

**GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)  
WILLIAMS BAY, WISCONSIN**

**Board of Director's Meeting Minutes  
October 19, 2023**

**Virtual:** Join Zoom Meeting

<https://us06web.zoom.us/j/89100496954?pwd=MkdYamtZaXNyVGg3SVJBtXZtUStVQT09>

GLEA Board of Directors Meeting was called to order at 6:34 pm, Thursday October 19, 2023, by Vice Chair J. Weiss, room 108, Lowrey Hall, George Williams College Campus, Williams Bay, WI.

**Roll Call**

**Members/ Staff Present:** R. Pappas (F), T. Dunn (LG), J. Weiss & C. McAdam (L), R. Umans & L. Lundberg (WB), J. Schmidt (Director), A. Wisnionski (Intern), T. Jochman (Attorney).

**Guest Present:** M.J. Fesenmaier (LG Alderman), D. Malmin (Citizen).

**Members and Staff Absent:** P. Kenny (F), T. O'Neill (LG), A. Rasch (W), D. Rasmussen (Attorney), A. Townsend (Admin. Asst.), T. Peters (Consultant).

**General Business:**

**Public Comments**

The City of Lake Geneva now has liability insurance for the dam.

1. **Motion by R. Umans to approve August 24, 2023, minutes. Seconded by J. Weiss. CU.**

2. **Monthly Review Items:**

a. **Motion to approve August–September 2023, Income Statement by R. Umans. Seconded by R. Pappas. CU.**

b. **Motion to approve August–September 2023, Balance Sheet by R. Umans. Seconded by R. Pappas. CU.**

c. Bookkeeper's August-September 2023 Disbursement Report was made available for review.

d. Bookkeeper's ongoing Donation Report was made available for review.

e. Action on Staff Report:

\* **Motion to approve Director's report for August-October 2023 by R. Pappas. Seconded by R. Umans. CU.**

\* **Motion to approve Intern's report for August-October 2023 by R. Pappas. Seconded by R. Umans. CU.**

**Possible action on the following business.**

**1. Budget**

a) **2024 Funding Request Increase**

J. Schmidt submitted a \$5,000 increase to the funding municipalities. No municipality has challenged the increase. The Town of Linn Sanitary District requested that the agency send another formal letter once the board has approved the increase. **Motion to authorize letter by R. Pappas. Seconded by R. Umans. CU.**

b) **Discussion and Recommendations for 2024 Proposed Budget**

Discussion on the proposed 2024 Budget and areas of increases. **Motion to approve budget by R. Pappas. Seconded by R. Umans. CU.**

c) **Request to increase staff purchasing power from \$200 to \$500.**

Requesting a \$300 increase in the purchasing of unbudgeted items. **Motion to approve staff purchasing power from \$200 to \$500 made by R. Pappas. Seconded by R. Umans. CU**

**2. Funding and Strategic Plan**

a) **Review and discussion of the Strategic Plan draft**

Discussion on the rough draft of a strategic plan to help determine the direction and future of the agency.

b) **Boat Gas Tax**

Wisconsin DNR and DOA are in the process of determining a boat fuel tax rate. The current taxing rate was established in the late 80's early 90's. Taxing lake management bodies receive this money.

c) **Forming a 501 © 3 Entity**

According to the GLEA bylaws, the board may appoint a Public Advisory Group made up of permanent and seasonal residents to consult on matters concerning the agency's purpose, which it may seek, which the agency could utilize to form a 501©3 that the GLEA Board would have complete governance and oversight of. No action at this time. Add to next meeting.

d) **Legacy Gift Giving**

With a 501© 3, we could enact a legacy gift-giving program and develop a relationship with a community foundation that would manage and hold the funds for the agency. Add to next meeting.

### 3. Water Quality/AIS

#### a) **Water Alliance**

Water Alliance is currently working on the management plan, not aware of any scheduled Water Alliance Meetings.

#### b) **Mobile CD3 Unit**

Chair Kenny and Vice Chair Weiss have been communicating with the GLC and GLA about the future of the unit. The unit has been winterized and will be moving back to the Town of Linn fire house on November 1.

#### c) **Local AIS Ordinances Chapter 30 - Update**

The ordinance has passed in Fontana, Lake Geneva, and Williams Bay. The Town of Linn is working on getting this passed. We will have training in March 2024 for the municipal police department with our local Conservation Warden.

#### d) **Approved USGS Funding Agreement**

The USGS Funding Agreement is set to expire at the end of the year. I have requested a one-year agreement due to having to move the stream gauge monitor in Lake Geneva. The City of Lake Geneva has told me the bridge project will be completed in 2025, and the gauge can be relocated once the bridge project has been completed. Moving the gauge will cost roughly \$15,000 plus the cost of the monitoring contract, which is why I have opted for a one-year agreement instead of our typical two. **Motion to approve contract not to exceed \$27,600 made by R. Umans. Seconded by R. Pappas. CU.**

### 4. Grants

#### a) **AIS Prevention 4 CD3 Units – Update**

Village of Williams Bay and Fontana documents are still needed. Signatures from board members and members of the public who were at the dedication ceremony are also needed. Letters from the municipalities stating that their staff did donate to this project are needed. A fillable pdf has been made which should make this process much easier. A follow up email will be sent.

#### b) **2023 Clean Boats Clean Waters - Update**

2023 CBCW is complete, and we have submitted it for reimbursement.

#### c) **Clean Boats Clean Waters Cost Share**

The City of Lake Geneva, Williams Bay, and Fontana have all expressed an interest in costing sharing this program again with us for next year. Vice Chair Weiss is working to get the Town of Linn to participate in the cost-sharing of this program. The GLEA will staff the Town of Linn if they do not join in on the cost share program.

#### d) **Review of DNR Surface Water Planning Grant**

##### 1) **Pre-Application**

J. Schmidt is meeting with Heidi Bunk, DNR Lake Biologist, to review our grant application. One of the aspects of this grant is to monitor and calculate wave intensity to document how intense the waves are. An RFP has been drafted for various aspects of this project. I met Dr. Marissa Jablonski, Executive Director of Freshwater Collaborative of Wisconsin, and discussed this project with her at the GBLA. She introduced me to several professors who are interested in working on this project with us and requested I send them the RFP. The professors were from UW Milwaukee, Parkside, Oshkosh, Stevens Point, and Madison.

##### 2) **Letters of Support Financial Support**

Wisconsin Lakes has offered financial support for this project. If the Freshwater Collaborative does sign on to the project, they are able to financially support certain aspects of the project for the use of their equipment and preservation of samples. **Motion to send letter template to Municipalities made by R. Pappas. Seconded by R. Umans. CU.**

##### 3) **Partnership with Fontana School District**

Conservation Warden Wilson invited the GLEA to participate in a discussion with Fontana JT8 School District on how to get students involved in hands-on environmental science work. GLEA has been working with Warden Wilson, the Fontana JT8 School District Principal and Science Teacher to have students participate in the research and data collection as part of our DNR Surface Water Grant to study the impacts of enhanced wake activity further. Fontana School District students will be helping to conduct various aquatic surveys, including the macro invertebrate and herpetological surveys. They have also applied for several grants to help fund and purchase equipment for this project. They will also be present for the near shore fisheries survey as well. Fontana students will be operating the drones at the colony site of Starry Stonewort, and we will be working with Aurora University Professor Dr. Wells on the operation of the ROV for the underwater portion. GLEA is hoping DNR will be able to provide us with boats for all aspects of this.

#### e) **Environmental Education Foundation Grant**

J. Schmidt has also applied for a \$5,000 EEF Grant to help fund a survey that will be a part of the DNR Surface Water Planning Grant.

### 5. Projects/Equipment

#### a) **SEWRPC Aquatic Plant PI Survey**

We are still waiting for the final report for the Aquatic Plant Survey.

## 6. Marketing/Fundraising/Events/Conferences/ Membership

### a) Website

A. Wisnionski has been working on the mobile preface of the website.

### b) Social Media

A. Wisnionski has been keeping our social media up to date.

### c) Newsletter / Holiday Letter

Alyson and Aimee have been working on this. Will add QR Codes to documents.

### d) Great Lakes Beach Association Conference

I learned about several beach redesigns that various municipalities did to correct E. coli issues, which involved many different causes, including dumpsters, stormwater drainage, geese, and gulls. The solution included native planting, repairing, replacing culverts and ripraps by the dumpsters, curving all walkways, removing perching opportunities such as fences, installing spikes on all roofs of buildings near the beach, and planting tall native plants.

This was an unbudgeted expense and conference, and because of that, I would like to get a retroactive motion to approve my attendance at this conference. **Motion by R. Pappas to approve attendance of this conference. Seconded by R. Umans. CU.**

## 7. Office

### a) Lease/ Office Space

Our lease is set to expire on December 31, 2023. Will reach out to Aurora University about renewing our lease.

## 8. Human Resources

### a) Staffing

J. Schmidt would like to hire a full-time staff member to help take on some of the workload. We will wait until we find out about our office space.

### b) Discussion on adopting a policy for Open Records Request

I would like the board to adopt a policy for open records requests so that we can have a form on the website and charge accordingly for staff to provide information. Will work with our attorney to make a draft policy and bring it back to the board.

## 9. Municipalities Updates and Reports

a) City of Lake Geneva – no updates.

b) Town of Linn – no updates.

c) Village of Fontana – no updates.

d) Village of Williams Bay- no updates.

e) Town of Walworth-no updates.

## 10. New/ Other business items

None.

## 11. Next Meeting Date

a) November 16<sup>th</sup>, 2023

**Motion to adjourn at 8:08 p.m. by R. Umans. Seconded by R. Pappas. CU.**

Dated October 26, 2023. Upon approval, posted at the GLEA office and website <https://www.gleawi.org/>.

These minutes were recorded and transcribed by J. Schmidt, Director. A. Townsend, Admin. Asst., and A. Wisnionski, Intern.

**APPROVED 11/19/2023.**