

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 23, 2014

1:30 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
Gustav W. Wirth, Jr.

James T. Dwyer, Chairman
Adelene Greene, Vice-Chair
David L. Stroik

Staff:

Kenneth R. Yunker
Michael G. Hahn
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Deputy Director
Business Manager
Executive Secretary

ROLL CALL

Commission Vice-Chairman Drew called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Dwyer, Ms. Greene, and Mr. Stroik asked to be excused.

APPROVAL OF MINUTES OF SEPTEMBER 25, 2014, MEETING

Mr. Drew asked if there were any changes or additions to the September 25, 2014, meeting minutes.

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on September 25, 2014, were approved as published.

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APPROVAL OF DISBURSEMENTS

Mr. Drew asked Ms. Larsen to review with the Committee the recent disbursements.

2014 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of September 8, 2014 to September 21, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Cardmember Services, specifically under the category of "Automobile," Ms. Larsen stated that this payment was the automobile deductible paid to Goff's Auto Body to repair a Commission vehicle involved in a minor accident. The Commission's automobile insurance coverage paid for the balance due on the repair. A staff member inadvertently hit a bollard in a parking lot, causing minor fender damage to the vehicle, with no damage to the bollard.

In response to an inquiry by Ms. Russell relative to a payment on the same page made to the U.S. Geological Survey (USGS), Ms. Larsen stated that the disbursement was a pass-through payment for the stream gaging contract with the USGS. Under this contract, the Commission serves as the administrator for a cooperative USGS stream gaging program where 15 gages are placed within the Region and long term stream flow data is collected and utilized for water quality and floodland management planning.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 20th reporting period of 2014 were approved.

Mr. Drew, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 21

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of September 22 to October 5, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Intelegist, LLC for building maintenance, Ms. Larsen stated that this payment was for the repair of the paging system in the Commission office building.

In response to an inquiry by Mr. Buestrin relative to a payment on page 2 made to Common Ground, Inc., Ms. Larsen stated that the Commission worked with Common Ground, Inc. to host a public meeting for the VISION 2050 outreach effort. Mr. Yunker then stated that as part of the Year 2050 Regional Land Use and Transportation Plan outreach, the Commission contracted with eight community groups to host five meetings each between November 2013 and December 2015. These meetings are used to reach out to traditionally under-represented residents. The eight groups that have contracted with the Commission are, Hmong American Friendship Association, Urban Economic Development Association, Urban League of Racine and Kenosha, Milwaukee Urban League, Independence First, Inc., Ethnically Diverse Business Coalition, Southside Organizing Committee, and Southeastern Wisconsin Common Ground.

In response to an inquiry by Mr. Crowley relative to a payment on page 5 made to Software Hardware Integration International Corporation, Ms. Larsen stated that this was the Microsoft Software Assurance payment where the Commission purchases annual Microsoft upgrades for 90 licenses. The cost of the annual Assurance payment includes licenses for Microsoft Office, the Windows Operating System license for desktop computers and network servers, the e-mail Exchange Server license, the SQL license needed

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for the accounting software, and the Client Access license which allows for employees to access files and documents from the network servers.

Mr. Wirth suggested that staff look into Microsoft 365, which is a monthly subscription plan where the Microsoft Office Suite is hosted over the cloud. He stated that the online licensing program is \$15 per computer per month and allows for continuous software updates and daily backups via the cloud. Mr. Yunker stated staff will investigate the Microsoft 365 as an alternative to the Assurance program.

[Secretary's Note: Microsoft 365 is hosted on the cloud and provides for desktop versions of the Microsoft Office Suite. It allows for remote access of the Microsoft Office Suite Software from any computer or mobile device. Microsoft 365 does not include the Microsoft licenses noted above which are needed for the many non-Microsoft programs that staff utilizes which are enabled using the Windows Operating System. Such programs include modeling software programs used in both the Environmental and Transportation Divisions, GIS Software, SPSS (a statistical analysis software also used in the Environmental and Transportation Divisions), accounting software, AutoCAD and Corel Draw. Microsoft 365 does not include upgrades or backups for licenses currently paid for under the Assurance program other than the Office Suite. The portion of the annual Microsoft Assurance payment that covers the only the Microsoft Office licenses for 90 users is \$8,173. The equivalent annual payment under the Office 365 program is \$16,200.]

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 21st reporting period of 2014 were approved.

Mr. Drew, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 21st reporting period of 2014 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 5, 2014

Copies of the Statement of Projected Revenues and Expenditures for reporting period 21 ending on October 5, 2014, were distributed for Committee review. Mr. Drew 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 just over 75 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the September meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the September meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of nearly \$81,000. Payment to the City of Pewaukee for the payment in lieu of taxes and the replacement of a vehicle have yet to be made in 2014.

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4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit.
5. The Commission had on hand as of October 5, 2014, approximately \$5.1 million. This includes about \$20,000 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 0.08 percent interest and various money market accounts as of the end of September.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the State Local Government Investment Pool interest rate was 0.09 percent in July 2014 and has decreased to 0.08 percent in August and September 2014.

There being no further inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 5, 2014, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE ON BUILDING TUCKPOINTING PROJECT

Mr. Drew called on Ms. Larsen to update the Committee on the Commission building tuckpointing project. Ms. Larsen stated that the project began on Friday, October 3rd and is expected to be completed by November 17, 2014. There has been one contract change order requested and that is for the rebuilding of the dumpster area as it was determined that the walls were deteriorating due to water seepage into and through the walls. The cost to rebuild the dumpster area is approximately \$5,500.

REPORT ON 2015 HEALTH INSURANCE

Mr. Drew asked Ms. Larsen to review with the Committee the group medical insurance rates for the calendar year 2015. Ms. Larsen distributed Table 1 which shows the Commission's Group Medical Insurance Premiums for 2015 (copy attached to Official Minutes).

Ms. Larsen stated 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 staff has been informed of the group health insurance rates for calendar year 2015 and are now making their selection for next year.

Ms. Larsen then recalled that by Committee action on September 29, 2011, the Deductible Health Maintenance Organization (HMO) option for the Group Health Insurance Program was selected. At the same meeting it was also determined that the employee deductible would be reimbursed to the employee through the establishment of a Health Reimbursement Account plan.

Ms. Larsen noted that the cost of the United Healthcare HMO plan had increased 6.75 percent. She stated that this plan was considered by the State to be one of five qualified health plans available to Commission employees, the others being the WEA Trust PPO, Arise Health Plan HMO, Dean Health HMO, and Anthem Blue HMO. With only a few exceptions, most Commission employees in 2014 had selected the United Healthcare HMO plan. She noted that of the remaining three qualified HMO plans offered in the Southeastern Wisconsin Region, Anthem Blue HMO plan had a premium decrease of nearly 4 percent, Dean Health HMO plan had an increase of 0.75 percent. Arise Health Plan HMO now available in the Region, however, those rates are 20 percent higher than United Healthcare HMO. The Dean Health HMO plan is based in the Madison area and only serves Waukesha County and the far western portions of

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the Region. The State also offers one preferred provider plan, WEA Trust PPO. The premium cost for the WEA Trust PPO is 8 percent less than the United Healthcare HMO. The cost of the standard plan has increased by nearly 12 percent.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2015 with the enrollment period ending October 31, 2014. She noted that the Commission staff will be responsible in 2015 for 20 percent of the premium costs, and that the State program has a requirement that the Commission pay no more than 88 percent of the average premium cost of the qualified health plans within Waukesha County. Those qualified plans again are the United Healthcare HMO, Anthem Blue HMO, Arise Health Plan HMO, Dean Health HMO, and the WEA Trust PPO. Consequently, if any employee selects the Standard Plan or the Humana Eastern HMO plan, that employee will pay more than the 20 percent in premium cost.

Ms. Larsen concluded by stating that she will give a report on results of the Commission staff's health insurance selections and added that a full report of the budget impact of the selection process will also be given at the next Administrative Committee meeting.

CONSIDERATION OF VEHICLE REPLACEMENT

Ms. Larsen stated that the staff is proposing to replace the 2007 Chevrolet Suburban. This vehicle meets two of the three criteria for Commission vehicle replacement: the annual maintenance cost exceeds the average annual maintenance cost of all Commission vehicles by 25 percent; and, the vehicle is more than four years old. She confirmed that the Suburban has currently been driven 94,300 miles and is seven years old.

Ms. Larsen noted that the proposed vehicle for replacement will be specifically used as a field vehicle for the Natural Areas Division when performing wetland delineations and lake inventories. It is proposed that a four-wheel-drive vehicle be purchased, specifically a 2015 Ford Explorer. The vehicle will be purchased with a State of Wisconsin municipal discount from Ewald Automotive Group, which holds the State contract for automobile purchases. Ms. Larsen stated that the cost to the Commission will be \$25,693 noting that the normal list price of this vehicle is \$32,600.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated that the Suburban will be traded in to the dealer with the cost credited against that of the new vehicle.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission staff was authorized to purchase the aforementioned 2015 Ford Explorer.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Drew asked if there was any correspondence or announcements.

Mr. Yunker reported that there was no correspondence and announced that the Commission will be receiving the Lifetime Achievement Award from the Keep Greater Milwaukee Beautiful organization. This award will be presented to the Commission on Saturday, November 1st at 6 p.m. during a special awards dinner being held in downtown Milwaukee at the Hotel Intercontinental.

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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. Wirth, seconded by Mr. Crowley, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dd
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