

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, September 16, 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 Chairman Oppenheimer at 2:31 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 Allouez to approve the agenda.

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

August 19, 2009

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

MOTION APPROVED UNANIMOUSLY

COMMUNICATIONS: None

AGENDA:

1. **Resolution Amending Water Purchase & Sales Agreement:**
Mr. Vaclavik reported that amendments to the Water Purchase & Sales Agreement have been prepared and forwarded to Bond Counsel for review and opinion. A conference call is scheduled for 10 a.m. on Friday, 9/18/09, to discuss changes. After that time resolutions will be prepared.

2. **Development of “Customer Class” Water Rates:**
Manager Vaclavik addressed the issue of a possible customer class for those communities who are not interested in becoming a full member, however, would like to be a wholesale rate customer, i.e. Denmark. He has confirmed with Attorney Kobza that this would require amendments to the Master Water Purchase Agreement and potential changes to enabling legislation. Discussion by the committee resulted in Mr. DeLo indicating that although he had no objection to a different rate, he did not think such customers should have

voting rights. The possibility of creating a marketing committee to discuss details and develop a policy was suggested. Oppenheimer indicated it would be good to know the actual capacity of the line, what changes will be necessary to the agreement and to existing legislation, and what a reasonable rate of return is. Vaclavik suggested they discuss this issue with Attorney Kobza during the closed session in the Board meeting.
(Ledgeview arrive 2:50 p.m.)

3. **CBCWA Purchasing Policy Amendments:**

At this time amendments are under development. This item will come back on the October agenda.

4. **CBCWA Budget Format Review:**

The manager is working on a budget format to professionalize the look and content of the budget document. This will also come back to committee in October.

5. **True-Up Charge Projections 2009:**

Vaclavik reported that based on past consumption history, the Authority is on track to sell approximately 2.7 billion gallons of water this year – roughly 10% below budget. This will result in a significant imbalance in anticipated true-up charges. The readjustment practice that is done at the end of the year was explained. Mr. Delo asked that a schedule be prepared clarifying this practice.

6. **Financial Reports:**

Financial reports were reviewed and found to be in satisfactory format. The Manager reported that he is working on a charge of accounts with Vicki Hellenbrand. Noted was a large income on the Profit & Loss Statement, however, it was explained this will be offset by the November bond payment.

Motion made by DePere and seconded by Ledgeview to recommend approval of August financial reports. MOTION APPROVED UNANIMOUSLY

7. **Pay Authorizations/Vouchers:**

Vouchers were reviewed and recommended for payment. Highlights include:

- Northern Environmental has a new name
- Liberty Mutual is for insurance renewal
- Public Management Partners includes two months

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

FUTURE AGENDA ITEMS:

Next Meeting – Wednesday, October 21, 2009

- Development of "Customer Class" Water Rates
- CBCWA Purchasing Policy Amendments
- CBCWA Budget Format Review

ADJOURN:

**Motion made by Ledgeview and seconded by Allouez to adjourn at 3:04 p.m.
MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel
Recording Secretary