

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Finance Committee  
February 14, 2018

The MAPA Finance Committee met February 14, 2018, 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  
Steve Dethlefs, Washington County  
Clare Duda, Douglas County  
Gary Mixan, Sarpy County

Staff Present

Natasha Barrett  
Melissa Engel  
Amanda Morales  
Greg Youell

Members Absent

Tom Hanafan, Pottawattamie County; Carol Vinton, Mills County

A. Monthly Financial Statements (December 2017)

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 December financials.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
  - a. Metro – PMT #2 - \$24,227.23
  - b. City of Omaha Planning – PMT #1 - \$33,903.22
  - c. City of Omaha Public Works – PMT #2 - \$15,613.61
  - d. Douglas County GIS – PMT# 2 - \$27,549.52
  - e. Lovgren – PMT #7 - \$15,527.89
  - f. Lovgren – PMT #8 - \$2,914.35
  - g. Lovgren – PMT #9 - \$10,659.16

Mr. Youell presented the contract payments. Metro Transit's payment is for their second quarter transportation planning activities. The City of Omaha Planning payment is for their work on transportation planning for July through December 2017. The City of Omaha Public Works payment is for the City's traffic counting program expenses for the second quarter of FY 2018. Douglas County GIS's request for transportation planning funds is also for their work in the second quarter of FY 2018. Lovgren's reimbursement requests are for their October through December expenses on the 2017 CMAQ Air Quality and Reduced Fare Program

Mr. Youell reported that MAPA was recently informed that the Nebraska Environmental Trust will be contributing \$55,000 in grant funding in the coming year to support the CMAQ program. This will be a new funding source for the program. Ms. Engel mentioned that MAPA's Information Officer, Ms. Cutsforth put a great deal of time and effort into the grant application and conversing with the Nebraska Environmental Trust regarding their application, scoring, and approval process.

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

C. RECOMMENDATION TO THE BOARD

New Contract

- a. Smart Growth in America – Complete Streets - \$12,500

Mr. Youell presented the contract with Smart Growth in America. The National Complete Streets Coalition (NCSC) will facilitate a one-day Complete Streets Workshop in March. The main objectives of the workshop will be to build a common

understanding of Complete Streets, inform participants on how to adopt Complete Street policies, and educate on the numerous benefits of having a more bikeable and walkable community. The NCSC will work with local planners and MAPA in preparation for the meetings as well as follow-up conversations and documentation with recommendations and strategies in adopting and strengthening Complete Streets policies. Funding for this contract will come partially from a Public Health Block Grant through the Iowa Department of Public Health

MOTION Duda SECOND by Dethlefs to recommend that the Board of Directors approve the Smart Growth in America contract as presented. MOTION CARRIED.

2. Contract Amendment
  - a. SWIPCO extended to June 30, 2018

Mr. Youell presented the SWIPCO contract amendment which will extend the capital purchase agreement of \$106,000, in federal funding out to June 30, 2018.

MOTION Duda SECOND by Dethlefs to recommend that the Board of Directors approve the SWIPCO contract amendment as presented. MOTION CARRIED.

3. FY 2019 Budget
  - a. Preliminary Funds Budget

Mr. Youell presented the FY 2019 Preliminary Funds Budget. The Preliminary Funds Budget represents an anticipated increase in transportation funding of close to \$104,000, which includes TIP fee revenue of \$180,000. Implementing a TIP fee for 2019, is currently being discussed with the jurisdictions. Community Development funding is projected to decrease by around \$62,000. Heartland 2050 funding is estimated to decrease almost \$235,000 and MAPA is projecting a decrease in General funding of close to \$1,000 compared to FY 2018. The FY 2019 fund budget currently shows an overall net decrease of 8% over FY 2018.

MOTION Duda SECOND by Dethlefs to recommend that the Board of Directors approve the FY 2019 preliminary funds Budget as presented. MOTION CARRIED.

4. Travel
  - a. NARC – Orlando, FL – June 3-6, 2018 – 3 MAPA Staff & up to 4 Board Members - \$15,115.45

Mr. Youell presented the travel to the annual NARC conference which will take place in Orlando, Florida in June. MAPA representatives will be paying close attention to the logistics of this conference since they will host this national conference in 2019.

MOTION Duda SECOND by Mixan to recommend that the Board of Directors approve the June 2018, NARC travel as presented. MOTION CARRIED.

#### D. DISCUSSION/INFORMATION

Mr. Youell informed the committee that Birdhouse Interior Design Consulting LLC, will present their latest office design to MAPA staff later this week.

#### E. OTHER

1. Executive Director Performance Appraisal

Mr. Duda asked that the Board Chair, Sanders appoint a committee to review the performance of Mr. Youell. Mr. Bloomingdale and Mr. Duda have volunteered to be included in the current process and have included their availability to meet. MAPA staff will contract the Board Chair Sanders for her availability to meet on this matter and inform her of committee members who have volunteered for the process.

2. MAPA now subject to Consolidated Omnibus Budget Reconciliation Act (COBRA)

Ms. Engel informed the committee that for calendar year 2018 MAPA is subject to Consolidated Omnibus Budget Reconciliation Act (COBRA) and it's anticipated that one prior employee will enroll. MAPA has asked Discovery Benefits to administer the plan. Discovery Benefits currently administers the agencies flexible spending account (FSA). Their fee for administration of COBRA will be \$85 a month and they will charge the participating individuals a 2% fee in addition to the participants monthly health insurance premium. The agencies requirement to offer COBRA will be determined annually based on the number of full time equivalent employees.

#### G. ADJOURNMENT

The meeting adjourned at 9:00 a.m.