

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
FINANCE COMMITTEE MEETING
October 21, 2015

The MAPA Finance Committee met October 21, 2015, in the MAPA conference room. Clare Duda called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Clare Duda, Douglas County
Tom Hanafan, Pottawattamie County
Carl Lorenzen, Washington County
Tom Richards, Sarpy County (arrived at 8:40 am)

Staff

Lynn Dittmer
Melissa Engel
Michael Felschow
Amanda Morales
Gregory Youell

Members Absent

Ron Kohn, Mills County, Patrick Bloomingdale, Secretary/Treasurer

A. MONTHLY FINANCIAL STATEMENTS (August)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/Accounts Payable
4. Consolidated Balance Sheet
5. Program Status Report/Line Item Status Report

Ms. Engel presented the financial statements for August. There are a couple of line item expenses that are currently exceeding the YTD budget, but those line items include expenses that typically are expensed at the beginning of the year and should even out with the budget throughout the fiscal year. Ms. Engel informed the Committee that the Financial Auditors from Hamilton Associates are currently on site performing the FY 15 audit.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Benesch – PMT #38 - \$12,544.18
 - b. Lovgren Marketing Group – PMT #16 - \$1,188.12
 - c. Live Well Commuter Challenge – PMT #2 - \$1,302.24
 - d. Heartland Family Services - PMT #19 - \$1,902.26
 - e. Olsson Associates – PMT #16 - \$46,913.51
 - f. Lovgren Marketing Group – PMT #17 - \$20,800.50
 - g. Live Well Omaha – PMT #16 - \$8,549.08
 - h. Black Hills – PMT #1 - \$22,279.00
 - i. Sarpy Co GIS – PMT #1 - \$15,697.72
 - j. Sarpy Co Planning – PMT #1 - \$7,911.39

Mr. Youell Present the contract payments listed above. Benesch is for work on the Brownfields Project. The Lovgren payments are for work on the 2015 "Air Quality Campaign". Live Well Omaha's requests are for the Omaha "Commuter Challenge" and bicycle safety education. The Heartland Family Services payment is for their "Ways to Work" program. Olsson is the contractor on the Platteview Road Land Use and Corridor Study. Black Hills receives FTA, 5310 funding to transport seniors and individuals with disabilities to Offutt Air Force Base for employment. Sarpy County GIS and Planning have requested reimbursement for their work on transportation planning from July through September 2015.

MOTION by Richards SECOND by Hanafan to approve the contract payments under B. 1. MOTION CARRIED.

2. Contract Payments with exceptions:
 - a. Steve Jensen – MT #2 - \$3,3607.50

Mr. Youell presented Steve Jensen's contract payment request for his work from July through September 2015 on Heartland 2050.

MOTION by Lorenzen SECOND by Hanafan to approve the contract payment to Steve Jensen once all the necessary documentation is received. MOTION CARRIED.

3. Year End Report
 - a. Replenishment of Official's Fund to \$15,000

Ms. Engel present the FY 15 year-end report of non-project operations and officials expense. The non-project operations net

income reported was \$24,736.18 with \$9,654.71 needed to replenish the officials fund to the annual \$15,000.

MOTION by Hanafan SECOND by Lorenzen to approve replenishing the officials fund in the amount of \$9,654.71. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Contract Amendments:

- a. Benesch Hazardous Substance (Brownfields) – extension of time, scope and amount change
- b. Benesch Petroleum Assessment (Brownfields) – extension of time, scope and amount change
- c. Metro Community College Hazardous Substance – extension of time, and scope change
- d. EPA Brownfields Hazardous Substance – extension of time, and scope change
- e. EPA Brownfields Petroleum Assessment – extension of time, and scope change
- f. MTIS supplemental agreement – additional \$200,000 for Phase 2
- g. Nebraska Community Energy Alliance Interlocal Agreement (NCEA) amended and restated

Mr. Youell presented the contract amendments, items 1.a – e. are for the Brownfield project with an extended completion date of September 30, 2016, extended the service area, and revised amount. The additional \$200,000 for phase two of the Metro Area Travel Improvement Study will come from the State of Nebraska, Department of Roads. The restated Nebraska Community Energy Alliance Interlocal Corporation (NCEA) Agreement allows for an Executive Board and amends certain provisions of the previous agreement.

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

2. Contracts:

- a. Sarpy County Transit Study MOU \$125,000

The Sarpy County Transit Study MOU was removed from the agenda, it was approved by the Board in September of 2015.

D. DISCUSSION/INFORMATION

1. SWIPCO Update

SWIPCO, under new management has recently proposed a transition plan for MAPA to take over community development projects in MAPA's jurisdiction that SWIPCO has serviced. MAPA's work to keep the two council of governments from competing for these projects within MAPA's jurisdiction has been many years in the making. Some cities in MAPA's service area may not realize they could be saving money by not paying dues to SWIPCO. The dues are paid to MAPA by the counties for the cities and counties MAPA serves.

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 9:10 a.m.