Rock Koshkonong Lake District

Board of Commissioners
April 16, 2026
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 (discussion/action)
4. Approval of April 1, 2026 Meeting Minutes (action)
5. Public Participation (agenda items only)
6. Treasurer Report with Bills and Invoices List (discussion/action)
7. Presentation and Review of the 2027 Budget (discussion/action)
8. Indianford Dam Report
9. Indianford Dam Repairs (discussion/action)
10. Lake Management (discussion/action)
    - Job Descriptions for Indianford Dam Operating and Recording Secretary
    - Installation of Additional Water Gauges Withing the District
11. Communications
12. Public Participation
13. Comments by Commissioners
14. Adjourn

APRIL 1, 2026
BOARD OF COMMISSIONERS
MEETING MINUTES
ROCK KOSHKONONG LAKE DISTRICT

Secretary Richardson called the meeting to order at 6:00 p.m.

Board of Commissioners members present were Treasurer Jim Jelinek, Secretary Eric "Rick" Richardson, Fulton Board Member Kerry Hull, Bert DeRemer, Michael Hart, and Al Sweeney.

Recording Secretary Salvo confirmed the meeting agendas have been posted.

Approval of Agenda
A Hart/Treasurer Jelinek motion to approve the April 1, 2026 agenda passed, all voted in favor.

Approval of February 19, 2026 Meeting Minutes
A Treasurer Jelinek/Hart motion to approve the February 19, 2026 minutes as presented passed, all voted in favor.

Public Participation (Agenda Items Only)
Secretary Richardson asked for public comment from the audience. There were no comments made.

Treasurers Report with Bills and Invoices
A Hart/DeRemer motion to accept the Treasurers Report and bills list passed, all voted in favor.

Presentation by the Lake Koshkonong Wetlands Association
Mark Meyer, N630 Blackhawk stated the Wisconsin Natural Resources Board will consider a proposal on April 15 that would eliminate the concealment requirement for waterfowl hunting on most Wisconsin waters, allowing open water hunting on inland lakes and rivers. The Lake Koshkonong Wetlands Association requested the Rock Koshkonong Lake District send a letter opposing the change and share the proposed legislation with all members.

A Sweeney/Secretary Richardson motion to draft a letter to submit to the Wisconsin Natural Resources Board passed, all voted in favor.

Review and Bid Award for the Installation and Removal of Navigational, Slow-No-Wake, and Hazard Buoys on the Rock River and Lake Koshkonong
A Treasurer Jelinek/Hart motion to award the bid for the installation and removal of Slow-No-Wake Hazard Buoys on the Rock River and Lake Koshkonong to The Harbor of Newville for two years passed, all voted in favor.

Indianford Dam Report
Dam Operator Bothom stated the water is now going over the spillway and the Dam is working with no issues.

Lake Management

- **Job Descriptions for Indianford Dam Operating and Recording Secretary**
  Secretary Richardson presented draft job descriptions for the Indianford Dam Operator and Recording Secretary. There was no action taken on this item.

- **Buoy Replacement for Northside of Rock River**
  A Hull/Hart motion to donate a buoy to be used on the Rock River north of Lake Koshkonong passed, all voted in favor.

Communications
Recording Secretary Salvo provided an update on the Emergency Action Plan.

Public Participation
Mark Meyer, N630 Blackhawk Bluff Drive, requested an update on the abutment repair on the east side of the Indianford Dam.

Comments by Commissioners
There were no comments made by Commissioners.

Adjourn
A Treasurer Jelinek/Hull motion to adjourn the meeting at 6:41 p.m. passed, all voted in favor.

SIEPERT & CO., LLP
Certified Public Accountants
www.siepert.com

April 8, 2026

Rock Koshkonong Lake District
PO Box 63
Edgerton, WI 53534

Enclosed are the trial balance, general ledger, transaction list, and bank reconciliations for all three bank accounts for Rock Koshkonong Lake District for the month ended March 31, 2026. Also enclosed is the Treasurer's Report for the month ended March 31, 2026, including the general ledger detail for all three bank accounts and the Bills Pending Payment listing. Also enclosed is a year-to-date general ledger as of March 31, 2026.

Thank you for allowing our firm to be of service to you. If you have any questions regarding the above materials or if we can be of assistance to you with any other matters, please feel free to contact us at your convenience.

Sincerely,
SIEPERT & CO., LLP

Michael Phalin
Certified Public Accountant

MTP
Enclosures

SYCAMORE
2380 Bethany Road
Sycamore, IL 60178
p 815.787.7657
f 815.787.6797

ROCKTON
1511 N. Blackhawk Blvd.
Rockton, IL 61072
p 608.365.2266 p 815.623.8818
f 608.364.8727 f 815.623.9361

Rock Koshkonong Lake District
Trial Balance

Account	Type	Description	03/31/26 Current Period	03/31/25 Prior Period	03/31/26 Current Year	03/31/25 Prior Year
110	A	General Fund Checking ****1842	(145,695.40)	(186,206.86)	101,969.93	67,349.87
120	A	Dam Fund Savings ****8428	26.12	30,014.93	74,501.78	74,204.42
130	A	Water Control Project Checking ****4786	0.00	0.00	15,000.00	51,256.01
310	Q	Fund Balance	0.00	0.00	77,293.23	(122,984.07)
330	Q	Restricted Fund Balance	0.00	0.00	(252,646.01)	(252,646.01)
410	R	Property Taxes	(48,954.29)	(36,273.14)	(227,109.59)	(218,478.70)
430	R	Other	0.00	0.00	(0.22)	0.00
440	R	Interest	(26.12)	(14.93)	(73.43)	(29.21)
510	E	District Clerk	2,500.00	1,200.00	7,500.00	3,600.00
515	E	Office Supplies / Mtg Exp	0.00	0.00	158.71	50.00
520	E	Printing / Postage	0.00	0.00	130.26	0.00
550	E	Prof Fees / Legal	0.00	0.00	4.00	0.00
560	E	Prof Fees / Accounting	0.00	0.00	1,560.00	0.00
570	E	Website	0.00	0.00	24.00	0.00
610	E	Dam Mgt / Dam Operators	2,000.00	1,200.00	4,800.00	3,600.00
615	E	Dam Mgt / Utilities	149.69	80.00	537.34	233.36
620	E	Dam Mgt / Maint Repairs	0.00	0.00	0.00	500.00
625	E	Dam Mtg / USGS Stations	0.00	0.00	6,350.00	0.00
635	E	Bouys - Install / Remove	0.00	0.00	0.00	1,954.33
715	E	Dam Project	0.00	0.00	0.00	1,390.00
810	E	Water Control Loan - Prin	190,000.00	173,798.27	190,000.00	373,798.27
820	E	Water Control Loan - Int	0.00	16,201.73	0.00	16,201.73
		Totals	0.00	0.00	0.00	0.00
		Net Profit/(Loss)	(145,669.28)	(156,191.93)	16,118.93	(182,819.78)

Rock Koshkonong Lake District
General Ledger - Separate Debits and Credits
March 1, 2026 - March 31, 2026

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
110 General Fund Checking ****1842				247,665.33			
03/02/26		ACH	Kim Bothom			2,000.00	
03/02/26		ACH	Jenny Salvo			2,500.00	
03/09/26		ACH	Alliant			25.64	
03/09/26		ACH	Alliant			124.05	
03/13/26		ACH	National Exchange Bank			190,000.00	
03/14/26			Taxes - Town of Albion		5,818.02		
03/14/26			Taxes - Town of Fulton		43,136.27		
			Totals for 110		48,954.29	194,649.69	101,969.93
120 Dam Fund Savings ****8428				74,475.66			
03/31/26			Interest		26.12		
			Totals for 120		26.12	0.00	74,501.78
130 Water Control Project Checking ****4786				15,000.00			
			Totals for 130		0.00	0.00	15,000.00
310 Fund Balance				77,293.23			
			Totals for 310		0.00	0.00	77,293.23
330 Restricted Fund Balance				(252,646.01)			
			Totals for 330		0.00	0.00	(252,646.01)
410 Property Taxes				(178,155.30)			
03/14/26			Taxes - Town of Albion			5,818.02	
03/14/26			Taxes - Town of Fulton			43,136.27	
			Totals for 410		0.00	48,954.29	(227,109.59)
430 Other				(0.22)			
			Totals for 430		0.00	0.00	(0.22)
440 Interest				(47.31)			
03/31/26			Interest			26.12	
			Totals for 440		0.00	26.12	(73.43)
510 District Clerk				5,000.00			
03/02/26		ACH	Jenny Salvo		2,500.00		
			Totals for 510		2,500.00	0.00	7,500.00
515 Office Supplies / Mtg Exp				158.71			
			Totals for 515		0.00	0.00	158.71
520 Printing / Postage				130.26			
			Totals for 520		0.00	0.00	130.26
550 Prof Fees / Legal				4.00			
			Totals for 550		0.00	0.00	4.00
560 Prof Fees / Accounting				1,560.00			
			Totals for 560		0.00	0.00	1,560.00
570 Website				24.00			
			Totals for 570		0.00	0.00	24.00
610 Dam Mgt / Dam Operators				2,800.00			

Rock Koshkonong Lake District
General Ledger - Separate Debits and Credits
March 1, 2026 - March 31, 2026

Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Period End Balance
03/02/26	ACH		Kim Bothom		2,000.00		
			Totals for 610		2,000.00	0.00	4,800.00
615 Dam Mgt / Utilities				387.65			
03/09/26	ACH		Alliant		25.64		
03/09/26	ACH		Alliant		124.05		
			Totals for 615		149.69	0.00	537.34
625 Dam Mtg / USGS Stations				6,350.00			
			Totals for 625		0.00	0.00	6,350.00
810 Water Control Loan - Prin				0.00			
03/13/26	ACH		National Exchange Bank		190,000.00		
			Totals for 810		190,000.00	0.00	190,000.00
			Report Total				0.00

Net Profit/(Loss)

Current Period	(145,669.28)
Year-to-Date	16,118.93

Distribution count = 16

Rock Koshkonong Lake District
Transaction List
March 1, 2026 - March 31, 2026

Date	Reference	Account	Payee ID	Description	1099	Amount
03/02/26	ACH	110	bothom	Kim Bothom		(2,000.00)
03/02/26	ACH	610	bothom	Kim Bothom		2,000.00
03/02/26	ACH	110	Salvo	Jenny Salvo		(2,500.00)
03/02/26	ACH	510	Salvo	Jenny Salvo		2,500.00
03/09/26	ACH	110	Alliant	Alliant		(25.64)
03/09/26	ACH	615	Alliant	Alliant		25.64
03/09/26	ACH	110	Alliant	Alliant		(124.05)
03/09/26	ACH	615	Alliant	Alliant		124.05
03/13/26	ACH	110	National	National Exchange Bank		(190,000.00)
03/13/26	ACH	810	National	National Exchange Bank		190,000.00
03/14/26		110		Taxes - Town of Albion		5,818.02
03/14/26		410		Taxes - Town of Albion		(5,818.02)
03/14/26		110		Taxes - Town of Fulton		43,136.27
03/14/26		410		Taxes - Town of Fulton		(43,136.27)
03/31/26		120		Interest		26.12
03/31/26		440		Interest		(26.12)
					Transaction Balance	0.00

Transaction Totals

Total Debits	243,630.10
Total Credits	243,630.10
Account Hash Total	5310.0000

Transaction count = 8
Distribution count = 16

Rock Koshkonong Lake District
Bank Account Reconciliation Transmittal

General Fund Checking - 188-018 42

March 1, 2026 - March 31, 2026

General Ledger	
Balance per General Ledger (Account 110) at 03/01/26	247,665.33
Activity for the month:	
Total Debits (Deposits and Additions)	48,954.29
Total Credits (Checks and Payments)	(194,649.69)
Unadjusted General Ledger Balance at 03/31/26	101,969.93
Total Adjustments	0.00
Reconciled General Ledger Balance at 03/31/26	101,969.93
Bank	
Balance per Bank Statement at 03/31/26	101,969.93
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	0.00
Adjusted Bank Balance at 03/31/26	101,969.93
Bank Account Adjustment	
Balance per Bank Account at 03/31/26	101,969.93
Corrected Ending Balance	101,969.93
Adjust your bank account balance by:	**0.00**

Rock Koshkonong Lake District
Bank Account Reconciliation Worksheet

General Fund Checking

March 1, 2026 - March 31, 2026

Reference	Date	GL Account	Description		Amount
Bank Statement Information					
				Beginning Bank Balance	247,665.33
Cleared Deposits & Additions					
	03/14/26	410	Taxes - Town of Albion		5,818.02
	03/14/26	410	Taxes - Town of Fulton		43,136.27
				Total	48,954.29
				Statement Total	48,954.29
				Difference	0.00
Cleared Checks & Payments					
ACH	03/13/26	810	National Exchange Bank		190,000.00
ACH	03/09/26	615	Alliant		25.64
ACH	03/02/26	610	Kim Bothom		2,000.00
ACH	03/02/26	Multiple	Jenny Salvo		2,500.00
ACH	03/09/26	615	Alliant		124.05
				Total	194,649.69
				Statement Total	194,649.69
				Difference	0.00
				Ending Bank Balance	101,969.93
Reconciled Bank Information					
				Ending Bank Balance	101,969.93
Open Deposits & Additions					
				Total	0.00
Open Checks & Payments					
				Total	0.00
				Reconciled Bank Balance	101,969.93
General Ledger Information					
				Unadjusted General Ledger Balance	101,969.93
Adjustments					
				Total	0.00
				Adjusted General Ledger Balance	101,969.93

Bank Account Reconcilation Summary

Bank Statement Information	
Beginning Bank Balance	247,665.33
+ Cleared Deposits & Additions	48,954.29
- Cleared Checks & Payments	194,649.69
Ending Bank Balance	101,969.93
Reconciled Bank Information	
+ Open Deposits & Additions	0.00
- Open Checks & Payments	0.00
Reconciled Bank Balance	101,969.93
General Ledger Information	
Unadjusted General Ledger Balance	101,969.93
+/- Total Adjustments	0.00
Adjusted General Ledger Balance	101,969.93
Unreconciled Amount	0.00

Rock Koshkonong Lake District
Bank Account Reconciliation Worksheet

General Fund Checking

March 1, 2026 - March 31, 2026

Reference	Date	GL Account	Description	Amount

Cleared Deposits & Additions count = 2
Cleared Checks & Payments count = 5
Open Deposits & Additions count = 0
Open Checks & Payments count = 0
General Ledger Adjustment count = 0

Rock Koshkonong Lake District
Bank Account Reconciliation Transmittal

Water Control Project Checking - 116-847 86

March 1, 2026 - March 31, 2026

General Ledger	
Balance per General Ledger (Account 130) at 03/01/26	15,000.00
Activity for the month:	
Total Debits (Deposits and Additions)	0.00
Total Credits (Checks and Payments)	0.00
Unadjusted General Ledger Balance at 03/31/26	15,000.00
Total Adjustments	0.00
Reconciled General Ledger Balance at 03/31/26	15,000.00
Bank	
Balance per Bank Statement at 03/31/26	15,000.00
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	0.00
Adjusted Bank Balance at 03/31/26	15,000.00
Bank Account Adjustment	
Balance per Bank Account at 03/31/26	15,000.00
Corrected Ending Balance	15,000.00
Adjust your bank account balance by:	**0.00**

Rock Koshkonong Lake District
Bank Account Reconciliation Worksheet

Water Control Project Checking

March 1, 2026 - March 31, 2026

Reference	Date	GL Account	Description		Amount
Bank Statement Information					
				Beginning Bank Balance	15,000.00
Cleared Deposits & Additions					
				Total	0.00
				Statement Total	0.00
				Difference	0.00
Cleared Checks & Payments					
				Total	0.00
				Statement Total	0.00
				Difference	0.00
				Ending Bank Balance	15,000.00
Reconciled Bank Information					
				Ending Bank Balance	15,000.00
Open Deposits & Additions					
				Total	0.00
Open Checks & Payments					
				Total	0.00
				Reconciled Bank Balance	15,000.00
General Ledger Information					
				Unadjusted General Ledger Balance	15,000.00
Adjustments					
				Total	0.00
				Adjusted General Ledger Balance	15,000.00

Bank Account Reconcilation Summary

Bank Statement Information	
Beginning Bank Balance	15,000.00
+ Cleared Deposits & Additions	0.00
- Cleared Checks & Payments	0.00
Ending Bank Balance	15,000.00
Reconciled Bank Information	
+ Open Deposits & Additions	0.00
- Open Checks & Payments	0.00
Reconciled Bank Balance	15,000.00
General Ledger Information	
Unadjusted General Ledger Balance	15,000.00
+/- Total Adjustments	0.00
Adjusted General Ledger Balance	15,000.00
Unreconciled Amount	0.00

Cleared Deposits & Additions count = 0
Cleared Checks & Payments count = 0
Open Deposits & Additions count = 0
Open Checks & Payments count = 0
General Ledger Adjustment count = 0

