

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, August 17, 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  
Thomas H. Buestrin  
Michael A. Crowley  
Mike Dawson  
William R. Drew  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Charles L. Colman  
Aloysius Nelson

#### 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. Colman and Nelson had asked to be excused.

#### APPROVAL OF MINUTES OF JULY 20, 2017, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 20, 2017, meeting minutes. There were none.

On a motion by Mr. Drew, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on July 20, 2017, were approved as published.

#### APPROVAL OF DISBURSEMENTS

**2017 Reporting Period No. 15**

Mr. Hahn distributed copies of the Check Register for the 15<sup>th</sup> financial reporting period of July 10, 2017, to July 23, 2017.

In response to an inquiry by Ms. Russell concerning payment to Cardmember Service (page 1), Ms. Larsen stated that the credit shown is a refund for Adobe software purchased on the credit card. That software is now purchased directly through a vendor.

In response to an inquiry by Ms. Russell concerning payment to LeMans Tech, LLC (page 3), Ms. Larsen stated this payment was for the renewal of the Commission's firewall software.

In response to an inquiry by Ms. Russell concerning payment to Plastics Unlimited, Inc., (page 3), Ms. Larsen stated this payment was for the purchase of comb bindings which are used on all Commission publications.

In response to an inquiry by Ms. Russell concerning payment to Skyline Southern Wisconsin (page 4), Ms. Larsen stated that Skyline sells conference display panels and staff is working to develop a two panel display that briefly describes the Commission's work areas. This panel display will be used during public outreach events.

In response to an inquiry by Ms. Russell concerning payment to Veritiv Operating Company (page 5), Ms. Larsen stated that this was for the purchase of paper used for general office work and publications.

In response to an inquiry by Ms. Russell concerning payment to World Software Corporation (page 5), Ms. Larsen stated this was the annual support agreement for the Commission's document management software.

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 15<sup>th</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 15<sup>th</sup> reporting period of 2017 (copy attached to Official Minutes).

**2017 Reporting Period No. 16**

Mr. Hahn distributed copies of the Check Register for the 16<sup>th</sup> financial reporting period of July 24, 2017, to August 6, 2017.

In response to an inquiry by Ms. Russell concerning payment to Big Jim's Small Engine Services (page 1), Ms. Larsen stated this was payment for the repair of the ignition switch on the 2006 Honda generator used by the survey staff.

In response to an inquiry by Ms. Russell concerning payment to DSPS, State of Wisconsin Department of Safety and Professional Services (page 1), Ms. Larsen stated this was payment for State mandated operating permits for the Commission building elevators.

In response to an inquiry by Mr. Drew concerning payment to The Hartford (page 3), Ms. Larsen stated this payment was for the disability insurance benefit that is available to staff.

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 16<sup>th</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 16<sup>th</sup> reporting period of 2017 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 6, 2017**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 16 ending on August 6, 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 approximately 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 July meeting.
2. The service agreement revenues remain unchanged from the report presented at the July meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of \$132,000. 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 2016 financial audit.
5. The Commission had on hand as of August 6, 2017, approximately \$5.8 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 0.88 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Ms. Russell, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 6, 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 crime policy.

Ms. Larsen noted that at the July meeting it was requested that additional information be obtained regarding social engineering/e-mail payment fraud insurance coverage.

She then stated that the Commission's current crime policy under the West Bend Insurance does not offer the social engineering/e-mail payment fraud coverage, however, the Travelers does offer such a policy. As there is no additional cost for the Travelers Crime Policy, staff has initiated the paperwork to transfer the crime policy from West Bend Insurance to Travelers.

Ms. Larsen then initiated a conversation concerning the addition of a cyber liability policy to the Commission's overall business insurance coverage.

A discussion ensued concerning policy requirements, specifically with regard to computer backup procedures. Mr. Wirth suggested that staff review the current backup procedures and look to potential off-site backup options. Mr. Hahn stated that staff will work with the Commission's insurance agent, Mr. Ron Knudson of Johnson Insurance, to determine what conditions, if any, would be attached to a cyber liability policy that the Commission may obtain from Travelers.

Mr. Buestrin suggested that Ms. Larsen also ask Mr. Knudson if the Commission's umbrella coverage through West Bend Insurance would cover any damages over and above the Travelers \$1,000,000 limit on the cyber liability policy.

[Secretary's Note:

In further conversation with Mr. Knudson concerning a cyber liability policy, he stated that the policy application will vet out current processes that may be an issue, such as offsite backup procedures.

Mr. Knudson then stated that the Commission's Umbrella Policy would not provide coverage to loss amounts that would be greater than the cyber liability policy limit of \$1,000,000.]

#### **CONSIDERATION OF REPAIRS TO THE 1994 ROOFTOP HVAC UNIT**

Chairman Dwyer asked Ms. Larsen to review with the Commission the repairs concerning the 1994 heating ventilation and air conditioning (HVAC) unit.

Ms. Larsen noted that the 40 ton Trane HVAC unit had been replaced in mid-2012, however, the 1994 HVAC unit had not been replaced at that time and is original to the 1994 building addition. The 1994 unit is no longer functioning properly and is in need of a new cooling compressor. However, that unit uses R-22 freon which is being phased out of production and will no longer be available for purchase after the year 2020. Since this unit has reached the end of its useful life, it is recommended that the unit be replaced for a cost not to exceed \$15,000.

On a motion by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously, that staff work with Total Mechanical to replace the 1994 HVAC unit for a cost of \$15,000.

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

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

Mr. Hahn noted there was no correspondence or announcements.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:50 p.m. on a motion by Mr. Pitts, seconded by Mr. Schmidt, and carried unanimously.

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(Administrative Committee)  
August 17, 2017

Respectfully submitted,

Michael G. Hahn  
Deputy Secretary

JTD/MGH/EAL/dd  
#238712

Attachments