

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Finance Committee  
May 23, 2018

The MAPA Finance Committee met May 23, 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 (Arrived at 8:45 a.m.)  
Gary Mixan, Sarpy County (Arrived at 8:32 a.m.)  
Carol Vinton, Mills County

Staff Present

Melissa Engel  
Don Gross (Arrived 9:00 a.m.)  
Mike Helgersen  
Amanda Morales  
Katie Preister  
Greg Youell

A. MONTHLY FINANCIAL STATEMENTS (March 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 March financials. Mr. Duda asked what the current interest rate paid out on the NPAIT funds is? Ms. Engel responded that she believed it to be close to 1%. Ms. Engel informed the committee that the current agenda has a discussion item on whether the committee would like to request proposals on banking services. She also pointed out that MAPA receives a Sponsor fee for deposits that any of MAPA's members have in an NPAIT account. Mr. Duda responded that he is open to looking at rates elsewhere, but believes NPAIT rate may be difficult to beat.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
  - a. Metro – PMT #3 - \$27,456.75
  - b. Florence Home for the Aged – PMT #2 - \$13,376.60

Mr. Youell presented the contract payments. Metro Transit's payment is for their third quarter FY 2018 transportation planning activities. Florence Home for the Aged is requesting Federal Transit Administration (FTA), 5310 funding for paratransit services provided in January through March 2018, to their elderly, disabled, and veteran residents.

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

2. Travel
  - a. Sue Cutsforth – Kansas City, MO – PRSA Summit - \$1,200.35

Mr. Youell presented the travel in the amount of \$1,200.35, for employee Sue Cutsforth to attend the PRSA Summit in Kansas City, Missouri, in June.

MOTION Duda SECOND by Vinton, to approve the travel to Kansas City, MO, as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments
  - a. Lovgren - \$8,192.50

Mr. Youell presented Lovgren's final reimbursement request for additional hours spent on the CMAQ Reduced Fare 2017 Campaign.

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. Bellevue Bridge Study not to exceed \$150,000
- b. Douglas County GIS - \$55,000 federal funds, \$23,571 local match, \$2,750 admin Fee
- c. Sarpy County GIS and Planning \$57,000 federal funds, \$24,429 local match, \$2,850 admin fee
- d. City of Omaha Planning \$30,000 federal funds, \$12,857 local match, \$1,500 admin fee
- e. City of Omaha Public Works \$60,000 federal funds, \$25,714 local match, \$3,000 admin fee

Mr. Youell presented new contracts. The Bellevue Bridge study for up to \$150,000 will determine whether future conditions in the area warrant the replacement of the current bridge, alternatives to reconstructions, and the impact of closing the bridge. Contracts b. – e. are all renewed pass through transportation planning contracts for FY 2019, each of which have a 30% local match, and a minimal administrative fee.

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

## 3. Additional FY18 Office Remodel Funds

Mr. Youell presented the FY 2018 office remodel request. He reported that the total cost of the remodel has not changed a lot, but the timing of the cost has changed. Previously the Board approved to spend up to \$50,000 for phase one in FY 2018. The new projection is just under \$73,000 which includes a 5% contingency

MOTION Duda SECOND by Hanafan to recommend that the Board of Directors approve the additional FY 18 Office remodel funds as presented. MOTION CARRIED.

## 4. FY19 Office Remodel Request

Mr. Youell presented the FY 2019 office remodel request. The anticipated cost of phase two in FY 2019, is just over \$24,000, including a 5% contingency. The total expect cost for phase one and two is just over \$97,000.

MOTION Hanafan SECOND by Mixan to recommend that the Board of Directors approve FY 19 office remodel request as presented. MOTION CARRIED.

## 5. TIP Fee Policy Statement

Mr. Youell provided the committee with updated 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. The proposed TIP fee must be paid with non-federal funds according to federal matching requirements. An addition has been made to the policy statement for the Executive Director to have the ability to provide payment terms of up to two years of the assessed TIP fee. Any adjustments beyond two years or change in the assessed amount must be presented to the MAPA Board of Directors for approval. All Council of Officials members would need to vote on the Interlocal Agreement amendment with 75% approval for implementation.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the TIP Fee policy statement as presented. MOTION CARRIED.

## 6. July Insurance Renewals

- a. General Insurance
- b. Life/AD&D
- c. Long Term Disability
- d. Dental Plan

Ms. Engel provided the committee with the General Insurance July renewal information. The Business Owner's Package will increase 7% which is a total of \$291 for the year. Ms. Engel informed the committee that MAPA's insurance broker Davis Insurance informed her that they were not be able to negotiate a lower premium for FY 2019, because MAPA has a potential no fault claim related to an incident that occurred in December 2017, in a common area of the Metro Transit building. A copy of MAPA's lease agreement was requested and sent to the insurance company at the time of the incident and the 7% increase may be, in part due to the fact that the current lease agreement with Metro Transit states Metro has no fault for anyone that is on site for MAPA purposes. The current lease is up for renewal on July 1, and MAPA's legal counsel is reviewing the document and proposing revisions that would reduce MAPA's potential exposure and state that Metro is responsible for the maintenance of common areas. Committee members agreed that due to time restraints it would be best to renew the current coverage with the proposed increase, but they would like to look into other options for FY 2020. MAPA is looking to add drone coverage to this agreement.

The Workers Compensation package will increase 8%, but this amount is reconciled annually and will be adjusted based on actual payroll figures and employee activity.

The Director's and Officer's policy has no change in premium.

The housing grant funding will run through the MAPA Foundation, so MAPA has inquired on whether the MAPA Foundation may be a special endorsement under MAPA's D & O policy, since the Foundation has no employees.

The Commercial Auto premiums increase 3%, \$171. MAPA recently changed this coverage to include coverage for persons riding in a MAPA vehicle during non-business activities. The Crime and Bond policy has no increase in premiums. In total the General insurance premiums increase 4% which is \$645.

MOTION Duda SECOND by Hanafan to recommend that the Board of Directors approve the General Insurance renewal for FY 2019 as presented. MOTION CARRIED.

Ms. Preister presented the Life/AD&D, Long term disability, and Dental policy renewals as recommended by the Benefits Committee. The Life/AD&D will have no premium increase. Dental has a 3.5% increase which is covered 100% by employees.

MOTION Hanafan SECOND by Vinton to recommend that the Board of Directors approve the July insurance renewal items b. – d. as presented. MOTION CARRIED

7. FY 2019 Budget
  - a. Funds Budget
  - b. Line Item Budget
  - c. Program Budget
  - d. Work Program / UPWP

Mr. Youell presented the FY 2019 Budget. The Funds Budget breaks out the projected FY 2019 gross revenues of \$5,404,444 by funding source. Mr. Helgersen, outlined the transportation projects included in the Funds Budget. The budget items include a Transportation Improvement Program (TIP) fee of \$180,000 that is still in the process of being approved. The Line Item Budget details the FY 2019 expenses of \$5,404,444. The Program Budget allocates the \$5,404,444, budget by program work element and funding source. The Unified Planning Work Program (UPWP) outlines the transportation related activities and projects that MAPA plans to be involved in for FY 2019.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the FY 2019 Budget as presented. MOTION CARRIED.

8. Request from Bennington for a reduction in TIP Fee

Mr. Youell presented to the committee the letter received from The City of Bennington's attorney. MAPA has replied to the city stating that the agency would cap the TIP fee at \$10,000. MAPA would also allow them to pay their TIP fee over two years. Bennington responded positively to this arrangement.

MOTION Duda SECOND by Vinton to recommend that the Board of Directors approve the request from Bennington for a reduction in TIP fee as presented. MOTION CARRIED.

- D. RECOMMENDATIONS TO THE MAPA FOUNDATION
  1. 17-TFHO-27016 – Valley-Waterloo

Ms. Engel informed the committee that in the past the Finance Committee has not approved the MAPA Foundation items, instead they have went straight to the Foundation Board. The housing activity that will go through the MAPA Foundation is new. Melissa asked the committee if they would like to see and recommend the Foundation items in the future and they stated that yes, the Finance Committee should be recommending the items to the Foundation Board.

Mr. Gross presented The State of Nebraska Department of Economic Development contract for an amount not to exceed \$315,000. This contract is for the Nebraska Affordable Housing Trust Fund Program.

MOTION Duda SECOND by Hanafan to recommend that the MAPA Foundation approve the State of Nebraska Department of Economic Development Valley-Waterloo contract as presented. MOTION CARRIED.

- E. DISCUSSION/INFORMATION
  1. Blair NRWHF Award Discussion

Mr. Gross informed the committee that the MAPA Foundation has been awarded \$315,450 from Nebraska Rural Workforce Housing Fund for the City of Blair. The Foundation has a conditional award from NIFA for \$250,000, the number may decline because of the Nebraska Department of Economic Development funding cuts. With an anticipated \$376,000 regional and local match there is an estimated total of \$977,000 to be used for single family housing construction loans. The Finance Committee would like MAPA staff to present the committee with a recommendation on approval of the housing loan disbursements paid directly to the contractors.

2. EDA Application Discussion

Mr. Gross reported that an EDA application has been submitted for the next three years for \$70,000 each year.

3. Banking Service Request for Proposal

MAPA has received a request to go out for proposal of Banking Services. Staff does not currently have any issues with the current banking services through American National Bank. Ms. Engel informed the committee of current bank charges and services currently offered through American National Bank who MAPA has banked with for many years. The committee has decided not to go out for proposal for banking services at this time.

4. Wellcom Partnership

Wellcom has requested to partner with MAPA through sharing memberships. MAPA has similar arrangements with other organizations and businesses, and they serve as non-voting members to the Council of Officials.

F. OTHER

The meeting adjourned at 9:45 a.m.

G. ADJOURNMENT