



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

www.tricountyrpc.org

Ways & Means Committee: 8:30 a.m., June 7, 2023

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., June 7, 2023

MINUTES

1. Call to Order, Welcome, Recognition of Audience

Chairman Don White called the meeting to order at 9:00 am

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Mike Hughes Chillicothe	x		Leon Ricca Bartonville		x
Rita Ali City of Peoria		x	Nate Parrott Morton	X	
Patrick Ulrich City of Peoria	x		Autum Jones Woodford Co	X	
Rick Powers City of Peoria		x	Chuck Nagel, Woodford Co.		x
Ron Talbot Creve Coeur	x		Andrew Rand, Peoria Co.		X
John Kahl East Peoria.	x		Don White Peoria Co.	X	
Ann Doubet, Germantown Hills	x		Russ Crawford Tazewell Co.	x	
Mike Phelan, Peoria Heights		X	Greg Menold, Tazewell Co.	x	
Becky Cloyd, City of Pekin.		x	Don Knox CityLink	x	
Gary Manier, Washington		x	Karen Dvorsky, IDOT	x	
James Dillon West Peoria	x				

Present: Eric Miller, Debbie Ulrich, Michael Bruner, Reema Abi-Akar, Rebecca Eisele, Ray Lees, Debbi LaRue, and Gabriel Guevara. Staff virtual: Britney West, and Logan Chapman. Also virtual: Brandon Geber-IDOT. Also present: Danny Phelan

3. Public Input- none

4. Motion to approve May 3, 2023, Commission minutes.

Russ Crawford moved to approve May 3, 2023, minutes and John Kahl seconded.

Russ Crawford asked to amend minutes as follows:

John Kahl then asked why Peoria County asked cannot be able to be a committee chair and Russ explained according to our by-laws Peoria County can be (as all three counties) but Chillicothe may not (Only serving on the Full Commission and not the Executive Committee nor Officer). Mr. White transitions from representing Peoria County on June 30, 2023, to representing Chillicothe on July 1, 2023, whereupon he may serve on the Commission but not as an officer position.

John Kahl moved to approve amended minutes and Russ Crawford seconded.

Motion carried.

5. Chairman report

Chairman White thanked Commissioners and staff.

6. Executive Director report

Eric Miller updated on the following:

- Charging station, Passenger Rail, and Federal funding opportunities

7. Ways and Means Report

- a. Motion to approve April 2023 Financial Statements and Billings (Resolution 23-74)

John Kahl moved to approve April 2023 Financial Statements and Billings (Resolution 23-74) and Autum Jones seconded.

Rebecca Eisele updated on the following:

- Total Operating Cash at the end of the month was \$789,797. The operating cash balance at the end of April was very similar when compared to march and cash increased by \$44 in April.
- Total Accounts Receivable at the end of the month was \$28k. Of the A/R balance, 4224k was federal funds, \$51k was state funds, and \$11k was local funds. A/R is more than usual because we have not yet received payment for a few of our larger invoices, but we are following up on all the major invoices.
- Accounts Payable balance at the end of the month was \$41k, and there was \$39k in unpaid pass-through expenses as of the end of April. The remaining \$2k A/P balance was for regular monthly bills unpaid as the end of the month.
- Current billing for April was \$146k, minus direct pass-through expenses of (\$47k) that were billed to customers, resulting in Operating Revenue of approximately \$99k.
- Total Expenses for April were \$131k, minus direct pass-through expenses of (\$47k), resulting in Operating Expenses of approximately \$84k.
- April has 19 regular days, 1 paid holiday, and 44.5 hours of PTO were used by staff.
- April resulted in a surplus of \$14,881. Fiscal Year 2023 has a net surplus of \$198k as of the end of April.

Motion carried.

- b. Motion to approve FY24 budget – (Resolution 23-75)

Autum Jones moved to approve FY24 budget (Resolution 23-75), and John Kahl seconded.

Eric Miller updated we refreshed the budget with a lot of revenue added from IDOT and SS4A revenue.

Motion carried.

- c. Motion to approve the Administrative Fiscal Policies per 2 CFR 200 - (Resolution 23-77)

Ron Talbot moved to approve the Administrative Fiscal Policies per 2 CFR 200- (Resolution 23-77) and Autum Jones seconded.

Michael Bruner updated on the following:

- In Spring 2022, the Commission underwent a Fiscal Administrative Review (FAR) with the Illinois Department of Human Services (IDHS)
 1. This process was finalized in summer 2022.
- This process resulted in the request to formalize the Commission's existing procedures per 2 CFR 200.

1. "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
 2. Commonly referred to as Uniform Guidance.
- iii. The Commission's existing procedures follow the federal regulations in 2 CFR 200; however, some of those procedures are not formalized with written policies.
1. Property Control Policy,
 2. Physical Inventory Policy,
 3. Disposition Policy,
 4. Retention Policy,
 5. Maintenance of Accounting Records/ Software Backup Policy, and
 6. Segregation of Fiscal Responsibilities
- iv. Staff developed the **Property Control and Management Policies and Procedures** to cover the Property Control Policy, Physical Inventory Policy, and Disposition Policy
1. This policy follows existing practices that are in compliance with 2 CFR & 200.310-200.316- Property Standards
 - (1) Must provide insurance coverage.
 - (2) Must maintain an equipment inventory.
 - (3) Must maintain property in good condition.
 - (4) Must provide safeguards to prevent loss, damage, or theft of property.
 - (5) Outlines disposition procedures for equipment no longer needed or being replaced.
- v. Staff developed the **File Management, Access, and Retention Policies and Procedures** to cover the Retention Policy.
1. This policy follows existing practices that are in compliance with 2 CFR 200 & 200.334 – 200.338 – Record Retention and Access
 - (1) Master file is maintained on the Commission's server for all projects awarded with federal and state grants.
 - (2) The Commission maintains its programmatic records for at least three years per the typical grant agreement and the Illinois Local Records Act (50 ILCS 205).
 - (3) The Commission maintains records that are accessible to those that request the information, such as awarding agencies, auditors, FOIA requests.
 - (4) The Commission complies with the Illinois Local Records Act (50ILCS 205) which regulates the destruction and preservation of public records.
- vi. Staff developed the **Maintenance of Accounting Records Policies and Procedures** to cover the Maintenance of Accounting Records and Software Backup Policy.
1. This policy follows existing practices that are in compliance with 2CFR 200&200.302- Financial management and 2 CFR 200 & 200.334-200.338- Record Retention and Access
 - (1) The Commission maintains a proper fiscal management system.
 - (2) The Commission backups the accounting software on a regular basis
 - i. The Commission uses QuickBooks with Qbox for its accounting software.

- ii. With Qbox, QuickBooks is backed up and saved to the cloud every time the software is closed.
 - iii. Qbox stores the most 20 recent versions of your backup files on the cloud.
 - iv. The Commission Staff Accountant processes payroll bimonthly. After processing payroll, the staff Accountant backs up the accounting system and saves it locally on the server.
 - 1. The backup schedule is as follows: mid-month, month-end, and finally year-end.
 - v. Lastly, backups are periodically assessed to ensure proper functionality.
- (3) The Commission maintains the Business and Financial Records Retention Schedule per the Local Records Act (40 ILCS 205).
- i. In general, the record retention period is seven years except for permanent records.
- (4) The Commission complies with the Local Records Act (40 ILCS 205) and must get permission from the State of Illinois's Local Records Commission before disposing of Commission records.
- vii. Staff developed the **Segregation of Duties Policies and Procedures** to cover the segregation of fiscal responsibilities.
- 1. The policy seeks to limit the employees that cover two or more of the major functions: Authorization, Recording, Verification, Custody of Assets, and Managerial Review.
 - (1) Authorization is the process of reviewing and approving transactions or operations.
 - (2) Recording or record keeping is the process of creating and maintaining records of revenues, expenditures, inventories, and personnel transactions.
 - (3) Verification or reconciliation is the process of verifying the processing or recording of transactions to ensure that all transactions are valid, properly authorized, and properly recorded on a timely basis.
 - (4) Custody of assets is the access to or control over any physical assets such as cash, checks, equipment, supplies, or materials.
 - (5) In all cases, there is a level of review of the activity by managerial level personnel.

Motion carried.

- d. Motion to amend the Commission's Bylaws and Procurement Policies and Procedures to increase the Executive Director's purchasing limit from \$1,000 to \$5,000. (Resolution 23-79)

Russ Crawford moved to amend the Commission's Bylaws and Procurement Policies and Procedures to increase the Executive Director's purchasing limit for \$1,000 to \$5,000. (Resolution 23-79) and Autum Jones seconded.

Don White explained the Executive Director discussed this issue and made the recommendation to the Executive Board to increase the spending limit to avoid delaying project progress. This amendment is updating Sec. 11 B.11 – All non-budgeted expenses more than \$1,000 in the Bylaws, and the Responsibility section

and Procurement Procedures section in the Commissions Procurement Policies and Procurement to be increased,
Motion carried.

8. Administration

- a. Motion to approve Thank you to Donald White for serving on Tri County Regional Planning Commission (Resolution 23-49)
- b. Motion to approve Thank you to Andrew Rand for serving on Tri County Regional Planning Commission (Resolution 23-54)

John Kahl moved to approve a & b Thank you to Donald White and Andrew Rand for serving on Tri County Regional Planning Commission (Resolution 23-49) and (Resolution 23-54) and Greg Menold seconded.

- o John Kahl thanked Don White on his leadership.
- o Greg Menold thanked Don White on his leadership and merger leadership.
- o Don White wanted to thank Andrew Rand for his leadership on the Commission as well.

Motion carried.

- c. Motion to amend Resolution 23-39 to authorize the Executive Director to execute an agreement with METEC and Peoria Heights for HUD Healthy Homes Grant (Resolution 23-80)

John Kahl moved to amend Resolution 23-39 to authorize the Executive Director to execute an agreement with METEC and Peoria Heights for HUD Healthy Homes Grant (Resolution 23-80) and Ron Talbot seconded.

Michael Bruner updated on the following:

- i. The Commission assisted the Village of Peoria Heights and METEC Resource Center in a grant application for the HUD Healthy Homes Program
- ii. This motion would amend the existing resolution that authorized Eric Miller to execute an agreement with METEC Resource Center to provide the environmental Review Oversight for the HUD Healthy Home Production grant.
 - 1. Even though no money is changing hands between Tri-County and the Village of Peoria Heights, we are wanting to further formalize the roles and responsibilities of all three organizations.
 - 2. This amendment would add the Commission as the Procurement Officer.
 - 3. All work will be reimbursed by METEC.

Motion carried.

9. Transportation

- a. Motion to approve Transportation Program Amendments (Resolution 23-76)
 - i. Project S-24-11 Safety: Interstate Delineators
 - ii. Project S-24-12 Safety: Guardrail Replacement
 - iii. Project GH-21-01 Germantown Hills to Metamora Trail
 - iv. Project PC-23-03 Maxwell & Middle Road Sidewalk/Multi-Use Trail

John Kahl moved to approve i thru iv and James Dillon seconded.

Michael Bruner updated on the following:

- i. Project S-24-11: Interstate Delineators

1. Replace safety delineators in various Locations along Interstates in District 4
2. Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program
3. Project scheduled for the September 2023 letting.
- ii. Project S-24-12 Safety: Guardrail Replacement
 1. Replace guardrail along IL-98 in Tazewell County from McNaugon Park Dr to Springfield Rd.; and IL-18 in Putnam County from IL -89 to Meridian Rd
 2. Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program.
 3. Project scheduled for August 2023 letting.
- iii. Project GH-21-01 Germantown Hills to Metamora Trail
 1. Transportation Alternative funding
 2. Phase I & II Engineering for trail adjacent to IL-116 from Germantown Hills to Metamora
 3. Adding to FY 2024 Program
- iv. Project PC-23-03 Maxwell & Middle Road Sidewalk/Multi-Use Trail
 1. Transportation Alternative funding
 2. Sidewalk and Muti-Use Trail Construction along Maxwell Road and Middle Road from Dirksen Parkway to Charleston Road.
 3. Adding to FY 2025 Program

Motion carried.

- b. Motion to approve Joint Funding Agreement FY 2024 (Resolution 23-81)
 Ron Talbot moved to approve Joint Funding Agreement FY 2024 (Resolution 23-81) and John Kahl seconded.

Michael Bruner updated on the following:

- i. The Commission developed and adopted the Fiscal Year 2024 Unified Planning Work Program (UPWP) on April 5, 2023.
- ii. The Commission's Fiscal Year 2024 Metropolitan Planning (PL) funding marks are.
 1. Traditional PL; \$842,714.28
 2. Provisional PL: \$92,548.64
 3. Total PL Marks: \$935,262.92
 4. Require a non-federal match of \$233,815.73.
 5. Total MPO budget of \$1,169,078.65
- iii. The Commission's practice, if available, is to utilize Illinois Department of Transportation State Planning Funds for the required non-federal match and collect the same amount from its member jurisdictions as their dues for local funding to be programmed by the Commission.
- iv. The funding amounts are determined by the previous calendar year's Motor Fuel Tax (MFT) allotment for the MPO region, divided by each member jurisdiction's allotment to develop each member's match percentage for the required non-federal match.
- v. Since the Greater Peoria Mass Transit District does not receive MFT funding, their match is a flat rate of \$3,800.
- vi. The non-federal match calculations are incorporated in the FY24 UPWP as Exhibit V and in the Joint Funding agreement.
 - o Eric Miller explained the process of programming after we merged for the funds for projects. Also, the use of funds for local projects.
 - o Ann Doubet asked if we approached other communities to participate and Eric Miller said we can.

Motion carried.

- c. Motion to program leftover Fiscal Year 2023 Metropolitan Planning funds for the East Peoria Crosswalk Safety Improvement Feasibility Study (Resolution 23-78)
Russ Crawford moved to program leftover Fiscal Year 2023 Metropolitan Planning funds for the East Peoria Crosswalk Safety Improvement Feasibility Study (Resolution 23-78) and James Dillon seconded.

Reema Abi-Akar updated on the following:

- i. As an MPO, the Commission is a Co-Designated Recipient of Section 5310 funding, along with IDOT, for the Peoria-Pekin urbanized area.
- ii. The Commission opened a Call for Projects for Section 5310 funding on Wednesday, January 18, 2023, and received one application for the City of East Peoria for a Crosswalk Safety Improvement Feasibility Study at the intersection of IL-116/Main Street and Mariners Way.
- iii. The Human Service Transportation Plan (HSTP) Urban Committee and MPO Technical Committee recommended funding the project at its full \$25,000 request, and the Commission programmed the funding at their April 5, 2023, meeting.
- iv. Before applying, the City of East Peoria inquired with Commission staff on project eligibility, which was forwarded to staff's Federal Transit Administration (FTA) contacts, and the FTA notified staff after the project was programmed that the project was not eligible under Section 5310 funding because projects are only eligible with an active construction Project.
 - 1. Staff estimated the Commission will have \$33,000 in leftover Fiscal Year 2023 Metropolitan Planning (PL) funds that required to be expended by the end of Calendar Year 2023.
 - 2. The leftover \$7,000 of the FY23 PL funding being used for administrating the remaining FY 2023 Special Transportation Studies that are still active and this feasibility study,

Motion carried.

10.GIS

- a. Motion to approve Executive Director to purchase GIS software maintenance from ESRI and renew two Trimble Virtual Reference Station network subscriptions (Resolution 23-82)

Autum Jones moved to approve Executive Director to purchase GIS software maintenance from ESRI and renew two Trimble Virtual Reference Station network subscriptions (Resolution 23-82) and Patrick Urich seconded.

Michael Bruner explained the following:

- i. This is an annual subscription that renews.
 - 1. Environmental Systems Research Institute (ESRI) for Geographic Information System (GIS) software, and
 - 2. Two Trimble virtual reference station (VRS) network subscriptions to use with our GPS units.
 - (1) These subscriptions increase our GPS capabilities to 4 inches of accuracy.
 - 3. Additionally, this resolution allows for the purchase of necessary credits to execute various cloud-based services and workflows such as performing analytics.

(Such as Business Analyst), storing content in the cloud, and using premium content.

- ii. The maintenance purchase and associated credits and subscriptions will not exceed \$24,000.

Motion carried.

11. Updates

- a. FY 2024 Special Transportation Studies

Michael Bruner updated on the following:

- i. The Commission released a call for projects for FY 2024 Special Studies at Technical on Wednesday, May 17, 2023.
- ii. Approximately \$150,000 of FY 2024 Metropolitan Planning Funds have been programmed for Special Transportation Studies.
- iii. The project application is available on the Commission's website, under Funding Programs: <https://tricityrpc.org/funding-programs/special-studies/>
- iv. Project Schedule
 1. Project proposals are due to Staff by 3:30 p.m. on Friday, June 16th.
 2. A Review Subcommittee will be established during the June Technical Committee meeting on June 21, 2023.
 3. The Subcommittee will meet to review, grade, and recommend projects.
 4. The Technical Committee makes recommendation to Commission at July Meeting.
 5. Commission approves projects at the August 2, 2023, meeting.
- v. Eligible projects are corridor plans, feasibility studies, bicycle, and pedestrian plans, TDM, data collection, asset management, etc.

- b. IDOT

Brandon Geber reported on the following.

- o State Planning & Research funds announcement coming soon.
- o Fall Planning Conference in Springfield is October 2 thru 4
- o Hoping to get MPO's together to discuss resilience funding projects.

- c. FHWA-nothing to report.

Eric Miller mentioned SS4A grants are being processed.

12. Other

- a. Staff Presentation – Debbi La Rue

Debbi La Rue presented the following:

- o Map of all the areas she has worked in U.S.
- o Education.
 - Bachelor of Arts (Anthropology) University of Memphis
 - Master of City & Regional Planning University of Memphis
 - Master of Landscape Architecture- Louisiana State University

Thesis

Celebrating Wetland Foodways:

Joining Ecosystems & Cultures on the Louisiana Gulf Coast

- o Transportation Improvement Plan, Comprehensive Planning and Water Supply Planning

- Enjoys bicycling
- Introduced husband and pets.

13. Adjournment

John Kahl moved to adjourn the meeting and Ron Talbot seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Administrator