

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, September 25, 2008

1:30 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman
Thomas H. Buestrin
William R. Drew
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chairman
James T. Dwyer
Richard A. Hansen
Michael J. Miklasevich

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Stroik 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 Dwyer, Greene, Hansen, and Miklasevich had asked to be excused.

APPROVAL OF MINUTES OF JULY 24, 2008, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the minutes of the Administrative Committee meeting held on July 24, 2008, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2008 Reporting Period No. 15

Mr. Evenson distributed copies of the Check Register for the 15th financial reporting period of 2008, July 7 to July 20, 2008.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 2 of the Register to the Northwestern Mutual Life Insurance Company represented deposits in Commission deferred compensation accounts.

There being no further discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 15th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 15th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 16

Mr. Evenson distributed copies of the Check Register for the 16th financial reporting period of 2008, July 21 to August 3, 2008.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 1 of the Register to Global Cogo, Inc., Mr. Evenson indicated that this represented the payment to the professional consultant engaged to help the Commission develop transformation methodologies between old and new Federal horizontal and vertical control datums. This work, he said, is being carried on over the summer months in 2008 and 2009, the Commission's consultant being a professor in surveying at the University of New Mexico. In response to a question by Mr. Wirth relative to the payment listed on page 2 of the Register to the Gordon Flesch Company, Inc., Mr. Evenson indicated that this payment was for color copying work accomplished on the now retired Commission color copy machine. In response to a question by Mr. Wirth relative to the payment listed on page 4 of the Register to T W Telecom, Mr. Evenson indicated that T W Telecom is the Commission's long distance carrier.

There being no further discussion, on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 16th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 16th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 17

Mr. Evenson distributed copies of the Check Register for the 17th financial reporting period of 2008, August 4 to August 17, 2008.

In response to a question by Mr. Wirth relative to the payment made by the Commission to the Federal government to cover both the regular social security and the Medicare taxes on employee wages, Mr. Evenson indicated that such payments are made jointly to the Federal government although separate accounting for the two taxes is maintained on the reports that are provided with the payments. In response to a question by Mr. Drew relative to the payment listed on page 1 of the Register to Earth Tech, Inc., Mr. Evenson indicated that the commuter rail study in the Kenosha-Racine-Milwaukee corridor is not yet quite complete, and that the consultant engaged by the Commission on behalf of the KRM consortium

sponsoring this study is presently addressing final comments made on the Draft Environmental Impact Statement by the Federal agencies concerned. In response to a question by Mr. Schmidt, Mr. Evenson indicated that the Commission has not acquired a new vehicle in this calendar year, but that replacement of a survey truck may yet be undertaken.

There being no further discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 17th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 17th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 18

Mr. Evenson distributed copies of the Check Register for the 18th financial reporting period of 2008, August 18 to August 31, 2008.

In response to a question by Mr. Wirth relative to the payment listed on page 4 of the Register to WE Energies, Mr. Evenson indicated that the payment did indeed represent electric and natural gas energy charges for the Commission's Rockwood Drive building.

There being no further discussion, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 18th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 18th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 19

Mr. Evenson distributed copies of the Check Register for the 19th financial reporting period of 2008, September 1 to September 14, 2008.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 19th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 19th reporting period of 2008 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 14, 2008

Copies of the Statement of Projected Revenues and Expenditures for the period ending September 14, 2008, were distributed for Committee review. Chairman Stroik 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 nearly three-fourths of the calendar year. He then called attention to the following items:

1. The Federal and State revenue entries on the Statement are unchanged from the report presented at the July Committee meeting. The only revenue remaining to be secured is the sum of \$51,000

from the Wisconsin Department of Natural Resources. There is no reason to believe that this amount will not be forthcoming.

2. Several relatively minor adjustments have been made to the service agreement revenue amounts identified in the Statement. The amounts shown for the transportation study and for economic development were increased in the total sum of \$25,000. The amount shown for floodland management was decreased in the amount of \$25,000. Accordingly, there was no change to the total anticipated service agreement revenue for the year.
3. The expenditure data on the Statement reflects 19 reporting periods, or 38 weeks. The projection of expenditures through the end of the year reflects a surplus of about \$41,000. This represents a reduction from the last reported projection surplus of about \$177,000, with that reduction attributed primarily to capital investments made, including the purchase of the two new color copiers. This projection does not include revenue from interest and miscellaneous sales.
4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from the July report, and continues to reflect the findings of the 2007 financial audit. The building bond fund monies have been placed with the trustee for the bonds.
5. The Commission had on hand as of September 14, 2008, about \$3.15million. This includes about \$115,000 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 2.27 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to a comment by Mr. Wirth, Mr. Evenson indicated that the provision of written materials over the internet has indeed reduced overall printing needs and has had the effect of reducing revenue from the sale of publications. Mr. Evenson noted that the Commission staff is gradually scanning all of its historic publications so that over time the entire Commission published output will be available online. In response to a comment by Mr. Wirth concerning the current national problems facing the financial services industry, it was the consensus of the Committee that Commission funds placed with the trustee for the bond transaction attendant to the Rockwood Drive building -- Bank of New York Mellon -- should be kept with that trustee.

Following that brief discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 14, 2008, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that the Commission had received a letter dated August 11, 2008, from the Wisconsin Department of Administration indicating that the Department had found the Commission's 2007 single audit report adequate for its purposes and that there were no issues to be resolved.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:10 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

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(Administrative Committee)
September 25, 2008

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments