

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

October 18, 2018

NIRPC Dune Room, Portage, Indiana

In attendance were George Topoll, Christine Cid, Justin Kiel and Christine Cid. NIRPC staff included Ty Warner, Dave Hollenbeck, Daria Sztaba, Kathy Luther, Talaya Jones, Glenn Wells and Candice Eklund.

Call to Order and Pledge of Allegiance

Chairman George Topoll called the meeting to order at 8:00 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the September 20, 2018 meeting were approved as presented on motion by Justin Kiel and second by George Topoll.

Review of Financial Status – September 2018

- a. Daria Sztaba presented the September bank reconciliations for the NIRPC general fund account, the LaPorte County Revolving Loan fund (RLF) and the Sequestered Revolving Loan Fund. The bank duplicated the agency's fraudulent credit card transaction of \$809.40 when reversing the charge in the general fund account. The credit card was cancelled and a new card has been reissued.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report and the YTD September Expenses by Category, for January through September 2018. All of the categories are currently under budget. While the Occupancy budget was under budget, the line item for utilities was over budget due to remodeling related to the new office space for the Portage Economic Development Commission employee. The line item for Legal Services, under the Contractual category, was over budget due to the legal team accommodating NIRPC's requests to run expedited background checks.
- c. Daria Sztaba presented a graph representing revenue YTD as of September 2018 which reflects all categories under budget. Daria also discussed the September Budget to Actual Revenue Report, which is the funding from INDOT and state and federal agencies that NIRPC collects to recover expenses.

Approval of Claims Register – September 2018

Daria Sztaba presented the September 2018 claims register. Total claims paid in September were \$429,151.85. Daria discussed the \$34,848 claim to RouteMatch Software being the annual technical scheduling software for three transit operators; Southlake, North Township & Porter county communities. Christine Cid inquired the claim for SurveyMonkey, Inc, a survey software subscription, for \$384.00. The software was used to create a survey to assess management services for the Consolidated Transit Plan, which addresses eligible transit operators improving mobility for those who have disabilities, people who are elderly and people who are low-income. Christine Cid requested the survey results. On motion by Jim Ton and Second by George Topoll, the committee approved the claims register for September.

Approval of Budget Amendment 5 and 6

Daria Sztaba presented two budget amendments to the Committee. Budget Amendment 5 is to transfer funds from the Organizational Development contractual category to Legal Services and Audit and Accounting contractual line items to cover additional costs associated with legal services background checks and the temporary employee in Accounting. On motion by Christine Cid and second by Jim Ton, the committee approved Budget Amendment 5.

Budget Amendment 6 is to transfer funds from Communications: Allocated Functions line item to Communications: Transportation line item due to a higher than estimated training and travel expenses for the transportation team. On motion by Jim Ton and second by Christine Cid, the committee approved Budget Amendment 6.

Procurement recommendations

Lisa Todd presented four proposed procurements to the Committee.

- a. Procurement #18-05.03 is seeking approval to move forward in awarding the City of Hobart Conservation Zoning and Sub-Area Plan contract. Plan not to exceed \$80,000.
- b. Procurement #18-20.01 is to replace two (2) vehicles for East Chicago Transit not to exceed \$646,000 in federal funds.
- c. Procurement #18-19-02 is to replace one (1) vehicle for North Township Dial-A-Ride, two (2) vehicles for Opportunity Enterprises, five (5) vehicles for City of Valparaiso V-Line and two (2) vehicles for South Lake County. These 10 vehicles have a not to exceed cost of \$765,881 in federal funds.
- d. Procurement #19-03 is to replace one (1) vehicle for City of Valparaiso ChicaGo Dash not to exceed \$637,500 in federal funds.

Jim Ton expressed his appreciation for Lisa Todd insuring the procurements listed have a 'not to exceed' clause for each procurement. Christine Cid questioned how 'useful end of life' criteria was determined for transit vehicles. Lisa provided a detailed explanation of FTA requirements. The new Transit Asset Management (TAM) plan helps guide this process through the new weight based criteria. On motion by Jim Ton and second by Christine Cid, the committee approved the four procurements.

2018 Fall Vehicle Disposition Sale

Lisa Todd provided a list of nine (9) vehicles to be disposed of at the November 7, 2018 vehicle disposition sale. These vehicles have met their useful life and replacements have been ordered and delivered, allowing the agency to remove them from service. The vehicles will be available for viewing in the NIRPC parking lot on November 6th, with the auction being held on November 7th; sealed bids are due by Noon. Payments are due November 8 and the vehicles are to be removed by the buyers no later than November 9th. Additional information will be available on NIRPC's website on October 22nd. On motion by Jim Ton and second by Justin Kiel, the vehicle disposition sale was approved.

Bryco Services, Inc. Addendum to the Agreement

Kathy Luther discussed the cleaning contract with Bryco Services, Inc expiring on October 31, 2018. The agency is requesting an extension to retain the existing cleaning company until the end of the year so the new contract can go through a fair competitive procurement. On motion by Christine Cid and Second by Justin Kiel, the committee approved the extension of the cleaning contract.

Review of FY 2019 Budget

Daria Sztaba presented the FY 2019 Budget draft to the committee for discussion; the final draft will be presented for recommendation at the November 2018 F & P meeting. Expenses for FY 2019 are budgeted at \$3,588,961.50. The Fringe, Occupancy, Equipment Service/Maintenance, and Departmental/Communication categories have been estimated with a 1%-4% increase for FY 2019. The Contractual expense category has been budgeted 29% less than in FY 2018, due to the Burns Waterway Grant phasing out in January 2019. The estimated Salary expense category includes, on average up to 3%, merit salary increases in FY 2019. The line item for Utilities expenses has been increasing during FY 2018 due to the new office for the City of Portage employee and for conference room usage by Purdue University without compensation. NIRPC's attorney, Dave Hollenbeck, will look into a possible Facility Use Agreement for FY 2019. The furniture and Equipment line item increased from \$10,000 in FY 2018 to \$80,538 in FY 2019. Balances from 2015-2016 Federal grants will be used to purchase a new sound system, conference room TV, and security system. Jim Ton advised staff to make sure the office lease agreement with the City of Portage would allow the security system to remain the property of NIRPC and amend the office lease agreement if necessary.

Review the State Board of Accounts Audit

Jim Ton asked for a short update on the FY 2017 Audit findings. Ty Warner stated the State Board of Accounts addressed two (non - financial) minor infractions found during the audit. Corrective measures were submitted, approved and signed-off by the auditors. No further action required

Discuss Proposed 2019 F & P Committee meeting Schedule

Due to time constraints, this meeting topic will be discussed at the committee meeting in November.

Adjournment

There being no further business, the meeting adjourned at 8:58 am.

The next meeting is scheduled for November 15, 2018 at 8:00 am.