

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, May 14, 2008 at the DePere City Hall – 2nd Floor, DePere, Wisconsin

Present: Allouez-Kopish; DePere-Delo; Lawrence-Tremi

Also

Present: Dave Vaclavik/Barbara Grant – Public Management Partners

The meeting was called to order by Vice-Chair Larry Delo at 2:40 p.m.

ROLL CALL:

Call the roll for attendance.

Roll Call as noted above.

APPROVAL OF AGENDA: Approve Agenda

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

APPROVAL OF MINUTES: Approve Minutes – April 9, 2008

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

COMMUNICATIONS:

Village of Howard Appointment Recommendations:

1. Bob Bartelt – Authority Board of Directors:

Mr. Kopish explained that he would be voting no on this appointment as it is his opinion that an elected official from each community should serve on the Board, however, changed his mind when it was clarified that Burt McIntyre, Howard Village President will serve as Alternate. It was pointed out that By-laws require that the President of the Authority make the final approvals.

Motion made by Allouez and seconded by Lawrence to recommend nomination of Bob Bartelt to the Authority Board of Directors.

MOTION APPROVED UNANIMOUSLY

2. Geoff Farr – Technical Committee:

Mr. Farr is the Village Engineer for Howard, reporting to Mr. Bartelt.

Motion made by Lawrence and seconded by Allouez to recommend nomination of Geoff Farr to the Technical Committee.

MOTION APPROVED UNANIMOUSLY

AGENDA ITEMS:

1. Committee Membership Advice to President of the Authority per By-Laws Section 7.D regarding Committee Membership and Chairmanships:

Mr. Kopish recommended that the Vice-Chair of the Board (Larry Delo) be promoted to Chairman of the Administrative Committee, making that motion.

Motion made by Allouez and seconded by Lawrence to recommend nomination of Larry Delo as Chairman of the Administrative Committee.

MOTION APPROVED UNANIMOUSLY

Appointment of Aaron Oppenheimer to the Administrative Committee will be discussed at Board level.

2. Financial Reports:

A balance sheet was distributed for review, along with a Reserve Account Report, showing total unreserved as \$3.5 million.

Profit & Loss report was also distributed and found to be in order.

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

3. 2007 True-Up Charge – Interim Payment Pending Meter Test Results:

Mr. Vaclavik distributed a report of 2007 annual water requirements using a multiplier of 1.08. He explained that testing of all meters has determined that three are out of range. Meters are being rechecked in the next week by EFI. Until those findings are known, Vaclavik suggested that a payout be made to those communities who have a rebate coming, however, that invoicing be held on the others until after testing is completed. Payouts will be as follows:

Allouez - \$251,909

Bellevue - \$122,064

Howard - \$69,459

Motion made by DePere and seconded by Allouez to recommend approval of the 2007 true-up charges to Allouez, Bellevue, and Howard, with the understanding there will be clarification on the meter testing for DePere, Lawrence, and Ledgeview prior to determining their final true-up charges.

MOTION APPROVED UNANIMOUSLY

4. Financial Policy: Pay and Report:

Ms. Grant explained that this policy will address payment of bills before Board authorization from WPS, MPU water charges, bond payment transfers, along with transfer of funds from the checking account to the security fund account to assure they are all current. Two signatures will be required before payment or transfers are made.

Motion made by DePere and seconded by Lawrence to recommend approval of the Pay and Report Financial Policy regarding automatic payments as proposed.
MOTION APPROVED UNANIMOUSLY

5. Pay Authorizations: Vouchers:

Invoices from Boardman Law Firm, Leonard & Finco, McMahon, MPU, PMP, Virchow Krause, and Word Works Transcription were reviewed and recommended for payment.

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

MOTION APPROVED UNANIMOUSLY

FUTURE AGENDA ITEMS:

- June 11th Audit Report by Virchow Krause

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