

**METROPOLITAN AREA PLANNING AGENCY  
2222 CUMING STREET - OMAHA, NE 68102-4328  
Minutes of the Finance Committee - June 18, 2024**

The MAPA Benefits and Finance Committee met June 18, 2024, in the MAPA board room. Steve Dethlefs called the meeting to order at 8:31 a.m.

ROLL CALL/INTRODUCTIONS

Carol Vinton, Mills County Supervisor

Members Present

Angi Burmeister, Sarpy County Commissioner  
Steve Dethlefs, Washington County Supervisor

Staff Present

Grant Anderson  
Natasha Barrett  
Matt Eash  
Laura Heilman  
Michael Helgerson  
Amanda Morales  
Carols Morales  
Connie Viner  
Elizabeth Zeller

Members Absent

Scott Belt, Pottawattamie County  
Patrick Bloomingdale, Secretary/Treasurer  
Roger Garcia, Douglas County  
John Winkler, Cass County Commissioner

A. FINANCE COMMITTEE INFORMATION – (INFORMATION)

1. Monthly Financial Statements (April Preliminary)
  - a. Bank Reconciliations 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. Eash presented the April Preliminary Financials.

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

Mr. Helgerson provided an overview of anticipated projects.

B. FOR FINANCE COMMITTEE APPROVAL – (ACTION)

1. Contract Payments
  - a. Florence Home - PMT #4 - \$13,210.97
  - b. Florence Home - PMT #5 - \$13,229.32
  - c. HDR - WE-STEP - PMT #11 - \$22,890.09
  - d. High Street Consulting Group LLC- Data Support Plan - PMT #1 - \$14,080.14
  - e. Oracle America Inc (NetSuite) - PMT #2 - \$5,236.91
  - f. Verdis, LLC - CMAQ TDM - PMT #14 - \$5,855.00

Mr. Eash and Mr. Morales presented the contract payments to the Finance Committee for approval.

MOTION by Burmeister, SECOND by Dethlefs to approve contracts as presented.

AYES: Burmeister, Dethlefs

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. Contract Payments Pending Staff Review

- a. Black Hills Works - PMT #2 (Revised) - \$10,583.49
- b. Benesch - La Vista Active Mobility Plan - PMT #6 - \$3,823.42
- c. HDR - WE-STEP - PMT #12 - \$13,758.90

Mr. Morales presented the contract payments for Black Hills Works, Benesch - La Vista Active Mobility Plan, and HDR WE-STEP to the Finance Committee for approval, pending Staff Review.

MOTION by Burmeister SECOND by Dethlefs to approve contracts as presented.

AYES: Burmeister, Dethlefs

NAYS: None.

ABSTAIN: None.

MOTION CARRIED

- d. WSP USA Inc. - Comprehensive Safety Action Plan - PMT #1 - \$14,387.55 – No Action taken by committee
- e. Landis Evans - Omaha Bike/Ped Plan - PMT#23 - \$875.18

Mr. Morales presented the contract payment for Landis Evans - Omaha Bike/Ped Plan to the Finance Committee for approval, pending Staff Review.

MOTION by Burmeister SECOND by Dethlefs to approve contract Landis Evans as presented.

AYES: Burmeister, Dethlefs

NAYS: None.

ABSTAIN: None.

MOTION CARRIED

3. Travel

- a. 2024 NADO National Regional Transportation Conference in Greenville, SC - July 30 – August 1, 2024 - 1 Staff - \$1,482.55

Mr. Helgerson presented the travel for the Finance Committee approval.

MOTION by Burmeister, SECOND by Dethlefs to approve Travel, as presented.

AYES: Burmeister, Dethlefs

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

C. RECOMMENDATIONS TO BOARD – (Action)

1. New Contracts – (ACTION)

- a. FY 2024 Audit Engagement Letter - Eide Bailly LLP – \$37,220

Mr. Eash presented the FY 2024 Audit Engagement letter, pending a new draft from the vendor addressing pricing structure, to the Finance Committee for recommendation to the Board of Directors for approval.

MOTION by Burmeister, SECOND by Dethlefs to recommend the contract to the Board of directors for approval.

AYES: Burmeister, Dethlefs

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

- b. FY 2025 Federal Planning Pass Through Agreements –
  - i. City of Omaha Public Works – \$29,890.00 Federal; \$12,810.00 Local Match
  - ii. Douglas County GIS: Data Maintenance; AI Data; Software – \$59,811.00 Federal; \$25,633.00 Local Match
  - iii. Pottawattamie County GIS: Data Maintenance AI Data; Software – \$67,025.00 Federal; \$28,725.00 Local Match
  - iv. Sarpy County GIS: Data Maintenance AI Data; Software – \$47,445.00 Federal; \$20,333.00 Local Match

Mr. Helgerson presented the FY 2025 Federal Planning Pass Through Agreements, pending Staff updates to federal compliance language, to the Finance Committee for recommendation to the Board of Directors for approval.  
MOTION by Burmeister, SECOND by Dethlefs to recommend the contract to the Board of directors for approval.  
AYES: Burmeister, Dethlefs  
NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

2. Travel

- a. 2024 Associates of Metropolitan Planning Organization (AMPO) Annual Conference in Salt Lake City, UT - September 24 – 27, 2024 - Up to 4 Staff – \$9,075.60

Mr. Morales presented travel to the AMPO Conference to the Finance Committee for recommendation to the Board of Directors for approval.  
MOTION by Burmeister, SECOND by Dethlefs to recommend the FY 2024 Budget Amendements to the Board of directors for approval.  
AYES: Burmeister, Dethlefs  
NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

3. FY 2025 Budget

- a. Staff Billing Rates - Continue rates for Members that generally align to MAPA's actual costs, and continue rates for non-members that contain a 25% surcharge.
- b. Depository Resolution
- c. Salary Adjustment – 3.8% Cost of Living Adjustment (COLA) for all permanent (salaried) staff positions, effective July 7, 2024. In addition, a 1% merit pool is requested for FY 2025. An allowance for this salary adjustment was included in the FY 2025 Budget.
- d. Salary Schedule - Adjust agency salary ranges to include the impact of across-the-board 3.8% COLA.

Mr. Helgerson presented the FY 2025 Budget items to the Finance Committee for recommendation to the Board of Directors for approval.  
MOTION by Burmeister, SECOND by Dethlefs to recommend the FY 2025 Budget A to the Board of directors for approval.  
AYES: Burmeister, Dethlefs  
NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

D. DISCUSSION – Mr. Helgerson announced the hiring of the Grants and Agreement Specialist Elise Emanuel.

E. ADJOURNMENT – The Finance Committee meeting adjourned at 9:08 a.m.