

Amended

Rock Koshkonong Lake District

Board of Commissioners

January 18, 2024

6:00 p.m.

Fulton Town Hall

2738 W Fulton Center Dr.

Edgerton WI 53534

1. Call to Order
2. Confirmation of Meeting Public Notice
3. Approval of Agenda (action)
4. Approval Draft December 20, 2023 Meeting Minutes (action)
5. Public Participation (agenda items only)
6. Treasurers Report
7. Bills and Invoices (discussion/action)
 - Water Control Project
 - Debris Boom Bid Proposal(discussion/action)
8. Indianford Dam Report
 - Dam Maintenance
 - Dam Inspection Bid Option (discussion/action)
9. Lake Management
10. Communications
 - Water Flow Study Bid Option (discussion/action)
 - Newsletter Format
 - IT Contracts (discussion/action)
 - Annual Meeting (discussion/action)
11. Public Participation
12. Comments by Commissioners
13. Adjourn

DECEMBER 20, 2023
BOARD OF COMMISSIONERS MEETING MINUTES
ROCK KOSHKONONG LAKE DISTRICT

Chair Alan Sweeney called the meeting to order at 6:04 p.m. Board of Commissioner members present were Susan Shearer, Michael Hart, Kerry Hull, Eric “Rick” Richardson, and Mark Meyer

Sweeney confirmed the meeting agendas were posted.

APPROVE AGENDA: A Shearer/Hull motion to approve the December 20, 2023 agenda as passed, all voted in favor.

APPROVE MINUTES: A Shearer/Hart motion to approve the November 15, 2023 meeting minutes as presented, all voted in favor.

PUBLIC PARTICIPATION: There was no public participation.

TREASURER’S REPORT

Meyer presented the Treasurer’s report.

A Hart/Shumaker motion to approve the Treasurer’s report with an adjusted expected balance of \$82,931.24 and the bills list passed, all voted in favor.

Chair Sweeney and Treasurer Meyer plan to meet with the District’s attorney to review the debris boom scope of work to be placed out for bid in 2024. The 50% grant award submission was accepted, and the payment in the amount of \$200,000 is expected to be received shortly. The dumpster service that was rented for the water control project has been canceled.

The Board discussed the water flow communication study requested by the Wisconsin Department of Natural Resources to verify the discharge capabilities produced by the Indianford Dam project. The staff has reached out to universities to complete the work and has not received interest. The Board plans to procure quotes from interested engineering firms to complete the work.

INDIANFORD DAM REPORT

Operator Bothom has been verifying the operation of the gates to ensure it is working properly and according to specifications.

Chair Sweeney stated a scope of work for the upcoming required dive inspections at the Dam will need to be drafted.

LAKE MANAGEMENT

None

COMMUNICATIONS

The Board discussed a quote from OneNeck IT Solutions, totaling \$12,600, for completing the water flow data application for the website. Staff will collaborate with additional firms to obtain quotes and will present the gathered information on a future agenda. The funds for the project may be taken out of new initiatives or previous grant funds.

Staff provided an overview of Act 62 to allow Lake Districts to use email as a legal option to notice the annual meeting. There is a required opt-in from the property owner.

PUBLIC PARTICIPATION

There were no public comments.

COMMENTS BY COMMISSIONERS

Being no other business before the Board, a Shearer/Shumaker motion to adjourn passed at 7:02 p.m., all voted in favor.

Rock Koshkonong Lake District January 18th, 2024

12-20-2023 Balance	\$ 14,085.94
1-15-2024 Deposit - Annual Savings for 2024	\$ 30,000.00
Interest	\$ 3.41

Fox Construction **TBD**

1-18-2024 Balance **\$ 44,089.35**

Water Control Project Checking

10-5-2021 Transfer from Lake Fund	\$ 700,000.00
10-26-2021 Transfer from General Fund (balance of 2021 budget- loan payment)	\$ 114,544.63
10-26-2021 Meade and Hunt #1802663	\$ (6,521.44)
11-23-2021 Meade and Hunt #1813312	\$ (7,045.79)
11-23-2021 Meade and Hunt #1813312	\$ (6,767.50)
11-26-2021 IEI Pay Request #1 (10% retainage owed at completion)	\$ (38,894.40)
1-5-2021 Meade and Hunt November 2021	\$ (10,977.00)
1-5-2021 Transfer from General Fund (2019 & 2020 unspent. Approved 12-15-2021)	\$ 82,368.00
1-21-2022 Meade and Hunt invoice #326602	\$ (5,739.75)
3-14-2022 Meade and Hunt invoice #327697	\$ (2,061.75)
3-25-22 Meade and Hunt Invoice #328937	\$ (3,147.25)
3-25-22 IEI Pay Request #2 (10% retainage owed at completion)	\$ (51,687.00)
4-29-22 Meade and Hunt Invoice #329983	\$ (5,678.00)
6-14-22 Transfer to General Fund for bills paid in 2021. Reconciliation.	\$ (18,693.06)
6-27-22 Transfer from General Fund- 2021 LKWA donation for cleaning boom	\$ 2,500.00
7-11-22 Transfer from General Fund- 2022 Loan Payment Allocation	\$ 190,000.00
7-29-22 Mead and Hunt Invoice #33147	\$ (4,318.00)
7-29-22 Mead and Hunt Invoice #332948	\$ (8,951.75)
7-29-22 Mead and Hunt Invoice # 334300	\$ (688.00)
8-29-22 IEI Pay Request #3 (10% retainage owed at completion)	\$ (127,747.50)
8-24-22 Meade and Hunt Invoice 335627 (actual owed \$6,207 balance credited)	\$ (13,957.75)
9-30-2022 TSC Concrete Testing	\$ (957.00)
9-30-2022 ECS Concrete Testing	\$ (598.00)
9-30-2022 Transfer from General Fund 2021 Balance	\$ 26,209.00
10-19-2022 Transfer from Lake Improvement Fund	\$ 107,347.68
10-21-22 IEI Pany Request #4 (10% retainage owed at completion)	\$ (296,681.29)
11-21-22 Mead and Hunt Invoice 337686 August	\$ (7,003.00)
11-21-22 Mead and Hunt Invoice 338931 September	\$ (6,731.51)
11-21-22 Mead and Hunt Invoice 340459 October	\$ (4,121.00)
11-21-22 IEI Pay Request #5 (10% retainage owed at completion)	\$ (365,490.00)
1-5-2023 IEI Pay Request #6 (10% retainage owed at completion)	\$ (267,250.50)
1-5-2023 Mead and Hunt Invoice 341342 November	\$ (11,130.76)
1-5-2023 National Exchange Bank Loan Draw #1	\$ 55,000.00
1-17-2023 Transfer to GF for TSC invoice IN125500	\$ (1,385.00)
1-31-2023 Meade and Hunt Invoice 342723 December	\$ (10,060.88)
1-31-2023 National Exchange Bank Loan Draw #2 transfer from GF	\$ 90,000.00
2-1-2023 IEI Pay Request #7	\$ (78,914.70)
3-15-2023TSC- Concrete Testing Invoice IN125834 (paid from GF, transfer this account)	\$ (2,665.00)
2-28-2023 IEI Pay Request #8	\$ (116,640.00)
3-15-2023 TSC Invoice #IN126128	\$ (1,754.00)
2-27-2023 Mead and Hunt January (Part 1/2 Invoice #344257)	\$ (8,209.08)
2-27-2023 National Exchange Bank Loan Draw #3	\$ 130,000.00

4-21-2023 Transfer from Dam Fund	\$ 2,200.00
4-21-2023 TSC Concrete Testing	\$ (1,233.00)
4-25-2023 National Exchange Bank Loan Draw #4	\$ 230,000.00
4-25-2023 IEI Pay Request #9	\$ (60,210.00)
4-25-2023 IEI Pay Request #10 *check is MIA- requested cancel and reissue from FCB*	\$ (72,499.50)
5-1-2023 IEI General Contractors- Failed Dewater and Sill Repairs- Change Order #9	\$ (82,527.00)
5-1-2023 Mead and Hunt Invoice- Failed Dewater and Sill Repairs - March	\$ (8,282.48)
4-25-2023 National Exchange Bank Loan Draw #5	\$ 20,000.00
5-19-2023 IEI Balance Due on Pay Request #11	\$ (9,484.50)
5-22-2023 Mead and Hunt April	\$ (4,979.06)
5-22-2023 TSC Invoice # IN126819	\$ (100.00)
6-27-2023 Transfer from GF- 2022 balance	\$ 19,289.00
6-27-2023 Meade and Hunt May Invoices	\$ (3,928.75)
7-14-2023 National Exchange Bank Loan Draw #6	\$ 40,000.00
7-14-2023 IEI Pay Request #12	\$ (58,850.00)
8-23-2023 TSC Concrete Testing	\$ (3,163.00)
8-23-2023 Worthington Products- Debris Booms and Hardware	\$ (10,719.41)
8-25-2023 Mead and Hunt June	\$ (2,084.00)
8-25-2023 Mead and Hunt July	\$ (5,659.84)
8-25-2023 National Exchange Bank Loan Draw #7	\$ 420,000.00
8-25-2023 IEI Pay Request #13	\$ (132,489.40)
10-3-2023 Mead and Hunt August	\$ (4,492.13)
10-3-2023 IEI Cast in Place Concrete Change Request	\$ (72,250.00)
10-26-2023 Mead and Hunt September	\$ (1,638.00)
10-26-2023 IEI Pay Request #14	\$ (96,525.00)
11-20-2023 IEI Pay Request #15	\$ (13,500.00)
11-20-2023 Mead and Hunt October	\$ (3,697.68)
1-3-2024 Mead and Hunt November	\$ (1,580.25)
1-19-2024 50% Dispersement from WIDNR Grant	\$ 200,000.00
1-15-2024 Water Control Project Checking Balance	\$ 287,097.65
IEI Project Retention	\$ (207,710.09)
Mead and Hunt December	\$ -
1-20-24 Balance	\$ 79,387.56
9-29-2023 Loan Summary Max 1.1M (corrected amount +1500 for loan origination)	\$ 986,500.00
7-20-2023 Loan Payoff (after 2023 payment of 190K) + Draw #7	\$ (803,709.42)
Dam Project Budget Total (RKLD 2021-2022 Resolution)	\$ 2,277,500.00
IEI Genral Contractors Base Contract and Changes including cast in place concrete	\$ (2,095,100.88)
Mead and Hunt to date	\$ (229,629.84)
Concrete Testing to date	\$ (6,027.00)
Balance	\$ (53,257.72)
Down Stream Dredging and East Bay Debris (Dam Fund NTE)	\$ 100,000.00
Final Costs (missing cost from Fox Constrution for removing spoils)	\$ (87,749.50)
Wall Repairs (Rock County 2023 Resolution NTE)	\$ 425,000.00
To be submitted for reimbursement	\$ (115,630.54)
PAID BY Rock County	\$ 115,630.54

General Fund Balance and Activity

12-21-2023 Balance	\$ 86,388.47
Kim Bothom January	\$ (1,200.00)
Jenny Salvo January	\$ (1,200.00)
Alliant #1	\$ (19.51)
Alliant #2	\$ (85.67)
Badgerland Disposal (Account Closed)	\$ (1,057.23)
Dam Fund Savings 2024	\$ (30,000.00)
Deposit Taxes	<u>\$ 53,701.77</u>
1-18-2024 Adjusted Balance	\$ 106,527.83
Kim Bothom- February	\$ (1,200.00)
Jenny Salvo- February	\$ (1,200.00)
Jenny Salvo - RKLD Computer	<u>\$ (443.10)</u>
1-20-2024 Expected Balance	\$ 103,684.73

Notes:

1. 2023 Finished \$35,689 under budget. \$737 additional tax. \$11,160.75 Grant received for buoys.
2. \$47,586.75 will be left in the general fund to support improved communications.
3. Schedule Dam Inspection- Critical path December 2023.
4. Debris Boom Scope of work to legal- January Meeting.
5. 50% grant award submission accepted we are waiting for payment.
6. Select IT Firm

Communication Report

January 2024 Newsletter

845 recipients subscribed

830 recipients engaged by viewing the emails.

23 emails bounced back as undeliverable, indicating inactive email addresses.

3 unsubscribed

508 individuals interacted with the email through actions such as clicks and scrolling.

65% of the recipients are males aged 55 and older.

7 recipients are currently situated in Canada and the Czech Republic

2 recipients requested a tour of the Indianford Dam

How your email campaign compares



Grants Available

- SeaTow Foundation – Organizations are able to apply to host and maintain a brand new Sea Tow Foundation Life Jacket Loaner Station that can be stocked with life jackets in a variety of sizes available for boaters to borrow free of charge for a day out on the water through the Life Jacket Loaner Program Grant. These funds may also be replenished for an existing life jacket loaner station, apply to provide life jackets for participants in a recurring event, or stock life jackets on your organization's boats for the public.

Link for More Information: <https://www.boatingsafety.com/page/life-jacket-loaner-program>

Other Information

- 2024 Wisconsin Lakes & Rivers Convention is scheduled for April 10-12, 2024 and will be hosted in Stevens Point

Registration Link: <https://wisconsinwaterweek.org/home/lakes-and-rivers-convention/>

- Nominations are due February 1, 2024 for the upcoming WISCONSIN LAKE LEADERS INSTITUTE!

Are you interested in gaining skills and increasing your network related to lake management and protection? Want to tackle lake-related issues, but need some extra help? Consider nominating yourself, or someone else, for the Wisconsin Lake Leaders Institute. The next group, Crew 15, will meet in May, September, and October of 2024. The deadline for nominations is February 1, 2024.

Link: <https://wisconsinlakes.org/be-a-lake-leader-or-nominate-someone-who-should-be/>

1 **SOLICITATION TO BID**
2 **ROCK KOSHKONONG LAKE DISTRICT**

3
4 **ENGINEERING AND INSTALLATION OF UPSTREAM DEBRIS BOOM**
5 **INDIANFORD DAM**
6 **LAKE KOSHKONONG, WISCONSIN**

7
8 Project No. [if applicable]
9

10 **BID SUBMISSION DUE BY MARCH 24, 2024 AT [TIME]**

11
12 **OWNER: Rock Koshkonong Lake District (hereinafter RKLK)**

13
14 All potential bidders and employees of bidders must be trained and/or certified as defined and
15 required by the Occupational Health and Safety Administration (hereinafter OSHA). All bids
16 from contractors who fail to follow this requirement will be rejected.

17
18 The project is let using the design-build process. Base bids will be received as a single lump
19 sum. Any bids that fail to list a lump sum will not be accepted. RKLK will identify and select the
20 lower, qualified, responsible bidder.

21
22 Sealed bids will be accepted as follows, before the time indicated above:

23
24 [INSERT BIDDING PROCESS]

25
26 The bidder is responsible for delivering the sealed bid to the location described above, or by
27 email by the deadline for bid submission. Bidder has the sole responsibility for delivering bids by
28 the deadline.

29
30 [BID GUARANTEE?]

31
32 Once the lowest bid has been identified and selected, the RKLK will award the project to said
33 lowest bidder on April 24, 2024.

34
35 Generally, the work will consist of the following: The contractor will design and install a debris
36 boom using the existing anchor points. The debris boom will be constructed using materials
37 supplied by RKLK. The project will require relocation of the power house and connection closer
38 to the spillway and surveying of the anchor points to design a system that will tension the boom
39 consistently as it moves vertically. Contractor will provide the anchors and/or the first link to the
40 debris boom, and will add floats as needed. The contractor will also be responsible for obtaining
41 the approval of the Wisconsin Department of Natural Resources (hereinafter DNR). All work
42 shall be compliant with state, local, and environmental regulations.
43

1 The following specifications must be followed: First connections to the existing anchors must
2 allow for the debris boom to move a minimum of six (6) feet vertically to allow for changes in
3 the water level. The installation must be reasonable based on estimated water levels of 776 – 782
4 as prescribed by the National Geodetic Vertical Datum of 1929 (hereinafter NGVD29). The
5 design will be 150% of the debris boom hardware.
6

7 The following deadlines will apply after the award has been made: design specifications will be
8 due by May 24, 2024. Installation must begin by June 24, 2024, and shall be completed by
9 September 24, 2024 [may be more appropriate to insert into the contract].
10

11 Bidding documents will be available online immediately upon the project being advertised for
12 bidding [AT THE FOLLOWING LOCATION].
13

14 [Pre-bid tour for contractors?]
15

16 Please contact the RKLD Board of Commissioner Treasurer Mark Meyer for more information,
17 (608) 728-1838, markmeyer3966@gmail.com
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19