

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

March 21, 2019

NIRPC Dune Room, Portage, Indiana

Commissioners: Justin Kiel, Diane Noll, Jan Bapst, Robert Carnahan, George Topoll and Karen Freeman-Wilson.

NIRPC staff and others: Ty Warner, Dave Hollenbeck, Daria Sztaba, Kathy Luther, Talaya Jones, Glen Wells, Lisa Todd.

Call to Order and Pledge of Allegiance

Chairman Justin Kiel called the meeting to order at 8:07 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the February 21, 2019 meeting were approved, without exception, on motion by Robert Carnahan and second by Jan Bapst.

Review of Financial Status – February 2019

- a. Daria Sztaba presented the February bank account reconciliations for the NIRPC general fund, the LaPorte County Revolving Loan Fund (RLF) and the Sequestered Revolving Loan Fund. The majority of the deposits in the general fund account was due to pass through FDA money for subrecipients. Activity in the Revolving Loan Fund account included deposits of five loan payments and account interest. The activity in the Sequestered Revolving Loan Fund account amounted to interest earned. The Sequestered Revolving Loan Fund account is no longer required. The account will be closed and the total balance of \$84,917.83 will be deposited into the Revolving Loan Fund account. A letter to be signed by the treasurer and chairperson will be sent to the bank to start this process.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report and the YTD February Expenses by Category, January through February 2019. The General Fund categories of Salaries, Fringe Benefits, Occupancy, Departmental, Contractual and Capital Outlays were in budget. In Fringe Benefits the Staff Development line item is over budget \$1,008 due to training in the beginning of the year, but this will average itself out through the course of the year. The Maintenance category was over budget by \$1,991. This relates to the computer and service maintenance line item. NIRPC is looking for a new I.T. provider and was required to pay for two audits/assessments of the NIRPC I.T. environment. One audit was required by each of the (2) I.T. companies before they could submit a comprehensive proposal. The last audit cost \$2,500. We also paid \$200 for security for our website which was not in our budget. Total general fund expenditures are under budget by \$114,272 (20%).
- c. Daria Sztaba presented a graph representing the Expenses - Actual vs Budget information as a stacked column chart comparing the amounts per category. A pie chart was presented to visualize the breakdown of how each category contributed to expenses by percentage of total expense. A snapshot of our revenue was presented related to funds we received. Because our billing is quarterly, we will send our bills to INDOT and FDA and record the revenue for the quarter. Robert Carnahan questioned why the amounts under the expected revenue are in red. Daria Sztaba explained this is because it shows a shortage in revenue that we are expecting once we are able to bill for it.

- d. Daria Sztaba presented summaries of Revenue and Expenditures for FY 2018. These numbers were presented in January after a soft close, but financials are now closed for FY 2018. Budgeted Revenue was \$3,727,611 and actual revenue was \$3,542,606.31, which created a variance of -\$185,000 or -5%. This is because of federal grants that had expired and the Burns Harbor Waterway Project was underspent. Expenditures were budgeted at \$3,727,611 and actual expenditures were 3,500,026.75, creating a variance of \$227,584.25 or 7%. In the salary line item, we had resignations and unfilled positions. This caused the salary and fringe benefits line items to be lower. We received \$70,000 in capital expenditures due to an insurance claim for a bus that was totaled. It was clarified that NIRPC does not pay the insurance premiums for the subrecipients, but NIRPC retains ownership of the buses.

Approval of Claims Register – February 2019

Daria Sztaba presented the February 2019 claims register. Claims paid in February totaled \$1,069,155.41. RC questioned why claim numbers 2743 and 2744 show Lisa Todd and Talaya Jones seemingly went to the same place using the ChicagoGo Dash, but the amount of each claim differed. Lisa Todd explained that she had an unused pre-purchased ticket with punches available while Talaya had to pay for the entire trip. This answer satisfied the question. The committee approved the claims register for February 2019, without exception, on motion by Robert Carnahan and second by Jan Bapst.

Ty Warner explained that NIRPC uses the Calendar Year as the Fiscal year, but the state and federal fiscal years are both different; therefore, NIRPC has to be aware of three different fiscal years. He also stated that the KRBC contract should be billed monthly.

Proposed Changes to Draft Procurement Policy

Lisa Todd explained that NIRPC is looking to adopt a policy that more accurately reflects how it spends funds under the state policy rules as opposed to the federal transit procurement rules. Out micro-purchase would be changed to anything less than \$3,000. In the past NIRPC was required to get 3 quotes for any purchases. The state requires any purchase over \$50,000 to have 3 quotes, and the FTA requires 3 quotes on any purchases over \$10,000. Small purchases are considered anything over \$3,000 or and less than \$50,000 will require NIRPC to get quotes or use the proper procurement methods to obtain those quotes. For \$50,000 to \$150,000 purchases, NIRPC would look to get competitive quotes as the procurement rules require. Anything over \$150,000 would require advertising in newspaper, competitive quotes and more stringent rules. Jan Bapst asked if a product has to be bid if we are buying off of the state QPA. Kathy Luther explained that a lot of this depends on the specific grant source, but we don't have to bid if we buy off of the state qpa. Lisa Todd explained that NIRPC has to follow the more stringent rules depending on the funding source. In the past any procurement over \$25,000 was brought before the F&P committee and the board for approval. This change would increase that number to \$50,000. This will keep us in line with the SBOA rules and follow all other procurement rules. Feedback from Jan Bapst is the wording could be clearer that when the state QPA is used, no other bidding process is required.

The procurement policy changes are still in the draft stage and just informational at this time.

Information Technology Contract – Procurement #18-26

Lisa Todd explains that NIRPC is in the process of securing a contract for I.T. services. We are seeking approval to enter into a contract for an amount not to exceed \$60,000. This will allow us to bundle our I.T. network and help desk, phone services, and copier lease and print services.

Currently we have single contracts for each of those services. This would allow the vendor to do monitoring of our software licenses and keeping them updated as well as track our copier and printer usage. Justin Keil asked how close to \$60,000 we expect it to be. Lisa stated we expect it to come in just about at \$60,000, which is what we pay now for a lesser quality of service. We will receive all new printers, copiers, and telephones. We will change network hardware as required using grant funds. Jan Bapst inquired how many vendors offer the bundled services. There are two companies that offer the bundles. Our plan is to have the contract signed by the end of March after it is approved and vetted by Mr. Hollenbeck. The committee approves Procurement #18-26, without exception, on motion by Jan Bapst and second by Robert Carnahan.

Resolution 19-13

Daria Sztaba explains that we are seeking a recommendation to take Resolution 19-13 to the executive board. NIRPC was granted \$115,252.21 for the household travel survey project from a P.O. during state fiscal year 2017. We signed a contract with Westat to complete this project. Although we had an open purchase order for this project, due to new rules and regulations, we have to do a formal resolution. Once approved we can pay this. Robert Carnahan asked who is doing the local match. Kathy Luther responds that the NIRPC has a grant from the RDA to cover Lake and Porter counties' portion, and we only have to cover the LaPorte county portion. The committee approves Resolution 19-13, without exception, on motion by Robert Carnahan and second by Jan Bapst.

Request to close Sequestered Revolving Loan Fund Account Ending in 4415

This is informational only. According to federal regulation, the signatures of the chairperson and treasurer are required to close this account. Kathy Luther explains this is from a change in the rules of the Economic Development Association which no longer requires us to keep this money in a separate account.

Adjournment

There being no further business, the meeting adjourned at 8:41a.m.

The next meeting is scheduled for April 18, 2019 .