

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 27, 2006

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
Adelene Greene
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Robert A. Brooks
Richard A. Hansen
Allen L. Morrison
Linda J. Seemeyer

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, Hansen, Morrison, and Seemeyer had asked to be excused.

APPROVAL OF MINUTES OF MARCH 30, 2006, MEETING

On a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the minutes of the Administrative Committee meeting held on March 30, 2006, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2006 Reporting Period No. 7

Mr. Evenson distributed copies of the Check Register for the 7th financial reporting period of 2006, March 20 to April 2.

In response to a question by Mr. Buestrin, Mr. Evenson indicated that the relatively large total of expenditures during this period may be attributed almost entirely to payments to one vendor – Aero-Metric, Inc. – for “pass through” contract work in connection with large-scale mapping programs in Milwaukee and Washington Counties.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 7th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 7th reporting period of 2006 (copy attached to Official Minutes).

2006 Reporting Period No. 8

Mr. Evenson distributed copies of the Check Register for the 8th financial reporting period of 2006, April 3 to April 16.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 3 of the Register to Journal Sentinel, Inc., represented the cost of meeting notices attendant to the recent series of public hearings on the forthcoming new regional land use and transportation system plans. In response to a question by Mr. Stroik relative to the payment listed on page 4 of the Register to the Northwestern Mutual Life Insurance Company, Mr. Evenson indicated that this payment represented the placement of deferred compensation monies with the insurance company.

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 8th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 8th reporting period of 2006 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 16, 2006

Copies of the Statement of Projected Revenues and Expenditures for the period ending April 16, 2006, 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.

Mr. Evenson noted that the period covered on the Statement represented about 30 percent of the new calendar year. He then called attention to the following items in the Statement:

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 (FTA) and the Wisconsin Department of Natural Resources, although approvals of these scheduled amounts should be

forthcoming later in the spring. The delay in receiving FTA grant approval has some implications for cash flow for the Commission because of the integrated nature of Federal grant disbursements from the Federal Highway Administration and Federal Transit Administration.

2. A series of adjustments has been made to the revenue amounts identified under the service agreements category. These adjustments include an additional \$95,000 in the land use category, owing to the recent contract with the Wisconsin Department of Natural Resources for wetland mapping; an additional \$41,000 in the water quality program, owing to more rapid expenditures under the Milwaukee Metropolitan Sewerage District (MMSD) funded regional water quality plan update; an additional \$32,000 in the floodland management program, owing to a new MMSD contract pertaining to the Milwaukee River; a total of \$43,000 fewer dollars in the community assistance program, owing to adjustments in work schedules; an additional nearly \$14,000 in rental payment from the Rockwood Drive building tenant owing to the new lease; and \$30,000 fewer dollars in the water supply program, owing to reservation of funds for anticipated contractor use in calendar year 2007. The net change is an additional \$107,000 in service agreement revenue.
3. 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 for the continuing programs approximates about \$52,000.
4. The liability, operating, and reserve accounts reported on the Statement have been adjusted to reflect the findings of the 2005 audit report approved by the Committee at its March meeting. The liability accounts have been re-titled and adjusted from about \$346,000 to nearly \$499,000, based upon the findings of the auditor. The operating account has been left unchanged at \$950,000. The program development fund has been increased from \$475,000 to \$630,000, and the building improvement and maintenance account has been increased from \$261,938 to \$362,627. The Rockwood Drive Bond Redemption account remains at zero dollars reflecting the direction of the Committee at the March meeting to immediately convey \$300,000 to the Rockwood Drive building bond trustee in Chicago for the purpose of repaying bonds in 2011. In total, the operating account, the reserve accounts, and the \$300,000 provided to the bond trustee equals the fund balance of about \$2.72 million set forth in the 2005 audit report.
5. The Commission had on hand as of April 16, 2006, nearly \$4.0 million. This includes about \$864,000 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 4.50 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. Given potential cash flow problems associated with delays in receiving funds from the Federal Department of Transportation, it was the consensus of the Committee that the Executive Director and Business Manager should discuss with Johnson Bank officials the potential for obtaining a line of credit. In response to a question by Mr. Vrakas, Mr. Evenson indicated that the amount of funds set aside in the Post Retirement Liability Account is determined annually by the Commission's auditor. Most of these funds, he said, are set aside by the auditor to fund the conversion of unused sick leave compensation to credits that are used to purchase health insurance in the initial years of an employee's retirement. It is, he said, a relatively modest liability given that employees may only convert at retirement a maximum of 1,040 hours of salary into health insurance purchase credits. The amount presently set aside in the liability account is relatively high because of a spate of recent retirements.

Following that discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 16, 2006, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE OF BUSINESS INSURANCE PROPOSAL

Mr. Evenson recalled that at the February 23, 2006, Committee meeting he had reported that an initial meeting had occurred with a representative of the Community Insurance Corporation (CIC), a subsidiary of the Wisconsin County Mutual Insurance Corporation. He indicated that he and the Commission's Business Manager continue to work with the CIC representative to develop a business insurance proposal for consideration by the Committee. He indicated that he hoped such a proposal would be ready for consideration at the May Committee meeting.

CORRESPONDENCE/ANNOUNCEMENTS

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

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. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments