

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, March 30, 2006

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
Linda J. Seemeyer
Gustav W. Wirth, Jr.

Paul G. Vrakas, Chairman
Robert A. Brooks, Vice-Chairman
William R. Drew
Richard A. Hansen
David L. Stroik

Absent:

Staff:

Philip C. Evenson
Elizabeth A. Larsen
Loretta Watson

Executive Director
Business Manager
Executive Secretary

Guests:

Robert W. Kabitzke

David L. Scrima, S.C.

ROLL CALL

In the excused absences of Committee Chair Vrakas and Committee Vice-Chair Brooks, Commission Chairman 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, Hansen, and Stroik had also asked to be excused.

APPROVAL OF MINUTES OF FEBRUARY 23, 2006, MEETING

On a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the minutes of the Administrative Committee meeting held on February 23, 2006, were approved as published.

PRESENTATION OF 2005 AUDIT REPORT

Chairman Buestrin noted that the Commission auditor was in attendance to present to the Committee the findings of the audit of the Commission financial records for calendar year 2005. He then called on Robert W. Kabitzke of the firm of David L. Scrima, S.C.

Mr. Kabitzke distributed copies of the Independent Auditor's Report entitled "Southeastern Wisconsin Regional Planning Commission Annual Report, December 31, 2005." He then reviewed the report with the Committee on a page-by-page basis. In so doing, he called particular attention to the combined balance sheet set forth on page 1 of the report, noting that the Commission had a fund equity approximating \$2.72 million as of December 31, 2005; to the combined statement of revenues, expenditures, and changes in fund balance set forth on page 2 of the report; to the comparison between budget and actual amounts relative to revenues and expenditures set forth on page 3 of the report; and to all of the notes to the financial statement set forth on pages 4 through 9 of the report. As he went through the audit report, Mr. Kabitzke called particular attention to the entry on page 2 relative to the transfer during 2005 to the bond trustee for the Rockwood Drive building of \$1,000,000. Since that money is no longer available to the Commission, it is shown on the combined balance sheet as a restricted asset and is not included in the fund equity amount. Since the Commission had a fund equity balance at the end of 2004 of about \$3.16 million, and since the fund equity at the end of 2005 was about \$2.72 million, the Commission finished the calendar year 2005 with a surplus of about \$555,000 after discounting the \$1,000,000 transferred to the bond trustee.

Mr. Kabitzke then called attention to the supplemental information attached to the report beginning on page 10, noting that much of the supplemental data is presented to meet Federal and State requirements. Mr. Kabitzke concluded his remarks by noting that the audit found no material weaknesses with respect to the Commission's internal fiscal control procedures.

A brief discussion then ensued focusing in part upon the differences between accounting in the private business sector and fund accounting in the government sector. The discussion also included a request to Mr. Kabitzke that he help the Commission staff later in the year on interpreting the reports being made available by the bond trustee relative to the investment return on the money placed with the trustee last year. Mr. Evenson noted that such a report to the Committee is due at the November meeting. Mr. Evenson also noted during the discussion that the bond trustee is requesting that an arbitrage calculation be made and that the Commission's legal counsel has indicated that such a calculation is a very special task and that the Commission likely will need to retain the Foley and Lardner law firm for that purpose. Following that discussion, it was moved by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously to approve and accept for publication the 2005 Audit Report as presented.

APPROVAL OF DISBURSEMENTS

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

2006 Reporting Period No. 4

Mr. Evenson distributed copies of the Check Register for the 4th financial reporting period of 2006, February 6 to February 19.

In response to a question by Mr. Wirth, Mr. Evenson indicated that individual Commissioners would be able to get digital orthophotography on CDs or DVDs. Mr. Evenson noted that several of the individual counties are charging up to \$100 per request for such information.

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 4th reporting period of 2006 were approved.

Chairman Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 4th reporting period of 2006 (copy attached to Official Minutes).

2006 Reporting Period No. 5

Mr. Evenson distributed copies of the Check Register for the 5th financial reporting period of 2006, February 20 to March 5, 2006.

In response to an inquiry by Ms. Seemeyer, Mr. Evenson indicated that the payment listed on page 2 of the Register to ESRI represents the annual cost for 49 ESRI computer software licenses and that the payment ensures that the Commission automatically gets upgrades to that software. He noted that the ESRI software has become critically important in the map-making and reporting functions attendant to the Commission's work program.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 5th reporting period of 2006 were approved.

Chairman Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 5th reporting period of 2006 (copy attached to Official Minutes).

2006 Reporting Period No. 6

Mr. Evenson distributed copies of the Check Register for the 6th financial reporting period of 2006, March 6 to March 19, 2006.

In response to an inquiry by Mr. Buestrin, Mr. Evenson indicated that the Commission purchases field traffic control devices for use in the county surveyor work program from the Parking-Traffic Control firm listed on page 4 of the Register.

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 6th reporting period of 2006 were approved.

Chairman Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 6th reporting period of 2006 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING MARCH 19, 2006**

Copies of the Statement of Projected Revenues and Expenditures for the period ending March 19, 2006, were distributed for Committee review. Chairman 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 noted that the period covered on the Statement represented nearly one-quarter 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 report presented at the February Committee meeting. Revenues from the Federal Transit Administration and the Wisconsin Department of Natural Resources remain to be secured, but there is no reason to believe those revenues will not be forthcoming.
2. The expenditure data on the Statement reflects six reporting periods, or 12 weeks. As expected, the projected year end surplus is significantly less than last month's report, standing at about \$205,000.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2004 audit report. These accounts will be changed on the Statement for the April 2006 Committee meeting to reflect the findings of the 2005 audit report.
4. The Commission had on hand as of March 19, 2006, about \$4.04 million. This includes about \$0.86 million 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 4.42 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

Following a brief discussion, on a motion by Mr. Schmidt, seconded by Ms. Seemeyer, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 19, 2006, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that there were no announcements or correspondence to be brought to the attention of the Committee.

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(Administrative Committee)
March 30, 2006

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:45 p.m. on a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments