

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Benefit Committee & Finance Committee
August 17, 2016

The MAPA Benefit Committee & Finance Committee met August 17, 2016, in the MAPA conference room. Ron Kohn called the meeting to order at 8:35 a.m.

ROLL CALL

Members Present

Clare Duda, Douglas County
Tom Hanafan, Pottawattamie County
Ron Kohn Mills County
Tom Richards, Sarpy County

Staff

Natasha Barrett
Lynn Dittmer
Amanda Morales
Greg Youell

Members Absent

Patrick Bloomingdale, Secretary/Treasurer, Carl Lorenzen, Washington County

A. Monthly Financial Statements (June)

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

Ms. Morales presented the June Financials. The Accounts Receivable, Accounts Payable, Balance Sheet and Program Status Report/Line Item Status Report were present in preliminary form. Staff is currently working on closing FY 2016. A few estimates have been recorded in Accounts Receivable and additional Accounts Payable invoices for services provided in FY 2016 are yet to be received.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)

- a. Benesch – PMT #45 - \$4,721.30
- b. Benesch – PMT #46 - \$2,802.74
- c. Heartland Family Services – PMT #29 - \$2,407.33
- d. Metro – PMT #4 - \$53,256.32
- e. HDR – PMT #6 - \$648.81
- f. Lovgren – PMT #4 - \$3,115.50
- g. Lovgren – PMT #5 - \$34,960.63
- h. Live Well Omaha – CMAQ – PMT #1 revision - additional \$228.16
- i. Live Well Omaha – CMAQ – PMT #2 - \$232.83
- j. Live Well Omaha – CMAQ – PMT #3 - \$803.66

Mr. Youell presented the contract payments listed above. The Benesch payments are for work on the Brownfields Project through June 30, 2016. Ms. Dittmer reported to the committee on recent workshops she attended concerning the Omaha Housing Authorities (OHA) Southside Terrace project. The workshops covered phase one of the project and ended with an initial project design.

The Heartland Family Service payment is for their "Ways to Work" program for the month of June. Metro's payment is their FY 2016, 4th quarter planning request. HDR's payment is for on-call travel demand modeling services provided through May 28, 2016. Lovgren's payments are for the 2016, "Little Steps Big Impact Ozone Awareness Campaign" expenses through July 29, 2016. The Live Well Omaha payments are for their work through August 5th, on the "Live Well Omaha Commuter Challenge".

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

2. Contract Payments with exception

- a. Live Well Omaha – Bike Ed – PMT #21 – not to exceed \$8,123.17
- b. Live Well Omaha – Bike Ed – PMT #22 – not to exceed \$1,756.40

Mr. Youell presented the contract payment with exceptions, for Live Well Omaha's Bike Safety Education Project.

MOTION by Hanafan SECOND by Duda to approve the Live Well Omaha's contract payments with exceptions once all necessary documentation is received. MOTION CARRIED.

3. Contract Amendments
 - a. Exis Design Group – Extension of Time

Mr. Youell presented the Exis Design Group contract amendment, which will extend the completion date of the project to December 31, 2016. The American Heroes Park project has run into delays on the contractor's side and this extension will allow Exis Design Group as the architect a few extra months to complete the project.

MOTION Richards SECOND by Duda to recommend that the Board of Directors approve the Exis Design Group contract amendment as presented. MOTION CARRIED.

4. Travel
 - a. TRB Tools of the Trade Conference-Charleston, SC-September 11-14, 2016 - \$1,431.00 - Josh Corrigan
 - b. 2016 NARC Executive Directors Conference – South Bend, IN
 - i. Greg Youell – Sept 18-20, 2016 - \$1,522.00
 - ii. Rita Sanders – Sept 20-21, 2016 - \$868.00

Mr. Youell presented the travel above. On the NARC conference travel for Chair Ms. Sanders, Mr. Youell asked that the Finance Committee recommend that the Board of Directors approve travel of \$868 plus the expenses necessary for one additional days stay at the conference.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the travel to the TRB Tool of the Trade Conference for Mr. Corrigan and the NARC Conference travel for Mr. Youell as presented and recommend that the Board of Directors approve Chair Ms. Sanders travel to the NARC conference for the \$868 plus a possible additional days stay for the conference. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Payments:
 - a. Douglas County GIS – \$21,453.27
 - b. Sarpy County Sewer Study – \$10,000.00
 - c. The New BLK – \$7,560.00
 - d. TripSpark – \$13,536.00

Mr. Youell presented the final payments presented above. Douglas County GIS payment is reimbursement for their work April – June. The Sarpy County payment is for Phase 2A Southern Sarpy County Waste Water Study, which is MAPA's second and final contribution for the study. The New BLK payment is for work on Heartland 2050's summit messaging and branding. The Trapeze Software Group payment is for the Metro Rideshare website for September 1st 2016 through August 31, 2017.

