

## Summary of Proceedings

### STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell (Chair), Jeff Nooyen (Vice-Chair), Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson*

**Date:** Monday, December 10, 2018

**Time:** 10:00 a.m.

**Place:** ECWRPC Offices, 400 Ahnaip Street, Menasha, WI 54915

#### Committee Members Present:

Martin Farrell (Chair) .....	Fond du Lac County
Jerry Erdmann .....	Shawano County
Dave Albrecht (Perm. Alt. for Shiloh Ramos) .....	Winnebago County
Dick Koeppen.....	Waupaca County
Jeremy Johnson (Perm. Alt. for Beth Moses).....	Menominee County
Alice Connors.....	Calumet County
Donna Kalata.....	Waushara County

#### Committee Members Excused:

Jeff Nooyen (Vice Chair) .....	Outagamie County
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#### Staff /Others Present:

Eric Fowle .....	Executive Director
Walt Raith.....	Assistant Director
Pam Scheibe-Johnson.....	Controller
Dave Moesch.....	Assoc. Transportation Planner

#### 1) Welcome & Introductions

Chair Farrell called the meeting to order at 10:03 a.m.

#### 2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement

Mr. Fowle noted that the agenda was posted/distributed as required and that a quorum of members was present.

#### 3) Pledge of Allegiance

#### 4) Approval of Agenda

Ms. Kalata motioned to approve the agenda, Mr. Koeppen seconded the motion. The motion passed unanimously.

**5) Public Comment**

There was no public comment.

**6) Approval of October 26, 2018 Steering Committee Meeting Summary of Proceedings**

Mr. Erdmann motioned to approve the summary of proceedings, Mr. Johnson seconded the motion. The motion passed unanimously.

**7) Announcements**

**a) GIS Position/Hiring Status**

Mr. Fowle announced the hiring of GIS Assistant, Anna Hogan who will start on Jan. 2, 2019.

**b) 2019 Quarterly Commission Meeting Schedule**

Mr. Fowle reviewed the quarterly meeting schedule provided in the meeting materials packet and noted that a more updated list would be provided at future Quarterly Meetings as further event details become finalized.

**c) 2019 Appleton TMA Certification – July 23-26, 2019**

Mr. Fowle provided an overview of the Appleton TMA Certification which will occur in July, 2019. As part of the Transportation Management Area designation for the Appleton MPO to do the transportation work, there is a certification process every four years. The certification is up for renewal at this time which includes a review of materials and procedures. Mr. Raith added that there will also be an open house along with the certification renewal process which offers an opportunity to ask Federal Highway questions.

**d) Other**

Mr. Fowle noted that in dealing with the copy machine vendor and comparing the levels of average use regarding the machine, a new agreement was signed with them that will save the agency about \$200 per month.

Mr. Fowle also noted that with closing on the 2018 budget, staff are working to spend down the transportation funding required to meet the dollar amount expected to carryover which is estimated at approximately \$100,000. Ms. Scheibe-Johnson commented that it would be less than that initial amount figured, approximately \$75,000-\$80,000.

Brief discussion took place regarding the budget. Discussion items included: not meeting target estimated budget total, projected deficit, 2019 budget projections and structure, true deficit vs. GASB 68 effect on audited financial statements.

Mr. Fowle shared agency news with the committee and briefly discussed the following items: Ms. Kraemer-Badtke to speak at a future Active Transportation Health Conference

and participate on the planning committee, and Mr. Baron appointed as the Northeastern Regional board member of the Wisconsin Health Association, regional planning commissions the focus of the *Wisconsin Counties* magazine, and Town of Clayton/City of Appleton sewer and water service agreement.

**8) Informational/Discussion Items:**

**a) Update on WEDC Business Disaster Recovery Microloan Program**

Mr. Fowle noted that the signed program agreement was sent to WEDC and an executed contract has been sent back so the agency is part of the program. An executed contract has not yet been received regarding the actual funding allocation for the \$170,000 for the Marquette County area. This program had been discussed at the Association of RPCs meeting last week Friday and the regional planning commissions and economic development entities agree that trying to do things as consistently as possible in terms of the application process so there is familiarity about how these programs are run in the event of significant disaster so the regional planning commissions can assist one another.

Brief discussion took place regarding this agenda item, topics included: change of hierarchy with the program at the state level if the RPCs assist each other, funding surplus, plan of work, loan manual, minimum 2-year loan repayment and corresponding policy decisions, and contact in Marquette County.

**b) Update on Initiative 41/DoD-OEA Grant Completion**

Mr. Fowle noted that the grant would be completed in approximately 2-3 weeks. The entire management steering committee met after Thanksgiving to check-in on the grant, everything is continuing on schedule. It is estimated that there will be \$250,000 remaining unspent out of \$3 million. Given the nature of the some of the changes over the course of the program, there is nothing that could be done regarding the remaining funds. Staff are working with WEDC and other partners on all of the final reporting requirements that will be in place and working to ensure that partners have the right templates. Internally, projects are being finalized. Deliverables from partners are currently scheduled to be delivered as stated. Internally, a final impact report will be prepared for the Commission and other interested parties in the region regarding what will be continuing after the program ends, more will be shared at the January Quarterly Commission Meeting. During the first phase of the ORDIDI Project, the supply chain marketplace that was developed by New North won a second award from the Mid-America Economic Development Council.

**c) Update on GASB 75 Compliance & Hiring of Actuary**

Mr. Fowle provided an update of GASB 75 deals with post-employment benefits and there is the need to hire an actuary to determine as to whether those requirements apply. Ms. Scheibe-Johnson had received a proposal, there would be a fee of \$2,900 and an additional \$500 to update valuation items. Currently, the agency is looking for an actuary to get a group price on to do the work for all of the regional planning commissions. AWRPC could handle the contract aspect of it, it was agreed to move forward in that direction last Friday. AWRPC would reserve making a decision on whether total cost comes out of the association's budget or whether the association cost shares that or

whether they coordinate it and each RPC reimburses the association. The bottom line is \$3,500 approximately a group rate would be slightly less. The committee will be kept updated as this progresses.

Brief discussion took place regarding the hiring of the actuary, and requirement of GASB 75.

**d) Review of 2019 Draft Budget**

Mr. Fowle provided a review of the 2019 draft budget. Items included in the overview were as follows: budget summary; Valley Transit Transit Development Plan (TDP) pass-through expense; staffing plan, salaries, wages, and effects thereof pending committee decision; fringe benefits; overhead expenses; surplus displayed due to assumption of grant funding; contract revenues; levy dollars; and carryover of DOT funds. Ms. Scheibe-Johnson noted that the proposal for the actuary has not been reflected in the draft budget as yet.

Brief discussion took place regarding the budget, topics included: funding currently available, carryover, committed funding, uncommitted funding, Winnebago County debt payment, annual cost for office space and equipment rent, and building maintenance.

**e) Review of 2019 Draft Work Program Elements (2000 - Local Assistance / 5000 – Administration / 6000 - Overhead)**

Mr. Fowle provided a review of the following regarding the 2019 work program elements: technical services, plan contracts, mining operations, to be determined contracts, and final budget numbers to be determined.

Brief discussion took place regarding the following items: to be determined contracts, Town of Algoma comprehensive plan update and other projects, administration costs, general admin person days, overhead, newsletter and annual report publication cost.

**9) New Business/Action Items:**

**a) PROPOSED RESOLUTION 39-18: ADOPTING AN UPDATED FINANCIAL PROCEDURES MANUAL FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

Ms. Scheibe-Johnson provided an overview of the resolution. The financial procedures manual was last updated in 2015. There was the elimination of the Administrative Assistant position due to that individual's retirement, the position was listed as active in the financial procedures manual and those duties have moved to another staff member in order to maintain adequate segregation of duties. The manual has been updated to reflect this change. Other updates include the additional bank account for the WEDC Disaster Recovery Microloan, fixed asset updates, references to Harvest was added due to uniform guidance (2CFR200), and reference to the travel policy was also added.

Mr. Albrecht motioned to approve the resolution, Ms. Kalata seconded the motion. The motion passed unanimously.

**b) PROPOSED RESOLUTION 40-18: ADOPTING A CAPITALIZATION POLICY FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

Ms. Scheibe-Johnson stated that the capitalization policy was a policy that was not formalized, the capitalization limit was referenced in the financial procedures memo. The auditors suggested the creation of a capitalization policy. As a result, the dollar amount has been made consistent with uniform guidance (\$5,000). The reason is to ensure there are similar dollar amounts for what is capitalized, meaning it is charged as a balance sheet item and then the item is depreciated over time. The amount is consistent with how a federal expenditure is treated with the Commission's expenditure. That is why the limit went all the way to \$5,000 because uniform guidance states that anything over \$5,000 that is spent on federal funds must be capitalized and depreciated. The asset at the end of its useful life must go back to the federal awarding agency and the agency must be asked what should be done with the equipment. This will be changed over time if the dollar amount ever is adjusted. For the capitalization policy, adequate insurance must be included on any items as well.

