

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
FINANCE COMMITTEE MEETING
December 2, 2015

The MAPA Finance Committee met December 2, 2015, 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
Clare Duda, Douglas County
Tom Hanafan, Pottawattamie County (arrived @ 8:40 am)
Ron Kohn, Mills County
Tom Richards, Sarpy County (arrived @ 8:35 am)

Staff

Natasha Barrett
Melissa Engel
Michael Felschow
Amanda Morales
Gregory Youell

Other

Jeremy Davern, Hamilton Associates, P.C. (for item A.)
Liz Larson, Hamilton Associates, P.C. (for item A.)

Members Absent

Carl Lorenzen, Washington County

A. DRAFT AUDIT REPORT

Ms. Larson from Hamilton Associates, and Ms. Engel presented the the DRAFT Audit Report for the year ended June 30, 2015, to the finance committee. The auditors issued 3 unmodified opinions for 1) the financial statements 2) compliance and internal control over the financial statements and 3) compliance on each major program and internal controls over compliance in accordance with OMB Circular A-133. The auditors reported there were no findings or adjustments related to the financial statements. Ms. Engel informed the committee that next year there will be changes in the selection and review of major programs/federal funds, since the threshold is increasing from \$500,000 to \$750,000 the percentage being reviewed will decrease.

B. MONTHLY FINANCIAL STATEMENTS (September)

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 September.

C. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. City of Omaha Public Works – PMT #1 - \$5,634.87
 - b. City of Omaha Public Works – PMT #2 - \$20,490.25
 - c. Metro – PMT #1 - \$25,668.34
 - d. Daake – PMT #2 - \$17,900.00
 - e. Heartland Family Services – PMT #20 - \$2,473.71
 - f. Pottawattamie County GIS – PMT #1 - \$11,392.81
 - g. LSC – PMT # 8 - \$3,144.39
 - h. Olsson – PMT #17 - \$13,177.790
 - i. Olsson – PMT #18 - \$17,454.95Sarpy Co Planning – PMT #1 - \$7,911.39
 - j. HDR – PMT #1 - \$1,838.65
 - k. Lovgren – PMT #18 - \$1,690.00
 - l. Live Well Omaha CMAQ – PMT #3 - \$3,270.14
 - m. Live Well Omaha – PMT #17 - \$3,658.30
 - n. Douglas County GIS – PMT #1 - \$23,142.96
 - o. Hamilton Associates – PMT #1 - \$9,385.00
 - p. Exis Design Shop – PMT #1 - \$4,500.00

Mr. Youell Present the contract payments listed above. The City of Omaha Public Works payments are for the city's traffic counting program. Metro is requesting planning funds for their first quarter's transit activity. Daake's payment is for their continued work on MAPA's website redesign and implementation. The Heartland Family Services payment is for their "Ways to Work" program. The Pottawattamie County payment is for their GIS work for first quarter of FY 15. LSC conducted

the one-call center research. Olsson is the contractor on the Platteview Road Land Use and Corridor Study. HDR provided on-call travel demand modeling. The Lovgren payment is for work on the 2015 "Air Quality Campaign". Live Well Omaha's requests are for the Omaha "Commuter Challenge" and bicycle safety education. Douglas County GIS requested reimbursement for their work on transportation planning from July through September 2015. Hamilton Associates has billed for audit services for FY 15, performed through October 31st. Exis design is the architecture design firm working on the concept design for the American Heroes Park in Bellevue.

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

D. RECOMMENDATION TO THE BOARD

1. New Contracts:

- a. Olsson Associates – Sarpy County Transit Study \$135,000

Mr. Youell as well as Mr. Felschow presented the Olsson Associates contract for a Sarpy County Transit Feasibility Study. The study will assess the counties transit needs based on population demand and feasibility looking at para transit, flex routes, fixed routes, express buses, etc. Three firms submitted proposals on the study. Scoring criteria were utilized to rate the firms based on proposed concept, scope of work, value of product, innovation, etc.

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

2. Contract Final Payments:

- a. LSC – Final PMT - \$2,186.94

Mr. Youell and Mr. Felschow presented the LSC final payment for the One Call Center Research Project.

MOTION Duda SECOND by Richards to recommend that the Board of Directors approve the final contract payment as presented. MOTION CARRIED.

3. Travel

- a. NARC Conference of Regions – Washington D.C. – February 7-10, 2016 – Greg Youell, Sue Cutsforth, and up to three board members - \$10,355.00

Mr. Youell presented the travel to the annual NARC conference in Washington D.C. for five individuals.

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

E. DISCUSSION/INFORMATION

1. Salary Survey

Ms. Morales and Ms. Barrett were excused. The committee went into closed session for personnel issues.

2. 2017 Dues and Fees Outlook

Mr. Youell presented to the committee the matter of some members and associate members not being charged annual dues. Mr. Youell recommend that these special purpose entities meet with MAPA and discuss a minimal annual fee for membership. Currently the Council Bluffs and Omaha Chamber of Commerce exchange memberships at the same cost, but the remaining dues are paid by the counties within the MAPA region. Mr. Kohn directed staff to develop materials showing MAPA's value to members.

3. County Photos

Mr. Youell would like to compile photos of landmarks and or landscapes within the five county region to display in MAPA's lobby. He ask that the committee members think of possible photos that may be duplicated or donated.

F. OTHER

G. ADJOURNMENT

The meeting adjourned at 9:45 a.m.