MOTION Hanafan SECOND by Richards to recommend that the Board of Directors approve the final payments as presented. MOTION CARRIED.

2. Final Payments with exceptions
 - a. Metro – not to exceed \$22,422.90
 - b. Black Hills Works – not to exceed \$8,729.00

Mr. Youell presented the final payments with exceptions. Metro's payment is for 4th quarter planning activity related to streetcar financial assessment. completed by consultant HDR. Black Hills Works payment request is for transportation services to and from Offutt for seniors and individuals with disabilities employed by Offutt Air Force Base for the 4th quarter of FY 2016. The payment amount above is contingent upon the Board of Directors approval of the contract amendment for Black Hills Works.

MOTION Richards SECOND by Duda to recommend that the Board of Directors approve the final payment once the contract amendment is approved and all necessary documentation is received and exceptions are cleared. MOTION CARRIED.

3. Contract Amendments
 - a. Black Hills Works – increase to \$56,166 (a \$5,000 increase)

Mr. Youell presented the contract amendment for an additional \$5,000 for Black Hills Works contract for activity through June 30, 2016.

MOTION by Richards SECOND by Hanafan to recommend that the Board of Directors approve the Black Hills Works contract amendment as presented. MOTION CARRIED.

4. Travel

- a. Salt Lake City, UT – H2050 Visit – 2 staff, 18 team members – Sept or Oct \$30,000.00

Mr. Youell presented the for travel to Salt Lake City, UT for up to twenty individuals. The site visit to the Envision Utah project includes commuter rail, light rail, streetcar and bus rapid transit systems. The project combines both transit and economic development that would be beneficial to observe and experience for inspiration in the greater Omaha- Council Bluffs metro area Heartland 2050 Vision. The trip will be mostly funded by Iowa West Foundation and Peter Kiewit Foundation and partially Federal funds.

MOTION Richards SECOND by Hanafan to recommend that the Board of Directors approve the Salt Lake City, UT travel as presented. MOTION CARRIED.

5. Conflict of Interest

- a. The finance committee will review NDOR's Conflict of Interest Guidance Document for LPA Officials, Employees & Agents for Local Federal-Aid Transportation Projects and make a recommendation for each board member and MAPA employee to read and sign the Conflict of Interest Disclosure Form for LPAs annually.

Mr. Youell presented the committee with a copy of Nebraska Department of Roads' Conflict of Interest policy. Staff recommends that each board member and staff member beginning signing the policy annually. The policy defines financial interest, local public agency, immediate family, business, personal interest, private business, public employees and public officials in relation to conflict of interest. Legal counsel will be available at the next Board of Directors meeting to answer any questions regarding the policy.

Mr. Youell has asked Papio-Missouri NRD to appoint a new representative to MAPA's Council of Officials. The current appointee has been debarred from serving on boards for agencies that receive federal funds due to conflict of interest. The NRD has approved Mr. Youell's request.

The committee has requested that the Iowa Department of Transportation's Conflict of Interest Policy also be reviewed and incorporated into MAPA's policy. Mr. Richards has asked that legal counsel within the policy define "APPARENT" in relation to a conflict of interest. Mr. Richards plans to review the policy provided at the meeting and make recommendations to the staff as he feels necessary.

MOTION Duda SECOND by Hanafan to recommend that the Board of Directors approve the Conflict of Interest document once MAPA staff and legal counsel review Iowa Department of Transportation's policy for possible additions and define "APPARENT" conflict of interest within the document. MOTION CARRIED.

6. Procurement Policy

- a. The finance committee will consider changes to the Procurement Policy and recommend approval to the board of directors.

Mr. Youell presented the procurement policy. The new policy details the differences in bidding for professional services vs. non-professional services. Many of the revisions are from the State of Nebraska's procurement policy. Agency titles have been updated within the document. Competitive bids will be mandatory for goods and non-professional services in excess of \$2,500. Goods and non-professional services up to \$5,000 are approvable by the Executive Director, over \$5,000 will be submitted to the Finance Committee for approval, and over \$10,000 will be submitted to the Board of Directors for approval. The request for proposals portion of the policy is new. Professional services in excess of \$50,000 require selection through the use of competitive proposals.

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

D. DISCUSSION/INFORMATION

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 9:30 am.