

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130
920-455-9174



Minutes

Executive Committee Meeting

Wednesday October 12, 2022, 7:30 AM (CDT)

Location: 1008 Augustine Street, Kaukauna, WI 54130

<https://global.gotomeeting.com/join/781018437>

United States: +1 (646) 749-3122 Access Code: 781-018-437

Members: Ron Van De Hey (Chair), Jeff Feldt (Vice Chair), Tim Short (Treasurer), (No Acting Secretary), Philip Ramlet

Attending: Ron Van De Hey, Jeff Feldt, Tim Short, Philip Ramlet, Beth Taubel

Start:7:30a End: 8:40a

1. Review and approval of past meeting minutes
 - a. Discussion – No September Meeting – review August minutes
 - i. Revision to September minutes
 1. Strike item 2, a, l, 1, v, 1 Electric Barrier, “Doesn’t work on gobi 20mm or smaller”
 - ii. Ron Van De Hey motioned to accept, seconded by Tim Short, approved by all
2. Executive Director Update
 - a. Discussion
 - i. Audit Proposals
 1. Phil Ramlet and Ron Van De Hey discussed and advised that we should request quotes from Clifton Larson Allen (CLA) and Hawkins Ash CPA’s LLP
 - a. Submit RFP
 - i. Review financial procedures and controls
 - ii. Supply with our last audit to use as an outline
 - iii. Financial audit review from previous years
 1. Value in this process would be closure on previous concerns and questions
 - iv. Request proposals to be completed by November
 - b. Selection Committee
 - i. Board input
 - ii. Phil Ramlet will come up with a rating metrics
 - c. Endries Otto, LLC CPAs

- i. Mark Otto has not followed up with our inquiry or request – not a good attitude
 - ii. Previously was very concerned about processes/audits
 - 1. No follow up with concerns
 - 2. Were there any actual concerns?
 - 3. Concerns just “went away”
 - ii. Financial Operation Proposal
 - 1. Community Foundation for the Fox Valley Region (CFFV)
 - a. Cold feet establishing a new fund
 - b. Similar purpose to current fund FRNSA has set up with CFFV
 - c. FRNSA doesn’t want to co-mingle the two funds
 - i. Fluid situation
 - ii. Deposit of \$10K would be needed
 - iii. New fund would just be with CFFV
 - iv. Fund Contact
 - 1. Phil Ramlet
 - v. Ability to take donations/gifts
 - d. Present to Board of Directors at November meeting
 - i. Get approval
 - ii. Sign agreement
- iii. Electrical Resistivity Update
 - 1. Phil Ramlet spoke with Tim Bolwerk (Westwood) to come up with a \$100K project
 - a. Amount includes Westwood and vendor who will be completing work
 - b. Tim Bolwerk to interpret data
 - 2. Prioritize what needs to be fixed
 - a. Projects already slated to be completed in 2023
 - i. Cedars
 - ii. Turn basin by Little Chute
- iv. Stellar Blue Proposal
 - 1. Links and programming to enable FRNSA to accept donations/gifts online – CFFV fund
 - 2. Approximate cost \$10-15K
 - 3. Need to determine in-house what to request prior to communicating with Stellar Blue
- v. Insurance Cancellation Notice – Premises Liability
 - 1. Phil Ramlet met with Ansay & Associates yesterday (10/11/22) to work with renewals
 - 2. No premise insurance as of October 1st for unoccupied lock tender houses
 - 3. Cancellation due to: “Non-compliance with inspection recommendations” notice received; however, no recommendations received
 - 4. FRNSA continues to have liability insurance on properties
 - a. Slips/falls
 - 5. Locks and levees are not insured

