

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 26, 2017

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Nancy Russell, Vice-Chair
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Mike Dawson
William R. Drew
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Staff:

Michael G. Hahn	Executive Director
Kevin J. Muhs	Deputy Director
Elizabeth A. Larsen	Assistant Director - Administration

ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present.

APPROVAL OF MINUTES OF AUGUST 17, 2017, MEETING

Chairman Dwyer asked if there were any changes or additions to the August 17, 2017, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on August 17, 2017, were approved as published.

APPROVAL OF DISBURSEMENTS

2017 Reporting Period No. 17

Mr. Hahn distributed copies of the Check Register for the 17th financial reporting period of August 7, 2017, to August 20, 2017.

In response to an inquiry by Ms. Russell concerning payment to CDW Government, Inc., (page 1), Ms. Larsen stated this payment was to upgrade 29 licenses of Adobe Acrobat Pro to the most current version of that software.

In response to an inquiry by Ms. Russell concerning payment to Cardmember Service (page 1), Ms. Larsen stated that a GoPro camera and car mount was purchased for use by Transportation Division staff to video record pavement conditions to ensure ratings consistency among various pavements eligible for Federal Surface Transportation Funding.

In response to an inquiry by Ms. Russell concerning payment to the U.S. Geological Survey (page 1), Ms. Larsen stated the Commission is working with the U.S. Geological Survey (USGS), the Wisconsin Coastal Management Program, and Kenosha and Racine Counties to acquire LiDAR data and digital terrain model files based upon USGS specifications for those Counties. This is a pass through payment and fully reimbursed by Kenosha and Racine Counties and the Wisconsin Coastal Management Program.

In response to an inquiry by Ms. Russell concerning payment to Lindenmeyr Munroe (page 2), Ms. Larsen stated that this is a new vendor for the purchase of paper which staff uses for all Commission reports, publications, and daily work assignments.

In response to an inquiry by Ms. Russell concerning payment to Le Mans Tech, LLC (page 3), Ms. Larsen stated that this payment was the annual maintenance and software renewal on the Commission's ten network hard drives.

In response to an inquiry by Ms. Russell concerning payment to Seiler Instrument and Manufacturing, Company, Inc. (page 3), Ms. Larsen stated this payment was for the purchase of four lithium ion batteries for use in the Commission's two Trimble GPS units which are used by the survey staff.

In response to an inquiry by Ms. Russell concerning payment to Total Mechanical, Inc., (page 4), Ms. Larsen stated this payment was for the repair of toilets in the first floor restrooms. This payment also includes charges for the initial service call on the 1994 HVAC unit prior to the determination to replace it.

In response to an inquiry by Ms. Russell concerning payment to Level 3 Communications (page 4), Ms. Larsen stated Level 3 Communications was formerly Time Warner Telecom and the payment is for the Commission's monthly telephone and internet access.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 17th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 17th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 18

Mr. Hahn distributed copies of the Check Register for the 18th financial reporting period of August 21, 2017, to September 3, 2017.

In response to an inquiry by Mr. Nelson concerning payment to Central Office Systems, Corp., (page 1), Ms. Larsen stated this payment represents the annual maintenance contract that includes toner and service for six stand-alone desktop printers.

In response to an inquiry by Mr. Nelson concerning payment to River Run Computers, Inc., (page 2), Ms. Larsen stated this payment was for annual maintenance on the Commission's e-mail filtering software.

In response to an inquiry by Ms. Russell concerning payment to LizardTech, Inc., (page 2), Ms. Larsen stated this payment was for the annual maintenance for an image software called Mr. SID. This software is used to combine a number of smaller aerial orthophotographs into larger orthophotos and will also allow for the larger orthophotos to be compressed as needed.

In response to an inquiry by Ms. Russell concerning payment to Lucas & Company, LLC (page 2), Ms. Larsen stated this payment was for assistance to the survey staff in preparing a report concerning the need for perpetuation of the U.S. Public Land Survey System within the Region.

In response to an inquiry by Ms. Russell concerning payment to Sentinel Technologies, Inc., (page 3), Ms. Larsen stated this is a monthly payment for maintenance on computer equipment that is no longer covered under a manufacturer's warranty.

In response to an inquiry by Ms. Russell concerning payment to Taylor and Francis (page 3), Ms. Larsen stated this is an annual subscription to the *American Planning Association Journals*.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 18th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 18th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 19

Mr. Hahn distributed copies of the Check Register for the 19th financial reporting period of September 4, 2017, to September 17, 2017.

In response to an inquiry by Mr. Nelson concerning payment to ExxonMobil Card Services (page 2), Ms. Larsen stated this payment represents gasoline purchases for the Commission's seven vehicles for the month of August 2017.

In response to an inquiry by Mr. Nelson concerning payment to Skyline Southern Wisconsin (page 4), Ms. Larsen stated this was the balance due for a two-panel display that staff designed for use during public outreach events.

In response to an inquiry by Mr. Nelson concerning payment to Kurt W. Bauer (page 1), Ms. Larsen stated that Mr. Bauer, Executive Director Emeritus, provides technical assistance to Commission staff. He is

currently assisting the Chief Surveyor with documentation on the datum transformation projects and the report concerning the need to perpetuate U.S. Public Land Survey monuments in the Region.

In response to an inquiry by Ms. Russell concerning payment to the Milwaukee Journal Sentinel (page 3), Ms. Larsen stated this was for the annual renewal of the Journal Sentinel.

In response to an inquiry by Ms. Russell concerning payment to Metal Supermarkets Waukesha (page 3), 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.

In response to an inquiry by Ms. Russell concerning payment to Onset Computer Corporation (page 3), Ms. Larsen stated this payment was for the purchase of water monitoring equipment to be used for the regional chloride study.

In response to an inquiry by Ms. Russell concerning payment to the Spanish Journal Corporation (page 4), Ms. Larsen stated this payment was for an employment ad that was placed in the paper.

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

In response to an inquiry by Mr. Colman concerning payment to Eco/Safe Plus LLC (page 1), Ms. Larsen stated the Commission purchased 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.

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 19th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 19th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 20

Mr. Hahn distributed copies of the Check Register for the 20th financial reporting period of September 18, 2017, to October 1, 2017.

In response to an inquiry by Mr. Nelson concerning payment to TRB-National Academy of Sciences (page 5), Ms. Larsen stated this payment was for the receipt of all TRB (Transportation Research Board) publications and is the primary source of transportation research journals for Commission staff.

In response to an inquiry by Mr. Drew concerning payment to MobCraft Beer, Inc., (page 3), Ms. Larsen stated the Commission, as host to the 2017 Metropolitan Planning Organization (MPO) Statewide Conference, paid the room rental fee for an event gathering. This payment will be reimbursed to the Commission by the conference attendee fees.

In response to an inquiry by Ms. Russell concerning payment to Global Cogo, Inc., (page 1), Ms. Larsen stated that Mr. Earl Burkholder, owner of Global Cogo, Inc., was asked to assist staff in preparing a report concerning the need for perpetuation of the U.S. Public Land Survey System within the Region.

In response to an inquiry by Ms. Russell concerning various amounts on the payment to Cardmember Service (page 1), Ms. Larsen stated this payment included the purchase of a new projector for the basement conference room and airline tickets for Mr. Earl Burkholder to attend a meeting with staff on U.S. Public Land Survey System monumentation efforts.

In response to an inquiry by Ms. Russell concerning payment to Dakota Intertek Corporation (page 2), Ms. Larsen stated this payment was to a consulting firm that assists the Commission staff with the Milwaukee County Surveyor Program in the installation of survey monuments within Milwaukee County.

In response to an inquiry by Ms. Russell concerning payment to Flag Center (page 2), Ms. Larsen stated this was for the repair of the interior cable in one of the Commission's flagpoles.

In response to an inquiry by Ms. Russell concerning payment to Harwood Engineering (page 2), Ms. Larsen stated this payment was for engineering services concerning the basement water leak.

In response to an inquiry by Ms. Russell concerning payment to In-Situ, Inc., (page 3), Ms. Larsen stated this was for the purchase of water monitoring equipment to be used for the chloride study.

In response to an inquiry by Ms. Russell concerning payment to METER Group, Inc., (page 3), Ms. Larsen stated this payment was for the purchase of water quality monitoring equipment to be used for the chloride study. Mr. Hahn noted that there is a relatively wide range in the cost of monitors that could be used for the study. He said that over this coming winter, a group of monitors spanning the range of costs will be deployed at a single in-stream location, enabling a comparison of the relative performance of each, and allowing the staff to select the most cost-effective monitors for deployment throughout the Region.

In response to an inquiry by Ms. Russell concerning payment to PSAV (page 4), Ms. Larsen stated this was payment for rental of audio and visual equipment for use during the MPO conference. The Commission will be reimbursed for this expense as part of the attendee conference fee.

In response to an inquiry by Ms. Russell concerning payment to Total Mechanical, Inc., (page 5), Ms. Larsen stated this payment represents the purchase and installation of the HVAC unit on the 1994 portion of the Commission building.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 20th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 20th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 21

Mr. Hahn distributed copies of the Check Register for the 21st financial reporting period of October 2, 2017, to October 15, 2017.

In response to an inquiry by Ms. Russell concerning payment to Fieldstone Glass (page 2), Ms. Larsen stated that a window in the lobby had cracked and needed to be replaced.

In response to an inquiry by Ms. Russell concerning payment to Hilton Milwaukee City Center (page 2), Ms. Larsen stated this was payment for the meeting room rental and attendant food service for the MPO conference.

In response to an inquiry by Ms. Russell concerning payment to Otis Elevator Company (page 2), Ms. Larsen stated this payment was for a repair to the larger building elevator.

In response to an inquiry by Ms. Russell concerning payment to Software Hardware Integration International Corporation (page 3), Ms. Larsen stated this was the Microsoft Software Assurance payment for upgrades for 90 licenses. The cost of the annual Assurance payment includes licenses for Microsoft Office, the Windows Operating System licenses for desktop computers and network servers, the e-mail Exchange Server license, the SQL license needed for the accounting software, and the Client Access license which allows for employees to access files and documents from network servers.

