

**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, January 14, 2009 at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, Wisconsin

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

**Also**

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

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The meeting was called to order by Chairman Aaron Oppenheimer at 2:35 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 – December 10, 2008

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

**MOTION APPROVED UNANIMOUSLY**

**COMMUNICATIONS:** None

**AGENDA ITEMS:**

1. **Recommendation regarding Wells Fargo Proposed Banking Services:**\ Mr. Vaclavik reported that he and Joe Zegers of the City of DePere met with Wells Fargo regarding banking services. They have proposed that instead of a sweep fund a government money market fund be considered. The money market fund is paying .6%, with the sweep fund at .15%. The difference is that the money market fund is not collateralized. Wells Fargo has also recommended consideration of fraud protection at \$80 a month.

Randy Treml suggested that an opinion be sought from the auditor relative to benefit vs. cost and Mr. Vaclavik agreed to contact Vicky Hellenbrand at Virchow Krause. At this time checking account funds will be transferred to the sweep account until answers are received.

2. **Preliminary True-Up Charge Calculations:**

Mr. Vaclavik explained that numbers have been received from the various communities related to true-up calculations. They will be adjusted and sent back for review and approval. At this time, he stated he is not inclined to make any refunds based on upcoming litigation. If refunds are considered, they will be made on a pro-rated basis. Mr. Delo asked that a running tally of rebate balances be provided to each member if they are made.

3. **Security Fund Update – Fund Transfer:**

At this time the security fund is approximately \$9,000 short. Vaclavik explained that a state mandated interest rate for utilities was paid in 2008 at a high rate of 3.2%, however, in 2009 the projection is at .7%. Bills will be sent to Lawrence and Ledgeview to bring their security funds to the average required.

4. **Financial Reports:**

Year end reports are in the hands of the auditor for completion. Vaclavik pointed out that interest was down for the year, however, this was not unexpected. Excess capacity charges will be billed shortly.

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

5. **Pay Authorizations: Vouchers:**

Vouchers were reviewed with the following highlights made:

- MPU – Three months of payments are being made (October, November, & December) due to timing.
- Brown County Treasurer – This is a storm water utility fee on a Hobart lot.
- Common Sense Fastener – Consultant fee
- Leonard & Finco – web site update work
- PTS - A recommendation from the Technical Committee to the CBCWA Board involves a payment of \$4,000 related to continuity issues. PTS did work on Advance's project and although Advance has been billed it is felt PTS should be paid until funds are received.

*(Ray Kopish arrived 3:00 p.m.)*

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

**AGENDA ITEMS:**

Next Meeting – Wednesday, February 18, 2009, DePere City Hall

Time to be announced

- Security Fund Update & Transfer
- True-Up Changes

A special meeting on Tuesday, 1/13/09, was held to discuss management issues. Mr. Delo asked that future discussion on this matter be held at the regular meeting of this committee.

**ADJOURN:**

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

Respectfully submitted,

Rae G. Knippel  
Recording Secretary