

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, February 15, 2018

1:30 p.m.

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

Present:

Excused: None

Committee Members:

James T. Dwyer, Chairman
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Mike Dawson
Robert W. Pitts
David L. Stroik
Gustav W. Wirth, Jr.

William R. Drew
Aloysius Nelson
Daniel S. Schmidt

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.

APPROVAL OF MINUTES OF JANUARY 25, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the January 25, 2018, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on January 25, 2018, were approved as published.

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 2

Ms. Larsen distributed copies of the Check Register for the 2nd financial reporting period of January 8, 2018, to January 21, 2018.

In response to an inquiry by Mr. Colman concerning payment to CCC Technologies, Inc. (page 1), Ms. Larsen stated this was partial payment for an upgrade to the Commission's telephone software. She further stated the software had not been updated since January 2014.

In response to an inquiry by Mr. Colman concerning payment to Cardmember Service (page 1), Ms. Larsen stated this payment was for airfare for two staff members to attend the Transportation Research Board annual meeting and the Commission's annual service recognition lunch for the staff.

In response to an inquiry by Mr. Colman concerning payment to Eco-Counter (page 2), Ms. Larsen stated this payment was for the Eco-Visio software license renewal. This software is used to remotely transmit traffic count data to staff.

In response to an inquiry by Mr. Dwyer concerning payment to Lindenmeyr Munroe (page 2), Ms. Larsen stated this is a newer vendor for the paper which staff uses in printing Commission reports, publications, and daily work assignments.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2018 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Hahn then affixed their signatures to the Check Register for the 2nd reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 3

Ms. Larsen distributed copies of the Check Register for the 3rd financial reporting period of January 22, 2018, to February 4, 2018.

In response to an inquiry by Mr. Colman concerning payment to the American Society of Civil Engineers (ASCE) Membership (page 1), Ms. Larsen stated this was payment for multiple journal subscriptions which both Transportation and Environmental staff use as reference documents.

In response to an inquiry by Mr. Colman concerning payment to the Association of Wisconsin Regional Planning Commission's (AWRPC), (page 1), Ms. Larsen stated this was for the 2018 annual dues. The AWRPC is comprised of the nine Wisconsin Regional Planning Commissions.

In response to an inquiry by Mr. Colman concerning payment to PV and Associates, LLC (page 2), Ms. Larsen stated this payment was for the purchase of WinSLAMM water quality analysis software.

In response to an inquiry by Mr. Colman concerning payment to the University of Wisconsin Madison (page 3), Ms. Larsen stated this payment was for testing of a water sample. Such testing will be conducted periodically as part of the Chloride Impact Study.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Dawson, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2018 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Hahn then affixed their signatures to the Check Register for the 3rd reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 4, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 3 ending on February 4, 2018, 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 under 10 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 January meeting.
2. The service agreement revenues remain unchanged from the report presented at the January meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2018 Overall Work Program, indicates a surplus of \$355,000 for the continuing program projects. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus will decline throughout the year. The surplus may be expected to decline to less than \$150,000 throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for business insurance and audit, replacement equipment, and automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2016 financial audit. These accounts will be adjusted upon completion of the audit for 2017.
5. The Commission had on hand as of February 4, 2018, approximately \$4.73 million. This includes about \$134,250 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 1.35 percent interest and various certificate of deposit accounts.

In response to a comment by Mr. Colman, Ms. Larsen stated that the Chloride Impact Study does not yet show the recently approved Milwaukee Metropolitan Sewerage District (MMSD) and Wisconsin Department of Natural Resources (WDNR) revenues. This line item will be adjusted to reflect the addition of the MMSD and WDNR funding on the next report.

There being no additional inquiries or discussion, on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 4, 2018, was accepted to be placed on file (copy attached to Official Minutes).

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 1:40 p.m. on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL/dd
#241000
Attachments