

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 25, 2019

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
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.

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director

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 JUNE 27, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the June 27, 2019, meeting minutes. There were none.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on June 27, 2019, were approved as published.

APPROVAL OF DISBURSEMENTS

2019 Reporting Period No. 13

Mr. Muhs distributed copies of the Check Register for the 13th financial reporting period of June 10, 2019, to June 23, 2019.

Ms. Russell inquired about a number of payments. Mr. Muhs responded as follows:

- CDW Government, Inc. (page 1); this payment was for the annual renewal of Adobe Illustrator, In-Design, and Photoshop software.
- Diversified Benefits Services (page 1); this payment was for the July administration of the Commission's Health Reimbursement Account and Flexible Spending Account programs.
- Jerry's Automotive Services, Inc., (page 2); this payment was for the replacement of tires and lights on the Commission's trailer, to repair the rear brakes on the 2015 Chevrolet Traverse, and to replace the air conditioning compressor on the 2015 Ford Explorer.
- NASSCO, Inc., (page 3); this payment was for the purchase of cleaning and restroom supplies for the building.
- Northwoods Software Development, Inc., (page 3); this payment was the annual maintenance renewal for the Commission's website software.
- Century Link (page 4); this payment represents the Commission's internet and telephone service.
- West Bend Mutual Insurance Company (page 4); this payment was for the renewal of the Commission's business insurance.

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 13th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 13th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 14

Mr. Muhs distributed copies of the Check Register for the 14th financial reporting period of June 24, 2019, to July 7, 2019.

In response to an inquiry by Mr. Colman concerning payment to Total Mechanical, (page 3), Mr. Muhs stated that this was for a repair to the main rooftop HVAC unit. The air conditioner compressor was replaced.

In response to a series of inquiries by Ms. Russell, Mr. Muhs responded as follows:

- Neopost (page 2); this payment was for the annual rental fee for the postage meter.
- Royal Lawns (page 2); this payment was for a fertilizer application. Royal Lawns was formerly Four Seasons Landscape Maintenance.

- Securian Financial (page 2); this was payment for the employee term life insurance premium for the month of July. This benefit is administered through the Wisconsin Department of Employee Trust Funds.
- The Hartford (page 3); this was payment for the disability benefit for the month of July.
- Travelers Insurance (page 3); this was payment for the Commission's cyber liability insurance policy and crime insurance policy. Both policies are part of the Commission's business insurance package.
- U.S. Treasury (page 3); this was the annual payment due for the Affordable Care Act Patient-Centered Outcomes Research Institute fee, also known as the PCORI tax.
- UW Madison (page 3); this payment was for the testing of water samples as part of the Chloride Impact Study.
- WDETf (page 3); this payment for the August Health insurance premium as administered through the Wisconsin Department of Employee Trust Funds. This is the full premium for the month, employees pay at least 20 percent of the cost of the monthly health insurance.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 14th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 14th reporting period of 2019 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 7, 2019

Copies of the Statement of Projected Revenues and Expenditures for reporting period 14 ending on July 7, 2019, were distributed for Committee review. Chairman Dwyer asked Mr. Muhs 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, Mr. Muhs commented that the period covered represented just over 50 percent of the calendar year. He 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 June meeting.
2. The service agreement revenues on the Statement remain unchanged from the report presented at the June meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of nearly \$400,000 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 the automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2018 financial audit.

5. The Commission had on hand as of July 7, 2019, approximately \$7.54 million. This includes about \$446,355 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 2.42 percent interest and various certificate of deposit accounts.

Mr. Muhs commented that the Pyramax Bank Certificate of Deposit (CD) was up for renewal on July 20, 2019. He stated that the bank has a 12 month CD with an annual percentage rate 1.50 or a 24 month CD with an annual percentage rate of 1.75. After a brief discussion, it was recommended that Ms. Larsen renew the Pyramax CD for a period of 12 months.

In response to an inquiry by Mr. Colman, the Economic Development program and the Community Assistance Program are both projecting a deficit due to increased work efforts in both those program areas.

In response to an inquiry by Mr. Colman, Mr. Muhs stated the \$400,000 increase in the program development fund shown on the statement was due to the finalization of the Commission year 2018 surplus as part of the completion of audit.

There being no additional inquiries 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 July 7, 2019, was accepted to be placed on file (copy attached to Official Minutes).

DISCUSSION OF REPAIRS OR REPLACEMENT TO THE 1994 ROOFTOP HVAC UNIT NO. 3

Chairman Dwyer asked Mr. Muhs to review with the Commission the replacement of the two 1994 heating ventilation and air conditioning (HVAC) units that have not yet been replaced.

Mr. Muhs noted that the 40 ton Trane HVAC unit had been replaced in mid-2012, and noted 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. 2 was replaced in February of this year. RTU No. 3, is no longer functioning properly and is in need of a new economizer board. To repair this board is a cost of \$1,300. This repair does not address the fact that the 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.

Mr. Muhs further explained that Ms. Larsen had also requested a quote to replace RTU No. 4 at the same time as RTU 3 due to the age of the unit. RTU No. 4 will have the same issue with the R-22 Freon. There is a slight cost savings to replace both units at the same time.

As part of the ensuing discussion, Mr. Pitts enquired whether an extended warrant was available for the units. Mr. Muhs indicated that staff would discuss if this was a possibility with the vendor.

Secretary's Note: [An extended warranty is not available on the RTU units.]

On a motion by Mr. Pitts, seconded by Mr. Colman, and carried unanimously, the staff was requested to work with Total Mechanical to replace RTU No. 3 and No. 4.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs noted that as there are not any pressing needs, the August Administrative and Executive Committee meetings will be cancelled.

ADJOURNMENT

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

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

JTD/KJM/EAL
#249416

Attachments