

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Executive / Finance Committee**  
**Thursday, May 12, 2016**  
**7:30 a.m.**  
**Kahill's Restaurant**  
**Marina Inn Conference Center, 4<sup>th</sup> and B Streets, South Sioux City, Nebraska**

**PRESENT:**

Mark Monson, Supervisor, Woodbury County, Iowa – Chair  
Dan Moore, City Council, City of Sioux City, Iowa – Secretary  
Oscar Gomez, City Council, City of Sergeant Bluff, Iowa  
Lance Hedquist, City Administrator, City of South Sioux City, Nebraska

**STAFF:**

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

The Executive/Finance Committee met at 7:30 a.m. on Thursday, May 12, 2016 at Kahill's Restaurant located in the Marina Inn Conference Center, 4<sup>th</sup> and B Streets, South Sioux City, Nebraska.

Chair Mark Monson called the meeting to order at 7:30 a.m.

- 1. APPROVAL OF THE AGENDA:** Chair Monson asked if there were any corrections to the May 12, 2016 agenda.

*Lance Hedquist moved to approve the May 12, 2016 agenda as presented, seconded by Dan Moore. Motion carried.*

- 2. APPROVAL OF THE MINUTES:**

Chair Monson asked if there were any corrections to the minutes of the April 21, 2016 regular meeting.

*Dan Moore moved to approve the minutes of the April 21, 2016 meeting as presented, seconded by Oscar Gomez. Motion carried.*

- 3. FINANCIAL UPDATE, MARCH 31, 2016:** Bill Cole provided a comparison of FY 2015 and FY 2016 fund balances as of March 31, 2016. He reported at the end of March revenues of all divisions totaled \$3,925,247 and expenditures \$3,862,081 for an excess of \$63,166. The outstanding revenue of approximately \$175,000 due from the Federal Home Loan Bank for the Iowa housing rehabilitation program has now been received. Curt Miller reported Siouxland Regional Transit System revenues are expected to increase with the cost per ride for waiver clients increasing and growing ridership.

*Lance Hedquist moved to accept the March 31, 2016 financial reports as presented, seconded by Dan Moore. No further discussion. Motion carried.*

Mr. Cole provided members with the status of all bank accounts. He reported the cash flow continues to improve as drawdowns are getting back on schedule.

- 4. FY 2017 BUDGET:** Mr. Cole presented the final budget for fiscal year 2017, *July 1, 2016 through June 30, 2017*. Total revenues and expenditures are projected at \$6,618,760 and the indirect allocation is estimated at 49.64% of salaries and fringe. Staff will be given a copy of the fiscal year budget and they will have the ability to check balances of specific projects through the new accounting software. Discussion followed.

*Oscar Gomez moved to recommend approval of the FY 2017 budget to the Board of Directors as presented, seconded by Lance Hedquist. No further discussion. Motion carried.*

- 5. FY 2017 COST ALLOCATION PLAN:** Mr. Cole explained the purpose of the cost allocation plan is to summarize the methods and procedures that will be used to allocate indirect costs to various projects. The FY 2017 plan has not significantly changed from last fiscal year, but has been updated with numbers from the FY 2017 budget. Last fiscal year the indirect cost proposal was 50.2% of direct salaries and fringe and this year it is expected to be 49.64%. Upon acceptance by the Board of Directors the plan will be submitted to the Iowa, Nebraska and South Dakota state transportation agencies and U.S. Department of Commerce for approval.

*Lance Hedquist moved to recommend approval of the FY 2017 Cost Allocation Plan to the Board of Directors as presented, seconded by Dan Moore. Motion carried.*

- 6. STAFFING:** Michelle Bostinelos reported Codi Main has accepted the position of Housing Director and will begin work on May 23, 2016. Mr. Main previously served as the Housing Rehabilitation Specialist for the Maumee Valley Planning Organization in Sherwood, Ohio.

Kathryn Pfaffle has resigned as GIS/Transportation I. Gabriel Appiah has accepted this position and is planning to start work on June 20, 2016. Mr. Appiah has a Master of Arts Degree in Urban and Regional Studies and is currently serving as an intern for the Minnesota Valley Council of Governments in Mankato, Minnesota.

Ms. Bostinelos reported performance evaluations will be conducted for the current Planners in June and questions have been brought forward regarding criteria for promotions from Planner I to Planner II and Senior Planner. To help evaluate staff and distinguish qualifications for promotions she presented a draft outline of responsibilities and salary ranges for each Planner level. Members chose to review the proposed outline with final approval at the next meeting. Mr. Cole noted the current salary ranges for Planners may need to be evaluated in order to maintain continued employment.

- 7. CONTRACTS:** No contracts were presented at this time.
- 8. PLYWOOD TRAIL:** Michelle Bostinelos reported the PlyWood Bicycle and Pedestrian Trail Board are in the process of forming a 501(c)(3) nonprofit organization. By forming a nonprofit organization the group would be eligible for public and private grants. She has been contacted by their Board in regards to providing grant writing services and she questioned how the group should be charged. Discussion followed on whether services should be provided on a membership or contract basis and responsible jurisdictions agreeing to the project, i.e. since some land is located in Plymouth County's jurisdiction assuring the County supports development and maintenance of the trail.

*Dan Moore moved to recommend to the Board of Directors grant writing services on a contract basis if the responsible jurisdiction agrees and/or signs-off on the funding application, seconded by Lance Hedquist. No further discussion. Motion carried.*

- 9. DIRECTOR REPORT:** Ms. Bostinelos provided an overview of the report included in the meeting packet. She noted staff has been visiting Woodbury County communities to discuss the County's offer to pay one-half of their SIMPCO membership dues. Discussion followed.

Ms. Bostinelos provided members with a copy of the FY 2015 Annual Report that will be handed out tonight at the Council/Board annual meeting. She noted this is a good showcase of projects and copies will also be mailed to cities and counties.

*a. Executive Director Goals:* Ms. Bostinelos reviewed a list of her goals and objectives as Executive Director for 2016-2017. She asked members to review and provide feedback.

*b. Potential Board of Directors Retreat:* Ms. Bostinelos presented a proposal from Deb Burnight, a certified professional facilitator, to assist with a Board of Directors planning retreat. She noted the intent of the retreat is to develop a business plan that will support the future direction of SIMPCO. Ms. Burnight has requested a meeting with the Executive/Finance Committee prior to meeting with the Board of Directors. Discussion followed. Ms. Bostinelos will keep members informed as planning for this event progresses.

**10. BUILDING IMPROVEMENTS:** Curt Miller reported three to four offices have been painted and new furniture delivered. He discussed preparing bid specifications for the roof and parking lot.

Mr. Cole reported the total estimated repairs for exterior and interior work is \$150,000. Because funds cannot be set aside for building repairs, Siouxland Planning and Transit Services LLC would have to borrow the money with Siouxland Regional Transit System and SIMPCO repaying the LLC over a five-year period. Chair Monson suggested repairing the roof but only requesting minimum specifications for the parking lot since larger facilities may be needed in the near future. Discussion followed.

**11. OTHER COMMENTS:**

*a. Next Meeting Date:* Ms. Bostinelos noted the next meeting is scheduled for Thursday, June 9, but there is a conflict with the Iowa Association of Regional Councils Directors Retreat. Discussion followed and members decided to tentatively schedule the next meeting for June 16, 2016.

Procedures for approving pay ranges were discussed. Chair Monson specified the Board of Directors should review and approve the fiscal year salary schedule and the Executive/Finance Committee review/approve employee evaluations and recommended pay increases brought forward by the Executive Director.

Ms. Bostinelos reminded members the annual Council of Officials and Board of Directors meeting would be held at 5:30 p.m. today at the Cardinal Conference Center in South Sioux City, Nebraska. A catered dinner and awards will follow the meeting.

**12. ADJOURNMENT:** Chair Monson adjourned the meeting at 8:35 a.m.