



## Minutes

### NEWSC Full Consortium Meeting at Grand Chute Town Hall

February 11, 2008

**Members Present:** Chair Sue Olson, Jeremy Freund, Peter Schlein, Jessica Beckendorf, Nick Waldschmidt, James Rabe, Nick Vande Hey, Laura Gray, Scott Ahl, Greg Minikel, Paul Tittl, Janet Sosnosky, Crystal Schiefelbein, Jan DeKeyser, Keith Marquardt, Dean Kaderabek, Gerry Kaiser, Craig Barndt, Lee Schley, Sean Hutchison, Eugene McLeod, Tracy Flucke, Angela Gorall, Matthew Heckenlaible, Brian Oleson, Richard Flynn, Loren Craker, Jeff Mazanec, Jared Schmidt, Michael Welch, Brian Wayner, Allen Davis, Glenn Winkler, Jim Bachuber, Steve Spanbauer, Mike Liebman, Greg Sterchi, Keith Johnson, Mark Rohloff, and Dena Mleziva.

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

1. **Welcome and Introductions:** Chair Olson listed the new members. The attending members briefly introduced themselves.
2. **Financial Report and 2008 Membership:** Nick Waldschmidt presented the 2007 Financial Report and the 2008 Budget, including a membership update. Several membership dues still need to be returned. A motion was made by James Rabe, seconded by Jan DeKeyser to accept the 2007 Financial Report. The motion carried. A motion was made by Tracey Flucke, seconded by Matt Heckenlaible to accept the 2008 Budget (updated to 1/25/08). The motion carried.
3. **Coordinator Position and DBS Contract:** Sue Olson reviewed the events leading to the change in staffing and the DBS Contract. The NEWSC coordinator position description has been updated and the job announcement has been sent to free job-search resources such as ECWRPC, Bay Lakes RPC, Nelson Alumni, NEWSC Council members, FWWA, and area universities. The deadline for application is February 29, 2008 with a starting date by April 1. Tracey Flucke suggested sending the job announcement to technical colleges.

Sue Olson explained that the contract NEWSC currently holds with DBS became void when Sindee Kleckner left the company. DBS has agreed to keep NEWSC running with basic services such as phones, web site, group e-mails, etc. Based on NEWSC Council discussions, the intention is to rent a microsuite with DBS from April through June so DBS staff can train the new coordinator. After June, there are other options available for office space for the coordinator: ECWRPC, McMahon, or

stay at DBS offices. The Council will meet in late April and have a recommendation ready for the May 12 meeting.

4. **2007 Annual Report to WDNR for NEWSC Activities:** Sue Olson opened discussion by asking DNR representatives the preferred format for the NEWSC portion of the municipal annual reports. Crystal Schiefelbein stated that the DNR prefers a hard copy of the report. DNR contacts will each be sent a hard copy and the municipalities can reference it.

Jeff Mazanec reviewed the document and pointed out its location on the NEWSC website. NEWSC committees should review the document and give any changes to Jeff Mazanec electronically. The report should be finished for final review by the end of February.

There was a brief discussion regarding FIN numbers. A spreadsheet has been sent to NEWSC members via e-mail.

Sue Olson stated that there have been mixed messages on the preferred method of financial reporting. Cheryl Bougie has stated her preference for numbers to be broken out similar to the sample report, while Jim Bertolocini's interpretation is less detailed. Crystal Schiefelbein stated that the DNR is aware that few are currently tracking at the level shown in the sample report, but that tracking at this level will be expected in the future.

NEWSC members discussed the following:

- The list of expenditures the DNR is expecting municipalities to track
- Submission of the letter to DOC for the Erosion Control requirement
- DNR timeline for review/review process (not yet established)
- Reporting on the status of items that are due within two weeks of the annual report

#### 5. **Committee Reports:**

1. **Erosion Control** – James Rabe stated that the committee is finishing the appendices to the reference guides. This should be complete within the next two meetings. After that, the committee will be working with UW-Extension on informational fact sheets for owners of BMPs. It is the intent that these documents will be used statewide. The next meeting is February 21, 2008 at 1:00 PM at McMahan offices.
2. **Illicit Discharge** – Matt Heckenlaible reported that the committee is finished with the procedures guide and will place it on the NEWSC website. They are working on a training presentation for municipal employees.
3. **Tools & Resources** – Jeff Mazanec reported on the SNEWPS follow-up. All NEWSC members will be provided with a copy of the NEMO presentation. The committee would like to have joint meetings with the other committees just as they have done with the I & E committee. Membership in this

committee is low, new members would be welcome. The next meeting is February 25, 2008 at 10:00 AM at SEH offices.

Jeff then presented the public website. The target audience is the general public. It is possible that a website-only subcommittee may need to be created. A sister website aimed at contractors may be completed in the future.

4. **Information & Education** – Sue Olson updated the membership on the committee chair status. The draft I&E marketing RFP is available for comments. The next I & E meeting, on March 10, 2008 will also include a question/answer session for interested applicants. The proposals are due March 20, and there will be a vote from the full NEWSC membership at the May 12 meeting.

Sue also reported that there was a 100% return of the MOU for the grant requirements and that the committee will likely not be working on any new seasonal messages this year because the grant project will take a majority of the committee's time.

6. **Nominations and Election of I & E Committee Chair:** Peter Schleinz nominated Jessica Beckendorf to the position of I & E committee chair. The nomination carried.

The nomination of Jessica Beckendorf to I & E committee chair left a vacancy in the NEWSC Council secretary position. Tracey Flucke volunteered to fill the vacancy.

Nick VandeHey and Keith Marquardt volunteered to fill at-large council vacancies. The nominations carried.

7. **Biofilter Research Project:** Nick VandeHey described the purpose of the biofilter research project and presented a powerpoint slide show. The purpose of the project is to find the optimal soil thickness and to optimize cost for biofiltration. The expected timeline is as follows:
  - i. **Design** – February – March 2008
  - ii. **Plan Review** – April 2008
  - iii. **Construction** – May – June 2008
  - iv. **Monitoring** – 2008 – 2009

NEWSC has agreed to be a partner, and others are invited to become partners as well. The project will also include group planting, demonstration tours, and displays. Biofilters have become the tool of choice for redevelopment, but with storm sewer depth, there may not always be room for the currently required 36" of soil.

8. **NR 151 Rewrite:** Jim Bachuber reviewed the proposed changes utilizing a slide show presentation. The general schedule is expected to be as follows:
  - i. **"Green Sheet" to WDNR Board** – April/May 2008
  - ii. **Public Hearings** – June-August 2008
  - iii. **Legislature for Adoption** – September 2008

The proposed changes included changes in the minimum TSS reduction, peak discharge and pre-development curve number values, the addition of TMDL language, changes to infiltration requirements, and changes to protective area requirements.

The membership discussed the following:

- ADID study by SEWRPC
- The early timing of the revisions
- The possible rise in maximum extent practicable requests

9. **Phosphorus Regulations:** James Rabe explained that NEWSC has been invited to participate in an advisory committee related to recommending statewide phosphorus regulations. These regulations would determine whether a water body should be listed or de-listed from the 303d impaired water bodies list. The current schedule shows that this will go to the NR board in the fall of 2008 and to the state legislature in 2009.

**10. DNR News and Updates:** No updates.

**11. Winnebago County Shoreline Expo:** Keith Marquardt described the Expo and stated that it will take place on Saturday May 31, 2008 from 9:00 AM to 5:00 PM at the Sunnyview Expo Center. Anyone interested in postcards for mailing to residents should contact Keith.

**12. Other Items:** There was some discussion regarding Excal video training for municipal employees. The company has given NEWSC members until the end of the week to purchase the videos at a discount. Jeff Mazanec stated that when showed a sample video, the SNEWPS group reacted favorably. NEWSC membership decided to purchase a full set of the Excal training videos for members to use.

January 29 there was some e-mail issues. Members were urged to contact their respective IT professionals if they did not receive an e-mail they were expecting from NEWSC.

**13. Next Full NEWSC Meetings:**

- Monday, May 12
- Monday, August 11
- Monday, November 10

A motion was made by Mark Rohloff, seconded by Peter Schlein, to adjourn the meeting. Motion carried unanimously.

**The meeting adjourned at 3:57 PM.**

Respectfully submitted,  
Jessica Beckendorf  
(City of Menasha)