

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
January 23, 2019

The MAPA Finance Committee met January 23, 2019, in the MAPA conference room. Steve Dethlefs called the meeting to order at 8:40 a.m.

ROLL CALL

Members Present

Steve Dethlefs, Washington County
Don Kelly, Sarpy County

Staff Present

Natasha Barrett
Melissa Engel
Donald Gross (left at 9:10 a.m.)
Amanda Morales
Greg Youell

Other

Liz Larson, Hamilton Associates, (for item A.)

Members Absent

Patrick Bloomingdale, Secretary/Treasurer; Clare Duda, Douglas County; Justin Schultz, Pottawattamie County; Carol Vinton, Mills County

A. INTRODUCTIONS AND WELCOME TO NEW SARPY COUNTY COMMITTEE MEMBER

Don Kelly of Sarpy County and the finance committee introduced themselves to each other.

B. DRAFT AUDITED FINANCIAL STATEMENTS (Action)

Ms. Larson from Hamilton Associates, presented the DRAFT Audit Report for the year ended June 30, 2018, to the finance committee. The auditors issued 3 unmodified opinions for 1) the financial statements 2) compliance and internal control over the financial statements and 3) compliance on each major program and internal controls over compliance in accordance with Uniform Guidance. The auditors reported there were no findings or adjustments related to the financial statements. Ms. Engel informed the committee that for FY 2018 \$1,246,000 of federal funding was passed on to member jurisdictions. Total governmental fund revenues were \$5,452,676 in FY 2018, an increase of 47% compared to FY 2017. MAPA passed through \$881,250 in federal funds to Metro Transit to purchase Automatic Vehicle Location equipment for their buses.

MOTION Kelly SECOND by Dethlefs, to recommend approval of the audit in its final version to the Board of Directors. MOTION CARRIED.

C. MONTHLY FINANCIAL STATEMENTS (October & November)

1. Bank Reconciliations (American National & Washington County) 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 & November Financials.

D. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments

- a. EDR Group, Inc. – Transit Return on Investment Study - PMT #7 - \$15,582.61
- b. Metro Mini Grant – Transit Development Plan - PMT #2 - \$6,419.66
- c. EmSPACE + Lovgren – CMAQ Quality and Reduced Fare Program - PMT #7 - \$9,661.17
- d. Pottawattamie County - GIS Activities – FY 19 – PMT #2 - \$10,235.69

- e. Emspace + Lovgren – CMAQ Quality and Reduced Fare Program – PMT #6 - \$6,698.61
- f. Metro Transit Authority – Transit Activities – FY 19 – PMT #2 - \$13,084.35

Mr. Youell presented the contract payments. The Economic Development Research Group, Inc. (EDR) contract payment is for their October 2018, professional services and consultant services relating to the Transit ROI Study. The Metro Mini Grant request is for the Transit Development plan contract. The Emspace + Lovgren's reimbursement requests are for their expenses October 31 – December 31 2018, related to the CMAQ Air Quality and Reduced Fare Program. Metro Transit's payment is for their second quarter FY 2019 transportation planning activities

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

2. New Contracts

- a. Steve Jensen – Heartland 2050, MAPA Advisor – Not to Exceed \$3,900.00

Mr. Youell presented the contract with Steve Jensen for consulting on Heartland 2050 projects for approximately 30 hours through June 30, 2019.

MOTION Kelly SECOND by Dethlefs, to approve Steve Jensen's new contract as presented. MOTION CARRIED.

E. RECOMMENDATION TO THE BOARD

1. Final Contract payments

- a. Hamilton Associates – Audit Services - \$800.00
- b. Black Hills Works – Offutt Air Force Base - \$11,141.24

Mr. Youell presented contract final payments. Hamilton Associates final payment is for services in connection with the audit for the year ended June 30, 2018. Black Hills Works payment request is for transportation services to and from Offutt for seniors and individuals with disabilities employed by Offutt Air Force Base for the 2nd quarter of FY 2019.

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

2. New Contracts

- a. The New BLK – On-Call Professional Services Support – Not to Exceed \$125,000
- b. Douglas County – Return GIS Revenue to Douglas County - \$50,224.18 + Plus Interest
- c. Metro Lease Agreement for 3% increase for FY 20 & 1% each year for FY 21-22

Mr. Youell presented the On-Call Communications Services Program Agreement for \$125,000. The New BLK was the firm selected for this program agreement with a minimum of \$15,000. Douglas County GIS revenue from aerial photography sales in the past that MAPA has been holding will be returned Douglas County. MAPA's new office lease with Metro Transit has a 3% increase for FY 2020 and a 1% increase each year for FY 2021 and FY 2020 this is a 3 year agreement.

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

3. Contract Amendments

- a. Mills County Hazard Mitigation Contract (17MILL02) – Through 4/19/2019

Mr. Youell presented the Amendment for Mills County hazard mitigation contract, which extends the end date from January to April 19, 2019.

MOTION Kelly SECOND by Dethlefs to recommend that the Board of Directors approve the Mills County Hazard Mitigation contract amendment as presented. MOTION CARRIED.

4. FY 2020 Budget

- a. County Dues
 - i. The Finance Committee will consider a recommendation to the Board of Directors to keep County dues the same as FY 2019
- b. Budget Schedule

Mr. Youell presented County Dues and Budget Schedule for FY 2020. County Dues will remain the same as FY 2019.

MOTION Kelly SECOND by Dethlefs to recommend that the Board of Directors approve the FY2020 Budget items as presented. MOTION CARRIED.

F. DISCUSSION/INFORMATION

1. Impacts of Federal Government Shutdown

Mr. Youell discussed the financial impacts of the government shutdown on MAPA operations.

2. Fund Balance Analytics

Ms. Engel presented a graphic analysis of our current financial reserves in relation to expenses.

G. OTHER

H. ADJOURNMENT

The meeting adjourned at 9:50 a.m.