

**METROPOLITAN AREA PLANNING AGENCY**  
**2222 Cuming Street**  
**Omaha, NE 68102-4328**  
**Finance Committee**  
**May 20, 2020**

In compliance with Nebraska Executive Order No. 20-03 dated March 17, 2020, the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) Finance Committee met in a virtual meeting. Patrick Bloomingdale called the meeting to order at 8:32 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale Secretary/Treasurer  
Janet McCartney, Cass County  
Clare Duda, Douglas County  
Jim Warren, Sarpy County  
Steve Dethlefs, Washington County

Staff Present

Greg Youell  
Michael Keays  
Natasha Barrett  
Christina Brownell  
Mike Helgerson  
Don Gross

Members Absent

Justin Schultz, Pottawattamie County  
Carol Vinton, Mills County

A. FINANCE COMMITTEE INFORMATION – (INFORMATION)

1. Monthly Financial Statements (March)
  - a. Bank Reconciliations (ANB & WCB) and Statements on Investments
  - b. Receipts and Expenditures
  - c. Schedules of Accounts Receivable & Accounts Payable
  - d. Statement of Financial Position
  - e. Statement of Revenues and Expenditures

Mr. Keays presented the March financials.

2. MAPA Projects / Activities
  - a. New / Anticipated Transportation and Community Development Projects

Mr. Youell provided an overview of anticipated projects

B. FOR FINANCE COMMITTEE APPROVAL – (ACTION)

1. Contract Payments Pending Staff Review
  - a. City of Omaha Planning - FY 2020 Planning - PMT#3 - \$12,100.87
  - b. Emspace + Lovgren - 2020 Clean Air Partnership Campaign - PMT#2 - \$8,194.38
  - c. HDR - On-Call Travel Demand Modeling Services - PMT#4 - \$8,168.00
  - d. Sarpy County Planning & GIS - FY 2020 Planning & GIS Activities - PMT#3 - \$17,417.57
  - e. Toole Design - Council Bluffs 1st Avenue Transit Alternative Analysis - PMT#4 - \$7,704.94
  - f. We Are The New Black, LLC - On-Call Community Support: Task Order 2 - PMT#3 - \$4,312.50

Mr. Youell presented the Contract Payments for committee approval.

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

C. RECOMMENDATIONS TO THE BOARD – (ACTION)

1. Contract Amendment

- a. The Nebraska Environmental Trust - Little Steps Big Impact Contract # NET 19-135 - extension of time to June 30, 2021
- b. Pottawattamie County CITIES Administration (19POTT02) cities of: Macedonia and Treynor - Extension of Time from May 1, 2020 to September 1, 2020.

Mr. Youell presented the Contract Amendments for Finance Committee recommendation to the Board.

MOTION by Warren, SECOND by Dethlefs to recommend contract amendments as presented. MOTION CARRIED.

2. New Contracts/Task Orders

- a. FY 2021 Federal Planning Pass Through Grants -
  - i. Douglas County GIS- \$55,000 Federal, \$23,571 Local Match, \$2,750 Admin
  - ii. Metro Transit Planning- \$60,000 Federal, \$25,714 Local Match, \$3,000 Admin
  - iii. Omaha Planning - \$30,000 Federal, \$12,857 Local Match, \$1,500 Admin
  - iv. Omaha Public Works- \$60,000 Federal, \$25,714 Local Match, \$3,000 Admin
  - v. Pottawattamie County GIS- \$30,000 Federal, \$12,857, \$1,500 Admin
  - vi. Sarpy County Planning & GIS- \$57,000 Federal, \$24,429 Local Match, \$2,850 Admin

Mr. Helgeson & Mr. Youell presented the FY 2021 Federal Planning Pass Through Contracts to the Finance Committee for recommendation to the Board.

MOTION by Warren, SECOND by Dethlefs to recommend FY 2021 Federal Planning Pass Through Contracts as presented. MOTION CARRIED.

- b. Pacific Junction Iowa - Agreement for Service - Iowa Homeland Security and Emergency Management Division (HSEMD) Property Acquisition Program – (ACTION)  
MAPA will provide administrative services for property acquisitions in Pacific Junction funded through the Iowa HSEMD. MAPA will charge \$4,000 per property, not to exceed \$192,000.

Mr. Gross presented the Pacific Junction Property Acquisitions Contract to the Finance Committee for recommendation to the Board.

MOTION by Dethlefs, SECOND by Warren to recommend the Pacific Junction Property Acquisitions Contract as presented. MOTION CARRIED.

3. Benefits and Insurance Renewals

- a. Benefits Renewal –
  - i. Life/AD&D
  - ii. Long Term Disability
  - iii. Dental Plan
  - iv. Vision

Ms. Bell presented the Benefits Renewals to the Finance Committee for recommendation to the Board.

MOTION by Dethlefs, SECOND by Warren to recommend Board approval of the Benefits Renewals. MOTION CARRIED.

- b. General Liability Insurance Renewal –
  - i. Business Owner's Package
  - ii. Workers Compensation
  - iii. Directors & Officers
  - iv. Commercial Auto

Mr. Keys presented the General Liability Insurance Renewals to the Finance Committee for recommendation to the Board.

MOTION by Dethlefs, SECOND by Warren to recommend Board approval of the General Liability Insurance Renewals. MOTION CARRIED.

- c. MAPA Personnel Policy Amendment – Section VIII: Leave - 8.01 Annual Leave

Mr. Youell presented the MAPA Personnel Policy Amendment to the Finance Committee for recommendation to the Board.

MOTION by Warren, SECOND by Dethlefs to recommend Board approval of the MAPA Personnel Policy Amendment. MOTION CARRIED.

- 4. FY 2020 Budget Amendments
  - a. Line Item Budget
  - b. Work Program / UPWP

Mr. Youell presented the FY 2020 Budget Amendments to the Finance Committee for recommendation to the Board.

MOTION by Warren, SECOND by Dethlefs to recommend Board approval of the travel. MOTION CARRIED.

- 5. FY 2021 Budget
  - a. Funds Budget
  - b. Line Item Budget
  - c. Program Budget
  - d. Work Program / UPWP
  - e. Community Development Work Program

Mr. Youell presented the FY2021 Budget to the Finance Committee for recommendation to the Board.

MOTION by Warren, SECOND by Dethlefs to recommend Board approval of the preliminary funds budget. MOTION CARRIED.

D. DISCUSSION

- 1. EDA CARES Act Applications

Staff will discuss 2 potential applications to EDA that will be presented for action at the Board meeting.

Mr. Youell discussed the EDA CARES Act Applications; the full presentation of the application will be made to the Board this month.

- 2. Community Development Update  
Blair & Pacific Junction

Mr. Gross discussed projects underway in Blair & Pacific Junction.

E. ADJOURNMENT

The Finance Committee meeting adjourned at 9:20 a.m.