

**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 23, 2008 at the DePere City Hall – 2<sup>nd</sup> Floor, DePere, Wisconsin

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**Present:** Chair; Felmer-Howard; Allouez-Kopish; DePere-Delo;

Lawrence-Trembl

**Also**

**Present:** Barbara Grant – Public Management Partners

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The meeting was called to order by at Chair Carlene Felmer at 2:35 p.m.

**ROLL CALL:**

Call the roll for attendance.

Roll Call as noted above.

**APPROVAL OF AGENDA:**

Approve Agenda

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

## **APPROVAL OF MINUTES:**

Approve Minutes – December 19, 2007 & January 9, 2008

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

## **COMMUNICATIONS:**

Village of Allouez (see below)

## **AGENDA ITEMS:**

### **1. Allouez Claim:**

A letter from the Village of Allouez regarding a claim for damage to Village water mains resulting from a pressure surge from the CBCWA supply system was reviewed. Wausau Insurance, insurer for the CBCWA, has reviewed the claim and responded to CTE regarding their liability, denying responsibility for the damages. Allouez has determined that the contract for water supply is between Allouez and the CBCWA, therefore, is of the opinion that CBCWA is the responsible party for these damages.

Discussion of this action led to a request that Ms. Grant refer the matter to legal counsel.

**Motion made by DePere and seconded by Lawrence to recommend that legal counsel for the CBCWA review the claim to determine if it is appropriate that Wausau Insurance defer the claim to CTE rather than making a decision on behalf of the CBCWA.**

**MOTION APPROVED UNANIMOUSLY**

### **2. Financial Reports:**

Cash Asset Account report was first reviewed, followed by Profit & Loss through year end 2007. An updated project report showing contracts and payments to date was also distributed and reviewed.

**Motion made by Lawrence and seconded by Howard to receive and place on file.  
MOTION APPROVED UNANIMOUSLY**

**3. Pay Authorizations: Vouchers:**

Vouchers from the Village of Bellevue, Diggers Hotline, Ehlers & Associates, Epic Business Solutions, Leonard & Finco, Local Government Property Insurance Fund, and Word Works Transcription were reviewed and after questions were answered, recommended for approval.

Additional invoices from Advance Construction and Dorner/Joski Joint Venture were also recommended for approval.

**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:**

**Organizational Structure** - Per a request from Mr. Kopish regarding future organizational structure, PMP has gathered information from similar water authorities throughout the country. A list of questions was developed and distributed for discussion at a future meeting.

**Cold Storage** - Ms. Grant explained that PMP is looking for storage (4 shelves) for boxes holding records from 1998 to 2003.

*Mr. Kopish arrived 2:55 p.m.*

Relative to the request for organizational structure discussed above, Mr. Kopish explained his purpose was to proceed with planning relative to future structure of the CBCWA by getting examples of other water utilities/consortiums in the country they could learn from. As mentioned above, PMP has gathered information and has distributed a list of questions for review.

In addition, Mr. Kopish suggested they discuss a marketing plan for the next year. Mr. Vaclavik explained that the CBCWA, per contract with MPU, can sign up customers anywhere in Brown County. In Manitowoc, they can sign up any incorporated entities, however, any unincorporated entities will require the approval of MPU.

A conference call is scheduled with Vicky Hellenbrand of Virchow-Krause tomorrow, Thursday, 1/24/08, at 4 p.m. at the DePere City Hall to discuss questions related to the 2006 audit. Mr. Tremi and Ms. Grant will attend this meeting.

It was suggested that on Wednesday, 1/31/08, PMP schedule a meeting with the banker to address online access. This will be held at their office on Scheuring Road.

**ADJOURN:**

**Motion made by DePere and seconded by Lawrence to adjourn at 3:03 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel

Recording Secretary