

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
March 22, 2017

The MAPA Finance Committee met March 22, 2017, in the MAPA conference room. Supervisor Tom Hanafan called the meeting to order at 8:35 a.m.

ROLL CALL

Members Present

Tom Hanafan, Pottawattamie County
Gary Mixan, Sarpy County
Carol Vinton, Mills County

Staff

Melissa Engel
Natasha Barrett
Amanda Morales
Greg Youell

Members Absent

Patrick Bloomingdale, Secretary/Treasurer; Clare Duda, Douglas County; Carl Lorenzen, Washington County;

A. Monthly Financial Statements (January 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 January financials.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Olsson Associates – PMT #12 - \$19,521.78
 - b. The New BLK – PMT #1 - \$1,875.00
 - c. Live Well Omaha – CMAQ – PMT #8 - \$332.98
 - d. Live Well Omaha- Bike Ed – PMT #27 - \$1,313.25

Mr. Youell informed the committee that all exceptions had been cleared for Live Well Omaha's contract payments for their work in February on the Commuter Challenge and Bike Safety Education projects. The payments were moved to 1c. and 1d. on the agenda because exceptions notated on the original invoice were cleared between the posting of the agenda and this meeting. Item B2. Contract payments with exceptions was removed from the agenda with the reclassification of the Live Well payments.

Mr. Youell presented the contract payments. Olsson Associates' is requesting payment for their professional services on the "Sarpy County Transit Feasibility Study" through February 4th 2017. The New BLK is requesting payment for phase one of the Heartland 2050 website redesign and development.

MOTION Vinton SECOND by Mixan to approve the contract payments as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. New Contracts:
 - a. Nebraska Ethanol Board – Clean Fuels Omaha - \$10,000
 - b. Affirmative Fair Housing Assessment – Douglas County - \$5,468
 - c. Affirmative Fair Housing Assessment – Fremont - \$7,040
 - d. Affirmative Fair Housing Assessment – Council Bluffs - \$7,040

Mr. Youell presented the new contracts. The Nebraska Ethanol Board (NEB) grant provides MAPA with \$10,000 of support for the "Little Steps Big Impact" project. MAPA will be providing public outreach related to the new fair housing requirements for each of the Affirmative Fair Housing Assessment contracts in Douglas County, Fremont, and Council Bluffs.

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

2. Interlocal Agreement Amendment:

Ms. Engel presented the Interlocal Agreement amendment. The agreement was last updated in 1984, numerous policies and procedures have since been updated within the agency which are reflected in the current Interlocal Agreement amendment. A summary of the significant revisions to the agreements that Ms. Engel went through with the committee are as follows:

- The current amendment includes a revised format to allow the document to be referenced and read easily.
- The geographical limits have been updated to include Cass County.
- The definition section of the agreement is entirely new.
- Previously all new members had to have 66 2/3% approval of Council of Officials members to join MAPA. Language has been added so that the 66 2/3% approval applies only to new Member Counties. Special purpose governments and associate members may join by an affirmative vote of the majority of the Board of Directors.
- Member Counties have been broken down into either an Equity Member County or a Non-Equity Member County. This designation allows Cass County to become a member without an initial equity contribution as discussed in prior meetings. Non-Equity Member Counties will not be entitled to distribution of assets upon withdrawal or dissolution of MAPA. The original Member Counties each made an equity contribution based population and will be entitled to the aforementioned distribution of assets.
- Associate Memberships have been added to allow for nonprofits and private business with similar missions as MAPA to obtain membership. This classification of membership allows for attendance of all Council of Officials meetings but will not have the privilege to vote at Council of Official, Board of Directors or advisory committee meetings.
- Board of Directors currently meets eleven months out of the year, the agreement has been updated to state this.
- A section has been added to the agreement to allow the Board of Directors to set a membership fee schedule for Special Purpose Government Members and Associate Members with an affirmative vote of 66 2/3% of the total Board of Directors membership. Fee Changes for these members would be approved annually by the Board of Directors and Council of Officials as part of the budget process. Membership fee schedules for member Cities, Villages, and Towns may be set by an affirmative vote of 66 2/3% of the Council of Officials. Currently only County members pay fees in the form of dues.

This amendment is currently at legal for review. All verbiage and regulation references will be updated prior to finalizing the amendment.

Mr. Hanafan request that a synopsis of the amendment be put together for the Board of Directors and the Council of Officials. He also requested that a review period for the agreement be added to the Interlocal Agreement Amendment.

MOTION Vinton SECOND by Mixan to recommend that the Board of Directors approve the Interlocal Agreement amendment upon legal review. MOTION CARRIED.

3. Owner Occupied Housing Rehab Commitment
 - a. Grant Description
 - b. Grant Budget
 - c. Resolution of Committed Funds

Mr. Youell presented the housing owner occupied rehab commitment as part of MAPA's newly added housing program. The Owner-Occupied Housing Rehabilitation Program will receive up to \$250,000 of funding from the Nebraska Department of Economic Development for the communities of Valley and Waterloo in Douglas County. Each eligible resident will have the opportunity to apply for up to \$25,000 to go towards rehab.

MOTION Mixan SECOND by Vinton to recommend that the Board of Directors approve the housing owner occupied rehab commitment as presented. MOTION CARRIED.

4. Budget
 - a. Draft UPWP

Mr. Youell presented the draft FY 2018 UPWP budget table outlining the transportation budget by work activity and funding source. The total transportation funding projected for FY 2018, is \$4,555,211, of which \$917,342 is local match.

MOTION Vinton SECOND by Mixan to recommend that the Board of Directors approve the draft UPWP as presented. MOTION CARRIED

5. Travel
 - a. NARC Conference and Exhibition- Monterey, CA – June 4-7, 2017 – 2 MAPA Staff and up to 4 MAPA Board Members- \$13,876.00

Mr. Youell presented the travel to Monterey, CA for the annual NARC Conference.

MOTION Vinton SECOND by Mixan to recommend that the Board of Directors approve the travel to the NARC conference in California as presented. MOTION CARRIED

D. DISCUSSION/INFORMATION

1. Membership Fee Survey

Mr. Youell provided the committee with the MAPA membership fee survey results. The annual fee would apply to Special Purpose Government and Associate Members. Nine individuals participated in the survey, all of which would be impacted by the addition of annual fees for the above-named members. The majority of the individuals surveyed agreed that instituting an annual fee would be fair, but most did not specify a monetary value they would be willing to pay for membership.

The Committee agreed that implementing an annual fee for Special Purpose Government and Associate Members is a good idea. Greg stated that he would create a fee schedule for the next Board of Directors meeting.

2. Going forward with paperless meetings

Due to time restraints, paperless meetings were not discussed during this meeting.

E. OTHER

F. ADJOURNMENT

MOTION Vinton SECOND by Mixan to adjourn the meeting at 10:05 a.m. MOTION CARRIED