

**NORTHWEST MUNICIPAL CONFERENCE**

1600 East Golf Road, Suite 0700  
Des Plaines, Illinois 60016  
(847) 296-9200 • Fax (847) 296-9207  
[www.nwmc-cog.org](http://www.nwmc-cog.org)



*A Regional Association of Illinois  
Municipalities and Townships  
Representing a Population of Over One Million*

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  - Bannockburn
  - Barrington
  - Bartlett
  - Buffalo Grove
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  - Deerfield
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  - Elk Grove Village
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  - Lake Forest
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**North Branch of the Chicago River Watershed Planning Council**

**AGENDA**

**Tuesday, March 4, 2025**

**10:00 a.m.**

**Via Zoom Video Conference**

<https://us02web.zoom.us/j/84237808243>

**Meeting ID: 842 3780 8243**

**Passcode: 924239**

- I. Call to Order**
- II. Roll Call**
- III. December 3, 2024, Meeting Notes (Attachment A)**
- IV. Capital Improvements Update**  
Herman Lopez will provide an update on projects in the watershed.
- V. Small Streams Maintenance Program**  
Fabio Monteiro will give an update on the work of the Small Streams Maintenance program.
- VI. Other Business**
- VII. Next Meeting**  
The next meeting of the North Branch Chicago River Watershed Planning Council will be held Tuesday, June 3 via video conference unless otherwise noted.
- VIII. Adjournment**

1 NORTH BRANCH OF THE CHICAGO RIVER  
2 WATERSHED PLANNING COUNCIL

3 \* \* \* \* \*

4 Held on Tuesday, December 3, 2024,  
5 commencing at the hour of 10:00 o'clock, a.m., via  
6 Zoom.

7  
8 PRESENT:

9 NORTHWEST MUNICIPAL CONFERENCE:

10 Eric Czarnota

11 Mark Fowler

12 METROPOLITAN WATER RECLAMATION DISTRICT

13 Clare Adams

14 Mark Castillo

15 Constance Mihalache

16 Lolita Thompson

17 Annie Wright

18 ALSO PRESENT:

19 Holly Hudson - CMAP

20 Ted

21 Keeley Evans

22 Robin Humbert

23 Jorge Cruz - Wilmette

24 J McDougall

Thomas Burke - Christopher Burke Engineering, Ltd.

Georgia Mihalopoulos

Bill McKenna

Joe Kenney - Glenview

James Tigue - Glencoe

Robyn Flakne - Glenview

Ashley Strelcheck - SMC

Joanna Colletti - GRAEF

1 MR. CZARNOTA: I'll call the North Branch  
2 Watershed Planning Council to order.

3 I will go through the list of all  
4 community members that are part of the Watershed  
5 Planning Council. When I call your name, if you could  
6 just put your actual name and municipality or  
7 organization that you represent in the chat. And if  
8 there is anyone else that I do not call, feel free to  
9 put your name and organization in the chat so we can  
10 capture that for the minutes.

11 So the members are: Chicago,  
12 Deerfield, Elmwood Park, Evanston, Glencoe, Glenview,  
13 Golf, Harwood Heights, Kenilworth, Lincolnwood,  
14 Morton Grove, Niles, Norridge, Northbrook,  
15 Northfield, Oak Park, Park Ridge, Skokie, Wilmette,  
16 Winnetka, Unincorporated Cook County, Evanston  
17 Township, Maine Township, New Trier Township, Niles  
18 Township, Northfield Township, Norwood Park Township,  
19 and Oak Park Township.

20 And then item number 3 is the  
21 September 3, 2024 meeting minutes from our last  
22 meeting. If anyone has any questions, feel free to  
23 send myself or anyone at MWRD those questions.

24 MR. CRUZ: I have a quick question.

1 MR. CZARNOTA: Yes.

2 MR. CRUZ: Is there a way to show the  
3 attendees on the minutes?

4 MR. CZARNOTA: I believe there should be. I  
5 can work with Debbie as well to get her a list of the  
6 attendees from the Zoom list to be able to add to  
7 the -- to the minutes as well. I can work with  
8 Debbie and MWRD on that.

9 MR. CRUZ: Would you be able to send that out?

10 MR. CZARNOTA: Yes, I could.

11 MR. CRUZ: Thank you.

12 MR. CZARNOTA: So then item number 4 will be  
13 Mark Castillo, who will be giving the capital  
14 improvements update.

15 MR. CASTILLO: Eric, there might have been a  
16 mistake on the agenda. I don't think there's a  
17 capital improvements update for this month or this  
18 quarter.

19 MR. CZARNOTA: Oh, okay. Well, then the next  
20 thing that I had on the agenda was a Watershed  
21 Management Ordinance update from Constance.

22 MS. MIHALACHE: So hello, my name is  
23 Constance Mihalache, I'm with the Metropolitan Water  
24 Reclamation District, and I'm going to present on the

1 Watershed Management Ordinance and Infiltration and  
2 Inflow Control Program updates.

3 So some of you may have visited our  
4 new website since it launched. If you would like to  
5 navigate to the section on the Watershed Management  
6 Ordinance and Infiltration and Inflow Section, you  
7 can either go to the main website, [mwrdd.org](http://mwrdd.org), and  
8 navigate to doing business in the upper tab or you  
9 can just visit our shorter link which is  
10 [mwrdd.org/wmo](http://mwrdd.org/wmo).

11 This is a screenshot from the WMO  
12 web page. One new feature is a quick access menu on  
13 the right-hand side. So as you can see on the right,  
14 we have different links where you can navigate  
15 directly to the Watershed Management Ordinance and  
16 Technical Guidance Manual and just access the permit  
17 application documents by requesting different items  
18 such as permit inquiries, permit determinations,  
19 provisions and so on.

20 Also, on the same main WMO web page,  
21 if you scroll down, there is a link for submitting  
22 permit applications, which is indicated by the arrow  
23 in red.

24 And then also, there is a link for

1 making a payment for the WMO permit applications, as  
2 well as instructions on how to submit with the WPASS  
3 system.

4           So we recently amended the WMO on  
5 May 2, 2024. And the purpose of this amendment was  
6 to update Articles 3 and 6 with alternatives for  
7 applicants with identified wetlands, in order to  
8 minimize the requirements for a Corps' jurisdictional  
9 determination letter, since those are not being  
10 provided as often. So the table below summarizes the  
11 changes that were made under this recent amendment.  
12 And so if there is Corps' jurisdictional wetland and  
13 the wetland impact is proposed, the applicant would  
14 need to submit a section for (sic) work permit or a  
15 document from the Corps indicating that the impact is  
16 allowed. Otherwise, if not, the wetland will be  
17 regulated as an isolated wetland, which would include  
18 the isolated wetland buffer with -- which are  
19 prescribed in the WMO.

20           If a wetland is determined to be a  
21 Corps' jurisdictional wetland but no wetland impact  
22 is proposed, the applicant will need to submit a  
23 document from the Corps that the wetland is a  
24 jurisdictional wetland. If not, the wetland will be

1 regulated again as an isolated wetland including the  
2 isolated wetland buffers. If the isolated wetland  
3 is -- If the wetland is determined to be an isolated  
4 wetland and a wetland impact is proposed, the  
5 applicant should still submit a Section 404 permit --  
6 I'm sorry a document indicating that a Section 404  
7 permit is not required or that the wetland is not a  
8 jurisdictional wetland, and then the wetland will be  
9 regulated as an isolated wetland. If it's an  
10 isolated wetland and no wetland impact is proposed,  
11 the documentation from the Corps is not required and  
12 the wetland will be regulated as an isolated wetland.  
13 Some additional information on this can be found in  
14 the WMO in the current version, which is found on our  
15 website.

16 We are also proposing a new WMO  
17 amendment, which is in the final stages. The  
18 lower -- The different sections that are being  
19 updated under this new proposed amendment, so  
20 basically, most of the articles, as well as Appendix  
21 A, which is definitions, a new appendix and permit  
22 fees.

23 So below is a summary of some of the  
24 more substantive changes to the WMO under the

1 proposed amendment. So currently, there is a pilot  
2 study for offsite retention-based practices and  
3 offsite detention facilities within the Lower Des  
4 Plaines and the Little Calumet River Watershed  
5 planning areas. So the deadline for this pilot study  
6 is being proposed to be extended from 2025 to 2026  
7 under the new amendment.

