

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
July 21, 2022 / NIRPC Dune Room – 8:00 a.m.

Members present in-person

Bob Carnahan, Tom Dermody, Denise Ebert, Richard Hardaway, Wendy Mis, George Topoll

Staff and others present in-person

Talaya Jones, Meredith Stilwell, Ty Warner, Stephanie Kuziela, Kathy Luther, David Hollenbeck

Call to Order

Chairperson Dermody called the meeting to order, and Bob Carnahan asked for the pledge to be said.

Approval of Minutes

The minutes of the May 15, 2022 meeting were presented. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the minutes were approved.

Review of Financial Status – May 2022 Budget vs Actual

Talaya Jones presented the May 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya presented the May 2022 general fund financial reports. Total expenditures for the period ending May 31, 2022, were \$2,921,319 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$460,635 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date May 2022. Total NIRPC CARES fund expenditures for the period ending May 31, 2022, was \$210,809 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$234,447 of the \$1,352,229 budgeted.

Approval of Claims Registers – May 2022

Talaya presented the May 2022 General Fund claims register totaling \$929,673.30 to the Committee for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the General Fund claims in the amount of \$929,673.30 were approved. The CARES Act register of claims totaling \$8,685.72 was presented for approval. On motion by Richard Hardaway, second by Bob Carnahan and no opposition, the CARES Act claims in the amount of \$8,685.72 were approved. The RLF register of claims totaling \$13,375.00 was presented for approval. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the RLF claims in the amount of \$13,375.00 were approved.

Review of Financial Status – June 2022 Budget vs Actual

Talaya presented the June 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya presented the June 2022 general fund financial reports. Total expenditures for the period ending June 30, 2022, were \$3,180,238 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$1,005,221 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date June 2022. Total NIRPC CARES fund expenditures for the period ending June 30, 2022, was \$223,956 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$270,282 of the \$1,352,229 budgeted.

Approval of Claims Registers – June 2022

Talaya presented the June 2022 General Fund claims register totaling \$266,609.75 to the Committee for approval. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the General Fund claims in the amount of \$266,609.75 were approved. The CARES Act register of claims totaling \$2,895.04 was presented for approval. On motion by Wendy Mis, second by Bob Carnahan and no opposition, the CARES Act claims in the amount of \$2,895.04 were approved.

December 2021 Financials

Talaya presented the January - December 2021 general fund financial reports. Total expenditures were \$4,810,681 of the \$11,981,765 budgeted. Total general fund revenue for the period was \$3,046,474 of the \$3,574,659 budgeted.

Talaya presented the January - December 2021 Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports. Total NIRPC CARES fund expenditures were \$2,882,332 of the \$4,717,013 budgeted. Total CARES revenue collected for the period was \$3,162,330 of the \$4,307,009 budgeted.

NIRPC FY 2022 Budget Amendment #1

Talaya presented 2022 budget amendment #1 to the committee for approval. Amendment #1 is to add \$560,000 CARES ACT revenue for the Brownfield project and RAISE grant for potential projects in 2022. On motion by Wendy Mis, second by George Topoll and no opposition, Budget Amendment #1 was approved.

Procurement #21-05.04

Talaya presented Procurement #21-05.04 for recommendation to the NIRPC Board for approval. Procurement #21-05.04 was for an Executive Director approved purchase on June 23, 2022 using \$98,500 in federal funds for twenty-six mobile and three fixed trail counters. This purchase was made prior to approval by the F&P Committee to avoid the loss of funds that were set to expire on June 30, 2022. Wendy Mis stated she was glad NIRPC was able to use the funds while they still had them. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, Procurement #21-05.04 was approved to be forwarded with a favorable recommendation to the NIRPC Board for approval.

SME Contract Amendment 1

Kathy Luther presented SME contract Amendment 1. NIRPC entered into an agreement on March 19, 2020 with SME to provide technical and professional environmental services under a Brownfield Coalition Assessment Grant. Since SME is already conducting assessment work, the Coalition and the City of Hammond would like to utilize them to assess a parcel which is not eligible for use of federal grant funds. NIRPC has entered into an MOU with Hammond and is adding funds to pay the contractor, for which Hammond will reimburse NIRPC. The new task shall not exceed \$21,925, unless all parties agree in writing on an additional scope of work and cost up to \$60K. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the Committee approved SME contract amendment 1 to be forwarded with a favorable recommendation to the NIRPC Board for approval.

Drive Clean Indiana 2022 (SFY 2023) Contract

Kathy Luther presented Drive Clean Indiana 2022 contract. NIRPC and Drive Clean Indiana applied together for CMAQ funds for public education and this contract would continue their work using SFY 2023 funds. The air quality funds are in the TIP under Drive Clean Indiana and NIRPC. The compensation amount is not to exceed \$345,488 with contractor to document payment of an additional \$86,372, by itself or other non-federal party of that in match. On motion by Wendy Mis, second by Bob Carnahan and no opposition, the Committee approved the Drive Clean Indiana 2022 (SFY 2023) contract to be forwarded with a favorable recommendation to the NIRPC Board for approval.

Personnel updates

NIRPC currently has 3 open positions, the Transit and Engagement Planner and Accountant, which have been posted for, and Compliance, which has not been posted yet. The Accountant position was posted to Indeed, but the candidates who applied were not qualified. Thomas Dow, Director of Transportation, indicated to Ty that he may try to develop an internal employee to fill the Transit and Engagement position.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.