

NEWSC FULL CONSORTIUM MEETING

DRAFT MEETING MINUTES

AUGUST 11, 2008

GRAND CHUTE TOWN HALL

Members Present: Scott Ahl, Steven Arndt, Jim Bachhuber, Ray Batley, Jessica Beckendorf, George Dearborn, Tom DePas, David Dexter, Tracy Flucke, Dick Flynn, Jeremy Freund, Angela Gorall, Matthew Heckenlaible, Dan Helf, Sean Hutchinson, David Johnson, Keith Johnson, Mary Kohrell, Heath Kummerow, Mike Liebman, Elizabeth Marks, Keith Markwardt, Tom Marquardt, Jeff Mazanec, Dena Mleziva, John Neumeier, Brian Olesen, Sue Olson, Jeff Piette, James Rabe, Mark Rohloff, Peter Schleinz, Brenda Schneider, Janet Sosnosky, Eric Sturm, Sam Tobias, Nick Vande Hey, Jim VanDenHeuvel, Nick Waldschmidt and Brian Wayner

Minutes Taken By: Brenda Rehberg (Bay-Lake Regional Planning Commission)

Chair Sue Olson called the meeting to order at 2:00 p.m.

- I. **Welcome and Introductions:** Sue Olson and Peter Schleinz updated committee members on the Bay-Lake Regional Planning Commission's (Commission) search for a replacement since the departure of Luann Rudolph. Brenda Rehberg of the Commission will be acting as Interim Coordinator until a replacement has been hired. Peter stated that the Commission conducted its first round of interviews, with the second round of interviews beginning soon. A new Coordinator should be in position by October 1. Sue stated that NEWSC does have a contract with the Commission through 2009 to provide services for a NEWSC Coordinator. Once the Commission has been hired for the position, NEWSC will have the opportunity to meet the employee to see if they fit the Coordinator position. If the employee does not fit, NEWSC may have the option to get out of its contract with the Commission.
- II. **Financial Report:** Nick provided a report on the 2008 Budget. The current 2008 ending balance is \$119,051.56. Sue Olson noted that a three year budget was prepared and, based on that budget, it was determined that there are adequate funds through 2009; therefore, NEWSC will not propose a dues increase for 2009.

A motion was made by Mark Rohloff, seconded by Peter Schleinz to accept the financial report. The motion carried.

- III. **Website Changes:** Jeff Mazanec provided an update to the NEWSC website including the public website and member website. Committee members reviewed two options for the public site's home page. It was decided that the first option would serve as the home page for the public site (displaying.... With respect to the member site, Jeff stated that access to the site will be available soon; he will email committee members when the site is available.

IV. **Committee Reports:**

Tools and Resources: Jeff Mazanec reported that training on maintenance of the database is scheduled for September 5, 2008. Sue Olson requested that one representative from each committee be selected to be trained on the maintenance of the website.

Erosion Control: James Rabe reported that the reference guide has been updated and since then, the WDNR has provided updates on the technical standards; once the committee makes the necessary changes, the reference guide will then go back to the committee for their review.

The committee discussed conducting another member poll to NEWSC members inquiring about steps NEWSC municipalities are taking to conduct erosion control inspections on commercial sites.

The next meeting is scheduled for September 17, 2008 from 1:00 – 3:00 p.m. at McMahon Associates, Inc.

Illicit Discharge: Matt Heckenlaible reported that the committee is currently working on education handouts including operational dye testing door hangers. Two door hangers were developed; one door hanger was for municipal staff to contact the WDNR with the notification of dye testing and the other was for homeowners notifying them that dye testing would be taking place. In addition, Matt discussed the Stormwater Pollution door hanger for homeowners that was developed notifying homeowners that pollutants were found in the storm sewer system in their area. Examples of the door hangers were distributed for the committees review.

The next meeting is scheduled for September 3, 2008, at OMNNI to coordinate with the WEBINAR.

Information & Education: Jessica Beckendorf reported that the Marketing Program kick-off meeting with Insight Creative Services is scheduled for August 18 and the U W Extension office in Appleton. Insight Creative Services was hired to work on the phosphorus campaign as part of the WDNR grant.

V. Committee Breakout Sessions: Sue Olson invited members to attend a 15 minute breakout session with the chairs of each committee to see members have an interest in participating in another committee.

VI. IDDE Training Presentation: Matt Heckenlaible provided committee members with an Illicit Discharge Detection and Elimination (IDDE) training presentation. The presentation can be used by administrative staff and will be made available on the NEWSC website. Committee members commented that this should be made available to members only.

VII. OMNNI Update on Field Manual: Brian reported that the field guide is available on the NEWSC public website. This field guide can be customized for an individual community.

VIII. DNR News and Updates: Dan Helf, WDNR Runoff Management team leader was present to provide NEWSC members with WDNR updates. Dan stated that he will email a “checklist” to the Bay-Lake RPC for their distribution to the full membership. Included in the email will be a letter, map and checklist. The WDNR is asking everyone to complete the checklist.

IX. Other Items: Sue requested that committee members provide her or Jeff with a point of contact for the MS4 Permit Tracking training by August 22. Training is scheduled for September 5.

Kendra Axness reported that UW-Extension developed a tabletop display panel providing an overview of stormwater. The display panel was designed to be a basic overview of stormwater for the general public and can be used at stormwater related public meetings. Visit the UW-Extension website to see and print a copy of the display panel: <http://runoffinfo.uwex.edu/urban/stormwaterdisplay.htm>.

X. XCAL Training Videos: The XCAL training videos are now available and can be checked out through the NEWSC Coordinator.

XI. Next Full NEWSC Meeting:

- Monday, November 10
 - Council Elections
 - 2009 Budget Adoption

The meeting adjourned at 3:53 PM.