

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**December 11, 2013  
Portage, Indiana**

**Members Present**

Blair Milo  
David Shafer  
Brian Snedecor

**Staff and Others Present**

Ty Warner  
Angie Hayes  
Kelly Wenger  
David Hollenbeck

**Members Absent**

Christine Cid  
Jeff Dekker  
Edward Morales  
Diane Noll  
Jim Polarek  
Keith Soderquist  
David Uran

**Call to Order**

The meeting was called to order at 1:20 p.m. by Blair Milo.

**Approval of Minutes**

Upon a motion by David Shafer, seconded by Brian Snedecor, the Committee approved the minutes of the November 20, 2013 meeting.

**Review of Financial Status**

Angie Hayes reported that there were no cash issues to report at this time. She reported that the Indiana Department of Transportation's (INDOT) payment for the period of July through September was received on December 2<sup>nd</sup>. The counties have been billed for the second half of their 2013 distribution. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending November 30, 2013 are at 78.94 %. Angie informed the Committee that she is continuing to watch the Communication Line items since the expended percentages are high.

## **Approval of Claims Register**

Kelly Wenger presented the claims register to the Committee for approval. It was noted that there was one large payment to MCI for a federal bus procurement. Upon a motion by David Shafer, seconded by Brian Snedecor, the Committee approved the claims register.

## **2014 Budget**

Angie Hayes presented the 2014 Budget. First there was a discussion regarding the 2014 health insurance premiums. Angie presented the proposed 2014 Insurance Rates. She explained the 2014 health insurance deductible increased by 20% and the health insurance premiums decreased by 12%. Historically NIRPC has paid approximately 92% of the health insurance cost and staff the balance. Due to the decrease in health insurance premiums and the increase in the deductible, Angie proposed increasing the employer health savings account contribution and passing a small cost savings to the employees as noted in the 2014 Proposed Insurance Rates spreadsheet which is included as part of the 2014 budget. Angie mentioned that the dental insurance premiums went up 20% so a new dental provider is being sought.

Other 2014 Budget notes included the PERF employer contribution rate will increase in 2014 to 11.02% from 10% in 2013. No across the board raises are being proposed but the merit increases on employee anniversaries are included. The equipment and furniture budget also increased due to the anticipated procurement of new accounting software, traffic counting equipment, and possible miscellaneous furniture needs.

Angie also noted that in the revenue sources NIRPC will experience a \$280,000 cut in the PL funding for the 2015 work plan. NIRPC has made up for some of this revenue reduction by finding Surface Transportation Programing (STP) planning funding of \$110,000. The environmental department has also added six new grants which include the Burns Waterway Initiative 319, Rooftop Solar Challenge II, Brownfields, Donnelly Foundation, Marina Shoreline, and Lawn to Lakes.

The Overall 2014 budget has decreased 4.2% from 2013.

Upon a motion by Brian Snedecor, seconded by David Shafer, the Committee approved the recommendation of the 2014 Budget to be presented to the full commission.

## **Procurement Recommendation**

Angie Hayes presented four procurement recommendations to the committee; Five Vehicle Replacements 13-12, Transit Scheduling System 13-13, Sub Recipient Computer Replacements 13-14, and NIRPC Electronics & Software 13-15. All procurements are primarily funded from FTA grants at either 80% or 85%. The remaining balance is the obligation of NIRPC's subrecipients with the exception of procurement 13-15. The required subrecipient local match is always on hand at NIRPC

prior to purchasing the item. Upon a motion by David Shafer, seconded by Brian Snedecor the Committee approved the procurements for recommendation to the full commission.

### **Contract and Contract Amendment**

Angie Hayes presented a contract with RouteMatch Software, Inc. This contract is for transit scheduling software license and services. It is part of procurement 13-13 and the contract amount is not to exceed \$53,027. Angie also presented an amendment to the Conservation Design Forum contract that extends the project through March 30<sup>th</sup>, 2014 and makes the costs not to exceed \$31,960. Upon a motion by David Shafer, seconded by Brian Snedecor the Committee approved the contracts for recommendation to the full commission.

### **Update on Building Lease**

Angie Hayes stated that new building lease has not been received from the City of Portage. Since there is not a lease for 2014, NIRPC will not be able to make any rent payments. There was discussion regarding the internet for the building. At this time Comcast has not begun to run any new lines to the building. Comcast has presented monthly costs to NIRPC for fiber optics \$984 internet without a phone system and coaxial cable \$1,105 internet including leasing a phone system. The Committee determined that it would want coaxial cable since it has available speeds higher than fiber optics and the monthly cost is lower. Attorney Hollenbeck presented two lease extension agreements for the Committee's consideration. There was much discussion on how to proceed. It was decided to have Attorney Hollenbeck send Mayor Snyder a letter.

A motion made by David Shafer, seconded by Brian Snedecor to have Attorney Hollenbeck send a letter to Mayor Snyder of the City of Portage requesting a lease.

### **Discussion on Policies for Commission Meetings**

Clarification was requested if the Policies for Commission Meetings should be in the form of a resolution. The Policies for Commission Meetings should be in the form of a Resolution and presented to the full commission in January.

### **Other Business**

There was no other business to report.

### **Adjournment**

There being no further business, the meeting adjourned at 2:40 p.m.