**-Minutes-**

**FRNSA (FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY)**

 **Board of Directors Meeting**

Tuesday January 25, 2022 – Board Meeting **3:00PM**

Virtual: <https://global.gotomeeting.com/join/412495285>
United States: +1 (786) 535-3211
**Access Code:** 412-495-285

**Virtual ONLY** due to covid concerns

**Members:** Ron Van De Hey (Chair), Jeff Feldt (VP), Tim Short (T), Kathryn Curren (S), Bruce Enke, John Vette, Jean Romback-Bartels - DNR (Department of Natural Resources), Colleen Harris (DOT (Department of Transportation)), Daina Penkiunas (SHPO), Jeremy Cords

**Attending:** In person: Jeremy Cords, Mary Schmidt, Beth Taubel

 Phone: Bruce Enke, Joe H with McMahon & Associates

Virtual: Ron Van De Hey, Jeff Feldt, Tim Short, Kathy Curren, Jean Romback-Bartels, Colleen Harris, Daina Penkiunas, Bryan Rydberg (Tugboat owner)

Start: 3:00p End: 4:50p

**Agenda:**

1. Introductions - guests Bryan and Joe introduced to the board
2. Review and approval of earlier board meeting minutes
	* 1. Discussion –
			1. Daina requested clarification regarding 12/14/21 meeting minutes, item 3B, ii FRSNA replacement of stain glass window in De Pere.
				1. Front Door glass window was broken and replaced because of vandalism. FRNSA (FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY) paid for window and 3 Dam Guys installed.
			2. Jeff motioned; Tim seconded – all approved
3. Review and approval of Treasure’s Report – Tim Short
	* 1. FRNSA Financial Statement
			1. Funds grew CY2021
			2. 19.2 million in funds CY2021
			3. Lost 10% in Jan 2022
			4. Capital Expenses 2021:
				1. Appleton 1

$12,000.00

* + - * 1. Cedars

$11,400.00

* + - * 1. Combined Locks

$15,000.00

* + 1. Dashboard Report
		2. Vendor Expense Report CY2021
			1. Work completed on the locks 2021 doc review
				1. Vendor Report total expenses $549,500.00
				2. Jeremy asked board members to review the reports about work completed on the locks and the savings (in packet of documents included with agenda)
			2. Kleinschmidt Associates
				1. Round Goby Study nearing completion
				2. Study expenses to date are approximately $130K
			3. NMR, LLC
				1. Contractor – multiple lock maintenance/repair
				2. $95,921.05
			4. Office Technologies
				1. Computer/Printers/IT/Maintenance
				2. $18,052.53
			5. Omni/Westwood
				1. Engineering
				2. $167,019.82
			6. UW Green Bay
				1. Invasive Species Study
				2. $59,434.43
1. 2022 Navigational Season
	1. Review season structure/online only sales
		1. Based on data from earlier lock usage
			1. De Pere & Little Kaukauna Locks
				1. Account for 80-85% of traffic
				2. Will open earlier this season (May) for fishing opener
				3. 2 added weekends
				4. Main Season Saturday, May 28th through Labor Day
				5. Late Season per lock to include Oct 1st and 2nd

Free Fall Color Weekend

* + - 1. Appleton 1 – 4
				1. Yacht Club had requested locks be open Fridays; however, lockage data is not supporting staffing. Appleton Locks will be closed on Friday 2022 season. Boaters are welcome to call in for a lockage on Fridays with season or day pass.
			2. Passes
				1. 2021 Navigation Season Data (Lockages) (spreadsheet in packet of documents included with agenda)

$3,500.00 in Online Passes sold in the 2021 season

Majority of Season Passes sold in June

Most passes bought were Daily Passes

All Lockage fees collected in the 2021 season totaled approximately $22k. Lock Tender Staffing Labor expense totaled about $95k

* + - * 1. 2022 Season

Passes will be available through Online sales only – cash purchases are no longer a choice at the Locks

Online purchasing has reached public acceptance and is becoming the expectation

Signage and QR codes will direct users to our website and pass purchasing

Cost Analysis (cash vs online)

Lock Fee Analysis from 2021 (in packet of documents included with agenda)

Online sales **save approximately** **$17k**

No added staff needed

No added time counting/entering data/banking. – streamline paperwork

Addresses cash handling concerns expressed by auditors

Increase in accounting and usage data

* 1. Discussion
		1. Lockage Fees stay the same as 2021
			1. Will consider daily pass rate increase for 2023 season
		2. Online Sales only for 2022
		3. Motioned by Tim, Colleen seconded, all approved
1. Ahlstrom Lease
	1. Without a signed lease agreement since 2005
		1. 17 years of property use
			1. 17 yrs. x $5,000 = $85,000.00 not collected
			2. Storage of items on property
			3. Railroad spur on property
			4. Company name has changed, but ran by same people
		2. Ahlstrom requesting power line access over Lock property
			1. Would not affect navigation as there is already an existing line on the same pole
			2. Daina (SHPO) has requested photo of site to go to board members
	2. Liability
		1. Phase I completed. Conclusion of report recommends Phase II
			1. 35-40 documented environmental spills
		2. Phase II: Will need test pits and boring samples
			1. Leading to remediation
			2. Remediation solution needed before lease consideration
	3. Discussion
		1. FRNSA can approve or deny power line access
			1. Approximate cost to Mill to run power line over property
				1. $50,000
			2. Approximate cost for Mill to run power underground
				1. $250,000
			3. Recommended setting up a meeting with Mill rep (Mark Kjorlie) explaining their wants/needs
			4. FRNSA would not make a commitment at that time but would discuss and get back to Mill Reps at later date
			5. Meeting should include Ron V, Jeremy C and Kathy C
2. Tugboat Project
	1. Presentation
		1. Owner, Bryan, discussed history of tugboat, Escanaba, with the locks
			1. Escanaba stationed at locks from 1960-1985
			2. Original logbooks
			3. Newspaper articles
			4. Pictures
			5. Map journey
			6. Schematics
		2. Currently
			1. Located at Chicago Dry Dock
			2. Engine is operable – rebuilt recently
			3. Generator runs
			4. No modifications from original specs
			5. Needs lead paint removed
			6. Restore cabin
		3. Figures
			1. Approximately: $120,000 – $150,000 including purchase, rehabilitation, and delivery to our site
				1. Requested documentation from Bryan

Inspection

Removal of all lead paint

Paint ACOE or FRNSA colors

Emblem on stack

Clean fuel tanks

Lube

Blast bilges

Inspect/pack valves

Inspect/pack rutter

Shipping expenses associated with bringing to Kaukauna

* + - 1. FRNSA responsible for unloading, moving to dry dock
				1. Crane needed for unloading on our site
			2. Funding
				1. If the project is approved, the next steps would include grant searches

Maritime grants

Restoration grants

In-kind donations

* + - * 1. Research listing in National Registry – eligible?
			1. Maintenance
				1. If kept static (inoperable) in dry dock

Overall expenses would be lower – original “V” cradle still exists in dry dock

Temporarily store on dry land behind office with jack stands and cribbing

ACOE Cleaned ½ of the dry dock due to contamination

Complete other ½ of dock in 2-3 years

Could also store Tug temporarily in slack water between lock 3 and 4

* + - * 1. Consider expenses fully operational vs static and long term uses
				2. Review City of Manitowoc (LT4 Military Tug) and Manitowoc (submarine) to get feedback on the positive and negative aspects of displaying a boat
			1. Other things to consider:
				1. Public access / Tours

Dockage/ramps connecting to trail

Signage and interpretive materials

* + - * 1. Kaukauna Lock Interpretive Trail

“STEM” (Science, Technology, Engineering and Math) qualifications for field trips/lesson plans

School field trips

Access from Trail (?)

Access to deck, cabin, (?)

* 1. Discussion
		1. Will review for purchase approval at March Board Meeting
		2. Rare opportunity to regain original tugboat that worked the locks and may not come around again.
1. Riverfront Property
	1. Discussion –
		1. Kathy talked to Jim Fletcher about walking property
		2. Jim Fletcher to talk with landowner about a walk through
			1. Jim currently out of state
2. Gov Outreach/Property Specialist Position
	1. Discussion
		1. Grants
			1. Need to focus time and people power to go after grants
			2. At the state level, we do not qualify for certain grants, since we are not a 501c3, municipality, lake rehab district, county, city, or village.
			3. Grants if awarded require additional records and reporting
				1. Status
				2. Follow up
				3. Reporting
				4. Manage
				5. Federal level grants are extremely competitive
				6. Person in position needs to have high level organization skills and diligence to detail
				7. Person in position would making government contacts at local through federal levels.
		2. Leases
			1. We currently have eighty plus leases and easements
				1. We need to have a better understanding of our holdings
				2. Majority of leases and easements transferred from ACOE to State in 2004 need work
				3. Files and Electronic Files built but need work
		3. Position
			1. Grant Gov Outreach/property specialist
				1. Excellent job by Jeremy pulling job description together – 85% done
				2. Continue to work on draft
				3. Submit PD to board for review and feedback
				4. Need to discuss salary
				5. Would like to have position filled prior to season

March/April

Motion to pursue accepted

1. Project Updates
	* 1. Lock Projects completed in 2021
			1. Most jobs completed were DNR Directives
			2. Lock inspections are up to date
			3. Board to review project (information included in packet with agenda)
2. Capital Projects Committee - Colleen
	* 1. Discuss for approval –
			1. Westwood - invoice
				1. $762.00
				2. Approved for payment-Colleen motions, Tim seconded, all approved
			2. Kleinschmidt & Associates
				1. $15,912.14
				2. Approved for payment- Colleen motions, Tim seconded, all approved
3. Executive Committee – Jeffrey Feldt
4. Update- Staffing Admin Assistant position
	1. (2) interviews completed, still looking
	2. More interviews pending
5. Property Committee – Kathy Curren
	* 1. Update – Village of Wrightstown 30’ Storm Water Easement
			1. Contractor awarded bid and have been cooperative with our concerns as noted in bid package.
				1. Timing
				2. Access
				3. Forestry
				4. Duration
			2. DNR Permit review completed for storm sewer discharge into river
			3. No SHPO concerns with easement
			4. No archaeological concerns with easement
			5. Approval needed by board for Jeremy to sign easement
				1. Jeff motioned, Bruce seconded, all approve
6. DNR – Jean Romback-Bartels
	* 1. Update - ACOE Dry Dock –
			1. Clean up could start Spring 2022
			2. ACOE combining clean up with Parcel J project in Kaukauna
			3. Budget driven
			4. One year completion once started
7. Fundraising Committee – John Vette
	* 1. Update –
8. Rapide Croche Committee – Bruce Enke
9. Update:
10. Closed Session Wis. Stat 19.85(1)(e)
	1. n/a
11. Adjournment 4:50p
	1. Jeff motioned, John seconded, all approve