

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 20, 2017

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Nancy Russell, Vice-Chair
Charles L. Colman
Michael A. Crowley
William R. Drew
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Thomas H. Buestrin
Mike Dawson

Staff:

Michael G. Hahn	Executive Director
Kevin J. Muhs	Deputy Director
Elizabeth A. Larsen	Assistant Director - Administration

ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Hahn noted for the record that Messrs. Buestrin and Dawson had asked to be excused.

APPROVAL OF MINUTES OF MAY 18, 2017, MEETING

Chairman Dwyer asked if there were any changes or additions to the May 18, 2017, meeting minutes. There were none.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on May 18, 2017, were approved as published.

APPROVAL OF DISBURSEMENTS

2017 Reporting Period No. 10

Mr. Hahn distributed copies of the Check Register for the 10th financial reporting period of May 1, 2017, to May 14, 2017.

In response to an inquiry by Mr. Colman concerning payment on page 1 to Boucher Chevrolet, Ms. Larsen stated this payment was for new brakes and an oil change on the Commission's 2011 Chevrolet Traverse.

In response to an inquiry by Mr. Colman concerning payment to Central Office Systems (page 1), Ms. Larsen stated that a portion of this payment was for Commission publications printed on the print shop copiers while the payment amount of \$960 reflects usage charges for the copier located in the Commission's Transportation Division.

In response to an inquiry by Mr. Colman concerning payment to Gold Star Cleaning, Inc. (page 2), Ms. Larsen stated this was the monthly payment for the building cleaning service.

In response to an inquiry by Mr. Colman concerning payment to Mueller Communications, LLC (page 3), Ms. Larsen stated this payment is for the conduct of public and media outreach efforts with regard to the VISION 2050 plan.

In response to an inquiry by Ms. Russell concerning payment to Ben Meadows Company, Inc. (page 1), Ms. Larsen stated this payment was for the purchase of flagging used in conducting wetland delineations.

In response to an inquiry by Ms. Russell concerning payment to Conley Media, LLC (page 1), Ms. Larsen stated this payment was for the annual renewal of the Ozaukee County News Graphic.

In response to an inquiry by Ms. Russell concerning payment to Master Graphics, Inc. (page 3), Ms. Larsen stated this was for the purchase of toner for the Commission's plotters.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Schmidt and carried unanimously, the Commission disbursements for the 10th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 10th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 11

Mr. Hahn distributed copies of the Check Register for the 11th financial reporting period of May 15, 2017, to May 28, 2017.

In response to an inquiry by Mr. Colman concerning payment to Big Jim's Small Engine Services (page 1), Ms. Larsen stated this payment was for the repair of the field generator used by the survey staff.

In response to an inquiry by Mr. Colman concerning payment to Total Mechanical, Inc. (page 3), Ms. Larsen stated this was for the replacement of the circuit breaker that controls the building water heater.

In response to an inquiry by Ms. Russell concerning payment to ITU AbsorbTech, Inc. (page 2), Ms. Larsen stated this was for towels used in the Commission's print shop.

In response to an inquiry by Ms. Russell concerning payment to Zak's Café (page 4), Ms. Larsen stated this was for food and beverages provided at a VISION 2050 community partner meeting held at the Global Water Center. All nine of the community partners participated in this meeting.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 11th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 11th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 12

Mr. Hahn distributed copies of the Check Register for the 12th financial reporting period of May 29, 2017, to June 11, 2017.

In response to an inquiry by Mr. Colman concerning payment to Bentley Systems, Inc. (page 1), Ms. Larsen stated this was for the renewal of Micro Station, a CAD software used to produce survey plats.

In response to an inquiry by Mr. Colman concerning payment to CliftonLarsonAllen, LLP (page 1), Ms. Larsen confirmed that this was the final payment due for the 2016 Calendar Year audit.

In response to an inquiry by Mr. Colman concerning payment to Milwaukee Plate Glass Company (page 2), Ms. Larsen stated this was for the replacement of a window in the reception area that had cracked during the replacement of the mullions along that window. This was a partial payment for the window replacement, Milwaukee Plate Glass was responsible for the balance of the replacement cost.

In response to an inquiry by Mr. Colman concerning payment to PROS Consulting, Inc. (page 3), Ms. Larsen stated this payment was for the Milwaukee County Parks Master Plan for which the Commission is acting as the fiscal agent for the County in the conduct of this Plan.

In response to an inquiry by Mr. Colman concerning payment to Mr. John Washburn (page 4), a Commission employee, Ms. Larsen stated this was for meal reimbursement for three survey staff members over a two month period.

In response to an inquiry by Ms. Russell concerning payment to CDW Government, Inc. (page 1), Ms. Larsen stated this was for the purchase of software licenses for Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.

In response to an inquiry by Ms. Russell concerning payment to Elliott's Ace Hardware (page 1), Ms. Larsen indicated that staff had purchased sump pumps to replace the two sump pumps located under the elevator and two sump pumps located in the basement storage room. The sump pumps were installed by staff.

In response to an inquiry by Ms. Russell concerning payment to Topcon Solutions Store (page 3), Ms. Larsen stated this payment was for the purchase of surveying supplies, specifically marking paint and laths.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 12th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 12th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 13

Mr. Hahn distributed copies of the Check Register for the 13th financial reporting period of June 12, 2017, to June 25, 2017.

In response to an inquiry by Mr. Colman concerning payment to Ambassador Steel (page 1), Ms. Larsen stated this was for the purchase of rebar used for survey monumentation.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 13th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 13th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 14

Mr. Hahn distributed copies of the Check Register for the 14th financial reporting period of June 26, 2017, to July 9, 2017.

