



"Changing our World One Drop at a Time"

Waterford Waterway Management District
Board of Commissioners Meeting Minutes
October 27, 2012

1. Call to Order, Pledge of Allegiance, Roll Call

Chairman Kelly Cornelius called the meeting to order at 9:05 AM at the Waterford Town Hall, Waterford, WI. Commissioners present: Barbara Baron, Don Baron, Andres Peekna, John Bostrom, Gary Bluemel and Paul Kling.

2. Approval of Minutes

Motion to approve the minutes of the August 23, 2012 meeting were made by Cmr. B. Baron and seconded by Cmr. Peekna. Vote: 6 Yes 0 No. Minutes on file.

3. Correspondence/Chairman's Report

Chairman Cornelius continues to have correspondence with Racine County

4. Treasurer's Report

Treasurer Cmr. Bluemel presented several items for the board to consider.

- a. Asked to forward the mail from the WWMD PO box to Cmr. Bluemel's home. The current pickup is infrequent.
 - ✓ A motion was made to forward the mail to the treasurer from the PO Box by Cmr. Bostrom, Second by Cmr. Peekna. Vote: 5 Yes, 1 No.
- b. The KJ accounting audit is scheduled for November 16, 2012. Bank says we have \$81.18 more money than 2012 report submitted below.
- c. 2012 actual vs. 2012 estimate income and expenses published at annual meeting.
- d. Noted that the: annual audit should be before annual meeting not after per bylaws. I suggest we schedule this for September 1 each year.
- e. Proposing change to financial report format, moving from QuickBooks to an Excel spreadsheet.
 - ✓ A motion to continue to use QuickBooks though next meeting, to further develop Excel version and to revisit at next meeting, was made by Cmr. Bostrom, seconded by D. Baron. Vote: 5 Yes, 1 No.
 - Questions are to be sent to Cmr. Bluemel. He will report back at November meeting. Cmr. Bluemel will send a copy of the spreadsheet to all board members.
- f. Cmr. Bluemel submitted a 2013 YTD Treasures report.
 - ✓ Motion was made to approve the Treasures Report by Cmr. Bostrom, Second by Cmr. D Baron. Vote: 6 Yes, 0 No. Report on file.

5. Bill Payment Approval

Date	Name	Amount
11/6/12	Waterford Chamber of commerce, 2013 membership	\$152.00
11/6/12	Annual meeting newsletter postage, check to Kelly	\$219.11
11/6/12	Gift to Brian Marx, Agency Promo Group	\$120.50
11/6/12	Annual meeting budget add in paper, Southern Lakes newspaper	\$248.83
11/6/12	Farmer gift, Tom & Nancy Griel, for land use. Check to Dennis Hasenfang	\$100.00
11/6/12	Stantec, post treatment survey & plant mapping	\$4,100.00
11/6/12	Graef-USA, Graef project web link for 3rd quarter services, #75303	\$90.00

11/6/12	Graef-USA, phase I effort final work, invoice #75109	\$11,497.00
11/6/12	Graef-USA, phase I test table analysis, invoice #75309	\$423.00
11/6/12	Graef-USA, phase 2 work began 7/20, invoice #75110	\$3,373.57
11/6/12	Graef-USA, phase 2 lab test collection services, invoice #75169	\$18,526.69
11/6/12	Graef-USA, phase 2 professional lab data Graef analysis, invoice #75310	\$18,504.84
		<u>\$57,355.54</u>

- ✓ Motion to approve payment and claims of the above bills was made by Cmr. B. Baron and seconded by Cmr. D. Baron. Vote: 6 Yes, 0 No

6. Presentation: Guest speaker Karen Stoll of Waterguard, Wisconsin DNR, on Aquatic Invasive Species.

7. Project Updates: Nothing to report at this time.

8. Committee Reports

a. Aquatic Plant

- The committee recommended using Stantec again in 2013. Dr Thornton says we do not need competitive bids.
- ✓ A motion was made by Cmr. Bostrom to take the committee's recommendation and use Stantec in 2013, seconded by Cmr. D. Baron. Vote: Yes 6 No 0,
- ✓ A motion was made by Cmr. D. Baron to amend the August motion to give a \$100 gift card to Tom Greil, to say that the check be given to Dennis Hassenfang to purchase the card. Second by B. Baron. Vote: Yes 6, No 0
- Complete report on file

b. Navigation and Hydrology

- i. Eco-System Restoration Bostrom/Baron
 - Report on file.

c. Information and Education Cornelius

- i. Website outage Cornelius
 - Cmr. Cornelius reported that the company that hosted the website went bankrupt and that it will continue be down for another 40 days.
- ii. Clean Boats/Clean Waters
 - Covered under the Aquatic Plant report.

d. Marketing

- \$20,000 received from Racine County to be used for ESR
- i. Political
 - Report on file.

e. Legislative Committee Report Andres Peekna

- i. Ordinance
 - Report on file.

f. Planning

- i. Aquatic Plant Management Update of Lake Management Plan
 - A proposal to update the AIS portion of the LMP was received from Dr. Thornton. The money was approved at the August board meeting. Chairman Cornelius to sign. It will be returned to Dr. Thornton ASAP.
 - Report on file

g. Special Projects D Baron/Kling

- Jeremy Doering has joined the committee
- Don Baron reported that he talked to WisDOT about the Hy 164 project and that they are to replace disturbed WWMD project areas as existing.

- h. Finance - Vacant
 - i. Grants
 - Spreadsheet sent out recently by Cmr. Cornelius. Another one will be sent out in the next several months.

9. Old Business

- a. Cause Report – No Report.
- b. Fox River Commission Report – No report.
- c. Committee Structure/Scope
 - Cmr. Cornelius asked each committee to send here a scope of the committee does, why you do it and how it fits into what we do and the Lake Management Plan.
 - Also provide goals and objectives
 - Please have done by the first week of January
- d. District Manager – No report
- e. Purchase Order Systems/Policy – No report

10. New Business

- a. Fish Stocking
 - CAUSE has asked us to donate to their fish stocking program. \$1,500 is in the current budget for this.
 - ✓ A motion was made by Cmr. D. Baron to give CAUSE \$1,500 for fish stocking. Seconded by B. Baron. Vote: yes 6 No 0
- b. Resource and process issues
 - Please contact the appropriate committee chairs with questions
 - Do not send emails; make phone calls asking for a consensus.

11. **Opportunity for public to address WWMD Commissioners**

There were general comments made at the end of the meeting.

12. **Close Meeting**

A motion was made by Chairman Cornelius to end the meeting at 11:55 AM. It was seconded by Cmr. Bostrom. Vote: 5 Yes, 0 No

Respectfully Submitted,

Paul Kling
Secretary

Meeting Guests

Name	Address	Phone	E-Mail Address
Al Gonder	5402 W. Peninsula Dr.	262-534-2629	
Dennis Hassenfang	5680 Island View Ct	847-323-8910	dennis@denniscentral.com
Gary Schultz	5962 N. Riverbay Rd	895-3061	Istanley@wi.rr.com
Lynn Stanley	5962 N. Riverbay Rd	895-3061	Istanley@wi.rr.com
Melissa Martin	6515 Willow Ct.	662-1244	mmartinpt@gmail.com
Mike Waghorn	5514 W. Peninsula	312-952-1959	mikewaghorn@yahoo.com
Roy Burlingame	6507 Willow Ct.	662-3553	
Stephanie Waghorn	5514 W. Peninsula	312-952-1959	stephanie2003@ameritech.net

2013 WWMD INCOME and EXPENSES		10/1/12 to 9/30/13	
		2013 YTD Actual	2103 Budget
10/1/2012	BEGINNING BALANCE	\$189,901.95	\$188,758.76
10/1/12	Town of waterford (actual desposit on)	\$4,375.00	
10/17/12	Village of waterford	\$500.00	
TAX INCOME		\$4,875.00	\$178,500.00
10/13/12	Racine county	\$20,000.00	
RESTRICTED INCOME		\$20,000.00	\$59,040.00
OTHER INCOME		\$0.00	\$1,100.00
8/30/2012	TOTAL INCOME	\$24,875.00	\$427,398.76
10/5/12	Quick books monthly fee	\$50.00	
10/1/12	Minuteman press, annual meeting printing & newsletter	\$489.52	
10/1/12	Chair rental, annual meeting, Richard Kosut	\$89.34	
ADMINISTRATIVE EXPENSE		\$628.86	\$17,300.00
PUBLIC SAFETY EXPENSE		\$0.00	\$1,500.00
10/1/12	Clearwaqter plant harvesters, trial plant harvesting #01	\$8,120.00	
10/1/12	Stantec, water lilly treatment #616712	\$3,502.00	
AQUATIC PLANTS EXPENSE		\$11,622.00	\$145,000.00
INFORMATION & EDUCATION EXPENSE		\$0.00	\$6,725.00
CONSERVATION & DEVELOPMENT EXPENSE		\$0.00	\$8,550.00
DREDGING/ESR EXPENSE		\$0.00	\$152,000.00
DREDGING RESERVE EXPENSE		\$0.00	\$47,579.50
COMMUNITY DONATION EXPENSE		\$0.00	\$500.00
PROJECT RESERVE/SPECIAL PROJECT EXPENSE		\$0.00	\$38,244.26
CONTINGENCY EXPENSE		\$0.00	\$10,000.00
9/30/2012	TOTAL EXPENSES	\$12,250.86	\$427,398.76
9/30/2012	ENDING CASH BALANCE	\$202,526.09	\$188,758.76

Paul Kling

From: Paul Kling [pkling@wi.rr.com]
Sent: Friday, October 26, 2012 7:36 AM
To: Paul Kling
Subject: Fwd: Treasurers-Minutes

Paul Kling
414-232-0693
pkling@wi.rr.com

Begin forwarded message:

From: "Bluemel, Gary" <Gary.Bluemel@harley-davidson.com>
Date: October 24, 2012, 4:24:38 PM CDT
To: Paul Kling <pkling@wi.rr.com>, "Kelly Cornelius2003@yahoo.com" <Kelly_Cornelius2003@yahoo.com>, "johnbostrom@hobostrom.com" <johnbostrom@hobostrom.com>, WWMD - Don Baron <djb@prewardsltd.com>, WWMD - Barb Baron <bbaron@agencypromogroup.com>, "innmech@wi.rr.com" <innmech@wi.rr.com>
Subject: RE: Treasurers-Minutes

I plan to cover the items listed below during the treasures report. This is just a heads up. No response expected.

1. PO box – forward PO box mail to Bluemel? Current pickup is infrequent. 6/11
2. KJ annual audit scheduled for 11/6/12. Bank says we have \$81.18 more money than 2012 report submitted below.
3. 2012 actual vs 2012 estimate income and expenses published at annual meeting.
4. Note: annual audit should be before annual meeting not after per DNR lake districts manual. I suggest we schedule this for September 1 each year.
5. Invoices that need approval to pay
6. Proposing change to financial report format.
 - a. Jody Jooss, financial instructor for lake districts, suggests excel instead of QB. Financial software like QB works good for 100+ transactions per month. We only have about 5 expenses per month.
 - b. Proposed report is easier to read, one page instead of 7+ pages for October. Annual detailed report is 2 pages vs 14.
 - c. Proposed method mimics annual report so no translation or conversion is needed for annual report. I would just hind the detail.
 - d. Proposed format measures performance to budget, QB report doesn't.
 - e. Proposed method has less learning curve for me.
 - f. Proposed method writes checks online using bank software @ \$5.95/mon. vs \$50.00/mon. for QB.

Gary Bluemel

From: Bluemel, Gary
Sent: Tuesday, October 23, 2012 7:19 PM
To: Paul Kling; Kelly_Cornelius2003@yahoo.com; johnbostrom@hobostrom.com; WWMD - Don Baron;

WWMD - Barb Baron; innmech@wi.rr.com

Subject: RE: Treasurers-Minutes

Attached is the October treasurers report we should review at the meeting this Saturday. Brian had sent one out in the email below but there were a few changes since then plus this is my proposed format. No response expected.

From: Brian [<mailto:bmarx@wi.rr.com>]

Sent: Thursday, October 18, 2012 11:23 PM

To: Paul Kling; Kelly_Cornelius2003@yahoo.com; johnbostrom@hobostrom.com; WWMD - Don Baron; WWMD - Barb Baron; innmech@wi.rr.com; Bluemel, Gary; Marx, Brian

Subject: Treasurers-Minutes

Hello All,

Attached are the August minutes and end of fiscal year 2011-2012 treasurers' report. It also includes the approved budget. The second treasurer's report is the start of the fiscal year 2012-2013. I didn't want to combine everything because you would have a book. ☺

I have also attached the attendance sheet so someone will need to print it and take it to the meeting as I will be unable to attend myself. From here out Gary will take care of the treasurers reports and Paul or ?? will take care of the minutes. Please let me know if you have any questions or if something doesn't make sense. Also remember to print your own copies unless someone volunteers to print extra copies. Hopefully I will make it to Nov meeting.

Brian

This communication (including any attachments) is for the use of the intended recipient(s) only and may contain information that is confidential, privileged or otherwise legally protected. Any unauthorized use or dissemination of this communication is prohibited. If you have received this communication in error, please immediately notify the sender by return e-mail message and delete all copies of the original communication. Thank you for your cooperation

Aquatic Plant Management Committee Report

October 27th, 2012

Members: Mike Waghorn, Stephanie Boutsikakis, Andres Peenka, Dick Kosut, Dennis Hasenfang

As we wrap up the 2012 season we are pleased with our progress. Some of our accomplishments are:

1. Expanded AIS surveying and treatments with some improvements and discoveries of areas that need additional attention. For example the channel on the East side of Tichigan was not treated in 2012.
2. Successful trial with new herbicide (Clipper.) We hope to expand this next season.
3. Improved communications with Riparian owners, DNR, and Stantec.
4. Tested harvesting in two areas on the waterway. This has given us more information to formulate an improved plan of action for future seasons.
5. Completed detailed research for AIS Control Grant Program. Now we are prepared to move forward with the application.

As we move into the off season we are preparing for 2013. Our goal is to have a more comprehensive, multi-faceted plan for Aquatic Plant Management. The areas for consideration are:

Herbicidal Treatments

The Committee recommends we continue with Stantec as our Treatment Provider for the 2013 season. Dr. Jeff Thornton agrees that we do not need to go through the bidding process (email attached) We are looking for approval from the board today to proceed with Stantec as our vendor for 2013. Once approved we will be working with Stantec to finalize the contract.



Harvesting

The trial harvesting revealed that in a smaller, concentrated area (Starks Bay) the results were positive. In the larger area (Buena Lake) the results were also positive, but more extensive harvesting was required. Based on these results we plan to go forward with harvesting in 2013 on an as needed basis. There are a number of items we will address over the winter

- Meet with Craig Helker of the WDNR to identify optimal areas on our waterway to target for harvesting in 2013.
- Put the work out for bid.
- Explore disposal options.
- Permitting

Clean Water/Clean Boat Initiatives

We are planning a number of initiatives for 2013 in support of the Clean Water/Clean Boats Program. These are important steps for the maintenance of our waterway. In addition, these initiatives will help us with our grant application next year. Initiatives include:

- Monitoring watercrafts at take out.
- Volunteer clean up day.
- Brooms and Trash Cans available at take outs.
- Rake Rebate Program.
- On site educational workshop.

We will approach the board for approval of funding of each of these items from the APM budget as we finalize the details.

Committee Needs

1. Approval from the board today to proceed with Stantec as our vendor for 2013.
2. An updated Lake Management Plan to support our 2013 goals.
3. Signed resolution for grant application.
4. Check payable to Dennis to purchase a \$100.00 gift card for Tom Griel, the owner of the weed disposal site.

Financials

Aquatic Plant Management Budget	-----	\$145,000.00
Expenses to date	-----	\$11,622.00
Remaining Budget	-----	\$133,378.00

Subject: WWMD APM Program

From: Thornton, Jeffrey A. (JTHORNTON@SEWRPC.org)

To: mikewaghorn@yahoo.com;

Cc: kelly_cornelius2003@yahoo.com; bbaron@agencypromogroup.com;

Date: Thursday, October 11, 2012 10:30 AM

Dear Mike, Thank you for your recent telephone call. I am writing to confirm our discussion regarding the contracting for aquatic plant management services in the coming year.

To the best of my knowledge and understanding, lake districts are required to go to bid for “work” costing in excess of \$2,500 (section 33.22(1), Stats.). Work is generally defined as repetitive tasks which any person with a modicum of training can perform. This is different from “professional services”, which require specialized training and knowledge.

Given that the Wisconsin Department of Natural Resources requires pre- and post-treatment aquatic plant surveys as part of their permitting process, I have been given to understand that these requirements move the practice of aquatic plant management from being considered “work” to the conduct of “professional services.” Aquatic plant identification requires specialized knowledge and training; the types of plants growing at any specific location require application of this knowledge to a range of situations.

Based upon this understanding, I would opine that the aquatic plant management contract could be awarded as a professional services contract and that the District would not be required to go to bid to solicit the professional services. Please note that this does not constitute legal advice, as I am not an attorney.

Thanks as always for your enquiry. Cheers, Jeff Thornton, Principal Planner:Environment, SEWRPC

Eco-System Restoration Project Team:

Don Baron, Paul Kling, Jim Pindel, Andres Peeknes, John Bostrom, Dick Kosut

- Graef-USA advised all 56 test results are submitted to Craig Helker at the DNR, with some final test grain size values to be completed and sent to them early this month. Then the DNR team will need several weeks to assess, anticipate contact late October.
- Contacts continue with local land owners who would have interest to store sediment, with follow up when results of sediment content are available to share with owners. Present interest was received from the golf course and several local farms and landscapers. Information from Ron Barker, Executive Director of Fox Lakes Commission, Fox Lake, IL at the October FRC meeting, he again thanked everyone as they appreciate receiving the fine quality WI soil sediment. Their 2013 plan is to dredge another 68,000 cu. yds. They turned their dredging process from annual deficit and expense to an asset, obtaining a return on their operation. He suggested contacting our State and County Departments' of Transportation as they have done, and are providing many in the area of Illinois as there is very little commercial soil available as there is so little real estate development, which was source in the past.
- The Racine County Board awarded our ESR Project a grant for \$20,000.. from their current waterway improvements budget. Our Racine County Executive presented the check to Commissioner Don Baron, our county appointed board member, during a presentation on October 18, at the Waterford Town Hall.
- Graef-USA invoices are received for work completion for Phase 1 work, continuing in Phase 2 approved by the ESR team and recommended for payment by the Commission,

Invoice #75109 Phase I effort for this final work	11,497.00
Invoice #75309 Phase 1 test tables analysis	<u>423.00</u>
Total ESR Phase 1 due	11,920.00

Invoice #75110 Phase 2 work began after July 20	3,373.57
Invoice #75169 Phase 2 with lab test collection services	18,526.69
Invoice #75310 Phase 2 professional lab data Graef analysis	<u>18,504.84</u>
Total ESR Phase 2 project invoice total, 90% reimburse from FRC	40,405.10
Pending 90% reimbursement from WSEFRC commission	

Additional Graef invoice #75303 for I & E expense for WWMD Graef projects
web link for 3rd quarter service. Invoice #75303 90.00

Respectfully,
John Bostrom
WWMD Commission
ESR Project Team Leader

Information and Education Goals and Objectives 2012-2013:

1. Provide 3 Learning Opportunities for the WWMD
 - a. Assess Learning Needs of WWMD Committees
 - b. Prioritize Opportunities
 - c. Identify Subject Matter Experts (SMEs)
 - i. Invite to speak
 - d. Schedule Dates
 - e. Convey/Communicate (in alignment with Communication Plan)
2. Create plans for 1 or 2 new Serial Learning Opportunities
 - a. Assess Learning Needs of WWMD
 - b. Identify and Prioritize Opportunities
 - c. Convey/Communicate (in alignment with Communication Plan)
3. Identify Grant Opportunities to support goals 1 and 2
 - a. Apply for grants



"Changing our World, One Drop at a Time"

Marketing Report

10-27-12

Overall Marketing Goal 2012-13:

To, create WWMD community awareness, to increase our volunteer base and financial interest.

Objectives:

For present and future commissioners to achieve the SEWRPC, lake management plan (LMP). One, drop at a time and develop, *"The Future Caretakers of Our Waterways "*.

E-Marketing

Website, database development, e-learning, e-newsletters (HTML attachment), links, "permission-bases" emails, and monkey survey.

ESR Timeline

Once the ESR strategic plan is completed, we will meet to develop a comprehensive marketing approach to accomplish our goal.

GRAEF

Will coordinate all project updates with Kelly Cornelius similar to how we set up 2011 Waterford Dam repair updates

GRAEF

Will contact Kelly Cornelius to set up email, website, e-learning and media with constant evaluation of progress toward clearly stated objectives, and adaptive management of the design process to incorporate new information as it becomes available

WWMD will need to produce a 2013 spring post card for riparian's re: Special meetings for ESR project.

The WWMD - Mission Statement:

"Maintain, protect, and improve the quality of the Waterford Waterway, its fisheries, its watershed, and boundaries; while maintaining the highest possible quality of living experience for its residents."

"THANKS FOR YOUR SERVICE ABOVE SELF"!

Donald J. Baron,
WWMD PR/Marketing Chairman

Legislative / Waterway Ordinance Committee report

2012-10-26, Andres Peekna

Brochures

Keeping the brochure boxes from running out at their locations near the Iron Bridge (DNR boat launch), near the dam & library, and at the River City Marina continues. Most takers are at the Iron Bridge launch, especially this time of year. Probably mostly duck hunters. We will not run out.

It is in our interest to help all boaters be aware of the local laws.

Silt fence monitoring

No further activity. No copies of new Racine County Shoreline Contract silt fence layouts have been received so far in 2012.

WWMD Planning Committee Report
October 27, 2012

The planning committee has been working on getting the AIS portion of the Lake Management Plan updated in time for an application to be submitted by February 1.

In summary, we are hitting a wall in that the DNR requires that the material for the grant be submitted to them 60 days before the application deadline so that they can review. That means that the application date is really December 1, 2012.

Dr. Thornton's email of October 23, stresses that the path to getting the plan updated in one month is full of obstacles.

As of the time of writing this report, I have not been able to reach Dr. Thornton to see what realistically can be done.

Activity and a time line are as follows.

- On October 3, the Stantec data was received.
- Dr. Jeff Thornton was approached on October 14 to provide a proposal to WWMD that included the scope of work and the cost to do so. He was also given the Stantec data. This was to be presented to the board at its October 28th meeting for approval. (It was later pointed out that the board actually approved the concept and funding at its August 2012 meeting.)
- On October 16th, Dr. Thornton and I discussed what we needed and he formulated several plans. He contacted the DNR as to which format of the AIS update would be acceptable to the DNR.
- Dr Thornton was contacted again on October 21st and was told that the board approved the funding and he should get us the proposal as soon as possible.
- Heidi Bunk of the DNR responded to Dr. Thornton's request on October 23rd. She stated that the DNR needs 60 days to review the application (NR198). That pushes the need for the AIS update to December 1, 2012.

Respectfully submitted,

Paul Ling

Paul Kling

From: Paul Kling [pkling@wi.rr.com]
Sent: Friday, October 26, 2012 7:36 AM
To: Paul Kling
Subject: Fwd: Waterford Waterway Management District APM Plan Update

Paul Kling
414-232-0693
pkling@wi.rr.com

Begin forwarded message:

From: "Thornton, Jeffrey A." <JTHORNTON@SEWRPC.org>
Date: October 23, 2012, 12:37:16 PM CDT
To: "'Bunk, Heidi J - DNR'" <Heidi.Bunk@Wisconsin.gov>, "Ebersohl, Walter A - DNR" <Walter.Ebersohl@Wisconsin.gov>, "Helker, Craig D - DNR" <Craig.Helker@Wisconsin.gov>
Cc: 'Paul Kling' <pkling@wi.rr.com>, 'Barbara Baron' <bbaron@agencypromogroup.com>, Kelly Cornelius <kelly_cornelius2003@yahoo.com>, Mike & Stephaine Waghorn <mikewaghorn@yahoo.com>, 'Stephanie' <stephanie2003@ameritech.net>
Subject: RE: Waterford Waterway Management District APM Plan Update

Dear Commissioners and WWMD Committee Members, Please place this item on your agenda for the forthcoming meeting of the Board of Commissioners proposed to be held on October 27, 2012. While the Regional Planning Commission is willing to provide assistance to the WWMD with respect to this planning program, I would note that the timeline set forth by the WDNR staff below—as required by the *Wisconsin Administrative Code*—would allow SEWRPC staff about one month to draft the aquatic plant management plan. I would also note that during this period, SEWRPC staff are committed to supporting the 2012 North American Lake Management Society conference and international symposium being held in Madison, Wisconsin. This is a long-standing commitment undertaken by the Regional Planning Commission, which, together with the Thanksgiving holiday and hunting season(s), further reduces our time for development of this plan. Even though the aquatic plant management plan update would be based on available data, this short timeframe does not allow adequate time for review of the draft plan by the WWMD Commissioners and Committee Members. While this latter statement reflects only my personal opinion, I would ask for your guidance as to whether the Board of Commissioners feels that the available time is adequate to allow for a review of the proposed plan, and as to whether the WWMD wishes to change the proposed timeline in an attempt to meet the December 1st deadline. Please let me know your decision in this matter at your earliest convenience. Thank you. Again, we (SEWRPC) assure you of our commitment to assisting the WWMD and Waterford community. Best regards, Jeff Thornton

From: Bunk, Heidi J - DNR [<mailto:Heidi.Bunk@Wisconsin.gov>]
Sent: Tuesday, October 23, 2012 10:50 AM
To: Thornton, Jeffrey A.; Ebersohl, Walter A - DNR; Helker, Craig D - DNR
Cc: 'Paul Kling'; 'Barbara Baron'; Kelly Cornelius; Mike & Stephaine Waghorn; 'Stephanie'
Subject: RE: Waterford Waterway Management District APM Plan Update

Hi Jeff – Craig and I are fine with an APM plan update. We can discuss specifics as to what we would want to see in the update.

would meet the needs of the AIS Control grant program for an aquatic plant management plan, and (ii) if there is any wiggle room in the timeline. Like I said, getting even a staff memorandum done by year's end is fast track for us given that we are dependent upon other divisions to produce maps, etc.

(You are aware that we are undertaking a "rush" job for the City of Waukesha in developing an APM plan for the Barstow Impoundment and that that timeline takes us out to the end of March 2013.... So this would be even a shorter turn-around time than that one.)

Anyway, if you could let me know what you and your team think of the idea of an interim SEWRPC Staff Memorandum APM plan update, I would be most grateful...

Thanks, Jeff T.

Waterford Waterway Management District
Job Proposal-
Administrative Assistant

WWMD Administrative Assistants Role-

To provide the WWMD members with quality administrative support through research, report preparation, managing requests for information, as well as performance of clerical function regarding scheduling meetings, receiving calls and preparation of correspondence between members and others.

Skills and Tasks

WWMD's implementation of clerical skills including, but not limited to typing, filing, Microsoft word, Excel, spreadsheets, and Power Point would be of assistance to the WWMD organization by utilizing a specific go to person to manage and maintain the daily, weekly, and monthly WWMD incoming/outgoing information. This hire will organize various types of information with the use of the aforementioned skills, in managing meeting minutes, coordination of resources and people, budget preparation, and communicating information and ideas in both speaking and writing to keep WWMD members cohesive and updated.

The above mentioned tasks would also be executed by attending meetings or transcribing recorded minutes for the purpose documented meeting minutes, then compiling, transcribing, and distributing those minutes to the WWMD members. The hire would also organize various records as needed dependant upon the issue at hand. As needed hire would also make the necessary arrangements for committee meetings and assist in managing the WWMD newsletter by using the appropriate computer tools and software necessary to bring it to completion and delivery. This would include any errands necessary to bring the newsletter to completion.

Hire to prepare any invoices, reports, memos, letters or financial statements using the appropriate software for the task, as well as prepare any responses to correspondence directed to WWMD containing routine/daily inquiries.

Salary

After review of these tasks, fulfillment of the above mentioned administrative tasks for WWMD in a four hour period per week, executing the tasks either from home office, or designated office location.

Hourly rate would be estimated at \$12.00 per hour, totaling a yearly cumulative of \$2340.00.