

## FINANCE COMMITTEE MEETING

March 21, 2018 - 8:30 a.m.

### AGENDA

This meeting of the Metropolitan Area Planning Agency Finance Committee will be conducted in compliance with the Nebraska Statutes of the Open Meeting Act. The Open Meeting Act is available for reference upon request.

#### A. MONTHLY FINANCIAL STATEMENTS (January) Page

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

#### B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
  - a. HDR Engineering – PMT # 1 - \$1,755.33 .....
  - b. Intercultural Senior Center – PMT # 1 - \$3,975.00 .....
  - c. Council Bluffs – PMT # 1 –\$45,833.00 .....

#### C. RECOMMENDATIONS TO THE BOARD

1. Final Contracts Payments
  - a. Lovgren - \$1,588.07 .....
2. New Contracts
  - a. Council Bluffs Housing Trust Fund.....
  - b. Lovgren Marketing LSBI - \$205,945.00 .....
3. FY 2019 Budget
  - a. DRAFT Work Program/UPWP.....

#### D. DISCUSSION/INFORMATION

1. TIP Fee .....
2. Cass County Update

E. OTHER

F. ADJOURNMENT

Executive Session: We reserve the right to enter into an executive session in order to protect the public interest with respect to discussion regarding litigation and personnel.



METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Finance Committee  
March 21, 2018

The MAPA Finance Committee met March 21, 2018, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer  
Steve Dethlefs, Washington County  
Clare Duda, Douglas County  
Tom Hanafan, Pottawattamie County  
Gary Mixan, Sarpy County (Arrived at 8:37 a.m.)  
Carol Vinton, Mills County

Staff Present

Natasha Barrett  
Melissa Engel  
Don Gross  
Amanda Morales  
Greg Youell

A. Monthly Financial Statements (January 2018)

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. As requested by Ms. Vinton the format of The Statement of Revenue and Expenditures has been revised to include prior year to date values and the percentage of variance year to date compared to prior year to date. Contracted projects vary from year to year so these expenses will skew the comparison of the net surplus/deficit from current year to prior year as explained by Ms. Engel.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
  - a. HDR Engineering – PMT # 1 - \$1,755.33b. City of Omaha Planning – PMT #1 - \$33,903.22
  - b. Intercultural Senior Center – PMT # 1 - \$3,975.00d. Douglas County GIS – PMT# 2 - \$27,549.52
  - c. Council Bluffs – PMT # 1 –\$45,833.00

Mr. Youell presented the contract payments. HDR Engineering provided on-call travel demand modeling services to MAPA between January 04, and February 04, 2018. The Intercultural Senior Center is requesting reimbursement for personnel expenses incurred December 01, 2017 through February 28, 2018, for transportation services provided to immigrant and refugee seniors. The City of Council Bluffs payment is for their contracted paratransit services October 1, 2017 through January 31, 2018, serving the elderly and disabled citizens of Council Bluffs.

MOTION Duda SECOND by Hanafan, to approve the contract payments as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments
  - a. Lovgren - \$1,588.07

Mr. Youell presented Lovgren's final reimbursement requests are for their January 2018 expenses related to the 2017 CMAQ Air Quality and Reduced Fare Program.

MOTION Duda SECOND by Vinton to recommend that the Board of Directors approve Lovgren's final contract payment as presented. MOTION CARRIED.

2. New Contracts
  - a. Council Bluffs Housing Trust Fund

Mr. Gross presented the Council Bluffs Housing Trust Fund (CBHTF) contract. MAPA will provide CBHTF with the following professional services:

- Assistance in grant writing to fully comply with Iowa Finance Authority (IFA) requirements
- Provide accounting, billing, and reporting services
- Provide project and contract management
- Communicate with CBHTF Board members, attend their board meetings no less than quarterly
- Follow-up to issues and activities identified by the CBHTF Board
- Prepare documents on policies and initiatives identified by the CBHTF Board
- Assist in creating and maintaining of program management systems
- Other administrative and support services as the parties agree

The contract is effective through March 01, 2020. MAPA will receive 10% of CBHTF's annual State Housing Trust Fund grant award allocated through IFA. The contract services are estimated to take a MAPA staff member twenty hours per month to complete.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the Council Bluffs Housing Trust Fund contract as presented. MOTION CARRIED.

b. Lovgren Marketing LSBI - \$205,945.00

Mr. Youell presented the Lovgren Marketing contract for the "Little Steps Big Impact Ozone Awareness Campaign" under the 2018 CMAQ Air Quality and Reduced Fare Program. The completion date for this \$205,945, agreement is June 30, 2019. Mr. Duda asked about the process utilized for Lovgren to be awarded the current contract. Mr. Youell stated that MAPA did complete a Request for Proposal (RFP) process.

MOTION Vinton SECOND by Duda to recommend that the Board of Directors approve the Lovgren Marketing contract as presented. MOTION CARRIED.

3. FY 2019 Budget  
a. DRAFT Work Program/UPWP

Mr. Youell presented the FY 2019 draft Work Program/UPWP outlining the transportation budget by work activity and funding source. The total transportation funding projected for FY 2019, is \$4,309,297, of which \$1,074,690 is local match. MAPA's 2019 total budget of \$5,640,975 was also provided to the committee, with work activity and funding source broken down into three categories: Transportation, Community & Economic Development, or Heartland 2050 (Non-federal transportation).

MOTION Duda SECOND by Vinton to recommend that the Board of Directors approve the FY 2019 draft Work Program /UPWP as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION  
1. TIP Fee

Mr. Youell provided the committee with information on a Transportation Improvement Project (TIP) fee, and how it would help the region, and discussed the proposed Interlocal Agreement amendment to include a TIP fee. MAPA would collect a fee equivalent to 1% of federal funds on all eligible projects programmed in the implementation year of the TIP. Eligible projects over \$10 million in federal funds would be assessed a tiered fee with 1% charged on the first \$10 million and .05% charged on every dollar over \$10 million in federal funding. The proposed TIP fee must be paid with non-federal funds according to federal matching requirements. All Council of Officials members would need to vote on Interlocal Agreement amendment with 75% approval for implementation.

2. Cass County Update

Mr. Youell reported that Cass County becoming a member of MAPA is currently on hold. The bill to change the boundaries was not ultimately prioritized and will not be presented for a vote of the entire legislature. The opposition of Southeast Nebraska Development District (SEND) contributed to the delay. Mr. Youell reached out to the Executive Director of SEND to negotiate a deal. If opposition was withdrawn, MAPA would compensate SEND \$6,700 in the first year, \$5,000 in the second year and \$2,500 in the third year. SEND's Executive Committee recommended accepting the financial offer and requested written commitment of the MAPA Board to not allow future membership of any of SEND's remaining counties. A final agreement was not negotiated within the time-line to place the bill on consent. SEND's Executive Director has told Mr. Youell that he is willing to work together moving forward to resolve the issue.

E. OTHER

G. ADJOURNMENT

The meeting adjourned at 9:18 a.m.