

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, July 15, 2009 at the DePere City Hall, 2nd Floor – 335 South Broadway, DePere, Wisconsin

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

Also

Present: Dave Vaclavik – Public Management Partners

The meeting was called to order by Vice-Chairman Treml at 3:35 p.m. until the arrival of Chairman Oppenheimer at 3:37 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 Ledgeview to approve the agenda.

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

June 17, 2009

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

MOTION APPROVED UNANIMOUSLY

COMMUNICATIONS: None

AGENDA:

1. **Resolution Amending Agreement with Manitowoc Public Utilities:**
Manager Vaclavik explained that amendments to the Service Agreement with MPU have been finalized and updates made which reflect changes in cost and committed capacity, PSC involvement in rate review, along with numerous minor language modifications.

Motion made by DePere and seconded by Lawrence to recommend approval of the resolution amending the agreement with Manitowoc Public Utilities. MOTION APPROVED UNANIMOUSLY

2. **Mid-Year Water Use Report/2010 Member Consumption Forecast:**
Vaclavik reported that water consumption continues to decline from 2008. Budget and 2009 water rates are based on an assumed volume and at this time are approximately 5-10% below budget. Projections for 2010 are being discussed with Baker Tilly and will be forwarded to each member community for review when completed. Vaclavik indicated that three factors seem to have the greatest impact on this declined usage, those being reduction in industrial use, member efforts to reduce system leakage, and the economic impact on development and existing system users.

Chairman Oppenheimer reported that the 2008 audit report showed that Bellevue bought 59 million gallons of water which was not sold, 12 to 13%. Mr. Delo informed the committee that DePere had a leak detention study done at a cost of \$50,000. They plan to continue this every other year as they found a substantial savings.

3. **V.A.L.U.E. Cooperative Purchasing Program of Southeastern Wisconsin:**
At the request of Board member, Ray Kopish, Vaclavik stated that he has investigated the V.A.L.U.E (Cooperative Purchasing Program of Southeastern Wisconsin). At this time, he stated the program does not appear to work as well for smaller, low volume purchasers like the CBCWA. When comparing bid prices of such things as copy paper or printer cartridges to what he can purchase locally, he found the price to be equivalent, or even higher with V.A.L.U.E. At this time because of volume, Vaclavik stated he saw limited benefit to joining.

Mr. Delo asked if chlorine could be purchased through this program and Mr. Vaclavik agreed to explore this option.

4. **CBCWA Purchasing Policy Amendments:**
Amendments to the Purchasing Policy have been submitted for attorney review. Once received, Vaclavik stated he will forward them to Baker Tilley for their comments. He expects the final draft to come before the Board at the August meeting.
5. **Draft – CBCWA Budget and Water Rate Policy Manual (not for action):**
Work has begun on the budget and water rates policy manual. A draft will be sent to Board members and the Technical Committee within the next week for review.
6. **Financial Reports:**
Reports including Balance Sheets, and Profit & Loss YTD were reviewed and highlights made.

Motion made by Lawrence and seconded by Allouez to approve financial reports. MOTION APPROVED UNANIMOUSLY

7. **Pay Authorizations/Vouchers:**

Various questions were asked regarding invoices from the Boardman Law Firm, Common Sense Fastener Technology, and Liberty Mutual Insurance Company (worker's comp coverage).

Those invoices related to the City of Manitowoc, Corrpro, Advance Construction and Jossart Brothers are recommendations made by the Technical Committee to be addressed at the WA Board meeting this date. Mr. Vaclavik explained that the invoice from the City of Manitowoc - \$36,706 is to be put in escrow by them until the trench has settled at the Johnson/Magnolia location. This amount was proposed by Vinton Construction and includes actual cost, plus 35% for engineering and contingencies. (See minutes of the 7-13-09 Technical Committee for details)

Mr. Delo asked for a breakdown of litigation expenses by the Boardman Law Firm, along with an estimate of future costs.

(L. Delo excused 3:02 p.m.)

Investigation work related to electrical discontinuity on Contract E has been completed by Corrpro. Although there remain areas they were unable to demonstrate continuity, the Technical Committee has recommended final payment in the amount of \$5,000 be approved. Mr. Trembl asked if Corrpro completed the work satisfactorily and Mr. Vaclavik stated that they completed their contract obligations.

Motion made by Allouez and seconded by Lawrence to approve pay authorizations/vouchers, subject to approval of Technical items at the Water Authority meeting to follow. MOTION APPROVED UNANIMOUSLY

FUTURE AGENDA ITEMS:

Next Meeting – Wednesday, August 19, 2009

Agenda Items:

- a. **2010 Proposed Budget and Water Rates:**
- b. **Resolution Amending Water Purchase and Sale Agreement:**

ADJOURN:

**Motion made by Ledgeview and seconded by Allouez to adjourn at 3:05 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel
Recording Secretary