

**Ways and Means Committee Meeting  
Delaney, CHAIRMAN  
(Proehl, Drury)**

**Thursday, May 25, 2017**

**4:30 PM**

**MINUTES**

1. Call to Order  
Chairman Delaney called the meeting to order at 4:30 pm
2. Roll Call  
Present: Delaney and Proehl. Excused: Drury. Also present: Miller, Sloan, and Bruner.
3. Public Input-none
4. Approval of Minutes of April 27 , 2017  
Proehl moved to approve April 27, 2017 minutes and Delaney seconded. Motion carried.
5. Recommendation to Commission the approval of April 2017 Financial Reports and Billings (Resolution 17-41)  
Proehl moved to recommend to Commission Resolution 17-41 April 2017 Financial Reports and Billings and Delaney seconded. Motion carried.
  - Ms. Sloan reported on the following: Operating cash is \$437,162, account receivables is \$98,644, and account payables \$11,162. Revenue is \$107, 103, expenses are \$110,270 with a net income of -\$3,167. Year to date is \$43,828. Operative revenue is down \$10,000 from March due to April having 4 less working days which translates into less billable hours. Operating expense is up \$3,000 from March due to onetime expenses, (QuickBooks Upgrade, Training expense and telephone refunds). Over all the month was negative but expect May to be a positive month with 4 more working days and new interns starting.
  - Miller mentioned that staff is to start next month which will increase revenue for billable hours.
6. Recommendation to Commission the approval of FY18 Final Draft Budget  
Proehl moved to recommend to Commission the approval of FY18 Final Draft Budget and Delaney seconded. Motion carried.
  - Miller explained there are no changes except to add a column for increase/decrease and description. If the budget is passed we will need to amend the budget due to IDOT's numbers.

- Delaney asked about a contingency fund. Miller explained that we earn and spend money in reserves if an unexpected emergency comes up and go to commission for approval.

7. Presentation of Draft Procurement Policy

Bruner showed a slide show of the Procurement Plan and requirements with the State and Federal.

Miller said the auditors suggested having one. We want to have the local deadline of June 22, 2017 Qualification Based Selection (QBS) completed.

8. Other

9. Adjournment

Proehl moved to adjourn at 5:15 pm and Delaney seconded. Motion carried.

Submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by:  
Debbie Ulrich