

**Lake Ripley Management District
Meeting Minutes
January 19, 2013**

I. Call to Order and Roll Call

The Lake Ripley Management District Board of Directors met at the Oakland Town Hall on January 19, 2013. Chairman Molinaro called the meeting to order at 9:00 a.m. Board members present at roll call: Walt Christensen, Jane Jacobsen-Brown, Dennis McCarthy, Georgia Gomez-Ibanez, Mike Sabella and John Molinaro. Gene Kapsner arrived a couple minutes late and following the approval of the minutes. Also in attendance: Paul Dearlove (LRMD Lake Manager); Rick and Debra Kutz, and Leah Garrison of Cambridge Cable TV 98.

II. Public Comment

There were no public comments concerning issues not already on the agenda.

III. Approve Minutes of Last Meeting

Draft minutes from the last meeting were reviewed. *Sabella moved to approve the 11-17-12 meeting minutes without additions or corrections. Motion seconded by Gomez-Ibanez. Motion carried 6-0.*

IV. Treasurer's Report

Sabella distributed and presented the fourth-quarter (Oct.-Dec., 2012) and year-end adjusted financial reports as of December 31, 2012. The reports consisted of the following: Statement of Assets, Liabilities and Equity (balance sheet); Statement of Revenues and Expenses (operating statement); Actual-to-Budget/Budget Remaining report; General Ledger; and Transaction Listing. Total current assets of \$144,241.28 consisted of \$200.00 in petty cash and the remainder as cash in the bank checking account. Total current liabilities of \$1,479.32 consisted entirely of accrued pension. Year-end adjusted total equity of \$142,761.96 included \$87,170.47 in restricted funds, a general fund balance of \$56,945.93, and revenue under expenses of \$1,354.44. Sabella reviewed the revenue and expense details presented on the operating statements, and showed how these figures compared to the total annual budget. He noted that—as authorized by the Annual Meeting and subsequently by the Board—unrestricted general funds of \$6,467.63 were used to cover the shortfall in the 2012 weed harvesting category. An additional **\$14,079.03** in unrestricted general funds (various grants, donations and interest) were transferred to restricted funds for anticipated Preserve- and grant-related work. At year end, there was revenue under expenses of \$1,354.44. *Gomez-Ibanez moved to accept the treasurer's report and enter it into the record. Motion seconded by Christensen. Motion carried 7-0.*

V. Lake Manager's Report

Dearlove summarized Lake District activities since the last meeting. Handouts included his lake manager report, phone logs, and other supporting materials. Highlights included the following:

- Lake District Preserve forestry-mowing operations had commenced. A \$5,000 Cambridge Foundation grant was requested to help defray the cost of this ongoing Preserve work.
- A work plan and \$7,500 Cambridge Foundation grant narrative were prepared for Willerup Bible Camp.
- Conceptual elements were developed for the launch of a supplementary landowner-incentives program.
- A 'Clean Boats, Clean Waters' grant application and 2013 internship proposal were prepared for Board review.
- The Phase I fishery-assessment grant was closed (final reimbursement of \$581 still pending); Phase II grant-funded research is now underway on the feasibility of re-establishing lost fish species.
- Lake Ripley's 'Critical Habitat Area' designations are currently being updated in partnership with DNR.
- Follow-up control of woody invasive species was performed at the Hoard-Curtis Scout Camp.
- Permit concerns related to the Kolb treefall replacement were resolved, and source trees have been identified.
- The winter newsletter was distributed, and a new laptop computer system was ordered for the office.
- The paddlewheel motors from the harvester were delivered to Aquarius for repair.
- The Hussey driveway removal and rain garden project has moved forward without cost-sharing assistance.
- DNR fall electrofishing results were shared, along with information pertaining to the lake's small carp population and related management recommendations.

- A joint venture with Jefferson County Land & Water Conservation Department to more effectively engage and network with regional lake groups is being planned.

VI. Old Business

• Discussion and possible action on use of grant monies related to budgeted Preserve-restoration work.

Funds were budgeted and grants were previously received for woodland-restoration activities at the Lake District Preserve. Given that an additional \$5,000 is being sought from the Cambridge Foundation, the Board discussed how any future grant awards should be used. This question was raised since a grant could conceivably be received and utilized for additional work prior to the March meeting. Options included off-setting levy costs already budgeted for planned 2013 activities, adding to this year's scope of work, or accelerating the completion of related activities previously planned for future years. Removal of dead wood was offered as an example of an additional but related work task that can be financed sooner rather than later with added funding.

Jacobsen-Brown commented that funds were already insufficient to accomplish all the work that needed to be done in the Preserve. She and Christensen voiced support for using additional grant support to expand on this work, and not to increase the amount of carry-over for purposes of lowering the tax levy. *Jacobsen-Brown moved that any additional grant awards be used at the Lake Manager's discretion to increase the budget for planned restoration work. Motion seconded by Christensen. In discussion, Sabella said he intended to vote "no" on the motion since the work for this year had already been planned and budgeted. He questioned the merit of pursuing additional grants for the purpose of accelerating the completion schedule of the 20-year Preserve plan. Instead, he said he favored using any new grant award to off-set budgeted costs and reduce the 2014 levy. Following discussion, motion carried 6-1.*

VII. New Business

A. Discussion and possible action on 'Clean Boats, Clean Waters' grant application for 200 hours of watercraft inspections and boater education at the public landing

Dearlove distributed a summary sheet and presented a proposal for pursuing a DNR grant to pay for additional internship hours. If received, the grant would help pay for a minimum 200 hours of watercraft inspections and aquatic invasive species education at the boat launch. He suggested this work would be in addition to the approximately 200 hours (\$2,200) of internship work already budgeted for 2013. Grant funding would be available on a reimbursement basis, and requires a 25% local match that can be in the form of cash or in-kind contributions. Dearlove noted the 25% match would equate to several hundred dollars in value, based on \$2,700 in total grant-supported wages at \$12/hour. It was expected that this amount could be covered through volunteer support. To be safe, he said an equal value of budgeted internship hours can be held in reserve to cover the match. *Kapsner moved that the District request grant funds under the DNR's Aquatic Invasive species (AIS) Grant Program, and to authorize Dearlove to act on its behalf by signing and submitting an application for financial assistance and carrying out the requirements of the grant. Motion seconded by Sabella. Motion carried 7-0.*

B. Discussion and possible action on 2013 internship activities and hourly wage rate

Dearlove reviewed his recommendations for this year's internship, including proposed activities and possible wage rates. New hires have previously started at \$10.50/hour. Up to a \$1/hour wage increase was proposed for Jeanne Scherer if she chooses to return for a third year. This would bring her rate from \$11/hour to a maximum \$12/hour. Molinaro said he was concerned that we were moving from a student intern situation to a part-time employee situation. Dearlove agreed, but said we could then reward the return of a known entity in terms of dependability, skill sets and quality of work. Kapsner recommended using a wage-adjustment system like we use for the weed-harvesting operators. *Molinaro moved to start new interns at \$10.50/hour, and to offer a \$0.50/hour raise to returning intern, with the total number of hours worked based on whether or not an AIS grant is received. Motion seconded by Jacobsen-Brown. Motion carried 7-0.*

C. Discussion and possible action on new landowner financial incentives and eligibility criteria for qualifying practices

Dearlove presented his case for launching a one-year, landowner incentive pilot that would supplement the existing cost-share program. Summary information on how the new program could be structured and implemented was provided for Board review. This included proposed population segments and project activities to be targeted, possible funding scenarios, partnership opportunities, and implementation guidance. Launching this type of initiative was recommended as a way of increasing landowner participation rates, namely by offering new incentive

packages and easing/streamlining participation requirements. One objective would be to encourage more small-scale projects that are not easily accommodated through the normal cost-share process. He noted that current barriers to participation include minimum project-scope thresholds, 10-year maintenance contracts, lack of funding, and various administrative hurdles (i.e. lengthy review/approval timelines, etc.).

Molinaro suggested that the Board take more time to carefully review and consider the proposal. During Board discussion, a consensus was reached to form an ad-hoc committee that can help drive the idea forward. The committee would work with Dearlove to flesh out the parameters and come to the March meeting with its recommendations. Molinaro sought the Board’s input on committee composition and other details, and promised to make his appointments by next week.

VIII. Correspondence/Announcements

- 11/15/12 letter from Department of Revenue regarding assessor’s error resulting in \$52.65 charge
- 12/13/12 SetterTech service proposal for oversight of forestry mowing at Preserve
- 12/31/12 MOU with Town of Oakland confirming co-ownership of multimedia projector
- Sabella announced that all W-2s and 1099s had been prepared and will be mailed next week

IX. Adjournment

Christensen moved for adjournment at 10:40 a.m. Motion seconded by Gomez-Ibanez. Motion carried 7-0.
Next meeting: March 16, 2013 (9:00 a.m. at the Oakland Town Hall).

Respectfully Submitted,

Jane Jacobsen-Brown, Secretary Date

Recorder: PDD