDES permit for a discharge into the Des Plaines River and its tributaries, either from a publicly owned treatment works or from a public separate storm sewer system, and the Lake County Forest Preserve District. An Agency Member shall be entitled to between four and eighteen votes at Workgroup meetings, based on dues paid according to the following tiers:

Dues Range	Number of Votes
\$100-9,999	4 votes
\$10,000-19,999	6 votes
\$20,000-29,999	8 votes
\$30,000-39,999	10 votes
\$40,000-49,999	12 votes
\$50,000-59,999	14 votes
\$60,000-69,999	16 votes
\$70,000-79,999	18 votes plus 2 votes for each additional \$9,999

Section 3. Associate Member – An agency, organization or company interested in the mission and objectives of the Workgroup that is not eligible for membership as an Agency member. An Associate Member shall be entitled to two votes at Workgroup meetings.

Section 4. Individual Member - An individual interested in the mission, goals, and objectives of the Workgroup who is not eligible for membership as an Agency Member or Associate Member. An Individual Member is entitled to one vote at Workgroup meetings.

Section 5. Admission to any membership category will be determined by the Executive Board. Upon receipt of a written request for admission, the Executive Board may approve said membership which will become effective upon payment of the appropriate dues and will remain in effect as long as the member remains in good standing with the Workgroup.

Section 6. Each Agency and Associate Member shall designate one or more Authorized Delegate(s) to cast its votes at Workgroup meetings. The Authorized Delegate(s) may be any designated employee of the Agency or representative of an Associate Member.

#### ARTICLE IV - Dues and Fiscal Year

Section 1. Annual dues are due on or before June 1 of each year. If a member fails to pay dues by August 1 or reach an agreement regarding the terms of dues with the Executive Board, the member's voting rights will be suspended.

Section 2. The annual dues for all members shall be set each year by recommendation of the Executive Board to the membership and approval by the membership at the Annual Meeting. Annual dues may consist of fees or approved in-kind services such as the provision of stream monitoring or other services by members to the Workgroup or a combination of fees and services, as determined by the Executive Board.

Section 3. Any member may withdraw from membership in the Workgroup by advising the President of its intent to do so.

Section 4. The fiscal year of the Workgroup shall commence on May 1 and conclude on the last day of April of the following calendar year.

#### ARTICLE V - Officers and Executive Board

Section 1. Officers. Workgroup officers shall include a President, Vice President, Treasurer, and Secretary. All officers must be the Authorized Delegate of an Agency Member.

Section 2. Executive Board. The Workgroup shall be governed by an Executive Board comprised of the four officers and the chairpersons of the three standing committees – Monitoring Committee, Impairments Committee, and Lakes Committee. Each member of the Executive Board shall be entitled to discuss and vote on matters coming before the Board. The immediate past president of the Workgroup shall be an ex-officio, nonvoting member of the Executive Board. A meeting of the Executive Board may be called upon a minimum ten days written notice by either the President or three members of the Executive Board. Four members of the Executive Board present at any meeting thereof shall constitute a quorum. A simple majority vote of a quorum shall control the policies and actions of the Executive Board.

Section 3. The President shall have general supervision of the affairs of the Workgroup and the Executive Board, shall preside at their respective meetings, and have the responsibility of overseeing contracts.

Section 4. The Vice President shall act in the absence of the President.

Section 5. The Treasurer, or his designee, shall receive and deposit all Workgroup monies, pay all bills approved by the Executive Board, and be responsible for all banking and reporting requirements to state and federal agencies.

Section 6. The Secretary, or his designee, shall maintain the records of the Workgroup, keep and distribute minutes and records of attendance of all meetings, and distribute all Workgroup notices and make a report to the membership of all such activities at the Annual Meeting.

Section 7. The President shall serve as the principal spokesperson for the Workgroup and shall represent DRWW in discussions of mutual concern with governmental agencies or associations.

Section 8. The Executive Board shall have the authority to enter into contracts and make payments for products and services reflected in the annual budget and to enter into agreements for grant funding for Workgroup purposes.

Section 9. Together the President and the Treasurer shall have the authority to make payments up to \$5,000 for goods and services that have been approved by the Executive Board.

Section 10. Workgroup actions shall be decided by consensus at Workgroup meetings whenever feasible. The Executive Board may authorize expenditures less than \$10,000 which are an emergency and cannot be delayed for review at a Workgroup meeting.

#### **ARTICLE VI - Elections and Terms of Office**

Section 1. The Executive Board shall nominate individuals for the offices of President, Vice President, Treasurer, and Secretary positions. The Executive Board shall attempt to nominate individuals as officers who represent a cross section of Workgroup members. Prior to January 1 of each year, the President shall send to the membership a complete list of officer nominees and a copy of the proposed budget and proposed dues for the next fiscal year.

Section 2. Petition(s) presenting additional nominees for Workgroup officers may be submitted to the Executive Board by Workgroup members no later than December 1 of each year. A petition must contain the signatures of Workgroup members representing a minimum of three Agency Members and each nominee's signature.

Section 3. Election of Workgroup officers shall occur during the Annual Meeting each year. Only the names of the individuals who have been nominated according to the procedures described herein will be considered, and no nominations shall be permitted from the floor.

Section 4. The President, Vice President, Treasurer, and Secretary shall be elected to two year terms, beginning at the close of each Annual Meeting.

Section 5. No one shall be eligible to serve as President until he or she has been a member of the Executive Board for one year, except the first year of the Workgroup.

Section 6. Board members may resign by submitting a letter to the President. If a Board Member's employment or group representation changes, their representation on the Board shall be reviewed by the Executive Committee. Vacancies shall be filled by appointment of the Executive Board until a successor is duly elected at the next Annual Meeting.

Section 7. The first election of the Executive Board shall take place at the next meeting after the bylaws have been adopted. Nominations for positions on the Executive Board shall be submitted to the Leadership Committee as described in Section 2.

#### **ARTICLE VII - Workgroup Meetings**

Section 1. Workgroup meetings shall be held as needed but at least quarterly. Notice of Workgroup meetings and proposed meeting agendas will be provided to all Workgroup members at least seven days prior to the meeting.

Section 2. An Annual Meeting of DRWW shall be held each February at a time and location to be determined by the Executive Board.

Section 3. Special Meetings of Workgroup members may be called by the President or the Executive Board or upon the written request of Workgroup members representing 25% addressed to the President or Executive Board.

Section 4. All meetings of the Workgroup shall be held within the watershed.

Section 5. Each Authorized Delegate and Individual member of the Workgroup shall be entitled to vote at Workgroup meetings.

Section 6. In the event an Authorized Delegate or Individual Member is unable to attend any Workgroup meeting, said member may designate, in writing, a proxy to cast the Member's vote(s) at a Workgroup meeting.

Section 7. At any Workgroup meeting, the presence of Workgroup members representing 25%, either in person or by proxy, shall constitute a quorum. A simple majority vote of a quorum of the Workgroup shall control the policies and actions of the Workgroup.

Section 8. The Workgroup shall maintain an informal atmosphere to ensure maximum participation of all members. However, to insure orderly procedure, Robert's Rules of Order may be invoked at any DRWW meetings.

#### **ARTICLE VIII - Committees**

Section 1. The Workgroup shall have three standing committees – Monitoring Committee, Impairments Committee, Lakes Committee. The Executive Board may appoint such other committees as are necessary.

Section 2. The Monitoring Committee shall oversee the monitoring program of the Workgroup and make appropriate recommendations for program revisions to the Executive Board.

Section 3. The Impairments Committee shall oversee the impairments program of the Workgroup and make appropriate recommendations for program revisions to the Executive Board.

Section 4. The Lakes Committee shall assist in identifying lakes tributary to the Des Plaines River that impact the water quality of the Des Plaines River and make appropriate recommendations for program revisions to the Executive Board.

Section 5. The President shall appoint the chairperson for all DRWW committees. The President shall attempt to appoint individuals as committee chairpersons who represent a cross section of Workgroup members. Each committee chairperson shall submit to the President a list of committee members. DRWW committee members may include any Workgroup member.

Section 6. The term of office of the chairperson of any DRWW committee shall be one year.

#### **ARTICLE IX - Amendments**

Any revision to the Bylaws shall be submitted to the Executive Board for their review. After the review by the Executive Board, it shall be submitted to the membership for a 30 day review and comment period. Any revision is effective after the comment and review period and with approval of a super-majority at a following Executive Board meeting.

#### **Article X - DISSOLUTION**

A motion to dissolve the Workgroup may be made by any Authorized Delegate at a regularly scheduled meeting at which a quorum is present. Upon receiving a proper second to the motion, the President shall defer action on the motion until the next regularly scheduled meeting of the Workgroup. All members shall be notified by mail of the pending motion to dissolve. At the next regularly scheduled meeting, the President shall, after discussion, call for a roll call vote on the motion to dissolve, which shall require the affirmative vote of 2/3 of all Workgroup member votes.

## **RIDER TO DES PLAINES RIVER WATERSHED WORKING GROUP AGREEMENT**

This is a rider ("*Rider*") to the Des Plaines River Watershed Working Group Agreement ("*Agreement*") between the Lake County Forest Preserve District ("*District*"), a body politic and corporate organized and existing under the Illinois Downstate Forest Preserve District Act, 70 ILCS 805/0.001 *et seq.*, and the members of the Des Plaines River Watershed Working Group ("*Working Group Members*"). In the event of a conflict between the terms of the Agreement and the terms of this Rider, the terms of this Rider control.

Section 1.     Definitions. Unless otherwise defined in this Rider, all initial-capitalized terms used in this Rider have the same definitions as in the Agreement.

Section 2.     Effect of Agreement. The approval of the Agreement by the Board of Commissioners of the District is subject to, and contingent upon, the validity of each and every one of the conditions set forth in Section 3 of this Rider (the "*Conditions*"). In the event that any of the Conditions is or is found to be incorrect or invalid by any governmental or judicial authority with jurisdiction over the Agreement, then the District President, if he or she determines that it is in the District's best interest to do so, may either terminate or continue the District's participation in the Agreement and the DRWW.

Section 3.     Conditions.

A.     The District: (i) acknowledges that each Working Group Member that is (a) a public body under the Freedom of Information Act, 5 ILCS 140/1 *et seq.* ("*FOIA*"), must make available public records that relate to the DRWW in accordance with FOIA, and (b) a public body under the Local Records Act, 50 ILCS 205/1 *et seq.*, must preserve, make available, and dispose of public records that relate to the DRWW in accordance with the Local Records Act; and (ii) encourages the Working Group Members to invite members of the public and media to the meetings of the DRWW, when appropriate. However, notwithstanding any other provision of the Agreement or the DRWW bylaws, the DRWW is not a "public body" under FOIA, the Local Records Act, or the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* Rather, DRWW is an informal group formed by the Working Group Members for the purpose of accomplishing their common goal of the Intended Work and for the sharing of costs (via the collection of dues) for the Intended Work, all pursuant to the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*

B.     When acting pursuant to the Agreement, an individual member of the Executive Board or an employee, officer, or representative of a Working Group Member will be acting in his or her official capacity on behalf of the Working Group Member of which he or she is an employee, officer, or representative, and will not be acting as an agent for any other Working Group Member. When acting, the Administrative Agent will be acting on its own behalf, and not as an agent for any Working Group Member.

[SIGNATURE PAGE FOLLOWS]

The undersigned executes this Rider as of the date below.

**LAKE COUNTY FOREST PRESERVE DISTRICT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Julie Gragnani

Title: Board Secretary

#37042836\_v2