

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

May 21, 2020

NIRPC Dune Room, Portage, Indiana

**Members Present**

Richard Hardaway - Chair  
Justin Kiel  
Bob Carnahan  
Diane Noll

**Staff and Others Present**

David Hollenbeck  
George Topoll  
Mary Tanis  
Talaya Jones  
Kathy Luther  
Lisa Todd  
Stephanie Kuziela  
Ty Warner  
Meredith Stilwell  
Marisol Manley

**Call to Order**

Richard Hardaway called the meeting to order at 8:07 am with the Pledge of Allegiance.

**Approval of Minutes**

The minutes of the February 20, 2020 meeting were presented. Bob Carnahan made motion and Diane Noll seconded to approve the minutes. Chairman Hardaway asked all Committee members in favor to say aye and for any opposed. With no opposition, the motion to approve the February minutes passed 3-0.

**Final Report of Financial Status as of December 31, 2019**

Talaya Jones presented the finalized budget to actual expenditures report for year-end December 31, 2019. All categories were within budget. Total general fund expenditures were \$2,815,803 of the \$3,421,334 budgeted for 2019. The LaPorte Revolving Loan Fund was budgeted at \$85,000 with \$65,000 expended. The Transit Capital Fund was budgeted at \$2,632,909, with \$1,121,237 expended. The 2019 Transit Operating Fund was budgeted at \$4,485,932 with \$2,590,778 expended. The total expenditures budget for 2019 was 10,625,175, with \$6,592,818 expended.

Talaya presented the budget to actual revenue report for year-end December 31, 2019. Total revenue was budgeted at \$3,421,335 with \$2,815,262 collected. Some of the uncollected revenue was due to an Brownfield contract that had not yet been approved.

**Review of Financial Status - February 2020**

Talaya Jones presented the February 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 2/1/2020 was \$1,566,148.23 and ending balance for 2/28/2020 was \$1,401,947.57. The RLF account beginning balance from 2/1/2020 was \$116,979.62 and ending balance for 2/28/2020 was \$119,470.28.

Talaya presented the financial status report for February 2020. As of February 28, 2020, \$211,446 in salaries and \$87,629 in fringe benefits was expended, as well as \$44,749 in Occupancy, \$12,324 in maintenance, \$32,283 in departmental and \$93,995 in contractual. YTD February 28, 2020 Transit capital fund expenditures were \$1,701,386 and 2019 Transit Operating Fund expenditures were \$751,031.

Talaya presented the year to date February 2020 expended by category chart. 44% of the expended budget was salaries and 18% fringe benefits.

Talaya presented the year to date February 2020 budget vs. actual revenue chart.

#### **Approval of Claims Register – February 2020**

Talaya presented the February 2020 claims register totaling \$2,745,286.15 to the Committee for approval. Bob Carnahan made motion and Richard Hardaway seconded to approve the claims register. Chairman Hardaway asked Committee members in favor to say aye and for any opposed. With no opposition, the motion carried.

#### **Procurement #20-08**

Lisa Todd presented Procurement #20-08 for the purchase of two new SouthShore Connect Buses for the City of Valparaiso. The purchase price of the vehicles is not to exceed \$149,500 in federal funds and will be paid with 80% Federal Transit Administration funds and 20% local share. Bob Carnahan made motion to recommend Procurement 20-08, not to exceed \$149,500 in federal funds, for approval. Richard Hardaway seconded the motion. Chairman Hardaway asked Committee members in favor to say aye and for any opposed. With no opposition, the motion carried.

#### **Brownfield Coalition Assessment Contract**

Kathy Luther presented the \$600,000 Brownfield Coalition Assessment Contract. Twelve vendors submitted proposals. SME was awarded the contract, not to exceed \$499,800, for brownfield environmental assessment and cleanup planning services. Bob Carnahan made motion to recommend the approval of SME for the grant contract. Richard Hardaway seconded the motion. Chairman Hardaway asked Committee members in favor to say aye and for any opposed. With no opposition, the motion carried.

#### **South Shore Clean Cities SFY 2020 Contract – No Cost Extension**

Kathy Luther presented the South Shore Clean Cities SFY 2020 no cost contract extension. The original contract performance period was to end June 30<sup>th</sup>. However, due to COVID-19 some of the advertising and event work was not able to be completed. It was requested to approve the extension until the end of 2020. Bob Carnahan made motion to approve the no cost extension to the South Shore Clean Cities SFY 2020 Contract. Richard Hardaway seconded the motion. Richard Hardaway seconded the motion. Chairman Hardaway asked Committee members for all in favor and for any opposed. With no opposition, the motion carried.

#### **South Shore Clean Cities SFY 2021 Contract**

Kathy Luther presented the South Shore Clean Cities SFY 2021 Contract. The new contract will begin July 1<sup>st</sup> and run through December 2021 for an amount of \$350,640 to be paid to the contractor. Bob Carnahan made motion to recommend the agreement not to exceed \$350,640. Justin Kiel seconded the motion. Chairman Hardaway asked for all in favor and confirmed Bob, Justin and Diane were all in favor. Motion carried.

#### **Resolution 20-05 NIRPC Title VI Program Document Update**

Talaya Jones presented Resolution 20-05 to authorize and adopt NIRPC's Title VI Program. Title VI is a required document specific to Federal Transit Programs. This is an expansion upon the previously adopted 2017 program, which met all requirements. There are several changes in the 2020 Program which make it different and improved. Ty Warner stated this was supposed to happen in March, but due to the circumstances, partners were flexible and accommodating to allow this to happen later. Bob Carnahan made motion to submit approval to the Board that the Northwest Indiana Regional Planning Commission approve and submit the 2020 Title VI Program to the Federal Transportation Administration and/or the United States Department of Transportation pertaining to Title VI of the Civil

Rights Act of 1964 on behalf of the Northwest Indiana Regional Plan Commission. Justin Kiel seconded the motion. Chairman Hardaway asked for all in favor. Motion carried 4-0.

**Resolution 20-09 Authorizing the Submittal of the EDD FY 2020 Partnership Planning Grant Application to Administer the EDD**

Ty Warner explained that NIRPC's designation as an economic development district allows eligibility for planning partnership funds, which are ongoing funds to administer the economic development district. The submission to the Economic Development Administration (EDA) was completed, but because of COVID-19 and the inability to have a March Commission meeting, the required formal approval of the resolution from the governing board authorizing the submission of the application was not submitted. EDA accepted the draft resolution, and this approved resolution will be the follow-up. \$70,000 was received from the EDA and NIRPC must provide a \$70,000 local match. This resolution also authorizes the use of the local fund share to pay the local match. Motion was made by Justin Kiel to approve Resolution 20-09. Richard Hardaway seconded the motion. Chairman Hardaway asked for all in favor. Motion carried.

**Personnel updates**

Meredith Stilwell introduced Marisol Manley, NIRPC's newly hired Accounts Payable Clerk. She was supposed to start March 30<sup>th</sup>, but was able to start a week early on March 24<sup>th</sup>.

**Other Business**

The next Full Commission is July 16<sup>th</sup>. The next Finance & Personnel Committee meeting will be held June 18<sup>th</sup> at 8:00 a.m.

**Adjournment**

There being no further business, and on motion by Carnahan and second by Justin Kiel, the meeting was adjourned at 8:47 a.m.