

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, April 9, 2008 at the DePere City Hall – 2nd Floor, DePere, Wisconsin

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

Lawrence-Trembl

Also

Present: Dave Vaclavik/Barbara Grant – Public Management Partners

Aaron Oppenheimer – Village of Bellevue

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 Allouez to approve the agenda.

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

Approve Minutes – March 19, 2008

A note was made that Mr. Oppenheimer of Bellevue was in attendance at this meeting. Whether or not Bellevue is actually a member of this committee will be clarified.

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

COMMUNICATIONS:

None

AGENDA ITEMS:

1. Updates:

a. Job Description – Authority Manager:

A draft job description for the position of Manager was distributed. Job tasks in the areas of General Administration, Contract and Policy Administration, Business Development, Operations Management, Management of MPU Services, Financial Management, Management of other Professional Services, and Capital Projects Planning and Implementation were included.

Options were discussed with Mr. Delo stating he was leaning toward hiring one full-time director who would be independent of the member communities. He suggested that the position consist of the combined duties of an administrator and public works director.

Chair Felmer pointed out that consideration of a time schedule with PMP should be addressed, stating that in her opinion continuing with that entity is a viable option at this time considering pending litigation and project close out. Mr. Berndt agreed with her, stating he would prefer no change in management until 2009 at the earliest.

Additional services that may be needed besides a manager would consist of bookkeeping, administrative services, etc. A cost for those services would need to be determined. PMP offered to do a cost comparison for services they offer vs. what may be charged by an outside source. The consensus was to wrap further discussion into the next budget process.

b, **Other:** N/A

2. **Financial Reports:**

Financial reports and a balance sheet including assets and liabilities were distributed for review. Ms. Grant will follow-up on questions by Mr. Trembl related to interest income (other), and a charge for bank service charges.

Ms. Grant informed the committee that Vicki Hellenbrand of Virchow Krause will be giving an audit report at the May meeting.

3. **Pay Authorizations: Vouchers:**

Mr. Vaclavik clarified the following:

- Charges from Northern Environmental are related to litigation/close out support (\$994.50)
- Charges from the Manitowoc County Highway Commission are for inspection services (\$3,727.08)
- Charges from MPU are for the closeout of the EFI project (\$2,503.21)

Ms. Grant requested that charges from Cummings NPower LLC (\$1,230.07) be contingent on approval by Gary Rosenbeck of McMahon Associates.

Motion made by DePere and seconded by Lawrence to approve and recommend payment to the Central Brown County Water Authority, with a contingency to hold the invoice of Cummings NPower LLC in the amount of #12,30.87 MOTION APPROVED UNANIMOUSLY

FUTURE AGENDA ITEMS:

Audit Report by Vicki Hellenbrand of Virchow Krause at the next meeting on 5/14/08.

ADJOURN:

Motion made by DePere and seconded by Allouez to adjourn at 3:07 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel

Recording Secretary