

**NEWSC
LEADERSHIP COUNCIL
MEETING MINUTES
OCTOBER 28, 2008
McMAHON ASSOCIATES**

Attendees: Nick Vande Hey, Peter Schleinz, Sue Olson, James Rabe, Nick Waldschmidt, Matthew Heckenlaible, Keith Marquardt, Tracy Flucke, Jessica Beckendorf, Kimberly Miller

Minutes Taken by: Kimberly Miller (Bay-Lake Regional Planning Commission)

- 1. Review and Approve July 21 and October 3 Meeting Minutes:** There was a motion to approve the July 21 minutes by Jessica, seconded by Tracy. Motion passed unanimously. There was a motion to approve the October 3 minutes, changing the location to via teleconference, by Peter and seconded by James. Motion passed unanimously.
- 2. NEWSC Coordinator Position:** The contract between NEWSC Council and Bay-Lake RPC is being terminated. Services with Bay-Lake RPC will end mid-November. A contract has been submitted to Diana Peterson to take over the responsibilities of the NEWSC coordinator. She is still reviewing the document and has not signed it. She will be a contract employee working out of her home. Therefore, a new phone number will be needed when services are terminated with Bay-Lake RPC. Sue is researching getting a phone number that is not tied to a physical location, but goes straight to voice mail and can be checked from anywhere. Some members were concerned about the coordinator knowing exactly what her responsibilities are. Sue said this is outlined in Schedule A of the contract. She will email the contract and schedule to the council. Some duties of the coordinator are being transferred to Amy Rogoff. Amy will take care of the invoices dealing with the phosphorus grant and may do some website maintenance.
- 3. Membership and Participation:** There are no new members. Aquatic Biologists contacted NEWSC through email about becoming involved and being a member. Peter talked to them and invited them to the next full membership meeting. At this time they have not committed to becoming a member. Matt talked with UWGB, who said they will probably not become a member. Invoices will be going out Oct. 29 to all members.

Participation at the individual committee meetings was discussed. Most committees have had steady attendance with some scheduling conflicts.
- 4. Financial Report:** Nick Waldschmidt reviewed the current financial report. The current balance is approximately \$114,000. He stated that invoices for Bay-Lake RPC are a month behind and that grant expenses will determine the end of year budget. The 2009 budget was reviewed. The following changes were recommended:
 - Under Non-Personnel, add \$50/month for a telephone
 - Under Other, change member scholarships to training and increase the amount

to \$2000

- The I&E committee budget needs to be split into two separate budgets, one for each committee. For the grant committee the grant expensed needs to be itemized including adding a line for the \$3000 going to East Central RPC. And the amount for the NEWSOC display board needs to be increased to \$1,100 to account for any show entry fees.
- Under the Illicit Discharge Committee, municipal training needs to be eliminated.
- Under the Erosion Control Committee, municipal training needs to be changed to CPESC and increased to \$2,500.
- Under the Tools and Resources Committee, web maintenance/update needs to be changed to \$2,500.

5. 2009 Budget and Work Plans: See comments under item #4 for a report on the 2009 budget. Work plans for each committee are reported below:

- Erosion Control – CPESC exam, revisions to the technical guides, finishing survey, development of BMP fact sheets in cooperation with UW extension, updating content on website.
- Illicit Discharge – finishing the PowerPoint training scenarios, continue working on I & E items (looking at issues concerning pet waste, concrete washouts, carpet cleaners to name a few)
- Tools & Resources – No report
- Information & Education - continue working on the phosphorus grant (see handout from Jessica for a detailed list of grant activities), work on WEEB grant application, continue development of seasonal packets, work with T & R on website, work on booth display, radio PSA's, work on a library of resources, and review I & E plan.

Jessica volunteered to combine everyone's work plan together into one document and copy for the full membership meeting. Everyone needs to get her their documents to her by Nov. 5, 2008.

7. 2009 Council Nominations: To date the nominations are as follows:

Chairperson: Peter Schleinz, Brown County

Vice Chair: Matt Heckenlaible, City of Green Bay

Treasurer / Secretary: Nick Waldschmidt, City of Fond du Lac (pending)

Past Chair / Illicit Discharge Committee Chair: Sue Olson, City of Appleton

Erosion Control / Stormwater Committee Chair: James Rabe, City of Oshkosh

Phosphorus Grant Committee Chair: Jessica Beckendorf, City of Menasha

I & E Committee Chair: Tracy Flucke, Town of Harrison

Tools & Resources Chair: Janet Sosnosky, City of Manitowoc

Council Member at Large: Keith Marquardt, Winnebago County

Council Member at Large: vacant

There was discussion regarding that NEWSOC is limited to 11 positions. To keep the number at 11 or below Past Chair / Illicit Discharge Committee Chair was combined, and it was discussed if there needs to be a Pollution Prevention Committee. Sue was unable to define what a Pollution Prevention Committee would do at this time. It was decided to delete this committee and leave the spot open in case the need

arose for a new committee later in 2009. Keith recommended forming a Legislative Committee that could keep members up to date with events that affect them. It was discussed that maybe the coordinator could serve this role, but some members felt that was not a good idea. Ultimately, it was decided that Sue would pass along information from MEG to the committees as a way to achieve the same goal as forming the committee would do. Additional nominations will be asked for at the full membership meeting for all positions. If there are no nominations for the vacant council member at large position, a current council member will nominate Nick. However, the goal is to get a town or village representative in this position. Jessica will combine the above list with work plans to print for the full membership meeting.

7. Committee Reports

- Erosion Control – James reviewed the interest in CPESC and how the committee felt that NEWSOC should subsidize some of the cost. Some committee members wanted to know why NEWSOC would subsidize the cost when not all members would get to take the training. It was explained, that the committee wants to hold the training once a year over the course of several years. This will accomplish several objectives: It will give all members an opportunity to take the training; will allow member(s) to co-teach the class, which could lead to people locally that are trained to teach the class (right now there are very few people who can teach the class); and in case DNR starts requiring the training, members will already be covered. In addition, CPESC is a program that is already developed allowing the committee to bring in training without out a lot work. The class will be held Feb. 26 & 27 at the Grand Chute Town Hall. Instructor will be Mary Jo Webster. Due to the limit on the class size, it was decided to limit registration initially to one person per community. James will work with Nick on putting together information for the registration form. The coordinator will then distribute to all members. The goal is to have it out by the full membership meeting. James is encouraging communities to start the registration process immediately, due to having to acquire reference letters.
- Illicit Discharge - Same as the work plan, # 5
- Tools and Resources – They are updating the content and the website is being finalized at their meeting on Oct. 29. The website should be active following their meeting.
- Information and Education: Next meeting will be Nov. 24. Insight will be at the meeting to give an update and show the committee some products. The website will be reviewed. And there will also be some discussion of the two committees. They will meet jointly on Nov. 24 then determine their own schedules from there.

8. MS4 Permit Tracking: Every committee sent a representative to training on the system. Committees should be opening the system at every meeting and updating it. It is important to do the works and progress.

9. Biofilter Research Project: The project will now be conducted in the spring due to the sequence of construction events.

10. Possible MEG Stormwater Division: Sue reported on the meeting she attended in

Stevens Point.

11. Phosphorus Regulations: Nothing new to update

12. Agenda for November 10 Full Membership Meeting: Sue handed out a draft agenda that everyone reviewed. Minor changes were made.

13. Other Items: No items to report

14. Future Council Meeting Dates, Times, Agendas: It was decided by the council to wait until after elections to get input from any new members before setting the dates and times of future meetings.