

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
August 22, 2018

The MAPA Finance Committee met August 22, 2018, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL300

Members Present

Patrick Bloomingdale, Secretary/Treasurer
Gary Mixan, Sarpy County
Steve Dethlefs, Washington County

Staff Present

Natasha Barrett
Melissa Engel
Don Gross (arrived @ 8:31)
Amanda Morales
Greg Youell

Members Absent

Clare Duda, Douglas County; Tom Hanafan, Pottawattamie County; Carol Vinton, Mills County

A. MONTHLY FINANCIAL STATEMENTS (June 2018-Preliminary)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/ Accounts Payable
4. Statement of Financial Position
5. Statements of Revenues and Expenditures

Ms. Engel presented the June preliminary financials. She informed the Committee that the Agency is in the process of closing the fiscal year and is waiting on information from a few subcontractors to complete that process, and that the final June 30, 2018, financials will be presented by the auditors at a later date. Ms. Engel reminded the Committee that an NPAIT CD with a value of \$99,952 will mature at the beginning of September, and that interest rates are expected to rise.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
 - a. Intercultural Senior Center – PMT 3 - \$1,127.94
 - b. Lovgren – PMT #2 - \$30,275.00
 - c. Steve Jensen – PMT #12 - \$1,105.00

Mr. Youell presented the contract payments. The Intercultural Senior Center is requesting reimbursement for personnel expenses incurred in June 2018, for transportation services provided to immigrant and refugee seniors. Lovgren's reimbursement request is for their June and July expenses related to the CMAQ Air Quality and Reduced Fare Program. Steve Jensen's payment is for his services provided in January through June 2018, related to the Heartland 2050 project.

MOTION Mixan SECOND by Dethlefs, to approve the contract payments as presented. MOTION CARRIED.

2. Contract Payments with exceptions

- a. Florence Home – PMT #3 – Not to exceed \$12,248.44

Mr. Youell presented the Florence Home contract payment with exceptions. Florence Home's request is for paratransit services provided in April through May 2018, to their elderly, disabled, and veteran residents

MOTION Mixan SECOND by Dethlefs, to approve the Florence Home contract payment once all necessary documentation is received. MOTION CARRIED.

3. Travel

- a. NROC All Staff Retreat – Kearney, NE - September 11-12, 2018 – Youell, Gross, Cutsforth, Anderson, Roth

Mr. Youell presented the NROC travel for five staff members at a total estimated cost of \$1,232.67, of which \$100 will be used to cover sales and lodging taxes.

MOTION Dethlefs SECOND by Mixan, to approve the NROC travel as presented. MOTION CARRIED.

4. Purchases

- a. Council of Officials - Annual Dinner Meeting - \$8,693.85
- b. Mid America Regional Council – Central Plains Heartland Freight Technology Plan – up to \$5,700

Mr. Youell presented the purchases. Mid America Center in Council Bluffs, Iowa will be the location of this year's Annual Council of Officials Dinner Meeting. The total cost for the meeting is estimated at \$8,693.85. Walker Consultants has agreed to contribute a \$3,000 sponsorship, to cover the cost of the social hour. The keynote speaker for the event Mary Smith is from Walker Consultants and is a national expert on autonomous vehicles.

The Mid-America Regional Council (MARC) would like MAPA to join a unique public- private partnership in a collaborative four state (Iowa, Kansas, Nebraska and Missouri) effort to develop a multi-jurisdictional plan to address freight, safety, and economic development for the states and major metropolitan areas of the Central Plains/Heartland region. MAPA would contribute local match of \$5,700 to the project that has a total cost of \$312,500.

MOTION Dethlefs SECOND by Mixan, to approve the purchases as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments

- a. Birdhouse Interior Design - \$760.00
- b. Metro - \$4,658.20
- c. City of Omaha Public Works - \$17,328.14

Mr. Youell presented the final contract payments. The Birdhouse Design final payment is for their work on MAPA's office redesign. Metro Transit's payment is for their fourth quarter FY 2018 transportation planning activities. The City of Omaha Public Works payment is for the City's traffic counting program expenses for the fourth quarter of FY 2018.

MOTION Dethlefs SECOND by Mixan to recommend that the Board of Directors approve the final contract payments as presented. MOTION CARRIED.

