

**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, March 18, 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:** Dave Vaclavik – Public Management Partners

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The meeting was called to order by at Chair Carlene Felmer at 2:30 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 Bellevue to approve the agenda. MOTION APPROVED UNANIMOUSLY**

**APPROVAL OF MINUTES:**

Approve Minutes – February 20, 2008:

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

**COMMUNICATIONS:**

None

**AGENDA ITEMS:**

**1. Updates:**

**a. Water District Survey Responses:**

Mr. Vaclavik reported that four responses were received, which he will consolidate and e-mail to each member. Size of the responding water utilities ranged from five customers to 200,000 customers. All structures are set up differently, with budgets ranging as high as \$123 million. The consensus was to have Attorney Kobza review the information received and report back.

**b. Allouez Claim:**

Mr. Vaclavik explained that the agreement between the six member communities and the Water Authority leaves the communities responsible for pressure reduction. This choice was made based on a study of the pressure distribution system. Although some of the stations do have pressure reduction and release capabilities, some do not, Allouez being one who does not. Discussion with Attorney Kobza has resulted in the suggestion that the claim of Allouez be accepted as a start-up cost as it essentially occurred while still getting the system on-line, however, after this payment there will be no future liability to the CBCWA.

A proposal will be on the agenda of the next Technical Committee meeting.

**Motion made by DePere and seconded by Lawrence to authorize payment to Allouez. MOTION PASSED UNANIMOUSLY**

## **2. Financial Reports:**

Cash Asset and Profit & Loss reports were reviewed. Mr. Vaclavik announced that the 2007 audit is in process, however, until information related to true-up charges is received it cannot be completed. It is expected that the audit report will be presented at the May meeting.

When asked by Mr. Delo, Mr. Vaclavik reported that previous problems with meter readings in DePere were found to be in error as compared to readings received by MPU. Testing to insure that all meters are reading accurately will be completed by the end of March. Billing will be done based on the master meter of the CBCWA as there have been no disputed problems with it. The Technical Committee has asked that MPU address their committee relative to long term function.

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

## **3. Pay Authorizations: Vouchers:**

Vouchers were reviewed and recommended for payment.

Questions related to the Leonard & Finco bill were explained to be for press releases and web site format.

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

**MOTION APPROVED UNANIMOUSLY**

## **FUTURE AGENDA ITEMS:**

**Next Meeting – Wednesday, April 9, 2008 – DePere City Hall**

**ADJOURN:**

**Motion made by DePere and seconded by Bellevue to adjourn at 3:11 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel

Recording Secretary