

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, November 17, 2005

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin

Present:

Excused:

Committee Members:

Paul G. Vrakas, Chairman
Robert A. Brooks, Vice-Chairman
Thomas H. Buestrin
William R. Drew
Adelene Greene
Allen L. Morrison
Daniel S. Schmidt
Linda J. Seemeyer
Gustav W. Wirth, Jr.

Richard A. Hansen

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Vrakas called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioner Hansen had asked to be excused.

APPROVAL OF MINUTES OF OCTOBER 27, 2005, MEETING

On a motion by Mr. Drew, seconded by Mr. Brooks, and carried unanimously, the minutes of the Administrative Committee meeting held on October 27, 2005, were approved as published.

APPROVAL OF DISBURSEMENTS

Chairman Vrakas asked Mr. Evenson to review with the Committee the recent disbursements.

2005 Reporting Period No. 22

Mr. Evenson distributed copies of the Check Register for the 22nd financial reporting period of 2005, October 17 to October 30.

In response to an inquiry by Mr. Morrison, Mr. Evenson indicated that the payment listed on page 1 of the Register to Auto Glass Specialists was for replacement of the window used to break into the Commission's truck when the survey crew was deployed in Milwaukee. In response to a follow up question by Mr. Schmidt, Mr. Evenson indicated that no one has been apprehended for the break in and that the Commission awaits a response from the Milwaukee Police Department relative to the length of time taken to respond to the Commission's report.

There being no further questions or comments, on a motion by Ms. Seemeyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 22nd reporting period of 2005 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 22nd reporting period of 2005 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 30, 2005

Copies of the Statement of Projected Revenues and Expenditures for the period ending October 30, 2005, were distributed for Committee review. Chairman Vrakas asked Mr. Evenson to review with the Committee the financial status of the Commission accounts as of the end of that period.

In reviewing the Statement with the Committee, Mr. Evenson commented that the period covered represented nearly 85 percent of calendar year 2005. As he reviewed the Statement, he called attention to the following items:

1. With regard to Federal and State revenues, no changes have been made to the entries on the Statement since the last report, these revenues now being fixed for the calendar year.
2. With respect to service agreement revenues, the Commission's Business Manager has made several modest adjustments to the water quality, floodland, economic development, and land information programs. Together, these adjustments reflect a decline in anticipated service agreement revenues by the end of the year of about \$2,500.
3. The expenditure data on the Statement reflects 22 full reporting periods, or 44 weeks of the calendar year. The projected year end surplus approximates \$100,000. The anticipated surplus in the water supply planning program will carry over to next year. The projected year end surplus does not include \$200,000 set aside for placement in the Rockwood Drive Bond Redemption reserve account.

4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from the October report. These accounts reflect the findings of the audit for calendar year 2004 and, because the report is dated October 30, 2005, have not been adjusted to reflect the irrevocable transfer of \$1,000,000 to the trustee for the Rockwood Drive bonds. That transfer, which was made on November 2, 2005, will be reflected in the final Statement of the year at the December Committee meeting.
5. The Commission had on hand as of October 30, 2005, about \$4.50 million. This includes about \$1.19 million of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 3.68 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

Following a brief discussion, on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 30, 2005, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON ENROLLMENT IN 2006 GROUP MEDICAL INSURANCE PROGRAM

Mr. Evenson recalled that the Commission participates in the Wisconsin Public Employees Group Insurance Program. That program is governed by the State of Wisconsin Group Insurance Board and is administered by the Wisconsin Department of Employee Trust Funds. He indicated that the Commission had been informed of the group medical insurance rates for calendar year 2006, and that the Commission staff had recently completed decision-making with respect to their choice of insurance carrier for next year.

Mr. Evenson then distributed Table 1 identifying the group medical insurance premiums for 2006 (copy attached to Official Minutes). He noted that after a year of relatively modest cost increases in the various health maintenance organizations (HMOs) which participate in the program, the year 2006 saw significant increases for all the existing HMOs and the addition of a new HMO to the selection mix. The increases for single person coverage ranged from nearly nine percent to 22 percent for existing HMOs, while the increases for family coverage ranged from nearly 11 percent to nearly 24 percent. He recalled that beginning in 2006, Commission employees would be responsible for paying 18 percent of the premium costs.

Mr. Evenson then distributed Table 2 that summarizes the results of the selection process by Commission employees (copy attached to Official Minutes). A total of 60 employees selected coverage with 10 employees declining coverage. He noted that only one employee has chosen to remain with the standard plan, with 59 employees selecting one of the HMO plans, predominantly Humana Eastern and United Health Care. Overall, the total cost of medical insurance in 2006 should approximate \$653,000, although that cost likely will rise when current staff vacancies are filled. The adopted 2006 budget included about \$743,000 for this purpose. Thus, the anticipated costs are within the budget.

In response to a question by Mr. Buestrin, Mr. Evenson indicated that the adopted 2006 budget authorizes 76 full-time persons. This includes, he noted, six staff vacancies at the present time. In response to another question by Mr. Buestrin, Mr. Evenson indicated that the analysis being presented does not include cost of the dental insurance plan. In an ensuing discussion relative to the efficacy of remaining in the State's group insurance program, it was the consensus of the Committee members that the decision to participate in that program was a sound one and that the Commission should stay the course.

Following that discussion, on a motion by Mr. Drew, seconded by Ms. Greene, and carried unanimously, the subject report was accepted and placed on file.

CORRESPONDENCE/ANNOUNCEMENTS/ATTENDANT ACTIONS

Mr. Evenson reported that the sum of \$1,000,000 had been placed with JP Morgan, the trustee for the Rockwood Drive Building bonds. The transfer of those funds to the trustee is consistent with a schedule approved by the Administrative and Executive Committees at their meetings of August 25, 2005. The trustee was directed to invest the funds through the end of February 2011 in U.S. Treasury Notes. He reminded the Committee that an additional \$300,000 is scheduled to be placed with the trustee next year.

Mr. Evenson reported that negotiations continue with Medical Associates, Inc., relative to an extension of that firm's lease in the Rockwood Drive building. The Commission staff is presently obtaining costs attendant to the making of certain proposed improvements to the space prior to resuming negotiations. Mr. Evenson indicated that he is working closely with Chairman Buestrin in this matter.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:10 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments