



STORMWATER MANAGEMENT COMMISSION

**MEMORANDUM**

To: Stormwater Management Commission  
From: Mike Warner, Executive Director  
Date: October 25, 2019  
RE: Des Plaines Watershed Workgroup (DRWW)  
Suburban Labs Contract Amendment  
2019 Budget Update

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**ACTION REQUESTED:** Ratification

The attached contract amendment was approved by the DRWW Executive Board. Staff as administrative agent for the DRWW is asking the Commission (fiscal agent) to ratify the contract amendment.

SMC is requesting ratification of the Executive Board action to increase the contract by \$13,896.00, resulting in a total contract amount not to exceed \$102,124.00. Also attached is the budget for this year with all revenues and contract expenditures shown. Also included is an itemized accounting for the year-to-date of invoicing and receivables.

As shown there is enough funding to pay for the increase, and through workgroup discussions, this contractor will have a reduced yearly expense over the foreseeable future, as the group has completed the first initial round of three year intensive sampling rotation and can now divide the watershed into thirds and perform 1/3 of the work each year.

Please contact either the DRWW Technical Coordinator, Stuart Nissenbaum [snissenbaum@lakecountyil.gov](mailto:snissenbaum@lakecountyil.gov), or myself [mwarner@lakecountyil.gov](mailto:mwarner@lakecountyil.gov) with any questions or comments, and thank you for the consideration of this request.

**AMENDMENT NO. 1 to  
2019 TECHNICAL SERVICES AGREEMENT between the  
DES PLAINES RIVER WATERSHED WORKGROUP  
and  
SUBURBAN LABORATORIES, INC. for  
WATER CHEMISTRY MONITORING  
Executed August 15, 2019**

This Amendment is by and between:

Des Plaines River Watershed Workgroup (DRWW)  
500 West Winchester Road  
Libertyville, IL 60048

and

Suburban Laboratories Inc.  
1950 S. Batavia Avenue  
Geneva, IL, 60134

Who agree to amend the original Agreement, as follows:

**SCOPE OF SERVICES**

The Services have been modified to include the following additional activities:

Suburban Labs to add analyses for dissolved reactive phosphorus to all DRWW Sites. In addition, TKN and ammonia nitrogen analyses shall be added to all Tier 3 DRWW sites. The above changes to the analyses schedule should begin with the July, 2019 sampling run.

**COMPENSATION**

Compensation for the services set forth above shall be increased \$13,896.00, resulting in a total contract amount not to exceed \$102,124.00.

**APPROVED FOR DRWW**

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

Printed Name: Brian Dorn

Title: President

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

**APPROVED FOR Suburban Laboratories**

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

Printed Name: Dan Galeher

Title: Vice President of Sales and Service

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

**DRWW**

**Des Plaines River Watershed Workgroup-Expense-Revenue Activity  
For Period Jan 2019 - November 2019**

500 W Winchester Rd  
Libertyville, Illinois 60048  
Phone 847 377 7700  
[mwarner@lakecountytill.gov](mailto:mwarner@lakecountytill.gov)  
[wmorey@lakecountytill.gov](mailto:wmorey@lakecountytill.gov)

| Revenues Received                   | Current Period | Date Received | Date Deposited | DRWW Ratification |
|-------------------------------------|----------------|---------------|----------------|-------------------|
| Carryover                           | \$ 103,978.00  |               |                |                   |
| LCPW                                | \$ 60,000.00   | 02/21/2019    | 03/27/2019     | 03/21/2019        |
| CBBEL                               | \$ 200.00      | 02/25/2019    | 03/27/2019     | 3/21/19           |
| Applied Technologies Inc            | \$ 200.00      | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Village of Buffalo Grove            | \$ 3,722.00    | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Village of Hawthorn Woods           | \$ 2,906.00    | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Lake Co Forest Preserves            | \$ 12,941.00   | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Village of Lake Zurich              | \$ 1,613.00    | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Village of Lincolnshire             | \$ 1,847.00    | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Village of Round Lake Beach         | \$ 512.00      | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Village of Round Lake Park          | \$ 228.00      | 04/10/2019    | 04/17/2019     | 4/18/19           |
| Village of Deerfield                | \$ 231.00      | 04/18/2019    | 5/3/19         | 6/20/19           |
| Village of Third Lake               | \$ 602.00      | 04/22/2019    | 5/3/19         | 6/20/19           |
| Hey & Associates                    | \$ 200.00      | 04/26/2019    | 5/3/19         | 6/20/19           |
| Village of Green Oaks               | \$ 782.00      | 05/06/2019    | 5/23/19        | 6/20/19           |
| Village of Grayslake                | \$ 5,286.00    | 05/17/2019    | 5/23/19        | 6/20/19           |
| Village of Libertyville             | \$ 14,488.00   | 05/20/2019    | 5/23/19        | 6/20/19           |
| Village of Vernon Hills             | \$ 4,120.00    | 05/20/2019    | 5/23/19        | 6/20/19           |
| Ela Township                        | \$ 236.00      | 05/24/2019    | 6/12/19        | 6/20/19           |
| Village of Kildeer                  | \$ 2,297.00    | 05/24/2019    | 6/12/19        | 6/20/19           |
| Village of Lindenhurst              | \$ 7,595.00    | 05/28/2019    | 6/12/19        | 6/20/19           |
| Village of Deer Park                | \$ 1,127.00    | 05/28/2019    | 6/12/19        | 6/20/19           |
| City of Lake Forest                 | \$ 283.00      | 06/04/2019    | 6/12/19        | 6/20/19           |
| NSWRD                               | \$ 83,126.00   | 06/17/2019    | 6/28/19        | 8/15/19           |
| Fremont Township                    | \$ 264.00      | 06/28/2019    | 7/25/19        | 8/15/19           |
| Lake County                         | \$ 25,000.00   | 07/11/2019    | 7/11/19        | 8/15/19           |
| Sierra Club                         | \$ 200.00      | 08/27/2019    | 8/28/19        | 10/17/19          |
| SMC                                 | \$ 200.00      | 08/27/2019    | 8/28/19        | 10/17/19          |
| Village of Riverwoods               | \$ 1,288.00    | 08/27/2019    | 8/28/19        | 10/17/19          |
| Village of Gurnee                   | \$ 6,736.00    | 09/06/2019    | 9/12/19        | 10/17/19          |
| Town of Vernon                      | \$ 1,782.00    | 09/18/2019    | 9/19/19        | 10/17/19          |
| Libertyville Township               | \$ 2,583.00    | 10/16/2019    | 10/23/19       |                   |
| <b>Other Contributions Received</b> |                |               |                |                   |
| Total Received:                     | \$ 242,595.00  |               |                |                   |
| <b>Total Received + Carryover</b>   | \$ 346,573.00  |               |                |                   |

| Expenditures Paid:             |               | Date Received | Paid Date  | DRWW Ratification |
|--------------------------------|---------------|---------------|------------|-------------------|
| Beth Adler                     | \$ 2,317.50   | 12/31/2018    | 01/05/2019 |                   |
| Beth Adler                     | \$ 1,081.50   | 12/31/2018    | 01/05/2019 |                   |
| MBI # 1610                     | \$ 8,560.00   | 12/15/2018    | 01/05/2019 |                   |
| MBI #1622                      | \$ 7,132.76   | 01/08/2019    | 01/08/2019 | 03/21/2019        |
| MBI #1623                      | \$ 1,074.54   | 01/10/2019    | 01/10/2019 | 03/21/2019        |
| MBI #1624                      | \$ 5,553.42   | 01/08/2019    | 01/08/2019 | 03/21/2019        |
| Health Dept # 400029149        | \$ 1,965.50   | 02/18/2019    | 02/28/2019 | 03/21/2019        |
| Geosyntec #186366800           | \$ 9,294.06   | 04/04/2019    | 04/15/2019 | 04/18/2019        |
| Suburban Labs # 163409         | \$ 9,774.00   | 03/20/2019    | 04/15/2019 | 04/18/2019        |
| Geosyntec #186368567           | \$ 11,726.75  | 04/24/2019    | 05/10/2019 | 06/20/2019        |
| MBI #1669                      | \$ 2,486.20   | 05/09/2019    | 05/10/2019 | 06/20/2019        |
| MBI #1671                      | \$ 28,094.77  | 05/09/2019    | 05/10/2019 | 06/20/2019        |
| Suburban Labs # 162714         | \$ 1,093.00   | 05/10/2019    | 05/13/2019 | 06/20/2019        |
| MBI #1670                      | \$ 20,835.80  | 05/10/2019    | 06/10/2019 | 06/20/2019        |
| MBI #1672                      | \$ 99.71      | 05/10/2019    | 06/10/2019 | 06/20/2019        |
| Geosyntec #186371711           | \$ 1,771.00   | 06/03/2019    | 06/10/2019 | 06/20/2019        |
| Suburban Labs # 166573         | \$ 15,246.00  | 06/21/2019    | 06/26/2019 | 08/15/2019        |
| Health Dept # 400029334        | \$ 6,319.00   | 07/10/2019    | 07/10/2019 | 08/15/2019        |
| MBI #1698                      | \$ 5,286.14   | 08/09/2019    | 08/15/2019 | 10/17/2019        |
| MBI #1699                      | \$ 5,455.78   | 08/09/2019    | 08/15/2019 | 10/17/2019        |
| MBI #1700                      | \$ 6,969.86   | 08/09/2019    | 08/15/2019 | 10/17/2019        |
| Geosyntec #186374305           | \$ 14,889.85  | 08/22/2019    | 08/23/2019 | 10/17/2019        |
| Geosyntec #186376539           | \$ 14,466.50  | 08/09/2019    | 08/23/2019 | 10/17/2019        |
| Geosyntec #186378514           | \$ 3,807.00   | 08/22/2019    | 08/23/2019 | 10/17/2019        |
| Suburban Labs #168130          | \$ 19,858.00  | 08/27/2019    | 08/28/2019 | 10/17/2019        |
| Health Dept # 400029548        | \$ 6,530.00   | 10/24/2019    | 10/24/2019 |                   |
| <b>Total Expenditures Paid</b> | \$ 211,688.64 |               |            |                   |
| <b>Revenue-Expenditures</b>    |               |               |            | \$ 134,884.36     |

| Des Plaines River Watershed Workgroup<br>BUDGET (January thru December)                            |                   | Modified<br>FY2018 | FY2018<br>Actual  | Projected<br>FY2019 | Modified<br>FY2019 | FY2019 Actual     | Projected<br>FY2020 |
|--|-------------------|--------------------|-------------------|---------------------|--------------------|-------------------|---------------------|
| REVENUE/Description  | Account #         |                    |                   |                     |                    |                   |                     |
| Dues/Membership dues   | 775-4220010-46010 | \$ 235,000         | \$ 241,104        | \$ 240,000          | \$ 242,595         | \$ 242,595        | \$ 240,000          |
| Expendable Carryover Addition  | 775-4220010-46010 | \$ 122,557         | \$ 122,557        | \$ 92,019           | \$ 103,978         | \$ 103,978        | \$ 1,362            |
| Other State Funds/Illinois EPA 319 Grant   | 775-4220010-45350 |                    |                   |                     |                    |                   |                     |
| Other (FPD/LCDOT)  |                   | -                  |                   | -                   | -                  |                   | -                   |
| <b>Total Revenue</b>   |                   | <b>\$ 357,557</b>  | <b>\$ 363,661</b> | <b>\$ 332,019</b>   | <b>\$ 346,573</b>  | <b>\$ 346,573</b> | <b>\$ 241,362</b>   |
| EXPENSES/Description   |                   |                    |                   |                     |                    |                   |                     |
| 2018 Tech Coordinator (Beth Adler)   | 775-4220010-71150 | \$ 55,560          | \$ 47,818         |                     |                    |                   |                     |
| 2018 Contract 10% Retainage Payout - Burns and McDonnell 2017 Flow Analysis                        | 775-4220010-71310 | \$ 6,550           | \$ 6,550          |                     |                    |                   |                     |
| 2018 SubLabs - Chem All/yr; 1/3 Sediment/yr - <b>Work starts in Jan/May/Jul/Aug/Oct</b>            | 775-4220010-71310 | \$ 81,820          | \$ 79,595         |                     |                    |                   |                     |
| 2018/2017 MBI - Initial Bioassessment/Sediment Sample-Analysis-Reporting (to 12/31/17) PO 164167 - | 775-4220010-71310 | \$ 3,411           | \$ 3,411          |                     |                    |                   |                     |
| 2018/2017 MBI - Year 1 - 1/3 Watershed Sampling Remainder 2017 Contract Work                       | 775-4220010-71310 | \$ 47,720          | \$ 29,541         |                     |                    |                   |                     |
| 2018 MBI - Year 2 - 1/3 WATERSHED SAMPLING - <b>Work Starts in June</b>                            | 775-4220010-71310 | \$ 45,600          | \$ 42,348         |                     |                    |                   |                     |
| 2018 MBI IPS Modelling Monitoring Statistics and Project Prioritization                            | 775-4220010-71310 | \$ 60,000          | \$ 20,896         |                     |                    |                   |                     |
| 2018 Lakes Committee - WQ Sampling - <b>LCHD</b>   | 775-4220010-71310 | \$ 20,000          | \$ 18,370         |                     |                    |                   |                     |
| 2018 SMC Administrative+GIS Services (May 1st thru December 31st)                                  | 775-4220010-79940 | \$ 12,000          | \$ 11,154         |                     |                    |                   |                     |
| 2018 public education (e.g.; printing, workshops, ) - <b>Work starts in Jan</b>                    | 775-4220010-79950 | \$ 2,000           |                   |                     |                    |                   |                     |
| 2019 NARP Scope Development (Geosyntec) (PO 192193)  | 775-4220010-71150 |                    |                   | \$ 64,500           | \$ 64,500          | \$ 55,955         |                     |
| Beth Adler Late Invoicing  | 775-4220010-71150 |                    |                   | \$ -                | \$ 3,399           | \$ 3,399          |                     |
| 2017/2018 (Year 1) MBI - 1/3 WATERSHED SAMPLING (PO 181128)  | 775-4220010-71310 |                    |                   | \$ 9,619            | \$ 18,179          | \$ 18,179         |                     |
| 2019 MBI - (Year 2 and 3) 1/3 WATERSHED SAMPLING (PO181127 &                                       | 775-4220010-71310 |                    |                   | \$ 84,146           | \$ 84,146          | \$ 34,266         |                     |
| 2018/2019 MBI IPS Modeling Monitoring & Project Prioitazio (PO 181126)                             | 775-4220010-71310 |                    |                   | \$ 39,104           | \$ 39,104          | \$ 39,104         |                     |
| 2019 SubLabs - Chem All/yr; 1/3 Sediment/yr  | 775-4220010-71310 |                    |                   | \$ 88,288           | \$ 102,184         | \$ 45,971         |                     |
| 2019 Lakes Committee - WQ Sampling   | 775-4220010-71310 |                    |                   | \$ 20,000           | \$ 20,000          | \$ 14,815         |                     |
| 2019 SMC Administrative Services/GIS/Technical   | 775-4220010-79940 |                    |                   | \$ 25,000           | \$ 13,000          |                   |                     |
| 2020 MBI - 1/3 WATERSHED SAMPLING  |                   |                    |                   |                     |                    |                   | \$ 80,000           |
| 2020 SubLabs - Chem All/yr; 1/3 Sediment/yr  |                   |                    |                   |                     |                    |                   | \$ 88,000           |
| 2020 SMC Administrative/GIS/Tech Support   |                   |                    |                   |                     |                    |                   | \$ 30,000           |
| <b>Projected Expenses</b>  |                   | <b>\$ 334,661</b>  | <b>\$ 259,683</b> | <b>\$ 330,657</b>   | <b>\$ 344,512</b>  | <b>\$ 211,689</b> | <b>\$ 198,000</b>   |
| Projected Unexpended Carryover   |                   | \$ 22,896          | \$ 103,978        | \$ 1,362            | \$ 2,061           | \$ 134,884        | \$ 43,362           |