

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, September 19, 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
Charles L. Colman
Michael A. Crowley
Mike Dawson
Robert W. Pitts
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Thomas H. Buestrin
Aloysius Nelson

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	Assistant Director of 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 JULY 25, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 25, 2019, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on July 25, 2019, were approved as published.

APPROVAL OF DISBURSEMENTS

2019 Reporting Period No. 15

Ms. Larsen distributed copies of the Check Register for the 15th financial reporting period of July 8, 2019, to July 21, 2019.

In response to an inquiry by Mr. Dwyer concerning payment to Advanced Disposal Services, (page 1), Ms. Larsen confirmed that this payment reflects one month of garbage and recycling pickup and that the Commission does have a contract with Advanced Disposal Services that expires in Spring 2020.

In response to an additional inquiry by Mr. Dwyer concerning payment to Seiler Instrument and Manufacturing Company, Inc., (page 3), Ms. Larsen stated this payment was for the annual renewal of software that imports data from the Total Station to the Commission's computer network system.

Mr. Colman inquired about the following payments. Ms. Larsen responded as follows:

- GeoCue Group, Inc. (page 1); this was payment for the annual renewal for the software that aids in the datum conversions and also is able to generate contour lines using LiDAR data sets.
- Michael Gosetti (page 2); Mr. Gosetti attended the ESRI users conference. This was the reimbursement of the travel expenses.
- Kaleb Kutz (page 2); Mr. Kutz also attended the ESRI users conference and was reimbursed for his travel expenses. The users conference was in San Diego, CA, and was held for five days in July.
- World Software Corporation (page 3); this payment was for the annual support agreement for the Commission's document management software.

Ms. Russell inquired about the following payments. Ms. Larsen responded as follows:

- Jerry's Automotive Service, Inc. (page 2); the portion of this payment in the amount of \$1,618.36 was for repairs to the air conditioner on the 2015 Ford Explorer.
- Sentinel Technologies (page 3); this payment represents the monthly maintenance cost to the Commission's computer equipment that is no longer covered under a manufacturer's warranty. This payment was incorrectly coded to capital outlay. It should be coded to equipment maintenance. This will be corrected in the accounting system.
- U.S. Geological Survey (page 3); this payment represents a pass-through payment, that is fully reimbursed to the Commission by Racine and Kenosha Counties, for those Counties to acquire LiDAR data and digital terrain model files.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 15th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 15th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 16

Ms. Larsen distributed copies of the Check Register for the 16th financial reporting period of July 22, 2019 to August 4, 2019.

In response to an inquiry by Mr. Dwyer concerning payment to Mr. Robert E. Beglinger (page 1), Ms. Larsen stated this payment was for the reimbursement for Mr. Beglinger's 2019 Medicare health insurance paid out of his sick leave liability account.

Ms. Russell inquired about the following payments. Ms. Larsen responded as follows:

- AccuNet, Inc. (page 1); this payment was for the annual maintenance agreement to renew the Commission's Microsoft Dynamics Accounting Software.
- CliftonLarsonAllen (page 1); this payment was the final payment for the 2018 Audit.
- Jensen Equipment Company, Inc. (page 2); this payment was for a repair to the Commission's jackhammer which is used by the Survey staff.
- Topcon Solutions Store (page 3); this payment was for the purchase of asphalt nails and survey paint.

In response to an inquiry by Mr. Dawson concerning payment to the American Planning Association (APA) (page 1), Ms. Larsen stated this payment was for the annual membership dues in which the Commission receives urban planning and regional planning professional journals and publications.

In response to an inquiry by Mr. Colman concerning payment to River Run Computers, Inc., (page 3), Ms. Larsen stated this payment was for annual maintenance on the Commission's e-mail spam filtering software.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 16th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 16th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 17

Ms. Larsen distributed copies of the Check Register for the 17th financial reporting period of August 5, 2019, to August 18, 2019.

Ms. Russell inquired about the following payments. Ms. Larsen responded as follows:

- El Conquistador Latino News, Inc. (page 1); this payment was for the placement of an employment ad for a water resources engineer.
- Lindenmeyr Monroe (page 2); this payment is for the purchase of paper that staff uses to print Commission reports, publications, and daily work assignments.
- Milwaukee Community Journal (page 2); this payment was for the placement of an employment ad for a water resources engineer.

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- West Central Wisconsin Regional Planning Commission (page 3); this payment was for the registration fee for the 2019 Wisconsin Metropolitan Planning Organizations annual conference.
- We Energies (page 3); this payment is the cost of gas for the Commission building for the month of July.
- Wisconsin Historical Society (page 3); this payment is for the purchase of a data set that contains GIS shape files for the Region.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 17th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 17th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 18

Mr. Muhs distributed copies of the Check Register for the 18th financial reporting period of August 19, 2019 to September 1, 2019.

Ms. Russell inquired about the following payments. Ms. Larsen responded as follows:

- Cardmember Service (page 1); the portion of this payment in the amount of \$994.44 was for the purchase of web certificates on the five Commission servers for a two year period.
- Diversified Benefit Services, Inc. (page 1); this payment was for the August administration of the Commission's Health Reimbursement Account and Flexible Spending Account programs.
- Century Link (page 4); this payment is for the Commission's internet and telephone service.
- U.S. Geological Service (USGS) (page 4); this payment is for the stream gaging program. This program is a cooperative effort between the USGS, 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 to share costs for this program. The Commission acts as the fiscal agent for this program.
- Wisconsin Economic Development Corporation (page 4); this payment was for the Commission's participation in the Governor's Conference on Diverse Business Development.

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 18th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 18th reporting period of 2019 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 1, 2019

Copies of the Statement of Projected Revenues and Expenditures for reporting period 18 ending on September 1, 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.

Attachments

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented nearly 70 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 on the Statement 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 approximately \$ 355,000 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, replacement network 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 September 1, 2019, approximately \$7.60 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 2.17 percent interest, and various certificate of deposit accounts.

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 September 1, 2019, was accepted to be placed on file (copy attached to Official Minutes).

SELECTION OF AUDITOR FOR CALENDAR YEAR 2019

Chairman Dwyer asked Mr. Muhs to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2019. Mr. Muhs stated on June 27, 2019, the Administrative Committee received the calendar year 2018 audit which was conducted by the certified public accounting firm of CliftonLarsonAllen, LLP, (CLA). He noted that the cost to the Commission for the 2018 audit was \$26,410.

Mr. Muhs said it is the staff's recommendation that CLA be retained by the Commission to conduct the audit of the Commission's calendar year 2019 operations. Ms. Larsen reported that Mr. Jordan R. Boehm, the accountant assigned to the Commission by the firm, conducted a thorough audit; Mr. Boehm makes himself available to the Commission staff throughout the year to provide guidance and advice on financial accounting matters; and Mr. Boehm and his team at CLA have performed well, work cooperatively with staff, and have completed the audit on schedule. The staff recommended that the Commission engage the firm CLA again at a cost not to exceed \$27,000.

There being no further inquiries or discussion, it was moved by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, that the firm CliftonLarsonAllen, LLP, be retained to conduct the calendar year 2019 audit.

DISCUSSION OF ANNUAL SOFTWARE RENEWALS

Ms. Larsen distributed and reviewed a table showing the Commission's annual payments for computer software programs used by the staff.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the Commission is up to date and current with the Windows 10 operating system.

In response to an inquiry by Mr. Crowley, Mr. Muhs stated that the Citilabs, Inc. software is a long-range forecasting program used for arterial street and highway forecasts, while the Remix software is used for short range transit analysis. The Remix software integrates with census data and is not a forecasting program. It looks at immediate transit ridership.

Mr. Crowley stated that he would like to see the date these software programs were first purchased by the Commission and what division utilizes the software. In addition, Mr. Crowley asked for the historical budget increases for this line-item within the Commission Budget. Ms. Larsen stated she would provide that information at the next meeting.

DISCUSSION OF RESULTS FROM ETS ADVISORY SERVICES NETWORK ASSESSMENT

Mr. Muhs updated the Committee on the results received from ETS Advisory Services concerning the Commission's network upgrade.

Mr. Muhs stated that the upgrade of the Commission's network will cost approximately \$83,000 with an additional \$10,000 in contract labor costs. The Commission will purchase three computer servers with 30 terabytes of storage on each server.

He further stated that the bandwidth capability will need to be upgraded from 50 megabytes data to 200 megabytes data. Staff is currently exploring cost options for this upgrade.

In response to an inquiry by Mr. Colman, Ms. Larsen stated that the equipment purchase is expected to be completed prior to year-end. The offsite backup portion will occur in 2020 as staff is working to determine the best provider for data storage.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs stated that staff has completed their review and update of the Commission Personnel Regulations and are now working with MRA for review of the document. Staff is anticipating that Committee review of the Personnel Regulations can begin in October and will take multiple meetings to complete.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:25 p.m. on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary