

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, February 26, 2009

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

Richard A. Hansen
Michael J. Miklasevich
Nancy Russell

Staff:

Kenneth R. Yunker
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chair Greene called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Hansen, Miklasevich, and Russell had asked to be excused.

APPROVAL OF MINUTES OF JANUARY 22, 2009, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on January 22, 2009, were approved as published.

APPROVAL OF DISBURSEMENTS

Chair Greene asked Mr. Yunker to review with the Committee the recent disbursements.

2009 Reporting Period No. 2

Mr. Yunker distributed copies of the Check Register for the 2nd financial reporting period of 2009, January 5 to January 18, 2009.

There being no discussion, on a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2009 were approved.

Chair Greene, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 24th reporting period of 2008 (copy attached to Official Minutes).

2009 Reporting Period No. 3

Mr. Yunker distributed copies of the Check Register for the 3rd financial reporting period of 2009, January 19 to February 1, 2009.

There being no discussion, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2009 were approved.

Chair Greene, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 3rd reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 4

Mr. Yunker distributed copies of the Check Register for the 4th financial reporting period of 2009, February 2 to February 15, 2009.

There being no discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 4th reporting period of 2009 were approved.

Chair Greene, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 4th reporting period of 2009 (copy attached to Official Minutes).

In response to an inquiry by Mr. Stroik, Mr. Yunker stated that the dates on the Check Registers relating to the financial reporting periods indicate the two week payroll period and invoice processing period for which checks were issued. He noted that, for example, financial reporting period No. 2 from January 5, 2009, to January 18, 2009, documented the checks which were issued on the following Friday of January 23rd. He stated that he would need to check why the other dates on the Register did not match the financial reporting period dates.

[Secretary's Note: The date on the upper left-hand corner of the Check Register identifies the date that the Check Register report was prepared. The date at the top of the listing of checks identifies the time frame for invoices which were paid.]

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING FEBRUARY 15, 2009**

Copies of the Statement of Projected Revenues and Expenditures for the period ending February 15, 2009, were distributed for Committee review. Chair Greene asked Mr. Yunker 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. Yunker commented that the period covered represented about 15 percent of the new calendar year. He then called attention to the following items:

1. The revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved late in 2008. The projection of expenditures through the end of the year compared with budgeted revenues indicates a substantial surplus approaching \$600,000. This is a typical pattern encountered in the early stages in carrying out the Commission's annual work program. The surplus can be expected to decline throughout the year.
2. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2007 financial audit. These accounts will be adjusted upon completion of the audit for 2008. It is expected that the 2008 audit will be ready for presentation at the March 26 Administrative Committee meeting.
3. The Commission had on hand as of February 15, 2009, about \$4.15 million. This includes about \$74,100 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 1.03 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to an inquiry by Mr. Wirth, Mr. Yunker noted that the 2009 budget had projected that the water supply study would be completed in 2008 but the 2009 work program prepared later in 2008 reflected that the water supply study plan would not be completed until sometime in 2009. Mr. Wirth and Mr. Dwyer noted that Commission staff had recently made presentations on the water supply study and preliminary recommended plan to their respective County Boards and that the presentation was well received by their County Boards.

Following that discussion, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 15, 2009, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker 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 2:05 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

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(Administrative Committee)
February 26, 2009

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

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Attachments