

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
FINANCE COMMITTEE MEETING
February 17, 2016

The MAPA Finance Committee met February 17, 2016, 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
Ron Kohn, Mills County
Carl Lorenzen, Washington County (arrived @ 8:35 am)
Tom Richards, Sarpy County (departed @ 8:50 am)

Staff

Melissa Engel
Amanda Morales
Gregory Youell

Members Absent

Tom Hanafan, Pottawattamie County

A. MONTHLY FINANCIAL STATEMENTS (December)

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 December. She stated that cash receipts were low for the month of December, in part due to the agencies outstanding receivable balances with the State of Iowa and the Federal Transit Administration State of Nebraska Division (FTA-NE). After contacting the State of Iowa, Ms. Engel was informed that the system that notifies the state that a request has been submitted had mistakenly not sent the notification. Payment has since been received from the State of Iowa. The FTA-NE is currently waiting on the internal approval of the contract in which MAPA signed for FY 2016. The agreement includes additional rural funding which may possibly be delaying the process. MAPA has been notified that once the FTA-NE agreement is set to active status the funding requests for the last two quarters will be processed. Ms. Engel has notified Metro Transit that their planning funds for the first two quarters of FY 2016, totaling \$39,650 will not be paid until MAPA receives payment from FTA-NE.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Heartland Family Service – PMT #22 - \$3,948.34
 - b. Metro – PMT # 2 - \$13,980.91
 - c. Olsson Associates – PMT #20 - \$5,813.09
 - d. Benesch – PMT #40 - \$11,786.35
 - e. Douglas County GIS – PMT#2 - \$20,591.02
 - f. City of Omaha Planning – PMT#1 - \$3,929.38
 - g. Live Well Omaha – Bike Ed – PMT #18 - \$1,329.51

Mr. Youell presented the contract payments listed above. The Heartland Family Service payment is for their “Ways to Work” program for the month of November. Metro’s payment is their 2nd quarter planning request. The Olsson Associates contract payment is for services through January 2, 2016, on the Plattview Road Land Use and Corridor Study. Benesch is for work on the Brownfields Project through December 20, 2015. Douglas County GIS has requested reimbursement for their work on transportation planning from October through December 2015. The City of Omaha Planning has requested reimbursement for their work on transportation planning for quarters one and two of FY 2017. Live Well Omaha’s request is for their work with Bike Safety Education through February 5, 2016.

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

2. Contract Payments with Exceptions: (Action)
 - a. Olsson Associates – PMT #19 - \$ 22,042.35

Mr. Youell presented the Olsson Associates payment listed above for services November 1st through December 5th. MAPA is currently awaiting the submission of a progress report and mileage support for this request.

MOTION by Duda SECOND by Lorenzen to approve the Olsson Associates contract payment once the progress report and mileage support is received. MOTION CARRIED.

b. Live Well Omaha – CMAQ – PMT #4 - \$170.53

Mr. Youell presented the Live Well Omaha, CMAQ request. A revised request not to exceed \$170.53, for services through December 31, 2015, is to be submitted by Live Well Omaha.

MOTION by Lorenzen SECOND by Kohn to approve the Live Well Omaha contract payment once the revised request detailed above is received. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. New Contracts:

a. NDOR-CMAQ 3 Year Agreement - \$862,016.00

Mr. Youell presented the NDOR CMAQ 3 Year contract. This contract is to continue the "Little Steps - Big Impact" ozone campaign. The \$862,016 is the federal funding portion. MAPA has again contracted with Lovgren Marketing Group to assist with the campaign.

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

2. FY 2017 Preliminary Funds Budget:

Mr. Youell presented the anticipated revenues for FY 2017. Iowa target numbers have been provided to MAPA for this budget. Nebraska numbers have not been provided, but a 5% increase over FY 2016 revenues has been budgeted as recommended by Nebraska. The gross award budget is anticipated to increase more than \$738,800 over FY 2016 with a net award anticipated increase of over \$363,800.

MOTION Kohn SECOND by Richards to recommend that the Board of Directors approve the FY 2017 Preliminary Funds Budget as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

1. Draft Request for Proposal for Housing Assistance Program

Mr. Youell has a draft RFP to potentially send out for housing assistance program services that could benefit MAPA's jurisdiction especially the rural areas.

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 8:55 am.