



## MEMORANDUM

**To:** Hickory Creek Watershed Planning Group

**Date:** July 2010, updated December 2010

**From:** Jesse Elam

**Re:** Governance structure for Hickory Creek Watershed Planning Group

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### Overview

The Hickory Creek Watershed Planning Group (HCWPG), a stakeholder group composed of local government representatives, resource agencies, advocates, and others, is developing a watershed plan for Hickory Creek and its tributaries. The HCWPG has been meeting for nearly two years with a somewhat informal decision-making structure, and it has had some clear successes in that time. However, in order to make sure the watershed plan represents stakeholder interests and to give the group a firm foundation going forward, it would be valuable for the HCWPG to formalize somewhat.

The following is a proposed governance structure, developed for discussion purposes, for the HCWPG. It is not meant to be a full statement of potential by-laws for the HCWPG. The three overarching goals of the governance structure are as follows:

1. Ensure that recommendations in the Hickory Creek plan are broadly acceptable to the four classes of stakeholders in the watershed;
2. Provide a mechanism for stakeholders to shape plan recommendations directly; and
3. Establish a decision-making system that can be adapted to overseeing plan implementation in the years following completion of the watershed plan.

### General Participants

Most participants in the HCWPG are general participants, who are encouraged to come to HCWPG meetings and to take part in discussion and other HCWPG activities. General

participants may be interested citizens, agency representatives, or any other person. Discussion with general participants informs decisions of the Steering Committee.

### Steering Committee

The twelve-member Steering Committee meets as part of the normal HCWPG meetings and is responsible for making any significant decision for the HCWPG, such as approving major elements of the watershed plan, after taking into account the viewpoints of general participants. The Steering Committee has balanced representation across the stakeholder groups in the watershed. These stakeholders can be broken down into implementers, resources, advocates, and interested citizens. The Steering Committee operates primarily by consensus; however, if agreement cannot be reached, a supermajority vote of two-thirds of the members present is required to approve business before the Steering Committee. A quorum of seven out of eleven members is required to take any action.

The Steering Committee has a chairperson, who must represent a municipality, and a vice-chair, who must represent any implementer. There are no other officers currently, although additional officers may eventually be needed should the HCWPG pursue incorporation or handle finances directly. The current chairperson (Ron Sly, Village of New Lenox) will be asked to continue in this role at least until the watershed plan is complete. Dale Schepers, Village of Tinley Park, was selected as the vice-chair at the July 2010 meeting.

Having been selected at the July 2010 meeting, the Steering Committee membership is as follows:

Stakeholder group	Organization	Name
Implementers	Will County	Derek O’Sullivan
	Joliet	Tom Schwerha
	New Lenox	Ron Sly
	Tinley Park	Dale Schepers
	Orland Park	Jane Turley
	Frankfort	Adam Nielsen
	Mokena	Paul Pearson
	Homer Glen	Mike Salamowicz
	Forest Preserve District of Will County	Tim Good
	Advocates	Sierra Club / Prairie Rivers Network
Resources	Chicago Metropolitan Agency for Planning	Jesse Elam
Citizens	N/A	Rick Suttle

### Subcommittees

The subcommittees provide a mechanism for participants to shape plan recommendations directly. Any general participant can be a member of a subcommittee. The subcommittees will make recommendations to the Steering Committee for decision.

### *Policy Review Subcommittee*

The Policy Review Subcommittee will provide local insight and review of the Vision and Policy recommendations for the Hickory Creek plan. While it may not necessarily need to meet physically (conference calls or other methods may be sufficient), this subcommittee will need to work over August - November when the Vision and Policy recommendations will be developed. Members of the subcommittee should expect to put about 4 hours per month into this work. Geosyntec and Cowhey Gudmundson Leder will provide materials for and staff the subcommittee. The following members were selected at the July 2010 meeting.

Stakeholder group	Organization	Name
Implementers	New Lenox	Robin Ellis
	Tinley Park	Matt Panfil
	Orland Park	Ed Wilmes
Advocates	Center for Neighborhood Technology	Hal Sprague

### *Technical Subcommittee*

The Technical Subcommittee's primary role is to guide development of the pollutant loading estimates and the short-term implementation portion of the Hickory Creek plan. This subcommittee will also need to work in the off-months when the HCWPG is not meeting, specifically August - February. Members of the subcommittee should expect to put about 4 hours per month into subcommittee work. Geosyntec, Cowhey Gudmundson Leder, and Clark-Dietz will provide materials for and staff the subcommittee. The following members were selected at the July 2010 meeting.

Stakeholder group	Organization	Name
Implementers	Mokena	Paul Pearson
	AECOM (rep. Mokena)	Allison Walk
	New Lenox	Ron Sly
	Will County	Derek O'Sullivan
Advocates	Sierra Club	Cindy Skrukruud
	Center for Neighborhood Technology	Bill Eyring

### *Communications and Public Outreach Subcommittee*

The Communications and Public Outreach Subcommittee is responsible for overseeing the three public workshops and the development of outreach materials for the Hickory Creek project. The Center for Neighborhood Technology will provide materials for and staff the subcommittee. This subcommittee will meet on an as-needed basis.

### *Others*

Other subcommittees may be established by the Steering Committee as necessary.