

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 21, 2022

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, WI 53188

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Donna Brown-Martin
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Jonathan Delagrave
Aloysius Nelson
Robert W. Pitts
David L. Stroik
Gustave W. Wirth, Jr.

Daniel S. Schmidt

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Catherine M. Pozum	Accounting/Human Resources Specialist

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 MAY 19, 2022, MEETING

Chairman Dwyer asked if there were any changes or additions to the May 19, 2022, meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on May 19, 2022, were approved as published.

APPROVAL OF DISBURSEMENTS

2022 Reporting Period No. 10

Copies of the Check Register for the 10th financial reporting period of April 25, 2022, to May 8, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Carl Collective (page 1), Ms. Larsen stated this payment was for media and public relations and social media marketing for the FlexRide Milwaukee project. This payment will be reimbursed by the University of Wisconsin- Milwaukee as part of the National Science Foundation contract.

In response to an inquiry by Mr. Dwyer concerning payment to River North Transit, LLC (page 2), Ms. Larsen stated this payment was for Via Transportation, the vendor providing rideshare services as part of the FlexRide Milwaukee project. This payment will also be reimbursed by the University of Wisconsin- Milwaukee as part of the National Science Foundation contract.

In response to another inquiry by Mr. Dwyer concerning payment to White Rock Security Group, LLC (page 3), Ms. Larsen stated this payment was for the three-year maintenance renewal for the Veeam Backup and Replication software.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 10th reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 10th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 11

Copies of the Check Register for the 11th financial reporting period of May 9, 2022, to May 22, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Nelson concerning payment to Lindenmeyr Munroe (page 2), Ms. Larsen stated this was for the purchase of paper used for all Commission documents, correspondence, and office needs.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 11th reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 11th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 12

Copies of the Check Register for the 12th financial reporting period of May 23, 2022, to June 5, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Ayres Associates Inc. (page 1), Ms. Larsen stated that Ayres Associates is the consultant used for the 2022 Orthoimagery project.

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 12th reporting period of 2022 were approved.

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Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 12th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 13

Copies of the Check Register for the 13th financial reporting period of June 6, 2022, to June 19, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Nelson concerning payment to The Water Council (page 1), Ms. Larsen stated this payment was for the August rent for the Commission's office space at the Global Water Center.

In response to an inquiry by Mr. Colman concerning payment to Reflo, Inc. (page 2), Ms. Larsen stated this payment was for admission to the 6th Annual Green and Healthy Schools Conference.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 13th reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 13th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 14

Copies of the Check Register for the 14th financial reporting period of June 20, 2022, to July 3, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Software Hardware Integration International Corporation (page 2), Ms. Larsen stated this payment is the annual renewal fee for Microsoft Office, including Office 365 licenses, the Windows Operating System licenses needed for all computers and servers, the e-mail exchange server license, SQL licenses needed for the accounting software, and a Client Access license that allows for employees to access files from network servers.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 14th reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 14th reporting period of 2022 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 3, 2022

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 14, ending on July 3, 2022, 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 over 50 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the May meeting.
2. The service agreement revenues remain unchanged from the report presented at the May meeting.

3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2022 Overall Work Program, indicates a surplus of just over \$141,000 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, an upgrade to the Commission's website and the replacement of a Commission vehicle.
4. The liability accounts reported on the Statement reflect the findings of the 2021 financial audit.
5. The Commission had on hand as of July 3, 2022, approximately \$7.69 million. This includes about \$298,000 of unearned revenue provided to the Commission in advance of expenditures.
6. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.98 percent interest, certificate of deposit accounts, and money market accounts.
7. This Statement reflects the January 2022 approved Commission Reserves Policy. The minimum and maximum reserve fund have been noted. These numbers reflect the findings of the 2021 Commission Audit.

In response to an inquiry by Mr. Colman, Ms. Larsen stated that the Chloride Impact Study is over budget due to the majority of the environmental planning staff working on the Study. As a result, the Water Quality and Floodland Management Planning Programs both indicate a surplus of funds at this time.

Mr. Dwyer stated that staff should review bank interest rates when renewing the Commission Certificate of Deposits as higher interest rates may be available for a slightly longer investment term.

There being no additional questions or comments, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 3, 2022, was accepted to be placed on file (copy attached to Official Minutes).

SELECTION OF AUDITOR FOR CALENDAR YEAR 2022

Chairman Dwyer asked Mr. Muhs to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2022. Mr. Muhs stated on May 19, 2022, the Administrative Committee received the calendar year 2021 audit, which was conducted by the certified public accounting firm of CliftonLarsonAllen, LLP (CLA). He noted that the cost to the Commission for the 2021 audit was \$27,700.

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 2022 operations. He 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, worked cooperatively with staff, and completed the audit on schedule. The staff recommended that the Commission engage the firm CLA again at a cost not to exceed \$36,000.

In response to an inquiry by Mr. Dwyer, Mr. Muhs stated that there will be an additional cost to the Commission audit due to the National Science Foundation sub-contract the Commission holds with the

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University of Wisconsin – Milwaukee for the FlexRide Milwaukee Program. That additional cost has been factored into the 2022 estimated audit fee.

There being no inquiries or discussion, it was moved by Mr. Crowley, seconded by Mr. Dwyer, and carried unanimously, that the firm CliftonLarsonAllen, LLP, be retained to conduct the calendar year 2022 audit.

CONSIDERATION OF VEHICLE PURCHASE

Ms. Larsen stated that staff is proposing to purchase a Commission vehicle for general staff use. This vehicle would replace the 2012 Chevrolet Traverse. The Commission currently has six vehicles available for staff use, with a seventh vehicle, the 2019 Chevrolet Bolt, exclusively used by the Executive Director.

Staff is recommending the purchase of a 2023 Ford Escape Hybrid AWD. This vehicle will be purchased with a State of Wisconsin municipal discount from Ewald Automotive Group, which holds the State contract for automobile purchases. Ms. Larsen stated the cost to the Commission will be \$30,965, noting that the normal list price of this vehicle is \$34,756. She further stated that the Commission budgeted \$40,000 in 2022 for a new vehicle.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated that the Commission will request a trade in value for the 2012 Chevrolet Traverse when the new vehicle is available for delivery. Mr. Dwyer then stated that staff should contact CarMax to obtain an offer to purchase quote on the 2012 Chevrolet Traverse for comparison with the dealership trade in quote.

On a motion by Mr. Buestrin, seconded by Mr. Delagrave, and carried unanimously, the Commission staff was authorized to purchase the 2023 Ford Escape Hybrid AWD.

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 1:55 p.m. on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary