

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, December 10, 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
Craig Berndt – Village of Allouez

The meeting was called to order by Chairman Aaron Oppenheimer 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 Ledgeview and seconded by Lawrence to approve the agenda.

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

Approve Minutes – November 12, 2008

Motion made by DePere and seconded by Ledgeview to approve the minutes.

MOTION APPROVED UNANIMOUSLY

COMMUNICATIONS: None

AGENDA ITEMS:

1. **Recommendation of Banking and Investment Services Provider:**

Mr. Vaclavik informed the committee that meetings were held with Associated Bank, Johnson Bank, and Wells Fargo to discuss provider services. Because Johnson Bank is privately held, it is not rated by AM Best, Moody's, and/or S&P. Information was distributed showing they are rated as "excellent" by Bauer Financial, as "B" by M&I and Sun Trust Bank, as a "B minus" by Weiss, and by IDC at 186 on a scale of 300.

Larry DeLo added that all three institutions provide the same services with Wells Fargo having the most assets. Associated Bank was eliminated on the basis of aggression and service provided in the past. Fees were negotiable with all three. When asked if money was available for investment in the local area, Johnson

Bank indicated they invest in Northeast Wisconsin as far as Wausau, the southern region as far as the Fox Valley and Milwaukee, along with investments in Arizona.

Wells Fargo is the only Triple AAA rated banking facility. Sara Burdette indicated that the Village of Ledgeview uses Wells Fargo and highly recommended them as they receive top notch service, and are hands on with informing the Village what is going on in the market and what they should be looking at.

Larry Delo indicated that references were received for Wells Fargo from Hobart, Ledgeview, Green Bay/Brown County Stadium District, Green Bay Metropolitan Sewerage District, with Johnson servicing the City of Green Bay, Bellin Foundation, and Brown County. Wells Fargo appears to have the most capability while Johnson Bank is in a growth mode.

Motion made by Ledgeview and seconded by Bellevue to approve Wells Fargo as the Banking & Investment Services Provider for the Central Brown County Water Authority. MOTION APPROVED UNANIMOUSLY

Ray Kopish (Allouez) arrived 2:50 p.m.

2. **Proposed Contract Extension with Public Management Partners, LLP:**
A revised Renewal of Agreement between the CBCWA and PMP Management Services was distributed. Mr. Vaclavik highlighted changes as follows:

II – Fee & Payment Basis

3. “Support the work of the Authority . . . ***including litigation support***
4. “Hourly rates may be adjusted annually in January of each year thereafter beginning in January of **2010.**”

III - Term

- a. “The term of this agreement shall expire don 6/30/2009 unless renewed”
- b. “This agreement may be extended by mutual agreement in not less than monthly increments through 12/31/09”

iV – Termination

Discussion of term resulted in a suggestion that notice of termination from either party be extended from a 30 to **90 day** written notice.

At this time office space is on a month to lease basis and is transferable. PMP has a part-time bookkeeper on staff and may be looking for additional clerical staff after January 1st.

When asked about potential exposure related to litigation liability, Mr. Vaclavik indicated that he carries \$1 million coverage.

Motion made by DePere and seconded by Allouez to approve the proposed contract extension with Public Management Partners as amended.
MOTION APPROVED UNANIMOUSLY

3. **Financial Reports:**

Financial reports were highlighted by Mr. Vaclavik. A metered vs. billed spreadsheet was distributed, along with a balance sheet through November 30 2008. Mr. Vaclavik indicated that in the future he will provide a more complete report. He informed the committee that as of 2010 the rate formula with MPU will be changed and MPU will be asked to provide a mock workup ahead of time.

Motion made by DePere and seconded by Lawrence to accept the financial reports. **MOTION APPROVED UNANIMOUSLY**

4. **Pay Authorizations: Vouchers:**

A revised voucher sheet was distributed, along with a last minute request to pay Jossart Brothers for the following:

- \$28,305 for *partial* payment for work performed through 11/30/08 related to construction of additional connection stations
- \$89,751.25 for *partial* payment for work performed through 11/21/08 for work on air release vault modifications

Questions related to vouchers to the Village of Allouez and Don's Lock Service were answered satisfactorily by Mr. Vaclavik. An invoice from the Manitowoc County Highway Commission in the amount of \$3,000 was deleted.

A breakdown was requested for several invoices from McMahon dated 10/20/08 and 12/8/08, along with that from Leonard & Finco. Mr. Vaclavik explained that Treasurer Randy Treml does receive the full report, however, he will provide a better summary to committee members in the future.

Motion made by DePere and seconded by Lawrence to approve vouchers with the following changes:

- **Delete \$3000 payment to Manitowoc County Highway Commission (Project # 121008-10)**
- **Payment to Jossart Brothers in the amounts of \$28,305, and \$89,751.25 for work related to connection stations and air release vault modifications.**

MOTION APPROVED UNANIMOUSLY

5. **2008 Audit:**

Preliminary information has been received from Virchow Krause relative to the 2008 audit.

FUTURE AGENDA ITEMS:

1. **CBCWA Management Issues:**

It was recommended by Mr. Vaclavik that two to three special meetings of this committee be scheduled during January to discuss management issues to include future staff (office support), process for hiring, office space, along with

the development of job descriptions and expectations. Mr. Delo indicated that he would like to see a specific scope and a goal in place by the end of February 2009 so that the recruitment process could begin in March.

ADJOURN:

**Motion made by DePere and seconded by Ledgeview to adjourn at 3:13 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel
Recording Secretary