- a. Covered for boat accidents, etc
 - b. Not covered for “wash-outs”, “acts of God”, etc
 - 6. Consider increasing deductible
 - a. From \$1K to \$10K
 - 7. Early November renewals expected
 - 8. Phil Ramlet requested a letter stating what coverages are not available on the market
 - 9. Phil Ramlet will verify FRNSA has Government Immunity
- vi. Items for Attorney Rossmesiel
 - 1. Westwood Contract Review
 - a. 4-5 Years since last review
 - 2. Memorial Bench Agreement
 - a. Draft agreement
 - 3. Look into Government immunity regarding liability
- vii. 2022 Navigation Season Numbers
 - 1. Previous season numbers not accurate
 - 2. 2022 Season numbers are accurate
 - 3. Information to consider for 2023 Season
 - a. Should we count lockage’s going forward
 - b. Did we deploy lock tenders properly
 - c. Resources allocated properly
 - d. When do lockage’s occur
 - 4. Locks looked very good this year
 - a. Landscaping
 - b. Mowing
 - c. General upkeep
 - 5. Sales were consistent
- viii. Community Foundation Fundraising Agreement
 - 1. Reference item 2, a, ii above: Financial Operation Proposal – conversation combined and detailed above

3. Committee Structure

a. Discussion

i. Four Committees

1. Executive Committee

- a. Current four officers
- b. Possibly have John Vette on as Secretary
 - i. What are secretary responsibilities
 - 1. Financial expectations
 - 2. Meeting minutes
- c. Quorum concerns
- d. Aquatic Invasive Species (AIS) Committee
 - i. Subset of Executive Committee
 - ii. Ad Hoc Committee – meet as needed
 - iii. Possible chair: Jean Romback-Bartels
 - iv. Guest speaker at Board of Directors November meeting – Jason Kent with Kleinschmidt
 - v. Menasha Lock 100% closed

1. Is there a percentage of Goby that is acceptable
 2. There is risk of Goby entering through other access
 3. Update conceptual design and cost estimate
2. Projects & Facilities
 - a. Consist of three board members, two citizens
 - i. Possible board representatives: Daina Penkiunas, Bruce Enke, Tom Buchholz
 - ii. Possible citizen participants: Jim Fletcher
 1. Utilize strengths and interest
 - b. Bid out six small projects for 2023
 3. Marketing & Fundraising
 - a. Consist of two board representatives, three citizens
 - i. Possible board members: John Vette, Tim Short
 - ii. Mary Schmidt with Schmidt Communicates
 1. FRNSA to pay Mary Schmidt to attend meetings
 - iii. Possible citizen representatives: Steve Erbs, Mark Higgins, Sandy Drexel
 1. Check for other possible citizen suggestions with Mary Schmidt
 - iv. Utilize contacts and experience
 4. Personnel & Finance Committee
 - a. Consist of four board representatives, no citizens
 - i. Possible board members: Ron Van De Hey, Tim Short, Jeff Feldt, Jean Rombach-Bartels
 - ii. Should be the Executive Committee but keep separate for now
 - b. Personnel
 - i. Update
 1. Phil Ramlet states Jeremy Cords' performance has been good
 2. Recommends raise as per most recent appointment and compensation letter
 - a. To be effective first pay period of 2023
 3. Jeremy Cords is paying \$750.00 in rent for the Little Chute lock tender house
 4. Board needs to be compassionately tough regarding vacating Little Chute lock tender home
 5. Jeff Feldt requested current Bylaws be submitted to the Board of Directors for review and feedback
 - a. Request feedback is submitted to him no later than Friday, October 21st

b. To be discussed at Board of Directors October 25th meeting

4. Kayak/Canoe Access at Rapide Croche

a. Discussion

- i. Phil Ramlet is working with Bruce Enke
- ii. Want to have easy access for pedestrians
- iii. Phil Ramlet is working with Outagamie Highway Department to work on slopes for us as they have equipment
- iv. Phil Ramlet inquiring to see if we can utilize city divers when necessary
 1. Use as training time for divers
- v. Raise funds

5. Adjournment:

- a. Jeff Feldt motioned to adjourn, seconded by Tim Short, approved by all