

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, December 20, 2007

1:30 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman
Adelene Greene, Vice-Chairman
Thomas H. Buestrin
William R. Drew
James T. Dwyer
Michael J. Miklasevich
Allen L. Morrison
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Richard A. Hansen

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Stroik 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 NOVEMBER 29, 2007, MEETING

On a motion by Mr. Wirth, seconded by Mr. Miklasevich, and carried unanimously, the minutes of the Administrative Committee meeting held on November 29, 2007, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2007 Reporting Period No. 24

Mr. Evenson distributed copies of the Check Register for the 24th financial reporting period of 2007, November 12 to November 25, 2007.

In response to an inquiry by Mr. Dwyer relative to payments listed in the Register to individual Commissioners, Mr. Evenson explained that Commissioners are eligible to seek reimbursement for travel expenses, including meals. Typically, he said, Commissioners submit reimbursement requests once or twice a year.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 24th reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 24th reporting period of 2007 (copy attached to Official Minutes).

2007 Reporting Period No. 25

Mr. Evenson distributed copies of the Check Register for the 25th financial reporting period of 2007, November 26 to December 9, 2007.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 25th reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 25th reporting period of 2007 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING DECEMBER 9, 2007**

Copies of the Statement of Projected Revenues and Expenditures for the period ending December 9, 2007, were distributed for Committee review. Chairman Stroik asked Mr. Evenson to review with the Committee the financial status of the Commission accounts as of the end of that period.

Mr. Evenson noted that the period covered on the Statement represented about 95 percent of the calendar year. He then called attention to the following items in the Statement:

1. The revenue entries on the Statement are unchanged from the report presented at the November Committee meeting, except for a series of downward adjustments attendant to service agreement revenues. Based upon the status of work committed under a number of contractual arrangements, service agreement revenues were reduced in the land use, water quality, floodland management, community assistance, water supply, and natural areas management planning efforts. The reduction in such revenues totaled about \$300,000, over one-half of which represented delays in receiving contracted for work in the regional water supply planning program. Those revenues will be carried over into the 2008 calendar year. Significant expenditure reductions were also made to reflect fewer anticipated consultant payments by the end of the year. With respect to State and Federal revenues, the Wisconsin Department of Natural Resources continues to advise that a

contract for about \$96,000 representing the second and last payment for water quality planning work accomplished during 2007 will be forthcoming.

2. The expenditure data on the Statement reflects 25 reporting periods, or 50 weeks. The projected year end surplus stands at about \$197,000, consistent with the November report and reflecting the carry over adjustments made with respect to both revenues and expenditures. This projection does not include revenues from interest and miscellaneous sources, including the sale of materials. That additional revenue could total as much as \$150,000.
3. The liability, operating, and reserve accounts reported on the Statement remain unchanged from last month's report, and reflect the findings of the 2006 financial audit.
4. The Commission had on hand as of December 9, 2007, nearly \$2.87 million. This includes about \$590,000 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 4.45 percent interest; in several certificates of deposit at banks; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued concerning the potential that the Commission would not receive about \$96,000 from the Wisconsin Department of Natural Resources for work that essentially has already been completed. In response to a comment by Mr. Buestrin, Mr. Evenson indicated that if such monies were not to be forthcoming then indeed the projected surplus would be reduced to about \$100,000. Mr. Evenson noted, however, that Department staff continues to indicate that the necessary contractual arrangements to convey the additional \$96,000 to the Commission are in process. Mr. Evenson also noted that the Department staff has also indicated that in 2008 they should be able to offer the Commission a total of \$190,000 to support water quality planning work, up \$10,000 from the \$180,000 being provided in 2007 but still below the historic support level of \$200,000 annually.

Noting that there had been considerable publicity nationally relative to a local government investment fund managed by the State of Florida and concerning a decline in the market value of that fund due to the downgrade of mortgage related holdings, Mr. Evenson distributed a statement issued recently by the State of Wisconsin Investment Board (copy attached to Official Minutes). That Board manages Wisconsin's local government investment pool with a goal of providing a low risk, liquid investment for participants. He noted that in Wisconsin such funds are placed primarily in U.S. Government securities, with some funds placed in high-quality bank and corporate debt obligations on a short term basis.

Following that discussion and Mr. Evenson's comments, on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending December 9, 2007, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF ACQUISITION OF PRINT SHOP EQUIPMENT

Mr. Evenson reported that the Commission staff continues to evaluate options with respect to the acquisition of a digital press for the print shop operations. It had been hoped, he said, to have that evaluation ready for Committee consideration at this meeting; however, more time is needed and this matter will be placed on the agenda of the first Committee meeting in 2008.

A brief discussion then ensued. Mr. Dwyer suggested that the Commission staff confer with the staff at the Quad Printing Center located at the Waukesha County Technical College who may be able to suggest

what particular equipment is best suited for the Commission's ongoing workload. Mr. Evenson indicated that the staff will follow up on that suggestion.

At the conclusion of that brief discussion, on a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the Commission's Business Manager was authorized to encumber up to \$200,000 in 2007 funds for the purchase early in 2008 of print shop equipment.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that there were no announcements or correspondence to be brought to the attention of the Committee.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:55 p.m. on a motion by Mr. Miklasevich, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments