

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 24, 2019

1:30 p.m.

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

Present:

Excused: None

Committee Members:

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

William R. Drew

Staff:

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| Kevin J. Muhs | Executive Director |
| Benjamin R. McKay | 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 DECEMBER 13, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the December 13, 2018, meeting minutes.

On a motion by Mr. Nelson, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on December 13, 2018, were approved as published.

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 25

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of November 26, 2018, to December 9, 2018.

In response to an inquiry by Mr. Nelson concerning payment to LeMans Tech (page 2), Ms. Larsen stated this payment was for the purchase of a computer server that will be used to back up the Commission's Transportation Modeling data, which is currently stored on an outdated tape backup system.

In response to an inquiry by Mr. Nelson concerning payment to Xerox Corporation (page 4), Ms. Larsen stated this payment was for the purchase of two large volume copiers for the Commission's print shop.

In response to an inquiry by Ms. Russell, concerning payment to the University of Wisconsin-Madison (page 4), Ms. Larsen stated this was for the testing of water samples as part of the Chloride Impact Study.

In response to an inquiry by Mr. Colman concerning payment to Terminal Andrae Inc., (page 3), Mr. Dwyer replied that this company is the Commission's electrical contractor.

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 25th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 25th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 26

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of December 10, 2018, to December 23, 2018.

In response to an inquiry by Mr. Nelson concerning payment to Delta Sigma Theta Sorority, Inc., (page 2), Ms. Larsen stated that the Commission rented a meeting room from the sorority for an Environmental Justice Task Force meeting, held on December 18, 2018.

In response to an inquiry by Mr. Nelson regarding SEWRPC petty cash, Ms. Larsen explained that a maximum of \$100 is kept in the petty cash fund. When this fund is low, it is replenished to \$100.

In response to an additional inquiry by Mr. Nelson concerning payment to White Rock Security Group, LLC (page 6), Ms. Larsen stated this payment was for the purchase of anti-virus computer protection for a period of three years.

In response to an inquiry by Ms. Russell, concerning a portion of the payment to Cardmember Service (page 1), Ms. Larsen stated that this particular amount of covered airline tickets for Commission staff to attend the Transportation Research Board annual meeting, and also included a conference registration fee for the Shared Mobility Conference.

In response to an inquiry by Ms. Russell concerning payment to Erffmeyer and Son Company, Inc., (page 2),

Ms. Larsen stated this payment was for 10 year and 25 year staff service awards.

In response to an inquiry by Ms. Russell concerning payment to the Wisconsin Land Information Association, (page 6), Ms. Larsen stated that this is a conference registration fee for a staff member to attend the Wisconsin Land Information Association annual conference.

In response to an inquiry by Ms. Russell concerning payment to ExxonMobil Card Services (page 2), Ms. Larsen stated this payment represents gasoline purchases for the Commission's seven vehicles for a one month time period.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 26th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 26th reporting period of 2018 (copy attached to Official Minutes).

2019 Reporting Period No. 1

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of December 24, 2018, to January 6, 2019.

In response to an inquiry by Mr. Nelson concerning payment to Casper Coffee Company, (page 1), Ms. Larsen stated this was payment for coffee and coffee supplies.

[Secretary's Note: The Commission provides coffee to Commissioners and staff. The cost to provide the coffee, cream and sugar in Calendar Year 2018 was \$4,044.00.]

In response to an inquiry by Mr. Nelson concerning payment to Xerox Corporation (page 4), Ms. Larsen stated that this payment included training on the new Xerox print shop copiers, and also payment for the page count usage on both of these copiers.

In response to an inquiry by Ms. Russell concerning payment to the City of Pewaukee, Ms. Larsen stated this was the payment in lieu of taxes (PILOT) that is made annually to the City. The Commission agreed to make an annual PILOT payment to the City at the time the building was purchased.

In response to an inquiry by Ms. Russell concerning payment to Century Link (page 3), Ms. Larsen stated this payment represents the Commission's internet and telephone service. She further noted that Century Link was formerly Level 3 Communications and prior to that was Time Warner Telecom.

In response to an inquiry by Ms. Russell concerning payment to Inrix, Inc., (page 2) Ms. Larsen stated that this was for the purchase of travel demand modeling data. She added that the payment was inadvertently coded to the wrong expense account, and will be corrected to reflect that the payment should go to the outside services account. Mr. Muhs added that this data is gathered using GPS technology from vehicles traveling within the Region.

In response to an inquiry by Mr. Colman concerning payment to the University Wisconsin-Madison (page 3), Ms. Larsen stated this payment was for water sample testing as part of the Chloride Impact Study.

In response to an inquiry by Mr. Colman concerning payment to McTrans Center (page 2), Ms. Larsen stated this payment was for the license renewal of the Highway Capacity Software program that is used for traffic forecasting by the Commission's Transportation Division.

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 1st reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 1st reporting period of 2019 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 6, 2019

Copies of the Statement of Projected Revenues and Expenditures for reporting period 1 ending on January 6, 2019, 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 the beginning of the calendar year, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. 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 in November 2018. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in January from the Wisconsin Department of Transportation (WisDOT). The Wisconsin Department of Administration revenue for the Coastal Management Program has also been secured and the Wisconsin Department of Natural Resources revenue for the Water Quality Planning Program is expected to be secured.
2. With respect to service agreement revenues that support work activities in the planning program areas of land use, water quality, floodland management, economic development, and community assistance, many of the funds identified in the Statement already have been secured or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2019 by the Commission's tenant, ProHealth Care, Inc. In December 2018, ProHealth signed an agreement extending their lease through March 31, 2022, with two one year renewal options through March 31, 2024.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2017 financial audit. These accounts will be adjusted upon completion of the audit for 2018.
4. The Commission had on hand as of January 6, 2019, approximately \$6.86 million. This includes about \$323,220 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 2.37 percent interest, and certificate of deposit accounts.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated that due to the nature of closing the books for Calendar Year 2018, it is too early to determine if there will be a surplus or deficit.

In response to an inquiry by Mr. Dwyer concerning interest rates earned on money market accounts, Ms. Larsen stated she is aware that interest rates vary with the amount invested, but has not noticed a difference in business rates versus personal rates with regard to money market accounts.

There being no further inquiries or discussion, on a motion by Ms. Russell, seconded by Mr. Nelson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 6, 2019, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs introduced Mr. Ben McKay as the Commission's Deputy Director. Mr. McKay then gave a brief biography of his tenure at the Commission.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:55 pm. on a motion by Mr. With, seconded by Mr. Dawson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

BRM/KJM/EAL/ce
#246353
Attachments