

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

Thursday, July 31, 2014

2:00 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

David L. Stroik, Chairman  
William R. Drew, Vice-Chairman  
Gilbert B. Bakke  
Thomas H. Buestrin  
Michael A. Crowley  
James T. Dwyer  
Adelene Greene  
Nancy L. Russell  
Daniel S. Schmidt

Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker	Executive Director
Elizabeth A. Larsen	Business Manager
Debra A. D'Amico	Executive Secretary

**ROLL CALL**

Chairman Stroik called the meeting to order at 2:21 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Wirth had asked to be excused.

**APPROVAL OF MINUTES OF MEETING OF MAY 22, 2014**

Chairman Stroik asked if there were any changes or additions to the May 22, 2014, meeting minutes.

On a motion by Mr. Drew, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Executive Committee meeting held on May 22, 2014, were approved as published.

## **ADMINISTRATIVE COMMITTEE REPORT**

Chairman Dwyer reported that the Administrative Committee, at its meeting held just before the Executive Committee meeting, had taken the following actions:

1. Reviewed and approved disbursements for two financial periods: Year 2014 No. 14, and No. 15; extending over the period June 16 to July 13, 2014.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending July 13, 2014.
3. Authorized the Commission staff to retain the certified public accounting firm of Scrima, Kabitzke & Co., S.C., to conduct the audit of the Commission's calendar year 2014 operations.
4. Reviewed and discussed the building tuckpointing project.
5. Reviewed and approved purchase of a proposed computer network update which will provide additional data storage capacity and updates the current backup procedures.

There being no questions or comments, on a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously, the Administrative Committee report was approved.

## **REPORT ON CONTRACTS**

Chairman Stroik asked Ms. Larsen to review the proposed contracts, noting that Committee members had received a report with a table listing five contracts prior to the meeting. Ms. Larsen then briefly reviewed those contracts with the Committee.

In response to an inquiry by Ms. Russell concerning the 2014 Regional Water Quality Management Planning Program contract with the Wisconsin Department of Natural Resources (WDNR) and the possibility of a budget decrease by WDNR in Calendar Year 2015, Mr. Yunker stated that should a decrease occur, the difference would come from the regional tax levy funding.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the six contracts on the report were accepted and the report placed on file (copy of report attached to Official Minutes).

## **WORK PROGRAM REPORTS**

Mr. Yunker reviewed a table entitled, "*Work Program Progress Report*." He noted that the report shows the progress of key regional and selected community and county assistance efforts under each Commission staff division's section of the report (copy of report attached to Official Minutes).

## **CONSIDERATION OF AMENDMENT TO THE 2013-2016 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (Resolution No. 2014-14)**

Mr. Yunker presented Resolution 2014-14, amending the 2013-2016 Regional Transportation Improvement Program (TIP). He summarized the projects in the proposed TIP amendment. He also noted that these projects were unanimously approved by the Advisory Committees on Transportation System Planning and Programming for the Kenosha, Milwaukee, Racine, and West Bend Urbanized Areas.

There being no questions or comments, on a motion by Mr. Schmidt to approve Resolution No. 2014-14, seconded by Mr. Dwyer, and carried unanimously by a vote of 9 ayes and 0 nays, Resolution 2014-14 was approved (copy of Resolution 2014-14 attached to Official Minutes).

**CONSIDERATION OF APPROVAL OF THE 2014 TITLE VI PROGRAM** (Resolution 2014-15)

Chairman Stroik asked Mr. Yunker to review with the Committee the 2014 Title VI Program report. Mr. Yunker stated that as a matter of compliance, the Commission is required to periodically update its Title VI program and transmit it to the Federal Transit Administration (FTA). He further stated that the report's purpose is to document Commission's full compliance with Title VI of Civil Rights Act of 1964, in its role as the metropolitan transportation planning organization.

The Federal Transit Administration circular FTA C 4702.1B dated October 1, 2012, now states that Commission approval is required for the 2014 Title VI Program prior to submitting the program document to the FTA.

Mr. Yunker then briefly reviewed the Title VI program document.

In response to an inquiry by Chairman Stroik concerning communication with individuals who do not speak English, Mr. Yunker stated Commission staff translates documents into Spanish and will provide translators at public meetings if staff is aware of the need. Discussion ensued on how other organizations handle translation issues.

Following Mr. Yunker's review, and there being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Buestrin, and carried unanimously with a vote of 9 ayes and 0 nays, Resolution No. 2014-15 was approved (copy of Resolutions 2014-15 attached to Official Minutes).

**CONSIDERATION OF AMENDMENTS TO THE 2014 OVERALL WORK PROGRAM** (Resolution No. 2014-16)

Chairman Stroik asked the Committee to consider Resolution No. 2014-16 adopting amendments to the Commission Overall Work Program (OWP) for calendar year 2014. He asked Mr. Yunker to provide a briefing on the amendment.

He then noted this amendment is a budget revision of the nine Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration and the Wisconsin Department of Transportation. He explained budget estimates for projects are determined in the OWP. As the work for the CLUTS projects shifts during the year and additional work efforts are added, the budgets for the projects within the CLUTS program area must be revised to reflect the changing work efforts of each project. The overall budget for the CLUTS program does not change. The CLUTS budget revision is now required to be approved through a resolution by the Commission's Executive Committee.

There being no questions or comments, on a motion by Mr. Drew, seconded by Mr. Bakke, and carried by a vote of 9 ayes and 0 nays, Resolution No. 2014-16 was unanimously approved (copy of Resolution 2014-16 attached to Official Minutes).

**CORRESPONDENCE AND ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence and no announcements to report.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:39 p.m., on a motion by Mr. Crowley, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/EAL/dad  
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