

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

September 20, 2018

NIRPC Dune Room, Portage, Indiana

**Members Present**

George Topoll - Chair  
Diane Noll  
Richard Hardaway  
Justin Kiel  
Jim Ton  
Dave Shafer

**Staff and Others Present**

Ty Warner  
Dave Hollenbeck  
Daria Sztaba  
Kathy Luther  
Talaya Jones  
Glen Wells  
Candice Eklund

**Call to Order**

George Topoll called the meeting to order at 8:02 a.m.

**Approval of Minutes**

The minutes of the August 16, 2018 meeting were approved as presented on motion by Jim Ton and second by Richard Hardaway.

**Review of Financial Status – August 2018**

- a. Daria Sztaba presented the August bank reconciliations for the NIRPC general fund account, the LaPorte County Revolving Loan fund (RLF) and the Sequestered Revolving Loan Fund. Kathy Luther stated that with the Economic Development Association (EDA) is having a change in roles in revolving loan funds so NIRPC will no longer need to keep a sequestered loan fund account. NIRPC will transfer the funds into a new loan fund which has already been established.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report and the YTD August Expended by Category, for January through August 2018. Salaries, fringe benefits, occupancy, maintenance, contractual and capital outlays categories are all currently under budget. While the maintenance category was under budget, the line item for Other Equipment Maintenance was over budget due to the software subscription for electric vehicles charging station that in prior years, was paid by NIPSCO. The agreement expired in August 2018. Although the departmental category is currently over budget, it will most likely even out over the course of the rest of the year.
- c. Daria Sztaba discussed the Revenue YTD August 2018 graph. Each meeting will now include discussing revenue as well as expenses, based on a suggestion by the state auditor's. Billing to INDOT, state and federal agencies are billed on a quarterly basis to recover expenses, with the next billing date scheduled for October.

**Approval of Claims Register – August 2018**

Daria Sztaba presented the August 2018 claims register. Total claim paid in August was \$550,690.87. Kathy Luther explained that \$9,807.94 for Westat, Inc was for the Travel Household survey mailing. On motion by Richard Hardaway and second by Dave Shafer, the committee approved the claims register for August.

### **Contract Amendment**

Kathy Luther presented the Addendum to the Agreement between NIRPC and South Shore Clean Cities (SSCC) for the implementation of the Northwest Indiana Green Fleets program. Kathy Luther stated with NIRPC's environmental coordinator leaving the company in July 2018, we have a vacant position and need a work plan. The amendment to the existing Green Fleets contract would reflect the increased duties for five and a half months for an additional \$30,000 CMAQ funding. On motion by Jim Ton and second by Richard Hardaway, the committee approved the addendum.

### **Sublease Office Room in Lobby with the City of Portage**

The City of Portage owns the building that NIRPC is a tenant of. Dave Hollenbeck presented that NIRPC was approached by the Portage Economic Development Corporation, expressing a desire to sublease a portion of the building in the lobby area for \$300.00 monthly. This space is referred to as the Central Conference Room. NIRPC has no issue in accommodating this request and Mr. Hollenbeck instructed the Executive Director, Ty Warner, to sign the sublease. Hearing no concerns, this will proceed.

### **Procurement recommendations**

Daria Sztaba presented the three proposed procurements to the Committee.

- a. Procurement #18-21 is to replace three (3) vehicles for the City of Valparaiso V-Line not to exceed \$255,000 in federal funds.
- b. Procurement #18-20 is to replace two (2) vehicles for Porter County Aging Community Services and two (2) vehicles for the City of Valparaiso V-Line, not to exceed \$263,775 in federal funds.
- c. Procurement #18-24 is to replace two (2) vehicles for East Chicago Transit not to exceed \$608,000 in federal funds.

On motion by Jim Ton and second by Diane Noll, the committee approved the three procurements for the replacement of nine (9) vehicles.

### **Discuss 2019 F & P Committee meeting schedule**

With NIRPC potentially moving to a quarterly committee meeting schedule in 2019, Kathy Luther discussed the meeting frequency options with the Committee. After discussing several options, Jim Ton stated he would like to see a proposed schedule change. Kathy Luther offered to build a proposed schedule based on other committees' schedules.

### **Other Business**

The State Board of Accountants have been on site for several weeks performing their 2017 audit. The exit interview was held on September 20, 2018.

Dara Sztaba is working to complete the budget for the October 2018 Finance and Personnel Committee meeting, which will be presented to the Full Commission Executive Board meeting in November.

Daria Sztaba introduced Glen Wells, NIRPC's newest addition to the Finance Department.

George Topoll shared with the Committee that he received a phone call from the Hammond High School students thanking him and NIRPC for donating computers and other hardware to the Information Technology Department.

### **Adjournment**

There being no further business, the meeting adjourned at 8:40 am.

The next meeting is scheduled for October 18, 2018 at 8:00 am.