

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, August 20, 2020

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Thomas H. Buestrin
Charles L. Colman
Aloysius Nelson
Robert W. Pitts
David L. Stroik
Gustave W. Wirth, Jr.

Donna Brown-Martin
Michael A. Crowley
Mike Dawson
Daniel S. Schmidt

Staff:

Kevin J. Muhs
Benjamin R. McKay
Elizabeth Larsen

Executive Director
Deputy Director
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. Chairman Dwyer indicated for the record that Commissioners Brown-Martin, Crowley, Dawson and Schmidt had asked to be excused.

APPROVAL OF MINUTES OF JULY 23, 2020, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 23, 2020, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on July 23, 2020, were approved as published.

PRESENTATION OF 2019 COMMISSION AUDIT REPORT

Chairman Dwyer welcomed Mr. Jacob Lenell, CPA, and Mr. Michael Anderson, CPA, both of the firm CliftonLarsonAllen (CLA), to present the Draft 2019 Commission Audit Report to the Committee.

Mr. Anderson distributed a summary document of the Commission's 2019 Audit and then presented a summary of the findings. He noted no audit entries or past adjustments were made, and all year-end balances are appropriately stated.

There being no financial statement findings and no single audit findings, a clean audit opinion will be issued. Mr. Anderson further stated that the Commission will be considered a low risk auditee for the conduct of the 2020 audit.

In response to an inquiry by Mr. Nelson, concerning the revenue shortfall, Mr. Anderson stated that this represented a decrease in service agreements received as compared to the 2019 budgeted revenues.

In response to an inquiry by Mr. Colman, Mr. Anderson stated that the Commission's cash position did increase by \$67,332.

The 2019 Audit Report was accepted and placed on file.

APPROVAL OF DISBURSEMENTS

2020 Reporting Period No. 15

Ms. Larsen distributed copies of the Check Register for the 15th financial reporting period of July 6, 2020, to July 19, 2020.

In response to an inquiry by Mr. Colman concerning payment to Seiler Instrument and Manufacturing, Inc. (page 3), Mr. Muhs stated that this was a software update for the Commission's two total stations.

In response to an additional inquiry by Mr. Colman concerning payment to SK Global Software, LLC (page 3), Mr. Muhs stated this purchase was for an accounting software module to allow for e-banking and electronic funds transfer of accounts payable checks.

There being no additional questions or comments, on a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 15th reporting period of 2020 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 15th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 16

Ms. Larsen distributed copies of the Check Register for the 16th financial reporting period of July 20, 2020, to August 2, 2020.

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

- Ayers Associates (page 1); this was partial payment for the 2020 Milwaukee County LiDAR project. This is a pass through payment, where Milwaukee County is reimbursing the Commission in full for this project.
- El Conquistador Latino News, Inc. (page 1); this payment was for the placement of a public virtual open house and comment period notice concerning the Commission's 2020 Federal Certification Review of Regional Transportation Planning in Southeastern Wisconsin.

- Milwaukee Community Journal (page 2); this payment was also for the placement of a public virtual open house and comment period notice for the 2020 Federal Certification Review of Regional Transportation Planning in Southeastern Wisconsin.
- National Lead for America, Inc. (page 2); this was payment due under a contract with Lead for America, an organization that works with recent college graduates who are interested in public service career opportunities. The Commission is hosting a fellow for two years. The fellow will have a lead role in developing the new regional food system plan. This is the first years' payment for the fellow.
- Quadient Leasing, USA, Inc. (page 2); this payment is for the lease of the postage meter for one year.

In response to an inquiry by Mr. Colman concerning a portion of the payment to Total Mechanical (page 3), Mr. Muhs stated that the portion of the payment in the amount of \$3,699.10, represented the cost to install touchless faucets in the Commission's restrooms.

There being no additional questions or comments, on a motion by Mr. Colman, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 16th reporting period of 2020 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 16th reporting period of 2020 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 2, 2020

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 16 ending on August 2, 2020, 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 60 percent of the calendar year. He then called attention to the following items:

1. The Federal and State revenue entries 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 nearly \$220,000 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 automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2018 financial audit. These accounts will be adjusted to reflect the approval of the audit for 2019.

5. The Commission had on hand as of August 2, 2020, approximately \$6.15 million. This includes about \$522,151 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 0.14 percent interest, and various money market and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 2, 2020, 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 stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m. on a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary