

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 31, 2014

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Adelene Greene, Vice-Chair
Gilbert B. Bakke
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
David L. Stroik

Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Wirth had asked to be excused.

APPROVAL OF MINUTES OF JUNE 26, 2014, MEETING

Chairman Dwyer asked if there were any changes or additions to the June 26, 2014, meeting minutes.

On a motion by Mr. Bakke, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on June 26, 2014, were approved as published.

(Administrative Committee)
July 31, 2014

APPROVAL OF DISBURSEMENTS

Chairman Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

2014 Reporting Period No. 14

Ms. Larsen distributed copies of the Check Register for the 14th financial reporting period of 2014, June 16 to June 29, 2014.

In response to an inquiry by Mr. Stroik relative to a payment on page 1 made to American Planning Association (APA), Mr. Yunker stated the APA is a national organization for urban and regional planning professionals and that this was the subscription payment for two professional planning journals.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Johnson Insurance Services, LLC, Ms. Larsen stated that this payment was for the employee, practices, and liability insurance coverage.

In response to an inquiry by Ms. Russell relative to a payment made to Scrima, Kabitke, & Co, SC, Ms. Larsen stated this was for the completion of the 2013 Commission audit.

There being no further questions or comments, on a motion by Mr. Bakke, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 14th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 14th reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 15

Ms. Larsen distributed copies of the Check Register for the 15th financial reporting period of 2014, June 30, to July 13, 2014.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the portion of the payment made to Central Office Systems in the amount of \$4,783 was for Commission publications printed on the print shop copiers, while the payment amount of \$1,107 reflects the usage charge for the Commission staff copiers.

In response to a second inquiry by Ms. Russell, Ms. Larsen stated the payment made to Deluxe for Business was for the Commission's accounts payable checks.

Ms. Russell then inquired about a payment made to Elliott's Ace Hardware on page 2. Ms. Larsen stated that this payment includes miscellaneous building maintenance tools, supplies, and a post hole digger.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the payment to the Internal Revenue Service, Department of the Treasury, is for the Patient Centered Outcome Research Institute fee (PCORI) which is now an annual payment required as part of the Affordable Care Act.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 15th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 15th reporting period of 2014 (copy attached to Official Minutes).

(Administrative Committee)
July 31, 2014

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 13, 2014

Copies of the Statement of Projected Revenues and Expenditures for reporting period 15 ending on July 13, 2014, were distributed for Committee review. Chairman Dwyer asked Ms. Larsen 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, Ms. Larsen commented that the period covered represented just over 50 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the June meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the June meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a slight deficit of about \$5,000. Payment to the City of Pewaukee for the payment in lieu of taxes, and the replacement of a vehicle and necessary equipment have yet to be made in 2014.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit.
5. The Commission had on hand as of July 13, 2014, approximately \$5.6 million. This includes about \$20,000 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.09 percent interest and various money market accounts as of the end of June.

Mr. Yunker noted that while the Commission is running a slight deficit, he does not expect this deficit to increase through the end of the year.

In response to an inquiry by Chairman Dwyer relative to the types and percentages of investments in which the Commission invests, Ms. Larsen stated that the Commission's investments currently are held in bank money market accounts. A discussion relative to investing in other types of securities and investments ensued.

There being no further inquiries or discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 13, 2014, was accepted to be placed on file (copy attached to Official Minutes).

SELECTION OF AUDITOR FOR CALENDAR YEAR 2014

Chairman Dwyer asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2014. Ms. Larsen recommended that the certified public accounting firm Scrima, Kabitzke & Co., S.C. be retained by the Commission to conduct the audit of the Commission's calendar year 2014 operations. Ms. Larsen reported that given the Commission had gone through a selection process several years ago relative to auditing services, the proposed cost of the audit performed by Scrima, Kabitzke & Co., S.C. was substantially below that of other firms, that Mr. Kabitzke

(Administrative Committee)
July 31, 2014

has always made himself available to staff throughout the year for questions and meetings at no cost, and that the firm Scrima, Kabitzke & Co., S.C. has performed well and always on schedule. The staff recommended that the Commission engage the firm Scrima, Kabitzke & Co., S.C. again at a cost not to exceed \$16,000.

There being no further inquiries or discussion, it was moved by Ms. Russell, seconded by Mr. Bakke, and carried unanimously, the firm of Scrima, Kabitzke & Co., S.C. was retained to conduct the calendar year 2014 audit.

UPDATE ON BUILDING TUCKPOINTING PROJECT

Chairman Dwyer called on Ms. Larsen to give an update on the Commission building tuckpointing project. Ms. Larsen stated that Commission staff is currently working with Harwood Engineering to prepare the request for proposals (RFP).

Ms. Larsen then stated that she met with representatives from Harwood Engineering on Wednesday, July 30th to discuss and review the RFP and timing of the project. The RFP will request pricing on a base bid which will include the removal and replacement of all vertical control joint caulking and backer rods, the removal of all mortar debris, tuckpointing, and caulking the joints. This would also include sealing the brick once the tuckpointing has been completed. She further stated that two alternative bids will also be requested with Alternative 1 requesting the removal of all lintels and installation of flashing around all windows in the older portion of the building; and, Alternative 2 would add the lintel and flashing replacement work on the 1994 addition of the Commission building. A third bid will also be requested to remove and replace one window lintel and flashing that is damaged due to water leakage. This will also help to determine the extent of water damage around the windows. It is expected that the RFP will be completed by August 11th, and the contractors will be given two weeks to provide their sealed bid. The RFP will request that all work on the base bid be completed by November 1st, with the exception of the brick sealing which may need to be done in spring 2015.

Mr. Stroik confirmed that when the base bid of the contractor is approved, the work should be completed by November 1st. In response to an inquiry by Ms. Russell concerning the need to complete the window flashing repairs at the same time as the tuckpointing, Mr. Stroik stated the window flashing replacement could be budgeted for over a period of years, and there is no cost advantage to having this work done in conjunction with the tuckpointing. This work is also not of immediate concern.

Ms. Russell then asked whether all the areas on the Commission's building that need tuckpointing are shown on the drawings. Ms. Larsen stated that all the areas needing tuckpointing have been identified on the drawing along with photographs, thus all companies that receive the RFP will have the same information.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the RFP will be sent to at least three vendors. Ms. Russell then recommended that due to weather delays earlier in this year, it would be a good idea to obtain as many bids as possible to ensure a contractor is available to do the work. Chairman Dwyer also reiterated that contractors may be committed to projects through the end of the year which could result in difficulty in obtaining a contractor. He then inquired if Harwood Engineering would recommend contractors. Mr. Stroik stated that the RFP would be sent to contractors best known for tuckpointing work.

(Administrative Committee)
July 31, 2014

CONSIDERATION OF COMPUTER NETWORK UPDATE

Chairman Dwyer asked Ms. Larsen to review with the Committee the Commission's computer network system and to discuss updating options and costs. Ms. Larsen referenced a memorandum that was sent to all Committee members (copy attached to Official Minutes) which stated the need to update the Commission's computer servers, as data storage space has become very limited, network servers are in need of replacement, and the current backup procedure is quite outdated. Ms. Larsen stated that to continue the network setup as is would include the replacement of three of the seven file servers, replace the tape backup system, and continue to utilize staff time to conduct network backups. This scenario would cost the Commission approximately \$40,000. The proposed network redesign would move the Commission to a virtual server environment, allow for an increase in storage capacity to two and one half times the storage that is currently available, and backups would be conducted daily and automatically by utilizing specialized backup software. The backup could then be hosted on an off site cloud data storage provider such as Amazon, Google, or Hewlett Packard with a cost of approximately \$2,400 per year. The upgrade to a virtual network environment would cost approximately \$50,000.

She recommended that as the Commission's computer network is in need of an update, the Committee consider the move toward a "virtual" server environment with an automated backup system, and moving the backup to a cloud service provider to allow for complete data recovery in the event of a disaster, natural or otherwise.

In response to an inquiry by Mr. Bakke, Ms. Larsen stated that the Commission currently has seven file servers with three of those seven units needing replacement. Mr. Buestrin then inquired about the cost and security of having a branch office with servers off site. Ms. Larsen stated that the Commission would need to purchase file servers and then transmit the backup data to the file servers at the remote SEWRPC location. Mr. Buestrin then inquired about where the backup information is currently being stored. Mr. Yunker indicated that all computer information is stored on magnetic tape in a fireproof room in the Commission building basement. He then stated a full backup is conducted once a week by a staff member.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that with the network upgrade, the Commission's data will be automatically backed up and transmitted to a data storage provider.

Ms. Larsen then stated staff will be working with consultants from Olim Technologies, LLC. She then noted that the Commission has been working with Olim Technologies for the last ten years and they are very familiar with the Commission's network and the computer needs of the staff.

Chairman Dwyer inquired about whether any Counties had been contacted to investigate what they are doing for computer data backup. Mr. Yunker replied that staff did not contact anyone from any of the Counties in the Region.

In response to an inquiry by Chairman Dwyer, Ms. Larsen stated the recommended backup software maintenance cost is good for one year. It is standard industry practice that software maintenance costs increase approximately 10 percent annually. Generally, software maintenance does include upgrades to the software. Chairman Dwyer then asked if there was enough time built into the contract to get the network upgrade installation completed, and recommended that there be a "not to exceed" clause in the contract. Ms. Larsen stated that in working with this consultant, the Commission purchases blocks of time for projects. This project is conservatively estimated to take 100 hours to complete and the hours will be purchased at a discounted hourly rate. If not all 100 hours are used for the network upgrade, the remaining hours will be used toward miscellaneous network consults with staff.

(Administrative Committee)
July 31, 2014

Mr. Dwyer then inquired as to the brand of hardware to be used in the upgrade and whether there will be any issues with licensing. Ms. Larsen stated that Supermicro servers will be purchased and Olim Technologies has been working with this brand for over ten years. A Cybernetics machine will be purchased for the storage device. This company specializes in high performance backup systems and has been in business for 36 years. Ms. Larsen also noted there are no licensing issues as there are currently enough network licenses for all staff.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, Commission staff will proceed to update its computer network using virtualization and cloud storage.

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked if there was any correspondence or announcements. Mr. Yunker responded stating there was no correspondence to report and no announcements to be made.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:20 p.m. on a motion by Mr. Drew, seconded by Mr. Schmidt, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
AdminJul14Min (#219696)