

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 22, 2009

1:37 p.m.

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

Present:

Excused:

Committee Members:

William R. Drew
James Dwyer, Vice-Chairman
Daniel S. Schmidt
Nancy Russell
Gustav W. Wirth, Jr.

Thomas H. Buestrin
Adelene Greene, Chair
Richard A. Hansen
Michael J. Miklasevich
David L. Stroik

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Vice-Chair Dwyer called the meeting to order at 1:37 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Buestrin, Greene, Hansen, Miklasevich, and Stroik had asked to be excused.

APPROVAL OF MINUTES OF SEPTEMBER 24, 2009 MEETING

Vice-Chair Dwyer asked if there were any changes or additions to the September 24, 2009, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Drew and carried unanimously, the minutes of the Administrative Committee meeting held on September 24, 2009, were approved as published.

APPROVAL OF DISBURSEMENTS

Vice-Chair Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

2009 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of 2009, September 14 to September 27, 2009.

In response to an inquiry by Mr. Schmidt relative to a payment listed on page 2 of the Register to Milwaukee County, Ms. Larsen indicated that the payment was reimbursement to the County for the 20 percent for the match of the Federal Transit Administration (FTA) Section 5307 planning funds. The Continuing Land Use and Transportation Planning Program budget is in part funded with \$150,000 of Milwaukee area FTA Section 5307 funds. Milwaukee County applies to FTA for these funds on behalf of the Commission. The Commission invoices the County for the \$150,000 of Federal funds and also the necessary 20 percent matching funds of \$37,500 for a total of \$187,500. The Commission then reimburses the County for the \$37,500 of matching funds.

In response to an inquiry by Vice-Chair Dwyer relative to a payment listed on page 3 of the Register to the Transportation Research Board (TRB), Ms. Larsen indicated that the payment was for the receipt of all TRB publications and is the primary source of transportation research journals for Commission staff.

There being no further discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 20th reporting period of 2009 were approved.

Vice-Chair Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 21

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of 2009, September 28 to October 11, 2009.

In response to an inquiry by Ms. Russell relative to a payment listed on page 1 of the Register, Ms. Larsen indicated this was the purchase of a truck cap for the new Chevrolet Silverado truck. The truck cap allows the survey crew to safely store and secure survey equipment.

In response to an inquiry by Vice-Chair Dwyer relative to a payment on page 5 of the Register to Verizon Wireless, Ms. Larsen indicated that the Commission has six cell phones and two of the six phones were recently replaced. In response to a comment by Mr. Wirth, Ms. Larsen indicated she will evaluate government cellular phone plans when the current plan needs to be renewed.

In response to an inquiry by Ms. Russell relative to a payment on page 2 of the Register to Davies Water Equipment, Ms. Larsen indicated that water valve boxes are purchased to cover and protect selected U.S. Public Land Survey Section corner monuments from deterioration in roadways.

There being no further discussion, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 21st reporting period of 2009 were approved.

Vice-Chair Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 21st reporting period of 2009 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 11, 2009

Copies of the Statement of Projected Revenues and Expenditures for the period ending October 11, 2009, were distributed for Committee review. Vice-Chair Dwyer asked Ms. Larsen 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, Ms. Larsen commented that the period covered represented nearly 80 percent of the calendar year. She then noted the following:

1. Federal and State revenues remain unchanged from the report presented at the September meeting. All Federal and State revenues shown have been secured through contract or agreement, with the exception of \$55,000 of the total \$180,000 of Wisconsin Department of Natural Resources funding. It is expected the remaining \$55,000 will be forthcoming through a contract amendment prior to the end of the year.
2. No changes have been made to the service agreement revenues.
3. The expenditure data on the statement reflects 21 reporting periods, or 40 weeks of the calendar year. The projection of expenditures through the end of the year reflects a surplus of about \$180,400.
4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the September report and reflect the findings of the 2008 Annual Audit.
5. The Commission had on hand as of October 11, 2009, about \$2.9 million, including about \$83,000 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 0.27 percent interest; in several Certificates of Deposit; and, in savings and checking accounts at Johnson Bank.

In response to an inquiry by Ms. Russell regarding why the Certificates of Deposit are split among several banks, Ms. Larsen stated that the intent is to limit individual Certificates of Deposit to \$100,000 and primarily to obtain the highest interest rate. A discussion regarding the Certificates of Deposit ensued. It was agreed that future Certificates of Deposit should be invested for a term not to exceed 12 months.

In response to an inquiry by Ms. Russell regarding how the current interest rates on investments affect the budget, Mr. Yunker stated that interest income represents a small percentage of total revenues, and a decline in interest rates was anticipated by the staff. Mr. Drew then asked if payments on the bonds for the building purchase were on schedule. Mr. Yunker confirmed that payments were on schedule, with only two remaining interest payments, one at the end of 2009 and the other at the end of 2010.

In response to an inquiry by Mr. Wirth regarding unearned revenue, Ms. Larsen explained that there is one contract for the stream gaging project where stream gages are paid for by participating agencies at the beginning of the year and the U.S. Department of Interior Geological Survey then invoices the Commission later in the year. This program is at no cost to the Commission.

On a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 11, 2009, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2010 GROUP MEDICAL INSURANCE PREMIUMS

Vice-Chair Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for the calendar year 2010.

Ms. Larsen stated 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. She noted that the Commission had recently been informed of the group health insurance rates for calendar year 2010. Ms. Larsen then distributed a table identifying those rates to Committee members (copy attached to Official Minutes).

Ms. Larsen noted that the cost of the United Healthcare HMO plan had increased by about 10 percent. She stated that this plan was considered the lowest cost plan available to Commission employees, and with only a few exceptions, Commission employees in 2009 had selected this plan. She noted that there are three other HMO plans offered in the Southeastern Wisconsin Region. Two of these HMO plans, the Anthem Blue Cross/Blue Shield and Humana HMO plans, had extraordinarily large increases, 47 percent and 57 percent respectively. The Dean HMO plan had an increase of approximately 10 percent. The Dean HMO plan is based on the Madison area and only serves the far western portions of the Region. The cost of a standard healthcare plan increased by eight percent.

The staff, Ms. Larsen said, is in the process of selecting plans for 2010, with the enrollment period expiring shortly. A full report of the budget impact of the selection process will be ready for the next Administrative Committee meeting. Ms. Larsen noted that the Commission staff will be responsible in 2010 for 20 percent of the premium costs. Moreover, she said, the State program has a requirement that the Commission pay no more than 105 percent of the lowest cost plan. The State has determined that plan to be UnitedHealthcare. Consequently, if any employee selects the standard plan, the Anthem Blue Cross/Blue Shield HMO plan, or the Humana HMO plan, that employee will share more than the 20 percent premium cost. In addition to the cost changes, Ms. Larsen noted that there are two coverage changes in 2010 that resulted from a change in State law. First, domestic partners are now eligible for coverage, and second, adult children are covered up to the age of 27 years old.

A brief discussion then ensued on the medical insurance programs each County offers to its employees.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee. He announced that there will be "A Day at the Capitol" event sponsored by the Association of Wisconsin Regional Planning Commissions on Thursday, November 5, 2009, at the State Capitol in Madison. He said there will be regional planning commission displays set up in the Capitol rotunda and a room for legislators and their staffs to meet with staff directors and Commissioners to discuss various issues. Mr. Yunker stated that he will be attending and encouraged Commissioners to consider attending.

Mr. Yunker announced that the next Quarterly Commission Meeting will be Wednesday, December 2, 2009.

Mr. Yunker noted that a Southeastern Regional Transit Authority (SERTA) has been created under the State Budget which consists of Kenosha, Racine, and Milwaukee Counties and has the authority to

implement and operate commuter rail. He stated the Commission may expect to be asked to continue to act as temporary staff until a permanent staff is hired.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:16 p.m. on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

KRY/dad
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Attachments