

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Executive / Finance Committee

Thursday, May 11, 2017, 7:30 a.m.

Kahill's Restaurant/ Marina Inn Conference Center
4th and B Streets, South Sioux City, Nebraska

PRESENT:

Jon Winkel, Mayor, City of Sergeant Bluff, Iowa – *Chair*
Oscar Gomez, Council Member, City of South Sioux City, Nebraska – *Vice Chair*
Dan Moore, Council Member, City of Sioux City, Iowa – *Secretary*
Rocky DeWitt, Supervisor, Woodbury County, Iowa
Lance Hedquist, City Administrator, City of South Sioux City, Nebraska
Aaron Lincoln, City Administrator, City of Sergeant Bluff, Iowa
Mark Monson, Planning and Zoning Commissioner, City of Sergeant Bluff, Iowa

STAFF:

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

The Executive/Finance Committee met at 7:30 a.m. on Thursday, May 11, 2017 at Kahill's Restaurant located in the Marina Inn Conference Center, 4th and B Streets, South Sioux City, Nebraska.

Chair Jon Winkel called the meeting to order at 7:30 a.m.

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the May 11, 2017 agenda.

Dan Moore moved to approve the May 11, 2017 agenda as presented, seconded by Aaron Lincoln. Motion carried.

2. **APPROVAL OF MINUTES:** Chair Winkel asked if there were any additions or corrections to the April 13, 2017 minutes.

Dan Moore moved to approve the April 13, 2017 minutes as presented, seconded by Lance Hedquist. Motion carried.

3. **FINANCIALS, MARCH 31, 2017:** Finance Director Bill Cole provided a comparison of FY 2016 and FY 2017 fund balances as of March 31, 2017. He reported revenues for all divisions total \$4,898,064 and expenditures \$4,316,195 for a balance of \$581,869 as of March 31. Mr. Cole provided members with a summary of current bank balances. Discussion followed.

Dan Moore moved to approve the March 31, 2017 financial reports as presented, seconded by Lance Hedquist. No further discussion. Motion carried.

a. FY 2018 Budget: Mr. Cole reviewed modifications made to the budget proposal since presented at the April 13, 2017 meeting. As suggested by the Committee an adjustment was made to Curt Miller's salary as Transit Director and Facilities Manager. Instead of 100% charged directly to Siouxland Regional Transit System (SRTS) allocations have been changed to 90% SRTS and 10% SIMPCO. Also included in the budget is the purchase of a second vehicle which would be prorated over four years with approximately \$4,000 allocated in fiscal year 2018. The original cost of \$48,000 for Phase II of the marketing plan with Antidote 71 has been scaled back to \$23,570 of which indirect costs were also lowered to \$15,570. These adjustments to the indirect pool and salary base increases the indirect cost rate from 66.82% to 67.40%. Discussion followed on the current and projected staffing level.

Mark Monson moved to recommend to the Board of Directors approval of the fiscal year 2018 budget as presented, seconded by Lance Hedquist. No further discussion. Motion carried.

b. FY 2018 Cost Allocation Plan: Mr. Cole reported this plan was also presented in draft form at the April 13, 2017 meeting. He provided an overview of the total indirect labor costs, non-labor costs and the carry forward expenses from fiscal year 2016 that were used to determine the rate of 67.40% for fiscal year 2018. He noted the plan includes documentation from King, Reinsch, Prosser (KRP) verifying the \$112,268 carryover from fiscal year 2016. Discussion followed.

Mr. Cole explained purpose of the cost allocation plan is to summarize the methods and procedures that will be used to allocate indirect costs to various projects. 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.

Dan Moore moved to recommend to the Board of Directors approval of the FY 2018 Cost Allocation Plan as presented, seconded by Lance Hedquist. No further discussion. Motion carried.

4. CONTRACTS:

a. City of Soldier to complete Code of Ordinances, Total \$4,000, June 2017 through December 2018

Lance Hedquist moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Aaron Lincoln. Motion carried.

Executive Director Michelle Bostinelos noted as part of the City of Soldier's membership dues staff will provide assistance with a Low-and-Moderate Income (LMI) income survey.

5. PERSONNEL MANUAL: Curt Miller noted the draft manual was presented for review and comments at the April 13, 2017 meeting. As suggested by the Committee, Martin Luther King Day has been added as a holiday and Veterans Day will no longer be an optional floating holiday.

Lance Hedquist moved to recommend to the Board of Directors approval of the Personnel Manual as presented, seconded by Dan Moore. Motion carried.

6. **DRUG AND ALCOHOL MANUAL:** Mr. Miller reported the draft manual was presented at the April 13, 2017 meeting for review and comments. There were no comments received.

Mr. Miller explained the Federal Transit Administration (FTA) requires drug and alcohol testing for safety-sensitive functions relating to transit operations. Because the Operations Manager and dispatchers with Siouxland Regional Transit System are classified as SIMPCO employees they are considered safety-sensitive employees under FTA. Therefore, this manual will only pertain to those transit employees and not all SIMPCO staff.

Mr. Miller noted drug and alcohol testing for all other SIMPCO staff is outlined in the Administrative Policy developed for management oversight.

Mark Monson moved to recommend approval of the Drug and Alcohol Manual as presented, seconded by Aaron Lincoln. Motion carried.

7. **DIRECTOR REPORT:** Ms. Bostinelos provided an overview of projects and actives outlined in the report.

Ms. Bostinelos also provided members with a copy of the SIMPCO FY 2016 Annual Report that will be handed out at the Council of Officials and Board of Director annual meeting in Holstein tonight. She noted the report highlights organizational programs and projects during July 1, 2015 through June 30, 2016.

Ms. Bostinelos reported Kevin Randle, Regional Planner II, has accepted a position in Arizona. His last day of employment will be June 9, 2017. Discussion followed.

Ms. Bostinelos reported Siouxland mayors will be honored at the River-Cade Mayor's Day event on Wednesday, July 19, 2017. Activities include a luncheon at Winnegas followed by a tour of downtown Sioux City, social hour at Bodega 401 and parade/fireworks.

Ms. Bostinelos reported a workshop will be held for Siouxland clerks on the recent Iowa Fireworks Legislation. Sarah Kleber, attorney at Heidman Law Firm, will provide information on the legislation along with discussion on necessary city code provisions.

8. **BUILDING IMPROVEMENTS:** Facilities Manager Curt Miller reported Small's Painting has started painting the building exterior.

Mr. Miller reported the application submitted to the Community Transportation Association of America (CTAA) for technical assistance in conducting a needs assessment for new facilities is under review.

9. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting is scheduled for Thursday, June 8, 2017. She noted due to the Iowa Council of Governments (ICOG) directors retreat she will not be able to attend. Discussion followed. Members decided to leave it to staff discretion on whether a meeting should be called.

10. **ADJOURNMENT:** **Lance Hedquist moved to adjourn the meeting, seconded by Dan Moore. Motion carried.** Chair Winkel adjourned the meeting at 8:20 a.m.