

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 18, 2018

1:30 p.m.

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

Present:

Excused:

Committee Members:

Mike Dawson, Vice-Chairman
Michael A. Crowley
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

James T. Dwyer, Chairman
Thomas H. Buestrin
Charles L. Colman
William R. Drew

Staff:

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

ROLL CALL

Vice-Chairman Dawson 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 Buestrin, Colman, Drew, and Dwyer had asked to be excused.

APPROVAL OF MINUTES OF AUGUST 16, 2018, MEETING

Vice-Chairman Dawson asked if there were any changes or additions to the August 16, 2018, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the minutes of the Administrative Committee meeting held on August 16, 2018, were approved as published.

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 17

Ms. Larsen distributed copies of the Check Register for the 17th financial reporting period of August 6, 2018, through August 19, 2018.

There being no 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 2018 were approved.

Vice-Chairman Dawson, Mr. Crowley, and Mr. Hahn then affixed their signatures to the Check Register for the 17th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 18

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of August 20, 2018, through September 2, 2018.

In response to an inquiry by Mr. Wirth concerning payment to Carroll University (page 1), Ms. Larsen stated this was payment for a room rental for a VISION 2050 public meeting.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 18th reporting period of 2018 were approved.

Vice-Chairman Dawson, Mr. Crowley, and Mr. Hahn then affixed their signatures to the Check Register for the 18th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of September 3, 2018, through September 16, 2018.

In response to an inquiry by Mr. Crowley concerning payment to Sentinel Technologies (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.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 19th reporting period of 2018 were approved.

Vice-Chairman Dawson, Mr. Crowley, and Mr. Hahn then affixed their signatures to the Check Register for the 19th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of September 17, 2018, through September 30, 2018.

In response to an inquiry by Mr. Crowley concerning payment to the U.S. Geological Survey (USGS) (page 5), Mr. Hahn stated that this payment is for the stream gaging program. Mr. Hahn then went on to state that the stream gaging program is a long running program where 15 stream gages have been placed in various locations in the Milwaukee River, the Kinnickinnic River, the Root River, the Pike River, the Bark River, the Fox River, and the Mukwonago River. This is a cooperative program with the Commission acting as

the fiscal agent. The USGS and the Milwaukee Metropolitan Sewerage District, the City of Delafield, the Kenosha Water Utility, the Racine Water Utility, Upper Nemahbin Lake Management District, and Waukesha County cost share this program.

In response to an inquiry by Mr. Crowley concerning payment to the Milwaukee County Land Information Office (page 3), Ms. Larsen stated this was a refund to the County LIO department for their portion of the 2015 LiDAR data. In October 2016, the Commission received a request from the U.S. Geological Survey (USGS) to reformat the 2015 LiDAR data to meet USGS specifications. The Commission received a grant from the USGS in the amount of \$125,040 to fund this work. The Commission expended \$15,000 of the grant funds for reformatting the data. Because the cost of obtaining the LiDAR data in 2015 was borne by Milwaukee, Ozaukee, Walworth, Washington, and Waukesha Counties, the Commission refunded the remaining \$110,040 proportionately to each County.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 20th reporting period of 2018 were approved.

Vice-Chairman Dawson, Mr. Crowley, and Mr. Hahn then affixed their signatures to the Check Register for the 20th reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 30, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 20 ending on September 30, 2018, were distributed for Committee review. Vice-Chairman Dawson 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 75 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 less work than expected being requested from the Wisconsin Department of Transportation for Traffic Forecasting and Wetland Delineations.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of nearly \$134,000 for the continuing program projects. The surplus is expected to decline to approximately \$125,000 by year year-end.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2017 financial audit.
5. The Commission had on hand as of September 30, 2018, approximately \$7.2 million. This includes about \$666,000 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 2.05 percent interest and various certificate of deposit accounts.

There being no additional questions 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 September 30, 2018, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF REPAIRS TO THE 1994 ROOFTOP HVAC UNIT NO. 4

Vice-Chairman Dawson asked Ms. Larsen to review with the Commission the repairs concerning the 1994 heating ventilation and air conditioning (HVAC) unit.

Ms. Larsen noted that the 40 ton Trane HVAC unit had been replaced in mid-2012, she said, there are four other roof top HVAC Units (RTU) that were original to the 1994 building addition and had not been replaced in 2012. RTU No. 1 was replaced in September 2017. RTU No. 4 is no longer functioning properly and is in need of a new heat exchanger and cooling compressor. That unit uses R-22 Freon which is being phased out of production and will no longer be available for purchase after the year 2020. Since this unit has reached the end of its useful life, it is recommended that the unit be replaced for a cost not to exceed \$20,000.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated the replacement of the RTU No. 4 is not a budgeted item, but it is covered under the Commission's Building Improvement and Maintenance Reserve fund.

On a motion by Mr. Schmidt, seconded by Ms. Pitts, and carried unanimously, the staff was requested to work with Total Mechanical to replace the 1994 RTU No. 4 unit for a cost not to exceed \$20,000.

CONSIDERATION OF PURCHASE OF PRINT SHOP COPIERS

Ms. Larsen noted the 2018 adopted budget includes \$100,000 for the purchase of two new high-volume photocopiers for use in the Print Shop. She noted the current copiers were purchased in March 2013, with a life expectancy of five years. Both copiers are at the end of their useful life. Staff has obtained quotes from two companies for new copiers. Based on the available functions and the longer life guarantee, it is recommended to purchase two Xerox copiers for a cost of \$90,243.

In response to an inquiry by Mr. Crowley, Ms. Larsen stated the maintenance costs are covered within the page count charge that is paid on a quarterly basis.

On a motion by Mr. Nelson, seconded by Mr. Crowley, and carried unanimously, staff are approved to purchase two Xerox copiers for the Commission Print Shop at a cost of \$90,243.

CONSIDERATION OF NETWORK SERVER UPGRADE

Vice-Chairman Dawson asked Ms. Larsen to review with the Committee the Commission's computer network server system and to discuss an upgrade. Ms. Larsen referenced the October 8, 2018 SEWRPC Network Server Upgrade memorandum which states the network is very low on storage space and the purchase would add an additional 17 TB of storage.

A discussion ensued regarding the evaluation of the Commission's computer network needs. Mr. Wirth recommended that staff contact Mr. Eric Stelter of ETS Advisory Services to offer alternate suggestions.

On a motion by Mr. Pitts, seconded by Mr. Stroik, this agenda item was moved to postpone to a certain time.

[Secretary's Note: The commission staff and Mr. Stelter discussed approaches to address the computer network needs, and will present options to the Administrative Committee at its November 15, 2018, meeting.]

REPORT ON 2019 COMMISSION HEALTH INSURANCE

Vice-Chairman Dawson asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2019. Ms. Larsen distributed Table 1 which shows the Commission's Group Medical Insurance Premiums for 2019 (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 2019.

Ms. Larsen then recalled that the Deductible Health Maintenance Organization (HMO) option for the Group Health Insurance Program was selected by Committee action on September 29, 2011. At the same meeting it was also determined that the employee deductible would be reimbursed to each employee through the establishment of a Health Reimbursement Account plan.

Ms. Larsen noted that in Calendar Year 2018 employees primarily selected either Network Health or WEA Trust-East. For Calendar Year 2019 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 2019 with the enrollment period ending October 26, 2018. She noted that the Commission staff will be responsible in 2019 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 just over 24 percent in premium cost, in order for the commission cost share to be limited to the required 88 percent of the average premium of the qualified plans.

Ms. Larsen stated that the two primary insurance options are WEA Trust-East insurance and Network Health insurance. There are notable differences in the provider coverage of each health plan. 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/Ascension providers and medical providers under the Aurora network. In addition, WEA Trust-East does not cover any services provided at Children's Hospital of Wisconsin or the Froedert network, including Froedert Hospital.

Ms. Larsen then discussed researching an employee paid gap coverage insurance plan, such as Allstate or Aflac to provide additional hospital, accident, or critical illness coverage to help employees with medical costs in the event of a catastrophic incident. She noted that such coverage could be provided at no cost to the Commission, and that it would be beneficial given the lack of coverage under WEA Trust-East for services provided at Children's Hospital of Wisconsin or the Froedert network

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, and on the results of researching gap coverage insurance plans to be made available to staff with no cost to the Commission.

CORRESPONDENCE AND ANNOUNCEMENTS

Vice-Chairman Dawson asked Mr. Hahn if there were any correspondence or announcements. Mr. Hahn stated there was no correspondence, but announced that the Commission's tenant, ProHealth Care, Inc. has indicated that they would like to extend their lease for a three year term, to March 31, 2022. Mr. Hahn further noted the lease would be written for the three year term, and Commission staff would add two additional one-year options to renew, bringing the lease through March 31, 2024.

In response to a discussion concerning rental rates, Mr. Hahn stated he would confer with Mr. Buestrin about the appropriate square foot rental rate.

[Secretary's Note: Mr. Hahn discussed the current rental rate of \$20.24 per square foot with Mr. Buestrin. Mr. Buestrin stated the current rate is very favorable and suggested that the rate remain in force.]

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:30 p.m. on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary