

**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, June 11, 2008 at the DePere City Hall – 2<sup>nd</sup> Floor, DePere, Wisconsin

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**Present:** Bellevue-Oppenheimer, DePere-Delo; Lawrence-Trembl

**Absent:** Allouez

**Also**

**Present:** Dave Vaclavik/Barbara Grant – Public Management Partners

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The meeting was called to order by Larry Delo at 2:34 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 – May 14, 2008

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

**COMMUNICATIONS:**

None

**AGENDA ITEMS:**

**1. Audit Report by Virchow Krause:**

Vicki Hellenbrand was unable to be present on this date, however, plans to be present at the July meeting. A draft audit report was distributed, which Ms. Grant explained is a draft until true-up charges are finalized. At the time of finalization, a management letter will be sent to all parties.

**2. 2007 True-Up Charge – Final:**

Mr. Vaclavik distributed numbers related to the '07 annual water requirement, explaining that meters have been re-tested by EFI since the original testing was done incorrectly by the firm. Scott Thoresen has asked that the records at DP2 be verified after the next cycle. Vaclavik asked for approval of the figures with the caveat that a management letter not be mailed until DePere has agreed.

**Motion made by Bellevue and seconded by Lawrence to recommend approval of the 2007 True-Up Charge with the caveat that there may be adjustment changes in DePere. MOTION APPROVED UNANIMOUSLY**

**3. Resolution 2008-001 – Designating Associated Bank N.A. as Designated Depository and Designating Authorized Signers:**

Ms. Grant distributed a resolution which designates Associated Bank as the designated depository for the Central Brown County Water Authority and which also designates

authorized signers of checks and withdrawals. Two signatures shall be required from the following three: President, Secretary/Treasurer, or Manager.

**Motion made by Bellevue and seconded by Lawrence to approve Resolution 2008-001. MOTION APPROVED UNANIMOUSLY**

**4. Chair & Vice-Chair Recommendations to Board:**

**Motion made by DePere and seconded by Lawrence that a recommendation be made to the CBCWA to name Aaron Oppenheimer as Chairman of the Administrative Committee, and Randy Tremi as Vice-Chairman of the Administrative Committee.**

**MOTION APPROVED BY UNANIMOUS BALLOT**

**5. Financial Reports:**

Ms. Grant highlighted line item revisions which will be suggested to Virchow Krause in the 2008/09 budget. Mr. Delo asked that expenditures and revenues be structured for the various years in order to monitor trends. This item will come back to committee.

Also distributed for review was the Profit & Loss Budget vs. Actual Report.

True-up costs were highlighted, in addition to an explanation of contractor and utility expenses, bank service charges, and security funds.

**6. Pay Authorizations: Vouchers:**

A revised voucher list was distributed, adding Murray Photo & Video. Total vouchers totaled \$200,705.74. A recommendation was made for approval.

Questions related to charges from Manitowoc County Highway were explained by Mr. Vaclavik.

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

**MOTION APPROVED UNANIMOUSLY**

**FUTURE AGENDA ITEMS:**

- **Audit Report by Virchow Krause**
- **Budget Update**

**ADJOURN:**

**Motion made by DePere and seconded by Bellevue to adjourn at 3:05 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel

Recording Secretary