Rock Koshkonong Lake District
Bank Account Reconciliation Transmittal

Dam Fund Savings - 391-184 28

March 1, 2026 - March 31, 2026

General Ledger	
Balance per General Ledger (Account 120) at 03/01/26	74,475.66
Activity for the month:	
Total Debits (Deposits and Additions)	26.12
Total Credits (Checks and Payments)	0.00
Unadjusted General Ledger Balance at 03/31/26	74,501.78
Total Adjustments	0.00
Reconciled General Ledger Balance at 03/31/26	74,501.78
Bank	
Balance per Bank Statement at 03/31/26	74,501.78
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	0.00
Adjusted Bank Balance at 03/31/26	74,501.78
Bank Account Adjustment	
Balance per Bank Account at 03/31/26	74,501.78
Corrected Ending Balance	74,501.78
Adjust your bank account balance by:	**0.00**

Rock Koshkonong Lake District
Bank Account Reconciliation Worksheet

Dam Fund Savings

March 1, 2026 - March 31, 2026

Reference	Date	GL Account	Description		Amount
Bank Statement Information					
				Beginning Bank Balance	74,475.66
Cleared Deposits & Additions					
	03/31/26	440	Interest		26.12
				Total	26.12
				Statement Total	26.12
				Difference	0.00
Cleared Checks & Payments					
				Total	0.00
				Statement Total	0.00
				Difference	0.00
				Ending Bank Balance	74,501.78
Reconciled Bank Information					
				Ending Bank Balance	74,501.78
Open Deposits & Additions					
				Total	0.00
Open Checks & Payments					
				Total	0.00
				Reconciled Bank Balance	74,501.78
General Ledger Information					
				Unadjusted General Ledger Balance	74,501.78
Adjustments					
				Total	0.00
				Adjusted General Ledger Balance	74,501.78

Bank Account Reconcilation Summary

Bank Statement Information	
Beginning Bank Balance	74,475.66
+ Cleared Deposits & Additions	26.12
- Cleared Checks & Payments	0.00
Ending Bank Balance	74,501.78
Reconciled Bank Information	
+ Open Deposits & Additions	0.00
- Open Checks & Payments	0.00
Reconciled Bank Balance	74,501.78
General Ledger Information	
Unadjusted General Ledger Balance	74,501.78
+/- Total Adjustments	0.00
Adjusted General Ledger Balance	74,501.78
Unreconciled Amount	0.00

Cleared Deposits & Additions count = 1
Cleared Checks & Payments count = 0
Open Deposits & Additions count = 0
Open Checks & Payments count = 0

Rock Koshkonong Lake District
General Ledger
March 1, 2026 - March 31, 2026

Date	Reference	Journal	Description		Beginning Balance	Current Amount	Period End Balance
110 General Fund Checking ****1842					247,665.33		
03/02/26		ACH	Kim Bothom			(2,000.00)	
03/02/26		ACH	Jenny Salvo			(2,500.00)	
03/09/26		ACH	Alliant			(25.64)	
03/09/26		ACH	Alliant			(124.05)	
03/13/26		ACH	National Exchange Bank			(190,000.00)	
03/14/26			Taxes - Town of Albion			5,818.02	
03/14/26			Taxes - Town of Fulton			43,136.27	
				Totals for 110		(145,695.40)	101,969.93
120 Dam Fund Savings ****8428					74,475.66		
03/31/26			Interest			26.12	
				Totals for 120		26.12	74,501.78
130 Water Control Project Checking ****4786					15,000.00		
				Totals for 130		0.00	15,000.00
				Report Total			191,471.71

Net Profit/(Loss)

Distribution count = 8

Rock Koshkonong Lake District
General Ledger
March 1, 2026 - March 31, 2026

Date	Reference	Journal	Description		Beginning Balance	Current Amount	Period End Balance
110 General Fund Checking ****1842					247,665.33		
03/02/26	ACH		Kim Bothom			(2,000.00)	
03/02/26	ACH		Jenny Salvo			(2,500.00)	
03/09/26	ACH		Alliant			(25.64)	
03/09/26	ACH		Alliant			(124.05)	
03/13/26	ACH		National Exchange Bank			(190,000.00)	
03/14/26			Taxes - Town of Albion			5,818.02	
03/14/26			Taxes - Town of Fulton			43,136.27	
				Totals for 110		(145,695.40)	101,969.93
120 Dam Fund Savings ****8428					74,475.66		
03/31/26			Interest			26.12	
				Totals for 120		26.12	74,501.78
130 Water Control Project Checking ****4786					15,000.00		
				Totals for 130		0.00	15,000.00
				Report Total			191,471.71

Net Profit/(Loss)

Distribution count = 8

Rock Koshkonong Lake District
Transaction List
March 1, 2026 - March 31, 2026

Date	Reference	Account	Payee ID	Description	1099	Amount
03/02/26	ACH	110	bothom	Kim Bothom		(2,000.00)
03/02/26	ACH	610	bothom	Kim Bothom		2,000.00
03/02/26	ACH	110	Salvo	Jenny Salvo		(2,500.00)
03/02/26	ACH	510	Salvo	Jenny Salvo		2,500.00
03/09/26	ACH	110	Alliant	Alliant		(25.64)
03/09/26	ACH	615	Alliant	Alliant		25.64
03/09/26	ACH	110	Alliant	Alliant		(124.05)
03/09/26	ACH	615	Alliant	Alliant		124.05
03/13/26	ACH	110	National	National Exchange Bank		(190,000.00)
03/13/26	ACH	810	National	National Exchange Bank		190,000.00
03/14/26		110		Taxes - Town of Albion		5,818.02
03/14/26		410		Taxes - Town of Albion		(5,818.02)
03/14/26		110		Taxes - Town of Fulton		43,136.27
03/14/26		410		Taxes - Town of Fulton		(43,136.27)
03/31/26		120		Interest		26.12
03/31/26		440		Interest		(26.12)
					Transaction Balance	0.00

Transaction Totals

Total Debits	243,630.10
Total Credits	243,630.10
Account Hash Total	5310.0000

Transaction count = 8
Distribution count = 16

Rock Koshkong Lake District
Bills Pending Payment
April 16, 2026

Payee	Amount	Notes
Kim Bothum	2,000.00	April - Indianford Dam Operator Fee ACH pymt 4/2/2026
Jenny Salvo	2,500.00	April - Staff Services fee ACH pymt 4/2/2026
Alliant Energy	28.47	Utilities - This is set up as an auto pay and was paid 4/8/2026
Alliant Energy	95.83	Utilities - This is set up as an auto pay and was paid 4/8/2026
Siepert & Co LLP	440.00	Write up Services for February.
	5,064.30	

RKLD Principal Dam Operator

Position Summary
The Rock Koshkonong Lake District (RKLD) Principal Dam Operator provides day-to-day operation of the dam and slide gates to comply with DNR operating orders pursuant to Chapter 31, Wisc. Status., through the issuance of Operating Orders. This position is key to safe operation of the dam and compliance with the operating orders.

Essential Duties and Responsibilities

Regulatory

- Comply with the DNR Operating Orders to the established minimum and maximum water level elevation as measured by USGS gauges. A copy of the current Operating Orders will be kept at the dam powerhouse for public review.
- It is expected that the Principal Operator posses a copy of the Operating Order and understand the requirement of the order
- It is expected that the Principal Operator will be present at the dam once every 24hr and make timely adjustments to the slide gates. Additional visits may be warranted if conditions dictate
- A Log will be kept for gate positions, date, time and water level daily, and shared with the DNR and RKLD daily

Operation

- It is expected that the Principal Operator be aware of the upstream hydrological conditions, weather conditions and same operations so that their actions may be proactive rather than reactive in nature
- Principal Operator will use slide gate adjustment at the Powerhouse and East side in conjunction with one another to achieve the proper water elevation
- OSHA safety standards will be followed in day-to-day operations

Communication

- Promptly share maintenance concerns with the RKLD Board
- Understand and be prepared to implement the chain of events set forth in the Emergency Action Plan(EAP) if the need arrises

Maintenance

- Powerhouse will be kept clean and free of accumulated debris
- Inspect the slide gate mechanism for damage, vandalism or debris weekly. Log this information as the inspections are completed
- Keeps the grounds immediately surrounding the Powerhouse and East side gates free of weeds and accumulated debris
- Light maintenance and gate operation and inspection require tools and some specialized equipment. Principal Operator will keep this equipment in good working order and request replacements when lost, worn or inoperable

Safety

- The Powerhouse and East Gates grounds are generally open to the public. The Principal Operator will keep all public safety devices, signs, warning devices, lights, gates locks and related components in their proper serviceable condition
- Personal Protective Equipment(PPE) will be provided and it is the Principal Operators responsibility to maintain the equipment and request replacement equipment in a timely manner

Technology & Systems

- It is expected that the Principal Operator have basic computer knowledge and knowledge of spread sheets
- Operator will be available for communications via mobile phone and email
- Operator will possess a digital camera to record issues noted during inspections

Independent Contractor

- This position is an independent contractor, not an employee of the RKLD
- Contractor is responsible for all federal, state, local taxes, insurance and any required professional licenses
- No District benefits are provided

Supervision

- Services are performed under the general direction of the Board of Commissioners. The Board chairperson will be the Principal Operators direct contact unless otherwise indicated

Compensation

- Services Compensation shall be provided in the form of a monthly stipend, the amount of which shall be commensurate with experience and qualifications as determined by the RKLD Board of Commissioners

Administrative Staff Member

Position Summary
The Rock Koshkonong Lake District (RKLD) Administrative Staff Member provides administrative, clerical, and communications support to the Board of Commissioners. This position plays a key role in ensuring effective governance, public transparency, and clear communication with residents, partner agencies, and stakeholders throughout the District.

Essential Duties and Responsibilities

Meeting Administration

- Prepare, post, and distribute meeting agendas, packets, and supporting materials in compliance with open meeting and public notice requirements
- Attend monthly Board of Commissioners meetings in person or via Zoom, as directed
- Record, prepare, and finalize accurate meeting minutes and official records
- Maintain official District records, resolutions, policies, and reports

Communications & Public Engagement

- Create communication pieces for the Rock Koshkonong Lake District as directed by the Board of Commissioners
- Manage and update District communication platforms, including:
    - RKLD website content and postings
    - RKLD Facebook page and other social media outlets
- Share notices, updates, and materials with residents, partner agencies, local governments, and other stakeholders within the District
- Assist with public notices, announcements, and informational outreach related to District projects, meetings, and initiatives

Annual Meeting & Events

- Coordinate, schedule, and support the Annual Meeting of Electors, including:
    - Meeting notices and postings
    - Agenda and packet preparation
    - Registration materials and sign-in sheets
    - Follow-up documentation and recordkeeping
- Assist with special meetings, public hearings, or community events as needed

Administrative & Reporting Support

- Complete reports and documentation as required by the Board of Commissioners or regulatory agencies
- Assist with correspondence, records requests, and stakeholder inquiries
- Coordinate with consultants, contractors, partner agencies, and local governments as directed

- Support District initiatives related to water levels, dam operations, projects, and grants

Technology & Systems

- Maintain digital files and organizational systems for District records
- Assist with Zoom meeting setup, virtual meeting logistics, and online postings
- Support updates to forms, templates, and standard communication materials

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Attention to detail and ability to produce accurate records and reports
- Familiarity with public meeting procedures and open meeting requirements preferred
- Ability to work independently while supporting a governing board
- Proficiency with Microsoft Office, Google Workspace (including Drive and Applications), website content management systems, and social media platforms

Work Schedule

- Part-time contracted position; hours vary based on meeting schedules and District needs
- Evening meetings required, including monthly meetings and the Annual Meeting
- Attendance in person or virtually as directed by the Board of Commissioners

Independent Contractor

- This position is an independent contractor, not an employee of the Rock Koshkonong Lake District
- Contractor is responsible for all federal, state, and local taxes, insurance, and any required professional licenses
- No District benefits are provided

Supervision

- Services are performed under the general direction of the Board of Commissioners, with discretion as to methods and scheduling, consistent with District needs and statutory deadlines

Compensation

- Services Compensation shall be provided in the form of a monthly stipend, the amount of which shall be commensurate with experience and qualifications as determined by the Rock Koshkonong Lake District Board of Commissioners.

Rock Koshkonong Lake District
Proposed Budget
2027

	2025 Budget	2025 Actual	Variance	2026 Budget	2026 YTD 3/31	Projected Apr - Dec	2026 Projected	Variance	2027 Budget
Revenue									
Property Taxes	322,000	322,000	-	322,000	227,110	94,890	322,000	-	205,000
Interest	-	253	253	-	73	219	292	(292)	275
Miscellaneous	-	932	932	-	-	-	-	-	
Total Revenues	322,000	323,185	1,185	322,000	227,183	95,109	322,292	(292)	205,275
Expenses									
General Operations									
Office Supplies/Meeting Exp	3,750	362	3,388	3,750	159	213	372	3,378	380
Insurance	7,500	8,970	(1,470)	8,500		9,212	9,212	(712)	9,460
Printing & Postage	3,500	2,414	1,086	3,500	130	2,349	2,479	1,021	2,550
District Clerk/Public Information	18,000	16,651	1,349	18,000	7,500	22,500	30,000	(12,000)	30,810
Professional									
Legal	7,000	1,520	5,480	7,000	84	1,477	1,561	5,439	1,600
Accounting	500	440	60	500	3,220	5,460	8,680	(8,180)	8,980
Website	1,800	905	895	1,800	24	905	929	871	950
Dues and Fees	400	-	400	400			-	400	-
Total General Operations	42,450	31,262	11,188	43,450	11,117	42,116	53,233	(9,783)	54,730
Indianford Dam Management									
Dam Operator	15,000	19,846	(4,846)	18,000	4,800	18,000	22,800	(4,800)	23,420
Utilities	1,400	1,397	3	1,400	537	2,956	3,493	(2,093)	3,590
Maintenance & Repair	3,900	500	3,400	3,900	-	514	514	3,386	530
USGS Stations	25,000	19,050	5,950	26,000	6,350	26,675	33,025	(7,025)	27,400
Total Indianford Dam Management	45,300	40,793	4,507	49,300	11,687	48,145	59,832	(10,532)	54,940

Rock Koshkonong Lake District
Proposed Budget
2027

	2025 Budget	2025 Actual	Variance	2026 Budget	2026 YTD 3/31	Projected Apr - Dec	2026 Projected	Variance	2027 Budget
Other									
Buoys (Install & Removal)	3,500	5,759	(2,259)	4,450		5,914	5,914	(1,464)	6,070
Miscellaneous/Contingency	-	-	-				-	-	5,000
Total Other	3,500	5,759	(2,259)	4,450	-	5,914	5,914	(1,464)	11,070
Total Operating Expenses	91,250	77,814	13,436	97,200	22,804	96,175	118,979	(21,779)	120,740
Lake Management									
Dam Fund Projects	30,000	55,648	(25,648)	30,000	-	-	-	30,000	-
New Initiatives	5,950	-	5,950	-	-	-	-	-	25,000
Indianford Dam Maintenance	4,800	-	4,800	4,800	-	-	-	4,800	4,035
Total Lake Management	40,750	55,648	(14,898)	34,800	-	-	-	34,800	29,035
Debt Service									
Water Control Loan - Interest	-	16,202	(16,202)		9,128	-	9,128	(9,128)	2,200
Water Control Loan - Principal	190,000	373,798	(183,798)	190,000	180,872	-	180,872	9,128	53,300
Total Debt Service	190,000	390,000	(200,000)	190,000	190,000	-	190,000	-	55,500
Total Expenses	322,000	523,462	(201,462)	322,000	212,804	96,175	308,979	13,021	205,275
Net	-	(200,277)	(200,277)	-	14,379	(1,066)	13,313	12,729	-

Rock Koshkonong Lake District
Proposed Budget
2027

	2025 Budget	2025 Actual	Variance	2026 Budget	2026 YTD 3/31	Projected Apr - Dec	2026 Projected	Variance	2027 Budget

Budget Notes -

2026 Projected Apr - Dec -

Revenues

Projected to fully collected entire amount of levy

Projected based on 1st 3 months

Expenses

2025 actual plus 2.7% inflation factor, less amount paid to date for all except the following

District Clerk - actual approved rate for 9 months

Dam Operator, - actual approved rate for 9 months

Accounting - 9 months at $440 plus estimated amount for budget preparation

Utilities - 2025 actual plus % increase of 2026 over 2025 to date

USGS Stations - Amount per new agreement for 10/1/25 - 9/30/26. Amount paid to date is from last agreement, for last quarter of 2025 agreement

2027 Budget -

Revenues

Property Taxes - Based on budgeted costs less interest income

Interest Income - Estimated based on projected 2026

Expenses

2026 projected plus 2.7% inflation increase for all except the following

Accounting - 2026 projected plus a 3.5% increase

USGS Stations - 2026 projected plus 5% increase (based on actual increase 2026 over 2025

Miscellaneous/Contingency - Estimated amount as a contingency

New Initiatives - Estimated slightly less than amounts budgeted for Dam Projects last couple of years

Indianford Dam Maintenance - Estimated based on last couple of years less amount to bring tax levy to an even amount

Debt service - estimated based on estimated outstanding loan balance after March payment of $190,000