2. New Contracts

- a. City of Hancock - \$10,000
- b. Pottawattamie County – CDBG Administration - \$30,000.00

Mr. Youell presented the new Community Development Block Grant (CDBG) contracts. The City of Hancock Iowa Sewer Project contract is for \$10,000, and has a completion date of July 31, 2021. The Pottawattamie County, Iowa Downtown Revitalization contract is for \$30,000, has a completion date of July 31, 2021, and includes the cities of Cason and Macedonia

MOTION Mixan SECOND by Dethlefs to recommend that the Board of Directors approve the new contracts as presented. MOTION CARRIED.

D. RECOMMENDATION TO FOUNDATION BOARD

1. Resolution 2019-02 amending the MAPA Foundation Bylaws regarding Nebraska NDO status

Mr. Gross presented the Resolution 2019-02 amending the MAPA Foundation Bylaws in order to retain NDO status in the State of Nebraska.

MOTION Dethlefs SECOND by Mixan to recommend that the Foundation Board of Directors approve the Resolution 2019-02 as presented. MOTION CARRIED.

2. Resolution 2019-03 amending the MAPA NDO RLF Administrative Plan

Mr. Gross presented the Resolution 2019-03 amending the MAPA NDO RLF Administration Plan per the comments

received by NDED.

MOTION Dethlefs SECOND by Mixan to recommend that the Foundation Board of Directors approve the Resolution 2019-03 as presented. MOTION CARRIED.

3. Valley and Waterloo Housing Rehabilitation (17-TFHO-2716)
 - a. Resolution 2019-04 amending the Housing Rehabilitation Guidelines
 - b. Resolution 2019-05 selecting CDS Inspections to perform lead based paint and rehabilitation inspection service

Mr. Gross presented the Valley and Waterloo Housing Rehabilitation Resolutions. Resolution 2019-04 amends the MAPA Homeowner Rehabilitation Guidelines as suggested by the Nebraska Department of Economic Development (NDED). Resolution 2019-05 selecting CDS Inspections to perform lead based paint and rehabilitant inspections services. The cost of lead based paint services is \$15,000, and rehabilitation inspection services is \$25,000.

MOTION Dethlefs SECOND by Mixan to recommend that the Foundation Board of Directors approve the Resolutions 2019-04 and 2019-05 as presented. MOTION CARRIED.

4. Blair Rural Workforce Housing Fund (Blair RWHF)
 - a. Resolution 2019-06 approving NIFA Match Program Agreement
 - b. Resolution 2019-07 designating depositories for the Blair RWHF
 - c. Resolution 2019-08 amending the Fund Investment Plan for the Blair RWHF
 - d. Resolution 2019-09 approving MOU with City of Blair

Mr. Gross presented the Blair Rural Workforce Housing Fund (Blair RWHF) Resolutions. Resolution 2019-06 approves the Nebraska Investment Finance Authority (NIFA) match program agreement. Resolution 2019-07 designates the Executive Director, Director of Finance and Operations, and the MAPA Foundation Treasurer as signatories at a Depository of local Blair bank to be identified at the Foundation Board meeting for the Blair RWHF effective August 30, 2018. Resolution 2019-08 amends the Fund Investment Plan for the Blair RWHF to provide additional detail on administrative procedures. Resolution 2019-09 approves the Memorandum of Understanding between the MAPA Foundation and the City of Blair in implementing the Blair RWHF. The Committee discussed a proposal from Blair regarding the schedule of distribution of the remaining balance following the project and agreed to leave as is in the MAPA draft, i.e.: 10% returned to the Foundation, then 30% returned to the city and then the remaining 60% returned to the Foundation..

MOTION Dethlefs SECOND by Mixan to recommend that the Foundation Board of Directors approve the Resolutions 2019-06 through 2019-09 with clarification from NIFA on Moderate Income compliance requirements. MOTION CARRIED.

E. DISCUSSION/INFORMATION

1. MAPA Annual Dinner & Annual Award Nominees/Recipients

Mr. Youell stated that two nominations have been submitted for the Regional Citizenship Award and one has been submitted for the Regional Service Award. Nomination ballots were provided to the Committee members present. Mr. Youell asked the Finance Committee members to meet on Wednesday, August 29th at 8:30 a.m. to discuss nominations and recipient recommendations to the Board. A conference call will be set up for those committee members unable to physically attend next week's meeting.

F. OTHER

G. ADJOURNMENT

The meeting adjourned at 9:20 a.m.