

AMENDED

AGENDA

Rock Koshkonong Lake District

Board of Commissioners

September 19, 2019

6:00 p.m.

Albion Town Hall

620 Albion Rd

Edgerton WI 53534

1. Call to Order
2. Confirmation Meetings Public Notice
3. Approval of Agenda (action)
4. Public Participation (agenda items only)
5. Treasurers Report (action)
 - Bills and Expenditures (action)
 - Balance on Accounts
 - Income
 - RKLD Tax and Professional Services Review 2012-2018
 - Certificate of Deposit Report (action)
 - Insurance Report
6. Indianford Dam Report
 - Operations
 - Principal Operators Job Description (action)
 - Principal Operator (action)
 - Buoys – placement and removal (action)
 - Railroad Bridge - pier lighting/warning options (action)
 - Consideration to retain Emmons & Olivier Inc. Engineering for drafting RFP/RFQ option 2 Indianford Dam tainter gate construction and installation (action)
7. Resolutions
 - 2019-1 RKLD Policy and Procedure (discussion)
8. Public Comment
9. Comments from Commissioners
10. Adjourn

Rock Koshkonong Lake District Meeting Minutes
Rock Koshkonong Lake District Board of Commissioners

Draft – awaiting Board Approval

Date: August 22, 2019

Location: Albion Town Hall
620 Albion Rd
Edgerton, Wi 53534

Present:

Alan Sweeney (Chair), Mark Meyer (Treasure), Jim Jelinek (Secretary), Jim Bowers, Mike Shumaker, Supervisor Kerry Hull

Guests:

Therese Oldenburg (Fire Point Media – Website), Todd Needham (Batterman Engineering)

1. Call to Order – The meeting was called to order by Chairman Sweeney at 6:00pm.
2. Confirmation Meeting Notice and Agenda – The Chair confirmed that the meeting notice and agenda had been legally posted on/in the RKLD web site, CKSD and the various townships.

Supervisor Hull made a motion to approve the posting of the meeting and agenda, Commissioner Shumaker seconded.
The motion carried by a voice vote.

3. Approval of Agenda – Commissioner Meyer made a motion to approve the meeting agenda, Supervisor Hull seconded.
The motion carried by a voice vote.
4. Public Participation (Agenda items only) – Leonard Muller discussion on naming the proposed Bingham's Point landing after a community member/donor.
No action taken.
5. Treasurer's Report – Mark Meyer presented the report and opened it up for questions.
Commissioner Jelinek made a motion to approve the Treasurer's Report, Commissioner Shumaker seconded.
The motion carried by a voice vote.

6. Indianford Dam – Chair Sweeney discussed the Job Description for the Dam Maintenance position. Chair Sweeney discussed that Kim Bothem would do the job. After discussion it was decided to hold over the job description for discussion next month. Kim will continue maintaining the Dam as this time. Commissioner Bowers suggested having a company with insurance and more personnel to work on the Dam. There was public discussion about getting bids for the job. Commissioner Meyer made a motion to pay Kim \$300 a week until next meeting, Supervisor Kerry second.
The Motion carried by a voice vote.

Commissioner Shumaker talked about the Dam repairs and possibility using choice #2 from the presentation at the annual meeting. Introduced Chris Cuss from a Hydro services business in Wild Rose, WI discussed water savings, wicket gates, and options.

Commissioner Shumaker made a motion to take bids from MSA, General Engineering, and a third vendor to complete the design with a goal of the construction project to be completed this winter. Supervisor Hull seconded the motion.

The Motion carried by a voice vote.

7. Reports –

- a. Theresa Oldenburg from Fire Point Media discussed the current website. She mentioned that updates can be added within 24 hours. Top website searches are to learn when there is flooding and where boat launches are located. The Board requested to add more information on the site for transparency including future financials. Commissioner Jelinek made a motion to continue with her company and for Chair Sweeney to be the point person and make content suggestions. Commissioner Shumaker seconded the motion.

The Motion carried by a voice vote.

- b. Todd Needham from Batterman in Beloit discussed that his firm works with public entities to acquire State and Federal funding for boat launches up to the full amount of the boat launch projects. Commissioner Bowers will connect with Batterman to learn more about their services.

8. Committees –

- a. Dam Committee appointed three members – Commissioner Shumaker as lead, Commissioner Bowers, and Commissioner Jelinek. Supervisor Hull made the motion to approve. Commissioner Meyer seconded the motion.

The Motion carried by voice vote.

- b. Land and Lake Access Committee appointed three members – Commissioner Bowers as lead, Commissioner Shumaker, and Commissioner Jelinek. Commissioner Shumaker made the motion to approve. Commissioner Meyer seconded the motion.

