

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
January 17, 2018

The MAPA Finance Committee met January 17, 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
Tom Hanafan, Pottawattamie County (arrived at 8:45 a.m.)
Gary Mixan, Sarpy County
Carol Vinton, Mills County

Staff Present

Natasha Barrett
Melissa Engel
Don Gross
Michael Helgersen
Amanda Morales
Greg Youell

Members Absent

Clare Duda, Douglas County, Steve Dethlefs, Washington County,

A. Monthly Financial Statements (October & November 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 October and November financials. Ms. Vinton inquired as to how the year to date Statement of Revenue and Expenditures compares to the previous year's year to date figures. Ms. Engel responded that the projects and contract payments associated with those projects vary year to year which makes prior year comparisons more challenging, but in the future if the committee would like staff will factor out the contract payment items and provide prior year comparison numbers on the remaining expenses.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
 - a. Lovgren – PMT #6 - \$25,082.77
 - b. Steve Jensen – PMT #11 - \$260.00
 - c. Pottawattamie County – PMT #2 - \$9,120.83
 - d. Sarpy County GIS & Planning – PMT #2 - \$21,757.41

Mr. Youell presented the contract payments. Lovgren's reimbursement request is for their September expenses on the 2017 CMAQ Air Quality and Reduced Fare Program. Steve Jensen's invoice is for consulting services on Heartland 2050 Implementation through December 2017. The Pottawattamie County payment is for their GIS activity for October 1 through December 31, 2017. Sarpy County Planning & GIS are requesting transportation planning funds for their work in the second quarter of FY 2018.

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

C. RECOMMENDATION TO THE BOARD

1. Final Contract payments
 - a. Metro AVL – \$141,476.59
 - b. Hamilton Associates - \$1,200.00
 - c. Live Well Omaha – Bike Ed. – \$2,530.05
 - d. Live Well Omaha – CMAQ - \$332.25

Mr. Youell presented the final contract payments to be recommended to the board. The Metro payment is for an Automated Vehicle Location System (AVL) The AVL will allow for live time tracking of buses that other transit providers may also connect to. The Hamilton Associates payment is for services rendered in connection with the FY 2017 audit. Live Well Omaha's contract payments are for their work November through December 2017, on the Bike Education and Commuter Challenge projects. Live Well Omaha has opted not to utilize the funds remaining on each of these contracts.

MOTION Vinton 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 Council Bluffs – 5310 - \$77,380 federal & \$77,380 match
- b. Black Hills Works – 5310 - \$30,170 federal & \$30,170 match
- c. Policy Link Equity Growth Profile Update – not to exceed \$50,000
- d. Florence Home \$45,580 federal & 45,580 match

Mr. Helgersen presented the new contracts for the City of Council Bluffs, Black Hills Works, and Florence Home. Each of these new contracts are for 5310 federal transportation funding for seniors and disabled individuals. The contracts require 50% local match. MAPA has contracted in the past with each of these three organizations to offer transportation services for eligible individuals. The organizations were selected to receive operational 5310 funding by the Coordinated Transit Committee (CTC) through a competitive process.

Mr. Youell presented the Policy Link, Equity growth profile update contract and provided the committee with a summary of the original Equity Growth Profile for the Omaha – Council Bluffs region, that was completed as part of the beginning Heartland 2050 planning efforts based on 2012 data. The committee discussed the Equity Growth Profile and the changes highlighted by the data. The Sherwood Foundation will be funding the \$50,000 Equity Growth Profile update.

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

3. Contract Amendments

- a. Steve Jensen – extension of time to December 31, 2018
- b. Heartland Family Service JARC- extension of time to June 30, 2018

Mr. Youell presented the contract amendments. Steve Jensen's contract extension through December 31, 2018, will allow him to continue to provide consulting services for Heartland 2050. The Heartland Family services contract extension through June 30, 2018, will allow them to utilize the remaining JARC funding contracted to support their "Ways to Work" program.

MOTION Hanafan SECOND by Mixan to recommend that the Board of Directors approve the contract amendments as presented. MOTION CARRIED.

4. FY 2019 Budget

a. County Dues

The Finance Committee will consider a recommendation to the Board of Directors to keep County dues the same as FY 2018 contingent upon a TIP fee approval and implementation for FY 2019. Should the TIP not be implemented for FY 2019, County dues shall increase from \$0.47 per capita to \$0.50 per capita.

b. Budget Schedule

Mr. Youell presented County dues recommendation and provided the committee with a sample 1% TIP fee calculation for FY 2019 and FY 2020 with the idea of a possible tiered fee beginning at 1% and decreasing for larger TIP projects. The 1% would be calculated on the federal funding portion of the project. In February staff plans to meet with MPO members to discuss the possible implementation of the fee. The challenge with the TIP fee is that the dollar amount of projects that move through the TIP varies from year to year. If the TIP fee is not implemented staff recommends increasing county dues by an estimated total of \$28,000.

MOTION Hanafan SECOND by Vinton to recommend that the Board of Directors approve the FY 2019 County Dues as recommended. MOTION CARRIED.

Mr. Youell presented the FY 2019, budget schedule outlining the budget process by month.

MOTION Hanafan SECOND by Mixan to recommend that the Board of Directors approve the FY 2019 Budget as presented. MOTION CARRIED.

D. Closed Session

The Finance Committee will consider a motion to go into closed session to discuss pending litigation as evidenced by submission of a general liability claim.

MOTION Mixan SECOND by Vinton at 9:20 a.m. for the Finance Committee to enter into closed session. MOTION CARRIED.

MOTION Mixan SECOND by Hanafan at 9:30 a.m. for the Finance Committee to enter into open session. MOTION CARRIED.

E. DISCUSSION/INFORMATION

F. OTHER0303

G. ADJOURNMENT

The meeting adjourned at 9:31 a.m.