

**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, October 8, 2008 at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, Wisconsin

---

**Present:** Allouez-Kopish, Bellevue-Oppenheimer, DePere-Delo, Lawrence-Treml,  
Ledgeview-Burdette

**Also**

**Present:** Dave Vaclavik – Public Management Partners

---

The meeting was called to order by Chairman Aaron Oppenheimer at 2:37 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 Ledgeview to approve the agenda.**

**MOTION APPROVED UNANIMOUSLY**

**APPROVAL OF MINUTES:**

Approve Minutes – September 10, 2008

**Motion made by Lawrence and seconded by Ledgeview to approve the minutes.**

**MOTION APPROVED UNANIMOUSLY**

**COMMUNICATIONS:** None

**AGENDA ITEMS:**

1. **Purchase of \$10 million Umbrella Insurance Coverage from Wausau Insurance at a cost of \$6,346.00:**

The concept of umbrella coverage was presented at the last meeting. At that time Mr. Vaclavik was asked to get a quote on \$10 million of coverage. He reported that Wausau Insurance is offering this insurance for \$6,346 and recommended approval.

**Motion made by Lawrence and seconded by Ledgeview to recommend approval of the purchase of \$10 million umbrella insurance coverage from Wausau Insurance at a cost of \$6,346.**

**MOTION APPROVED UNANIMOUSLY**

2. **Policy Consideration:**

a. **Purchasing Policy:**

A draft Purchasing Policy was distributed for review at the last meeting. The policy is established for the purchase of goods and services on behalf of the Authority and is to be managed by the Authority Manager of designee.

After review of the policy, Mr. Vaclavik recommended the following changes:

Policy Levels – “The Authority to award or reject any and/or all bids, proposals, and/or quotes in the amount of \$999 or less for all budgeted purposes previously approved by the Authority may be delegated to the Agent or an appropriate designee.” A suggestion was made to raise this amount to \$2,500.

Emergency Purchases – . . . “Emergency conditions shall be defined as those purchases necessary to protect life, health, and safety subject to a phone call to the President, Vice President, or Treasurer, with a report to the full Board at the next scheduled meeting”.

**Motion made by Bellevue and seconded by Ledgeview to recommend approval of the Purchasing Policy with amendments to raise the policy level to \$2,500, and that emergency purchases be subject to approval of a Board officer.**

**MOTION APPROVED UNANIMOUSLY**

b. **E-Mail and Records Retention:**

Mr. Vaclavik indicated that he has discussed this item with Attorney Kobza who recommended he contact Judy Schmidt-Lehman, DePere City Attorney. He recommended the item be tabled until he has further information.

**Motion made by Lawrence and seconded by Bellevue to table.**

**MOTION APPROVED UNANIMOUSLY**

3. **Financial Reports:**

Financial reports were reviewed. Mr. Vaclavik indicated there are other reports that may be useful to the committee and suggested he include them in the future.

**Motion made by Lawrence and seconded by Ledgeview to recommend approval of financial reports. MOTION APPROVED UNANIMOUSLY**

4. **Pay Authorizations: Vouchers:**

Invoices from the Boardman Law Firm, Manitowoc County Highway Commission, McMahan, PMP, Word Works, WPS, Engineered Fluid, Leonard & Finco, and Northern Environmental were presented for payment.

*Ray Kopish arrived 2:56 p.m.*

Mr. Vaclavik reported that EFI is nearing completion and he will present a final invoice at the next meeting. The invoice from Northern Environmental is for annual follow-up which is required by the State.

Vaclavik stated that contractor issues will be discussed with Attorney Kobza at a meeting scheduled on Wednesday, 10/15/08. He will report to the Board after that date.

**Motion made by Lawrence and seconded by Ledgeview to recommend payment of pay authorizations/vouchers to the CBCWA.  
MOTION APPROVED UNANIMOUSLY**

**FUTURE AGENDA ITEMS:** None

**ADJOURN:**

**Motion made by Ledgeview and seconded by Lawrence to adjourn at 3:03 p.m.  
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary