

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Council of Officials (#85)
Board of Directors Meeting (#500)

Thursday, May 11, 2017, 5:30 p.m.

Boulder Inn & Suites, 2011 Indorf Avenue, Holstein, Iowa

Board of Directors/Council of Officials Members Present:

Dan Moore, Council President	Council Member	Sioux City, IA
Lance Hedquist, Treasurer	City Administrator	South Sioux City, NE
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Supervisor	Dakota Dunes CID, SD
Clark Goodchild	Council Member	Le Mars, IA
Rocky DeWitt	Supervisor	Woodbury County, IA
Darrell Downs	Economic Development	Marcus, IA
William Gaukel	Council Member	Sergeant Bluff, IA
Connie Ludvigson	Mayor	Holstein, IA
Mark Monson	P & Z Commissioner	Sergeant Bluff, IA
Creston Schubert	Supervisor	Ida County, IA
Jeff Simonsen	Supervisor	Cherokee County, IA

Guests/Staff Present:

Bill Anderson	State Senator	Iowa District 3
Jacob Bossman	Regional Director	U.S. Senator Chuck Grassley
Dick Kirchoff	Mayor	Le Mars, IA
Chuck Holtz	House of Representatives	Iowa District 5
William McLarty		South Sioux City, NE
Jerry Self	Regional Director	U.S. Senator Joni Ernst
Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Facilities/Transit Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO
Gabriel Appiah	Regional Planner/GIS	SIMPCO
Bernice Beaulieu	FSS Coordinator	SIMPCO
Karen Clayton	Accountant II	SIMPCO
Ellen Dirks	Accountant II	SIMPCO
Jacob Heil	Regional Planner II	SIMPCO
Dawn Kimmel	Regional Planner I	SIMPCO
Nicole Peterson	Senior Regional Planner	SIMPCO
Joseph Surdam	Regional Planner I	SIMPCO

Council of Officials President Dan Moore called the meeting to order at 5:30 p.m. Members were led in the Pledge of Allegiance. A Council of Officials and Board of Directors quorum was present.

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

Ken Beaulieu moved to approve the May 11, 2017 agenda as presented, seconded by Darrell Downs. Motion carried.

2. APPROVAL OF MINUTES:

a. Council of Officials Minutes #84 of December 8, 2016: President Moore asked if there were any additions or corrections to the December 8, 2016 Council of Officials minutes.

Clark Goodchild moved to approve the December 8, 2016 minutes as presented, seconded by William Gaukel. Motion carried.

b. Board of Directors Minutes #499 of March 9, 2017: President Moore asked if there were any additions or corrections to the March 9, 2017 Board of Directors minutes.

Darrell Downs moved to approve the March 9, 2017 minutes as presented, seconded by Craig Anderson. Motion carried.

3. FINANCIALS, MARCH 31, 2017:

a. Financial Reports 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.

The Executive Financial Committee has reviewed the March 31 financial reports and recommends approval as presented.

Darrell Downs moved to accept the recommendation of the Executive/Finance Committee and approve the March 31, 2017 financial reports as presented, seconded by Craig Anderson. Motion carried.

b. FY 2018 Proposed Budget: Mr. Cole provided an overview of the proposed budget for fiscal year 2018 (July 1, 2017-June 30, 2018). He reported revenues are projected to total \$7,113,486 with expenditures of \$5,940,879 for a balance of \$1,172,607.

Mr. Cole noted salaries have been budgeted with a 3% increase for all employees. Also included is the purchase of a second vehicle which would be prorated over four years with approximately \$4,000 allocated in fiscal year 2018. A carry forward of expenses totaling \$112,268 from fiscal year 2016 has been factored into the indirect cost rate for fiscal year 2018, increasing the calculation from 50% to 67.40% of salaries and fringe benefits. This shortfall relates to additional expenses that occurred during the transition in management and necessary assistance from outside accounting services. King, Reinsch, Prosser conducted the independent audit for fiscal year 2016 and has advised the carry forward is a federal allowable expense. Discussion followed.

The Executive/Finance Committee has reviewed the FY 2018 Budget and recommends approval as presented.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2018 budget as presented, seconded by Jeff Simonsen. No further discussion. Motion carried.

c. FY 2018 Cost Allocation Plan: Mr. Cole reported the cost allocation plan outlines the methodology that will be used for apportioning indirect expenses to all programs for the period of July 1, 2017 through June 30, 2018. He noted once approved by the Board of Directors it will be submitted to the Iowa, Nebraska and South Dakota state transportation agencies and U.S. Department of Commerce for their approval.

Mr. Cole explained indirect costs are allocated based on a percentage of salaries and fringe benefits. As discussed with the fiscal year 2018 budget the indirect cost rate will increase to 67.40%. The cost allocation plan includes justification from King, Reinsch, Prosser regarding inclusion of \$112,268 from fiscal year 2016 in the calculation of the indirect cost rate.

The Executive/Finance Committee has reviewed the FY 2018 Cost Allocation Plan and recommends approval as presented.

Rocky DeWitt moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2018 Cost Allocation Plan as presented, seconded by Darrell Downs. Motion carried.

4. **CONTRACTS:** Executive Director Michelle Bostinelos presented the following contracts for approval. She noted the Executive/Finance Committee has reviewed the contracts and recommends approval as presented.
- a. City of Soldier to complete Code of Ordinances, Total \$4,000, June 2017 through December 2018
 - b. City of Remsen to complete a Comprehensive Plan update, Total \$8,000, April 2017 through December 2018
 - c. City of Blencoe to provide Community Development Block Grant (CDBG) administration (contract #17-WS-003 Water/Sewer Program), total \$16,200

Clark Goodchild moved to accept the recommendation of the Executive/Finance Committee and approve all contracts as presented, seconded by Creston Schubert. Motion carried.

Ms. Bostinelos noted as part of the City of Soldier's membership dues staff will also be providing assistance with a Low-and-Moderate Income (LMI) survey.

5. **Outsourcing Contract**

- a. King, Reinsch, Prosser & Co., L.L.P to perform an independent audit for the fiscal year ending June 30, 2017, total cost \$32,520, and fiscal year ending, June 30, 2018, total cost \$33,500, with an optional extension for fiscal years ending June 30, 2019, June 30, 2020 and June 30, 2021, costs will be outlined in proposal

Mr. Cole reported Requests For Proposals for a five-year agreement were sent to area accounting firms with a deadline of Wednesday, April 12. Responses were received from Henjes, Conner & Williams and King, Reinsch, Prosser and the low bidder was King, Reinsch, Prosser.

The Executive/Finance Committee recommended accepting the proposal from King, Reinsch, Prosser with an agreement for two years ending June 30, 2017 and 2018 and an optional proposal for a three-year extension, June 30, 2019, 2020 and 2021. Mr. Cole noted rates will be adjusted each year with an estimated increase of \$1,000 per year.

Clark Goodchild moved to accept the recommendation of the Executive/Finance Committee and approve the contract from King, Reinsch, Prosser & Co. L.L.P, seconded by Darrell Downs. Motion carried.

6. **PERSONNEL MANUAL:** Transit/Facilities Director Curt Miller reported the draft personnel manual is an update of the 2008 manual. The document has been reviewed by the attorney and the Executive/Finance Committee.

Mr. Miller noted the Executive/Finance Committee has recommended approval of the manual with the following adjustments - inclusion of Martin Luther King Day as an additional holiday and removal of Veterans Day as an optional floating holiday. He noted the number of holidays would be unchanged at seven. Discussion followed.

Clark Goodchild moved to accept the recommendation of the Executive/Finance Committee and approve the Personnel Manual as presented with holiday adjustments, seconded by Rocky DeWitt. No further discussion. Motion carried.

7. **DRUG AND ALCOHOL MANUAL:** Mr. Miller reported the Federal Transit Administration (FTA) requires drug and alcohol testing for safety-sensitive functions relating to transit operations. The Operations Manager and dispatchers with Siouxland Regional Transit System are classified as SIMPCO employees and are considered safety-sensitive employees under FTA. Therefore, the drug and alcohol manual presented for review will only pertain to those transit employees and not all SIMPCO staff. Mr. Miller noted travel policies and drug and alcohol testing related to an accident with the organization's car are covered under the Administrative Policy developed for management oversight. Discussion followed.

William Gaukel moved to accept the recommendation of the Executive/Finance Committee and approve the Drug and Alcohol Manual as presented, seconded by Rocky DeWitt. No further discussion. Motion carried.

8. **BUILDING IMPROVEMENTS:** Facilities Manager Curt Miller reported Small's Painting has started painting the building exterior. Projects finished include interior lighting, parking lot resurfacing and ceiling tile replacement.
9. **DIRECTOR REPORT:** Ms. Bostinelos provided members with a copy of the SIMPCO FY 2016 Annual Report. She noted the report highlights organizational programs and projects during July 1, 2015 through June 30, 2016.

a. Siouxland River-cade Mayor's Day Gathering: Ms. Bostinelos reported plans are underway to honor Siouxland mayors at the River-cade Mayor's Day event on Wednesday, July 19, 2017. Activities will include a luncheon at Winnavegas followed by a tour of downtown Sioux City, social hour at Bodega 401 and parade/fireworks.

b. Division Updates: Ms. Bostinelos introduced SIMPCO staff and provided an overview of projects and activities.

10. **OTHER COMMENTS:** Ms. Bostinelos reported the next regular meeting of the Board of Directors is scheduled for Thursday, August 10, 2017. The meeting will be held at the SIMPCO office, 1122 Pierce Street at 12:00 p.m. with lunch provided.
11. **ADJOURN:** ***Clark Goodchild moved to adjourn the meeting, seconded by Rocky DeWitt. Motion carried.*** President Dan Moore adjourned the meeting at 6:10 p.m. Following the meeting members enjoyed a catered dinner and award presentations.