8 The amendment would also include  
9 modifications to the volume control requirements  
10 under Article 5. So currently, the property holdings  
11 threshold for -- that would require volume control is  
12 0.5 acre, and there's a proposed increase from this  
13 0.5 acre threshold to one acre. And likewise,  
14 there's a proposed increase for the impervious area  
15 threshold for requiring volume control. The current  
16 new impervious area threshold is 0.1 acre, and in the  
17 proposed amendment it would be increased to 0.5 acre.

18 In terms of permit applicability,  
19 some modifications are being proposed to the current  
20 provisions. So for any new or reconstructed outfalls  
21 to District controlled waterways or to Lake Michigan,  
22 a permit would be required. The term District  
23 controlled waterways is being added, but a new  
24 appendix will be provided which depicts which are



1 actually District controlled waterways.

2 Another modification is that any  
3 change to the detention service area of a District  
4 permitted detention facility or major stormwater  
5 system that is greater than 0.5 acres will require a  
6 WMO permit.

7 A WMO permit would also be required  
8 for modifications to the control structure facility  
9 configuration or storage volume of District permitted  
10 volume control facilities, detention facilities or  
11 compensatory storage. So the current provision only  
12 looks at modifications of District permitted  
13 detention facilities when determining if a permit is  
14 required. The proposed provision would also require  
15 a permit for changes to the volume control facilities  
16 and compensatory storage previously permitted by the  
17 District.

18 Under Article 6, a new provision is  
19 proposed that would not require compensatory storage  
20 for fill within the flood-protection areas of Lake  
21 Michigan. And in terms of riparian environment, it  
22 is proposed to introduce a minimum threshold for  
23 impacts requiring mitigation under certain  
24 circumstances. So for instance, for projects with

1 stormwater outfalls or for public access recreational  
2 activities, a minimum threshold for riparian  
3 environment mitigation is being proposed.

4 Under Appendix A, some updates to  
5 existing definitions are proposed, namely for the  
6 definitions of flood-control project, gross allowable  
7 release rate, offsite detention facility and  
8 permittee.

9 We are also planning to introduce  
10 two new definitions, one for violation report and  
11 another for watershed specific release rate, which  
12 are not currently defined.

13 Under Appendix F, which is our  
14 appendix for permit fees, currently, there is a fee  
15 of \$250 per inspection whenever there is a violation.  
16 And instead of that, we are proposing to replace it  
17 with a \$750 flat fee whenever a violation is  
18 discovered.

19 So these updates, they have  
20 undergone final review by our Law Department, so that  
21 is complete. We also had a public presentation and  
22 public comment period, so that's also complete. And  
23 we are anticipating Board approval for the WMO  
24 amendment likely in January of 2025.

1 All of the draft updates that I have  
2 mentioned so far, they are all subject to change  
3 until Board approval.

4 We are also working on updates to  
5 our Technical Guidance Manual, and the articles that  
6 will be updated next are Article 3, which is for  
7 permit submittals; Article 6, for flood protection  
8 areas; and Article 7, for qualified sewer  
9 construction.

10 So sort of switching gears to our  
11 IICP Program. So the annual summary report is due  
12 March 1st of each year detailing progress of the  
13 program requirements. And the five-year period of  
14 the short-term requirements is past due. So if you  
15 have not done so already, please submit the following  
16 as soon as possible: the past annual summary reports  
17 that have not been submitted and also the LTMOP and  
18 PSP document.

19 If you are not sure whether you are  
20 in compliance with the District's IICP Program or if  
21 you have any other questions, please contact Ann Gray  
22 at [graya@mwr.org](mailto:graya@mwr.org).

23 And then as a reminder, once the  
24 short-term requirements are complete and approved by

1 MWRD, satellite entities will transition to the long-  
2 term program.

3           So construction under issued WMO  
4 permits is monitored by our Local Sewer System  
5 Section Field Office Unit. So the Field Office must  
6 be notified ahead of the start of construction under  
7 a WMO permit. The notification can be made by  
8 calling the number here, (708) 588-4055 or by sending  
9 an e-mail to wmojobstart@mwrdd.org. And as a  
10 reminder, when development is required under a WMO  
11 permit, the construction cannot begin until the MWRD  
12 permit has been issued.

13           So the Villages are responsible to  
14 ensure that new staff are aware of the WMO and of the  
15 responsibilities of the Village, as permittee.  
16 Villages play a critical role in preventing  
17 construction without a permit or preventing  
18 construction in advance of a WMO permit. So grading  
19 permits should not be issued before WMO permits are  
20 issued, and occupancy permits should not be issued  
21 until after the RFI is signed. As system engineer  
22 and permittee, the Village is expected also to  
23 inspect the work under construction and to sign the  
24 RFIs.

1           As a reminder, if you have GIS sewer  
2 system files, we encourage you to share them with us.  
3 This would include sanitary system files, storm sewer  
4 system files and combined sewer system files. If you  
5 would like to share your GIS files, please e-mail  
6 mwrddi@mwrdd.org.

7           This slide provides the different  
8 contacts related to the WMO. They're similar to what  
9 was provided at previous meetings. So I'm the  
10 contact for permit determination requests. You can  
11 feel free to e-mail me at mihalachec@mwrdd.org. The  
12 contact for pre-application meetings, so meetings  
13 prior to submitting the WMO permit application, would  
14 be Dan Feltes, and he can be e-mailed at  
15 feltesd@mwrdd.org. If you would like a copy of a  
16 previously issued SPO permit or WMO permit, please  
17 e-mail -- either e-mail mwrddpi@mwrdd.org or you can  
18 submit a permit inquiry through our website at  
19 mwrdd.org/wmo. If you have questions on WPASS or on  
20 the GPS units, the contact for that is Ann Gray at  
21 graya@mwrdd.org. And if you would like to be included  
22 on our e-mail list for WMO updates, including WMO  
23 amendments, new forms when they're posted, I & I  
24 updates, et cetera, you can send an e-mail to

1 wmoupdates@mwr.org in order to join the e-mail list.

2 And also, as a reminder, when using  
3 the WMO forms, please download and use the most  
4 recent forms. They can be found at mwr.org/wmo  
5 under permit application documents. You may need to  
6 clear the browser cache in order to see the updates.

7 So this is my contact information.  
8 Feel free to e-mail me if you have any questions  
9 regarding this presentation or the WMO.

10 MR. CASTILLO: Hey Constance, it looks like  
11 there's a question from Holly, CMAP.

12 Holly is asking can you comment on  
13 the decision to no longer require compensatory  
14 storage for fill in Lake Michigan flood protection  
15 areas?

16 MS. MIHALACHE: Yes. So we -- So it has been  
17 a policy for a while. One of the reasons is that  
18 Lake Michigan, because it's such a large body of  
19 water, the effect -- the effect of fill can be  
20 minimal. There's also national variations of  
21 materials, such as sand and so on that occur over  
22 time. So it has been our policy for a while, but we  
23 are proposing to introduce it into the WMO as part of  
24 the amendment.

1                   If you have any -- I guess if you  
2 have any -- If you have any specific questions or  
3 would like to discuss more, I'm happy to discuss over  
4 an e-mail. But that is the general -- The general  
5 reason is because Lake Michigan is such a large body  
6 of water.

7                   MR. CZARNOTA: Thank you, Constance.

8                   So now we will move on to item  
9 number 6, which would be applying for a Stormwater  
10 Partnership Program, and that will be handled by  
11 Mark.

12                  MR. CASTILLO: Thanks, Eric. Let me just  
13 share my screen.

14                  All right. Before I begin, in the  
15 chat I put a link to our mailing list. So every  
16 month we plan on providing some type of update to our  
17 partnership programs, and if you would like to  
18 receive those updates, you can sign up at the link  
19 that's in the chat.

20                  So thanks again, Eric. Thank you  
21 all for attending. My name is Mark Castillo, I'm a  
22 Senior Civil Engineer in Stormwater Management, and  
23 this is applying for a partnership.

24                  So in this presentation, I'll do a

1 quick overview of our four partnership programs, and  
2 I'll also go over the types of questions that you  
3 will need to answer in each of the applications, the  
4 types of documentation that needs to be submitted, as  
5 well as any program-specific updates.

6 So currently, right now, all three  
7 of our partnership programs are currently accepting  
8 applications. Our Voluntary Flood-Prone Property  
9 Acquisition Program has a single form while the other  
10 programs need to receive a pre-application by the  
11 deadline shown on the screen. When we get your  
12 pre-app, we'll review it and provide any feedback and  
13 then send you a link to your final application to  
14 fill out.

15 Some key dates is the Green  
16 Infrastructure pre-app is due at the end of the year,  
17 and then we have our Stormwater Partnership Program  
18 and Voluntary Flood-Prone Property Acquisition  
19 Programs due at the end of January.

20 Quickly, going through them, if you  
21 are not familiar, the Stormwater Partnership Program  
22 funds traditional stormwater infrastructure like  
23 detention basins or storm-sewer improvements to help  
24 manage stormwater and reduce flooding.



1           The Green Infrastructure Program  
2 funds the construction of green alleys, rain gardens  
3 and other permeable surfaces to manage rainwater  
4 where it lands.

5           Our Voluntary Flood-Prone Property  
6 Acquisition Program helps municipalities acquire  
7 flood-prone property in the floodplain.

8           And then finally, for communities  
9 that need assistance to study and/or design a  
10 solution for a local stormwater issue, they can apply  
11 to our Conceptual Partnership Program.

12           To learn more, please visit  
13 [mwrld.org/stormwater/partnerships](http://mwrld.org/stormwater/partnerships). There you can go  
14 in and browse each program, the requirements, and  
15 there will be a link to each of the applications on  
16 that page.

17           In general, public entities can  
18 apply if they are within MWRD's corporate boundaries  
19 and can enter into an intergovernmental agreement  
20 with the MWRD. So this includes municipalities,  
21 townships, county agencies, park districts and other  
22 government organizations. The project must manage  
23 stormwater and provide some type of benefit from  
24 flooding. So this could include gray stormwater

1 infrastructure, green infrastructure, acquiring those  
2 flood-prone homes or requesting assistance to address  
3 a stormwater issue. Partners, in general, are  
4 responsible for their project's design, contract  
5 administration, bidding, meeting our affirmative  
6 action goals on our contribution, and the long-term  
7 maintenance of the project. Each program has more  
8 specific requirements, so please visit  
9 [mwrdd.org/stormwater/partnerships](http://mwrdd.org/stormwater/partnerships) for more  
10 information.

11           Going into the program-specific  
12 updates: So for this year, in general, we have new  
13 eligibility language. Projects cannot be funded if  
14 they are constructed on leased property, and this  
15 might be a bit confusing, but we are not -- Projects  
16 can't be currently soliciting bids or proposals. So  
17 we have had applicants that apply and then plan on  
18 bidding within the same month. We won't be  
19 considering those projects.

20           For our Green Infrastructure  
21 Partnership Program, potential reimbursements are not  
22 based on a dollar per gallon or storage constructed,  
23 and they recently updated their DRC calculator to  
24 account for this change in reimbursement. For

1 projects that are selected, design, funding and the  
2 IGA needs to be executed by the end of the year with  
3 construction completed by 2025. And there is a video  
4 available at that partnership website that kind of  
5 goes into the details for the updates for this  
6 program.

7 So Stormwater Partnership Program, a  
8 benefit-cost analysis may now be required of projects  
9 greater than 3 million in construction.

10 Additionally, we have a new way we  
11 prioritize projects. We have been listing out each  
12 application that has been submitted to us and is  
13 eligible for funding. Applicants are prioritized in  
14 groups based on internal metrics, such as impacted  
15 and benefit structures; storage to be provided and  
16 the economic needs and previous assistance from the  
17 MWRD, amongst other criteria.

18 We list out checklist items, which  
19 essentially become like a pre-award checklist that  
20 need to be completed before we enter an IGA with the  
21 partner. So some of these items can be like  
22 right-of-way, non-MWRD funding, grants being secured.  
23 And we kind of like look at this prior to formalizing  
24 our financial commitment to a project.

1           Finally, our Voluntary Flood-Prone  
2 Property Acquisition Program, there has been a number  
3 of questions that have been added to the application,  
4 including a post-acquisition narrative. And then the  
5 FEMA precalculated benefit increased to 300 --  
6 360,000 per property acquired. So acquisitions that  
7 exceed that amount require a BCA.

8           All right. Now on to the meat of the  
9 presentation, what makes up an application. So there  
10 are four categories of questions found in our  
11 application, including project scope, schedule, cost  
12 and program-specific questions. In the presentation  
13 I'll cover documentation, and it will cover both  
14 required and optional documentation. Each program  
15 has different requirements, so you would just refer  
16 to each application for the specific documentation  
17 needed.

18           On to project scope, so we ask the  
19 applicant to describe the existing site. So how is  
20 it used; what structures are there, residential,  
21 commercial buildings; is there critical  
22 infrastructure, like hospitals. We also want the  
23 applicant to describe what unique features exist, is  
24 the site by a river or body of water; is there a low

1 area where water pools; are there existing  
2 environmental conditions; and who owns the property  
3 where the project is located. Answering this  
4 question with this amount of detail kind of helps us  
5 understand the site to be improved and any  
6 coordination issues that may be needed during the  
7 development of the project and construction. We also  
8 ask common questions like is it in a combined or  
9 separate sewer area, is the site in the floodplain,  
10 is there ongoing or planned work nearby.

11 And then our Green Infrastructure  
12 Program specifically asks questions to help determine  
13 if the GI will be effective in that area, and that  
14 will include high-ground water; soil infiltration  
15 rates; nearby sanitary sewer and then the existing  
16 surface types like is it grass, concrete, asphalt.

17 There is also a section where we ask  
18 applicants to describe the flooding in the area. So  
19 we need you to describe the types of flooding and the  
20 types of infrastructure impacted. So being very  
21 specific describing if the flooding occurs in alleys  
22 and backyards, is it flowing into a home or is it  
23 a -- is it sewage backing up into a basement. You  
24 know, what types of building are affected, is it

1 residential, businesses, schools, hospitals, local  
2 streets or highways. Later on in each of the  
3 applications we ask you to provide documentation,  
4 such as photos, if that's available.

5 We also ask how does the flooding  
6 impact the area within and around the project site.  
7 So we ask this because this is kind of information  
8 that might not be readily found in a study or  
9 hydraulic model. We're just trying to determine how  
10 flooding impacts or affects people's day-to-day  
11 lives. So like what is the major traffic impact, you  
12 know, like how many people -- can people access their  
13 home or a business or school; how long is the area  
14 impacted for; how long does it take residents to  
15 recover from the event; and how -- what do they need  
16 to do to recover from the event.

17 And then we also ask you to provide  
18 the extent and location of the flooding, the depth,  
19 the frequency, and then any supporting documentation,  
20 if available.

21 Some good examples of documentation  
22 for past events includes 311 calls, photos, news  
23 articles. Some applicants have provided a map of all  
24 of their calls, which makes it really clear where the

1 problem areas are. You can submit a flood study or  
2 modeling exhibits. These are very useful because  
3 they have the extent of flooding, the depths and they  
4 show very clearly the impacted structures. The MWRD  
5 has resources available, such as the Detailed  
6 Watershed Plans and we've done Stormwater Master  
7 Plans for certain communities. So that information  
8 is available at the web link there,  
9 [mwrld.org/stormwater/plans-reports](http://mwrld.org/stormwater/plans-reports).

10 If there are site plans, utility  
11 sheets and permits, that's good to know to help us  
12 understand where there could be utility conflicts.

13 And then for the Flood-Prone  
14 Property Acquisition Program, providing the FEMA  
15 inundation, SWIMA or Stormwater Inundation Mapping,  
16 that is useful to clearly identify projects that are  
17 located within the floodplain.

18 And then Green Infrastructure  
19 Program will normally ask for some type of boring log  
20 to get that soil and groundwater information.

21 Next up we have project scope. We  
22 ask you to provide a detailed description of the  
23 project, emphasizing detailed. Some applicants  
24 really just write down one or two sentences, and they

1 don't really describe their project very well. So we  
2 want you to talk about each stormwater or green  
3 infrastructure element to be installed, where it will  
4 be built. We also want you to describe how the  
5 project will reduce flooding or manage the stormwater  
6 runoff. So this could be describing the existing  
7 system and comparing it to what's proposed; talking  
8 about the flood event that the project is designed  
9 for, like is it a five, ten or hundred year event;  
10 talking about if there's -- clearly like talking  
11 about storage being provided and where runoff is  
12 being conveyed. And finally, like if there's changes  
13 in like how the site will be used post-project,  
14 including any description of green space or other  
15 benefits.

16 We also need to know if the project  
17 is in the public right-of-way or if an easement is  
18 needed to maintain and build the project and what  
19 permits are needed or required for the project.

20 And then finally, we also want to  
21 understand like is what you're applying for part of a  
22 larger project or like a single phase in a larger  
23 project. We kind of ask you or want you to describe  
24 the non-stormwater elements to be built as well. And



1 then finally, there's a section where you can  
2 describe the long-term maintenance of the project.  
3 Along with that project description, we ask you to  
4 summarize the project benefits, so that could be an  
5 exhibit showing the benefitted structures; your DRC  
6 calculations; if you are installing GI, the property  
7 being removed from the floodplain, if it's an  
8 acquisition; and then describing any post-project  
9 use. And as a reminder, projects may require a  
10 benefit-cost analysis for some applications.

11           So examples of project scope  
12 documentation can include your conceptual preliminary  
13 drawings, construction plans, O & M plans. And for  
14 green -- your DRC calculations or for green  
15 infrastructure, BCA for stormwater or Flood-Prone  
16 Property Acquisition Programs; and then the exhibits  
17 showing or like a marked-up street map showing the  
18 post-project benefits. So like showing the  
19 benefitted structures or showing like a before and  
20 after reduction of flooding.

21           And then for Green Infrastructure,  
22 we do ask that you provide like a -- the area  
23 draining into the GI.

24           All right. Now on to scheduling.



1 completion, contract advertisement and award and then  
2 construction completion and duration. We ask -- We  
3 also ask about the project's right-of-way, because we  
4 need to ensure the applicant can access the project  
5 site to build a project and maintain it long term.  
6 So we ask you to describe the remaining property  
7 easements -- property or easements to be acquired,  
8 including who the current owner is, items to  
9 negotiate and the status of those negotiations. If  
10 you are working with another public agency, who will  
11 own and maintain the stormwater. We ask you to  
12 describe who will own and maintain the stormwater  
13 improvements. We also ask about your additional  
14 funding sources because this can take time to apply  
15 and be notified. So when have you applied, what is  
16 the status of that application. And then we are all  
17 very familiar that permitting can take quite awhile,  
18 so just let us know where you are in that permitting  
19 process is very useful.

20 Examples of scheduling  
21 documentation: providing a schedule with remaining  
22 tasks with realistic completion dates is very useful.  
23 We've gotten a lot of applications where people say  
24 design, permitting, right-of-way, you know, will all

1 be completed by December 31st, and this is just not  
2 really realistic. We rely on our applicants to  
3 provide accurate or just realistic dates so that we  
4 can understand when this project -- how this project  
5 will progress as it's being designed.

6 For permitting, you can provide or  
7 reference a completed permit or any permit  
8 determinations or consultations that you've gotten.

9 Right-of-way documentation includes  
10 plats of subdivision, easement agreements, deeds or  
11 other documentations that you have on hand.

12 And then if are you looking to build  
13 your project on another public agency's property,  
14 getting that public agency to acknowledge the project  
15 through a letter of support would -- is like -- would  
16 be very helpful.

17 And finally, referencing a submitted  
18 application for additional funding, so like if you're  
19 going for FEMA funding, referencing that application  
20 and the notice of award, again, is helpful for us to  
21 determine the project schedule.

22 Last up is budgeting. In our  
23 applications, we ask applicants to break down the  
24 cost of the project. This is broken out into

1 engineering, design and management, permitting  
2 right-of-way, stormwater or green infrastructure  
3 construction and non-stormwater or non-green  
4 infrastructure construction.

5 And then if you are looking to  
6 acquire a property through our Flood-Prone Property  
7 Acquisition Program, the fair market value of those  
8 properties. We ask that the construction estimate be  
9 broken down into construction tasks, unit costs and  
10 quantities. We do not want to see lump sum; however,  
11 if there is a larger unique item that is being  
12 installed, providing a manufacturer's quote is very  
13 helpful. We want you to clearly identify eligible  
14 stormwater elements, which I'll go into later. Your  
15 estimate should have contingency, inflation, overhead  
16 and profit identified; and then we also ask that you  
17 provide the source of that cost data, including the  
18 dates that you got that information from.

19 Going on to eligible costs. MWRD  
20 can only provide funding to reimburse eligible  
21 construction costs. So that includes stormwater  
22 infrastructure and related installation costs, green  
23 infrastructure and related installation costs, and  
24 the acquisition of property.

