

Draft SMC 2025 Annual Work Program		Date: January 2025		Staffing [22 full-time, 2 part-time]		Notes and Comments
				Primary	Support	
1	Annual work program, priorities, staff assignments, performance	Kurt	Dijana	Reviewed with all staff in December 2024.		
2	Budget, grant revenues, adjustments, carry-overs, performance	Kurt	Project Managers	Recommended line-item budget presented at May SMC meeting. Joint hearing in October.		
3	Committee meeting room scheduling	New Staff	Project Managers	Technical Advisory Committee, Municipal Advisory Committee.		
4	Computer hardware, software, procurement	Jeff	Michelle	Replace CARES laptops in 2025.		
5	Contact database information management and updates	New Staff	Ashley	Migrate to cloud-based application. Contacts are managed by each department.		
6	Contracts and legal documents review	Legal	Project Managers	Easements, IGAs, Grant Agreements, Acquisition agreements, property transfers, taxes		
7	Cybersecurity training and awareness	All Staff	Jeff	Ninjio videos and quizzes		
8	Field safety training	Tim	Mea	Annual training for all staff		
9	Lake County Risk ADA Liaison Committee	Other	Kurt	Project Manager: Erika Osinski. Consultant: Kimley Horn.		
10	Finance liaison to County and financial audit support	New Staff	Dijana	Continue Monday.com/CFS. FEMA, DCEO, Single Audits for Federal, GATA, County Audit		
11	Financial and HCM management system	New Staff	Dijana	Workday ERP configuration and implementation for HCM and Finance. Go live December 2025.		
12	Freedom of Information Act (FOIA)	New Staff	Jeff	Gov QA software training.		
13	Front office reception and visitor assistance	New Staff	All Staff	Staff support per walk-in schedule.		
14	Human resources liaison to County	New Staff	Jeff	Payroll events, PAFs, quarterly risk management, etc.		
15	Internship program	Jeff	All Staff	Recruitment, hiring, task assignment, training/supervision, payroll. Sometimes grant-funded.		
16	Legislation and policy tracking	Kurt	Ernesto	Support County legislation priorities, as applicable. Refer to SMC policy.		
17	Legistar file creation, agendas, minutes, member terms	New Staff	Dijana	Publish, building post, website, email (48 hours prior to meeting); Minutes, semi-annual review		
18	Mail collection, package delivery, and check handling	New Staff	All Staff	Check log, safe storage, and notification to appropriate staff		
19	Mainstream monthly e-newsletter	Communications	Project Managers	Positive feedback received		
20	Monthly staff coordination meetings	All Staff	Communications	In-person or field, determined by Moderator.		
21	Open Meetings Act (OMA)	Kurt	Dijana	Online annual training via Attorney General website.		
22	Overhead staff fringe rates	New Staff	Project Managers	Annual spreadsheet update beginning of the year, and staff changes as needed		
23	P-card administration, approval, reconciliation	Kurt	Dijana	JPMorgan review and approval process for transactions, cardholders		
24	Policy development/modifications	Kurt	Mike	Review consistency with generally accepted local government and applicable state law		
25	Professional development and staff training opportunities	Kurt	All Staff	5% of each position description, maximum 2 paid professionally related memberships per staff		
26	Project file organization, record retention, retrieval, destruction	New Staff	Dijana	Scanning, digital submittals and records.		
27	Purchasing portal and procurement	Ernesto	Sharon	Refer to Code of Ordinances § 31.035 Financial Services		
28	Remote IT support/assistance for staff	Jeff	Michelle	Beyond Identity required for device access to network.		
29	Remote work staff agreement updates	Kurt	All Staff	Annual update of hybrid schedules, office shifts, leave procedures, equipment check-out.		
30	SMC meetings, executive session, special call meetings	Kurt	Kelcey	OMA compliance, A/V and Zoom setup, Commissioner outreach/quorum.		
31	SMC representative appointments/elections	Kurt	Other	Municipal, District and Officer elections in 2025. County Clerk assistance with District ballots.		
32	SMC new member/alternate orientation	Kurt	Dijana	Update orientation packet		
33	Staff emergency, telephone directory, and 'Who To Call'	New Staff	Sharene	Update contact names, phone numbers, email and mailing addresses		
34	Staff recruitment, hiring, reclassifications/re-organization	Kurt	Other	HR adjustments for professional positions		
35	Statement of Economic Interest annual certification/filing	New Staff	Kurt	Annual County Clerk process and coordination		
36	Technology support / liaison to County	Jeff	Michelle	always looking to improve efficiencies		
37	Treasurers reports and presentation	New Staff	Dijana	SMC reports include funds: 212-SMC, 743-RSMP, 775-DRWW, and 778-NBWW		
38	Vehicle and equipment service, maintenance, and fuel purchasing	New Staff	Dijana	Coordination with LCDOT, transponders, emissions, recalls, etc.		
39	Watershed projects staff field tour	Kurt	Project Managers	Annual summer project bus tour, staff project presentations and appreciation lunch		

ADMINISTRATION: KURT, JEFF

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40	PUBLIC INFORMATION	Citizen Inquiry Response System (CIRS)	Jeff	Michelle	Migrate existing system to INFLOW, new feature enhancement. Consolidate legacy data.	
41		DCEO project book update	Communications	Sharene	Update all projects and elected officials, as applicable (~May 2025)	
42		Comprehensive Stormwater Plan Update - Public Meetings	Communications	Mike	TBD: 4 watershed meetings or 6 district meetings?	
43		INFLOW centralized digital framework	Michelle	Jeff	Consolidate/enhance stormwater data. Reference SMC Plan Goal #6 and 55 ILCS 5/5-1062(a)(1)	
44		INFLOW annual training webinar	Michelle	Jeff	Uniform intake and administrative efficiencies, requires geo-spatial user data (polygon)	
45		MS4 geospatial compliance map	Anna	Ernesto	Digitize storm sewer data and community updates. Consolidate data, secured access.	
46		Press releases, advisories, and graphic design coordination	Communications	Anna	Includes flood response public information	
47		Website and public information coordination of the SMC programs	Communications	Michelle	Front office FOIA and OMA postings updated annually	
48	REGULATORY: BRIAN, KELCEY	Army Corps regulatory services enhancement	Brian	Juli	Maintain effective partnership with Chicago District Regulatory Branch	
49		Certified Wetland Specialist (CWS) program	Juli	Bill	3 person review team: Juli, Bill, Glenn	
50		Community Notification Procedure and Community Assistance Visits	Brian	Tim	As notified by FEMA/NFIP/IDNR, post-communication to local jurisdictions	
51		Community contact list updates	Kelcey	Dijana	Migrate to cloud-based application. Contacts are managed by each department.	
52		Community WDO Recertifications	Brian	Kelcey	Recertification completed in 2024. Next 5-year cycle to begin in 2029.	
53		Consultant/Contractor permit review coordination	Brian	Kelcey	Consultant assistance as determined by Chief Engineer	
54		Designated Erosion Control Inspector (DECI) Program	Mea	Tim	Daily requests, test administration, 2 workshops per year: 101-level and Advanced	
55		Directional drilling guidance document and training	Tim	Juli	"frac-out" contingency plan and discussion at TAC	
56		Energov financial invoice payment processing	New Staff	Dijana	Tyler Payments software replacing BridgePay	
57		Energov system configuration, upgrades and training	New Staff	Kelcey	Microsoft Silverlight application framework discontinued. HTML5 support only.	
58		Floodplain Studies, LOMR, Best Available, Draft Hydrology & Hydraulics (H&H)	New Staff	Brian	TAC update of 2004 Policies and Procedures: Bulletin 75 rainfall, rain-on-grid hydrology, other.	
59		Technical workshops	Brian	Kelcey	Co-sponsor with regional partners. Advanced Hydric Soils Class. BMP Field Day.	
60		Inter-agency regulatory coordination	Brian	Kelcey	Federal: FEMA, USACE; State: IDNR, IEPA, IDOT; County: Lake, McHenry, MWRD, SWCD	
61		Jaime Phase 3 Mitigation	Glenn	Brian	Regulatory compliance	
62		Online examination oversight (CWS, EO, DECI)	Mea	Kelcey	Classmarker website	
63		Regulatory inspections, Watershed Development Ordinance (WDO) enforcement	Mea, Tim	Kelcey, Brian	Includes USACE "bump-up" review and inspection shared services	
64		Regulatory guidance memoranda, documents, checklists for countywide WDO	Brian	Kelcey	TAC-approved documents presented to SMC	
65		Regulatory permit, base flood elevation determinations, erosion/sediment control	Kelcey	Phil	Consultant assistance as determined by Chief Engineer	
66		Regulatory reports to SMC	Kelcey	Brian	Monthly turn-around times, inspection compliance, wetland restoration fund balances	
67		Technical Advisory Committee (TAC) meetings and agenda	Kelcey	Brian	Update members with expiring terms, annual appreciation breakfast, open to public	
68		Technical and regulatory assistance to Enforcement Officers	Brian	Kelcey	Includes Lake County communities and local officials	
69		USACE Interagency Coordination Agreement (ICA)	Tim	Mea	Quarterly updates to be sent to Corps Project Managers, cc Executive Director	
70		WDO conformance reviews in Certified Communities	Brian	Kelcey	Chief Engineer recommendations to the Certified Community	
71		WDO interpretations, support, updates	Brian	Kelcey	Determine appropriate jurisdiction and coordinate/defer to Enforcement Officer	
72		Wetland preliminary jurisdictional determinations (PJD), Boundary Verifications (BV)	Juli	Bill	Review procedures/policies/forms	
73	Wetland Restoration Fund (WRF) program	Bill	Juli	Explore potential in-lieu fee option for State. Watershed impact fees increased in 2024.		

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74	PLANNING: MIKE, ASHLEY	All Natural Hazards Mitigation Plan Update	Sharon	Anna	Next 5-year update in 2027, LCEMA support.	
75		All Natural Hazards Plan Committee Annual Meeting	Sharon	Anna	Joint meeting with MAC scheduled for November 19, 2025. LCEMA and PB&D support.	
76		Comprehensive Stormwater Management Plan Update	Mike	Ashley	Consultant draft due May 2025. Target adoption by December 31, 2025.	
77		De-icing Workshop and calibration events (5 virtual, 1 In-person calibration event)	Ashley	Anna	Multi-county entity coordination and planning efforts	
78		Des Plaines River Watershed Workgroup (DRWW)	Anna	Ashley	SMC receives \$25,000 from DRWW for services. NARP submitted December 29, 2023.	
79		Fox River Chain O'Lakes Watershed-Based Plan Assistance	Jacob	Mike	Assist local communities and Fox Waterway Agency	
80		Grant search, funding notification, establishment and procurement	Mike	Sharon, Ashley	Notify County Finance, as applicable	
81		IEPA-319 FY25 Countywide Grant Application	Mike	Ashley	May 2024 application submitted for 2 projects.	
82		IEPA-319 Manitou Creek-Fish Lake Drain Watershed Plan Update	Mike	Jacob	WMAG/IEPA; consultant assistance, planning substantially complete.	
83		IEPA-319 monitoring & maintenance inspections	Ashley, Jacob	Mike	Inspections every 2-3 years during 10 year O&M period; Ashley - NBCR & Fox, Jacob - DPR	
84		North Branch Watershed Workgroup (NBWW)	Ashley	Mike	SMC receives \$24,000 from NBWW for services. NARP to be submitted in 2025.	
85		Regional/State/NGO planning and program development activities	Kurt	Mike	USACE, USGS, FEMA, NRCS, IDNR, CMAP and adjoining county regional programs	
86		Natural Solutions Tool - Lake County Expansion	Ashley	Mike	Trust for Public Lands & Friends of the Chicago River. SMC public GIS data flat file transfer.	
87		USDA-NRCS Upper Des Plaines River Watershed Study	Mike	Jacob	SMC is the Local Sponsor. Coordination with LCFPD. Public meeting hosting and support.	
88		Watershed coordination: Des Plaines River	Jacob	Mike	Countryside Lake tributaries/Seavey headwaters, Mill Creek	
89		Watershed coordination: Fox River	Sharene	Mike	McHenry County Coordination, Fox River Summit, It's Our Fox River Day	
90		Watershed coordination: Lake Michigan	Mike	Anna	IDNR Coastal Management Program, GLCRS, Coastal Clean Waters Advisory Group, TMDLs	
91		Watershed coordination: North Branch Chicago River	Ashley	Mike	Knollwood study coordination, liaison with Skokie Consolidated Drainage District.	
92		Watershed-based online mapping applications	Jacob	Michelle	Multiple watershed plans, WRAPP/Stream and Detention Inventories. Consolidate GIS data.	
93		LC Sustainability: Green Team, De-Carbonization, Forest Strategic Plan, Tree Planting	Other	Project Managers	Program Manager: Robin Grooms. SMC Representatives: Sharene, Anna and Ashley	

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94	DCEO-STOCIP Project events	Communications	Project Managers	Project status, groundbreakings, ribbon-cutting events, etc. Increase contractual services in 2025.		
95	DCEO-STOCIP Grant establishment, budget, scope, and invoicing	Mike	Ernesto	Includes Local Sponsor IGAs, amendments, outside legal counsel review		
96	DCEO-STOCIP Performance and Financial reporting (PPR/PFR)	Ernesto	Sharene	DCEO reporting. Coordination with Central Financial Services.		
97	DCEO-STOCIP Round 1 & Round PC project management	Ernesto	Project Managers	Round 1 projects (13): \$30,000,000 - Completed; Round PC projects (1-3): \$2,600,000 - Ongoing.		
98	DCEO-STOCIP Round 2 Buffalo Creek Improvements at Bristol Trails Park	Ernesto	Sharene	Local Sponsor: Village of Lake Zurich		
99	DCEO-STOCIP Round 2 Buffalo Run Culvert Replacement	Ernesto	Sharene	Local Sponsor: Village of Kildeer		
100	DCEO-STOCIP Round 2 Four Corners Basin Storm Sewer	Ernesto	Sharene	Local Sponsor: TBD		
101	DCEO-STOCIP Round 2 Honey Lake Drain Storm Sewer Improvements	Ernesto	Sharene	Local Sponsor: Village of North Barrington		
102	DCEO-STOCIP Round 2 Horatio Gardens Drainage Improvements	Ernesto	Sharene	Local Sponsor: Village of Buffalo Grove, coordination with Vernon Township		
103	DCEO-STOCIP Round 2 Lewis Avenue Stormwater Improvements, Phase 1	Ernesto	Sharene	Local Sponsor: City of North Chicago		
104	DCEO-STOCIP Round 2 Lewis Avenue Stormwater Improvements, Phase 2	Ernesto	Sharene	Local Sponsor: City of North Chicago		
105	DCEO-STOCIP Round 2 Northwood Subdivision Stormwater Improvements	Ernesto	Sharene	Local Sponsor: Village of Buffalo Grove		
106	DCEO-STOCIP Round 2 Rose Tree Lane Drainage Outfall	Ernesto	Sharene	Local Sponsor: Village of Lindenhurst		
107	DCEO-STOCIP Round 2 Round Lake Drain Master Plan, Phase 1	Ernesto	Sharene	Local Sponsor: Village of Round Lake Beach		
108	DCEO-STOCIP Round 2 Seavey Master Plan, Phase 3	Ernesto	Sharene	Local Sponsor: Village of Vernon Hills, coordination with Vernon Hills Park District		
109	DCEO-STOCIP Round 2 Skokie River Channel Improvements Phase 3	Ernesto	Sharene	Local Sponsor: Skokie Consolidated Drainage District		
110	DCEO-STOCIP Round 2 West Scranton Avenue Viaduct Project, Phase 1	Ernesto	Sharene	Local Sponsor: Village of Lake Bluff		
111	DCEO-STOCIP Round 2 Windsor Drive Drainage Improvement	Ernesto	Sharene	Local Sponsor: Village of Lincolnshire		
112	DCEO-STOCIP Round 2 Zion 20th Street Stormwater Improvement, Phase 1	Ernesto	Sharene	Local Sponsor: City of Zion		
113	DCEO-STOCIP Round 2 Bangs Lake Outfall Improvements	Ernesto	Sharene	Local Sponsor: Village of Wauconda		
114	DCEO-STOCIP FY25D Beach Park Stormwater Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Village of Beach Park		
115	DCEO-STOCIP FY25D Bull Creek Subdivision Drainage Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Libertyville Township Highway Department		
116	DCEO-STOCIP FY25D Countryside/Seavey Channel Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Lake County Forest Preserves District and/or Countryside Lakes HOA		
117	DCEO-STOCIP FY25D Del Mar Woods Stormwater Improvements	Ernesto	Sharene	\$175,000 - Local Sposnor: TBD		
118	DCEO-STOCIP FY25D Kings Island Mitigation Project	Ernesto	Sharene	\$175,000 - Local Sponsor: Village of Fox Lake		
119	DCEO-STOCIP FY25D Gages Lake Area Drainage Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Warren Township Highway Department. IGA approved.		
120	DCEO-STOCIP FY25D Knollwood Community Drainage Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Shields Township		
121	DCEO-STOCIP FY25D North Flint Creek Tributary Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Villages of Lake Zurich/Hawthorn Woods, and/or Ela Township		
122	DCEO-STOCIP FY25D Grayslake Manor Drainage Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Village of Grayslake		
123	DCEO-STOCIP FY25D Montesano Avenue Stormwater Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: City of Waukegan		
124	DCEO-STOCIP FY25D Sunset Avenue Detention Basin Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: City of Waukegan and/or Village of Gurnee		
125	DCEO-STOCIP FY25D West Shore Park Drainage Improvements	Ernesto	Sharene	\$175,000 - Local Sponsor: Fremont Township Highway Department		

CAPITAL IMPROVEMENT: ERNESTO, SHARON

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126	CAPITAL IMPROVEMENT: SHARON, ERNESTO	FEMA-FMA FY23 Swift Current floodplain property buyouts	Sharon	Interns	\$1,000,000 application for 3 homes	
127		FEMA-HMGP 4116 floodplain property buyouts	Sharon	Brian	Complete property transfers in 2025	
128		FEMA-PDM Beach Park Landslide Properties Mitigation and Stream Restoration	Sharon	Dijana	Complete property transfers in 2025	
129		FEMA-PDM FY22 Dady Slough Wetland Enhancement	Sharon	Ashley	Grant extension needed. Bid construction in 2025.	
130		FEMA-PDM FY22 North Chicago Storm Sewer, Rt 41	Sharon	Ashley	Grant extension needed. Monthly coordination meetings with stakeholders.	
131		FEMA-PDM FY22 Sylvan Lake Dam Modification	Sharon	Ernesto	Project substantially complete. Ribbon-cutting event in 2025.	
132		FEMA-PDM FY22 Zion Stormwater Management Project	Sharon	Dijana	Grant extension needed. Complete design in 2025, construction in 2026	
133		Field oversight of SMC construction projects	Managers	Other	Encourage project sponsors provide field assistance/support. Define within project IGAs	
134		HUD-EDI FY23 West Scranton Avenue Viaduct	Sharon	Ernesto	Submit \$750,000 HUD application before 2026 deadline	
135		IDNR Highland Park floodplain property buyouts	Sharon	Dijana	Execute \$5,000,000 IGA with City of Highland Park in 2025. Approx. 12 properties.	
136		IDNR-2018 floodplain property buyouts	Sharon	Dijana	Complete property transfers in 2025	
137		IDNR-2019 floodplain property buyouts	Sharon	Dijana	Complete property transfers in 2025	
138		Post-grant FEMA-HMGP 1850 floodplain property buyouts	Sharon	Dijana	Complete property transfers in 2025	
139		Voluntary floodplain buyout program and post-grant activities	Sharon	Michelle	Statements of interest database, benefit-cost analysis, property tax filings, inspections, reports	
140		Professional services and consultant contracting	Kurt	Ernesto	Scoping, solicitation, selection, contract management, consultant oversight and management	
141		SMC-SIRF FY20 Meadow Haven Creek Drainage Improvements	Jacob	Kurt	Target close-out in 2025	
142		SMC-SIRF FY22 Deerfield HS Stormsewer Replacement	Ashley	Jacob	On hold	
143		SMC-SIRF FY23 Lake Eleanora Drainage Improvements	Jacob	Kurt	Considering design modifications	
144		SMC-SIRF FY23 Osage Road Drainage Improvements	Jacob	Michelle	Target close-out in 2025	
145		SMC-SIRF FY24 Bunker Court Stormwater Improvements	Jacob	Ashley, Michelle	Executed agreement needed	
146		SMC-WMB FY22 Thornberry Village Est. Storm Sewer	Jacob	Kurt	Ongoing	
147		SMC-WMB FY24 Lakewood Hills Drainage Improvements Phase 1	Jacob	Ashley, Michelle	Target completion in 2025	
148		SMC-WRF FY23 Grainger Woods	Bill	Juli	IGA with Lake County Forest Preserves District, Des Plaines River watershed	
149		SMC-SIRF FY24 Indian Creek Hawthorn Woods	Jacob		Target close-out in 2025.	
150		SMC-SIRF FY24 Erhart Road Tile Replacement	Jacob	Brian	Target completion in 2025.	
151		SMC-SIRF-FY25 South Shore Long Lake Drainage Improvements	Jacob	Sharene	Eligibility authorized, project agreement and funding needed. Applicant: Grant Township Hwy	
152		SMC-SIRF-FY25 N. Grandwood Drive Drainage Improvements	Jacob	Brian	Eligibility authorized, project agreement and funding needed. Applicant: Warren Township Hwy	
153		SMC-SIRF-FY25 Bradley Road Subdivision Stormwater Improvements Ph1	Ashley	Brian	Eligibility authorized, project agreement and funding needed. Applicant: Bradley Road POA	
154		SMC-WMAG FY25 Diamond Lake Management Plan	Jacob	Michelle	PENDING SMC APPROVAL. Applicant: Mundelein Park District	
155		SMC-WMB FY25 Bordeaux Wetland Restoration & Drainage Improvement	Jacob		PENDING SMC APPROVAL. Applicant: Village of Buffalo Grove	
156		SMC-WMB FY25 Middle Fork Stormwater Conveyance Project	Ashley		PENDING SMC APPROVAL. Applicant: Lake Forest Open Lands	
157	SMC-WMB FY25 Petite Lake Drainageway SE/SC - Phase 1	Sharene		PENDING SMC APPROVAL. Applicant: Lake Villa Township		
158	SMC-WMB FY25 Hartnett Park Natural Shoreline Project	Sharene		PENDING SMC APPROVAL. Applicant: Highland Lake Property Owners Association		
159	SMC-WMB FY25 Bevier Park Shoreline Stabilization and Native Plantings	Ashley		PENDING SMC APPROVAL. Applicant: Waukegan Park District		
160	Mill Creek Water Quality Enhancement Project	Michelle	Jeff	County ARPA-funded. ILM base bid contract approved in 2024. Rollins Savanna FP / Third Lake		
161	Stormwater Infrastructure Repair Fund (SIRF) program	Kurt	Jacob	Annual summary project report to SMC. FY25 funding \$108,000. Consolidate GIS data.		

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162	ENGINEERING: JEFF, MICHELLE	County facility outfall stormwater enhancements	Phil	New Staff	Identify 20 locations and limits of significant hydraulic reach.	
163		Damage assessment flood response annual training	Brian	Sharon	LCEMA, FEMA, IDNR, and may include substantial damage/improvement training.	
164		Enhance flood inundation planning tools	Jeff	New Staff	Subwatershed overland flow paths > 100 to 200 acres (H&H). Consolidate GIS data.	
165		Environmental Justice web applications	Jeff	Michelle	Ongoing update as data is available. Consolidate GIS data.	
166		Field equipment readiness/training	Jeff	Michelle, Jacob	GPS, drone, utility locator, iPads, kayaks, UTV etc	
167		Flood event response (alert-dependent)	Brian	Kelcey	See Flood Response Manual for roles and responsibilities, Regulatory staff lead.	
168		GIS database maintenance, updates, and mapping products	Jeff	Michelle	MapsOnline, ArcGIS, Web Apps, countywide storm sewer mapping (MS4). Consolidate GIS data.	
169		ISWS FY24 Nippersink Creek structural assessments	Sharon	Jeff	Illinois State Water Survey flood audits	
170		Lake Michigan TMDL compliance	Anna	Ernesto	Pollutant Sampling Report to be completed May 2025. Consolidate GIS data.	
171		Municipal Advisory Committee (MAC)	Anna	Project Managers	Comp Plan Update presentation at April 2 meeting. ANHMP update at November 19 meeting.	
172		Non-regulatory technical assistance	Michelle	All Staff	Daily walk-in assignments shown on SW Calendar during public building hours; 2 hour limit - unless	
173		NPDES County of Lake MS4 permit compliance	Anna	Other	Annual report signed by County Administrator in May. Includes outfall inspections	
174		NPDES Qualifying Local Program (QLP) program	Anna	All Staff	Distribute Annual Report template April. Awaiting new ILR40 permit, then update NOI & SWPP.	
175		NPDES workshop with McHenry County	Anna	Other	Dual-county workshop in June 2025. Coordinate with McHenry County Planning Department	
176		Rain gauge/stream network, coop and rainfall analyses/notifications	Jeff	Michelle	Enhancements, data collection, maintenance, analysis, distribution, archiving. Consolidate.	
177		SMC-SIRF FY20 MacArthur Drive Drainage Swale - City of Waukegan	Kelcey	Brian	Project cost increases exceed IGA. City to perform design.	
178		SMC-WMB FY24 Knollwood Community Drainage Concept Plan	Ashley	Jacob, Michelle	Target completion in 2025.	
179		SMC-WMB FY25 Engineering Analyses at 3 Forest Preserves	Jacob	Sharene	PENDING SMC APPROVAL. Applicant: Lake County Forest Preserves District	
180		Streamgage joint funding cooperative agreements	Sharene	Dijana	USGS agreements and payments, local sponsor agreements and invoicing	
181		sUAS drone program	Michelle	Mea	Update policies, as necessary	
182	Watershed Management Board (WMB) program	Michelle	Project Managers	Fox: SGD; DPR: JJ; NBCR/LM: AS. Issue RFP in August 2025. Digitize application process.		
183	MAINTENANCE: JACOB	Central Permit Facility green infrastructure BMPs	Ashley	Juli	Education and annual maintenance	
184		Jaime Phase 1-2 isolated wetland mitigation site	Glenn	Other	Routine annual maintenance	
185		Maintenance Pilot Program Management	Jacob	Ernesto	Limited resources and funding, compiling maintenance list	
186		Maintenance Pilot Program: Equipment service and maintenance	Jacob	Ernesto	UTV, trailer, related tools and safety accessories	
187		Maintenance Pilot Program: Equipment operation and safety training	Jacob	Ernesto	Coordinate chainsaw training with LCFPD. Trailer towing training. Track and document annually.	
188		SMC project maintenance and monitoring plan	Jacob	Project Managers	Adaptive management of sites for which SMC has maintenance authority. Consolidate GIS data.	
189		SMC-MPP FY24 Delany Road - Shirley Drive - Midlane GC	Jacob	Ernesto	Adaptive management of flood problem area	
190		SMC-MPP FY24 Falling Waters - Route 45 - Mill Creek	Jacob	Ernesto	Determined leveler feasibility	
191		SMC-MPP FY24 Bull Creek Debris Clearing Project	Jacob		Beach Park	
192		SMC-MPP FY25 Belvidere Road Culvert Maintenance	Jacob		PENDING SMC APPROVAL. Applicant: Manitou Creek Drainage District	
193		SMC-MPP FY25 West Fork Stream Maintenance	Jacob		PENDING SMC APPROVAL. Applicant: Village of Lincolnshire	
194		SMC-WMB FY21 Bull Creek/Manor Ave Stream Maintenance	Kelcey	Jacob	Beach Park	
195		SMC-WMB FY23 Grand Dominion Clemson Levelor	Michelle	Sharene	Mundelein	
196		Stream clean-up sponsorships and outreach	Mike	Ashley	\$4,000 based on \$1,000 per watershed	
197		Watershed Study for Fiddle Creek Mainstem Improvements	New Staff	Jacob	Slocum Lake Drainage District dissolution/funding. Plan to evaluate H&H alternatives analysis.	
198		Indian Creek Stream Restoration/Maintenance	Jacob	Michelle	Property owner and stakeholder engagement. East of Buffalo Grove Road, South Route 45.	