

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, July 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  
Adelene Greene  
Richard A. Hansen  
Allen L. Morrison  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Robert A. Brooks, Vice-Chairman  
William R. Drew  
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

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

#### APPROVAL OF MINUTES OF JUNE 29, 2006, MEETING

On a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the minutes of the Administrative Committee meeting held on June 29, 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. 13**

Mr. Evenson distributed copies of the Check Register for the 13th financial reporting period of 2006, June 12 to June 25.

In response to an inquiry by Mr. Stroik, Mr. Evenson indicated that about 90 percent of eligible Commission staff members have chosen to participate in the dental insurance program underwritten by Delta Dental of Wisconsin. In response to an inquiry by Mr. Vrakas, Mr. Evenson indicated that the Commission does use FedExKinko's from time to time for printing certain materials. Usually, he said, printing outsourcing occurs when there is a crush load of printing and short deadlines to be met. The payment listed on page 2 of the Register to FedExKinko's was for the printing of a newsletter attendant to the Commission's regional water supply planning program.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 13th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 13th reporting period of 2006 (copy attached to Official Minutes).

**2006 Reporting Period No. 14**

Mr. Evenson distributed copies of the Check Register for the 14th financial reporting period of 2006, June 29 to July 9.

In a response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to Aero-Metric, Inc., was a progress payment associated with the production of new topographic mapping in Milwaukee County. That project, he said, runs through mid-2007. In response to an inquiry by Mr. Vrakas, Mr. Evenson indicated that the payment listed on page 2 of the Register to Jefferson Pilot Financial Insurance Company was associated with the Commission's employee disability coverage, while the payment listed on page 3 of the Register to the Minnesota Life Insurance Company was in connection with the Commission's employee life insurance program. In response to an inquiry by Mr. Wirth relative to the reimbursement payment to the Commission's Business Manager for home telecommunications services, Mr. Evenson indicated that such payment was made in connection with providing that individual with the ability to work certain hours from home and directly relates to the provision of a high-speed internet connection. Mr. Evenson commented that providing workplace flexibility to employees is becoming increasingly important in retaining talented individuals. Mr. Hansen concurred, noting that as many as one-third of the employees under his direction at the home office of Johnson Bank in Racine have flexibility to work remotely and that it is not unusual for the employer to facilitate that capability. Increasingly, Mr. Hansen said, employee work schedule flexibility will become important as younger members of the workforce are hired.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 14th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 14th reporting period of 2006 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES  
FOR PERIOD ENDING JULY 9, 2006**

Copies of the Statement of Projected Revenues and Expenditures for the period ending July 9, 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.

In reviewing the Statement with the Committee, Mr. Evenson commented that the period covered represented slightly over one-half of calendar year 2006. As he reviewed the Statement, he called attention to the following items:

1. With respect to Federal and State revenues, one change has been made to the Statement since the June report, that being a decrease of \$10,000 in State revenue from the Wisconsin Department of Natural Resources, which revenue goes to support water quality management planning. The DNR, he said, had recently submitted a work program contract amendment to the Commission for calendar year 2006 which reflects a \$10,000 reduction. The reduced funding level from the State for this purpose also has been reflected in the 2007 operating budget.
2. With respect to service agreement revenues, several changes have been made to reflect ongoing work progress and new work program agreements. Service agreement revenue amounts for the land use, water quality, and floodland management programs have been reduced, while such revenues for community assistance programs have been increased. Overall, service agreement revenues are expected to total about \$9,000 more than reflected in the June report.
3. The expenditure data on the Statement reflects 14 full reporting periods, or the first 28 weeks of the calendar year. The projected year end surplus approximates \$140,000, an increase of about \$29,000. This does not include interest income and proceeds from the sale of materials.
4. The liability, operating, and reserve accounts reported on the Statement remain unadjusted from the June report with one exception. That exception is a reduction in the Building Improvement and Maintenance Reserve Account to reflect an additional payment of about \$60,000 for the parking lot improvement project.
5. The Commission had on hand as of July 9, 2006, about \$3.6 million. This includes about \$947,000 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 4.91 percent interest; in several certificates of deposit at banks in the Region; and in savings and checking accounts at Johnson Bank.

After a brief discussion focusing on the potential for ending the year with a surplus sufficient to meet the Commission's goal of sending additional funds to the Rockwood Drive building bond trustee for the purpose of early retirement of certain bonds, on a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 9, 2006, was accepted to be placed on file (copy attached to Official Minutes).

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that the Commission has received two communications in recent weeks, one from the Wisconsin Department of Administration and one from the Federal Transit Administration, notifying the Commission that these agencies have accepted the Commission's 2005 single audit report and that there are no issues to be resolved.

Mr. Evenson reported that, pursuant to the direction given by the Executive Committee at the June meeting, he and the Commission's Business Manager had completed arrangements attendant to the renewal and expansion of the Commission business insurance coverages. He recalled that the Committee had selected an option as recommended by the Commission's legal counsel that would add employment practices and errors and omissions liability insurance coverages, which option had an estimated annual premium cost of approximately \$66,900. By raising the deductible from \$1,000 to \$5,000 on the property, general liability, inland marine, and theft coverages and by eliminating the prior relatively minor employment practices coverage from the West Bend Mutual Insurance Company, that total annual premium was reduced by about \$3,500 to a new total of about \$53,400. This coverage has been put into effect as of July 28, 2006. It is hoped, he said, that the total cost of business insurance coverage will be reduced next year through improved claims history attendant to workers compensation.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:05 p.m. on a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments