

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, December 13, 2018

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
Mike Dawson, Vice-Chairman
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
William R. Drew
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

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 1:31 p.m. Roll call was taken and a quorum was declared present.

APPROVAL OF MINUTES OF NOVEMBER 15, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 15, 2018, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on November 15, 2018, were approved as published.

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 23

Ms. Larsen distributed copies of the Check Register for the 23rd financial reporting period of October 29, 2018, through November 11, 2018.

In response to an inquiry by Mr. Colman concerning payment to Christopher T. Hiebert (page 2), Ms. Larsen stated this payment was for expenses incurred by Mr. Hiebert for the months of March through November 2018.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2018 were approved.

Chairman Dwyer, Mr. Wirth, signing as Commission Secretary in the absence of Mr. Drew who arrived later in the meeting, and Mr. Hahn then affixed their signatures to the Check Register for the 23rd reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 24

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of November 12, 2018, through November 25, 2018.

In response to an inquiry by Mr. Colman concerning payment to Brown and Jones Reporting, Inc., (page 1), Ms. Larsen stated this payment was for court reporting transcription services for the Transportation Improvement Program public meeting.

In response to an additional inquiry by Mr. Colman concerning payment to Miovision Technologies, Inc., (page 2), Ms. Larsen stated this payment was for analyzing traffic video taken for a road volume count.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 24th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Hahn then affixed their signatures to the Check Register for the 24th reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 25, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 24 ending on November 25, 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 11 months 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 November meeting.

2. The service agreement revenues remain unchanged from the report presented at the November meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of nearly \$200,800 for the continuing program projects. The surplus is expected to decline to approximately \$80,000 due to the payment of the Xerox copiers and the Commission automobile.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2017 financial audit.
5. The Commission had on hand as of November 25, 2018, approximately \$5.9 million. This includes about \$320,000 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 2.27 percent interest, and various certificate of deposit accounts.

In response to an inquiry by Mr. Nelson, Ms. Larsen stated that the Bus Rapid Transit Project funds may be carried over to 2019. Mr. Muhs stated funding is available through December 2019.

There being no additional questions or discussion, on a motion by Mr. Drew, seconded by Mr. Dawson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 25, 2018, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON NETWORK SERVER AND BACKUP CAPACITY UPGRADE

Chairman Dwyer asked Ms. Larsen to review with the Committee the Commission's computer network server system and to discuss an upgrade. Mr. Muhs recalled that that staff had reached out to Mr. Eric Stelter of ETS Advisory Services and had also received a recommendation for a network upgrade that diverges from the Lemans Tech network upgrade quote received in October. Staff has received an additional network quote from Lemans Tech and has contacted a third network services provider, River Run. This company currently provides the Commission's spam filter and document management software. Staff is meeting with River Run next week to review their quote. The staff is investigating these multiple options to ensure the investments that are made in the network infrastructure will be the best for the Commission in the long term.

Mrs. Larsen mentioned that a server was purchased for the immediate transfer of the transportation modeling data from tape drives to the server. This server will be re-purposed for use in the network upgrade.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements. Mr. Hahn stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:44 p.m. on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL/ce
#245893
Attachments