

## **MINUTES**

### **SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION ADMINISTRATIVE COMMITTEE**

Thursday, December 21, 2006

1:30 p.m.

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

Present:

Excused:

#### **Committee Members:**

Paul G. Vrakas, Chairman  
Thomas H. Buestrin  
William R. Drew  
Adelene Greene  
Allen L. Morrison  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

Richard A. Hansen  
Linda J. Seemeyer  
David L. Stroik

Absent:

#### **Staff:**

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

## **ROLL CALL**

Chairman Vrakas called the meeting to order at 1:40 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Hansen, Seemeyer, and Stroik had asked to be excused.

## **APPROVAL OF MINUTES OF NOVEMBER 26, 2006, MEETING**

On a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on November 30, 2006, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

Chairman Vrakas asked Mr. Evenson to review with the Committee the recent disbursements.

### **2006 Reporting Period No. 24**

Mr. Evenson distributed copies of the Check Register for the 24th financial reporting period of 2006, November 13 to November 26.

In response to an inquiry by Ms. Greene, Mr. Evenson indicated that the payment listed on page 1 of the Register to El Conquistador Latino News was in conjunction with a display ad relative to the availability

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of, and hearing on, the Commission's proposed new Regional Transportation Improvement Program. In response to an inquiry by Mr. Wirth relative to the payment listed on page 3 of the Register to Lexis/Nexis Mathew Bender, Mr. Evenson indicated that the payment was in conjunction with the acquisition of zoning literature for the Commission's library.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 24th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 24th reporting period of 2006 (copy attached to Official Minutes).

#### **2006 Reporting Period No. 25**

Mr. Evenson distributed copies of the Check Register for the 25th financial reporting period of 2006, November 27 to December 10.

In a response to a comment by Mr. Wirth relative to the payment listed on page 1 of the Register to Aero-Metric, Inc., Mr. Evenson indicated that such payment was in conjunction with the Milwaukee County topographic mapping program which is nearing completion. He indicated that Aero-Metric, Inc., has also been selected as the vendor for new work in Washington County. The Washington County project, he said, will be the first to use technology that goes by the name of LiDAR (Light Detection and Ranging), and indicated that he would plan to brief the Commissioners on the end products from this technology in the months ahead. In response to an inquiry by Mr. Vrakas relative to the payment listed on page 2 of the Register to Earth Tech, Inc., Mr. Evenson indicated that that firm is the prime contractor on the technical work being done for the KRM commuter rail study.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 25th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 25th reporting period of 2006 (copy attached to Official Minutes).

#### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING DECEMBER 10, 2006**

Copies of the Statement of Projected Revenues and Expenditures for the period ending December 10, 2006, were distributed for Committee review. Mr. Vrakas asked Mr. Evenson 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. Evenson commented that the period covered represented over 95 percent of calendar year 2006. As he reviewed the Statement, he called attention to the following items:

1. With respect to Federal and State revenues, no changes have been made to the Statement since the November report.

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2. With respect to service agreement revenues, no changes have been made since the November report. A review of these revenues indicated that they probably are conservatively low and may require some adjustment as the audit is completed this coming winter.
3. The expenditure data on the Statement reflects 25 full reporting periods, or 50 weeks of the calendar year. The projected year end surplus approximates \$24,000, not including interest income and proceeds from the sale of materials. Income from these sources could approximate \$180,000.
4. The liability, operating, and reserve accounts reported on the Statement remain unadjusted from the November report.
5. The Commission had on hand as of December 10, 2006, about \$3.28 million. This includes about \$681,000 of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 5.25 percent interest; in several certificates of deposit at banks in the Region; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued relative to the anticipated year-end financial status of the Commission. In response to a question by Mr. Wirth, Mr. Evenson said that it was unlikely that the year-end surplus would be large enough to fully fund the remaining amount necessary to retire the bonds on the Rockwood Drive building in 2011. It would be appropriate, he said, to closely examine this matter early next year as the audit report for 2006 is presented.

Following that discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending December 10, 2006, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that there were no announcements or correspondence to be brought to the attention of the Committee.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:50 p.m. on a motion by Ms. Greene, seconded by Mr. Morrison, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments