

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, August 18, 2016

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman  
Thomas H. Buestrin  
Charles Colman  
Michael A. Crowley  
Mike Dawson  
William R. Drew  
Nancy Russell  
Daniel Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair

Staff:

Kenneth R. Yunker  
Michael G. Hahn  
Elizabeth A. Larsen

Executive Director  
Deputy Director  
Assistant Director-Administration

**ROLL CALL**

Chairman Dwyer called the meeting to order at 1:34 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Ms. Greene asked to be excused.

**APPROVAL OF MINUTES OF MAY 19, 2016, MEETING**

Chairman Dwyer asked if there were any changes or additions to the May 19, 2016, meeting minutes.

On a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on May 19, 2016, were approved as published.

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## **APPROVAL OF DISBURSEMENTS**

Chairman Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

### **2016 Reporting Period No. 11**

Ms. Larsen distributed copies of the Check Register for the 11<sup>th</sup> financial reporting period of May 2, 2016, to May 15, 2016.

In response to an inquiry by Ms. Russell, concerning a payment on page 1 to Brown and Jones Reporting, Inc., Ms. Larsen stated this is payment for transcripts of the VISION 2050 public meetings.

In response to an inquiry by Ms. Russell, concerning a payment on page 3 to the Institute of Transit Operations Planning, Ms. Larsen stated that a Commission staff member will be attending a week long transit planning and operations training course in October.

In response to an inquiry by Ms. Russell, concerning a payment on page 4 to Northwestern Mutual Life Insurance Company, Ms. Larsen explained that due to a printer jam, the initial check was not legible, thus it was voided and re-issued.

In response to an inquiry by Ms. Russell, concerning a payment on page 5 to Seiler Instruments and Manufacturing Company, Inc., Ms. Larsen stated this was for the purchase of a new level which is used to aid in setting U.S. Public Land Survey monuments. The prior level had exceeded its useful life.

In response to an inquiry by Mr. Colman, concerning a payment on page 4 to PyraMax Bank, Ms. Larsen stated a Certificate of Deposit was opened at this bank for a period of 13 months with an interest rate of 0.70 percent.

In response to an inquiry by Mr. Schmidt, Ms. Larsen stated that the main PyraMax Bank location is in Greenfield, with other locations in the greater Milwaukee area including in Waukesha on Moreland Boulevard. PyraMax Bank was formed by a May 2000, merger of South Milwaukee Savings Bank and Mitchell Savings Bank.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the payment issued to the Wisconsin Department of Employee Trust Funds is payment for both the employer and employee share of medical insurance, while the payment to the Wisconsin Retirement Fund is the payment for both the employer and employee share of retirement expenses.

There being no additional questions or comments, on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 11<sup>th</sup> reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 11<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

### **2016 Reporting Period No. 12**

Ms. Larsen distributed copies of the Check Register for the 12<sup>th</sup> financial reporting period of May 16, 2016, to May 29, 2016.

In response to an inquiry by Ms. Russell, concerning a payment on page 3 to Pros Consulting, Inc., Ms. Larsen stated that this is payment for the Milwaukee County Park and Open Space Plan where the Commission is acting as the fiscal agent for Milwaukee County in the conduct of this plan. Mr. Yunker

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further noted that Pros Consulting is preparing a short-range 10 year master plan for the County and the Commission is preparing a long-range park and open space plan to the year 2050 for the County.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 12<sup>th</sup> reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 12<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

### **2016 Reporting Period No. 13**

Ms. Larsen distributed copies of the Check Register for the 13<sup>th</sup> financial reporting period of May 30, 2016, to June 12, 2016.

In response to an inquiry by Ms. Russell, concerning payment on page 3 to Northwoods Software, Ms. Larsen stated this vendor is the Commission's website software provider. A portion of this payment is the annual software maintenance fee, with the balance of the payment applied toward technical assistance with an upgrade to that software.

In response to an inquiry by Ms. Russell, concerning a payment on page 4 to Veritiv, Ms. Larsen stated this payment was for the purchase of copier paper. Veritiv was formerly known as XPEDX.

In response to an inquiry by Chairman Dwyer, Ms. Larsen stated that expense checks for Mr. Washburn are generally for meal reimbursement for the survey crew when working in the field. Mr. Yunker indicated that the meal reimbursement is consistent with the Commission's personnel regulations. He stated that the Administrative Committee could review the personnel regulations including the consistency of the regulations with those of the State of Wisconsin and the Counties.

There being no further questions or comments, on a motion by Mr. Colman, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 13<sup>th</sup> reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 13<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

### **2016 Reporting Period No. 14**

Ms. Larsen distributed copies of the Check Register for the 14<sup>th</sup> financial reporting period of June 13, 2016, to June 26, 2016.

In response to an inquiry by Ms. Russell, concerning a payment on page 1 to Mr. Robert E. Beglinger, Ms. Larsen stated this was a reimbursement for Mr. Beglinger's 2016 Medicare health insurance paid out of his sick leave liability account.

In response to an inquiry by Ms. Russell, concerning a payment on page 2 to Cap Connections, Inc., Ms. Larsen stated this payment was for the purchase of a truck cap to be installed on the bed of the recently purchased 2016 Ford F-250 survey truck. She then noted the truck cap is necessary for staff to safely store the Commission's land survey equipment.

In response to an inquiry by Ms. Russell, concerning a payment on page 4 to Root Pike Watershed Initiative Network (WIN), Ms. Larsen stated that the Root Pike WIN is conducting public outreach functions for the Oak Creek Watershed Restoration Plan under an agreement between Root Pike WIN and the Commission.

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There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 14<sup>th</sup> reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 14<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

**2016 Reporting Period No. 15**

Ms. Larsen distributed copies of the Check Register for the 15<sup>th</sup> financial reporting period of June 27, 2016, to July 10, 2016.

In response to an inquiry by Ms. Russell, concerning a payment on page 2 to Le Mans Tech, LLC, Ms. Larsen stated that this payment was a three year renewal for the Commission's network backup software and an annual renewal on the Commission's ten network hard drives.

In response to an inquiry by Ms. Russell, concerning a payment on page 4 to West Bend Mutual Insurance Company, Ms. Larsen stated this payment was renewal of the Commission's business insurance.

In response to an inquiry by Chairman Dwyer, Ms. Larsen stated that the May Administrative Committee meeting, the Committee approved staff to renew the business insurance at a cost not to exceed \$45,000. Ms. Larsen further noted that the 2016-2017 business insurance renewal was \$42,668, only slightly more than the 2015-2016 business insurance premium of \$42, 330.

In response to an inquiry by Ms. Russell, concerning a payment on page 3 to Quantum Spatial, Inc., Ms. Larsen stated this was a partial payment for the 2015 Aerial Orthophotography and LiDAR project.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 15<sup>th</sup> reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 15<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

**2016 Reporting Period No. 16**

Ms. Larsen distributed copies of the Check Register for the 16<sup>th</sup> financial reporting period of July 11, 2016, to July 24, 2016.

In response to an inquiry by Ms. Russell, concerning a payment on page 2 to the U.S. Geological Survey, Ms. Larsen stated that this is a quarterly pass-through payment in support of the stream gaging program.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 16<sup>th</sup> reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 16<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

**2016 Reporting Period No. 17**

Ms. Larsen distributed copies of the Check Register for the 17<sup>th</sup> financial reporting period of July 25, 2016, to August 7, 2016.

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In response to an inquiry by Ms. Russell, concerning a payment on page 2 to Milwaukee Transport Service, Ms. Larsen stated that this was a payment for the consultant working with Milwaukee County and Commission staff on the Bus Rapid Transit Study.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 17<sup>th</sup> reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 17<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 7, 2016**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 17 ending on August 7, 2016, were distributed for Committee review. Chairman 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 just over 60 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 May meeting.
2. The service agreement revenues remain unchanged from the report presented at the May meeting.
3. The projection of expenditures through the end of the year indicates a surplus of \$208,000. The surplus is expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit. These accounts will be adjusted upon completion of the audit for 2015.
5. The Commission had on hand as of August 7, 2016, approximately \$5.0 million. This includes about \$265,500 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 0.42 percent interest and various certificates of deposit and money market accounts.

There being no discussion or questions, on a motion by Mr. Crowley, seconded by Mr. Colman, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 7, 2016, was accepted to be placed on file (copy attached to Official Minutes).

### **UPDATE ON 2015 COMMISSION AUDIT**

Chairman Dwyer asked Ms. Larsen to report to the Committee an update on the 2015 Commission audit. Ms. Larsen stated that due to new Governmental Accounting Standards Board (GASB) regulations with regard to the reporting of the Wisconsin Retirement Program in the audit report, the audit was delayed until staff at the Wisconsin Retirement System (WRS) was able to generate the required audit documentation for the Commission. The Commission's auditor and staff were informed that these reports

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were to be ready in early July, and thus, the audit would have been completed for the July Administrative Committee meeting.

However, in mid-July the Commission auditor, Mr. Robert Kabitzke, was notified that due to new accounting standards set by the American Institute of Certified Public Accountants (AICPA), he would no longer have the necessary qualifications to complete the Commission's single audit.

Mr. Kabitzke referred staff to the accounting firm of CliftonLarsonAllen LLP to aid in completion of the 2015 audit. CliftonLarsonAllen has the experience and qualifications to conduct a single audit in accordance with the new AICPA regulations. CliftonLarsonAllen conducts a single audit for one other Wisconsin Regional Planning Commission and several local municipalities.

Mr. Yunker stated that staff recommends retaining CliftonLarsonAllen to conduct the 2015 audit. Mr. Kabitzke will turn over the materials he has completed to CliftonLarsonAllen. He stated that it is anticipated that the cost of the 2015 audit will be \$30,000. He added that early in 2017, staff will conduct a request for proposals for the Commission's 2016 audit.

In response to an inquiry by Mr. Colman, Ms. Larsen stated a single audit is an audit of a state, local government, or not-for-profit agency that expends \$500,000 or more in Federal funds. This was established under the Single Audit Act of 1984, and amended in 1996.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker noted there were no correspondence or announcements.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:15 p.m. on a motion by Ms. Russell, seconded by Mr. Drew, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/EAL/dd  
AdminAug16Min (#233424)