

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, August 20, 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  
William R. Drew  
Nancy Russell  
Daniel S. Schmidt  
Peggy M. Shumway  
David L. Stroik

James T. Dwyer, Chairman  
Adelene Greene, Vice-Chair  
Gustav W. Wirth, Jr.

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 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, Ms. Greene, and Mr. Wirth asked to be excused.

#### APPROVAL OF MINUTES OF JUNE 25, 2015, MEETING

Ms. Russell asked if there were any changes or additions to the June 25, 2015, meeting minutes.

On a motion by Mr. Colman, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on June 25, 2015, were approved as published.

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## **APPROVAL OF DISBURSEMENTS**

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

### **2015 Reporting Period No. 14**

Ms. Larsen distributed copies of the Check Register for the 14<sup>th</sup> financial reporting period of June 15 to June 28, 2015.

In response to an inquiry by Mr. Colman, relative to a payment on page 1 to Berglund Construction Company, Ms. Larsen stated this payment is based on the final invoice, however, \$10,000 was being withheld due to additional work that needed to be completed.

In response to an inquiry by Mr. Colman and Ms. Shumway, relative to a payment on page 1 to City of Pewaukee Water & Sewer, Ms. Larsen stated that this was the quarterly sewer and water payment.

Mr. Colman then inquired about payment to Scrima, Kabitzke & Co., SC on page 4. Ms. Larsen confirmed that this payment was for the 2014 annual audit.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Institute for Transit Operations, Ms. Larsen stated that this payment was for an Introduction to Transit Operations Planning short course that a staff member was to attend. She added that this course had recently been cancelled and this payment will be reimbursed.

Ms. Russell then inquired about payments to Ms. Laura Kletti and Mr. Zijia Li on page 2. Ms. Larsen stated that these Commission staff members attended a five day HSPF software training course on stormwater modeling software and were reimbursed for their lodging and meal expenses.

In response to an inquiry by Ms. Russell concerning the payment made to Neopost USA on page 3, Ms. Larsen stated this payment included the annual rental fee and the purchase of an ink cartridge for the postage machine.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 14<sup>th</sup> reporting period of 2015 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 14<sup>th</sup> reporting period of 2015 (copy attached to Official Minutes).

### **2015 Reporting Period No. 15**

Ms. Larsen distributed copies of the Check Register for the 15<sup>th</sup> financial reporting period of June 29 to July 12, 2015.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 made to the Chicago Title Insurance Company, Ms. Larsen stated that this was a title search conducted in the administration of the Janesville Road Commercial Building and Site Loan Program in the City of Muskego. This payment will be reimbursed by the City of Muskego.

Ms. Russell then inquired about a payment on page 2 made to Eco/Safe Plus LLC. Ms. Larsen stated that the Commission purchases a chemical freshener to put into the basement sump pumps to alleviate the potential for unpleasant odors due to stagnant water in the sump pumps.

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In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Goff's Collision Repair Center, Ms. Larsen stated that this was the automobile deductible paid to repair a Commission vehicle involved in a traffic accident. A staff member was hit by another motorist who ran a red light causing front end damage to the vehicle. The Commission staff member was not at fault and the Commission's automobile insurance was not responsible for this repair. The Commission will be reimbursed for the deductible.

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

In response to an inquiry by Ms. Russell, relative to a payment on page 4 made to We Energies, Ms. Larsen stated the amount of \$19.69 represents the natural gas usage for one month, and the amount of \$4,302.97, represents the electricity usage for one month.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to the University of Wisconsin-Parkside, Ms. Larsen stated this payment was for parking at the University during a VISION 2050 meeting.

Ms. Russell inquired about the payment made to World Software Corporation. Ms. Larsen stated that this is the annual maintenance agreement payment for support of the Commission's document management software.

There being no further questions or comments, on a motion by Mr. Colman, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 15<sup>th</sup> reporting period of 2015 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 15<sup>th</sup> reporting period of 2015 (copy attached to Official Minutes).

#### **2015 Reporting Period No. 16**

Ms. Larsen distributed copies of the Check Register for the 16<sup>th</sup> financial reporting period of July 13 to July 26, 2015.

In response to an inquiry by Mr. Colman relative to a payment on page 1 made to AccuNet, Inc., Ms. Larsen stated that this is the annual maintenance agreement payment for technical support and software upgrades for the Commission's Microsoft Dynamics Accounting Software.

In response to an inquiry by Mr. Colman relative to a payment on page 2 made to Eco-Counter, Ms. Larsen stated that the Commission purchased three infrared bicycle counters. These bicycle counters were purchased as part of a project the Commission will conduct for the Federal Highway Administration (FHWA). The FHWA will pay for 80 percent of the cost of the counters.

In response to an inquiry by Ms. Russell, Mr. Yunker stated the counters are placed on bike paths to obtain a use count of the bike path. The counters are secured with a chain and lock. In addition, they are portable and are able to be used throughout the Region.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Metal Supermarkets Waukesha, Ms. Larsen stated this payment was for the purchase of steel tubing that is used on the U.S. Public Land Survey monuments to protect the brass monument cap when a road is paved after the monument is in place.

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In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Parking Lot Maintenance, Ms. Larsen stated this payment was for the repair of a sidewalk square that had become a tripping hazard near the tenant end of the building and to replace the handicap ramp to Commission offices which was deteriorating.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Seiler Instrument & Manufacturing Co., Inc., Ms. Larsen stated that this payment was for the purchase of four safety vests for the survey crew.

In response to an inquiry by Ms. Russell relative to a payment on page 4 made to the United States Treasury, Ms. Larsen stated this is the annual payment due for the Affordable Care Act Patient-Centered Outcomes Research Institute fee, also known as the PCORI tax.

There being no further questions or comments, on a motion by Mr. Colman, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 16<sup>th</sup> reporting period of 2015 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 16<sup>th</sup> reporting period of 2015 (copy attached to Official Minutes).

#### **2015 Reporting Period No. 17**

Ms. Larsen distributed copies of the Check Register for the 17<sup>th</sup> financial reporting period of July 27 to August 9, 2015.

In response to an inquiry by Mr. Colman relative to a payment on page 1 made to Berglund Construction Company, Ms. Larsen stated this payment amount is the balance due that was withheld on the final invoice to ensure all work was completed.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Art Central, Ms. Larsen stated that a Commission staff member donated a 1920's Walworth County soils map to the Commission. This payment was for the matting and framing of the map.

In response to an inquiry by Ms. Russell relative to a payment on page 4 made to West Bend Mutual Insurance Company, Ms. Larsen stated this payment was for the renewal of the Commission's business insurance.

There being no further questions or comments, on a motion by Mr. Colman, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 17<sup>th</sup> reporting period of 2015 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 17<sup>th</sup> reporting period of 2015 (copy attached to Official Minutes).

#### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 9, 2015**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 17 ending on August 9, 2015, distributed for Committee review. Vice-Chair Greene, asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

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In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented just over 60 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries 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 indicates a surplus of approximately \$136,000. The surplus is expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit.
5. The Commission had on hand as of August 9, 2015, approximately \$5.4 million. This includes about \$50,550 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 0.13 percent interest and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 9, 2015, was accepted to be placed on file (copy attached to Official Minutes).

#### **CONSIDERATION OF FIREWALL UPGRADE**

Ms. Russell asked Ms. Larsen to present information regarding the purchase of a new firewall device. Ms. Larsen stated that due to traffic on the Commission's network, a larger firewall device is needed to replace the current firewall device. Staff received three quotes and is proposing to purchase the highly rated Check Point device. The Commission's network currently operates on a smaller Check Point device, thus staff would have the advantage of familiarity with the new larger device.

At past Committee meetings Mr. Wirth has suggested that Mr. Eric Stelter, an IT consultant conduct an independent review of network purchases. Staff is proposing to work with Mr. Stelter to conduct a review of the Commission's IT network, to develop a scope of work for the computer infrastructure and to make recommendations for upgrades going forward. Future network equipment purchases would then be reviewed for consistency with Mr. Stelter's recommendations. This would alleviate the need to contact Mr. Stelter whenever a change or upgrade is proposed to be made to the network.

There being no questions or comments, it was moved by Mr. Crowley, seconded by Mr. Drew, and carried unanimously to move ahead with the upgrade of the Commission's firewall device and an independent review of the Commission's IT network by IT consultant Mr. Eric Stelter with the review not to exceed 25 hours and a cost not to exceed \$5,600.

#### **SELECTION OF AUDITOR FOR CALENDAR YEAR 2015**

Ms. Russell asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2015. 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 2015 operations. Ms. Larsen reported that Mr. Kabitzke conducted a thorough audit, he has always made himself available to staff throughout the year for questions and meetings at no additional

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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 \$16,500.

There being no inquiries or discussion, it was moved by Mr. Drew, seconded Mr. Schmidt, and carried unanimously, the firm of Scrima, Kabitzke & Co., S.C. was retained to conduct the calendar year 2015 audit.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Vice-Chair Greene asked Mr. Yunker if there was any correspondence or announcements.

Mr. Yunker indicated that there was no correspondence to report, and then noted that at the June 25, 2015, Administrative Committee meeting that Commission staff was requested to look into providing meeting materials electronically, utilizing a tablet device to receive and view the meeting materials. He then asked Ms. Larsen to present the findings.

Ms. Larsen stated that in researching this request, she had spoken with Mr. Jason Dzwinel, Ozaukee County Information Technology Director, and Ms. Lynda Bradstreet, Chief Financial Officer for the Wisconsin Counties Association.

Ozaukee County staff has provided each Ozaukee County board member a Microsoft Surface tablet. The board members then receive all meeting materials electronically to their tablet.

The Wisconsin Counties Association (WCA) has provided each member of the three boards they support an Apple iPad, and also provide all meeting materials electronically.

Both the County and the WCA use PDF Expert software, which is installed on each tablet and will receive and download meeting materials.

Mr. Yunker asked the Committee for their thoughts in moving toward the electronic dissemination of meeting materials and then noted that he would recommend the Commission provide this as an option to Commissioners.

Ms. Shumway then inquired what the cost to the Commission is to print and mail all meeting materials.

[Secretary's note:

While the size of mailing for each Commission meeting varies, the average annual cost of printing and mailing for the Commission Committees is as follows:

Administrative/Executive \$1,300  
Planning and Research \$1,100  
Intergovernmental \$100  
Full Commission \$900 ]

The discussion ended with Mr. Colman offering to try the PDF Expert software on his iPad to view future meeting materials.

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**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  
Deputy Secretary

KRY/MGH/EAL/dd  
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