Mr. Albrecht motioned to approve the resolution, Mr. Erdmann seconded the motion. The motion passed unanimously.

**c) PROPOSED RESOLUTION 41-18: ADOPTING AN UPDATED COMPETITIVE BID/PROCUREMENT POLICY TO ENSURE COMPLIANCE WITH PERTINENT FEDERAL, STATE AND OTHER REGULATIONS**

Ms. Scheibe-Johnson provided an overview of the resolution. This resolution goes back to uniform guidance, there is a lot in the uniform guidance that deals with procurement and using federal funds and the requirements being incorporated into the agency policy. Ms. Scheibe-Johnson briefly explained the 5 different methods that have to be followed depending upon the dollar amount of what is being procured and noted that these have been added to the procurement policy and reference to the entire procedure needs to be formally documented. Ms. Scheibe-Johnson briefly explained the documentation process and noted a paragraph update regarding full and open competition as it was previously noted that geographic preference would be given to companies that are within the region which is not acceptable, geographical preference cannot be made. Affirmative action steps are needed to secure services from minority owned businesses and women business enterprises. Mr. Farrell added that the competitive bid procurement policy which differentiates between purchases of contracts less than \$3,500, between \$3,500-\$150,000, and over \$150,000 all require different procedures. Ms. Scheibe-Johnson affirmed that was correct.

Ms. Connors motioned to approve the resolution, Mr. Johnson seconded the motion. The motion passed unanimously.

**d) PROPOSED RESOLUTION 42-18: APPROVING AN AMENDMENT TO THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE FOX CITIES (APPLETON) TRANSPORTATION MANAGEMENT AREA – 2019**

Mr. Moesch provided an overview of the resolution. The Wisconsin Department of Transportation requested East Central to advance this project for them. This project was

inadvertently omitted from a large update earlier this year. This needs to be included and a TIP number assigned for the agency. This is a large maintenance project, a pavement marking project, which is approximately 336 miles of pavement markings, a portion of which is in the Fox Cities area, so they do need to work through us the MPO to get a TIP number assigned so the project can be continued to be moved forward through the federal financial system. Mr. Fowle added that the approval of the resolution is contingent on any public comments being received because of the timing. Mr. Farrell asked if the federal contribution was \$1,081,000. Mr. Moesch stated that was correct and explained that anything over \$1 million in federal funding for a calendar year requires a major amendment on East Central's part which requires a 30-day public review period and discussion at the committee level and then approval. This committee, acting on behalf of the Full Commission, will get this moving early in 2019 rather than later in January at the next committee meeting.

Ms. Connors motioned to approve the resolution, Mr. Koeppen seconded the motion. The motion passed unanimously.

- e) **CLOSED SESSION: The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: 1) conduct 2018 annual performance evaluation and review of 2019 employment agreement terms for the Executive Director position, and; 2) review 2019 staff promotion proposal.**

Ms. Connors motioned to move into closed session, Mr. Erdmann seconded the motion. There was a unanimous roll call vote of the Steering Committee members present in favor of moving into closed session.

- f) **RECONVENE INTO OPEN SESSION: The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters:**

Ms. Kalata motioned to reconvene into open session, Mr. Erdmann seconded the motion. The motion passed unanimously. Roll call attendance was taken by Mr. Fowle with all Steering Committee members present.

Mr. Johnson made a motion to accept the recommended staff promotion and staffing plan, Mr. Albrecht seconded the motion. The motion passed with 5 ayes and 2 nays, Mr. Erdmann and Ms. Connors.

- i) **Approval of 2019 Executive Director Employment Agreement**

Mr. Koeppen motioned to approve the compensation of the Executive Director, Mr. Erdmann seconded the motion. The motion passed unanimously.

- ii) **Approval of 2019 Staffing Plan**

Ms. Connors motioned to provide Ms. Kraemer-Badtke a one-time bonus payment in recognition of the work done during the absence of Mr. Raith in the early part of 2019, Ms. Kalata seconded the motion.

**10) County Issue Sharing / Roundtable Discussion**

There was no roundtable discussion.

**11) Next Meeting Date & Agenda**

The next meeting will take place in January 2019. Time, date and location TBD.

**12) Adjourn**

Ms. Connors motioned to adjourn, Mr. Koeppen seconded the motion. The motion passed unanimously.