

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, February 21, 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  
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.

Thomas H. Buestrin  
William R. Drew

Staff:

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. Mr. Muhs noted for the record that Messrs. Buestrin and Drew had asked to be excused.

#### APPROVAL OF MINUTES OF JANUARY 24, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the January 24, 2019, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on January 24, 2019, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2019 Reporting Period No. 2**

Ms. Larsen distributed copies of the Check Register for the 2<sup>nd</sup> financial reporting period of January 7, 2019, to January 20, 2019.

In response to an inquiry by Mr. Dwyer concerning payment to Dell Marketing L.P., (page 1), Ms. Larsen stated that four desktop computers and monitors, which included a modeling computer, and two laptop computers were purchased. This purchase was within the Commission's 2018 budget for the replacement of computer equipment.

In response to an inquiry by Mr. Nelson concerning payment to Blue Marble Geographics (page 1), Ms. Larsen stated this payment was for the renewal of software that aids in the conversion of orthophoto images and LiDAR data to the new datum.

In response to an inquiry by Mr. Nelson concerning payment to Jerrys Automotive Service, Inc., (page 2), Ms. Larsen stated this payment was for automobile maintenance on three of the Commission's seven vehicles.

In response to an additional inquiry by Mr. Nelson concerning payment to Transportation Development Association (page 2), Ms. Larsen stated this was for the 2019 Association dues.

In response to an inquiry by Ms. Russell concerning payment to the Association of Metropolitan Planning Organizations (AMPO) (page 1), Ms. Larsen stated this payment represents the Commission's annual dues. The AMPO is an organization that provides technical and legislative assistance to Metropolitan Planning Organizations (MPOs).

In response to an inquiry by Ms. Russell concerning payment to Buetow Lighting, Inc., (page 1), Ms. Larsen stated this payment is for the purchase of light bulbs for the Commission office.

In response to an inquiry by Ms. Russell concerning payment to Eco-Counter (page 1), Ms. Larsen stated this payment was for the Eco-Visio software license renewal. This software is used to remotely transmit traffic count data to staff.

In response to an inquiry by Mr. Dawson concerning a payment to Robert W. Merry (page 2), with the description "Flexible Spending Account," Ms. Larsen stated that employees may choose to enroll in a Flexible Spending Account (FSA) program which allows for employees to annually designate a pre-tax maximum of \$2,700 in medical expenses from their payroll check. In 2018 and prior years the employees were to submit receipts for medical expense payments to payroll staff and were then issued a Commission Accounts Payable check with that amount deducted from their individual FSA account. Beginning in 2019 the management of this program has been transferred to Diversified Benefits Services to ensure payments for requested expenditures are IRS eligible. However in accordance with IRS rules staff were able to carry forward to 2019 a maximum of \$500 of prior years' unused funds to be used for current year FSA expenses. These carryover funds will be administered by Commission staff. Mr. Merry's payment represents a request for medical reimbursement on his 2018 FSA carryover amount.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated that Goldstar Cleaning, Inc., (page 2) has been performing janitorial duties for the Commission on a daily basis since March 2002. As Goldstar Cleaning

has raised their rates once since they began working with the Commission, they are very responsive to staff requests, and the building is always in excellent condition, staff has not requested quotes from other cleaning companies.

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 2<sup>nd</sup> reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 2<sup>nd</sup> reporting period of 2019 (copy attached to Official Minutes).

### **2019 Reporting Period No. 3**

Ms. Larsen distributed copies of the Check Register for the 3<sup>rd</sup> financial reporting period of January 21, 2019, to February 3, 2019.

In response to an inquiry by Mr. Nelson concerning payment to Ewald Automotive Group (page 2), Ms. Larsen stated this payment was for the purchase of a 2019 Chevrolet Bolt. This purchase was approved at the November 15, 2018, Committee meeting and will be used by the Commission's Executive Director. Upon purchase of this vehicle the Commission will have eight vehicles, including one assigned to the Executive Director and seven available for staff use.

In response to an inquiry by Mr. Nelson concerning payment to El Conquistador Latino News, Inc. (page 2), Ms. Larsen stated this payment was for the placement of an employment advertisement in both English and Spanish.

In response to an inquiry by Mr. Nelson concerning payment to Master Graphics, Inc. (page 3), Ms. Larsen stated this payment was for the purchase of toner for the Commission's plotters.

In response to a final inquiry by Mr. Nelson concerning payment to MicroSurvey Software, Inc. (page 3), Ms. Larsen stated this payment was for the annual maintenance and support of Starnet software, a surveying software used to develop coordinate positions on survey corners.

In response to an inquiry by Ms. Russell concerning payment to AVI Systems, Inc. (page 1), Ms. Larsen stated the Commission purchased a smart board for use by the Transportation Division to assist with collaborating among staff and with Wisconsin Department of Transportation staff.

In response to an inquiry by Ms. Russell regarding a portion of the payment to CardMember Service (page 1), the Commission's credit card bill, Ms. Larsen stated this amount was for the annual service recognition lunch for the staff.

In response to an inquiry by Ms. Russell concerning payment to Century Link (page 4), 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.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 3<sup>rd</sup> reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 3<sup>rd</sup> reporting period of 2019 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 3, 2019**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 3 ending on February 3, 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 represented just under 10 percent of the calendar year. She then called attention to the following items:

1. The Federal Highway Administration revenue has increased to reflect an additional \$60,484 of PL monies for the Commission's 2019 work program activities.
2. State revenue entries on the Statement remain unchanged from the report presented at the January meeting.
3. The service agreement revenues remain unchanged from the report presented at the January meeting.
4. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2019 Overall Work Program, indicates a surplus of \$825,000 for the continuing program projects. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus will decline throughout the year. The surplus may be expected to decline to less than \$200,000 throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for business insurance and audit, replacement equipment, and the 2019 automobile replacement.
5. 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.
6. The Commission had on hand as of February 3, 2019, approximately \$6.8 million. This includes about \$360,000 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 2.47 percent interest and various certificate of deposit accounts.

Ms. Russell suggested that given the low interest rates on a few of the Certificates of Deposits (CD), Ms. Larsen inquire about an early withdrawal on these CDs and move those funds into an account with higher interest rates.

There being no additional inquiries or discussion, on a motion by Mr. Nelson, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 3, 2019, was accepted to be placed on file (copy attached to Official Minutes).

## **UPDATE ON NETWORK SERVER AND CAPACITY UPGRADE**

Ms. Larsen stated that staff has now received two quotations regard the Commission's network server and capacity upgrade. The quotations received were vastly different and leave no clear direction on how to proceed with the upgrade.

At the onset of this project it was recommended that staff reach out to Mr. Eric Stelter of ETS Advisory Services. At that time, Mr. Stelter provided the staff with a very preliminary recommendation, but to receive a formal quote Mr. Stelter requested he be compensated for his time to prepare the quote at a cost of \$235/hour.

Due to the disparity with the quotes and recommendations received from LeMans Tech and River Run, staff is requesting authorization to work with Mr. Stelter to receive a formal quote for his services with regard to the Commission's network server and capacity upgrade.

There being no additional comments, on a motion by Mr. Stroik, and seconded by Mr. Crowley, staff is authorized to obtain a formal quote from Mr. Stelter for his recommendation on the network server and capacity upgrade.

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs stated there was none.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:57 p.m. on a motion by Mr. Wirth, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary

JTD/KJM/EAL/ce  
#246812  
Attachments