

# Shawano Area Waterways Management Inc.

## Meeting Minutes

November 11, 2021

Four Seasons

6:30 pm

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**Meeting called by:** Todd Dobberstein

**Note taker:** Carla Osborne

**Agenda:** Water Level Update, Comprehensive Lake Management Plan (CLMP), Weed Cutting Options, Committee Assignments (per CLMP), Gantt Chart Development

### *Minutes*

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**Agenda item:** Meeting minutes from October 21, 2021

**Conclusions:**

Motion to accept the minutes by Paul Seidenstricker, 2<sup>nd</sup> by Bart DeFere, motion carried.

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**Agenda item:** Treasurer report

**Presenter:** Karen Monfre

**Discussion:**

- Water Level Reserve increased from \$30K to \$60K.
- Cash position down due to weed cutting refunds.
- Should look at reserves again before December.
- Karen will mail out the tax acknowledgement letters.
- Zach will check spreadsheet for any reclassifications.
- Revenue is down \$10K from last year.
- Grants applied for Buoy expense and Clean Boat/Clean Water.
- Payroll expense is lower.
- Net is on par with last year.
- Karen will check on increase in Legal & Accounting.
- Bart attended Town of Washington meeting. SAWM is in their budget for next year.

**Conclusions:**

Motion to approve treasurer report by Bart DeFere, 2<sup>nd</sup> by Jeff Brunson, motion carried.

Action items	Person responsible	Deadline
✓ Mail out tax acknowledgement letters.	Karen Monfre	
✓ Check spreadsheet for reclassifications.	Zach Pedersen	
✓ Check on increase in Legal & Accounting.	Karen Monfre	

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**Agenda item:** Water Level Update

**Presenter:** Jeff Puissant

**Discussion:**

- Eagle Creek received proposals from 2 consultants to help draft the documentation to get the permanent water level amendment. The consultants were Mead & Hunt and Gomez & Sullivan. Both proposals are the same cost wise – approximately \$30K.

- Jeff P and Bill M decided to use Gomez and Sullivan. Proposal was more detailed.
- Jeff P presented the Cost Sharing Agreement with Eagle Creek. SAWM agreed to the original \$35K expense. SAWM will need to get board approval for any additional expenses that occur above \$35K.
- Eagle Creek will need invoices approved within 10 days.
- Motion to approve Cost Sharing Agreement at \$35K by Todd Dobberstein, 2<sup>nd</sup> by Karen Monfre, motion carried.
- Jeff P will forward the Gomez proposal to board. Note: Carla will send out with minutes.
- Todd will sign the Cost Sharing Agreement and scan and send to Eagle Creek.

**Conclusions:**

SAWM approved Cost Sharing Agreement with Eagle Creek. SAWM chose Gomez & Sullivan for the consultant to prepare the documentation for the permanent water level amendment.

Action items	Person responsible	Deadline
✓ Sign Cost Sharing Agreement and send to Eagle Creek.	Todd Dobberstein	Nov. 12
✓ Send Gomez & Sullivan proposal to the board.	Jeff Puissant, Carla Osborne	Carla will send with meeting minutes

**Agenda item:** Comprehensive Lake Management Plan **Presenter:** Todd Dobberstein

**Discussion:**

- Todd will send out form for committee members. Some members were assigned to committees at last meeting so the forms can be populated with those members (see last meeting minutes) and additional members can be added.
- Formation of committees and populating them, formation a Gantt chart of tasks based on the implementation of the CLMP, and bylaw review are the processes that are being worked on.
- Bylaws should be consistent with ad hoc or standing committees and Gantt chart should tie in with the committee and board tasks.
- Committee will establish objectives, key milestones, and critical dates for the Gantt chart.
- Gantt chart should be the strategic plan that lives on and gets revised periodically.
- Discussion of whether the Education committee should consist of the whole board or be only board members.
- Education Committee and Lake Quality and Aquatic Invasive Species should be standing committees. The rest will be ad hoc committees.
- Motion to rename Lake Quality committee to Lake Quality and Aquatic Invasive Species by Karen Monfre, 2<sup>nd</sup> by Jeff Brunson, motion carried.
- After board members are assigned to committees, then we can reach out to other members to be on committees.

**Conclusions:**

Formation of committee membership will continue at next meeting.

Action items	Person responsible	Deadline
✓ Send out form for committee membership to board.	Todd Dobberstein	Prior to next meeting
✓ Fill out committee membership forms and return to Todd.	All board members	Prior to next meeting

**Agenda item:** Weed Cutting Options **Presenter:**

**Discussion:**

- Committee will come back to the board with recommendations.
- Equipment is being repaired.
- Refund checks have been sent out.
- If there is a decision to purchase new equipment, we will need to check on grant dates.
- Bart will document permit process for weed spraying.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Document permit process for weed spraying.	Bart DeFere	

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### ***Other Information***

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Need to make members more aware of buoy cost and that they are provided by SAWM.  
SAWM will investigate getting a cell phone and number for SAWM.

**Adjournment:**

- Motion to adjourn the meeting by Karen Monfre, 2<sup>nd</sup> by Jeff Puissant, motion carried.
- Meeting was adjourned at 7:45 pm.