

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

January 17, 2019

NIRPC Dune Room, Portage, Indiana

Commissioners: George Topoll, Karen Freeman-Wilson, Justin Kiel, Dave Shafer, Jane Jordan, Richard Hardaway, Diane Noll and Bob Carnahan.

NIRPC staff and others: Ethan Lowe, Daria Sztaba, Kathy Luther, Talaya Jones, Glenn Wells, Lisa Todd, Allen Hammond, Meredith Stilwell and Candice Eklund.

Call to Order and Pledge of Allegiance

Chairman George Topoll called the meeting to order at 8:01 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the November 15, 2018 meeting were approved without exception on motion by Justin Kiel and second by Dave Shafer.

Review of Financial Status – November 2018

- a. Daria Sztaba presented the November bank account reconciliations for the NIRPC general fund, the LaPorte County Revolving Loan Fund (RLF) and the Sequestered Revolving Loan Fund. There were payments made to the transportation sub-recipients, totaling \$880,708 from the general fund account, for operating expenses. Deposits of \$2,857.49 were made to the Revolving Loan Fund for payments made on loans. Daria stated the Sequestered Revolving Loan Fund will be integrated with the Revolving Loan Fund in the near future, leaving only two NIRPC bank accounts.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report for January through November 2018. All general fund expense categories are within or under budget, with the exception of Capital Outlays which is 2% over budget. Salaries is 5% under budget as a result of two employee resignations and one unfilled position. Contractual expense is under budget by 47%, but will be more in line with the budget once payment to Westat, Inc. is made in December for the household travel survey. Total general fund expenditures are under budget by \$558,621. Capital expenditures are currently under budget by \$3,081,178.
- c. Daria Sztaba presented a graph representing revenues YTD as of November 2018. The year to date revenue variance is currently under by \$994,523 and is partly related to the agency's state and federal 4th quarter billings. This money will eventually be collected, but not in FY 2018.

Approval of Claims Register – November 2018

Daria Sztaba presented the November 2018 claims register. Total claims paid in November were \$1,071,553.82. Justin Kiel questioned Comcast Voice being a greater cost than Comcast Internet. The invoice for Comcast Voice is higher due to each of the 29 NIRPC employees having a phone line extension and voice mail, conference room phones and a new Line Seat was added and leased to the Northwest Indiana Forum, who will reimburse NIRPC through quarterly billing. On motion by Richard Hardaway and second by Justin Kiel, the committee approved the claims register for November.

Review of Financial Status – December 2018

- a. Daria Sztaba presented the December bank account reconciliations for the NIRPC general fund, the LaPorte County Revolving Loan Fund (RLF) and the Sequestered Revolving Loan Fund. Deposits of \$2,857.49 were made to the Revolving Loan Fund for payments made on loans. Daria stated the Sequestered Revolving Loan Fund will be integrated with the Revolving Loan Fund in the near future.

- b. Daria Sztaba presented the Budget to Actual Expenditures Report for January through December 2018. Daria referred to this report as a preliminary closing for 2018 as all expenses have not been recorded. The final version of the report will be provided at the F & P meeting in March 2019. All general fund expense categories are within or under budget with the exception of the Capital Outlays line item at 6% over budget. The Contractual line item dropped from 47% over budget in November to 17% over budget in December due to a payment made to Westat, Inc, in the amount of \$224,268 for the household travel survey, leaving an outstanding balance of \$7,813. Total general fund expenditures are under budget by \$355,130. Capital expenditures are currently under budget 1,940,715.
- c. Daria Sztaba presented a graph representing revenue YTD as of December 2018. The year to date revenue variance is currently under by \$505,252. This variance will be closer to the budget after NIRPC invoices the local agencies and non-governmental partners in the fourth quarter. The final report presented in March 2019 will reflect this activity.

Approval of Claims Register – December 2018

Daria Sztaba presented the December 2018 claims register. Total claims paid in December were \$620,675.18. The committee had no comments. On motion by Dave Shafer and second by Justin Kiel, the committee approved the claims register for December.

NIRPC Resolution #19-01 Approval of FY 2019 Budget

Daria Sztaba presented the FY 2019 budget to the Committee, discussing the modifications made to the budget presented at the November meeting. Daria noted the total fund budget for the 2019 transit operating project fund appropriations changed from \$3,050,763 to \$4,485,932 because of the addition of prior year funds. Daria also noted the total budget for FY 2019 transit operating projects fund changed from \$4,346,030 to \$7,154,271, as a result of the addition of grant funds. Budgeted revenue figures were decreased by 16% from 2018 due, in part, to the retirement of the KRBC Executive Director. A new \$15,000 contract was signed with the KRBC, but is a decrease in the revenue NIRPC previously collected from the KRBC. In addition, the budget originally presented included CMAQ funds. Those funds were removed for the latest iteration as there have been some issues with INDOT regarding the program. Once those have been resolved, a budget amendment will be needed, most likely in the 2nd quarter of 2019. Daria reviewed the budgeted expense figures. The Salary expense category was decreased by 7%. This reduction is due to not only the KRBC Executive Director's retirement, but also due to the elimination of previously budgeted for GIS planner and Environmental Education positions which are currently not being filled. The Fringe benefit expense category also was decreased by 3% as a result of the salary line decrease. Equipment service/maintenance budgeting items are over 4% as a result of hiring a new Information Technology (IT) contractor. The prior IT contractor was undergoing reorganization issues, causing NIRPC to contract with the next least expensive company from the three Request for Proposal (RFP) responses for 2019. Contractual budgeting decreased 85%, primarily because the 319 Watershed cost sharing grant for the environmental contract ended and South Shore Clean Cities (SSCC) cannot provide assistance with the CMAQ public education contract at this time. On motion by Karen Freeman-Wilson and second by Justin Kiel, the committee approved the budget for recommendation to the Full Commission for approval.

Finalize F & P 2019 Meeting Schedule

Daria Sztaba presented the proposed 2019 NIRPC Finance and Personnel Committee meeting schedule. The proposed schedule was adjusted to coincide with the Full Commission and Executive Board meetings schedule in 2019. The F & P Committee would meet at 8:30 a.m. before an Executive Board meeting and 8:00 a.m. before a Full Commission meeting. Notifications will be sent if an exception to these timeframes transpires.

Adjournment

Chairman George Topoll concluded the meeting by sincerely thanking the committee and NIRPC staff for all of their guidance and support during his past year as Chairman of the Finance and Personnel Committee.

There being no further business, the meeting adjourned at 8:45 am. The next meeting is scheduled for February 21, 2019 at 8:30 a.m.