The Motion carried by voice vote.

- c. Finance and Budget Committee appointed three members – Commissioner Meyer as lead, Chair Sweeney, and Supervisor Hull. Commissioner Shumaker made the motion to approve. Commissioner Jelinek seconded the motion.

The Motion carried by voice vote.

- 9. Recording Officer – Discussed having Jenny Salvo as the recording officer for the meetings. She verified her qualifications and volunteered her time for this position. Commissioner Shumaker made the motion to approve. Commissioner Jelinek seconded the motion.

The Motion carried by voice vote.

- 10. Resolutions – A request was made to honor the service of Ray Lunder and Joan Huedepohl. Commissioner Jelinek made the motion to approve. Commissioner Shumaker seconded the motion.

The Motion carried by voice vote.

11. Public Comment

12. Communications from Commissioners

- 13. Adjourn – Commissioner Jelinek made a motion to have next month's meeting September 19 at 6:00pm at the same location. Commissioner Shumaker seconded the motion.

The Motion carried by voice vote.

Commissioner Jelinek made a motion to adjourn. Commissioner Shumaker seconded the motion.

The Motion carried by voice vote.

Adjourned at 7:42pm.

RKLD General Fund Balance - Invoices for Approval 9-19-2019

Revenue through 8/22/2019	\$	168,569.30
September Deposit	\$	<u>1,193.20</u>
YTD Revenue	\$	169,762.50

General Fund Balance 9/9/2019 **\$ 117,048.84**

Summit Accounting - 2018 Compilation \$ (2,840.00)

Wheeler , Van Sickle, & Anderson- June 2019 \$ (5,244.75)

Wheeler , Van Sickle, & Anderson- July 2019 \$ (6,126.00)

EOR- MARS June 2019 \$ (3,960.00)

EOR- MARS July 2019 (paid \$7,793.50 8-19) \$ -

EOR- MARS August 2019 \$ (3,419.50)

Helgeson Crane Service 7-30-2019 \$ (600.00)

Expense Step Bits- Mike Shumaker \$ (61.18)

Expense Wisconsin Lift- Mike Shumaker \$ (1,492.44)

GOE- Dive Team- Dam Drain and Bridge Inspect \$ (3,000.00)

Balance after current bills are paid **\$ 90,304.97**

Q4 Anticipated Costs of Operations \$ (15,000.00)

September - USGS Annual \$ (20,800.00)

Tainer Gate RFP \$ (3,000.00)

Wheeler , Van Sickle, & Anderson- August 2019 \$ (5,000.00)

2018 Balance Forward (projected) \$ 46,504.97

8-22 forecast \$45,000 + Sept deposit \$1,193.3= \$46,193.30

RKLD Cancelled Accounts 9-19-2019

Annual Savings

Frontier Online \$ 738.60

Centurylink \$ 810.12

Bliss Communications \$ 294.00

Total Annual Savings **\$ 1,842.72**

Under Evaluation

Annual Savings

USGS Velocity Meters (2) If velocity measurements are not required \$ 12,000.00

* note to expect one time cost to remove and install new guages

* USGS cost share would decrease as well.

Reporter \$3,477.83 paid to date

Daily Jefferson \$658.43 paid to date

Hometown News \$2,957.07 paid to date

Insurance Policies- evaluate coverages and limits \$3,500/year

RKLD Bank Accounts and Proposed Fund Allocation

9/19/2019

Proposed Long Term CD due 11/8/2019	\$	207,473.59
2019 General Fund Forcasted Balance	\$	46,504.97
Money Market- Lake Fund	\$	106,684.66
Money Market- Dam Fund	\$	<u>51,680.33</u>
Total Cash Available	\$	204,869.96
CD due 1-19-2020	\$	234,069.75
CD due 7-9-2020	\$	204,008.28
2020 Boat Landing Funding	\$	68,000.00
2020 Indianford Dam Modification Funding	\$	<u>50,000.00</u>
Total Project Funds	\$	760,947.99

RKLD 2012-2018 Spending Summary by Vendor 9-19-2019

<u>Year</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Totals</u>
Mongommery & Accsociates	\$ 36,617.31	\$ 62,072.83	\$ 20,056.80	\$ 24,644.61	\$ 10,383.50	\$ 450.00	\$ 5,880.00	\$ 160,105.05
BIOLOGY?	\$ 3,782.00	\$ 780.22	\$ 2,410.00	\$ -	\$ 4,160.41	\$ -	\$ 3,642.50	\$ 14,775.13
UW Econ Study	\$ -	\$ -	\$ 8,600.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 10,100.00
Hamilton Group	\$ -	\$ -	\$ 25,151.06	\$ 30,064.43	\$ 35,930.73	\$ 15,633.44	\$ 25,000.00	\$ 131,779.66
Accounting	\$ 850.00	\$ 2,295.00	\$ 2,410.00	\$ 2,485.00	\$ 2,600.00	\$ 2,675.00	\$ 2,755.00	\$ 16,070.00
Legal General	\$ 193,387.86	\$ 32,514.26	\$ 22,321.25	\$ -	\$ -	\$ -	\$ -	\$ 248,223.37
Wheeler Supreme	\$ -	\$ 35,054.00	\$ 36,315.70	\$ 54,482.60	\$ 75,461.61	\$ 61,120.35	\$ 20,195.20	\$ 282,629.46
Godfrey - Supreme	\$ -	\$ 19,307.84	\$ 39,193.00	\$ 37,309.01	\$ 57,808.29	\$ 4,366.50	\$ -	\$ 157,984.64
Debache Law	\$ -	\$ 2,500.00	\$ 1,875.18	\$ 10,968.45	\$ -	\$ -	\$ -	\$ 15,343.63
Jones Law	\$ -	\$ 7,862.50	\$ 7,882.50	\$ 19,785.00	\$ -	\$ -	\$ -	\$ 35,530.00
Boater Safety	\$ -	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ 8,661.00	\$ 2,352.00	\$ 14,013.00
Dam Cleaning Project	\$ -	\$ -	\$ -	\$ 50,488.74	\$ -	\$ -	\$ -	\$ 50,488.74
Badgerland Excavating (Dredging)		\$ 109,924.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,924.77
Highway Sign	\$ -	\$ -	\$ -	\$ 1,741.93	\$ -	\$ -	\$ -	\$ 1,741.93
Professional Service Totals								\$ 1,248,709.38
Cost of Operations (Net)	\$ 62,201.34	\$ 75,034.96	\$ 57,529.02	\$ 30,558.17	\$ 47,027.09	\$ 70,990.39	\$ 74,866.18	\$ 418,207.15
Total Costs								\$ (1,666,916.53)
District Special Charges (taxes/revenue)	\$ 260,251.55	\$ 144,110.61	\$ 233,351.55	\$ 195,286.52	\$ 174,267.14	\$ 185,035.70	\$ 194,348.16	\$ 1,386,651.23
							Net	\$ (280,265.30)
Lake Management Fund (taxes)	\$ 106,632.00						Net	\$ (386,897.30)
Interest	\$ -	\$ 750.58	\$ 827.09	\$ 858.47	\$ 4,831.32	\$ 5,318.06	\$ -	\$ 12,585.52
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rock County Dam Payment	\$ -	\$ 50,012.00	\$ 50,003.92	\$ -	\$ -	\$ -	\$ -	\$ 100,015.92
Refunds	\$ -	\$ (40.00)	\$ (90.00)	\$ -	\$ -	\$ -	\$ -	\$ (130.00)
Other grants	\$ -	\$ 90,000.00	\$ 645.00	\$ -	\$ -	\$ -	\$ -	\$ 90,645.00
								\$ (183,780.86)
Total Revenue	\$ 260,251.55	\$ 284,833.19	\$ 284,737.58	\$ 194,144.99	\$ 179,098.46	\$ 190,353.76	\$ 194,348.16	
Total Cost	\$ (221,296.29)	\$ (340,444.00)	\$ (223,315.99)	\$ (262,507.94)	\$ (234,871.63)	\$ (163,898.68)	\$ (134,890.00)	
Net	\$ 38,955.26	\$ (55,610.81)	\$ 61,421.59	\$ (68,362.95)	\$ (55,773.17)	\$ 26,455.08	\$ 59,458.16	\$ 6,543.16
Pay Back to Lake Restoration Fund							\$ (60,000.00)	\$ (53,456.84)
Transfer 12-12-2016 from LRF				\$ 86,931.00				\$ 33,474.16
2006 legal	\$ 310,892.90							
2006 consulting	\$ 77,767.58							
2007 legal	\$ 211,181.78							
	\$ 599,842.26							

Indianford Dam & Powerhouse

Principal Operators Job Description

The Principal Operator is responsible for the day-to-day oversight of the dam and powerhouse operation. This encompasses three areas – Regulatory, Mechanical and Public & Personal Safety.

REGULATORY – The Department of Natural Resources (DNR) regulates the operation of the Indianford Dam pursuant to Chapter 31, Wis. Stats., through the issuance of Operating Orders to the owners of the dam. These Operating Orders primarily set out the maintenance of water elevations by establishing a maximum and minimum water elevation as measured by USGS gauges. These levels vary by season and may be amended from time to time by statute.

The Principal Operator is to be aware of these thresholds at any time of the year. The Principal Operator is to make timely adjustments to the 6 slide gates and/or 2 wicket gates in order to keep the water elevation within the proscribed levels. The Principal Operator is to keep the dam and powerhouse equipment in operable condition so that the slide gates and wicket gates can be operated per the Operating Order.

It is expected that the Principal Operator be aware of the upstream hydrologic conditions, weather conditions and same operations so that his actions may be proactive rather than reactive in nature.

It is expected that the Principal Operator be in possession of and aware of the current Operating Order and follow all actions as called out concerning the operation of the dam. A copy of the current Operating Order is to be kept at the dam powerhouse for public review. The following general areas are included in the Operating Order and fall under the Principal Operators tasks:

- Water Elevation Maintenance per Order
- Mechanical Operations per Order
- Daily Log Maintenance and Distribution per order
- Gate Operations per Order
- Trash Rack Debris per Order
- Minimum flow and gate change communication with the Centerway Dam per Order

The Order is very specific concerning the clearing of the trash racks station, **“The trash racks on the powerhouse shall be cleaned on a daily basis over their entire area when the wicket gates are passing flow to maintain maximum flow through the powerhouse”**. The Principal Operator is expected to adhere to this standard.

It is expected that the Principal Operator be present at the facility to make observation readings and adjustments once every 24-hour period. A Log Book is provided in which written documentation of the visit, time, date and relevant observations may be kept. Additional visits may be warranted as river conditions dictate.

MECHANICAL – The Operating Order calls out specific actions and timeframes concerning the operation of the slide and wicket gates. The Principal Operator is expected to be aware of and follow the Order.

The Powerhouse wicket gates and slide gates are to be kept in an operable, mechanical condition. This includes periodic routine inspection, testing and maintenance of the various components. The Principal Operator is responsible for the oversight of a bi-annual preventative maintenance program for the wicket gates. The Principal Operator will report any mechanical damage or inoperable conditions immediately.

The Principal Operator is to:

- *Maintain and test the full operation of the wicket gate Electric Gate Actuators weekly
- *Inspect the slide gate mechanisms for damage, vandalism or debris weekly
- *Keep the powerhouse interior clean and free of accumulated debris
- *Keep the grounds immediately surrounding the powerhouse and same area free of weeds and accumulated trash

Light mechanical maintenance, gate operation and inspection require tools and some specialized equipment. The Principal Operator is to keep this equipment in good working order and to request replacement when lost, worn or inoperable.

PUBLIC & PERSONAL SAFETY – The Powerhouse grounds and slide gate areas are generally open to the public. The Principal Operator is to keep all public safety devices, signs, warning devices, lights, gates, locks and related components in their proper serviceable condition.

The Principal Operator is to follow OSHA safety standards in day-to-day operations. The Personal Operator Equipment (PPE) used in the operation and maintenance of the dam and powerhouse is to be kept up-to-date and operable. The Principal Operator will request replacement PPE in a timely manner.

Rock Koshkonong Lake District
Rules of Procedure 2019-1

Rule 1A

As provided by statute, the Rock Koshkonong Lake District(RKLD) Board of Commissioners shall organize each year following the Rock Koshkonong Lake District annual meeting. The seven commissioners shall elect from the board of commissioners, by nomination, and voice vote, Chair, Treasurer and Secretary.

B.

The Chair, Treasurer, and Secretary shall serve annually until the next RKLD annual meeting. Officers shall take office upon election.

C.

The Board shall meet on the first or third Thursday of the month in the months. of January, March, May, July, September and November at a location of public convenience.

D.

Vacancies during the term of any officer shall be filled by nomination and voice vote at the first RKLD Commission meeting following the creation of such vacancy.

Rule 2A

The Chair shall call to order at the hour named, and shall preside at all meetings of the Board. A quorum is necessary to conduct business of the Board. A "quorum" shall be a majority of the total Board members. The Chair shall have the duties and power conferred by State Statute and these rules. The Chair or three Board members by petition may call a special meeting with notice set forth in 2D or 24 hour notice in case of emergency. The Chair shall decide all question of order subject to appeal, and shall preserve order and see that order is maintained. The Chair shall vote on all roll calls when the Chair's name is called except upon appeals from the Chair's own decision. In the absence of the Chair, the Secretary shall perform the duties of the Chair.

B.