In response to an inquiry by Mr. Colman concerning payment to De Witt Ross and Stevens Law Firm (page 1), Ms. Larsen stated this is a pass-through payment for legal services with regard to the City of Muskego Revolving Loan Fund.

In response to an inquiry by Mr. Colman concerning payment to the U.S. Geological Survey (page 1), Ms. Larsen stated this is a quarterly pass-through payment in support of the stream gaging program.

In response to an inquiry by Mr. Colman concerning payment to GeoCue Group, Inc. (page 2), Ms. Larsen stated this payment was for renewal of software used by staff to manipulate LiDAR data.

In response to an inquiry by Ms. Russell concerning payment to General Communications (page 2), Ms. Larsen stated this was for the purchase of two sets of LED safety lights for the Commission's survey trucks.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 14th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 14th reporting period of 2017 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 9, 2017

Copies of the Statement of Projected Revenues and Expenditures for reporting period 14 ending on July 9, 2017, 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 half 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 Chloride Impact Study has been added as a Special Projects line item. The Federal Highway Administration approved a portion of the funding to be used for this study. Tax levy and program development funds provide the required match on the Federal monies. The Commission also received a grant award from the Fund for Lake Michigan, which will provide a total of \$127,000 through mid-2019, with \$31,750 of those funds being expended in 2017.
4. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of \$148,000. The surplus is expected to decline throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee, business insurance, replacement equipment, and automobile replacement.
5. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2016 financial audit.
6. The Commission had on hand as of July 9, 2017, approximately \$6.33 million. This includes about \$223,842 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 0.77 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 9, 2017, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE ON BUSINESS INSURANCE

Chairman Dwyer asked Ms. Larsen to update the Committee on the business insurance renewal for 2017-2018.

Ms. Larsen noted that the Committee at the May meeting approved the Commission business insurance renewal for an amount not to exceed \$46,000. The renewal for the insurance is \$45,744.

Ms. Larsen then initiated discussion on a Social Engineering policy, an insurance policy to cover e-mail payment fraud.

A discussion ensued during which it was decided that Ms. Larsen would request a description of such a policy and a policy quotation from the Commission's insurance agent. In addition, Ms. Larsen would inquire as to a policy with regard to ransomware attacks.

Mr. Pitts suggested Ms. Larsen contact the Commission's banking representative to ask their opinion on such a policy.

Mr. Wirth indicated that the County Mutual Insurance policy covers e-mail hacks.

[Secretary's Note:

In further conversation with the Commission's agent, Mr. Ron Knudson of Johnson Insurance, it was determined that many insurance companies are now offering a social engineering addendum as part of the crime policy. This addendum would cover a situation where a fraudulent third party is able to persuade staff to transfer funds via a check or wire transfer into a fraudulent bank account. West Bend Insurance Company does not offer the social engineering addendum with their crime policy. The Travelers does have a social engineering policy addendum as part of the crime policy. There is no additional cost to the Commission to add the Travelers Crime policy and to drop the West Bend crime policy. Staff will complete the paperwork to add the Travelers crime policy which will include the social engineering addendum.

In response to Mr. Wirth's comment, Wisconsin County Mutual Insurance offers a Cyber Risk Enhancement endorsement which is a cyber liability policy and would cover inadvertent disclosure and theft of confidential information, and damage from computer viruses and hacking activity. Staff is working with Mr. Knudson to obtain a quote on such a policy.]

SELECTION OF AUDITOR FOR CALENDAR YEAR 2017

Chairman Dwyer asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2017. Ms. Larsen recommended that the certified public accounting firm of CliftonLarsonAllen, LLP, (CLA) be retained by the Commission to conduct the audit of the Commission's calendar year 2017 operations. Ms. Larsen reported that Mr. Jordan R. Boehm, the accountant assigned to the Commission by the firm, conducted a thorough audit; Mr. Boehm makes himself available to the Commission staff throughout the year to provide guidance and advice on financial accounting matters; and Mr. Boehm and his team at CLA have performed well, works cooperatively with staff, and have completed the audit on schedule. The staff recommended that the Commission engage the firm CliftonLarsonAllen, LLP, again at a cost not to exceed \$26,000.

In response to an inquiry by Mr. Stroik, the 2014 audit was conducted by the firm of Scrima, Kabitzke, & Co. S.C. for a cost of \$15,800.

There being no further inquiries or discussion, it was moved by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, that the firm CliftonLarsonAllen, LLP, be retained to conduct the calendar year 2017 audit.

COMPARISON OF COMMISSION PER DIEM PAYMENTS

Mr. Hahn distributed a table prepared by the Commission staff comparing Commission meeting payments with the eight other Regional Planning Commissions in the State and each of the seven counties in the Region. He said that the Commission meeting payment is in line with the other Regional Planning Commissions; therefore, the Commission staff does not recommend a change in the payment.

Mr. Pitts moved to place this report on file.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements.

Mr. Hahn noted there was no correspondence to report and then noted that work on the basement water leak is essentially complete. The leak issues have been addressed and a leak test has indicated that the leak has been reduced and localized. To try to correct this problem further would be costly and more disruptive to the tenant, and is not recommended at this time.

Mr. Stroik then noted that the leakage has only occurred when the water test is conducted, not during a rain. He then confirmed that the work has been completed.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:09 p.m. on a motion by Mr. Pitts, seconded by Mr. Drew, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL/dd
#238368

Attachments