

Mid-Missouri Regional Planning Commission

Board of Directors – Meeting Minutes

March 27, 2019

Attendees:

Gary Jungermann
Sonny Sanders
Robin Triplett
Don Baragary
Ned Beach
Mac Finley
David Bock
Debra Griffin

Representing:

Callaway County
City of Jefferson
City of Fayette
Cooper County
City of Boonville
Moniteau County
Mid-MO Regional Planning Commission (Mid-MO RPC)
Mid-MO RPC

Agenda Item I and II. Welcome and Call to Order

Executive Director David Bock called the meeting to order at 4:00 pm. Introductions were made by those in attendance.

Agenda Item III. Approval of Agenda

Gary Jungermann motioned discussion items III and IV of the agenda to be moved to items I and II. Don Bargary seconded the motion. Motion passed unanimously.

Agenda Item IV. Review and Approval of Minutes

Robin Triplett motioned to approve the January 9th Board meeting minutes. Mac Finley seconded the motion. Motion passed unanimously.

Agenda Item V. Financial Reports

David Bock reported as of February 28 the total fund balance including reserves and RHSOC funds was \$228,846.84. Bock presented the February Budget Report with most budget line items tracking accordingly. Total cash on hand was \$205,126.66 with \$9,826.70 in outstanding invoices was reported.

The Area F Regional Homeland Security Oversight Committee (RHSOC) FY18 procurement has not started as grant cycle funds are still unavailable and no information was available in WEBGRANTS.

Don Bargary motioned to approve the February Balance and Budget Reports as presented. Gary Jungermann seconded the motion. Motion passed unanimously.

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

FY18 Audit Review

The independent Auditor's Report prepared by Kenney D. Hales for fiscal year 2018 (FY18) has been completed and a copy of the report has been received and made available on the Mid-MO RPC website. Hales' report indicated Mid-MO RPC ended FY18 in accordance with all accounting principles. The total fund revenue during this time was \$516,784 with expenditures of \$463,380.

RPC Financial Policies

Current policy states RPC checks over \$100 requires two signatures, including payroll checks. Discussion was held at the Executive Board meeting regarding switching to direct deposit for payroll checks and raise the amount of budgeted reoccurring expense checks above the current \$100. This would simplify the process and reduce staff and board member time required seeking signatures, especially on time sensitive items.

After some discussion Don Baragary motioned to approve employee payroll to be direct deposit as requested. Mac Finley seconded the motion. Motion passed unanimously.

Further discussion will resume at the next Board meeting regarding raising the limit required for two signatures. Bock will contact the RPC auditor for feedback to this practice.

Election of Vice-Chairman

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. Board member Mike Kelley has expressed interest in the Vice-Chairman position but would not feel comfortable taking the role of chairman in July, until he has been Vice-Chairman for a year. If Board members approve, the current elected officers have agreed to keep their current positions for another year.

Don Bargary motioned to approve the request to appoint Mike Kelley as Vice-Chairman and remaining officers to do another one year term. Mac Finley seconded the motion. Motion passed unanimously.

Non-Profit Establishment

The Non-Profit Bylaws and Articles of Incorporation have been drafted and need to be reviewed and approved by the Board. The approved documents must be submitted to the IRS along with the \$600 fee to establish Mid-MO RPC as a non-profit.

Gary Jungermann motioned to approve the Bylaws as presented. Sonny Sanders seconded the motion. Motion passed unanimously.

Mac Finley motioned to approve the Articles of Incorporation as presented. Robin Triplett seconded the motion. Motion passed unanimously.

New RPC Office

The costs to construct a new office building or the purchasing of existing commercial property was presented and reviewed. Due to the high cost of lots and real estate in Ashland, the RPC will need to consider alternate locations. Staff will continue the search for properties both in and out of Ashland.

RPC Membership Meetings

Discussion was had regarding the role of Mid-MO RPC luncheon discussion meetings for membership. It was decided that two meetings per year would be acceptable.

Staffing-Fiscal Officer Position

The current Fiscal Officer/RHSOC Coordinator has a strong emergency management background and would be an ideal candidate to take over hazard mitigation planning that will begin in June. The current work load for that position does not allow for taking on a project the size of a hazard mitigation plan. Bock requested hiring a part-time fiscal officer to free up the RHSOC Coordinator's workload and allow work on hazard mitigation.

Don Baragary motioned to approve a part time employee position to assume the financial responsibilities of the current Fiscal Officer. Robin Triplett seconded the motion. Motion passed unanimously.

Current/Developing Projects

The RPC was awarded grant funds from DNR to support Callaway County's regional sewer district. The funds will be used to hire an engineering firm to provide a feasibility study for preliminary engineering options for potential wastewater treatment and collection options for the sewer district. The RPC will be acting as the pass-through entity for the funding and will receive some funds for the administration costs for the project.

Mark Twain Regional Council of Governments has received a grant through MACOG for planning activities in areas where there has been a disaster. Part of the grant fund is for a FEMA Cost Benefit Analysis to construct a flood wall for the City of Clarksville. Bock advised the Board that he will submit a bid to perform the work for Mark Twain. This would be additional revenue in FY20.

Agenda Item VII. Committee Reports

Transportation Advisory Committee (TAC)

David Bock reported TAC discussed the Regional Needs Lists at the March 27th meeting.

Meeting adjourned at 5:45 p.m.