METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
June 20, 2018

The MAPA Finance Committee met June 20, 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
Tom Hanafan, Pottawattamie County (Arrived at 8:42 a.m.)
Gary Mixan, Sarpy County (Arrived at 8:49 a.m.)
Carol Vinton, Mills County

Staff Present
Natasha Barrett
Melissa Engel
Don Gross (Arrived 8:58 a.m.)
Amanda Morales
Greg Youell

A. MONTHLY FINANCIAL STATEMENTS (April 2018)
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 April financials. She reported that the Agency has a NPAIT CD that will mature at the end of June for just under $136,000. These funds are payments received from jurisdictions for the NIROC aerial photography project and will be used to pay Pictometry this month.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
   a. Birdhouse Design – PMT #4 - $997.50
   b. City of Omaha Public Works – PMT #3 - $7,856.58
   c. Pictometry (FY 2018-2023) – PMT #1 - $230,350.00
   d. Pictometry (FY2018-2023) – PMT #2 - $140,631.12

Mr. Youell presented the contract payments. The Birdhouse Design payment is for their work on MAPA's office redesign through May 2018. The City of Omaha Public Works payment is for the City's traffic counting program expenses for the third quarter of FY 2018. The Pictometry payment number one is for additional aerial photography services performed in FY 2018. The second payment to Pictometry is for aerial photography services in FY 2019.

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

2. Contract Payments with exceptions
   a. EDR – PMT #1 – Not to exceed $24,914.38

Mr. Youell presented the Economic Development Research Group, Inc. (EDR) payment with exceptions for the firms work on the Transit Return on Investment Study through April 2018.

MOTION Duda SECOND by Hanafan, to approve the EDR contract once all necessary documentation has been received. MOTION CARRIED.

3. Final Contract Payment
   a. Marquez Painting - $1,500.00

Mr. Youell presented the final contract payment of $1,500 for Marquez Painting. The total cost to paint MAPA's office space was $7,281.37.

MOTION Duda SECOND by Hanafan, to approve the final payment to Marquez Painting. MOTION CARRIED.

4. Travel

a. Sustaining Military Readiness Conference - St. Louis, MO – Matt Roth - $1,282

Mr. Youell presented the travel in the amount of $1,282, for employee Matt Roth to attend "Sustaining Military Readiness Conference" August 12 – 16th. MAPA will receive reimbursement for expenses associated with this travel through a Department of Defense, Joint Land Use Study (JLUS) grant.

MOTION Hanafan SECOND by Duda, to approve Matt Roth's travel to St. Louis, MO. MOTION CARRIED

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments
   a. Pictometry (FY2016-2018) - $462,232.00
   b. Smart Growth America - $12,500.00

Mr. Youell presented the final contract payments. The Pictometry payment is for aerial photography contract for FY 2016 - 2018. The Smart Growth in America payment is for facilitating a one-day Complete Streets Workshop in March. The main objectives of the workshop were to build a common understanding of Complete Streets, inform participates on how to adopt Complete Street policies, and educate on the numerous benefits of having a more bikeable and walkable community. Funding for this contract will come partially from a Public Health Block Grant through the Iowa Department of Public Health

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

2. New Contracts
   a. Pottawattamie County GIS - $30,000 federal, $12,857 match, $1,500 admin.
   b. Metro (planning) - $60,000 federal, $25,714 match, $3,000 admin.

Mr. Youell presented new contracts. The Pottawattamie County GIS contract is FY 2019. The GIS program will create, maintain and manage ongoing geospatial data. Metro's FY 2019 contract will cover various planning activities to support the regional transit system.

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

3. Contract Amendments
   a. Mini Grants
      i. City of Omaha – 13th Street Walkability Study – Extended to 12-31-18
      ii. Metro – Transit Development Plan – Extended to 12-31-18

Mr. Youell presented the mini grant amendments. Both the City of Omaha, 13th Street walkability study and Metro's Transit Development Plan are time extension amendments. The new completion date of these contracts will be December 31, 2018. Mr. Duda asked why these projects were in need of a time extension? Mr. Youell explained that these mini grants are something new to the agency and have not developed as quickly as initially thought.

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

4. FY 2019
   a. Depository Resolution
   b. Salary Adjustment
      MAPA management requests a 3% salary adjustment to be provided to all employees effective July 1, 2018, in addition, a 1% merit pool is requested for FY 2019.

Mr. Youell presented the annual Depository Resolution designating depositories for all agency funds. The designated depositories are the Executive Director, Director of Finance and Operations, and the MAPA Treasurer. Ms. Engel pointed out to the committee that the resolution states that Nebraska Public Agency Investment Trust (NPAIT) and American National Bank as the official depositories for all agency funds.

Ms. Youell presented the FY 2019 salary adjustment recommendation of 3% to all employees and an addition 1% merit pool. The committee asked what the current staff turnover rate is. Mr. Youell commented that it is minimal. Mr. Mixan asked what financial impact the proposed salary adjustments have on the FY 2019 budget. Ms. Engel responded that those projections could be available at the Board meeting next week.

MOTION Vinton SECOND by Duda to recommend that the Board of Directors approve the Depository Resolution and salary adjustment as presented. MOTION CARRIED.

5. Admin Policy Amendment

Mr. Gross presented the Admin Policy Amendment for the MAPA Foundation Loan Program.

MOTION Duda SECOND by Hanafan to recommend that the Board of Directors approve the Admin. Policy amendment as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

1. Metro Lease Agreement

MAPA is currently waiting for Metro to present them with a lease agreement. The agency is currently paying on a month to month arrangement. MAPA's legal counsel had no concerns regarding the liability fault wording in the current lease agreement.

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 9:16 a.m.