Mr. Wirth suggested that staff look into Microsoft 365, which is a monthly subscription plan under which the Microsoft Office Suite is hosted over the cloud and allows for continuous software updates and daily backups via the cloud. Ms. Larsen stated staff will investigate Microsoft 365 as an alternative to the Assurance program.

[Secretary's Note:

Microsoft 365 is hosted on the cloud and provides for desktop versions of the Microsoft Office Suite. It allows for remote access of the Microsoft Office Suite Software from any computer or mobile device. Microsoft 365 does not include the Microsoft licenses noted above which are needed for the many non-Microsoft programs that staff utilizes which are enabled using the Windows Operating System. Such programs include modeling software programs used in both the Environmental and Transportation Divisions, GIS Software, SPSS (a statistical analysis software also used in the Environmental and Transportation Divisions), accounting software, AutoCAD, and Adobe Illustrator. Microsoft 365 does not include upgrades or payments for licenses currently paid for under the Assurance program other than the Office Suite. The portion of the annual Microsoft Assurance payment that covers only the Microsoft Office licenses for 90 users is \$8,152. The equivalent annual payment under the Office 365 program is \$11,569.]

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 21st reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 21st reporting period of 2017 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 15, 2017

Copies of the Statement of Projected Revenues and Expenditures for reporting period 21 ending on October 15, 2017, 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 nearly 80 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 August meeting.
2. The service agreement revenues have decreased slightly due to shifting funds to 2018 for the chloride study.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of \$174,000. The surplus is expected to decline to approximately \$100,000 by year-end.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2016 financial audit.
5. The Commission had on hand as of October 15, 2017, approximately \$5.3 million. This includes about \$223,842 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 1.03 percent interest, and various certificate of deposit accounts.

There being no inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 15, 2017, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE ON REPLACEMENT OF THE 1994 ROOFTOP HVAC UNIT

Chairman Dwyer asked Ms. Larsen to update the Commission on the status of the 1994 heating ventilation and air conditioning (HVAC) unit.

Ms. Larsen noted that while the 40 ton Trane HVAC unit on the original part of the building had been replaced in mid-2012, the HVAC unit on the 1994 building addition had not been replaced at that time and was original to the addition. The 1994 unit was no longer functioning properly and needed a new cooling compressor. It was determined at the August 17, 2017, Committee meeting to replace the 1994 HVAC unit at a cost not to exceed \$15,000.

Ms. Larsen then reported that the 1994 HVAC unit had been replaced in mid-September at a cost of \$14,989.

REPORT ON 2018 COMMISSION HEALTH INSURANCE

Mr. Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2018. Ms. Larsen distributed Table 1 which shows the Commission's Group Medical Insurance Premiums for 2018 (copy attached to Official Minutes).

Ms. Larsen stated that the Commission participates in the Wisconsin Public Employees Group Insurance Program. That program is governed by the State of Wisconsin Group Insurance Board and is administered by the Wisconsin Department of Employee Trust Funds (WDETf). She noted that the Commission staff has been informed of the group health insurance rates for calendar year 2018.

Ms. Larsen then recalled that by Committee action on September 29, 2011, the Deductible Health Maintenance Organization (HMO) option for the Group Health Insurance Program was selected. At the

same meeting it was also determined that the employee deductible would be reimbursed to the employee through the establishment of a Health Reimbursement Account plan.

Ms. Larsen noted that in 2017 employees primarily selected WEA Trust-East. In 2018 there are now four qualified health plans available to Commission employees, Dean Health Insurance, Network Health, Quartz Community, and WEA Trust-East.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2018 with the enrollment period ending October 27, 2017. She noted that the Commission staff will be responsible in 2018 for 20 percent of the premium costs, and that the State program has a requirement that the Commission pay no more than 88 percent of the average premium cost of the qualified health plans within Waukesha County. Those qualified plans again are Dean Health Insurance, Network Health, Quartz Community, and WEA Trust-East. If an employee selects the WEA Trust-East plan that employee will pay 23 percent in premium cost, as the 20 percent cost share is more than the 88 percent of the average premium of the qualified plans.

Ms. Larsen stated that while many Commission employees have in the past selected the WEA Trust-East insurance, many employees may now be selecting Network Health insurance. However, the Network Health insurance only covers medical providers under the Columbia St. Mary's and Ascension networks. While WEA Trust-East covers both the Columbia St. Mary's providers and medical providers under the Aurora network. In addition, WEA Trust-East will no longer cover any services provided at Children's Hospital of Wisconsin or the Froedert network, including Froedert Hospital.

Ms. Larsen concluded by stating that she will give a report on results of the Commission staff health insurance selections and the budget impact of the selection process at the next Administrative Committee Meeting.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements. Mr. Hahn noted there was no correspondence or announcements.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:16 p.m. on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL/dd
#239533

Attachments