

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, February 26, 2015

1:30 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Nancy Russell
Daniel S. Schmidt
Gustav W. Wirth, Jr.

James T. Dwyer, Chairman
Adelene Greene, Vice-Chair
William R. Drew
Peggy M. Shumway
David L. Stroik

Staff:

Kenneth R. Yunker
Michael G. Hahn
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Deputy Director
Assistant Director-Administration
Executive Secretary

ROLL CALL

Ms. Russell, serving in the absence of both the Chair and Vice-Chair, 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. Dwyer, Mr. Drew, Ms. Greene, Ms. Shumway, and Mr. Stroik asked to be excused.

APPROVAL OF MINUTES OF JANUARY 22, 2015, MEETING

Ms. Russell asked if there were any changes or additions to the January 22, 2015, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on January 22, 2015, were approved as published.

(Administrative Committee)
February 26, 2015

APPROVAL OF DISBURSEMENTS

Ms. Russell asked Ms. Larsen to review with the Committee the recent disbursements.

2015 Reporting Period No. 3

Ms. Larsen distributed copies of the Check Register for the 3rd financial reporting period of January 12 to January 25, 2015.

In response to an inquiry by Mr. Colman relative to a payment on page 1, Ms. Larsen confirmed that Berglund Construction Company performed the tuckpointing work on the Commission building.

In response to an inquiry by Mr. Colman, relative to a payment on page 2, Ms. Larsen stated that this payment was for Mr. Christopher Hiebert's attendance at the annual meeting of the National Academy of Sciences Transportation Research Board Annual Conference. In response to a comment by Mr. Coleman, Ms. Larsen stated staff are able to submit expense vouchers on a bi-weekly basis for payment. Staff submittal of expense vouchers is monitored and staff is reminded to submit the vouchers on a regular basis.

In response to an inquiry by Mr. Buestrin, relative to a payment on page 3, Ms. Larsen stated this was reimbursement to Mr. Donald P. Simon for payment of the Wisconsin Counties Surveyors Association 2015 Memberships dues.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to John Harasha, Ms. Larsen stated that on the January 16, 2015, payroll check payable to Mr. Harasha, the payroll software incorrectly deducted a Medicare tax meant for earned incomes greater than \$200,000.00. The amount deducted for this tax was reimbursed on an accounts payable check.

In response to an inquiry by Ms. Russell relative to a payment listed on page 3, Ms. Larsen stated that Quantum Spatial, Inc. was formerly AeroMetric, Inc. and had conducted the 2014 Walworth County digital topographic mapping project.

In response to an inquiry by Ms. Russell relative to a payment listed on page 4, to the Wisconsin Department of Revenue, Ms. Larsen stated the line item "other" noted on this payment was a late payment fee.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2015 were approved.

Ms. Russell as acting Committee Chair, Mr. Colman as Committee Vice-Chair, and Mr. Yunker then affixed their signatures to the Check Register for the 3rd reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of January 26 to February 8, 2015.

In response to an inquiry by Mr. Colman relative to a payment on page 2 made to Diversified Benefit Services, Inc., Ms. Larsen stated that Commission has set up a Health Reimbursement Account (HRA) for Commission staff as the Commission participates in the Wisconsin Department of Employee Trust Funds deductible option health insurance program, where the Commission reimburses to the employee the

(Administrative Committee)
February 26, 2015

deductible as it is incurred. Diversified Benefit Services, Inc. manages this program and this is the monthly fee.

In response to an inquiry by Mr. Colman relative to a payment on page 2 made to Four Seasons Landscape Maintenance, Ms. Larsen stated this payment is for plowing and salting the Commission's parking lot for the month of January.

In response to an inquiry by Mr. Colman concerning a payment on page 3, made to Total Mechanical, Inc. Ms. Larsen stated that this is the quarterly payment for maintenance services of the Commission's heating, ventilation, and air conditioning (HVAC) system.

In response to an inquiry by Ms. Russell relative to a payment on page 3, Ms. Larsen stated that Proshred Security was brought on site to shred the 2010 travel survey forms. Mr. Yunker stated the survey respondents were assured their survey responses would be kept confidential, thus as the actual surveys are no longer needed, the documents were destroyed.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 4th reporting period of 2015 were approved.

Ms. Russell as acting Committee Chair, Mr. Colman as Committee Vice-Chair, and Mr. Yunker then affixed their signatures to the Check Register for the 4th reporting period of 2015 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 8, 2015

Copies of the Statement of Projected Revenues and Expenditures for reporting period 4 ending on February 8, 2015, were distributed for Committee review. Ms. Russell 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 10 percent of the calendar year. She then called attention to the following items:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's Overall Work Program approved late in 2014. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in late December from the Wisconsin Department of Transportation (WisDOT). The Wisconsin Department of Administration revenues have been secured, and revenues remain to be secured from the Wisconsin Department of Natural Resources for the Water Quality Planning Program.
2. The service agreement revenues remain unchanged from the report presented at the January meeting.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$150,000.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit.

(Administrative Committee)
February 26, 2015

5. The Commission had on hand as of February 8, 2015, approximately \$5.9 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.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated that she was currently working to finalize the Commission's 2014 financial statements. Mr. Yunker stated that the 2014 Audit will be presented at the June Administrative Committee Meeting.

In response to an inquiry by Mr. Colman concerning the large percent surplus or deficit of some program areas, Ms. Larsen stated the expenditures to the program areas may fluctuate throughout the year depending upon the project underway in that area. For example, the Comprehensive Economic Development Study project in the Economic Development program area is nearly complete and work will then shift to a zoning guide update that will fall under the transportation program area.

There being no further inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 8, 2015, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Ms. Russell asked Mr. Yunker if there was any correspondence or announcements.

Mr. Yunker reported that there was no correspondence to report, but announced that, Mr. James Sommers, the Commission's long time attorney has announced his retirement as of March 31, 2015. His law firm, Hunter and Sommers LLC, is also closing. A discussion ensued on the need for the Commission to identify an attorney who, like Mr. Sommers, would assist the Commission as needed.

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. Wirth, seconded by Mr. Colman, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dd
AdminFeb15Min (#223894v1)