

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 21, 2010

1:34 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair
Gilbert B. Bakke
Thomas H. Buestrin
James Dwyer, Vice-Chairman
Nancy Russell
Daniel S. Schmidt
John F. Weishan, Jr.
Gustav W. Wirth, Jr.

Richard A. Hansen
David L. Stroik

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chair Greene called the meeting to order at 1:34 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted that Mr. Hansen and Mr. Stroik had asked to be excused.

Vice-Chair Dwyer welcomed Mr. Gilbert Bakke to the Administrative Committee and then asked that each Committee member introduce themselves. Mr. Bakke stated that he was looking forward to serving on the Commission.

APPROVAL OF MINUTES OF AUGUST 26, 2010 MEETING

Chair Greene asked if there were any changes or additions to the August 26, 2010, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on August 26, 2010, were approved as published.

APPROVAL OF DISBURSEMENTS

Chair Greene asked Ms. Larsen to review with the Committee the recent disbursements.

2010 Reporting Period No. 18

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of 2010, August 16 to August 29, 2010.

In response to an inquiry by Mr. Dwyer, Ms. Larsen indicated the payment listed on page 1 of the register for payment to the Board of Regents of the University of Wisconsin System was for the Regional Water Supply Socio-Economic Impact Analysis completed by the University of Wisconsin-Milwaukee, Center for Economic Development.

In response to a second inquiry by Mr. Dwyer relative to the payment listed on page 3 to Speedway SuperAmerica, Ms. Larsen stated this was payment for gasoline purchased for the Commission's vehicles.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 18th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 18th reporting period of 2010 (copy attached to Official Minutes).

2010 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of 2010, August 30 to September 12, 2010.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated the payment listed on page 4 of the register to University of Wisconsin-Whitewater was for a community survey on water quality, recreational use, and the economic impact of Cravath and Trippe Lakes. This expense will be reimbursed to the Commission by the City of Whitewater.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 19th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 19th reporting period of 2010 (copy attached to Official Minutes).

2010 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of 2010, September 13 to September 26, 2010.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 20th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2010 (copy attached to Official Minutes).

2010 Reporting Period No. 21

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of 2010, September 27 to October 10, 2010.

In response to an inquiry by Mr. Wirth, Ms. Larsen indicated the payment listed on page 1 of the register to Earth Tech was payment for consulting services concerning the Kenosha-Racine-Milwaukee commuter rail study. Mr. Yunker stated that the study is nearing completion, with the "New Starts" application for approval to enter preliminary engineering being considered by the Federal Transit Administration.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 21st reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 21st reporting period of 2010 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 10, 2010

Copies of the Statement of Projected Revenues and Expenditures for the period ending October 10, 2010, were distributed for Committee review. Chair Greene asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period. Ms. Larsen commented that the period covered represented about 80 percent of the calendar year. She then called attention to the following items:

1. Federal revenues remain unchanged from the report presented at the August meeting. State revenues have increased \$19,400, due to additional monies from the Wisconsin Department of Natural Resources (WDNR) in support of the Water Quality Planning Program. The total received from the WDNR in support of this project is \$209,700, \$19,700, over the anticipated budget of \$190,000. Mr. Yunker noted that the WDNR had received Federal stimulus funding, and subsequently has passed a portion of those funds to SEWRPC. It is not expected that the Commission will receive this same level of funding in 2011. In fact, in the last 10 year the level of funding received from the WDNR has been flat or declining.
2. The water quality and floodland management service agreement revenues have decreased \$14,250 and \$109,000 respectively. These changes have been made to reflect work projects that are expected to be completed in 2011, rather than in 2010 as originally anticipated.
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 \$148,000, a decrease from last month. This decrease is due in part to the re-allocation of service agreement revenues from 2010 to 2011.
4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the August report and reflect the findings of the 2009 Annual Audit.
5. The Commission had on hand as of October 10, 2010, about \$3.7 million, including about \$94,000 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 0.23 percent interest; a certificate of deposit, and two money market accounts at local banks.

In response to an inquiry by Chair Greene, Ms. Larsen indicated the Certificate of Deposit (CD) purchased through Commerce State Bank will mature in mid-November, and upon the maturity date, she will review the CD and Money Market rates offered by Commerce State Bank at that time.

On a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 10, 2010, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2011 GROUP MEDICAL INSURANCE PREMIUMS

Chair Greene asked Ms. Larsen to review with the Committee the group medical insurance rates for the calendar year 2011.

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 2011. Ms. Larsen then distributed a table identifying those rates to the Committee members (copy attached to Official Minutes).

Ms. Larsen noted that the cost of the United Healthcare HMO plan had increased by about 9 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 2010 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, while they had a decrease in premiums of 28 percent and 19 percent respectively, continue to have premium rates that cost nearly 70 percent more per month than the United Healthcare HMO. The Dean HMO plan had an increase of approximately 6 percent. The Dean HMO plan is based in the Madison area and only serves the far western portions of the Region. In 2010, the State also offered a preferred provider plan, WPS Metro Choice. However, the premium cost for this plan is nearly the same as the Anthem Blue Cross/Blue Shield and Humana plans. The cost of the standard healthcare plan increased by 7 percent.

The staff, Ms. Larsen said, is in the process of selecting plans for 2011, with the enrollment period ending October 29, 2010. 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 2011 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 United Healthcare. Consequently, if any employee selects the standard plan, the Anthem Blue Cross/Blue Shield HMO plan, the Humana HMO plan, or the WPS Metro Choice plan, that employee will pay more than the 20 percent in premium cost.

Mr. Wirth noted that Ozaukee County recently acted to double the employee deductible for health insurance, and reimburse employees for the additional deductible. He noted that the reduction in Ozaukee County employee healthcare insurance premiums as a result of the increased deductible was about twice the cost of the deductible increase. Mr. Yunker stated that the Commission cannot select a deductible option for the year 2011 health insurance program, but this option could be considered for Calendar Year 2012 and would need to be selected in August 2011. He stated that the staff would review the potential savings in healthcare premiums of a deductible health insurance option, and those findings will be presented at the November Administrative Committee meeting.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the Dean Care HMO is not considered the lowest cost plan for the Commission under the State Health Insurance program because there are not physicians and medical clinics that are covered by the Dean Care HMO readily available in Southeastern Wisconsin.

DISCUSSION OF BANKING SERVICES

Ms. Larsen stated that she has received unsolicited cost savings proposals from two area banks. One proposal would save the Commission \$3,600 a year in service charges and the second proposal would save the Commission \$3,200 a year in service charges.

In response to an inquiry from Ms. Russell, Ms. Larsen stated that one of the banks offered a two year rate guarantee for their services while the other bank offered a one year rate guarantee. Mr. Dwyer suggested Ms. Larsen notify the bank the Commission currently uses to provide to them the opportunity to adjust the service charges currently being assessed. Mr. Yunker stated that the staff's recommendations regarding this matter will be presented for discussion at the next Administrative Committee meeting.

CONSIDERATION OF VEHICLE FLEET REPLACEMENT

Mr. Yunker stated that the staff is proposing to replace one Commission vehicle at this time. The vehicle to be replaced is a year 2003 Ford Taurus station wagon. The vehicle essentially meets all three criteria for vehicle replacement in that the annual maintenance costs exceed the average annual maintenance cost of all Commission vehicles by more than 25 percent, the vehicle is seven years old, (exceeding the criteria of four years), and its mileage is just over 99,000 miles, nearly meeting the criteria of 100,000 or more miles. The vehicle is used as a "pooled" vehicle where staff use it to attend various meetings throughout the Region and State. It is proposed that a vehicle be purchased with similar passenger and cargo capacity, specifically a 2011 Chevrolet Traverse. The vehicle will be purchased with a State of Wisconsin municipal discount. The cost to the Commission will be \$21,148 and the list price of the vehicle is \$29,224.

On a motion by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously, the Committee approved the staff to purchase a 2011 Chevrolet Traverse.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there were two announcements to be brought to the attention of the Committee in an effort to keep the Committee aware of two capital purchases. He noted the two purchases are within the capital outlay budget approved by the Commission.

The staff proposes to purchase a Trimble GPS unit to replace the current Trimble GPS unit which is ten years old. The current unit no longer works and cannot be repaired. The new GPS unit will enable staff to evaluate the accuracy between traditional aerial orthophotography and the new Pictometry technology which Milwaukee County purchased as part of the 2010 Aerial Orthophotography project. The GPS unit will also enable staff to efficiently facilitate the replacement of U.S. Public Land Survey corners in the Counties for which the Commission acts as County Land Surveyor. The cost of the Trimble GPS unit is \$26,000. In response to an inquiry by Ms. Russell, Mr. Yunker stated that the Trimble GPS unit is anticipated to last a minimum of ten years.

Mr. Yunker then went on to apprise the Commissioners of the staff decision to purchase an additional module to the Commission's Solomon accounting software which would allow for each staff person to individually enter their time card on a computer. He then described the current process of recording staff

time with each person manually writing out their hours spent on each project on a paper time card. On a weekly basis one staff person then enters into the Solomon accounting software the timecards for all employees. The new module will allow each staff person to enter their own time worked on each project into the accounting software on a daily basis.

Ms. Larsen stated that the total cost for the software is \$13,600 with \$7,500 of this amount an estimated cost for implementation time and programming, and the balance of \$6,100 for the module purchase and annual software maintenance cost. Mr. Yunker stated that this new software will increase staff efficiency by eliminating the need for a Commission staff member to enter all staff paper time cards into the computer.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:31 p.m. on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/dad
#154089 v3 - AdminOct10Min

Attachments