

**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
BOARD OF DIRECTORS REGULAR MEETING**

Minutes
December 7, 2017

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Vice-Chair, Tom Hanafan called the meeting to order at 1:32 p.m.

A. ROLL CALL/INTRODUCTIONS

Members/Officers Present

Patrick Bloomingdale	MAPA Secretary/Treasurer, Douglas County
Clare Duda	Douglas County Commissioner
Tom Hanafan (Vice-Chair)	Pottawattamie County Board of Supervisors
Doug Kindig (left at 2:15 p.m.)	NE Small Cities/Counties Representative (Mayor, City of La Vista)
Gary Mixan	Sarpy County Commissioner
Carol Vinton	IA Small Cities/Counties Representative (Mills County Board of Supervisors)
Matt Walsh	Mayor, City of Council Bluffs

Members/Officers Absent

Ben Gray	Omaha City Council
Rita Sanders (Chair)	Mayor, City of Bellevue/Chair
Jean Stothert	Mayor, City of Omaha

MAPA Staff

Christina Brownell	Sue Cutsforth	Melissa Engel	Mike Helgersen
Karna Loewenstein	Greg Youell		

Guest

None.

B. APPROVAL OF THE MINUTES of the October 26, 2017 meeting – (Action)

MOTION by Vinton, SECOND by Walsh to approve the minutes of the October 26, 2017 meeting of the Board of Directors.

AYES: Duda, Hanafan, Kindig, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

C. APPROVAL OF FINANCE COMMITTEE MINUTES AND REPORT – (Action)

Mr. Patrick Bloomingdale reported that the Finance Committee met on November 29, 2017 and approved bills for November, reviewed September financial statements and approved contract payments. Items were forwarded to the Board of Directors for approval.

MOTION by Duda, SECOND by Vinton to approve the minutes of the November 29, 2017 Finance Committee meeting.

AYES: Duda, Hanafan, Kindig, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

D. AGENCY REPORTS & PRESENTATIONS – (Info)

1. Agency Reports –

- a. Executive Directors Report - Greg Youell, Executive Director

Approved by _____
Patrick Bloomingdale, Secretary/Treasurer

Mr. Youell provided an update to the Board on MAPA activities for the months of October and November. MAPA submitted a letter requesting that NDOT initiate the Interchange Justification Report (IJR) process for the I-80 & 180th/192nd Street Interchange. MAPA staff met with Iowa DOT yesterday to discuss details of the proposed “Federal-aid swap” policy. Cities will still need to program projects in the TIP. MAPA, locals and Iowa DOT will have to make sure that projects listed in the first year are truly ready to go. Bridge projects no longer need to be approved by MAPA. Cities and counties will be able to do projects with State funds at 1-to-1 ratio, except for CMAQ, Safety (HSIP-secondary) and city bridge program that will still have match requirements. Following a meeting with FHWA, NDOT, Omaha & Bellevue Public Works in September, MAPA has finalized a matrix identifying tasks to improve the project delivery process. NDOT received statutory approval to assume certain responsibilities of the federal environmental process under the National Environmental Policy Act (NEPA), and has been working with FHWA Headquarters and Nebraska Division since the summer to assess readiness to assume responsibilities. MAPA will host a meeting on December 21 that NDOT will discuss the NEPA Assignment process with local staff that work on projects and the environmental process. Mr. Youell updated the Board on MAPA funding and the idea of implementing a “TIP Fee” for the MPO that would assess a 1% fee toward the 80% federal funds on projects in the TIP. MAPA submitted comments to NDEQ, encouraging them to consider air quality in their funding strategy. The Chamber released their new vision plan Greater Omaha 2040/Strategic 4-Sight Plan. The plan is very similar to Heartland 2050 and aims to work to collaboratively achieve ambitious goals. The MAPA Council of Officials Survey will be distributed to members soon and Mr. Youell encouraged members to respond and encourage staff to respond as well. MAPA recently submitted a letter regarding concerns with the new tax bill and local government, items of concern include: private activity bonds; historic tax credit, new market tax credits, local property tax deduction, municipal bonds, and advance refund bonds. Mr. Youell updated the board on current studies: Transit Return on Investment (ROI) Study and the Bellevue Bridge Study. CITIES applications will be submitted for Carson, Treynor, Neola and Hancock. In Mills County, MAPA is working on the Watershed Plan and Hazard Mitigation Plan. Other projects MAPA is working on for health and transportation include: the Iowa Department of Public Health (IDPH): Walkability / Complete Streets Process for Council Bluffs; IDPH Malvern – promotion of 5-2-3-1-0; and the hosted an Ability Forum with Mark Fenton to discuss walkability. Mr. Youell announced the retirement of Gary Young. Mr. Young has been with MAPA for 44 years and we will host a lunch to celebrate and honor his career at MAPA.

b. Heartland 2050 –

Ms. Loewenstein provided an update to the Board on Heartland 2050 activities for the months of October and November. Activities for 2017 are winding down and staff has been working on grant reporting to the foundations and the Heartland 2050 Annual Report. Heartland 2050 is developing planning work for 2018 and had a leadership retreat facilitated by Mary Balluff. During the retreat, each leader had a chance to do a deep-dive into what Heartland 2050 does for MAPA and how it is integrated into the agency. The Executive Committee completed activities at the last meeting to gain feedback to help with planning for the next year.

E. PUBLIC COMMENT –

None.

F. CONSENT AGENDA – (Action)

The Board considered Consent Agenda items listed below for approval.

1. Contract Amendment – Joint Land Use Study (JLUS) – Extension of Time – April 30, 2018
2. New Contract – Iowa Department of Public Health – Walkability Process for Council Bluffs - \$9,500
3. Purchase Approval – Brandies Catering for Annual Dinner \$11,355.08 – previously approved \$6,300; additional costs for approval \$5,055.08

MOTION by Duda, SECOND by Vinton to approve all items listed on the Consent Agenda.

AYES: Duda, Hanafan, Kindig, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

G. OLD BUSINESS

1. FY 2018 Transportation Improvement Program (TIP) Amendment #2 – (Action)

Mr. Helgeson presented to the Board for approval the FY 2018 TIP Amendment #2. This amendment includes changes to 13 projects. Three Safe Routes to School projects, Westbrook, Valley D.C. and OPS McMillan Middle School, are moving forward with right of way and construction this year so funding will be programmed to FY 2018. Four projects for signal infrastructure (Phases D-G) are being removed from the TIP in order to reallocate funding for Omaha's Signal Network Phases B1, B2 & B3. An additional project for the City of Omaha is an advanced construction conversion for the 2014 Resurfacing Package. The final two projects, Metro's Bus Rapid Transit (BRT) project and Metro Rolling Stock project, will transfer \$89,000 from the BRT project to FTA and \$1.8 million of STBG funds from Metro Rolling Stock to FTA.

MOTION by Walsh, SECOND by Duda to approve the FY 2018 TIP Amendment #2.

AYES: Duda, Hanafan, Kindig, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. FY 2018 Unified Planning Work Program (UPWP) Amendment #2 – (Action)

Mr. Youell presented to the Board for approval the FY 2018 UPWP Amendment #2. MAPA recently changed categories to consolidate work activities and estimated on how time would be changed out, adjustments have been made after reviewing the last quarter of actual time charged to each category. Another major change includes the scheduling and funding for the 2018 Aerial Photography flight (NIROC Project).

MOTION by Vinton, SECOND by Duda to approve the FY 2018 UPWP Amendment #2.

AYES: Duda, Hanafan, Kindig, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. Transit Return on Investment (ROI) Assessment – (Action)

Mr. Youell presented to the Board for approval the final contract amount of \$175,609.74 with Economic Development Research (EDR) Group Inc. This firm will be the lead consultant for the ROI Assessment, JEO is the sub-consultant. This assessment will make the business case for transit investment. EDR is a national firm that specializes in transportation economics and looks into the true benefits and cost of transit and how it impacts the economy.

MOTION by Duda, SECOND by Vinton to approve the final contract amount of \$175,609.74 for the Transit ROI Assessment with EDR Group Inc.

AYES: Duda, Hanafan, Kindig, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

H. NEW BUSINESS

1. FY 2017 Audited Financial Statements – (Action)

Ms. Melissa Engel presented to the Board for approval the FY 2017 Audited Financial Statements. The first report is the Auditor's Report to Management, this is required for the auditors to discuss any items or issues that were identified during the audit, there were no issues identified. The significant estimates are pretty standard across audits: accumulated depreciation (estimated useful lives of equipment) and contingent liabilities and subsequent events (MAPA does not foresee any potential lawsuits or anything that will impact materially what will be paid for this year or future years). This report includes the engagement letter that MAPA signs in the beginning to outline MAPA's responsibilities, the Auditor's responsibilities and Manager's representation stating that management is not aware of any material misstatements in the financial statements. The next report was presented to the Finance Committee, the Independent Auditors Report, in which the auditors provide their opinion on whether or not they feel the agencies financial statements are presented fairly and free of material misstatements. In this report, the auditors reported they 'do agree', resulting in a clean audit report. Ms. Engel stated that the greatest risk she sees to MAPA is the passing of Federal funds on to other

agencies. Of the \$2.1 M in federal funds, MAPA passes along \$650,000 of Federal funds to member jurisdictions and non-profits. MAPA has to accept responsibility that these agencies are spending their federal funds correctly. Ms. Engel acknowledged MAPA staff members, Amanda Morales, fiscal officer and Natasha Barrett, bookkeeper in their attention to detail in how these agencies are spending their funds to ensure that MAPA does not have to pay back any of those funds to a federal agency. Ms. Engel provided a recap of the Management Discussion Analysis and reviewed revenues. Ms. Engel noted that \$531,000 in funding is passed on to member jurisdictions, 16% of the agencies budget. The dues that the counties pay is approximately \$366,000 and in turn the counties are getting \$531,000 in federal funds directly to their agencies (GIS, planning depts. Etc.). For every \$1.00 that MAPA receives in dues, \$1.45 is going back out directly to member jurisdictions, in addition to the services that MAPA provides. Ms. Engel recapped additional details of the report.

2. New Contracts– (Action)

Mr. Youell presented to the Board for approval the contracts listed below. Mr. Youell stated the urgency in approving the Pictometry contract, as they will not schedule the flight before executing a contract and the best time to schedule the flight is early Spring, prior to the trees being in full-bloom to provide for the best imagery. Mr. Youell stated that the county and city attorneys are still reviewing the MOUs and requested that the Board approve the contracts with any minor changes that may come back from the cities/counties. Douglas County and Sarpy County MOUs are for the next two years, Lancaster and Pottawattamie have signed for 2018, 2020 & 2022. MAPA's contract with Pictometry is for three flights, to cover the next 6 years. Included in the contract is protection for the agency should either Douglas County or Sarpy County decide not to continue with the program.

- a. Memorandum of Understanding (MOU) for Nebraska-Iowa Regional Orthophotography Consortium (NIROC)
 - i. City of Omaha - \$51,935.25
 - ii. Douglas County - \$51,935.25
 - iii. Papio-Missouri River NRD - \$50,000.00
 - iv. Omaha Airport Authority - \$15,000.00
 - v. Sarpy County - \$30,900.00
 - vi. Lancaster County - \$1,013,358.00
 - vii. Pottawattamie County - \$380,864.22
 - viii. Metropolitan Utilities District - \$20,000.00
- b. Pictometry \$2,126,220 plus 10% contingency over six years for NIROC project

MOTION by Duda, SECOND by Mixan to approve the new contracts listed above with any minor changes.

AYES: Duda, Hanafan, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

- c. Intercultural Senior Center Federal Transit Administration (FTA) 5310 Funding - \$15,900.00

MOTION by Duda, SECOND by Walsh to approve the new contract with the new contract with Intercultural Senior Center for \$15,900.00 in FTA 5310 funding.

AYES: Duda, Hanafan, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. Travel – (Action)

Mr. Greg Youell presented to the Board for approval Travel Authorization for 3 MAPA Staff Members and up to 4 board members to travel to Washington, D.C. for the NARC National Conference of Regions in February 2018.

MOTION by Vinton, SECOND by Duda to approve the travel authorization for 3 MAPA staff members and 4 board members to travel to Washington, D.C. for the NARC Conference in Washington D.C. February 11 – 14, 2018.

AYES: Duda, Hanafan, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.
MOTION CARRIED.

4. FY 2019 Transportation Improvement Program (TIP) Call For Projects – (Information)

Mr. Helgerson updated the Board on the call for projects for TAP and Heartland 2050 Mini-Grant Programs. The Technical Transportation Advisory Committee (TTAC) has released applications for the Transportation Alternatives Program (TAP) and the Heartland 2050 Mini-Grant Program. These funds are available to communities in Douglas, Sarpy and urbanized portion of Pottawattamie County. TAP funds things such as trails, sidewalks, Safe Routes to School and some capitol transit investments. For the 2nd year of the H2050 Mini-Grant program, \$250,000 has been allocated to the Nebraska side and \$80,000 to the Iowa side. Applications are being accepted for both programs until January 19, 2018.

5. Critical Urban Freight Corridor Designation – (Action)

Mr. Helgerson presented to the Board for approval the designation of Critical Urban Freight Corridors as part of Nebraska's State Freight Plan.

MOTION by Walsh, SECOND by Duda to approve the Critical Urban Freight Corridor Designation.

AYES: Duda, Hanafan, Mixan, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

6. Strategic Plan – (Information)

Mr. Youell presented to the Board an update on MAPA's Strategic Plan. Staff has been working to complete tasks that were identified last year for MAPA's Strategic plan. Overall goals were to provide visibility for the agency, provide high-quality service, quality growth strategy and being a convener to facilitate communication and growth across jurisdictional boundaries. Focus areas were Mission, Communications, Funding, Service & Projects and Staff Development.

I. ADDITIONAL BUSINESS

None.

J. DISCUSSION

None.

K. ADJOURNMENT

Vice-Chair Hanafan adjourned the meeting at 2:40 p.m.