

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, November 12, 2008 at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, Wisconsin

Present: Allouez-Berndt, Bellevue-Oppenheimer, DePere-Schmidt-Lehman/DeLo,
Lawrence-Treml, Ledgeview-Burdette

Also

Present: Dave Vaclavik – Public Management Partners
Scott Thoresen - DePere

The meeting was called to order by Chairman Aaron Oppenheimer at 2:32 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 – October 8, 2008

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

COMMUNICATIONS: None

AGENDA ITEMS:

- Banking Services Proposals:**
Proposals received for banking services were reviewed and services highlighted by Mr. Vaclavik. Proposals came from Anchor, Associated, Bank Mutual, Johnson, Nicolet, and Wells Fargo. After review of the services which included checking/sweep accounts, security fund, debt service fund, collateralization, % of funds, and references, the consensus was to narrow the search and gather further information from Associated, Johnson, and Wells Fargo. Mr. Vaclavik will schedule a date for the three banks to make a presentation to financial staff from DePere, Bellevue, and Allouez, returning to the committee with a recommendation.

2. **Financial Reports:**

Mr. Vaclavik highlighted items from Profit & Loss Statements, pointing out that interest is under projections as is purchased water.

A handout related to metered vs. billed monthly flows was distributed. Mr. Vaclavik explained the figures for total water used and total billed, stating that currently usage is approximately 3.4% down.

Regarding future true-up rebates, Vaclavik explained that the current policy states that if total flow exceeds projected flow resulting in extra money after true-up charges, those communities who use less will be issued a rebate, last year this being true with Howard, Bellevue, and Allouez. This particular year, however, the total true-up is negative so no one will receive a rebate.

Motion made by Ledgeview and seconded by Bellevue to approve.

MOTION APPROVED UNANIMOUSLY

3. **Pay Authorizations: Vouchers:**

Amendments to the original vouchers were discussed. It was recommended that final payments be made on Contracts A, B, & D as soon as all clean up work is completed, projected within the next week.

Mr. Thoresen indicated that it is not in the best interest of the City of DePere to have final warranty/clean-up work done at this time of the year, but would be better to wait until spring (Contract D).

Questions related to invoices from Northern Environmental and Wausau Insurance were explained.

Motion made by Lawrence and seconded by Allouez to recommend payment of pay authorizations/vouchers to the CBCWA.

MOTION APPROVED UNANIMOUSLY

FUTURE AGENDA ITEMS:

E-Mail Retention Policy – Mr. Vaclavik indicated he is working on drafting a written policy, although it appears e-mails will be handled identical to all records.

ADJOURN:

Motion made by Allouez and seconded by Ledgeview to adjourn at 3:00 p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary