

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 17, 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
Gustav W. Wirth, Jr.

David L. Stroik

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	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 SEPTEMBER 19, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the September 19, 2019, meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on September 19, 2019, were approved as published.

APPROVAL OF DISBURSEMENTS

2019 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of September 2, 2019, to September 15, 2019.

Mr. Colman inquired about a number of payments. Ms. Larsen responded as follows:

- Buetow Lighting, Inc. (page 1); this payment was for the purchase of light bulbs for the Commission office.
- ExxonMobil Card Services (page 2); this payment represents gasoline purchases for the Commission's seven gas powered vehicles for the month of August 2019.
- Key Benefit Concepts, LLC (page 2); Key Benefit Concepts is an actuarial firm the Commission contracted with in April 2019 to conduct a Government Accounting Standards Board (GASB) required actuarial study on Other Post-Employment Benefits (OPEB). This study is required under the GASB Statements 74 and 75, and was conducted to value the post-retirement health insurance benefits that are available to Commission retirees. The full actuarial study was conducted as part of the 2018 Audit and was based off of data available as of December 31, 2017. This payment represents an update to the study using December 31, 2018, data. This update will be incorporated into the 2019 Annual Audit.
- Whitlow Security Specialists (page 3); this payment was for the replacement of a circuit board in the computer system that runs the automatic locks on the front door. The circuit board was malfunctioning, causing the internal clock to run backwards.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the payment to the American Society of Civil Engineers (ASCE) Membership (page 1), was for multiple journal subscriptions that both the Transportation and Environmental staff use as reference documents.

In response to a second inquiry by Ms. Russell, Ms. Larsen stated that the payment to Topcon Solutions Store (page 2), was for the purchase of survey supplies.

There being no further questions or comments, on a motion by Mr. Colman, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 19th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 19th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of September 16, 2019, to September 29, 2019.

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

- Forestry Suppliers, Inc (page 2); this payment was for the purchase of flagging used in conducting wetland delineations.

- Geographic Information Services, Inc. (page 2); this payment was for the purchase of a block of technical support for staff to use in the development of the Commission's new mapping website.
- Grohmann Museum (page 2); this payment was for the room rental fee for the Commission's December 2019 quarterly meeting.
- Alexis McAdams (page 3); this payment to Ms. McAdams, who is a Commission staff member, was incorrectly coded to the capital outlay account and should have been coded to the travel account.
- Postmaster, Waukesha Post Office (page 4); this payment was for renewal of the Commission's bulk mailing account.

In response to an inquiry by Mr. Schmidt, Ms. Larsen stated the payment to Remix (page 3) was for the purchase of a transit planning software to be used in the preparation of the Waukesha Area Transit Development Plan.

Mr. Nelson inquired about a number of payments. Ms. Larsen responded as follows:

- BPI Color (page 1); this payment was for the purchase of plotter paper.
- El Conquistador Latino News, Inc. (page 2); this was payment for the rental of a booth at the Latino Family Expo to be held in late October.
- Total Mechanical, Inc. (page 4); this payment was for the replacement of HVAC rooftop units number 3 and number 4.

In response to an inquiry by Mr. Nelson, Mr. Muhs stated that as the newspaper subscriptions come up for renewal, staff will work to renew on-line only access of the newspapers.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 20th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 20th reporting period of 2019 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 29, 2019

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 20 ending on September 29, 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 75 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue reflects the addition of FHWA PL funds as approved by the OWP revision at the September meeting. These were funds that the LaCrosse MPO was not able to use and were offered to the Transportation Management Areas, who all declined these monies. The Commission accepted receipt of the funds totaling \$42,624 with a match of \$10,656.

2. State revenue entries on the Statement remain unchanged from the report presented at the September meeting.
3. The service agreement revenues on the Statement have decreased approximately \$110,500. Decreases occurred in the Land Use, Water Quality, Floodland Management, and Community Assistance planning programs. The Economic Development planning program increased \$22,500 due to FEMA grant work requested by Kenosha County.
4. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of approximately \$252,000 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.
5. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2018 financial audit.
6. The Commission had on hand as of September 29, 2019, approximately \$7.40 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 2.18 percent interest, and various certificate of deposit accounts.

There being no additional inquiries or discussion, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 29, 2019, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2020 COMMISSION HEALTH INSURANCE

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2020. Ms. Larsen distributed Table 1, which shows the Commission's Group Medical Insurance Premiums for 2020 (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 2020.

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 2019 employees primarily selected either Network Health or WEA Trust-East. For Calendar Year 2020 there are again four qualified health plans available to Commission employees, Dean Health Insurance, Network Health, Quartz Community, and WEA Trust-East. MercyCare Health Plan is also an option for staff who live in Walworth County.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2020 with the enrollment period ending October 25, 2019. She noted that the Commission staff will be responsible in 2020 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.

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 Ascension, Children's Wisconsin, and Froedtert Health networks. WEA Trust-East covers Ascension providers and medical providers under the Advocate Aurora Health network. Therefore, WEA Trust-East does not cover any services provided at Children's Hospital of Wisconsin or Froedtert Hospital.

As a result of the coverage discrepancies between Network Health and WEA Trust-East, in mid-2019 the Commission selected The Hartford Financial Services Group, Inc. to provide gap insurance to employees at no cost to the Commission. Approximately 20 employees have selected one or more of the hospital, accident, or critical illness coverage options and all were very appreciative of the additional benefit.

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.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the deductible is \$500 for the single plan and \$1,000 for the family plan.

FOLLOW UP DISCUSSION OF ANNUAL SOFTWARE RENEWALS

Ms. Larsen distributed the revised table showing the Commission's annual payments for computer software programs used by the staff. This table now indicates the Division that uses each software package and the year the software was first purchased.

Ms. Larsen recalled that at the September 19, 2019, Administrative Committee, Mr. Crowley asked for the historical increase of the software line item in the budget. She stated that the software line item in the 2010 Budget was \$130,000 and was higher than the five-year budget average of \$105,000 due to the purchase of the Worldox Document Management software. The software line item in the 2015 Budget was \$117,000. The software line item in the 2019 Budget is at \$145,500, with the software line item in the 2020 Budget at \$165,000. From 2015 through 2020 the software line item increased due to the annual purchase of the full suite of traffic modeling software from Citilabs. The software line item further increased in the 2020 budget due to the anticipated software update to the Commission's website. Overall the during the last eleven years the software budget has increased 26 percent.

In response to an inquiry by Mr. Nelson, Mr. Muhs stated that Citilabs is a forecasting modeling software that provides travel estimates for the Region. These data include data used to develop air emissions estimates and transit ridership forecasts. This software is used to develop long-term forecast associated with the Regional Transportation Plan and other efforts.

In response to an increase by Ms. Russell, Mr. Muhs stated that when software is purchased for a specific project, that software is charged against the project.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated that the total annual software cost in 2019 was just over \$134,800.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs stated that MRA has just completed their review of the Commission Personnel Regulations and staff is working to incorporate their comment. A full review of the Commission Personnel Regulations should start at the November Committee meeting.

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. Nelson, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary