

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, NE 68102-4328
Benefits & Finance Committee
September 18, 2019

The Metropolitan Area Planning Agency Benefits and Finance Committee met September 18, 2019, 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
Clare Duda, Douglas County
Don Kelly, Sarpy County
Janet McCartney, Cass County
Carol Vinton, Mills County

Staff Present

Mike Helgerson
Amanda Morales
Emily Sneller

Members Absent

Steve Dethlefs, Washington County; Justin Schultz, Pottawattamie County;

A. FINANCE COMMITTEE INFORMATION

1. MONTHLY FINANCIAL STATEMENTS (July)

- a. Bank Reconciliations (American National & Washington County) and Statements on Investments
- b. Receipts and Expenditures
- c. Schedule of Accounts Receivable/ Accounts Payable
- d. Preliminary Statement of Financial Position
- e. Preliminary Statements of Revenues and Expenditures

Ms. Morales presented the July financials.

2. New Projects/Activities

Mr. Helgerson presented the new projects/activities.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments

- a. Felsburg Holt & Ullevig - PMT # 4 - \$22,503.32
- b. Felsburg Holt & Ullevig - PMT # 5 - \$12,060.63

Mr. Helgerson presented the contract payments for Finance Committee approval.

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

2. Contract Payments with Exceptions

- a. Vireo – PMT #4 – not to exceed \$24,093.75
- b. Wellcom-PMT # 5 – not to exceed \$1,206.91

Mr. Helgerson presented the contract payments with exceptions. Ms. Morales informed the Committee that additional supporting documentation is needed from Vireo, & Wellcom before payments may be made.

MOTION McCartney SECOND by Duda, to approve the contract payments with exceptions once all necessary documentation is received. MOTION CARRIED.

3. Travel

- a. Megan Walker-Denver, CO November 11-14 - \$1,158.37

Mr. Helgeson presented employee Megan Walker's travel to an AARP conference. Mr. Kelly asked what deliverables an employee provides the agency regarding a conference when they return. Mr. Helgeson's response was employees typically would return with the conference materials, along with the skills and resources utilized in providing services to local communities and share with other staff members. Mr. Kelly suggested that the agency require conference attendees write a white paper or a trip report upon returning from a conference. Mr. Helgeson agreed that Mr. Kelly's suggestion would be beneficial to the agency.

MOTION Vinton SECOND by Kelly, to approve the travel as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. New Contracts/Task Orders

- a. Council Bluffs Study
b. MAPA On-Call Modeling Task Orders with HDR
c. Metro Drone agreement not to exceed \$7,050.00
d. Omaha Central South 24th Street

Mr. Helgeson presented the new contract items C.1.b. through C.1.d. Agenda item C.1.a., City of Council Bluffs was tabled until documentation necessary to create the contract is received. The On-Call Modeling task order one with HDR is for \$4,874.05, and task order two is for \$30,052.64. The Metro Drone agreement is effective September 18, 2019 through March 31, 2021. The Omaha Central South 24th Street agreement will be utilizing up to one hundred thousand dollars (\$100,000) of federal funding passed through Nebraska Department of Transportation (NDOT).

MOTION Vinton SECOND by Duda, to recommend that the Board of Directors approve agenda items C.1.b. through C.1.d, as presented. MOTION CARRIED.

D. DISCUSSION

1. 2020 Finance Committee Meeting Dates

Ms. Morales shared a memo created by Mr. Youell regarding the consideration of moving the 2020 MAPA Board of Directors meetings to the fourth Thursday of every month with the exception of the November/December meeting. This action would alleviate confusion on meeting dates, but will require an amendment in the Boards Bylaws and changes in Transportation Technical Advisory Committee (TTAC) and Finance meeting schedules. Two options were proposed for Finance Committee meetings. The first option of moving the Finance Committee meeting to the Thursday prior to the Board meeting conflicted with a couple of the Finance Committee members schedules. The Committee was in favor of the second option of having Finance meetings on the Wednesday prior to Board meetings, in which case it would typically fall on the third Wednesday of the month, but would occasionally fall on the second Wednesday of the month.

2. Tapered match

Mr. Helgeson informed the Committee that MAPA was recently notified by NDOT that the tapered match request submitted was never fully approved and will now cover only three quarter of FY 2020 instead of four as budgeted. This oversight by NDOT means that MAPA will need to utilize cash match for the first quarter NDOT match and possible cash match for the first quarter funding reimbursements for Iowa Department of Transportation (IDOT) as well as Federal Transit Authority (FTA).

C. ADJOURNMENT

The Finance Committee meeting adjourned at 9:09 a.m.