



**Waterford Waterway Management District
Agenda
Saturday September 23rd, 2023**

**This meeting was held in person after the Annual Meeting at the Tichigan Lake
Lions Club**

1. Call to Order at 11:04 am.
 - a. Commissioners present: Greg Horeth, Dan Schultz, Margaret Shoptaw, Grant Horn, Alex Abendschein, and Bill McCormick. Commissioner not present: Scott Uhler.
2. Review and approve meeting minutes from August Monthly meeting
 - a. Cmr. Schultz motioned to approve the August monthly meeting minutes. Cmr. Shoptaw seconded. Motion carried 6-0.
3. Review and approve Claims for September
 - a. Cmr. Shoptaw motioned to approve the claims for \$31,443.12. Cmr. McCormick seconded. Motion carried 6-0.
4. Election of Officers:
 - a. Secretary – Cmr. Shoptaw motioned to elect Dan Schultz as Secretary. Cmr. Abendschein seconded. Motion carried 6-0.
 - b. Treasurer – Cmr. Horeth motioned to elect Margaret Shoptaw treasurer. Cmr. McCormick seconded. Motion carried 6-0.
 - c. Chairman – Cmr. Shoptaw motioned to elect Greg Horeth commissioner, Cmr. Abendschein seconded. Motion carried 6-0.
5. Additional Business
 - a. PT Admin Position Review
 - i. Overview of a potential candidate and duties.
 - ii. Discussion about oversight and how the admin is assigned.
 1. Emphasis placed on commissioners getting up to speed on job Description that has been shared
 2. Greg to set up a Zoom meeting for those commissioners that would have a desire/availability to meet with Diana and we will reconvene to consider her for this role
 - b. Open items
 - i. Bill reported on an engine issue with the leased cutter. Mechanics are still investigating the extent of repairs. There has always been an oil leak which has been previously reported to Aquarius.
6. Adjournment
 - a. Cmr. Horn motioned to adjourn the meeting. Cmr. Schultz seconded. Motion approved 6-0.
 - b. Meeting adjourned at 11:33.



**Waterford Waterway Management District
Agenda
Saturday September 23rd, 2023**

**This meeting will be held in person after the Annual Meeting at the Tichigan Lake
Lions Club**

1. Call to Order
2. Review and approve meeting minutes from August Monthly meeting
3. Review and approve Claims for September
4. Election of Officers:
 - a. Secretary
 - b. Treasurer
 - c. Chairman
5. Additional Business
 - a. PT Admin Position Review
 - b. Open items
6. Adjournment

WWMD Administration Assistant Position Description

(Updated 2/15/2023)

Accountability:

This part time position reports to the Chairperson of the WWMD Board of Commissioners and is responsible for overall administrative responsibilities of the WWMD as described below.

Responsibilities:

- **Posts timely public legal notices of all WWMD meetings**
- **Takes minutes at all WWMD meetings, including annual meetings; transcribes, distributes for approval and redistributes final copies to commissioners. Publishes the same on the official WWMD website in a timely manner;**
- **Responsible for timely pick-up of all WWMD mail, distributing of same to appropriate commissioners;**
- **Responsible for scanning, logging and sending bills to appropriate commissioners for approval;**
- **Maintains vendor information, including but not limited to W9's, insurance certificates and final contracts;**
- **Assists Treasurer Commissioner in creating reports for monthly and annual meetings, bank statement reconciliation and entering bills utilizing QuickBooks;**
- **Assists the Aquatic Plant Management and Ecosystem Restoration Management Commissioners in required permit postings, logging and maintaining DNR permits; recording vendor information specific to APM including but not limited to bidding documentation, billing invoices, vendor communications; and required riparian notifications.**
- **Maintains and updates riparian information including mailing lists and email addresses;**
- **Assists the Chairperson in administrative duties related to the annual meeting, including but not limited to required timely notification postings, preparing meeting registration documents, preparing copies for**

distribution of commissioner presentations, printing and distribution of the annual budget and assisting in registering attendees;

- **Insures the WWMD website is updated to reflect current information as provided by individual commissioners and as directed by the Information and Marketing Commissioner;**
- **Responsible for the printing and distribution of WWMD News Letter as prepared by the Information and Marketing Commissioner;**
- **Provides administrative support to the Legislation and Special Projects Commissioner as needed;**
- **Responsible for posting required newspaper announcements**
- **Performs other duties as assigned.**

Profile:

Minimum of 6 years experience in office administration; proficient in Word, Excel, QuickBooks; excellent communication skills, including experience in communicating with the public at large; ability to attend all WWMD Official Meetings, either in person or virtually; must own and maintain an updated PC; must be dedicated and available to the WWMD as a part time associate.

The WWMD is an EEO employer.

