

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
October 15, 2024 / NIRPC Dune Room – 8:30 a.m.

Members present

Edward Morales, Wendy Mis, David Phelps

Staff and others present

George Topoll, Talaya Jones, Lisa Todd, Meredith Stilwell, Darin Sherman

Call to Order and Pledge of Allegiance

Wendy Mis called the meeting to order at 8:32 a.m.

Approval of Minutes

The minutes of the August 15, 2024, Finance & Personnel Committee meeting was presented. On a motion by David Phelps, seconded by Edward Morales, and with no opposition, the minutes were approved.

Review of Financial Status – July 2024 Budget vs Actual

The July 2024 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, the La Porte Revolving Loan Fund Account, and the Marquette Greenway account were made available for review prior to the meeting and included in the meeting packet.

Talaya presented the general fund financial reports, year to date, July 2024. Total general fund expenditures for the period ending July 31, 2024, were \$1,925,798 of the \$4,333,880 budgeted.

Total general fund revenue for the period was \$1,342,281 of the \$4,333,880 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date, July 2024. Total NIRPC CARES fund expenditures for the period ending July 31, 2024, was \$49,185 of the \$644,000 budgeted. There is a sunset for the funds, but an extension was granted until March 2025. Talaya noted there is some subrecipient money still in the grant and a further extension will be requested. Total CARES revenue collected for the period was \$53,106 of the \$78,000 budgeted.

Approval of Claims Registers – July 2024

Talaya presented the July 2024 General Fund claims totaling \$918,796.77 to the Committee. She pointed out that the last entry in the registry should not have been on the register and asked the Committee to table the report due to error. Upon discussion the committee members agreed to move forward with approval of the general claims less the \$34,399.25 incorrect entry. On a motion by Edward Morales, seconded by David Phelps, and with no opposition, the General Fund register of claims for \$884,397.52 was approved. Talaya explained to the new committee members that the claims are already expended before they are brought to the Committee. A brief discussion was held regarding NIRPC's involvement with Partners For Clean Air in doing their books and serving as a passthrough for their funds.

Talaya presented the July 2024 CARES claims totaling \$34,399.25 to the Committee for approval. The payment to Bluum of Texas was for new NIRPC laptops and equipment. On a motion by David Phelps, second by Edward Morales, and no opposition, the General Fund register of claims for \$34,399.25 was approved.

Talaya presented the July 2024 Marquette Greenway claims register totaling \$69,750.00 to the Committee for approval. On a motion by David Phelps, second by Edward Morales, and no opposition, the General Fund register of claims for \$69,750.00 was approved.

Review of Financial Status – August 2024 Budget vs Actual

The August 2024 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, the La Porte Revolving Loan Fund Account, and the Marquette Greenway account were made available for review prior to the meeting and included in the meeting packet.

Talaya presented the general fund financial reports, year to date, August 2024. Total general fund expenditures for the period ending August 31, 2024, were \$2,133,893 of the \$4,333,880 budgeted.

Total general fund revenue for the period was \$2,334,155 of the \$4,333,880 budgeted. Discussion was held regarding the fact that collections are quarterly, with some funds backended.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date, August 2024. Total NIRPC CARES fund expenditures for the period ending August 31, 2024, was \$59,145 of the \$644,000 budgeted. Total CARES revenue collected for the period was \$63,205 of the \$78,000 budgeted.

Approval of Claims Registers – August 2024

Talaya presented the August 2024 General Fund claims totaling \$729,582.08 to the Committee. On a motion by David Phelps, seconded by Edward Morales, and with no opposition, the General Fund register of claims for \$729,582.08 was approved.

Talaya presented the August 2024 CARES claims totaling \$44,344.25 to the Committee for approval. Talaya pointed out that the entry to Bluum of Texas was a duplicate of the July entry due to the fact that the check was lost in and NIRPC paid by ACH. On a motion by Edward Morales, seconded by David Phelps, and no opposition, the General Fund register of claims for \$44,344.25 was approved.

EcolInteractive, Inc. Contract

Lisa Todd presented the EcolInteractive contract. EcolInteractive is the vendor for the electronic version of NIRPC's Transportation Improvement Program. The first contract was awarded to them from a 2017 Request for Proposals. This would be the second contract and is a 3-year contract not to exceed \$169,147.00 with optional extensions for years 4 and 5. Since it was cost prohibitive to change vendors and reenter all information, NIRPC was given approval from INDOT to do this contract award as a single source procurement. Attorney Hollenbeck reviewed the contract and given his approval. On a motion by Edward Morales, seconded by David Phelps, and no opposition, the contract was favorably recommended to the NIRPC Executive Board for approval.

FY 2024 Budget Amendment #1

Talaya presented budget amendment #1, which consists of a \$10,000 transfer within the maintenance category. The transfer of funds is from the copier leasing line item to the computer service line item to cover the requirement of Cyber Crime insurance. On a motion by David Phelps, second by Edward Morales, and no opposition, budget amendment #1 was approved.

FY 2025 Preliminary Budget

Talaya gave a bit of background on how NIRPC operates for a budget to new committee members explaining that the draft budget is typically presented in October and 95% of NIRPC's funding is through grants, with 95% of that using local share. She also noted that NIRPC has seven reimbursable transit subrecipients. NIRPC owns the vehicles and leases them to the subrecipients. Talaya presented the draft total budget of \$18,926,476 with the disclaimer that some final numbers are still unknown. Discussion was held regarding some of the changes from the 2024 to 2025 budget. There will be a November meeting to go over changes, and final figures explained at that meeting.

Personnel updates

Meredith Stilwell reported that the new planner position has not yet been posted.

Other Business

Bob Carnahan asked the Committee to keep Mitch in their prayers.

Adjournment

There being no further business, the meeting was adjourned at 9:31.