

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, December 16, 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

The meeting was called to order by Chairman 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 Ledgeview to approve the agenda.

MOTION APPROVED UNANIMOUSLY

APPROVAL OF MINUTES:

November 11, 2009

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

MOTION APPROVED UNANIMOUSLY

COMMUNICATIONS: None

AGENDA:

1. **Resolution Amending Water Purchase & Sales Agreement:**
Mr. Vaclavik explained the purpose of this amendment to the Water Purchase & Sales Agreement, stating it is scheduled to go before the individual member communities within the next few weeks for approval. As of this date, Bellevue and Ledgeview have already taken action.

Motion made by DePere and seconded by Ledgeview to approve the Resolution amending the Water Purchase & Sales Agreement.

MOTION APPROVED UNANIMOUSLY

2. **Contract Renewal with Manager:**
3. **Office Space:**

Mr. Vaclavik reported that he met with President Delo to review the existing contract with the Manager and no changes have been proposed to the base agreement. However, as a result of the dissolution of Public Management Partners, there is no longer an independent need for office space after the lease expires on March 31, 2010. After this time, the CBCWA will be responsible for providing working space for the Manager. Discussion of options resulted in the suggestion that Mr. Vaclavik discuss the possibility of space within the new Bellevue Village Hall building. Mr. Oppenheimer will follow-up on this option and discuss specific needs.

**Motion made by DePere and seconded by Allouez to approve contract renewal with the manager with an alternative for office space by 3/31/2010.
MOTION APPROVED UNANIMOUSLY**

(Randy Trembl arrived 2:50 p.m.)

4. **System Development Subcommittee:**

It has been suggested that a committee be developed to work on the issue of system development and marketing of water sales to non-members. Mr. Vaclavik stated that he met with Mr. Kothari at MPU, who has indicated he would like to be involved with this sub-committee to develop a marketing plan. Vaclavik has also met with the Denmark Town Board who has expressed interest in discussing some type of membership with the Water Authority and he will follow-up with them.

A suggestion was made to review present enabling legislation and discuss options with Attorney Kobza. Mr. Vaclavik will provide a copy to committee members. A previous suggestion by President Delo to have the County Plan Commission conduct an analysis and identify funds was again noted by Mr. Kopish, along with the possibility to include the Rural Water Association, the DNR, or Bay Lakes Regional Planning Commission. It was suggested that Bay Lakes be asked to attend the next meeting and make a presentation on what they may have to offer.

5. **2010 Meeting Schedule:**

A proposed 2010 meeting schedule was distributed. The 3rd Wednesday has been maintained, except for the month of March when it is proposed for the 4th Wednesday.

6. **Financial Reports:**

Financial reports were reviewed and recommended for approval. Mr. Vaclavik noted that interest rates are lower than projected.

Mr. Vaclavik also reported that in a conversation with Fitch which included Vicki Hellenbrand from Baker Tilly, and Mike Harrigan and Todd Taves of Ehlers, he

was informed that the CBCWA rating from Fitch will go before committee the end of the month. It is possible the Fitch rating will be negatively impacted by rating reviews currently occurring at member communities. He expects further information in early January.

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

7. Pay Authorizations/Vouchers:

Invoices were reviewed and recommended for payment, except for that of Quarles & Brady which was held for additional information.

Motion made by Lawrence and seconded by Allouez to recommend approval of pay authorizations/vouchers, except for that of Quarles & Brady which was held for further information. MOTION APPROVED UNANIMOUSLY

FUTURE AGENDA ITEMS:

1. **Next Meeting Scheduled for January 20, 2010:**

ADJOURN:

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

Respectfully submitted,

Rae G. Knippel
Recording Secretary