

**Minutes
Council of Officials (#82)
Board of Directors Meeting (#491)
Thursday, December 17, 2015
6:00 p.m.**

**Buffalo Alice
1022 4th Street
Sioux City, Iowa 51101**

Present:

Tom Kimmel, Board Vice Chair	Supervisor	Dakota Dunes CID, SD
Dan Moore, Board Secretary	Council Member	Sioux City, IA
Craig Anderson	Supervisor	Plymouth County, IA
Clark Goodchild	Council Member	Le Mars, IA
Doyle Karpen	Commissioner	Union County, SD
David Luhman	Planning & Zoning	Sergeant Bluff, IA
Chris Zellmer-Zant	Planning & Zoning	Woodbury County, IA

Others present:

Michelle Bostinelos	Interim Executive Dir. /Transp. Plan. Dir.	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO
Jacob Heil	Transportation Planner	SIMPCO
Curt Miller	Transit Director	SIMPCO
Kathryn Pfaffle	Transportation Planner	SIMPCO
Kevin Randle	Transportation Planner	SIMPCO
Kathy Ranniger	Accountant	Timm Funk Associates
Megan Weaver	Housing Manager	SIMPCO

In the absence of Chair Mark Monson, Vice Chair Tom Kimmel called the meeting to order at 6:00 p.m. He led members in the Pledge of Allegiance.

Sharon Burton called roll. A Board of Directors quorum was present.

1. **APPROVAL OF THE AGENDA:** Vice Chair Kimmel asked if there were any additions or corrections to the December 17, 2015 agenda.

Dan Moore moved to approve the December 17, 2015 agenda as presented, seconded by Chris Zellmer-Zant. Motion carried.

2. **ELECTION OF OFFICERS:**

a. **Council of Officials (term January 2016 through December 2016):**

President: Harold Higman, Jr. is the current President. Mr. Higman is not seeking reelection as Mayor for the City of Akron; therefore, he will no longer serve on the Council of Officials.

Chris Zellmer-Zant nominated Dan Moore as President, seconded by Tom Kimmel. Nominations ceased and motion carried.

b. **Vice President:** Currently this position is vacant.

Tom Kimmel nominated Craig Anderson as Vice President, seconded by Dan Moore. Nominations ceased and motion carried.

3. **APPROVAL OF MINUTES:**

- a. *Council of Officials Minutes #81 of May 14, 2015:* Vice Chair Kimmel asked if there were any corrections to the Council of Officials minutes of May 14, 2015.

Dan Moore moved to approve the Council of Officials minutes of the May 14, 2015 meeting as presented, seconded by Craig Anderson. No further discussion. Motion carried.

- b. *Board of Directors Minutes #490 of November 12, 2015:* Vice Chair Kimmel asked if there were any corrections to the Board of Directors minutes of November 12, 2015.

Clark Goodchild moved to approve the Board of Directors minutes of the November 12, 2015 meeting as presented, seconded by Craig Anderson. Motion carried.

4. **FINANCE REPORT**

- a. *Finance Reports:* Kathy Ranniger with Timm Funk Associates presented a balance summary of all bank accounts and provided a financial progress update. She reported the June 30, 2015 financial statements have been finalized and the FY 2016 audit should be complete by December 31, 2015. The financial statements for the 1st quarter are in the process of being finished so quarterly reports and drawn downs can be submitted. Discussion followed.

Clark Goodchild moved to acknowledge the financial bank account summary presented and the financial progress update, seconded by Doyle Karpen. No further discussion. Motion carried.

5. **CONTRACTS:** No contracts were presented.

6. **DIRECTOR REPORT:**

- a. *Division Updates:* Michelle Bostinelos provided an overview of the Executive Director/Division Reports included in the meeting packet.

Ms. Bostinelos discussed the "SIMPCO Moving Forward Plan" included in the meeting packet, highlighting accomplishments and future goals. She presented the marketing research report completed by University of Iowa students as part of the Iowa Initiative for Sustainable Communities program. She noted several of the marketing ideas suggested in the report have already been initiated. She presented a draft listing of membership services for review and feedback. She noted this listing will provide members a better understanding of services available, what services are provided with membership dues and those services that require additional costs.

Curt Miller, Facilities Director, provided an update on building improvements. He noted the potholes in the parking lot have been repaired and replacement of the interior lighting is scheduled to begin next week.

7. **OTHER COMMENTS:** Ms. Bostinelos reported due to meeting conflicts the next meeting of the Board of Directors will be on Thursday, June 21, 2016.

8. **ADJOURNMENT:** Vice Chair Kimmel adjourned the meeting at 6:30 p.m.

**Minutes
Board of Directors Meeting (#493)
Thursday, March 17, 2016
12:00 (NOON)**

**Meisner Conference Room
SIMPCO, 1122 Pierce Street, Sioux City, Iowa**

Present:

Mark Monson, Chair	Supervisor	Woodbury County, IA
Tom Kimmel, Vice Chair	Supervisor	Dakota Dunes CID, SD
Craig Anderson	Supervisor	Plymouth County, IA
Rhonda Capron (<i>substitute for Dan Moore</i>)	Council Member	Sioux City, IA
Lesa Cropley	Council Member	North Sioux City, SD
Darrell Downs	Representative	Marcus, IA
Brady Hanson	Supervisor	Monona County, IA
Richard Headid (<i>substitute for Bob Ballard</i>)	Commissioner	Union County, SD
David Luhman	P & Z Commission Chair	Sergeant Bluff, IA
William McLarty	Council Member	Sioux City, IA
Steve Warnstadt	Government Relations	WITCC, Sioux City, IA

Others present:

Michelle Bostinelos	Executive Director (Interim)	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Facilities Director	SIMPCO
Donald Klynsma	Certified Public Accountant	Henjes, Conner & Williams PC
Bernice Beaulieu	NNJHA FSS Coordinator	SIMPCO
Jacob Heil	Transportation Planner	SIMPCO
Kathryn Pfaffle	GIS/Transportation Planner	SIMPCO
Kevin Randle	Transportation Planner	SIMPCO
Megan Weaver	Housing Manager	SIMPCO
Dawn Kimmel	Mobility Manager	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

Mark Monson, Chair, called the meeting to order at 12:00 (NOON). He led members and guests in the Pledge of Allegiance.

Sharon Burton called roll. A quorum was present.

1. **APPROVAL OF THE AGENDA:** Chair Monson asked if there were any corrections to the March 17, 2016 agenda.

Tom Kimmel moved to approve the March 17, 2016 agenda as presented, seconded by Darrell Downs. Motion carried.

2. **APPROVAL OF THE MINUTES:**

a. Board of Directors Minutes #492 of January 21, 2016: Chair Monson asked if there were any corrections to the minutes of the January 21, 2016 meeting.

Brady Hanson moved to approve the minutes of the January 21, 2016 meeting as presented, seconded by Rhonda Capron. Motion carried.

3. **FINANCIAL UPDATE, DECEMBER 31, 2015:** Bill Cole provided a fiscal year summary and comparison of 2015 and 2016 revenue and expenditures for each division as of December 31. Also presented was detail of actual revenues and expenditures for each funding entity from July 1 to December 31. He noted the cash position is improving as financial reporting, quarterly reports and related drawdowns get back on schedule. Discussion followed. The Executive/Finance Committee has reviewed the financial update and recommends approval as presented.

a. Replacement of Existing Accounting Software: Mr. Cole reported the current accounting software, FundWare, was purchased in 2003 and has become obsolete no longer meeting organizational needs. The software company, Blackbaud, will no longer provide service after this year and have offered customers a substantial discount to transition to their present software, Financial Edge. He reported after researching Financial Edge along with several other systems, staff is recommending continuing with Blackbaud and converting to Financial Edge. The initial cost would be approximately \$37,000 with an estimated five-year rate for licenses and fees of \$18,000 per year. Costs include implementation of PaperSave, an automated imaging and electronic storage system. Discussion followed. The Executive/Finance Committee has reviewed staff's proposal to purchase Financial Edge and PaperSave software and recommends approval as presented.

Darrell Downs moved to accept the recommendation of the Executive/Finance Committee and approve the December 31, 2015 financial update as presented, and to purchase the Financial Edge accounting software and PaperSave imaging and electronic storage system as presented, seconded by William McLarty. No further discussion. Motion carried.

4. **RECOMMENDATION FOR FILLING THE EXECUTIVE DIRECTOR POSITION:** Chair Monson reported the Executive/Finance Committee recommended and the Board of Directors approved the appointment of Michelle Bostinelos as Interim Executive Director with the intention of revisiting the position in six months. He reported the Executive/Finance Committee is recommending the appointment of Ms. Bostinelos as Executive Director.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and appoint Michelle Bostinelos as Executive Director, seconded by Darrell Downs. Discussion followed. Ayes: Capron, Cropley, Downs, Hanson, Headid, Kimmel, Luhman, Monson and Warnstadt. Nays: Anderson and McLarty. Motion carried by majority vote.

Chair Monson reported a contract will be executed at the April Executive/Finance Committee meeting.

5. **CONTRACTS:** Ms. Bostinelos reported the Executive/Finance Committee has reviewed the contracts presented and recommends approval as presented.

a. City of Le Mars to complete a Comprehensive Plan Update for a total of \$13,500, March 2016 to March 2017

Rhonda Capron moved to accept the recommendation of the Executive/Finance Committee and approve the contract as presented, seconded by Tom Kimmel. Motion carried.

b. Woodbury County Office of Rural Economic Development to provide grant writing services for a USDA Rural Business Development Grant (RBDG) application, total cost \$1,500

Ms. Bostinelos reported Woodbury County is interested in using RBDG funding to assist communities within the county with comprehensive planning. She noted the former Rural Business Opportunity Grant (RBOG) has been combined with another grant program and is now known as Rural Business Development Grant (RBDG).

Tom Kimmel moved to accept the recommendation of the Executive/Finance Committee and approve the contract as presented, seconded by David Luhman. Motion carried. Mark Monson abstained due to conflict of interest.

- 6. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) PLANNING PARTNERSHIP GRANT:** Michelle Bostinelos reported the EDA Planning Partnership grant supports continued implementation of the economic development planning program – Comprehensive Economic Development Strategy (CEDS). Fiscal year 2015 is the last year of the three-year funding cycle. An invitation was received from the U.S. Department of Commerce to submit a full application in FY 2016 for the July 1, 2016 to June 30, 2019 grant period. Staff moved forward with the application and submitted prior to the March 18, 2016 deadline. EDA has increased the award amount for each Economic Development District from \$62,000 to \$66,000 with a fifty percent local match required.

The Executive/Finance Committee has acknowledged and approved submittal of the grant application.

William McLarty moved to acknowledge and approve submittal of the FY 2016 EDA Planning and Partnership grant, seconded by Darrell Downs. Motion carried.

- 7. RESOLUTION 2016-1 FY 2020 SURFACE TRANSPORTATION PROGRAM:**

Ms. Bostinelos reported the resolution confirms a twenty percent match will be committed for the Surface Transportation Program (STP) funding application submitted for the Siouland Regional Transportation Planning Association (SRTPA). The STP funds will be used for planning required by the Iowa DOT and to assist SRTPA members with requested planning related activities. The Executive/Finance Committee recommends approval of the resolution as presented.

Rhonda Capron moved to accept the recommendation of the Executive/Finance Committee and approve Resolution 2016-1 as presented, seconded by Tom Kimmel. A roll call vote was taken. Voting aye: Anderson, Capron, Cropley, Downs, Hanson, Headid, Kimmel, Luhman, McLarty, Monson and Warnstadt (11) and nay: (0) Motion carried.

- 8. SIMPCO STRATEGIC PLAN:** Ms. Bostinelos reported this plan outlines our vision, mission, whom we serve, our programs/services, goals previously established in 2013 and new ideas developed by staff. It was initially presented at the January meetings for review and comments with a target of March for final approval. Seeing as no comments have been received, she requested approval as presented. The Executive/Finance Committee has reviewed and recommends approval as presented. Discussion followed.

Craig Anderson moved to accept the recommendation of the Executive/Finance Committee and approve the SIMPCO Strategic Plan as presented, seconded by Tom Kimmel. No further discussion. Motion carried.

Ms. Bostinelos noted the plan will be reexamined by staff and the Board of Directors in three years.

- 9. DIRECTOR REPORT:**

a. SIMPCO Services and Related Fees: Ms. Bostinelos provided an overview of the report included in the meeting packet. She noted staff has made numerous community visits and the response has been very positive.

Ms. Bostinelos referred to the listing of services and related fees included in the meeting packet. She noted the fees shown for members and non-members will be used by staff as a guide when talking with communities. Don Klynsma with Henjes, Conner & Williams reported based on the cost of labor, benefits and indirect costs, the fees presented are within reason. She noted the

Executive/Finance Committee agreed with the related fees on the condition flexibility and change will be allowed as needed. Discussion followed.

b. Facilities Update: Curt Miller provided an overview of needed facility repairs. He is currently working on pricing for a new roof, parking lot asphalt overlay, interior and exterior painting and replacement of carpet and ceiling tiles. He discussed establishing a funding mechanism for building improvements since the Siouxland Planning and Transit Services LLC was not set-up to have reserve funds. Discussion followed. The Executive/Finance Committee requested Mr. Miller continue with estimates and to bring back possible funding options.

10. OTHER COMMENTS: Ms. Bostinelos reported the next meeting is the Joint Council of Officials and Board of Directors meeting on Thursday, May 12, 2016. The meeting will be conducted at 5:30 p.m. followed by a catered dinner. Both will be held at The Cardinal Conference Center, 4401 Dakota Avenue, South Sioux City, Nebraska.

11. ADJOURNMENT: *Craig Anderson moved to adjourn the meeting, seconded by Rhonda Capron. Motion carried.* Chair Monson adjourned the meeting at 1:00 p.m.