Format of Agenda:

1. Call to order
2. (Action) Confirmation of Meetings Public notice
3. (Action) Agenda
4. Public Comment
5. (Action) Treasurer's Report
6. (Action) Bills over \$2500.00
7. Reports
8. (Action) Resolutions/Contracts
9. Other
10. Adjourn

C.

Minutes of the Board meeting and the Rock Koshkonong Lake District Annual meeting shall be prepared by the Secretary, kept, recorded, and distributed to the Board members as soon as possible following the meeting. These minutes shall be official upon Board approval for Board of Commissioners meeting or the electors for the annual meeting.

D.

In order to provide advance notice to the Board and to the public, items on the Agenda shall be officially noticed and e-mailed to Board members no later than Tuesday of the week preceding the meeting.

E.

Items and resolutions may be proposed by electors of the Rock Koshkonong Lake District to be considered at the annual meeting if all of the following conditions are met:

1. The item or resolution relates to an issue that is within the authority of the district.
2. Each item is submitted by a petition to the Board through the Chair at least 30 days before the annual meeting.
3. The petition is signed by electors with a number that equals or exceeds 20% of the number of parcels located within the district that are subject to property tax.

It shall be the responsibility of the Chair or Secretary to assist electors to draft the item or resolution to be acted upon and attach legal note, if necessary, prepared by legal counsel and a fiscal note, if necessary, prepared by the Treasurer. However, failure to attach such notes shall not prevent the annual meeting from taking action on the item or resolution.

F.

Every Board member shall have the prerogative to introduce an item or resolution concerning any matter that relates to an issue that is within the authority of the Rock Koshkonong Lake District. Each item or resolution shall have attached legal note if necessary prepared by legal counsel, and a fiscal note if necessary prepared by Treasurer. Every item or resolution introduced by a Board member shall be submitted to the Chair for the next available agenda. Three Board members may introduce an item or resolution by petition and the item or resolution shall be included on the next available agenda.

G.

If the Chair fails to call to order and submit and notice an agenda for those meeting dates set forth in Rule 1C, three Board members may submit by petition and notice an agenda for the next available meeting date as required in Rules 1C and 2A.

H.

All Rock Koshkonong Lake District matters shall be reviewed by the Board.

I.

Votes for action items, resolutions, or contracts will be indicated as for, against, or absent. Every member shall vote except where a member has a conflict of interest, the Chair may permit that member to abstain.

J.

Rock Koshkonong Lake District Board of Commissioners shall be the governing body for all functions and activities under its supervision and shall have the duty and responsibility to implement all appropriate provisions of State Law and these rules.

K.

Board of Commissioners shall be paid actual and necessary expenses that they incur while conducting the business of the district. These costs and reimbursements will be reported by the Treasurer in the Treasurer's report.

L.

The appointment of a Commissioner from Rock County and the Town of Fulton to the Rock Koshkonong Lake District Board of Commissioners shall serve at the pleasure of those appointing authorities and can be replaced whenever the appointing authority chooses. The Rock County commissioner must be either a member of the Rock County Land Conservation Committee or nominated by the Rock County Land Conservation Committee and then approved by the Rock County Board. The Town of Fulton commissioner must be a member of the Town of Fulton Board of Supervisors or resides in the RKLD district.

Rule 3A.

Duties of the Rock Koshkonong Lake District Board of Commissioners for annual meeting:

1. Schedule an annual meeting of the Rock Koshkonong Lake District in the month of August.
2. At the July Board meeting, prepare an agenda and proposed budget for the annual meeting.
3. At the July Board meeting, select and authorize by motion, an accounting firm and comprehensive audit for each fiscal year of the annual meeting.

B.

The Rock Koshkonong Lake District Treasurer shall report to the Board at each meeting a fiscal report of the RKLD. This report shall include:

1. Balance sheet of assets by account, cash, savings, CD's etc., with account numbers and balances including one year prior balances.
2. Checks with numeric order identifier and account numbers and balances including one month prior balances.
3. Credit balances with account name and number and one month prior balances.
4. All accounts receivable with account name and number.
5. Any outstanding contracts, bills due, or liabilities by name and amount due.

All items in Rock Koshkonong Lake District Treasurers report shall require Board approval.

C.

The Rock Koshkonong Lake District Treasurer shall pay all bills under \$2500.00 when received. All bills over \$2500.00 shall require Board approval within the Treasurer's report. Contracts with a total cost in excess of \$2500.00 shall be awarded through a competitive process based upon cost and qualifications of the person or entity submitting the proposal or quote. All contracts for public works with a cost in excess of \$25000.00 shall be awarded pursuant to the statutory bid process.