

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, June 30, 2011

2:52 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

Adelene Greene  
David L. Stroik, Chairman  
Gilbert B. Bakke  
Thomas H. Buestrin  
James T. Dwyer  
Nancy Russell  
Daniel S. Schmidt  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

William R. Drew, Vice-Chairman

Staff:

Kenneth R. Yunker	Executive Director
Elizabeth A. Larsen	Business Manager
Debra A. D'Amico	Executive Secretary

#### ROLL CALL

Chairman Stroik called the meeting to order at 2:52 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted that Mr. Drew had asked to be excused.

#### APPROVAL OF MINUTES OF MEETING OF May 19, 2011

Chairman Stroik asked if there were any changes or additions to the May 19, 2011, meeting minutes.

On a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Executive Committee meeting held on May 19, 2011, were approved as published.

## **ADMINISTRATIVE COMMITTEE REPORT, MS. GREENE REPORTING**

Ms. Greene reported that the Administrative Committee, at its meeting held just before the Executive Committee meeting, had taken the following actions:

1. Reviewed and approved the 2010 Audit Report presented by Mr. Robert Kabitzke, a certified public accountant from the firm Scrima, Kabitzke, & Co., S.C. The audit report indicates that the Commission had a year-end fund equity balance of about \$2.93 million. This amount increased in comparison with a fund balance of \$2.75 million at the end of 2009. The auditor found no material weaknesses in the Commission's internal fiscal control procedures. It was recommended that the auditor prepare a management letter which provides an explanation of the Commission's fund balance.
2. Reviewed and approved disbursements for three financial periods: Year 2011 Nos. 11, 12, and 13 extending over the period May 9, to June 19, 2011.
3. Reviewed and approved the Statement of Projected Revenues and Expenditures for the period ending June 19, 2011.
4. Reviewed and approved the 2011-2012 business insurance policy renewal.
5. Reviewed and approved a report from an Ad Hoc Committee, consisting of Commissioners Stroik, Buestrin, Schmidt, Russell, and the Commission's Executive Director, relative to annual salary adjustments in the amount of about 4 percent. Such adjustments were made on the basis of merit and in some cases a market equity adjustment was done.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Administrative Committee report was approved.

## **REPORT ON CONTRACTS**

Chairman Stroik asked Ms. Larsen to review the six proposed contracts noting that the Committee members had received a table listing these contracts prior to the meeting. Ms. Larsen then briefly reviewed the contracts with the Committee.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the report relative to the contract was accepted and placed on file (copy of report attached to Official Minutes).

## **WORK PROGRAM REPORTS**

Mr. Yunker reviewed a table entitled "*Work Program Progress Report.*" He noted that the Report shows the progress of key regional, as well as local, efforts under each division's section of the report. (copy of report attached to Official Minutes).

## **CONSIDERATION OF AMENDMENT TO THE 2011-2014 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

Mr. Yunker presented Resolution 2011-12, amending the 2011-2014 Regional Transportation Improvement Program (TIP). He briefly described the 10 projects which included eight new projects and two amendments to existing projects.

Mr. Wirth and Mr. Dwyer noted the difference in estimated costs for Milwaukee County and Waukesha County projects for a Mobility Manager for the coordination of transportation for persons with disabilities. Mr. Yunker stated that a Secretary's Note in the meeting minutes will provide an explanation of the difference between the estimated cost of these two projects.

[Secretary's Note: The project description for TIP Project No. 728 was changed to read, "Mobility management program for the planning and coordination of public transportation services for persons with disability in Milwaukee County". In 2009, Milwaukee County contained an estimated 47 percent of the total population and 53 percent of the total persons with disabilities residing in southeastern Wisconsin. Thus, as a result of the higher number of persons with disabilities and attendant need for mobility, additional staff and resources are required in Milwaukee County for planning and coordination of transportation services for persons with disabilities than the other counties in southeastern Wisconsin. The \$440,000 in Federal Transit Administration New Freedom and local funding for this project is intended to fund program oversight by the Milwaukee County Transit System Director of Paratransit Services, the involvement in the program of the Milwaukee County Department of Aging Transportation Management Coordinator, one full-time and one part-time mobility manager positions, one full-time research analyst position, two part-time trainer positions and associated expenses for the training of new bus drivers in better accommodating riders with disabilities, the continuing installation of bus pads at bus stops to assist in the accessibility for riders with disabilities, and mobility management program administrative expenses.]

Mr. Yunker then stated that these TIP amendments have been reviewed and approved by the Commission TIP Advisory Committees. He also noted that the Commission staff reviews each project to ensure that the TIP amendments are consistent with the year 2035 Regional Transportation Plan.

There being no further inquiries or comments, on a motion by Mr. Schmidt to approve Resolution No. 2011-12, seconded by Mr. Dwyer, and carried unanimously by a vote of 9 ayes and 0 nays, Resolution 2011-12 was approved (copy of Resolution 2011-12 attached to Official Minutes).

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence and there were no announcements 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 3:04 p.m., on a motion by Ms. Greene, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/EAL/dad  
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Attachments