

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 28, 2005

1:30 p.m.

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

Present:

Excused:

Committee Members:

Paul G. Vrakas, Chairman
Thomas H. Buestrin
William R. Drew
Allen L. Morrison
Adelene Robinson
Daniel S. Schmidt
Linda J. Seemeyer
Gustav W. Wirth, Jr.

Robert A. Brooks, Vice-Chairman
Richard A. Hansen

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Vrakas 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 Brooks and Hansen had asked to be excused.

APPROVAL OF MINUTES OF MARCH 31, 2005, MEETING

On a motion by Mr. Wirth, seconded by Ms. Seemeyer, and carried unanimously, the minutes of the Administrative Committee meeting held on March 31, 2005, were approved as published.

APPROVAL OF DISBURSEMENTS

Chairman Vrakas asked Mr. Evenson to review with the Committee the recent disbursements.

2005 Reporting Period No. 7

Mr. Evenson distributed copies of the Check Register for the 7th financial reporting period of 2005, March 21 to April 3.

There being no questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 7th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 7th reporting period of 2005 (copy attached to Official Minutes).

2005 Reporting Period No. 8

Mr. Evenson distributed copies of the Check Register for the 8th financial reporting period of 2005, April 3 to April 17.

In a response to an inquiry by Ms. Seemeyer relative to why the Committee reviewed the detailed report set forth in the Registers, Mr. Buestrin stated it has long been Commission practice to review all Commission expenditures in detail. This gives individual Commissioners a better understanding of how Commission non-salary dollars are expended. In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 2 of the Register to the U.S. Department of Interior Info Center represented payment to the U.S. Geological Survey for stream gaging operations. He noted that no Commission monies are expended for this purpose; rather, the Commission has contracts with county and local government co-operators that provide the local matching shares required by the Federal government.

There being no further questions or comments, on a motion by Ms. Seemeyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 8th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 8th reporting period of 2005 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 17, 2005

Copies of the Statement of Projected Revenues and Expenditures for the period ending April 17, 2005, were distributed for Committee review. Chairman Vrakas 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 about 30 percent of calendar year 2005. 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 revenue entries on the Statement since the March report. The Commission has yet to receive approval of grant monies scheduled to be provided by the Federal Transit Administration and the Wisconsin Department of Natural Resources. Projected service agreement revenues remain unchanged, except for the land information programs where the revenues have been increased by \$25,000.
2. The expenditure data on the Statement reflects eight full reporting periods, or the first 16 weeks of the calendar year. The projected year end surplus approximates \$472,000, an amount that will decline as the year goes on and additional expenditures are made, including anticipated staff salary adjustments in mid-year.
3. The liability, operating, and reserve accounts reported on the Statement have been adjusted to reflect the findings of the 2004 audit report that was approved by the Committee at its March 31, 2005, meeting. The liability accounts in total have been increased from about \$294,000 to about \$346,000 based upon the findings of the auditor. The operating account has been left unchanged at \$950,000. Based upon the year end additional surplus of about \$175,000, the Rockwood Drive Bond Redemption Fund has been increased to \$900,000 and the building improvement and maintenance fund has been decreased by about \$24,600. Together, the operating and reserve accounts equal the fund balance of about \$3.16 million set forth in the 2004 audit report.
4. The Commission had on hand as of April 17, 2005, about \$4.5 million. This includes about \$608,000 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 2.44 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

In a brief discussion that followed, Mr. Evenson noted that the term of a certificate of deposit at the Southport Bank in Kenosha had recently expired, with the monies withdrawn and likely to be placed in six-month U.S. Treasury Certificates. The next certificate of deposit scheduled to expire involves the one at Investors Bank where the Commission has an arrangement for parking lot use. It is the staff's intent, he said, to renew this certificate. In response to a question by Ms. Robinson, Mr. Evenson said that the projected deficit in the economic development program could largely be attributed to expenditures on preparation of the Kenosha County All Hazards Mitigation Plan. As a practical matter, he said, those expenditures could also have been charged to the community assistance program, and the deficit would be much less. Since Commission funds are used to conduct both of those planning programs, and since the community assistance program has a projected surplus, there should be no real concern about the projected deficit in the economic development program.

There being no further discussion, on a motion by Mr. Morrison, seconded by Ms. Robinson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 17, 2005, was accepted to be placed on file (copy attached to Official Minutes).

SELECTION OF AUDITOR FOR CALENDAR YEAR 2005

Mr. Evenson distributed a staff memorandum setting forth a recommendation that the certified public accounting firm of David L. Scrima, S.C., be retained by the Commission to conduct the audit of the Commission's calendar year 2005 operations. Given that the Commission had gone through a selection process last year relative to auditing services, and further given that the Scrima firm was selected for the

2004 audit and performed well, Mr. Evenson noted that the staff recommends that the Commission stay the course and engage the Scrima firm again at a cost not to exceed \$11,000.

After a brief discussion, on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the firm of David L. Scrima, S.C., was retained to conduct the calendar year 2005 audit given that firm's past exemplary performance and further given that, in a solicitation of proposals last year, that firm's costs were about one-fourth of the next lowest cost proposal.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that the Commission's agent with respect to the long term disability insurance program had solicited renewal quotations, the current contract expiring on May 1, 2005. The Commission's carrier for a number of years has been Principal Financial Group. That carrier submitted a renewal premium of nearly \$12,200, about 28 percent above the current annual premium of nearly \$9,500. Jefferson Pilot Financial submitted a premium quotation of about \$9,100 and would hold that amount for two years. This is nearly four percent below the current premium. Given this information, the Commission staff intends to change carriers in this matter and will accept the proposal of Jefferson Pilot Financial.

Mr. Evenson reported that with the end of a five year contractual program in Walworth County relative to the remonumentation of the U.S. Public Land Survey System Section and Quarter Section Corners, the Commission no longer had a need for the John Deere Gator and Loadmaster Trailer that were acquired for this purpose. After soliciting acquisition proposals from several dealers, the Commission staff determined to sell this excess equipment on the internet based service known as eBay. After rather spirited bidding for both items, the John Deere Gator was sold this week to an individual from Meadville, PA for a price of \$6,500, with the Loadmaster Trailer sold to an individual from Wharton, TX at a price of \$1,075. The John Deere Gator was purchased new for \$8,377 and the trailer was purchased new for \$1,460. The total cost for selling these items on eBay was \$152.00. The two individuals concerned have picked up the items from the Commission's loading dock, paying either in cash or with a bank check.

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. Drew, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments