

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, February 6, 2008 at the DePere City Hall – 2nd Floor, DePere, Wisconsin

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

Lawrence-Trembl

Also

Present: Barbara Grant/Dave Vaclavik – Public Management Partners

Gary Rosenbeck – McMahon Associates

The meeting was called to order by at Chair Carlene Felmer at 2:38 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 – January 23, 2008

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

COMMUNICATIONS:

None

AGENDA ITEMS:

1. Water District Survey:

A Water District Survey Questionnaire was distributed by Ms. Grant, which will be sent to water authorities throughout the country informing them that the CBCWA is a newly-formed regional water authority purchasing treated water from Manitowoc Public Utilities and transmitting to six member communities. The purpose of the questionnaire is to plan strategically for the future of the organization. Questions involve structure, services provided to member communities, contractual arrangements, etc. as follows:

1. What type of regional authority are you and *how many jurisdictions do you serve?*(added by Mr. Kopish)

2. Who appoints Board members, *and what is the composition?* (added by R.Kopish)

3. Are Board votes equal or pro-rated?

4. Besides water, what services do you provide your customers?

5. What services are provided by your water supplier?

6. What administrative services do you provide through in-house staff?

By contract?

7. What field services do you provide through in-house staff? By Contract?

8. Do you use consultants for any management services?

9. How do you set your fees?

10. How do you determine buy-in costs for new members?

11. Who can influence the efficiency and effectiveness of the total system's operation?

12. Do you have any water conservation programs?

13. Would you be willing to share a copy of your by-laws?

Discussion by the committee of the questionnaire resulted in a request to be more specific when asking what administrative services, or field services, are being provided in #'s 6 & 7. For example, meter reading, billing, management of accounts, audit services, management services, to name a few. Mr. Delo suggested that a check off format be used. He also suggested that MPU be asked for their input when drafting this list.

2. Allouez Claim Update:

Mr. Vaclavik reported that this matter has been referred to Attorney Kobza, explaining that when the Water Authority was planned there was a distinct agreement related to pressure reducing, however, the system was built differently without changing the agreement. Attorney Kobza is reviewing the documents and will be coming back with revised language.

The Master Agreement is written so that water is supplied to 10 feet from the connection stations requiring each community to do their own pressure reduction, however, in the case of Bellevue and Allouez the connection is in the same building. Vaclavik expects a response from Attorney Kobza within two weeks, or by the next meeting.

3. Financial Reports:

Financial reports were highlighted by Ms. Grant, pointing out that numbers are on track. She will return with final numbers after meeting with the auditor.

4. Pay Authorizations: Vouchers:

Vouchers were distributed for review. Mr. Trembl questioned a discrepancy in the balance of the Boardman Law Firm bill. Ms. Grant agreed there was an error and requested a motion to amend to the correct total of \$8,044.60.

Mr. Trembl also asked about an invoice from Manitowoc. Mr. Vaclavik explained it relates to programming issues with EFI.

Motion made by Lawrence and seconded by Allouez to approve and recommend payment to the Central Brown County Water Authority with an amendment of the Boardman Law Firm bill to \$8,044.60

MOTION APPROVED UNANIMOUSLY

The Contract Status Report was distributed with Mr. Delo asking for clarification of the 1% retainage. Mr. Rosenbeck explained that the totals listed are above and beyond the 1% being held.

FUTURE AGENDA ITEMS:

Next Meeting – Wednesday, February 20, 2008 – 2:30 p.m. – DePere City Hall

ADJOURN:

Motion made by DePere and seconded by Allouez to adjourn at 3:10 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel

Recording Secretary