

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Philip Ramlet, Executive Director
Telephone: 920-850-1677
Jeremy Cords, Operations Director
Telephone: 920-309-4501



MINUTES

FRNSA Board of Directors Meeting

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

Meeting Location: FRNSA Main Office 1008 Augustine St Kaukauna, WI

Virtual: <https://global.gotomeeting.com/join/412495285>

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 412-495-285

Members: Ron Van De Hey (Chair), Jeff Feldt (VP), Tim Short (T), (No Secretary), Bruce Enke, John Vette, Jean Romback-Bartels (DNR), Tom Buchholz (DOT), Daina Penkiunas (SHPO), Phil Ramlet

Attending: Jeff Feldt, Tim Short, Bruce Enke, John Vette, Tom Buchholz, Phil Ramlet, Dean Haen, Beth Taubel, Mary Schmidt (Schmidt Communicates), Jason Kent (Kleinschmidt)

Attending Virtually: Ron Van De Hey, Jean Romback-Bartels

Attending Via Phone: Anonymous Caller

Not Attending: Daina Penkiunas

Start: 3:00p End: 4:35p

Agenda:

1. Introduction
2. Review and approval of previous board meeting minutes (No November Meeting)
 - a. Discussion
 1. Request to add to future agenda's: items to follow up on from previous meeting to make sure they were completed
 2. Motion to accept minutes made by Tim Short, seconded by John Vette, all approved
3. Guest – Jason Kent with Kleinschmidt
 - a. Presentation
 1. Introduced new board members, Tom Buchholz, and Dean Haen to Jason Kent
 2. Phil Ramlet, Jeff Feldt, Tim Short, Jean Romback-Bartels, along with additional DNR staff had the opportunity to talk about, comment and ask questions of Jason Kent and his work, during a virtual meeting that took place in October.
 1. Tim Short complimented Jason Kent on his presentation
 3. Brief background and history of study from Jason Kent
 1. 2017: Smith-Root developed an electrical barrier design
 2. 2018-2019: Smith-Root submitted a 60% design for an electric barrier, along with an operational manual (drawings/specs)
 - a. Submitted to DNR
 - i. DNR returned with questions regarding goby and electrical barrier to evaluate information

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- b. 2019: Kleinschmidt proposed to study electrical threshold and swim speed
- c. 2020-2021: Study complete
 - i. Unable to spawn in lab
 - ii. Went out to get goby eggs to hatch
 - iii. Results submitted in draft form, then final form
 - 1. Electrical barrier effective from adult to small size
 - 2. Electrical barrier less of a deterrent to small goby, lesser effect
 - 3. Gobies are not easy to kill
 - 4. Other technologies paired with electrical barriers may have a better effect on smaller fish
 - a. Downstream flow lower lock gate, flushing twice
 - i. Sweep out weaker swimmers
 - b. Benthic sill (low wall) pair with electrical barrier
 - i. Goby hangs out on bottom during day, stay in general area until bigger length
 - c. Lights paired with electrical barrier
 - i. Goby typically stay near the bottom during the day and come up when dark
 - ii. Theory, not proven
 - d. Bubble Barrier
 - i. Causes noise and turbulence
 - ii. Less optimal conditions for goby to swim through
 - iii. Not proven
 - e. Expand electrical barrier to cover a larger portion of the water's surface
 - iv. Next Steps
 - 1. Update 60% conceptual design
 - a. Smith-Root revising their plan from three years ago may be more cost efficient
 - b. No engineers on staff
 - c. Kleinschmidt would sub-contract to Smith-Root
 - 2. Update operational/maintenance manual
 - v. Motion made to approve Phil Ramlet to request proposal from Jason Kent from Kleinschmidt as follows
 - 1. Revise 60% conceptual design
 - 2. Update operational/maintenance manual
 - 3. Construction costs
 - 4. Scope of Work
 - 5. Operational Costs
 - 6. To be received by end of March 2023
 - a. Motion made by Tim Short, seconded by Bruce Enke, all approve, Jean Rombach-Bartels abstains from voting
 - vi. Proposal to be shared with DNR for feedback
 - 1. DNR cannot know what is acceptable, or requires permits, until they have updated design and operations manual.

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- a. Phil Ramlet will discuss with Jean Rombach-Bartels prior to Board review

vii. SHPO review

4. Review and approval of Treasurer's Report – Tim Short

1. FRNSA Financial Statement
 1. Staffing expenditure is up, was expected
 2. Operation expenses have been well maintained
 3. Little Chute 2 sink hole expenditure for repair
2. Dashboard Report
 1. Funds down 17.35%
 2. Fund has a 15 Mill balance
 3. Third Quarter Review took place with the following:
 - a. Oshkosh Community Foundation
 - b. Brown County Community Foundation
 - c. Associated Bank

5. Executive Director – Phil Ramlet

- a. Updates
 1. Locks are now closed
 2. Maintenance employees will be done early November
 3. Phil Ramlet met with Ansay & Associates
 1. Renewal Review
 2. Cannot find commercial insurance for lock tender houses and lock structures
 3. Requested Letter from Ansay & Associates stating that coverage is not available for houses/structures
 - a. Present letter to state and request to become part of the state pool for insurance coverage
 4. Capital Improvement Program (CIP)
 - a. Push to 2024
 - b. Funds down 1 Mill
 - c. Cut back expenses for CIP in 2023
 - d. 2023 Bid Packages
 - i. Request Westwood to put together a bid package to include:
 1. Seepage
 2. Masonry/Concrete
 3. Levy Work
 - ii. Westwood to explain FRNSA finances with vendors
4. Jean Rombach-Bartels inquired as to if any other board members received a phone call regarding Ethics Training for board members
 1. Jean Rombach-Bartels can be a resource if necessary

6. Capital Projects Committee – Tom Buchholz

- a. Discuss for approval
 1. No items to approve

7. Executive Committee – Jeff Feldt

- a. Update

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- a. Audit Proposals
 - i. Discussion
 - 1. Request proposal to audit and review financial processes
 - a. Clifton Larson Allen (CLA)
 - b. Hawkins Ash CPA's LLP
- b. Electrical Resistivity
 - i. Discussion
 - 1. Cost estimated to be \$100K vs \$150K
- c. Community Foundation/Steller Blue
 - i. Discussion
 - a. Fox Valley Community Foundation (FVCF)
 - i. \$10K to open account with FVCF
 - ii. Motion to approve fund with FVCF
 - 1. Motion made by Tim Short, seconded by John Vette, all approved
 - b. Upgrade website
 - i. Enable donations via Community Foundation
 - ii. Explanation on website regarding trees being removed from levies
 - 1. SHPO approval to be submitted for tree removal
- d. Bylaws
 - i. Discussion
 - 1. Revise job descriptions that need updating
 - 2. Discontinue use of "Chief" in job titles
 - 3. Annual Meeting changed to July
 - 4. Address what to do if a member won't leave position
 - a. Advise Governor's office/Senate
 - 5. 3.08 "Secretary"
 - a. No seal to be utilized
 - 6. Take out all of 3.10 "Operations Director-Secondary Officer"
 - 7. 4.03 "Checks, Drafts, Etc" – Provide all ACH payments to members at monthly meetings
 - 8. Article IX: Resolutions
 - a. Will not utilize resolutions
 - i. Keep the process simple
 - ii. Phil Ramlet will meet with our attorney, Andrew Rossmeissl, from Herrling Clark Law Firm, on Monday, October 31, 2022, to review/discuss Bylaws
 - iii. The date the original Bylaws were adopted by the Board and the date each revision is adopted by the Board should be noted at the bottom of each page, each page to be numbered
 - iv. Board of Director member manual that Bruce Enke has should be updated and copies made for additional board members for reference, including Bylaws and the current WI Statute 237.

8. Property Committee - No update this month

- a. Update

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9. DNR – Jean Romback-Bartels – No update this month
 1. Update - ACOE Dry Dock
 10. Fundraising Committee – John Vette
 - a. Update
 11. Rapide Croche Committee – Bruce Enke
 - a. Update
 1. Bruce Enke, Jeremy Cords and Phil Ramlet met to discuss Rapide Croche
 1. Develop master plan and vision with dates
 - a. Maintenance
 - i. Rapide Croche Lock is in rough shape and deteriorating
 1. Masonry Work
 2. To maintain integrity, money will need to be spent
 3. Possible action: fill in lock to stop deterioration until ready to use
 - a. Lock would most likely not reopen if this is done
 - b. Kayaking
 - i. Master plan to accommodate kayaking at Rapide Croche
 - ii. Portage completed in 2023
 - c. Develop kayaking portal on FRNSA website
 - d. Resources to help reach goals
 12. Menasha Lock
 - a. Fawn George with Snodgrass' office, requests regular updates on status of the Menasha Lock
 13. Virtual Meeting Option
 - a. Questions arose questioning the need for a virtual option for public meetings
 1. Phil Ramlet will check with our attorney, Andrew Rossmeissl, from Herrling Clark Law Firm for clarification
 1. If virtual option is available for board members, is it required to share virtual login with public
 - a. Anonymous callers don't disclose who they are
 - i. If they can observe board, board should know who they are as well
 - ii. Caller ID available so board can see who is calling an option?
14. Next Scheduled Board meeting
 - a. Skip November meeting
 - b. Combine with December meeting
 1. Date to be determined
15. Closed Session Wis. Stat 19.85(1)(e) – N/A
16. Adjournment
 - a. Motion to adjourn made by Tim Short, seconded by Bruce Enke, all approved

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