1                   What is not eligible, that's  
2 engineering, design, construction management,  
3 right-of-way and land acquisition, operations,  
4 maintenance and other non-construction-related costs;  
5 and work not directly incidental to the stormwater  
6 improvements. So for example, if you are trenching  
7 in a new storm sewer and you're crossing several  
8 water mains, relocating those water main connections  
9 would be incidental to the project. Examples of what  
10 is -- Sorry, let me go through this. So sidewalks,  
11 road resurfacing, water main or other construction  
12 that go beyond what is incidental to the stormwater  
13 improvement is not eligible. Also, public amenities,  
14 ornamental fencing and lighting improvements are not  
15 eligible as well. And I have the IDOT specifications  
16 for road and bridge construction up here, because  
17 they have methods of measurement on how they do their  
18 pay items, and that is kind of like what we sort of  
19 look at when we just start to consider like all  
20 right, what is incidental to say like trenching,  
21 because IDOT will have pay items where there's a  
22 certain amount of leeway on either side of the sewer  
23 where okay, that work is incidental to this like pay  
24 item. That's what kind of gets paid.

1           So this is kind of how we sort of  
2 base our initial estimate on what is incidental to  
3 the stormwater improvement.

4           Our application also asks about  
5 additional sources of funding, so how is the project  
6 being funded; is it a direct contribution from the  
7 applicant or partner; are there grants involved; is  
8 there cost-share program with another municipality;  
9 and then are there loans or stormwater fees  
10 available. So we ask you to describe the additional  
11 sources of the funding, the amounts, whether or not  
12 those have been awarded or budgeted yet, how the  
13 funding will be used on the project. So what  
14 construction tasks are qualified or how can those  
15 funds be used on the certain types of construction  
16 tasks, and then when do the funds expire. Sometimes  
17 there's a performance period of like one or two years  
18 where you have to use that funding before it can't be  
19 accessed anymore.

20           And then our applications are asked  
21 about like a contingency plan, so if that funding  
22 doesn't go through, what is the municipality  
23 proposing in order to continue like moving forward on  
24 this project.





1 clarification, Mark.

2 MR. CASTILLO: All right. If there's no other  
3 questions, thank you for your time

4 MR. CZARNOTA: Thanks, Mark.

5 And then was there any other MWRD  
6 presentations that were scheduled for today?

7 MS. WRIGHT: Nope.

8 MR. CZARNOTA: Okay. Then we will move on to  
9 item number 7, which is the 2025 meeting schedule.  
10 I'll share my screen really quickly here.

11 So these are the dates for the 2025  
12 cycle for North Branch Chicago River Watershed  
13 Planning Council. We're sticking with the normal  
14 schedule of the first Tuesday of the month. So we'll  
15 have meetings in March, June, September and then  
16 December at our usual 10:00 a.m. meeting time.

17 There will be some further  
18 discussions with MWRD, depending on if we would like  
19 to move meetings to an in-person capacity, maybe for  
20 one meeting or two. I'll probably send out kind of a  
21 feeler e-mail out to the Committee to see what the  
22 interest of the group would be. But for now, these  
23 would be the four dates for 2025 for this Watershed  
24 Planning Council.



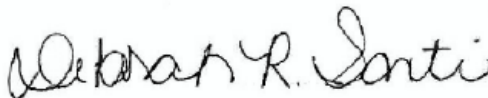
1 STATE OF ILLINOIS)  
 ) SS.  
2 COUNTY OF COOK )  
3

4 I, DEBORAH R. SANTI, Certified Shorthand  
5 Reporter for the State of Illinois, do hereby certify  
6 that on the 3rd day of December, 2024, the North  
7 Branch of the Chicago River Watershed Planning  
8 Council Meeting was taken before me, reported  
9 stenographically, and was thereafter reduced to  
10 typewriting.

11 The said hearing was taken via  
12 videoconference by Zoom.

13 I further certify that the  
14 foregoing is an accurate record of the hearing at the  
15 time and place hereinabove referred to.

16 Witness my official signature  
17 and seal as Notary Public, in and for the County of  
18 Cook, State of Illinois, on the 29th day of December,  
19 2024.

20  
21 

22 DEBORAH R. SANTI, CSR

CSR # 084-004107

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