

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 20, 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
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Robert W. Pitts

Donna Brown-Martin
Jonathan Delagrave
David L. Stroik

Staff:

Stephanie Hacker
Benjamin R. McKay
Elizabeth Larsen
Alina Panasiuk

Executive Director
Deputy Director
Director of Administration
Accounting/HR 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. Chairman Dwyer noted for the record Commissioners Brown-Martin, Delagrave, and Stroik had asked to be excused.

APPROVAL OF MINUTES OF MAY 18, 2023

Chairman Dwyer asked if there were any changes or additions to the May 18, 2023, 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 May 18, 2023, were approved as published.

APPROVAL OF DISBURSEMENTS

2023 Reporting Period No. 10

Copies of the Check Register for the 10th financial reporting period of April 24, 2023, to May 7, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Neu's Building Center, Inc. (page 2), Ms. Larsen stated this was for the purchase of a demolition hammer used by the survey staff.

In response to a second inquiry by Mr. Colman concerning payment to the United States Geological Survey (page 3), Ms. Larsen stated this payment was for the stream gaging program. She then noted that the stream gaging program is a long running program where 15 stream gages have been placed in various locations in the Milwaukee River, the Kinnickinnic River, the Root River, the Pike River, the Bark River, the Fox River, and the Mukwonago River. This is a cooperative program with the Commission acting as the fiscal agent. The USGS and the Milwaukee Metropolitan Sewerage District, the City of Delafield, the Delafield-Hartland WPCD, the Kenosha Water Utility, the Racine Water Utility, Upper Nemahbin Lake Management District, and Waukesha County cost share this program.

In response to an inquiry by Mr. Crowley concerning payment to CliftonLarsonAllen, LLP, (page 1), Ms. Larsen stated this was partial payment for the 2022 Audit, and the cost of the audit did increase from 2021 to 2022 due to additional audit documentation as part of the UW Milwaukee National Science Foundation Grant.

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 10th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Crowley, and Ms. Hacker then affixed their signatures to the Check Register for the 10th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 11

Copies of the Check Register for the 11th financial reporting period of May 8, 2023, to May 21, 2023, were distributed to the Committee.

There being no questions or comments on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 11th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Crowley, and Ms. Hacker then affixed their signatures to the Check Register for the 11th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 12

Copies of the Check Register for the 12th financial reporting period of May 22, 2023, to June 4, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Carahsoft Technology Corporation (page 1), Mrs. Larsen stated payment this was for Sketchup, a 3D modeling computer-aided design software the planners are going to start using.

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In response to a second inquiry by Mr. Colman concerning payment to Spano Pratt (page 2), Ms. Larsen stated this payment was the third and final payment for the Executive Director search.

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 12th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Crowley, and Ms. Hacker then affixed their signatures to the Check Register for the 12th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 13

Copies of the Check Register for the 13th financial reporting period of June 5, 2023, to June 18, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Ajilon Professional Staffing (page 1), Ms. Larsen stated that this payment was a direct hire fee for the Human Resource/Accounting Specialist who was hired in early June.

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 13th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Crowley, and Ms. Hacker then affixed their signatures to the Check Register for the 13th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 14

Copies of the Check Register for the 14th financial reporting period of June 19, 2023, to July 2, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Software Hardware Integration International Corporation (page 3), 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. Pitts, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 14th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Colman, and Ms. Hacker then affixed their signatures to the Check Register for the 14th reporting period of 2023 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 30, 2023

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 14, ending on July 2, 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 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 2023 Overall Work Program, indicates a surplus of just over \$459,000 for the continuing program projects, with an overall surplus of \$166,000 due to the deficit in Chloride Impact Study. The surplus may be expected to decline to less than \$100,000 throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for replacement software, and the website update.
4. The liability accounts reported on the Statement reflect the findings of the 2022 financial audit.
5. The Commission had on hand as of July 3, 2023, approximately \$7.26 million. This includes about \$381,000 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 5.09 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 2022 audit.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 2, 2023, was accepted to be placed on file (copy attached to Official Minutes).

DISCUSSION AND CONSIDERATION OF NEW ACCOUNTING AND HUMAN RESOURCES SOFTWARE

Ms. Larsen stated that she had briefly informed the Committee at the April 20, 2023, meeting of the need to evaluate accounting software options due to the pending retirement of the Commission's current accounting software, Dynamics SL. She also stated at that meeting that she was interested in automating the human resources functions and looking for more robust financial reporting functions.

Ms. Larsen then noted the Commission purchased the Solomon Software, now Dynamics SL software in 1999, through the company AccuNet out of Columbus, Ohio. Microsoft, who now owns the software has determined that by 2028, the software will no longer be supported, with a progressive loss of support each year until 2028.

Ms. Larsen has investigated four fund accounting software options; Sage Intact, MIP Fund Accounting, Multiview, and Acumatica. Ms. Larsen then summarized the options. A discussion ensued.

There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, Ms. Larsen was directed to purchase the Acumatica Accounting Software.

SELECTION OF AUDITOR FOR CALENDAR YEAR 2023

Chairman Dwyer asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2023. Ms. Larsen stated on May 18, 2023, the Administrative Committee received the calendar year 2022 audit, which was conducted by the certified public accounting firm of CliftonLarsonAllen, LLP (CLA). She noted that the cost to the Commission for the 2022 audit was \$37,664.

Ms. Larsen said it is the staff's recommendation that CLA be retained by the Commission to conduct the audit of the Commission's calendar year 2023 operations. She 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 \$42,000.

CORRESPONDENCE AND ANNOUNCEMENTS

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

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 02:03 p.m. on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary