



**"Changing our World One Drop at a Time"**  
**Waterford Waterway Management District**  
[WWW.waterfordwwmd.com](http://WWW.waterfordwwmd.com)

Board of Commissioners Meeting Minutes  
October 25, 2014

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

Chairman B. Baron called the meeting to order at 9:00 AM at the Waterford Town Hall, Waterford, WI. Commissioners present were Andres Peekna, Barb Baron, Don Baron, Gary Bluemel, Mike Waghorn, Paul Kling and, Ted Derse and.

2. Approval of Minutes:

- ✓ Motion made to approve the minutes of the August 21, 2014 and August 28, 2014 meeting was made by Cmr. Kling, Second by Cmr. D. baron. Vote: 6 Yes, 0 No.

3. Treasures Report – No report.

4. Submission of Bills – See attached

5. Approval to pay Claims:

- ✓ Motion made to approve those bills from the 2013-2014 budget year was made by Cmr. Kling, 2<sup>nd</sup> by Cmr. Waghorn. Vote: 7 Yes, 0 No. See attached
- ✓ Motion made to approve those bills from the 2014-2015 budget year was made by Cmr. Bluemel, 2<sup>nd</sup> by Cmr. D. Baron. Vote: 7 Yes, 0 No. See attached

6. Correspondence. Cmr B. Baron reviewed correspondence.

7. Volunteers:

Cmr. B. baron talked about needing help with the newsletter, postcards and the website. She would like to move some people around on committees but needs additional help before she can do so. There is a need to help with finance.

In addition, were looking for volunteers to help with:

Information Committee - Margret Shoptaw

- An event coordinator for 4 public events per year.
- People to write articles for the newsletter, etc.
- Content management.

Aquatic Plant Management – Stephanie Waghorn

- Someone to coordinate the manual removal of weeds,
- The Clean Boat / Clean Water program.
- Someone to develop signage for the boat launches.

## Finance – Gary Hansen

- Get funding locally, and then the state.
- Research and writing grants
- Reach out to businesses,
- Steering committee
- A lobbyist
- Establish committee and responsibility.
- There will be a meeting in the next 6 weeks.

## 8. Committee Reports

### a. Aquatic Plant Management

- Meeting with the DNR.
  - We've been using Clipper as a trial, but hoping to use it everywhere in the future as it works better.
  - We can move navigation lanes if we see a need to do so.
  - Will continue to do manual weed pulling
  - Looking for a volunteer to help with new signage at the boat launch.
  - Weed removal limited to a 30' channel
- At the start of the season, we had about 60 acres of invasive weeds. That was reduced to 28 acres by the end of the season. However, 50 additional acres were found.
- See report for additional details

### b. Navigation Access and Hydraulic Management

- Met with the DNR on October 23, 2014 concerning our dredging permit.
  - Gave us a list of 50 items that they need more information on.
  - Said our application was for a general permit, and that we needed to apply for an individual permit. We have 30 days to reapply, but was granted an extension to January 15, 2015. Individual permit also require a public meeting.
  - Adds 2 to 3 additional permits to the process.
  - Need signed letters of commitment for dewatering sites.
  - It is all going to take longer than anticipated.
- See report for additional details

### c. Information and Education

- Looking at a loadable credit card to pay for newsletter.
- Has set up a Google drive for all hard documents to hold & share & can show to public if requested.
- Planning on hosting 4 community events.
- WWMD has email addresses if anyone wants.
- Plan on working more closely with marketing.
- Looking for a volunteer to help document weed treatment areas.
- The I&E committee did all of the work for the annual meeting. That should be done by a different group.
- Looking for input for a November newsletter.
- See report for additional details.

### d. Marketing

- Needs a volunteer to join the committee & to work with the Chamber of Commerce.

e. Legislative Committee Report – Nothing to report

f. Planning & Special Projects

- Received input from Peter Woods of the DNR on several areas on to master project list. .Continuing to follow up on action items – more information next month
- There are 80 some properties that are not on our tax roll. Discussion on who is and who could be included. Need to follow up with the county. Cmr. B baron & Sue Peekna to be on a webinar on to learn software better.
- Project very time consuming

g. Finance - Nothing to report

9. Old Business

a. C.A.U.S.E. - No report.

b. Town Meeting – No Report

c. FRC

- Finalized paperwork \$50,400 grant for the ESR dredging application costs. The \$56,000 cost to be split 90/10%, with FRC picking up 90%. We can submit a partial invoice so they can pay us before the end of the year.
- They are working on extending the commission's boundaries to the state line. Silver Lake is the only one not signed on. Once done, they will ask the state for more funding.
- They are working on next year's Fox River Summit.

10. New Business

- Cmr. B. Baron has been looking at combining the Education & Marketing committees. Will not be done.
- Contact John Bjork with article ideas for the paper.
- Started a discussion on the timing of Annual Meeting and the fiscal year. Tabled till spring of next year.

11. Opportunity for the public to address the WWMD commissioners

12. Adjournment

- ✓ Motion to adjourn was made at 9:40 AM by Cmr. Derse, 2<sup>nd</sup> by Cmr. D. Baron.  
Vote: 7 yes, 0 No.

Respectfully Submitted,

Paul Kling  
WWMD Secretary

**Next Meeting Saturday November 22, 2014**

# Aquatic Plant Management Committee Report

## October 25<sup>th</sup>, 2014

Members: Mike Waghorn, Stephanie Waghorn, Andres Peekna, Dick Kosut

### WDNR Meeting

Met with Craig Helker to review 2014 programs and discuss 2015.

- Recycled Christmas Trees for Fish Habitat
- Regulations for Riparian owners and weed removal
- Use of Clipper
- Navigational Lanes
- Harvesting, cutting and hydraulic removal

### Clean Boat/Clean Water Program

The 2014 program completed almost 800 boat inspections. More than double the count in 2013 (343).

We have applied for the 2015 grant. We will need to hire and pay an intern and supplement the time with volunteer inspections.

### Weed Pulling Program

We will be working with new volunteers to run this in 2015. Hope to do 3 or 4 days

### Herbicidal Treatments

Post season survey completed, awaiting final report. We will begin the contracting process for 2015 in November

### Harvesting (Weed Cutting)

I do not plan to repeat this in 2015 unless we get pushback from the WDNR on the hydraulic harvesting.

### Harvesting (Weed Sucking)

The WDNR is reviewing the weed harvesting permit to see if it can be used for this. If not we will apply for a new permit. I plan to do this in the Elm Island channel, Buena Lake and Starks bay.

### Duck Boxes

We are building Duck Boxes as part of our Grant application.

### Boat Launch Signage

We will be working with the Village to upgrade the signage and the Library Launch for next season.

### AIS Control Grant

First payment received. We will be doing another submission next month

### Financials

2014-2015 Aquatic Plant Management Budget -----	\$135,000.00
Expenses to Date -----	\$0.00
Stantec – June Treatment-----	\$5,025.00
Stantec – Post Treatment Survey -----	\$4,450.00
Duck Box Supplies-----	\$215.91
Remaining Budget -----	\$125,309.09
2014-16 Grant-----	\$57,612.50
2014 Grant Received-----	\$14,887.25
Grant Available -----	\$42,725.25

ESR Committee Report  
October 25, 2014

WWMD Chairman, Barbara Baron received a call from WDNR, Eric Nitschke requesting a meeting regarding our permit application and that there would not be an agenda.

Eric requested we limit the meeting to Barb, Don and GRAEF, I made a request that SEWFRC, Jim Pindel also attend, as the FRC just approved a grant to cover the cost of the application and should be allowed to attend.

Low and behold we were handed a letter stating that our permit application is being dismissed without prejudice. A review of the application has revealed that the application does not meet the eligibility standards for coverage under the wetland statewide general permit for recreational development.

As it turned out our project is permit able and that we applied for a general permit (GP) and will have to reapply for a wetland fill individual permit (IP) and must respond within 30 calendar days to reapply.

After 3 hours reviewing and discussing over 50 line items that the DNR needs additional information to complete our application, Brian Schneider was surprised that some additional permits would have to be applied for separately as he thought that the application covered all aspects of the project. (It does only on a GP but not on a IP)

After the meeting Brian Schneider said that he expected that the DNR would need additional information and he thought that the additional information was not as bad as he thought it might possibly be. Brian will address all line items except 1 in conservancy bay which Jim Pindel gave an answer for at the meeting.

The DNR gave us a contractor control checklist that can be given to all bidders to follow so all are bidding apples to apples.

The DNR said a letter from the WWMD chairman must arrive within 30 calendar days for an extension to reapply, so we set a date to reapply by January 15, 2015, that should give GRAEF enough time to address all additional information.

Jim Pindel and I discussed and decided to have an ESR committee meeting to discuss in detail the list of additional information.

I will post a 6:00 pm meeting to be held at Town Hall on Wednesday 10-30-14.

We requested an emailed copy of the 8 page dismissal letter, hopefully we will have it before our committee meeting so you can review before we meet.

# 10/21 WWMD Information & Education Committee Report

Tuesday, October 21, 2014

7:45 AM

## US Mail Communications

- Working on a postcard summarizing the annual meeting and asking for volunteers
- Scheduling committee meeting to discuss plans based on recently approved budget

## Email Communications

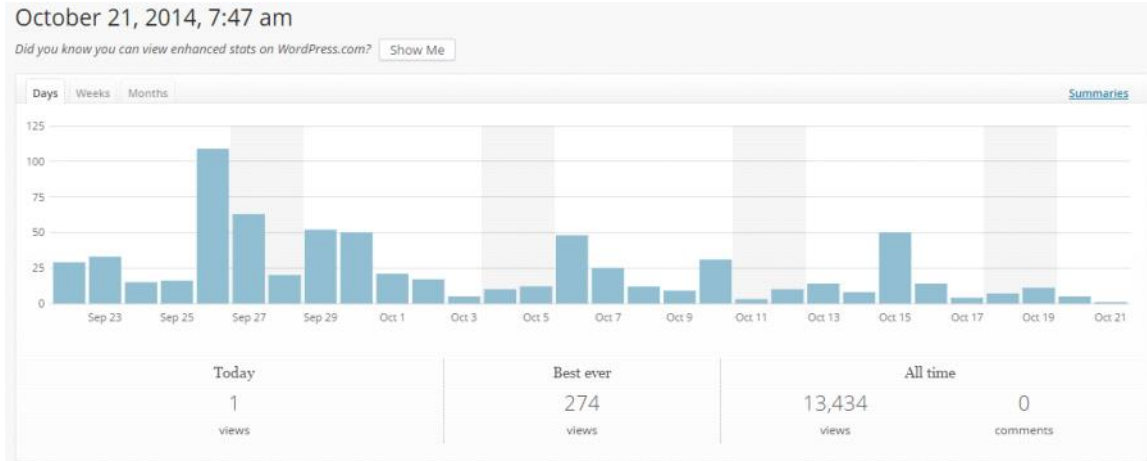
- Emails were sent out announcing the monthly meeting and asking for volunteers

## Social Media

- Slow but steady progress in terms of likes on our page and tone in the group

## Website

- Recent updates to the website:
  - Added this year's monthly and annual meetings to event calendar
  - Brief update on the annual meeting
- Site stats:
  - 1731 views since August report



# Last Year's Plan

Month	Week 1	Week 2	Week 3	Week 4
June		Small Postcard Announcing Special Meeting, riparian owners only		Monthly Meeting Spring Meeting
July		Oversized Postcard What is the WWMD and What is ESR		Monthly Meeting Newsletter
August		Oversized Postcard What happens if we don't dredge? How long will it last?		Monthly Meeting
September		Oversized Postcard Status of the ESR project permit and funding		Annual Meeting
October		Oversized Postcard Report on Annual Meeting		Monthly Meeting Newsletter

What we haven't done yet



# This Year's Plan

Month	Mailings	Activities
November	<p><b>Newsletter</b> Summary of Annual Meeting, Plea for Volunteers, APM Review of Waterway &amp; DNR Meeting, ESR Permit Timeline, Special Projects Update</p>	
December	<p><b>Oversized Postcard</b> Call for volunteers</p>	
January	<p><b>Oversized Postcard</b> Update on ESR Finance Committee progress</p>	<p><b>Community Event</b> The Cruise</p>
February	<p><b>Oversized Postcard</b> APM Committee plans</p>	
March	<p><b>Oversized Postcard</b> Status of the ESR project permit and funding</p>	<p><b>Community Event</b> The Hilltop</p>
April	<p><b>Newsletter</b> Water is open, review of progress over winter</p>	
May	<p><b>Oversized Postcard</b> ESR Update</p>	<p><b>Community Event</b> Doc's Rooftop</p>
June	<p><b>Newsletter</b> Updates from all committees</p>	
July	<p><b>Oversized Postcard</b> APM Update</p>	
August	<p><b>Newsletter</b> Updates from all committees</p>	<p><b>Community Event</b> Cotton Exchange</p>
September	<p><b>Oversized Postcard</b> Annual Meeting</p>	



		WATERFORD WATERWAY MANAGEMENT DISTRICT				10/25/2014			
		<b>RECEIPTS &amp; CLAIMS (FOR FISCAL 2013-2014)</b>							
		<b>RECEIPTS TO MONEY MARKET ACCOUNT</b>							
1	Final Town Spcl Chg		9/3/2014	<u>\$66,675.00</u>					
2	Final Village Spcl Chg		9/3/2014	<u>\$817.08</u>					
3	Earnings		8/29/2014	<u>\$19.10</u>					
4	Earnings		9/29/2014	<u>\$22.68</u>					
		<b>SECTION A: AUTOMATIC PAYMENTS MADE</b>							
	<b>CLAIMANT/PAYEE</b>	<b>INVOICE #</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET CHGD</b>	<b>DATE APPVD</b>	<b>DATE PAID</b>	<b>CHECK NUMBER</b>
1	KJ Tax	Auto	9/3/2014	<u>\$100.00</u>	Acctg. Service	Admin	Auto	9/3/2014	EFT
2	IEMS, Ltd.	Auto	9/3/2014	<u>\$250.00</u>	Consulting Service	Admin	Auto	9/3/2014	1058
3	IEMS, Ltd.	Auto	9/3/2014	<u>\$250.00</u>	Missed 11/13 Cons. Svc. Payment	Admin	Auto	9/3/2014	1059
		<b>SECTION B: CLAIMS APPROVED DURING 8/28/14 MEETING AND SUBSEQUENTLY PAID</b>							
1	Margaret Shoptaw	Reimburse	8/14/2014	<u>\$1,516.87</u>	print & postage Sept Newsletter	I&E	8/28/2014	9/3/2014	1060
2	Eco Waterway Service	2038	8/22/2014	<u>\$9,800.00</u>	Weed sucking near Elm Is. Bay	Aquatic Plants	8/28/2014	9/3/2014	1061
		<b>SECTION C: EXPENDITURE APPROVED AT JUNE, 2014 MEETING AND PAYMENT MADE TO MAKE YEAREND</b>							
1	Wis. Dept. of Nat. Res.	2052250	8/26/2014	<u>\$75.00</u>	Endangered Resources Review	Special Project	6/2/2014	9/20/2014	1062
		<b>SECTION D: NEW CLAIMS TO BE APPROVED</b>							
1	John Bjork	Reimburse	9/4/2014	<u>\$8.82</u>	Welcome Letter Stamps	Marketing	10/25/2014	10/25/2014	1063
2	Agency Promo Group	9924	8/22/2014	<u>\$173.70</u>	Award	Admin	10/25/2014	10/25/2014	1064

3	Barbara Baron	Reimburse	9/27/2014	<b><u>\$124.04</u></b>	Chair rental for annual meeting	Admin	10/25/2014	10/25/2014	1065
4	Southern Lakes News	177756&57	9/27/2014	<b><u>\$261.92</u></b>	Notice & Budget Publ. & Avidavit	Admin	10/25/2014	10/25/2014	1066
5	Margaret Shoptaw	Reimburse	9/22/2014	<b><u>\$835.15</u></b>	Fall Newsletter & Mailing	I&E	10/25/2014	10/25/2014	1067
6	Stantec	827946-1	9/5/2014	<b><u>\$5,025.00</u></b>	Weed treatments & survey	Aquatic Plants	10/25/2014	10/25/2014	1071
7	Stantec	827946-2	9/5/2014	<b><u>\$4,450.00</u></b>	Weed treatments & survey	Aquatic Plants	10/25/2014	10/25/2014	1072
8	Mike Waghorn	Reimburse	9/27/2014	<b><u>\$215.91</u></b>	Materials for Duck Boxes	Aquatic Plants	10/25/2014	10/25/2014	1069
<b>SECTION E: CLAIM APPROVED DURING THE 10/25/14 BOARD MEETING</b>									
1	GRAEF	81919	9/5/2014	<b><u>\$5,654.25</u></b>	ESR Permit Preparation	ESR	10/25/2014	10/29/2014	1073

		<b>WATERFORD WATERWAY MANAGEMENT DISTRICT</b>				10/25/2014			
		<b>Receipts &amp; Claims for Fiscal Year 2014-2015</b>							
		<b>RECEIPTS TO MONEY MARKET ACCOUNT</b>							
1	WDNR Grant for APM		10/16/2014	<b>\$14,887.25</b>					
		<b>SECTION A: AUTOMATIC PAYMENTS MADE</b>							
	<b>CLAIMANT/PAYEE</b>	<b>INVOICE #</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET CHGD</b>	<b>DATE APPVD</b>	<b>DATE PAID</b>	<b>CHECK NUMBER</b>
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2	IEMS, Ltd.	Auto	10/16/2014	<b>\$250.00</b>	Consulting Service	Admin	Auto	10/16/2014	1070
		<b>SECTION B: NEW CLAIMS TO BE PAID</b>							
1	GRAEF	82197	9/29/2014	<b>\$10,662.50</b>	ESR Phase 4	ESR	10/25/2014	10/30/2014	1074