

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Finance Committee  
July 19, 2017

The MAPA Finance Committee met July 19, 2017, in the MAPA conference room. Carol Vinton called the meeting to order at 8:40 a.m.

ROLL CALL

Members Present

Clare Duda, Douglas County  
Carl Lorenzen, Washington County  
Carol Vinton, Mills County

Staff

Natasha Barrett  
Melissa Engel  
Mike Helgerson  
Greg Youell

Members Absent

Patrick Bloomingdale, Secretary/Treasurer; Tom Hanafan, Pottawattamie County; Gary Mixan, Sarpy County;

A. Monthly Financial Statements (May 2017)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/ Accounts Payable
4. Statement of Financial Position
5. Statements of Revenues and Expenditures

Ms. Engel presented the May financials. Mr. Duda asked if the payroll increases that were approved last month were implemented and how they were received by staff. Mr. Youell explained that yes, each employee received an Employee Compensation Summary detailing their salary/hourly wage, benefits paid by MAPA, and their total compensation. Each employee also received a pie chart breaking out the total expenses for the agency by salary, paid time off and individual benefits. Mr. Youell commented that the wage increases and data supplied to the employees has been received very well by staff.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
  - a. Live Well Omaha – PMT #12 - \$575.38
  - b. Live Well Omaha – PMT #31 - \$2,617.29
  - c. Steve Jensen – PMT #9 - \$2,632.50
  - d. Lovgren – PMT #2 - \$15,500.05

Mr. Youell presented the contract payments. Live Well Omaha's contract payments are for their work in June on the Commuter Challenge and Bike Education projects. Steve Jensen's invoice is for consulting services on Heartland 2050 Implementation through June. Lovgren's second payment requesting is for reimbursement of May expenses associated with the 2017 CMAQ Air Quality and Reduced Fare Program.

2. Contract Payments with Exceptions (Action)
  - a. Lovgren – PMT #3 - \$26,454.33

Mr. Youell presented Lovgren's third payment request with exceptions for June expenses related to the 2017 CMAQ Air Quality and Reduced Fare Program. The agency is currently waiting to receive additional documentation and minor revisions to the request prior to payment.

MOTION Duda SECOND by Lorenzen, to approve the contract payments as presented and Lovgren's payment with exceptions once all necessary documentation is received. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments
  - a. Pottawattamie County GIS - \$18,874.11

Mr. Youell presented the Pottawattamie County GIS final contract payment for activity through June. There are no exceptions on this final payment.

MOTION Lorenzen SECOND by Duda to recommend that the Board of Directors approve the final contract payment as

presented. MOTION CARRIED.

2. New Contracts:
  - a. Heartland Family Services JARC Funding - \$22,000 Federal & \$22,000 Match
  - b. Southwest Iowa Transit Authority JARC Funding - \$106,000 Federal & \$26,500 Match
  - c. Metro Transit JARC Funding - \$51,646 Federal & 12,912 Match
  - d. City of Omaha 13<sup>th</sup> Street Walkability Study - \$100,000 Federal & \$25,000 Match
  - e. Council Bluffs Walkability Master Plan - \$80,000 Federal & \$20,000 Match
  - f. Metro Transit – Transit Development Plan - \$87,500 Federal & \$21,875 Match
  - g. Sarpy Co. Arterial & Collector Road Study - \$30,000 Federal & \$7,500 Match

Mr. Youell presented the new contracts. Items C.2.a through C.2.c are JARC Funding. The JARC program has been eliminated and funding must be spent by September 30, 2017. The Heartland Family Service contract is for continued funding of their "Ways to Work" program through September. The Southwest Iowa Transit Authority contract is for the purchase of a ADA bus to transport individuals to and from Council Bluffs, IA and South Omaha, NE to various metro Omaha locations for work. Metro Transit's contract will utilize JARC funding to purchase a three-year user license of REMIX software for real-time transit scheduling. Items C.2.d through C.2.g are Heartland 2050 mini grants funded by federal transportation dollars which require a 20% match and is geographically limited. The Heartland 2050 mini grants listed above are all effective July 1, 2017 – June 30, 2018. The Omaha 13<sup>th</sup> Street walkability study will analyze and determine how to best utilize the existing right-of ways to accommodate all users now and in the future. Council Bluffs Walkability Master Plan contract will focus on improving walkability around the City. The Metro Transit contract will utilize a qualified consultant and Metro staff to evaluate existing services, prioritize transit projects, identify potential capital and operational funding sources, identify necessary changes to policy, statute, or regional government structure while creating a Transit Development Plan. Sarpy County's Arterial Collector Road Study contract is for a county wide project to develop a policy for locating/modifying arterial and major collector routes and completing the first phase of plan development.

MOTION Duda SECOND by Lorenzen to recommend that the Board of Directors approve the new contracts as presented. MOTION CARRIED.

3. Contract Amendment
  - a. Live Well Omaha reduce amount to \$146,562.96

Mr. Youell presented the Live Well Omaha contract amendment. This contract is for the Bike Education project that has been in effect since 2012. The amendment is a reduction in the NDOR Transportation Enhancement Funding and match funding, and is necessary to account for the funds are kept at the state level.

MOTION Duda SECOND by Lorenzen to recommend that the Board of Directors approve the contract amendments as presented. MOTION CARRIED.

4. Audit
  - a. FY 2017 Audit Engagement Letter – Fees: \$10,800

Ms. Engel presented the FY 2017 Audit Engagement Letter. In January, the Finance Committee directed staff to continue to contract with Hamilton Associates, P.C. for the FY 2017 audit and not to obtain Request for Proposals. The fees for Hamilton Associates to complete the FY 2017 audit will not to exceed \$10,800, which is between a 1% and 2% increase over the previous year.

MOTION Duda SECOND by Lorenzen to recommend that the FY 2017 Audit Engagement Letter as presented. MOTION CARRIED

5. Travel
  - a. NARC Executive Directors Conference & Board Retreat – San Antonio, TX– Youell, Vinton, Sanders – October 22-25, 2017 - \$4,498.00

Mr. Youell Present the travel to the NARC Conference in October to San Antonio, TX.

MOTION Duda SECOND by Lorenzen to recommend that the Board of Directors approve the NARC travel as presented. MOTION CARRIED

## E. OTHER

October 4<sup>th</sup> will be MAPA's annual meeting celebrating the agency's 50<sup>th</sup> anniversary. The meeting will be held at the Livestock Exchange building in South Omaha.

## F. ADJOURNMENT

The meeting adjourned at 9:10 a.m.