

# Mid-Missouri Regional Planning Commission

## Board of Directors – Meeting Minutes

January 9, 2019

| <b>Attendees:</b>  | <b>Representing:</b>                             |
|--------------------|--|
| Gary Jungermann    | Callaway County                                  |
| Dennis Houchius    | City of Fulton                                   |
| Sonny Sanders      | City of Jefferson                                |
| Robin Triplett     | City of Fayette                                  |
| Jeremiah Johnmeyer | Howard County                                    |
| Les Hudson         | At-Large   |
| Mike Kelley        | Moniteau County                                  |
| Don Baragary       | Cooper County                                    |
| Tim Grenke         | City of Centralia                                |
| David Bock         | Mid-MO Regional Planning Commission (Mid-MO RPC) |
| Sierra Thomas      | Mid-MO RPC                                       |
| Debra Griffin      | Mid-MO RPC                                       |
| Lincoln Brown      | Mid-MO RPC                                       |

### **Agenda Item I and II. Welcome and Call to Order**

Past Chairman Gary Jungerman called the meeting to order at 4:00 pm. Introductions were made by those in attendance.

### **Agenda Item III. Approval of Agenda**

Mike Kelley motioned to approve the agenda. Tim Grenke seconded the motion. Motion passed unanimously.

### **Agenda Item IV. Review and Approval of Minutes**

Les Hudson motioned to approve the September 26 Board meeting minutes. Don Baragary seconded the motion. Motion passed unanimously.

### **Agenda Item V. Financial Reports**

David Bock reported as of December 31 the total fund balance including reserves and RHSOC funds was \$237,070.97. Bock presented the December Budget Report with most budget line items tracking accordingly. Total cash on hand was \$103,588.07 with \$1,669.90 in outstanding invoices was reported.

Sierra Thomas reported Area F Regional Homeland Security Oversight Committee (RHSOC) FY17 grant cycle is currently 70% completed with closing date of 8/31/19. FY18 procurement has not started as grant cycle funds are still unavailable and no information was available in WEBGRANTS.

Mike Kelley motioned to approve the December Balance and Budget Reports as presented. Robin Triplett seconded the motion. Motion passed unanimously.

**Agenda Item VI. Action Items** - David Bock reported on the following items:

**RPC Bylaws**

The proposed bylaw changes would formally adopt the existing practice in which RPC membership allows the Board of Directors, led by the officers of the Executive Committee, to act on their behalf. The proposed changes will give Board members authority to act on behalf of the membership. After reviewing, Bock requested the Board members to adopt the proposed bylaw changes.

Mike Kelley motioned to approve and adopt the amended bylaw changes as proposed. Les Hudson seconded the motion. Motion passed unanimously.

**Budget Adjustments and Staffing**

FY19 variances in expenses were reviewed. Variances were due to accumulated sick/vacation time to staff that left employment, and an incorrect LAGERS retirement contribution level. Also the timeline for completing the Boone County Hazard Mitigation Plan has changed. The initial draft plan is due to SEMA March 1<sup>st</sup>, 2020 and the final draft due June 1, 2020. This will add an additional staffing cost that was not initially projected in the FY19 budget.

The GIS intern was budgeted as a 1000 hour employee for FY19 but Bock would like to increase the intern work schedule to 1504 hours through May 31. The Executive Committee members has reviewed this request and had no objections to the proposed increase of intern hours.

Don Baragary motioned to approve the increase of intern hours as requested. Les Hudson seconded the motion. Motion passed unanimously.

**Mid-MO RPC Reserve Account**

Bock would like to transfer surplus cash on hand to the reserve account. There was discussion regarding the RPC reserve banking account. Bock would like permission to move funds from the reserve account into a higher paying yield account at another financial institution.

Les Hudson motioned to approve the transfer of cash as presented. Mike Kelley seconded the motion. Motion passed unanimously.

**Mid-MO RPC Cost Allocation Plan**

To recoup indirect costs from our funding agencies, the RPC is required to have a formal cost allocation plan in place. The plan distributes indirect costs to our various contracts based on how much staff time/salaries were spent on each. Bock presented the draft Allocation Plan for review and requested approval from the Board members to have Chairman Scheperle's signature for submittal to EDA and MoDOT.

Mike Kelley motioned to approve the request. Tim Grenke seconded the motion. Motion passed unanimously.

**Vacant Officer Position**

The Vice-Chair position has become vacant as Sam Stroupe is no longer Howard County Presiding Commissioner and he will therefore no longer hold a seat on the Board. Kris Scheperle's term as Chairman will also end June 30, 2019.

Volunteers for the position will be pursued, and additional discussion will be held at the March Board meeting.

## **Coordinated Transportation Plan**

The required five year update to the Coordinated Public Transit-Human Services Transportation Plan for the Mid-MO RPC region has been completed. This plan provides an analysis of transportation needs, existing capabilities and future goals. This planning tool is used by both transportation providers and human service providers and must be cited when these agencies apply for certain funding opportunities. Bock requested Board members to approve the resolution adopting the updated plan.

Tim Grenke motioned to approve the request. Robin Triplett seconded the motion. Motion passed unanimously.

## **Agenda Item VII. Committee Reports**

### **Economic Development Advisory Committee (EDAC)**

Mike Kelley, President/CEO of the Moniteau County Regional Economic Development Council (MRED) discussed his brief presentation to the group on Moniteau County's apprenticeship program available through MRED.

### **Transportation Advisory Committee (TAC)**

David Bock reported TAC met on November 28 to review and score TAP applications. Pilot Grove scored as the #1 priority, Fulton scored #2, and Fayette scored #3. Mid-MO staff will be meeting with the counties in the RPC region in the month of December to discuss transportation priorities.

## **Agenda Item VIII. Community Announcements**

Future Board meeting dates for 2019 are as follows:

March 27

June 26

September 25

December TBD

Meeting adjourned at 5:35 p.m.