

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 17, 2009 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 2:35 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 Lawrence to approve the agenda.

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

May 20, 2009

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

MOTION APPROVED UNANIMOUSLY

COMMUNICATIONS: None

AGENDA:

1. **Baker Tilley (Formerly Virchow Krause):**

a. **Audit Contract Extension:**

Dave Vaclavik reported that he has been attempting to contact Vicki Hellenbrand to discuss issues identified in the Audit Report, however, to date they have not been able to coordinate.

Issues include:

- Audit Contract Extension – The present agreement with Baker Tilly (Virchow Krause) will expire with completion of the 2008 audit report. Baker Tilly has offered to extend their agreement at the 2008 rate of \$13,000 for up to 3 years. President Delo remarked that this rate was originally high in order to catch up and should now be reduced. If Baker Tilly is not willing to re-negotiate, he suggested the CBCWA go out for proposals. Vaclavik agreed to follow-up.

The following items are under discussion with Vicki Hellenbrand and will come back to committee.

b. **MPU Audit:**

c. **Bond Coverage Requirements:**

- d. **Budget/Revenue Look Back:**
- e. **CBCWA Monthly Financial Report:**
- f. **Training:**

g. **CBCWA Water Rates:**

Vaclavik explained that Baker Tilly (Vicki Hellenbrand) suggested several water rate alternatives at the last Board Meeting. One of the options involved calculation of true-up rates and locking in capital and debt service charges. When asked about timeline, Vaclavik stated that he would present a draft in August with adoption in September. Changes will need to be approved by each community. Because of the short length of time, Delo requested that Vaclavik draft a format to amend the existing contract based on actual usage. Mr. Trembl indicated that he had already asked for projections for the next year based on a 6% less volume.

President Delo asked how volumes would be forecast going into the future. He stated that DePere will be drafting a policy manual for revenues which will establish guidelines for estimating revenue stream. Mr. Vaclavik agreed to also draft such a policy.

Chairman Oppenheimer asked that Ms. Hellenbrand come back and address these issues with the committee. Mr. Vaclavik agreed to make this request.

2. **CBCWA Purchasing Policy Amendments:**

Mr. Vaclavik presented a reviewed Purchasing Policy which addresses issues of bidding and professional services, in addition to the concept of a multi-year contract for general engineering services. Baker Tilly will be reviewing the draft.

Mr. Kopish asked if consideration and been given to using the Southeast Wisconsin Purchasing Consortium (Value Network). Mr. Vaclavik stated he had received information and would contact this agency.

3. **Resolution for WRS Participation:**

Mr. Vaclavik reported that he has been unsuccessful in contacting WRS directly. He has learned from their website that the Authority will need to pass a resolution to join WRS and actual membership would not begin until the first of the year, although can be made retroactive to the date of employment. He will have a resolution ready for consideration at the July meeting.

4. **Check Authorization for Payroll:**

Payroll has been set on a bi-weekly schedule. A request was made for the Board to authorize issue of payroll checks bi-weekly with a summary report to the Administrative Committee at their monthly meeting. In addition, Vaclavik asked that any extra hourly compensation and incurred expenses be submitted separately to the committee for review on a monthly basis. As with all checks, two authorized signatures will be required.

Motion mace by Ledgeview and seconded by DePere to approve check authorization for payroll. MOTION APPROVED UNANIMOUSLY

5. **Insurance:**

As an employer, the CBCWA is required to maintain workmen's compensation insurance. Estimates are in the \$350 per year range. Vaclavik will follow-up with details.

6. **General Engineering Services Contract:**
A draft RFQ, which will be sent to six qualified engineering firms, was reviewed by the Technical Committee. The Committee has agreed to serve as the Selection Committee, however, welcome any Board members to participate.

7. **Financial Reports:**
Financial reports including balance sheets and profit & loss statements were reviewed and found to be in order.

Motion made by DePere and seconded by Ledgeview to approve financial reports as presented. MOTION APPROVED UNANIMOUSLY

8. **Pay Authorizations: Vouchers:**
Authorizations were reviewed and found to be in order.

Motion made by Lawrence and seconded by Ledgeview to approve pay authorizations/vouchers as presented. MOTION APPROVED UNANIMOUSLY

FUTURE AGENDA ITEMS:

Next Meeting – Wednesday, July 15, 2009 – DePere City Hall Board Room

Agenda:
- Rural Water

ADJOURN:

**Motion made by Ledgeview and seconded by DePere to adjourn at 3:08 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel
Recording Secretary