

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 19, 2023

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
Charles L. Colman
Thomas H. Buestrin
Michael A. Crowley
Robert W. Pitts
David L. Stroik

Donna Brown-Martin
Jonathan Delagrave

Staff:

Benjamin R. McKay	Interim Executive 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 NOVEMBER 17, 2022, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 17, 2022, meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on November 17, 2022, were approved as published.

APPROVAL OF DISBURSEMENTS

2022 Reporting Period No. 23

Copies of the Check Register for the 23rd financial reporting period of October 24, 2022, to November 6, 2022, were distributed to the Committee.

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

- Cardmember Service (page 1); the portion of this payment that is coded to Travel Expense was for the purchase of airline tickets and hotel expenses incurred for three staff to attend the National Association of Regional Councils (NARC) Executive Directors Conference in Kansas City, MO, and airline and hotel expenses for Kevin Muhs to attend a National Science Foundation conference in Washington DC as part of the FlexRide project. Ms. Larsen further stated employees submit expense vouchers for mileage and miscellaneous expenses incurred during the course of their daily work duties. Some employees are requested to pay for training courses provided the cost is modest with reimbursement to follow at the next payroll date.
- McTrans Center (page 2); this payment was for the license renewal of the Highway Capacity Software program that is used for traffic forecasting by the Commission's Transportation Division.
- 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.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 23rd reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 24

Copies of the Check Register for the 24th financial reporting period of November 7, 2022, to November 20, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer 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. Colman concerning payment to El Conquistador Latino News Inc. (page 1), Ms. Larsen stated this payment was for an ad in the newspaper for a virtual public meeting notice for the 2023-2026 Transportation Improvement Program (TIP).

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 24th reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 24th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 25

Copies of the Check Register for the 25th financial reporting period of November 21, 2022, to December 4, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Qing Shen, PhD. (page 3), Ms. Larsen stated this payment was for travel reimbursement as Mr. Shen was a speaker at the FlexRide Symposium event. This payment will be reimbursed by the University of Wisconsin-Milwaukee as part of the National Science Foundation contract.

Mr. Colman commented on the payment to Spano Pratt (page 3), which is the firm the Commission hired to conduct an outside search for the Commission's vacant Executive Director position.

There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 25th reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 25th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 26

Copies of the Check Register for the 26th financial reporting period December 5, 2022, to December 18, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to the Federal Emergency Management Agency (page 1), Ms. Larsen stated this payment was for a Floodplain Letter of Map Revision (LOMR) the Commission submitted on behalf of the South Branch Pike River Floodplain Study in Kenosha County. The County will reimburse the Commission for this payment.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 26th reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 26th reporting period of 2022 (copy attached to Official Minutes).

2023 Reporting Period No. 1

Copies of the Check Register for the 1st financial reporting period of December 19, 2022, to January 1, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Bentley Systems, Inc. (page 1), Ms. Larsen stated this payment was for the annual license renewal for the long-range forecasting program used for arterial street and highway forecasts.

In response to an inquiry by Mr. Dwyer concerning the monthly payment for Gold Star Cleaning Services, Inc., Ms. Larsen stated Gold Star has been cleaning the office since the Commission moved into the building and they have raised their rates one time.

In response to an inquiry by Mr. Colman concerning payment to INRIX, Inc (page 2), Ms. Larsen stated this payment was for the purchase of a travel demand modeling dataset used in the Transportation Division.

Administrative Committee
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There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 1st reporting period of 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 1st reporting period of 2023 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 1, 2023

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 1, ending on January 1, 2023, 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 the beginning of the calendar year, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. She then called attention to the following items:

1. The revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved in November 2022. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in December from the Wisconsin Department of Transportation. The Wisconsin Department of Administration revenue for the Coastal Management Program has also been secured and the Wisconsin Department of Natural Resources revenue for the Water Quality Planning Program is expected to be secured within the first quarter of the year.
2. With respect to service agreement revenues that support work activities in the planning program areas of land use, water quality, floodland management, economic development, and community assistance, many of the funds identified in the Statement already have been secured or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2023 by the Commission's tenant, ProHealth Care, Inc. In September 2021, ProHealth signed an agreement extending their lease through March 31, 2023, with one renewal option through March 31, 2024.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2021 financial audit.
4. The Commission had on hand as of January 1, 2023, approximately \$6.0 million. This includes about \$282,000 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 4.05 percent interest, and certificate of deposit accounts.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated the State of Wisconsin Local Government Investment Pool adjusts the interest rate on a monthly basis.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated that as funds invested in certificates of deposit are renewed, the interest rate available at that time for certificates of deposit are compared against money

market rates at that same bank. She will invest the funds with the most favorable account at that particular bank.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Ms. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 1, 2023, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. McKay if there were any correspondence or announcements. Mr. McKay stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:48 p.m. on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay
Interim Deputy Secretary