

**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, August 19, 2009 at the DePere City Hall, 2<sup>nd</sup> 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  
Craig Berndt – Village of Allouez

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The meeting was called to order by Chairman Oppenheimer at 2:30 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:**

July 15, 2009

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

**MOTION APPROVED UNANIMOUSLY**

**COMMUNICATIONS:** None

**AGENDA:**

1. **Mid-Year Water Use Report/2010 Member Consumption Forecast:**  
Manager Dave Vaclavik reported that water consumption was up significantly in July and, as a result, year to date sales are now on par with sales for the same period in 2008. The budget and 2009 water rates are based on an assumed volume of 3,045,928 thousand gallons. Based on past consumption history, the Authority is on track to sell between 2.7 and 2.85 billion gallons this year, or roughly 5 to 10% below budget. Flow projections for 2010 have been discussed with each member community and were then reviewed and adjusted by the Technical Committee at their meeting on August 17<sup>th</sup>, with a recommendation for a total projected volume of 2.74 billion gallons as the basis for 2010 rate calculations. Vaclavik stated there are three factors which seem to have had an impact on declining water sales, those being a reduction in industrial use,

member efforts to reduce system leakage, and the economic impact on development and existing system users.

2. **CBCWA 2010 Proposed Budget and Water Rates:**

Vaclavik presented the proposed 2010 budget and water rates, explaining that the budget includes an increase in expenditures of 1%. Because of reductions in water sales, lower interest projections, and connection fee revenues, water rates are projected to increase 15.5% from \$3.30 to \$3.81. He pointed out that total charges to members increase only 3.5%, with the increase representing the 1% budget increase and the loss of non-fee revenues. Four of the six members will also have a security fund surcharge to meet minimum contract requirements.

Vaclavik explained that the Administrative Committee and Board can make suggested modifications to the budget, however, cannot adopt it at this time. After review, the Board needs to set a public hearing date and the proposed budget and rates must be sent to member communities. A hearing date must be at least 21 days from notice to the members. Most recently, budget hearings have been held at the Board meeting following notice.

Delo asked that a professional utility budget document be prepared.

A final budget will come back to this committee at their September meeting with a public hearing date set for Wednesday, October 21, 2009 prior to the CBCWA Board meeting.

3. **Resolution Amending Water Purchase & Sale Agreement:**

Vaclavik reported that amendments to the Water Purchase & Sale Agreement have been prepared, and are now at Bond Counsel for comment. Based on Board direction, these changes would amend our true-up charge policy to assure that rates paid by each member are equal. Resolutions will be ready for issuance to the Board and members in the next two to three weeks. Vaclavik agreed to e-mail copies of the finished document.

4. **CBCWA Purchasing Policy Amendments:**

Revisions to the Purchasing Policy are being drafted based on comments from Attorney Kobza.

5. **Certificate of Deposit Roll-Over:**

Vaclavik asked for Board approval to transfer to the appropriate funds the interest on three, 6-month CD's which will come due on 9/6/09. The balance (\$1,000,000 each) will then be reinvested. Current rates are 0.45% for 6 months, 9.75% for 9 months, and 1.35% for 12 months. This action will save the CBCWA 0.4%.

**Motion made by DePere and seconded by Bellevue to recommend approval of the Certificate of Deposit Roll-Over.**

**MOTION APPROVED UNANIMOUSLY**

6. **Financial Reports:**

Financial reports were reviewed and recommended for payment.

**Motion made by DePere and seconded by Ledgerview to recommend approval of Financial Reports. MOTION APPROVED UNANIMOUSLY**

7. **Pay Authorizations/Vouchers:**

Invoices were reviewed and new names of vendors due to buyout and merger pointed out by Manager Vaclavik.

**Motion made by DePere and seconded by Lawrence to recommend approval of pay authorizations/vouchers. MOTION APPROVED UNANIMOUSLY**

**FUTURE AGENDA ITEMS:**

**Next Meeting – Wednesday, September 16, 2009**

**ADJOURN:**

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

Respectfully submitted,

Rae G. Knippel  
Recording Secretary