

**SPECIAL MEETING of the  
CENTRAL BROWN COUNTY WATER AUTHORITY**

Pursuant to Section 19.84 Wis. Stats, a special meeting of the **Central Brown County Water Authority** was held on Wednesday, February 14, 2018 at the DePere City Hall, 2<sup>nd</sup> Floor Riverview Conference Room, 335 South Broadway, DePere, WI

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**Present:** Allouez-Berndt, Bellevue-Betts, DePere-Delo,  
Howard-Farr (arrived late), Lawrence-Treml, Ledgeview-Burdette  
**Also Present:** Dave Vaclavik-Manager

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The meeting was called to order by President Sarah Burdette at 1:30 p.m.

**Roll Call:**

Call the Roll for Attendance. Roll Call was taken as recorded above.

**Approval of the Agenda:**

Approve Agenda

**Motion made by DePere, seconded by Lawrence to approve the agenda.**

*(Howard arrived after agenda was approved)*

**MOTION APPROVED**

**Public Comment:**

None Scheduled

**Appearances:**

None Scheduled.

**Administrative Actions and Reports:**

1, **Consideration of Proposals and Recruiting Assistance to Replace  
CBCWA Manager.**

Manager Vaclavik was excused from the meeting, returning following Board discussion per recommendation of legal counsel.

President Burdette noted that contacts were made with the Novak Consulting Group, Springsted, and GovHR. Proposals were requested and received from Novak Consulting and Springsted but were received too late to be reviewed by the Board before this meeting.

When contacting the vendors, President Burdette indicated that Gov HR suggested the Authority consider contract water type services.

The President made contact with Springstead asking that they articulate their process. When asked if an outline was provided by Springstead, Burdette indicated they have been in business approximately five years, noting they

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specialize in finance. Their fixed cost would be in the range of \$10,000 with additional costs for other than basic services.

Novak agreed to an aggressive timeline and were conscientious regarding that. They also stated they would establish goals and expectations for the position and would monitor during the course of employment.

When asked if either Springstead or Novak had a list of references, Burdette indicated that they did. Novak provided a limited client list but may have a more in-depth list, referring to their proposal which states they have access to extensive outreach.

Information related to wages was addressed by GovHR.

It was stated it appears that the scope of Springstead will stop at available candidates while Novak offers to take the process through the first year of employment.

**Motion made by DePere, seconded by Howard to authorize Central Brown County Water Authority President Burdette to select a Recruiting Firm after following-up with questions related to the proposals and checking references.**

**MOTION UNANIMOUSLY APPROVED**

**Old Business:** None

**New Business:** None

**Next Meeting:**

Suggested Agenda Items for Next Meeting on February 28, 2018.

**Adjourn:**

**Motion made by Howard, seconded by Bellevue to adjourn at 1:48 p.m.**

**MOTION UNANIMOUSLY APPROVED**

Respectfully submitted,

Rae G. Knippel  
Transcription