

PROCEEDINGS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

ADMINISTRATIVE COMMITTEE

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Central Brown County Water Authority –Administrative Committee** was held on Wednesday, January 9, 2008 at the DePere City Hall – 2nd Floor, DePere, Wisconsin

Present: Chair; Felmer-Howard; DePere-Delo; Lawrence-Trembl

Excused: Allouez

Also

Present: Barbara Grant – Public Management Partners

The meeting was called to order by at Chair Carlene Felmer at 2:40p.m.

ROLL CALL:

Call the roll for attendance.

Roll Call as noted above.

APPROVAL OF AGENDA:

Approve Agenda

Motion made by Lawrence and seconded by DePere to approve the agenda. MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

Approve Minutes – December 19, 2008

Committee members did not receive minutes before this meeting. A recommendation was made to hold for two weeks.

COMMUNICATIONS:

None

AGENDA ITEMS:

1. Financial Reports:

Financial reports were unavailable as they had not been received from the bank in time for this meeting.

Questions related to Quick Book transactions by Mr. Delo resulted in a request for further information which would make a recommendation going into the future.

Motion made by Lawrence and seconded by DePere to hold financial reports until the next meeting. MOTION APPROVED UNANIMOUSLY

2. Pay Authorizations: Vouchers:

At the 12/19/07 meeting payment of an invoice from Virchow Krause was held for written explanation. Although that explanation has now been received, the committee has not had time to review it and, therefore, requested the bill be held an additional two weeks.

Explanation of several questions related to various vouchers resulted in a recommendation to approve payment.

Motion made by Lawrence and seconded by DePere to approve and recommend payment to the Central Brown County Water Authority.

MOTION APPROVED UNANIMOUSLY

FUTURE AGENDA ITEMS:

Next Meeting – Wednesday, January 23, 2008 – DePere City Hall

ADJOURN:

Motion made by DePere and seconded by Lawrence to adjourn at 2:55 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel

Recording Secretary