

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, August 16, 2018

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
Michael A. Crowley
Mike Dawson
William R. Drew
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.
Thomas H. Buestrin

Charles L. Colman
Aloysius Nelson

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. Mr. Hahn noted that for the record Commissioner's Colman and Nelson had asked to be excused.

APPROVAL OF MINUTES OF JULY 19, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 19, 2018, meeting minutes. There were none.

On a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on July 19, 2018, were approved as published.

PRESENTATION OF 2017 COMMISSION AUDIT REPORT

Mr. Dwyer welcomed Mr. Jacob Lenell, CPA, and Mr. Jordan Boehm, CPA, both of the firm CliftonLarsonAllen (CLA), to present the Draft 2017 Commission Audit Report to the Committee. Mr. Lenell distributed a summary document of the Commission's 2017 Audit and then presented the findings.

Mr. Lenell noted no audit entries or past adjustments were made, and all year-end balances are appropriately stated. Based upon these findings, a clean audit opinion, the highest level of assurance, will be issued. Mr. Lenell further stated that the Commission will be considered a low risk auditee for the conduct of the 2018 audit.

Discussion ensued concerning the inclusion into the audit of a statement recognizing the fact that the Commission has not increased the tax levy request for 13 years.

Ms. Russell noted that Counties are subject to levy limits.

Mr. Crowley suggested that a description of why the tax levy has been stable for the last 13 years be included in the meeting minutes.

[Secretary's Note: The Commission has not requested a tax levy increase since 2007 due to a number of related factors. In 2007, the budget consisted of 75 full time positions, in calendar year 2017 there were 63 full time positions. Efficiencies in the conduct of the commission staff's work have been realized through technology. In addition, due to Act 10, the Commission's retirement contribution was cut in half, which resulted in an annual cost savings of at least \$175,000 beginning in 2012.]

Mr. Lenell suggested that trend information and a historical comparison of the annual tax levy request could be included in the financial statements. Ms. Larsen indicated that she could develop a table presenting the historical tax levy request since calendar year 2007.

On a motion by Mr. Wirth, seconded by Mr. Pitts, the 2017 Audit Report was accepted and placed on file.

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 15

Ms. Larsen distributed copies of the Check Register for the 15th financial reporting period of July 9, 2018, through July 22, 2018.

In response to an inquiry by Mr. Dwyer concerning payment to CliftonLarsonAllen, (page 1), Ms. Larsen stated this payment was made in error. The payment should have gone to Cramer Multhaff and Hammes, the Commission's legal firm. This error has been corrected with CliftonLarsonAllen refunding to the Commission the erroneous payment.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 15th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 15th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 16

Ms. Larsen distributed copies of the Check Register for the 16th financial reporting period of July 23, 2018, through August 5, 2018.

In response to an inquiry by Mr. Crowley concerning payment to Rev's PreCast Concrete, (page 2), Ms. Larsen stated this payment was for the purchase of 24 monument markers.

In response to an inquiry by Mr. Drew concerning payment to Volkman Railroad Builders, (page 3), Ms. Larsen stated this payment was for the purchase of railroad spikes used by the County survey staff.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Dawson, and carried unanimously, the Commission disbursements for the 16th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 16th reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 5, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 16 ending on August 5, 2018, 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 60 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 July meeting.
2. The service agreement revenues remain unchanged from the report presented at the July meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of \$408,000 for the continuing program projects. The surplus is expected to decline throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for the audit, replacement equipment, and automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2016 financial audit. These accounts will be adjusted upon completion of the audit for 2017.
5. The Commission had on hand as of August 5, 2018, approximately \$5.94 million. This includes about \$444,144 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 1.95 percent interest and various certificate of deposit accounts.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated that the amounts deposited into the various Certificate of Deposits are limited to approximately \$250,000. In addition the interest earned on those accounts is closely monitored. Mr. Dwyer then suggested that the CD's be moved into the Local Government State Investment Pool (LGIP) as the interest earned at the LGIP is greater than the CD's. Ms. Larsen stated that she will work to move the funds out of the CD accounts to the LGIP as the CD accounts mature.

There being no additional questions or discussion, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 5, 2018, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements. There were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:09 p.m. on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL/ce
#244161
Attachments