

Siouxland Regional Transit System (SRTS)
Board of Directors Meeting
Minutes
September 22, 2016
10:30 A.M.
1122 Pierce Street, Sioux City, Iowa

MEMBERS PRESENT:

Jeff Simonsen, Chair	Cherokee County, Iowa
Mark Monson, Vice Chair	Woodbury County, Iowa
Brady Hanson	Monona County, Iowa
Don Kass	Plymouth County, Iowa
Rhett Leonard	Ida County, Iowa

STAFF PRESENT:

Michelle Bostinelos, Executive Director	SIMPCO
Curt Miller, SRTS Transit Director	SIMPCO
Bill Cole, Finance Director	SIMPCO
Sharon Burton, Executive Assistant	SIMPCO
Emily Coppock, Administrative Assistant	SIMPCO

The Board of Directors met on Thursday, September 22, 2016 at 10:30 a.m. in the Meisner Conference Room at 1122 Pierce Street, Sioux City, Iowa. A quorum was present.

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

- I. **Approval of the Agenda** – Chair Simonsen asked if there were any additions or corrections to the September 22, 2016 agenda.

*Mark Monson moved to approve the agenda as presented, seconded by Don Kass.
Motioned carried – all ayes.*

- II. **Approval of the Minutes** – Chair Simonsen asked if there were any additions or corrections to the minutes of the June 23, 2016 meeting.

*Mark Monson moved to approve the minutes as presented, seconded by Don Kass.
Motion carried – all ayes.*

- III. **Financial Report, June 30, 2016** – Bill Cole, Finance Director, provided an overview of the June 30, 2016 financial reports. He reported total revenue of \$3,418,133 and expenditures for \$3,337,818 for a net of \$80,315. Reimbursement from the Iowa DOT for the 5 buses purchased in July of 2016 has been received. Curt Miller reported all

drivers are now using cell phones; therefore, RACOM radio service will be discontinued.

Rhett Leonard moved to approve the June 30, 2016 financials as presented, seconded by Mark Monson. Motion carried – all ayes.

IV. **Contracts** – Mr. Miller requested approval on the following contracts:

- a. Iowa Department of Transportation FFY 2017 Federal Transit Assistance (FTA) Agreement for \$491,528 from July 1, 2016 through June 30, 2017

Brandy Hanson moved to approve the contract presented, seconded by Don Kass. Motion carried – all ayes.

- b. Iowa Department of Transportation STA 2017 State Transit Assistance (STA) Agreement for \$398,234 from July 1, 2016 through June 20, 2017

Don Kass moved to approve the contract presented, seconded by Mark Monson. Motion carried – all ayes.

- c. Iowa Department of Transportation Agreement #2016-027-040-16, Contract #18527, Purchase one 176" LD bus [repl 7460] \$88,320 Total (\$73,600 80% Federal and \$14,720 20% Local), effective October 1, 2015 through September 20, 2018.

Mark Monson moved to approve the contract presented, seconded by Rhett Leonard. Motion carried – all ayes.

- d. Carriage Hills Care Center at \$51,000 per hour per passenger to provide client transportation from July 1, 2016 through June 20, 2017

- e. Char-Mac Assisted Living Center at \$51.00 per hour per passenger to provide client transportation from July 1, 2016 through June 30, 2017

Don Kass moved to approve both presented contracts, seconded by Mark Monson. Motion carried – all ayes.

- V. **Public Comment Policy Update** – Mr. Miller reported the Iowa DOT Office of Public Transit has recommended updating the current Public Comment Policy to include a major reduction of transit service if determined necessary. He noted a major reduction of transit services will be defined in the policy as “a reduction in twenty (20) percent of the buses or twenty (20) percent of the hours”.

Rhett Leonard moved to approve the public comment policy update as recommended by staff, seconded by Brady Hanson. Motion carried – all ayes.

- VI. **ADA Reasonable Modification Procedures and Complaint Form** – Mr. Miller reported the Iowa DOT Office of Public Transit has recommended having a reasonable modification procedures and complaint form in place for ADA. Having this process in place will ensure no person is excluded from or denied transit services. He noted the procedures and complaint form will be posted to the website.

Mark Monson moved to approve the ADA Reasonable Modification Procedures and Complaint Form as presented, seconded by Don Kass. Motion carried – all ayes.

- VII. **Drug and Alcohol Policy Update** – Mr. Miller reported the Iowa DOT Office of Public Transit recommended adding to the current Drug and Alcohol Policy a policy on employing a person who has previously had a non-negative test or test refusal, making sure it is consistent with the agency’s second chance policy. The proposed addition is “A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test will be disqualified from employment.

Rhett Leonard moved to approve update to the Drug and Alcohol Policy as presented, seconded by Mark Monson. Motion carried – all ayes.

- VIII. **Code of Conduct and Ethics Policy Update** – Mr. Miller reported the Iowa DOT Office of Public Transit advised a provision should be added to the current Code of Conduct and Ethics Policy detailing sanctions or disciplinary actions that will be applied to a member of the Board of Directors. Staff is proposing to the following actions:

Disciplinary action may be applied to a member of the SRTS Board of Directors, with the discretion of the SRTS Board of Directors Chair and/or SIMPCO Executive Director to apply other types of sanctions as appropriate to the given situation:

- Censure
- Temporary suspension of voting rights

- Temporary removal of member from the Board of Directors
- Suspension of membership temporarily or permanently

Don Kass moved to approve the addition to the Code of Conduct and Ethics Policy and adopt as presented, seconded by Mark Monson. Motion carried – all ayes.

- IX. **New PtMS Mobile Build Project Specifications** – Mr. Miller presented for approval the purchase of new PtMS software for installation on driver’s tablets. He noted this software will allow the drivers to sign in to their particular assigned bus that day, complete pre/post inspections, allow for multiple pick up and drop offs at rapid speed, as well as use wireless data to communicate with drivers on their first pick up address and time.

Mark Monson moved to authorize purchase of the new PtMS software, seconded by Jeff Simonsen. Motion carried – all ayes.

- X. **Public Participation Plan** – Mr. Miller reported the Iowa DOT Office of Public Transit requires all transit agencies to have a public participation plan. Since the DOT allows adoption of the Regional Planning Affiliation’s plan, once this plan has been updated with SRTS information it will be presented for approval.

- XI. **Procurement Manual** – Mr. Miller reported a procurement manual is being developed that will incorporate rationale for method of procurement, selection of contract type, reason for vendor selection, and basis for contract price.

- XII. **Vehicle Maintenance Manual** – Mr. Miller reported the vehicle maintenance manual is in the process of being updated and the revised manual will be presented to the Board of Directors once completed.

- XIII. **Other Comments** – Next SRTS Board of Directors meeting will be Thursday, November 17, 2016 at 10:30 a.m. in the Meisner Conference Room at 1122 Pierce Street, Sioux City, Iowa.

- XIV. **Adjournment** – *Chair Jeff Simonsen adjourned the meeting at 11:45 a.m.*