

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, June 24, 2010

1:33 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair
Thomas H. Buestrin
James Dwyer, Vice-Chairman
Nancy Russell
Daniel S. Schmidt
David L. Stroik
John F. Weishan, Jr.
Gustav W. Wirth, Jr.

Richard A. Hansen

Staff:

Kenneth R. Yunker
Debra A. D'Amico

Executive Director
Executive Secretary

ROLL CALL

Chair Greene called the meeting to order at 1:33 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioner Hansen had asked to be excused.

APPROVAL OF MINUTES OF MAY 19, 2010 MEETING

Chair Greene asked if there were any changes or additions to the May 19, 2010, meeting minutes.

On a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously, the minutes of the Administrative Committee meeting held on May 19, 2010, were approved as published.

APPROVAL OF DISBURSEMENTS

Chair Greene asked Mr. Yunker to review with the Committee the recent disbursements.

2010 Reporting Period No. 11

Mr. Yunker distributed copies of the Check Register for the 11th financial reporting period of 2010, May 10 to May 23, 2010.

In response to an inquiry by Ms. Russell, Mr. Yunker indicated the payment listed on page 1 of the register to Aero-Metric, Inc. was partial payment for the year 2010 regional orthophotography. Mr. Wirth noted that some counties and municipalities chose to upgrade their orthophotography from the regional standard 12-inch pixel to a 6-inch or 3-inch pixel, and asked if there would have been a significant discount if the region standard had been 6-inch or 3-inch. Mr. Yunker indicated that a response to this question will be provided in a Secretary's Note to the meeting minutes.

[Secretary's Note: Six-inch regional orthophotography was estimated to have a cost about 2.7 times greater than the 12-inch orthophotography. Having 6-inch orthophotography prepared for the entire region, rather the same selected counties, was estimated to only reduce the cost of 6-inch orthophotography by about 10 percent.]

In response to an inquiry by Ms. Russell relative to a payment listed on page 1 to Central Office Systems, Corp., Mr. Yunker said that the amount paid covers the standard maintenance contract for the Commission office photocopying equipment and is based on the total number of copies that are made each month.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 11th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 11th reporting period of 2010 (copy attached to Official Minutes).

2010 Reporting Period No. 12

Mr. Yunker distributed copies of the Check Register for the 12th financial reporting period of 2010, May 24 to June 6, 2010.

In response to an inquiry by Ms. Russell, Mr. Yunker indicated the payment listed on page 2 of the register to Mr. Paul G. Hayes, was payment for writing a book about the history of the Commission and its work, as this year marks the Commission's 50th anniversary.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 12th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 12th reporting period of 2010 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 6, 2010

Copies of the Statement of Projected Revenues and Expenditures for the period ending June 6, 2010, were distributed for Committee review. Chair Greene asked Mr. Yunker to review with the Committee the financial status of the Commission accounts as of the end of that period. Mr. Yunker commented that the period covered represented about 42 percent of the calendar year. He then called attention to the following items:

1. Federal and State revenue entries remain unchanged from the report presented at the May meeting.
2. The service agreement revenues have increased \$41,452 in the Transportation Study. This increase is due to the approval of the Southeastern Regional Transit Authority (SERTA) board to reimburse SEWRPC for staff time in the conduct of the Kenosha-Racine-Milwaukee Commuter Rail Study and support for the Regional Transit Authority.
3. The expenditure data on the statement reflects 12 reporting periods, or 24 weeks of the calendar year. The projection of expenditures through the end of the year reflects a surplus of about \$205,545, a decrease from last month. This decrease is due to the extended completion date of the Regional Water Supply Study. It had been anticipated that this study would be completed by June 30, 2010; the completion date has now been extended through September 30, 2010.
4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the May report and reflect the findings of the 2009 Annual Audit.
5. The Commission had on hand as of June 6, 2010, about \$4 million. This includes about \$58,000 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 0.22 percent interest; a certificate of deposit, and two money market accounts at local banks.

On a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 6, 2010, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF BUSINESS INSURANCE RENEWAL

Mr. Yunker reported that the Commission's Insurance Agency, Johnson Insurance, has met with the staff and has provided a renewal quote for the Commission's insurance. The insurance includes general liability, property, vehicle, workers compensation, umbrella, and employer, professional, and public officials liability. The quote for the 2010-2011 insurance renewal is \$40,822, slightly less than the 2009-2010 insurance premium of \$41,075. The current insurance policy expires July 28, 2010. He then requested approval from the Administrative Committee to renew the Commission's Business Insurance policy.

Mr. Yunker noted that following renewal of Commission insurance for 2009-2010, the Administrative Committee reviewed the Commission insurance limits and deductibles. He stated that the Committee asked that Commission staff obtain quotes for reducing automobile comprehensive and collision deductibles from \$1,000 to \$500 for renewal in 2010-2011. Mr. Yunker stated that reducing the

comprehensive deductible would increase the cost of insurance for 2010-2011 by \$69 annually and reducing the collision deductible would increase the cost of insurance by \$188 annually. He stated that with these increases, the cost of insurance for 2010-2011 would be \$41,029, still slightly less than the cost of insurance for 2009-2010.

On a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously the staff was approved to renew all insurance for 2010-2011 with the reduction of vehicle collision and comprehensive deductibles from \$1,000 to \$500 at the estimated cost of \$41,029.

SELECTION OF AUDITOR FOR CALENDAR YEAR 2010

Chair Greene asked Mr. Yunker to review 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 2010 operations (copy attached to Official Minutes). Mr. Yunker noted that the staff memorandum was provided to the Committee members with the agenda for the meeting. Mr. Yunker reported that given the Commission had gone through a selection process in 2004-2005, and further given that the Scrima firm has performed well, the staff recommends that the Commission engage the Scrima firm again at a cost not to exceed \$14,500. He then indicated that there should no longer be a strict deadline of completing the audit by March 31st, as the bonds for the Commission building should be fully paid as of March 1, 2011.

In response to an inquiry by Mr. Stroik about why David L. Scrima, S.C. was selected, Mr. Yunker said that the selection considered knowledge and experience of audits of governmental agencies funded from multiple sources, requirements of single audits, and fund accounting computer software. In addition, the cost proposal of David L. Scrima, S.C. was one-fourth that of the other proposal.

Mr. Stroik then asked if there were alternative levels of audit that could be considered for the Commission. Mr. Schmidt suggested to have the auditor from David L. Scrima, S.C. attend a future Committee meeting to discuss the level of audit that his firm has done for the Commission, and possible alternative audit levels.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the firm of David L. Scrima, S.C. was retained to conduct the calendar year 2010 audit.

REPORT OF SALARY ADJUSTMENTS

Mr. Yunker reported that an Ad Hoc Committee created by the Commission Chairman, consisting of Commissioners Stroik, Schmidt, and Buestrin had met with him to review the proposed 2010 Commission staff salary adjustments. The Ad Hoc Committee, Mr. Yunker said, is recommending salary adjustments totaling about \$90,800 or 2.88 percent. The adjustments are not across the board, but rather are based on merit including promotions.

In response to an inquiry by Chair Greene, Mr. Yunker stated that the salary adjustments will take place on the first payroll in July 2010.

Following a brief discussion, the report of the 2010 Commission staff salary adjustments was accepted by the Committee.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no 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 2:19 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

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Attachments