

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, February 22, 2007

1:30 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin  
Adelene Greene  
Allen L. Morrison  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

Paul G. Vrakas, Chairman  
William R. Drew  
Richard A. Hansen  
David L. Stroik

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

**ROLL CALL**

Commission Chairman Buestrin called the meeting to order at 1:30 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Drew, Hansen, Stroik, and Vrakas had asked to be excused.

**APPROVAL OF MINUTES OF JANUARY 25, 2007, MEETING**

On a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the minutes of the Administrative Committee meeting held on January 25, 2007, were approved as published.

**APPROVAL OF DISBURSEMENTS**

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

**2007 Reporting Period No. 2**

Mr. Evenson distributed copies of the Check Register for the 2nd financial reporting period of 2007, January 8 to January 21.

In a response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 2 of the Register to Cardmember Service represents travel costs charged by the Commission's Business Manager on the Commission credit card.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 2<sup>nd</sup> reporting period of 2007 were approved.

Mr. Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 2<sup>nd</sup> reporting period of 2007 (copy attached to Official Minutes).

### **2007 Reporting Period No. 3**

Mr. Evenson distributed copies of the Check Register for the 3<sup>rd</sup> financial reporting period of 2007, January 22 to February 4.

In response to an inquiry by Ms. Greene, Mr. Evenson indicated that the issue that arose at the end of 2004 when a 27<sup>th</sup> payroll period occurred during the calendar year was fully addressed in calendar year 2005 when Commission employees repaid the Commission for the extra amount inadvertently paid in 2004.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 3<sup>rd</sup> reporting period of 2007 were approved.

Mr. Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 3<sup>rd</sup> reporting period of 2007 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 4, 2007**

Copies of the Statement of Projected Revenues and Expenditures for the period ending February 4, 2007, 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.

Mr. Evenson commented that the period covered represented about 10 percent of the new calendar year. He then called attention to the following items in the Statement:

1. The revenue entries on the Statement are unchanged from the initial report presented at the January Committee meeting. Federal revenues remaining to be secured include \$750,000 from the Federal Transit Administration, and \$180,000 from the Wisconsin Department of Natural Resources. Service agreement revenue is expected to remain about as reflected in the Statement.
2. The expenditure data on the Statement reflects three reporting periods and only about five weeks of the calendar year. The projections from that short experience base reflected on the Statement should be discounted somewhat and considered subject to change. At present, the analysis identifies a year end surplus of about \$390,000. That surplus is expected to decline as the year goes on.

3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2005 audit report. These accounts will be adjusted upon completion of the audit for 2006 which is expected to be presented at the March Committee meeting.
  
4. The Commission had on hand as of February 4, 2007, about \$4.1 million. This includes about \$764,000 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 5.23 percent interest; in several certificates of deposit at banks; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to a comment by Mr. Buestrin, Mr. Evenson indicated that while the Statement reports the amount of cash on hand both presently and a year ago, comparisons between the two figures need to take into account the fact that the data represent “snapshots” as of a given day, and any given number may be unduly influenced by an extraordinary cash receipt on that day.

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 February 4, 2007, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that about two weeks ago, Commission employees reported a natural gas smell outside the Rockwood Drive building at the eastern entrance door near the gas meter. We Energies was immediately called and detected a leak from a pipe installed to service the Commission’s standby generator. The Commission’s Business Manager then contacted ASI General who was responsible for the installation of the generator. Follow up by ASI revealed that their subcontractor used plastic pipe in above ground locations which does not meet installation codes. ASI has taken responsibility for this matter and is in the process of correcting that deficiency. Any gas pipe above ground must be the typical black iron pipe used for gas installations. ASI has indicated that they will rectify the situation just as soon as possible.

#### **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 Ms. Greene, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

PCE/lw  
#125507 v1 - AdmFeb07Min  
Attachments