



"Changing our World One Drop at a Time"

Waterford Waterway Management District
Board of Commissioners Meeting Minutes
October 15, 2011

1. Call to Order

Chairman Kelly Cornelius called the meeting to order at 10:00 AM at the Waterford Town Hall, Waterford, WI. Commissioners present: Brian Marx and Andres Peekna. Absent were Barbara Baron, Don Baron, and John Bostrom.

2. Approval of Minutes

The board is unable to approve minutes from August 18th due to a lack of quorum. This will be moved to the next meeting.

3. Correspondence/Chairman's Report

Chairman Cornelius stated that there was an application for the rain garden grant and she will give that to the appropriate committee to review.

4. Treasurer's Report

Comr Marx submitted a detailed report for October 2011

The board is unable to approve minutes from August 18th due to a lack of quorum. This will be moved to the next meeting.

5. Bill Payment Approval

Nothing to pay at this time

6. Project Updates

No active projects at this time

7. Committee Reports

- A. Aquatic Plant, Navigation & Hydrology
See attached report
- B. Eco-Restoration
See attached report
- C. Information and Education
See attached report
- D. Legislative Committee Report
See attached report
- E. Ordinance
See attached report
- F. Planning
Nothing to report
- G. Research
Nothing to report
- H. Special Projects
Nothing to report
- I. Executive and History Committee Report
Nothing to report

11. Old business

- A. C.A.U.S.E Report. – Nothing to report
- B. Fox River Commission Report – Nothing to report.

12. New Business

We have a vacancy on the board and Paul Kling has expressed interest in becoming a board member. However, due to a lack of quorum, the board will defer voting on Paul until next months meeting.

Chairman Cornelius proposed potentially changing the monthly meetings dates and times. However, due to a lack of quorum, this will be moved to next months meeting.

13. Opportunity for public to address WWMD Commissioners

There were ongoing comments from the public throughout the meeting. No additional comments at this time.

Respectfully Submitted,

Brian R. Marx, Secretary

Meeting Guests Oct 15, 2011

John Bjork	5201 Riverside Rd.	534-5570
Melissa Martin	6515 Willow Ct.	662-1244
Paul Kling	5718 Islandview	514-3428
Roy Burlingame	6507 Willow Ct.	662-3553
Dick Kosut	5739 Island View Ct	
Pat Kosut	5739 Island View Ct	

Aquatic & Hydrology committee report October 9, 2011

Hydrology: Eco-System Restoration Committee

ESR Team, Dick Kosut, Jim Pindel, Don Baron, Andres Peeknes & John Bostrom, Team Leader

□ Annual meeting September 17 provided progress of ESR project with dredge 102 discussions by Jennifer Jerich, WDNR Project Leader and Dr. Jeff Thornton, South East Wisconsin Regional Plan Commission, each providing the waterways current stage from their prospective, in planning for restoration and dredging to improve our navigation. We appreciate their time and concise comments.

ESR Project Team coordinates plans with these agencies to obtain permits to restore our waterway.

□ Final review of three engineering firm proposals to provide the first phase for engineering, to provide and complete the initial phases required in the following ESR Engineering Statement of Work.

○ III. PRELIMINARY ENGINEERING SCOPE OF WORK DESIGN SCHEDULE:

The Engineering Project Manager (EPM) shall provide a schedule of the work to be completed, identifying key tasks and anticipated completion dates leading to a Preliminary Permit Application.

○ IV. PROFESSIONAL ENGINEERING FIRM (PEF) DESIGN RESPONSIBILITIES DURING PRELIMINARY DESIGN PHASE:

Background – the Professional Engineering Firm will be provided with the following materials:

Engineering Scope of Work Document (this document)

Bathymetry Map of the Impoundment

Initial calculation (by others) of the amount of silt to be removed

Location and estimate of size of potential disposal sites from WWMD team

○ The PEF shall meet with the WWMD team and SEWRPC to evaluate the data prepared by the SEWRPC and the WWMD regarding the silt volume and locations throughout the impoundment.

○ Upon acceptance of this data or possible additional data requirements the PEF shall take the required sediment samples in the number and locations as requested by the WDNR.

○ The PEF has the sediment samples analyzed at an accredited laboratory and provides the test reports acceptable to the WDNR.

○ The PEF with input and meetings with the WWMD and the WDNR prepares the Preliminary Permit Application to be submitted to the WDNR, based on previous field work, test samples and report submissions and information required by the WDNR requirements.

○ The PEF accompanies the WWMD in presenting the Preliminary Permit Application to the WDNR and will provide any additional services or materials as requested to then obtain the initial permit.

□ The Graef engineering company was the unanimous choice of the ESR Project Team to retain Graef as our engineering firm, based on the best response, outstanding communication and understanding of our interest to obtain the necessary information for the initial WDNR dredge approval permit. (Note that Graef did the engineering work that coordinated the effective Waterford dam repairs this summer).

□ The initial engineering approved base cost is \$21,000.00, plus core samples and test reports as required by the WDNR to confirm initial dredge ability and disposal site approvals necessary to proceed to design phase. The above initial ESOW list constitutes the only work contracted to Graef in this phase.

□ SEWRPC advises completion of map and volume calculations by 10/17, so Graef can proceed with field work for taking sediment samples before cold weather ends the season.

□ Chairperson Commissioner Cornelius, Grants sub-committee and Commissioner Barbara Baron, Gifting-Donations sub-committees will provide activity updates to project chairman as available.

□ ESR team chairman and project team will begin to develop the permanent funding plan outline.

Aquatic vegetation management

□ Received the Post Treatment waterway treatment surveys to complete the 2011 treatment program.

□ September Annual Meeting members approved budget of \$70,000., for the 2012 treatment program.

Respectfully,
John Bostrom

Information and Education Committee Report:

Website Updates:

Articles and Events added as submitted.

Reminder:

Newsletter Articles DUE 10/15!

Newsletter Updates:

Newsletter articles are due 10/15 for target mailing November 1. Please submit your articles to Sue Peekna for processing and review.

Other:

Information and Education Committee has created draft tutorial presentations for general learning on the topics of Project Management; and eCommunication Channels. The final version of the presentations will be posted on the WWMD eLearning wiki.

Respectfully submitted K. Cornelius

Grant Research Sub-Committee Report:

Overview and Summary:

The Grant Research Sub Committee (ESR) has met to discuss the approach to collecting information for the Eco-Restoration Committee. A basic outline of information management has been approached and will continue. ESR Chair John Bostrom has provided information regarding the organization and format to the information. Work is in the initial stages of gathering information and resources.

Respectfully submitted K. Cornelius

Legislative / Waterway Ordinance Committee Report

2011-10-12

At three locations, at the boat-launch site by the Waterford dam, at the DNR launch site upstream near the Iron Bridge, and at the River City Marina, there are large signs summarizing the Town and Village of Waterford boating ordinances. Below them are brochure boxes for housing more details on these ordinances.

The brochure boxes were in very bad shape, mostly due to the initial boxes having been overlaid by layers which could not withstand the weather, and became illegible. One box was broken. To make the story short, new brochure boxes were ordered, and installed on 2011-9-6. These feature weatherproof title at the top: "Free brochures", with a transparent window showing the contents. The new brochure boxes are much more attractive. (Photos were emailed to all Commissioners.) At Dick Kosut's suggestion, the order included a spare.

Addendum, as of 2011-10-12: *Probably due to the more attractive boxes, we now run out of brochures more quickly.* Some boxes were already running low on 2011-9-17, when at Dick Kosut's suggestion, about 20 surplus copies were picked up from the police station; 7 were left there. The rest were distributed to the sites near the Iron Bridge and near the dam; on 2011-9-19, a total of 14 was left at each of these sites.

As I knew we would run short, I ran off 21 copies on blue paper kindly furnished by the Town of Waterford police station. Upon checking today, the box near the Iron Bridge was empty, and I left 11. The box near the dam had one left, and I inserted 9. The box at the River City Marina was OK, with 18 left. For the rest of this year, I will keep the boxes from going empty by running off more copies on my copy machine. *For next year, we should order more from Minuteman Press.*

-Andres Peekna

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11/15/11

Accrual Basis

Waterford Waterway Management District
Balance Sheet
As of November 19, 2011

	<u>Nov 19, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Equitable Bank - Checking	272.71
Equitable Bank - MM	142,770.75
Total Checking/Savings	<u>143,043.46</u>
Total Current Assets	<u>143,043.46</u>
TOTAL ASSETS	<u>143,043.46</u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Conservancy Bay Project	18,000.00
Total Long Term Liabilities	<u>18,000.00</u>
Total Liabilities	18,000.00
Equity	
Conservancy Bay Project 1	-18,000.00
Opening Bal Equity	3,477.82
Unrestrict (retained earnings)	137,000.67
Net Income	2,564.97
Total Equity	<u>125,043.46</u>
TOTAL LIABILITIES & EQUITY	<u>143,043.46</u>

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Accrual Basis

Waterford Waterway Management District
Spend - Year to Date
September 30 through November 19, 2011

	<u>Sep 30 - Nov 19, 11</u>
Ordinary Income/Expense	
Income	
Other	
Interest Income	48.74
Sales of WWMD Merchandise	40.00
Unassigned Donations	250.00
Total Other	<u>338.74</u>
Special Charge Revenue	<u>6,575.85</u>
Total Income	<u>6,914.59</u>
Expense	
Annual Meeting Expense	870.77
Legislative Committee	86.11
Newsletter Expense	200.00
Postage	44.00
Project Expense	3,100.00
Total Expense	<u>4,300.88</u>
Net Ordinary Income	<u>2,613.71</u>
Net Income	<u><u>2,613.71</u></u>

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Accrual Basis

Waterford Waterway Management District
Expenses by Vendor Detail
October 15 through November 19, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>	<u>Balance</u>
Agency Promo Group							
Check	11/2/2011	1545	Annual Meeting Waterdrop a...	Annual Meeting Expense	General	200.05	200.05
Total Agency Promo Group						200.05	200.05
Jeff Smikowski							
Check	11/2/2011	1546	District Pontoon boat	Project Expense	Dredging	200.00	200.00
Total Jeff Smikowski						200.00	200.00
TOTAL						400.05	400.05

