

HORSEHEAD LAKE PROTECTION & REHABILITATION DISTRICT NO. 1

COMMISSIONERS MEETING AGENDA

Date: Saturday, August 2, 2025

Time: 11:00 A.M

Location: Lake Tom. Community Center



Communication & Grant Management

- Final grant payment delayed due to lack of communication with DNR
 - DNR reached out to prompt action for grant completion
 - Group had to scramble last minute to fulfill requirements
- Need for more rigorous process in grant management discussed



Bidding & Procurement Processes

- Threshold for sending projects out to bid is \$2,500
- AIS survey and weed harvesting contracts have exceeded threshold, requiring formal bids
 - Previous weed harvesting contracts not properly bid out; process slipped through the cracks
- Plan to create bid packet/letter for contractors
 - Include acreage, timing, cancellation clause, and bid requirements
 - Note some companies have cancellation fees
- Action Item: Add bid process planning to November meeting agenda
 - Draft bid packet after November
 - Assign responsibility to draft initial documents



Meeting Scheduling & Officer Duties

- Next meeting scheduled for November; no urgency to complete bid process before then
- Officer positions discussed and maintained as-is for 2025-2026 term
 - Tony sworn in as Secretary (informal swearing-in, referencing best practices from “People of the Lake” manual)
 - Oath of office identified as recommended but not strictly required
 - Commissioners reaffirmed; roles clarified (Treasurer, Secretary, etc.)
- Action Item: Note oath of office in meeting minutes for all three current commissioners

Treasurer's Report

- \$47.68 spent in latest period; \$1.62 income received
- Books balanced
- Report covers two months

Fish & Lake Reports

- Reports of successful fishing: large northern, walleye, and perch caught
 - Notable catches by members and their families
- Lighthearted discussion about dogs discovering fish in the lake

17 Lake Study Calendar & Annual Meeting Planning

- Plan to conduct lake study next year; action plan to be discussed in November meeting
- Grant application for 2027 to be planned in advance
- Assignments: Prepare action plan and divide tasks in November

Remote DO Sensor & Water Quality

- Plan to install second dissolved oxygen (DO) sensor
- Water quality report to be prepared for fall newsletter
 - Add graphs on phosphorus and chlorophyll levels
 - Include summary of weed harvesting and budget changes

Fall Newsletter Planning

- Goal to distribute newsletter by September 30
- Content to include:
 - Recap of annual meeting
 - ElectroFISH results
 - Water quality summary
 - Weed harvesting update (including increased budget)
 - Budget results and financial summary
- Tony invited to contribute content ideas

Officer Selection & Motions

- Motion passed to keep all officer positions the same for the coming year
- No changes unless someone is unable to fulfill their role

17 Future Meeting Dates & Logistics

- Upcoming meetings scheduled:
 - November 15, 9–11AM (Zoom)

- April 18, 9–11AM (Zoom)
- June 27 (tentative, in-person if possible)
- August 1 (annual meeting, in-person preferred)
- Summer meetings flexible due to vacation schedules; 30-day notice for changes
- Legal requirements:
 - Annual meeting notice must be mailed at least 2 weeks in advance
 - Regular meetings require at least 3 business days' notice (email and posting sufficient)

Property & Mailing Logistics

- Annual meeting info mailed based on tax roll from Oneida County IS department
 - Labels provided for all properties in the district
 - Occasional duplicate mailings for multi-property owners
- Cost and logistics discussed, including deduplication opportunities

Electronic Files & Handover

- Transition of secretary's Gmail and Google Drive access to Tony
 - Password to be provided for account transfer
 - Drive contains important district documents; updated annually

Records & Contingency Planning

- Secretary required to maintain records of district decisions
 - Files kept locally and uploaded to Google Drive after duplicates are removed each year
- No additional contingency planning required; intent to continue roles as long as possible

Attendance & Adjournment

- Town and County Commissioners absent; placeholders only
- No citizen input received; Zoom bridge not opened
- Meeting adjourned; members thanked for participation and time spent

Action Items & Next Steps (Summary Table):

Task	Responsible	Deadline/Timing
Draft bid packet for weed harvesting	Assigned member	After November meeting

Task	Responsible	Deadline/Timing
Plan grant application for 2027	Group	Discuss in November
Prepare water quality report	Volunteer member	For fall newsletter
Fall newsletter assembly/distribution	Secretary	By September 30
Transfer Gmail/Drive access to Tony	Outgoing Secretary	ASAP
Schedule/post meeting notices	Secretary	Per legal requirements
