

SIOUXLAND REGIONAL TRANSIT SYSTEM (SRTS)  
Board of Directors

Minutes of Thursday, January 21, 2016 Meeting

10:30 a.m.

SRTS, 1122 Pierce Street, Sioux City, Iowa

MEMBERS PRESENT:

Jeff Simonsen, Chair (*via conference call*)  
Mark Monson, Vice Chair  
Brady Hanson  
Don Kass  
Rhett Leonard

Cherokee County  
Woodbury County  
Monona County  
Plymouth County  
Ida County

GUESTS:

Patty Blankenship  
Donald Klynsma

King, Reinsch, Prosser & Co., L.L.P.  
Henjes, Conner & Williams, P.C.

STAFF:

Michelle Bostinelos, Executive Director  
Curt Miller, Facilities/Transit Director  
Dawn Kimmel, Mobility Manager  
Bill Cole, Finance Director  
Sharon Burton, Executive Assistant

Siouxland Interstate Metropolitan Planning Council  
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The Board of Directors met on Thursday, January 21, 2016, at 10:30 a.m., in the Meisner Conference Room at 1122 Pierce Street, Sioux City, Iowa. A quorum was present.

Vice Chair Mark Monson conducted the meeting since Chair Jeff Simonsen participated by conference call.

Vice Chair Monson called the meeting to order at 10:30 a.m.

- I. **Approval of the Agenda:** Vice Chair Monson asked if there were any corrections or additions to the January 21, 2016 agenda.

***Don Kass moved to approve the January 21, 2016, agenda as presented, seconded by Rhett Leonard. Motion carried.***

- II. **Approval of the Minutes:**

***a. November 19, 2015 Regular Board of Directors Meeting:*** Vice Chair Monson asked if there were any corrections to minutes of the November 19, 2015 Board of Directors meeting.

***Jeff Simonsen moved to approve the minutes of the November 19, 2015 regular Board of Directors meeting as presented, seconded by Brady Hanson. Motion carried.***

- III. **Operations Update:** Curt Miller reported six buses were ordered in November, five for services in Iowa and one for South Dakota. These will replace older diesel buses. He noted buses that are being replaced will be sold at the city's auction.

Mr. Miller reported on-spot automatic tire chains have been installed on some of the buses for added traction in snow storms. This chain system allows the driver to engage/disengage tire chains by flipping a switch without having to stop.

**a. Waiver Program:** Mr. Miller reported contract negotiations are in progress with new non-emergency medical transportation brokers. Presently, the TMS Management Group administers the Iowa Non-Emergency Medical Transportation Brokerage Program and the current reimbursement rate is \$9.18 per ride. The new brokers are suggesting base rates could be \$10 for ambulatory, \$18 for wheelchair plus an additional \$1.50 per mile, which would be a substantial increase in revenue. He noted the State currently has the program effective date as March 1; therefore, a special conference call meeting may need to be held for approval of the new broker contracts. Discussion followed.

**b. South Dakota Funding Update:** Mr. Miller attended the South Dakota DOT Office of Public Transit meeting in Chamberlain, South Dakota, January 12 and 13. He reported the DOT opened for discussion suggestions on how to better distribute South Dakota funds and Federal 5311 funds. No changes were brought forward so funding allocations will remain the same.

IV. **Authorization for Transit Director to Sign Service Contracts:** Mr. Miller discussed authorizing the Transit Director to sign contracts once they have been formally approved by the Board of Directors. He noted it would expedite contracts if the Board of Directors Chair signature was not required. This authorization would exclude most Iowa DOT and Federal contracts. Discussion followed. Vice Chair Monson suggested conferring with legal counsel prior to initiating authorization.

V. **Dispatch Positions:** Mr. Miller discussed increasing the hourly rate of pay for dispatchers by \$2.00 per hour. The current range is \$10.50-\$12.50 per hour and with the proposed increase it would be adjusted to \$12.50-\$14.50 per hour. He noted there has been a high turnover in dispatch and the increased pay range could enhance employee retention.

Mr. Miller also discussed creating a Lead Dispatcher position with a pay range of \$14.50-\$16.50. He recommended promoting Kim Brewer, who has worked in dispatch for several years, to this position. Ms. Brewer undertook additional responsibility during the Transit Director transition. He recommended an initial increase from \$12.50 per hour to \$15.17 per hour.

Discussion followed.

***Don Kass moved to authorize the Transit Director to increase the dispatcher hourly rate by \$2.00 per hour and, in addition, create a Lead Dispatcher position with a pay rate of \$14.50-\$16.50 per hour, seconded by Rhett Leonard. Motion carried.***

VI. **Mobility Manager Update:** Dawn Kimmel reported she continues visiting communities and regional congregate meal sites to discuss area transportation options. Organizations she recently provided presentations to include the Scottish Rite and Retired Teachers Association.

VII. **Amended Siouxland Planning and Transit Services, L.L.C. Operating Agreement:** Michelle Bostinelos reported the Siouxland Planning and Transit Services, L.L.C. was formed as a limited liability company for SIMPCO and Siouxland Regional Transit System (SRTS) to jointly own and manage the property located at 1122 Pierce Street. Since the former Executive Director was shown as the Manager of the Company, legal counsel was consulted to amend the current document. Recommended adjustments include not having a specific person named as the Manager but instead designating the Manager as the Executive Director of SIMPCO and allowing the Manager on behalf of the Company to obligate payments for an amount not to exceed \$7,500. The SIMPCO Executive/Finance Committee has reviewed the document and their only recommendation is to increase the ability of the Manager to obligate payments from \$7,500 to \$10,000. Discussion followed. She noted the SIMPCO Board of Directors will also need to review and approve the proposed amendments.

***Don Kass moved to increase the Manager's ability to obligate payments for the Company to \$10,000, seconded by Rhett Leonard. No further discussion. Motion carried.***

***Rhett Leonard moved to approve the amended Siouxland Planning and Transit Services, L.L.C. Operation Agreement with the approved increase of the Manager's ability to obligate payments, second by Brady Hanson. No further discussion. Motion carried.***

- VIII. **Building Update:** Mr. Miller reported temporary repairs have been made to the roof and parking lot. He is planning to solicit bids for an asphalt overlay on the parking lot. Due to compatibility problems between the roof of the original building and the added entryway, he is also looking into having an architect or an engineer develop specifications to correct these problems prior to replacement of the roof.

Mr. Miller also reported a Canon C720 copying machine is now being leased from Office Systems replacing the two Canon copiers over 5 years old. The 60-month lease is more cost effective than the current costs. The new machine has All-in-One technology - black & white, color, scanning and faxing.

- IX. **Officer Elections:**  
a. ***Chair (Jeff Simonsen is currently serving.)***  
b. ***Vice Chair (Mark Monson is currently serving.)***

***Don Kass moved to retain the current officers, seconded by Brady Hanson. Motion carried.***

- X. **FY 2015 Independent Financial Audit, King, Reinsch, Prosser:** Patty Blankenship with King, Reinsch, Prosser & Co. provided an overview of the Independent Auditors' Report for the fiscal year of July 1, 2014 – June 30, 2015. She reported the financial statements are presented in accordance with *Government Auditing Standards* and received an unmodified or "clean" opinion. The major programs selected for review were *Formula Grants for Rural Areas*. An unmodified opinion was issued on compliance with requirements applicable to each major program. She noted a significant deficiency in internal control over financial reporting was disclosed by the audit. This deficiency related to invoices being paid without proper documentation of approval. The recommended corrective action is to review the voucher invoice approval process and apply procedures. Discussion followed.

***Rhett Leonard moved to accept the FY 2016 Independent Financial Audit as presented, seconded by Jeff Simonsen seconded. No further discussion. Motion carried.***

- XI. **Other Comments:** The next meeting will be held on Thursday, January 21, 2016, following the Siouxland Regional Transportation Planning Association (SRTPA) Policy Board meeting.

- XII. **Adjournment:** Chair Simonsen adjourned the meeting at 11:35 a.m.