

**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.

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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,

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