

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, September 28, 2006

1:30 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin  
Allen L. Morrison  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Paul G. Vrakas, Chairman  
William R. Drew  
Adelene Greene  
Richard A. Hansen  
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

In the absence of Chairman Vrakas, Mr. Buestrin called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Drew, Greene, Hansen, Seemeyer, and Vrakas had asked to be excused.

#### APPROVAL OF MINUTES OF AUGUST 31, 2006, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the minutes of the Administrative Committee meeting held on August 31, 2006, were approved as published.

#### APPROVAL OF DISBURSEMENTS

Mr. Buestrin asked Mr. Evenson to review with the Committee the recent disbursements.

**2006 Reporting Period No. 18**

Mr. Evenson distributed copies of the Check Register for the 18th financial reporting period of 2006, August 21 to September 3.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that Badger Technical Services, Inc., listed on page 1 of the Register is a temporary help firm that the Commission occasionally uses for staff support. In this case, he said, the Commission needed an individual to help undertake field work in conjunction with the testing of the Commission's wireless telecommunication systems recommendations, with field tests being undertaken in the Milwaukee Northshore communities. In answer to an additional question by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 2 of the Register to the Gordon Flesch Company represented reproduction costs on two machines that have replaced multi-color printing presses in the Commission's print shop. In response to a question by Mr. Morrison, Mr. Evenson noted that the total expenditures for the fiscal period noted on the cover of every Register include not only the expenditures listed in the Register but also expenditures for salaries and wages. In response to an inquiry by Mr. Wirth relative to the payment listed on page 4 of the Register to Wisconsin Deferred Compensation program, Mr. Evenson noted that such a payment represents the voluntary salary deferrals by Commission employees under a program administered by the State of Wisconsin.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 18th reporting period of 2006 were approved.

Mr. Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 18th reporting period of 2006 (copy attached to Official Minutes).

**2006 Reporting Period No. 19**

Mr. Evenson distributed copies of the Check Register for the 19th financial reporting period of 2006, September 4 to September 17.

In a response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 5 of the Register to the Racine Journal Times represented the cost for display advertisements relative to a solicitation by the Commission for consultants to work with the Southeastern Wisconsin Regional Transit Authority (RTA). He noted that the RTA Board will reimburse the Commission for such expenditures upon receiving their first revenue payment from car rental fees in Kenosha, Milwaukee, and Racine Counties later in the year. In response to a follow up question by Mr. Buestrin, Mr. Evenson indicated that when the Wisconsin Legislature created the RTA last year, it provided for an ongoing \$2.00 per car rental fee having an estimated annual revenue potential of about \$800,000.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 19th reporting period of 2006 were approved.

Mr. Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 19th reporting period of 2006 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES  
FOR PERIOD ENDING SEPTEMBER 17, 2006**

Copies of the Statement of Projected Revenues and Expenditures for the period ending September 17, 2006, were distributed for Committee review. Mr. Buestrin asked Mr. Evenson 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, Mr. Evenson commented that the period covered represented nearly three-fourths of calendar year 2006. As he reviewed the Statement, he called attention to the following items:

1. With respect to Federal and State revenues, no changes have been made to the Statement since the August report, with all revenues considered to be secure.
2. With respect to service agreement revenues, only one change has been made, that involving a relatively minor reduction in anticipated service agreement revenue in the land information program area.
3. The expenditure data on the Statement reflects 19 full reporting periods, or the first 38 weeks of the calendar year. The projected year end surplus approximates \$47,000, not including interest income and proceeds from the sale of materials.
4. The liability, operating, and reserve accounts reported on the Statement remain unadjusted from the August report, with one exception being a reduction of \$2,300 in the Building Improvement and Maintenance Reserve Account, reflecting an additional payment on the parking lot and related projects work being done this year.
5. The Commission had on hand as of September 17, 2006, about \$3.19 million. This includes about \$746,000 of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 5.21 percent interest; in several certificates of deposit at banks in the Region; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. It was agreed that the name of the reserve account listed on the Statement as "Errors & Omissions Self-Insurance" should be changed to "Insurance Reserve". It was also agreed that following an anticipated report in November from the Commission's outside auditor relative to returns on monies invested with the Rockwood Drive Building bond trustee and following review of the 2006 audit report in March 2007, the entire deployment of funds to the several reserve accounts would be reviewed and possibly adjusted. During the discussion, Mr. Evenson also reported that owing to a maternity leave for the Commission's Business Manager, the next Statement of Projected Revenues and Expenditures would be available at the November meeting of the Committee. Following that discussion, on a motion by Mr. Morrison, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 17, 2006, was accepted to be placed on file (copy attached to Official Minutes).

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that the Commission had been informed by letter dated September 1, 2006, that, as the State cognizant agency, the Wisconsin Department of Transportation has accepted the Commission's 2004 and 2005 single audit reports and that there are no issues to be resolved.

Mr. Evenson also announced that he was proposing to replace a field vehicle in the Commission's fleet. That field vehicle is used by the Commission's biological field services staff on a daily basis, visiting building, development, and infrastructure installation sites throughout the Region. The vehicle carries a field staff of up to four people plus attendant field equipment. The present vehicle is a 1999 Chevrolet Suburban that has served its purposes very well, but is beginning to incur relatively high maintenance costs and some down time. The present vehicle has logged about 120,000 miles. It is proposed that this vehicle be replaced in-kind with a 2007 Chevrolet Suburban, working off of the State contract bid process routinely used by the Commission. Because of regularly scheduled field work every week, it is important that this vehicle be highly reliable. The Commission has received a proposal from the Ewald Automotive Group to deliver an equivalent replacement vehicle at a cost of \$33,979. After a brief discussion, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission staff was authorized to proceed with replacing the 1999 Chevrolet Suburban as proposed.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m. on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments