

**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 20, 2008 at the DePere City Hall – 2<sup>nd</sup> Floor, DePere, Wisconsin

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

Lawrence-Trembl

**Also**

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

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The meeting was called to order by at Vice-Chair Randy Trembl at 2:40 p.m. until the arrival of Chair Carlene Felmer at 2:44 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 Allouez to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

## **APPROVAL OF MINUTES:**

Approve Minutes – February 6, 2008

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

## **COMMUNICATIONS:**

None

## **AGENDA ITEMS:**

### **1. Water District Survey Responses:**

Ms. Grant explained that some responses have been received, although more are expected.

Mr. Delo asked that when all are received Ms. Grant review them and e-mail those that are pertinent as one grouping.

Mr. Trembl pointed out that one of the responses that he reviewed did not reference operational structure or operations.

### **2. Updates:**

- a. **Allouez Claim:** At this time there was no update. Response is expected from Attorney Kobza in the near future. Mr. Berndt commented that it is not really a question of pressure reducing equipment, but rather a question of negligence, which he asked be passed on to legal counsel.

- b. **2007 Audit:** Virchow Krause has rescheduled their audit meeting to Tuesday, March 18<sup>th</sup> at 9 a.m. at the PMP offices.

### 3. **Financial Reports:**

Unreserved cash asset account report was reviewed, in addition to a Profit & Loss Statement. Ms. Grant indicated that she will be providing monthly reports from Associated Trust. Reports show nothing remarkable.

It was suggested that Hobart be contacted for follow-up since their Village Administrator has left his position and there is not a replacement. Mr. Trembl indicated that Hobart has handled a CPA.

Contractor pay requests have been received on C, E, F, H, & K.

### 4. **Pay Authorizations: Vouchers:**

Two sets of invoices were presented, the first consisting of Bellevue Water Utility, Boardman Law Firm, Ledgeview Sanitary District, Leonard & Finco, McMahon, MPU, PMP, Virchow Krause, and Word Works Transcription

Discussion of the invoices from Boardman, McMahon, and the Town of Ledgeview, resulted in changes as included in the motion below.

**Motion made by Lawrence and seconded by DePere to approve the first set of invoices and recommend payment to the Central Brown County Water Authority except for the following:**

- **Boardman Law Firm - Delete amount of \$7,558.50 as it was previously approved.**
- **McMahon – Hold payment of \$5,982.66 for completion of the Emergency Response Plan until further information relative to scope of services is received.**
- **Ledgeview – Hold until name is changed from the Town of Ledgeview to the Ledgeview Sanitary District, and until it is determined whether this payment is up to the budgeted amount or over, and for a better understanding of the calculations relative to shared expenses.**

**MOTION APPROVED UNANIMOUSLY**

A second set of invoices were from the Village of Allouez, the Village of Bellevue, Michels Pipeline, SJ Louis Construction, and TelCom Construction. All were recommended for payment.

**Motion made by Lawrence and seconded by DePere to approve the second set of invoices and recommend payment to the Central Brown County Water Authority. MOTION APPROVED UNANIMOUSLY**

**FUTURE AGENDA ITEMS:**

**Next Agenda** – Review of Water District Survey Responses

**Next Meeting** – Wednesday, March 19, 2008 – 2:15 p.m.

DePere City Hall

**ADJOURN:**

**Motion made by DePere and seconded by Lawrence to adjourn at 3:00 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel

Recording Secretary