

**Post Lakes Protection & Rehabilitation District**  
**Commissioners Meeting Notes**  
**December 14, 2019**

1. The commissioner's meeting of the PLP&RD was held on December 14, 2019 at the PLIA Community Center. Chairperson John Steber called the meeting to order at 9:09 a.m. Present for the meeting were commissioners John Steber, John Raisleger, Phil McGrath, Andy Joswiak, and Tim Prunty. In attendance was Ken West - Dam Tender and Steve Brettingen - Bookkeeper.
  - a. At the start of the meeting John Steber announced that Haley Lucas, Shoreline Specialist, Langlade Co. Land Conservation, on the agenda for this meeting, was unable to attend. John will extend an invitation to Haley for our next meeting, 3/21/2020. Her expertise is of interest in several areas: boat landing improvements; recovery efforts from storm damage.
  
2. The Annual Meeting, notes for the September 7, 2019, 2019 annual meeting, were distributed to the commissioners via hard copy; electronic copies were sent in advance of the meeting. Edits had been submitted prior to the meeting. No changes were requested during today's meeting and a motion to *accept* the meeting notes was passed. These notes will be formally filed as 'Unapproved' until our next annual meeting. Formal approval of the annual meeting notes will take place at the 2020 Annual meeting, where attendees can comment.
  - a. There was a discussion that followed for planning future annual meetings. It was decided on the day of the annual meeting, there will be two meetings: 1.) The Annual Meeting; 2.) The Quarterly Board Meeting. We will create a separate agenda for both meetings. Meeting notes for the previous annual meeting will be approved at the annual meeting. Meeting notes for the previous quarterly commissioner's meeting will be approved at the quarterly meeting.
  
3. Correspondence: No correspondence was submitted.
  
4. The treasurer's report (November 30, 2019) was distributed to the commissioners by Tim Prunty/Steve Brettingen at the meeting. Steve, the board bookkeeper delivered the report. Balances as of November 30, 2019: \$80,266.23 for total assets; \$63,083.76 for total income; \$32,828.13 for total expenses. Steve commented that the district's finances were in good shape. He noted:
  - a. Reserves to 2020:
    - i. Approximately \$35,000.00 for lake study; \$17,000.00 for truck
    - ii. We have not received final invoices for the Lake Study. It may carryover to 2020.
  - b. Motion to approve the Treasurer Report was approved.

**5. Old Business**

- a. Lake Study – John Steber reported that Tiffiney Kleczewsk owner of Flambeau Engineering has missed deadlines (end of October and first week of December) to submit the final report. He noted the PLP&RD Commissioners and DNR must review the plan when it is submitted. Our current grant expires soon, on 12/31/19. John Steber will need to apply before the end of the year, for another 6-month extension of our grant so all expenses are covered. The DNR’s representative told him this should not be a problem. The 6-month extension will provide us and the DNR ample time to review the plan, submit the final report to the DNR and process final invoices so we take full advantage of the grant.

John Steber reported that we will most likely only be granted a one-year license for weed harvesting, as a result of the Lake Study not being complete. He will process this paper-work for the 2020 season.

John Steber will submit to Flambeau Engineering another formal request (copying the DNR) for the completed Lake Study report, expressing our concern it has dragged on long enough.

A discussion took place on what takes place after we receive the report. The DNR and PLP&RD receive the completed report from Flambeau Engineering at the same time. The PLP&RD Commissioners review the report and raise any questions. After we approve the completed report, Flambeau Engineering will issue their final report to the DNR and us. At our next board meeting, we have targeted to be included on the agenda a discussion on the completed report and possible vote for approval.

## **6. New Business**

- a. Consider Administrative policies for Rules of Procedure – John Steber lead this discussion and asked that we work toward the creation of a booklet of PLP&RD Policies and Procedures. The following topics were reviewed:

Discussion on funding Educational Opportunities and other T&E type expenses –

The discussion primarily centered around the Wisconsin Lakes Association's annual and regional meetings and how to manage attendance expenses. A motion was made, "In support of educational opportunities in 2020, we will designate \$2,000.00 from surplus monies in the 2020 budget for these activities and we plan to include a line item in the 2021 budget for future educational activity expenses." Requests for access to these funds should go through our chairman, John Steber.

Discussion on process for submitting invoices for payment –

After a brief discussion, a formal process was created. Invoices are to be submitted for payment to the bookkeeper, Steve Brettingen; Steve will scan the invoices. He will forward the scan in an email to our Chairman (John Steber) and Treasurer (Tim Prunty) asking for their approval to pay the invoice.

Management of Various Contact Lists –

This discussion centered around formalizing a process to retain in a central location the list of volunteers working with the PLP&RD. As a first step it was recommended anyone with a volunteer list to submit it to the Board Secretary (Phil McGrath). These lists will be kept in a secure area, ideally on the webpage, for future reference.

Rules and Procedures for Record Retention –

The intention is to create a policy that addresses continuity going forward to organize records for the PLP&RD. At the start of the discussion John Steber submitted a policy outline based on Wisconsin State Statutes.

A discussion followed touching the current paper file system in the office, the webpage capabilities, the electronic files kept by secretary, and files people keep with themselves. PLP&RD records are public and should be organized so they can be accessible to all commissioners and the public. It was agreed that John Steber and Phil McGrath will further evaluate our current system and determine what is possible for improving upon it. A filing system for the PLP&RD can encompass working distribution lists, meeting notes, agendas treasurer reports, Lake Study reports, Weed Harvesting Reports, Dam Reports, policy and procedures, and more. John and Phil were asked to report back at the next board meeting on our findings and to submit a plan for record retention.

## **Committee Reports**

- a. Boat Landing Committee – Jeff Avery was unable to attend this meeting. John Steber proposed rejuvenating this committee by inviting participation from the Town of Elcho, PLIA and PLP&RD. The purpose is to continue work the previous group started and to plan/implement future improvements. John Steber will take the lead on formulating the committee. Their first order of business will be to request an extension on the permit for work designated for the Isle of Pines boat landing.
- b. Lake Management – covered previously in the discussion regarding the Lake Management plan.
- c. Weed Harvesting – John Raisleger reported the summer storm put a halt to the program for this year after the equipment was in place at Lower Post. No harvesting took place. A new shed will be purchased prior to the start of the 2020 season, to replace the one destroyed by the storm. John is taking the lead on planning for weed harvesting in 2020.
- d. Lake Safety – Any Joswiak reported the buoys were successfully pulled out this fall. The storm moved the buoys, so the 17 buoy locations will be confirmed prior to placement in the spring. The fall crew had a much easier time this year compared to last year. One buoy was permanently removed. Repairs and new equipment orders are planned prior to the spring installation. It was a successful year with this program.

## **Coordinator Position updates**

- a. Clean Boat/Clean Water – Not operational in 2019
- b. Citizen Lakes Monitoring Network – Andy reported the program was disrupted by the storm, so no activity took place. The state discontinued monitoring water samples in Post Lake prior to the start of the year, because our results were so stable for so long. Andy will confirm the plan going forward in 2020 with his contact in Rhinelander. Testing on oxygen levels in the lake will take place in 2020.
- c. Dam – Andy Joswiak is putting in a restraint system for added protection to the Dam tender. It was noted we no longer have a ‘replacement’ dam tender. If anyone has a recommendation for a backup, bring it to John Steber’s attention.
- d. Web Site Development & Management – Phil McGrath reported no activity with the webpage.

## **7. Upcoming Commissioners meetings for 2020 at the PLIA building:**

- March 21, 2020 9:00 a.m.
- May 30, 2020 9:00 a.m.
- August 15, 2020 9:00 a.m. Annual Meeting /Quarterly Meeting
- December 5, 2020 9:00 a.m.

8. A motion to adjourn was made by Andy Joswiak, seconded by John Raisleger. The motion carried. Meeting adjourned at 11: 17 a.m.