

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

November 15, 2018

NIRPC Dune Room, Portage, Indiana

Commissioners: George Topoll, Karen Freeman-Wilson, Christine Cid, and Justin Kiel.
NIRPC staff and others: Ty Warner, Dave Hollenbeck, Daria Sztaba, Kathy Luther, Talaya Jones, Glenn Wells, Lisa Todd and Meredith Stilwell.

Call to Order and Pledge of Allegiance

Chairman George Topoll called the meeting to order at 8:25 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the October 18, 2018 meeting were approved without exception on motion by Karen Freeman-Wilson.

Review of Financial Status – October 2018

- a. Daria Sztaba presented the October bank account reconciliations for the NIRPC general fund, the LaPorte County Revolving Loan Fund (RLF) and the Sequestered Revolving Loan Fund. The NIRPC general fund account balance is lower than last month, but will increase after the PL billing is finished in November. Activity in the Revolving Loan Fund account included deposits of five loan payments and account interest. The only activity to the Sequestered Revolving Loan Fund account was an interest deposit. Daria noted that after the next report and payment of interest to the EDA, the funds in this account can be moved into the Revolving Loan Fund account, leaving only two NIRPC bank accounts.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report and the YTD October Expenses by Category, for January through October 2018. All general fund categories are currently within or under budget. The line item for utilities continues to remain over budget for the year. Some of this is due to the utility usage for numerous meetings in NIRPC meeting rooms. Daria stated the Contractual category should be \$110k less, but the household travel survey invoice provided by Westat, Inc. is not correct. NIRPC staff has been in contact with Westat and when the corrected invoice is received, it will be paid. Total general fund expenditures are under budget by \$473,481. Capital expenditures are currently under budget by \$3,873,565.
- c. Daria Sztaba presented a graph representing revenue YTD as of October 2018. The year to date revenue variance is currently under by \$664,767 and is partly related to the agency's state and federal billings. This money will eventually be collected, but not in FY 2018. The funds are available until 2021.

Approval of Claims Register – October 2018

Daria Sztaba presented the October 2018 claims register. Total claims paid in October were \$256,438.61. Kathy Luther noted there were a couple of large claims for tree purchases related to the GLRI CommuniTree program grant. Reimbursement will be received from grant funds. Justin Kiel questioned a claim of \$1,443.79 to Cardmember Services with the description of administrative credit card charges. These were charges made to a NIRPC credit card and was a cumulative figure of multiple purchases. After discussion, it was determined that going forward

the individual charges should be detailed. On motion by Karen Freeman-Wilson and second by Justin Kiel, the committee approved the claims register for September.

NIRPC Resolution #18-24 Approval of FY 2019 Budget

Daria Sztaba presented the FY 2019 budget to the Committee and noted the following details when comparing 2019 budget figures to 2018 budget figures. Budgeted revenue figures are 2% lower. The federal agencies revenue line was reduced by almost \$200k due to the January 2019 expiration of the Portage Burns Waterway grant and the local agencies revenue line was reduced by approximately half due to uncertainties regarding the hiring KRBC Executive Director hiring. A budget amendment will be brought to the Committee if needed. Expenditures budgeting items were presented to the Committee by Daria. The salary line was increased by 2% for staff merit increases. Fringe benefits was increased by 4% to accommodate for the worse case scenario for health care insurance costs. Occupancy was increased by 4%. Utilities have been increasing, possibly due to the extensive use of NIRPC meeting rooms by other entities. A room rental policy and contract will be developed for 2019 and roughly \$1,800 was added to the budget in anticipation of rental fees being received. Equipment service/maintenance was increased by 10%. The cost of a new IT vendor contract for 2019 is currently unknown and money was added for the anticipated procurement a new sound system and security system using old grant funds. The departmental line stayed level from 2018. Contractual decreased by 28% due to the expiration of the 319 Watershed Management grant. It was noted that the line for alternative fuel was increased as a result of a rollover of 2018 funds. The funds are available until 2021. The 2019 budget is balanced at \$3,653,111.

FTA pass through budget amounts for NIRPC sub-recipients were reviewed and included items totaling \$2,081,026, that while not part of the 2019 budget are still eligible for capital purchase. \$1,736,346 of the total is from federal funds with a \$344,680 required match from the sub-recipients. 2019 transit capital projects fund purchases total budget is at \$2,632,909 with federal funds of \$2,102,174 and non-federal funds of \$530,735. The sub-recipient budget for preventative maintenance, complementary paratransit, operating assistance, expanded service, capital cost of contracting and public mass transportation fund totals \$4,346,030 with federal funds of \$3,050,763 and required match of \$1,295,261.

The budget for the LaPorte County Revolving Loan Fund is \$85,000. On motion by Karen Freeman-Wilson and second by Justin Kiel, the committee approved the budget for recommendation to the Full Commission for approval.

Approval of Contract for RFP 18-05.03, City of Hobart Zoning & Sub-Area Plan

Kathy Luther presented the contract between NIRPC and the Lakota Group for planning services under RFP 18-05.03. The Committee originally approved the procurement at the October meeting and the Lakota Group was the winning bidder. The contract is for a not to exceed amount of \$66,353.00 with funds from a Lake Michigan Coastal Program Grant and the Calumet Land Conservation. The contractor is to provide adoptable zoning ordinance language for a new Conservation Zone, and create an environmentally protective sub-area plan for a developing portion of the City of Hobart encompassing vulnerable segments of Deep River and Sprout Ditch. On motion by Justin Kiel and second by Christine Cid, the Committee approved the contract for recommendation to the Full Commission for approval.

Approval of new three-year Executive Director contract and compensation

NIRPC staff were dismissed for the Executive Director contract and compensation discussion among the Finance and Personnel Committee members and legal counsel, David Hollenbeck.

Procurement recommendations

Lisa Todd presented three Requests for Proposals to the Committee.

- a. RFP #18-26 Information Technology Services.
- b. RFP #18-27 Cleaning Services: Published November 16, 2018 with deadline for submittals Friday, December 14, 2018.
- c. RFP #18-28 ADA Compliance Services

All of the RFP's are to procure services for contracts that will start on January 1, 2019.

Authorization to amend Kankakee River Basin Commission 2018 Contract

Kathy Luther requested approval from the Committee to allow Ty to negotiate an amendment to the current KRBC contract if needed. With Jody Melton's impending retirement on December 31, 2018, the KRBC is currently in the process of hiring a new Executive Director and would like to bring them on in December to train with Jody. The money to pay the new person would not be NIRPC funds, the KRBC would pay NIRPC. On motion by Justin Kiel and second by Christine Cid, the Committee approved Ty to negotiate and amendment to the current KRBC contract.

Other Business

Ty Warner presented a proposed 2019 meeting schedule for the Finance & Personnel Committee. There has been discussion regarding stepping back from having so many meetings as attendance has been declining. As per NIRPC's enabling legislation, Quarterly Commission meetings would still be held and the Chair could call meetings of the Executive Board as needed. The policy committees would also go to a quarterly schedule, with the exception of the Finance & Personnel Committee which would not only meet quarterly, but also have a meeting in between each quarterly meeting to alleviate excessive claims reviews. The proposed quarterly meeting schedule and step back of Executive Board meetings will be presented to the Full Commission at their meeting immediately following the Finance & Personnel meeting.

Adjournment

There being no further business, the meeting adjourned.

The next meeting is scheduled for January 17, 2019 at 8:00 am.