

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, NE 68102-4328
Benefits & Finance Committee
December 4, 2019

The Metropolitan Area Planning Agency Benefits and Finance Committee met December 4, 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
Steve Dethlefs, Washington County

Staff Present

Mike Helgerson
Amanda Morales
Greg Youell
Natasha Barrett
Grant Anderson (8:30-8:35)
Don Gross (8:59-9:01)

Members Absent

Justin Schultz, Pottawattamie County

A. APPROVAL OF JULY 17, 2019 BENEFITS COMMITTEE MEETING MINUTES (ACTION)

MOTION by Vinton SECOND by Kelly to approve the July 17, 2019 Meeting Minutes. MOTION CARRIED.

B. AMENDMENT TO THE PERSONNEL POLICY (ACTION)

Mr. Youell presented the amendment to the Personnel Policy, Section XIII – Employee Benefits: 13.01 Group Health and Life Insurance. That will coincide with our recent Health Insurance Policy Change.

MOTION by Duda SECOND by Vinton to approve the Personnel Policy changes presented. MOTION CARRIED.

C. ADJOURNMENT OF BENEFITS COMMITTEE (ACTION)

MOTION by Duda SECOND by Dethlefs to Adjourn the Benefits Committee portion of the Joint Meeting at 8:35 a.m.

D. FINANCE COMMITTEE INFORMATION

1. Monthly Financial Statements (September)

- 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 September financials.

2. MAPA Projects/Activities

Mr. Youell presented the New / Anticipated Transportation and Community Development Projects.

E. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments

- a. Transportation Planning & GIS Funds (PL)
 - i. Douglas County GIS – Transportation Planning Activities – PMT #1 - \$19,571.38
 - ii. Metro Transit – Transportation Planning Activities – PMT #1 - \$20,033.32
 - iii. Pottawattamie County GIS – PMT #1 - \$9,218.15

Mr. Youell presented the Transportation Planning & GIS Funds (PL) Contract Payments for committee approval.

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

b. Studies & Projects

- i. Emspace + Lovgren – CMAQ Air Quality & Reduced Fare Program – PMT #16 - \$8,026.75
- ii. Emspace + Lovgren – CMAQ Air Quality & Reduced Fare Program – PMT #17 - \$10,480.29
- iii. Felsburg Holt & Ullevig – Bellevue Bridge Study – PMT #6 - \$3,528.67
- iv. Vireo – N 24th Street Corridor Study – PMT #6 - \$15,677.59
- v. Wellcom – Little Steps, Big Impact – PMT #7 - \$611.59

Mr. Youell presented the Studies & Projects contract payments for Finance Committee approval.

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

1. Contract Payments with Exceptions

- a. City of Omaha Planning – Transportation Planning Activities - PMT #1 – Not to Exceed \$9,269.23

This item was tabled until the next Finance Committee meeting provided MAPA receives an updated payment request.

F. RECOMMENDATION TO THE BOARD

1. Final Contract Payments

- a. Felsburg Holt & Ullevig – Bellevue Bridge Study - \$4,943.35

Mr. Youell presented the FHU contract payments for Finance Committee recommendation to the Board.

MOTION by Duda SECOND by Vinton to recommend the board approve the payment. MOTION CARRIED.

- b. The New BLK – On-call Communication Support Service: Task Order 1 - \$9,937.50

Mr. Youell presented the New BLK contract payments for Finance Committee recommendation to the Board.

MOTION by Duda SECOND by Kelly to recommend the board approve the payment. MOTION CARRIED.

2. New Contracts/Task Orders

- a. NIROC Aerial Photography project
 - i. City of Blair - \$4,320.00
 - ii. Omaha Public Power District - \$50,000.00
 - iii. Omaha Airport Authority - \$15,000.00
 - iv. Papio-Missouri River Natural Resources District - \$50,000.00
 - v. Washington County - \$20,940.00
 - vi. Sarpy County Revision - \$181,208.00

Mr. Youell presented the NIROC Aerial Photography Contracts to the Finance Committee recommendation to the Board.

MOTION by Kelly SECOND by Duda to recommend Board approval for the Aerial Photography contracts.

- b. Emspace + Lovgren – Little Steps, Big Impact Communication Strategy

This item was tabled until we have the contract to present.

3. Contract Amendments

- a. NIROC Aerial Photography Projects
 - i. Eagle View / Pictometry
 - ii. Metropolitan Utilities District - \$40,000.00

Mr. Youell presented the Aerial Photography contract amendments for Finance Committee recommendation to the Board.

MOTION by Kelly SECOND by Vinton to Recommend the amendments to the Board.

- b. Pacific Junction Iowa – Iowa State Inventory Form (ISIF) Appraisals and Interim Mortgage Assistance - \$29,390.00

Mr. Youell presented the Pacific Junction contract amendment for Finance Committee recommendation to the Board.

MOTION by Kelly SECOND by Duda to Recommend the amendments to the Board.

- c. Douglas County – 2020 Renewal for the Complete Counts Committee - \$15,000.00
- d. City of Omaha – 2020 Renewal for the Complete Counts Committee - \$15,000.00

Mr. Youell presented the Census Complete Counts contract amendments for Finance Committee recommendation to the Board.

MOTION by Kelly SECOND by Duda to Recommend the amendments to the Board.

4. Audit

- a. Additional FY19 Audit Fees - \$4,000.00

Mr. Youell presented the Additional Audit Fees for Finance Committee recommendation to the Board. Ms. Morales clarified that the additional fees are due to the fact that Hamilton Associates will be writing the Audit Report this year since our Finance department is short staffed currently.

MOTION by Kelly SECOND by Duda to Recommend the amendments to the Board.

G. DISCUSSION

1. NPAIT Update

Mr. Youell informed the Finance Committee of the change in Banking Provider for NPAIT. NPAIT selected PMA Financial Network as their new provider.

H. ADJOURNMENT

The Finance Committee meeting adjourned at 9:06 a.m.