

**Draft Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Board of Directors Meeting (#506)**

**Thursday, May 10, 2018, 5:30 p.m.**

**Sergeant Bluff Community Center, 903 Topaz Drive, Sergeant Bluff, Iowa**

**Board of Directors Members Present:**

Dan Moore, Board Secretary	Council Member	Sioux City, IA
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Board Chair	Dakota Dunes CID, SD
Bill Gaukel	Council Member	Sergeant Bluff, IA
Clark Goodchild	Council Member	Le Mars, IA
Darrell Downs	Economic Development	Marcus, IA
Dale Erickson	Mayor	Lawton, IA
Connie Ludvigson	Mayor	Holstein, IA
Mark Monson	P & Z Commissioner	Sergeant Bluff, IA
Craig Schmidt	Mayor	Cherokee, IA
Jeff Simonsen	Supervisor	Cherokee County, IA
Steve Warnstadt	Government Relations	WITCC, Sioux City, IA

**Guests/Staff Present:**

Dick Kirchoff	Mayor	Le Mars, IA
Anthony Lamb	Attorney	Klass Law Firm L.L.P.
Josh Pope	City Engineer	Cherokee, IA
Ashly Richardson	Local News Reporter	KTIV
Laurie Schweitzberger	Economic Development	WITCC, Sioux City, IA
Ken Tidwell	Associate Dean	WITCC, Sioux City, IA
Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

In the absence of Board of Directors Chair and Vice Chair, Secretary Dan Moore called the meeting to order at 5:30 p.m. Members were led in the Pledge of Allegiance. A Board of Directors quorum was present.

- 1. APPROVAL OF THE AGENDA:** Secretary Moore asked if there were any additions or corrections to the May 10, 2018 agenda.

***Mark Monson moved to approve the agenda as presented, seconded by Darrell Downs. Motion carried.***

- 2. APPROVAL OF MINUTES:**

**a. Board of Directors Minutes #505 of March 29, 2018:** Secretary Moore asked if there were any additions or corrections to the regular meeting minutes.

***Darrell Downs moved to approve the regular meeting minutes as presented, seconded by Jeff Simonsen. Motion carried.***

**3. FINANCE:**

**a. March 31, 2018:** Finance Director Bill Cole reviewed the summary of fund balances as of March 31, 2018. He reported total revenues of \$5,094,021 with total expenditures of \$4,761,396 for a balance of \$332,625.

Mr. Cole provided an overview of the revenue and expenditure reports for each fund. He reported all funds are either at break-even or very close to break-even. As expected Siouxland Regional Transit System (SRTS) revenues are lower than last year; however, they continue to show a positive position.

The Executive/Finance Committee has reviewed the financial reports and recommends approval as presented.

***Bill Gaukel moved to accept the recommendation of the Executive/Finance Committee and approve the March 31, 2018 financial reports as presented, seconded by Mark Monson. Motion carried.***

**b. FY 2019 Proposed Budget Summary:** Mr. Cole provided an overview of the proposed budget for fiscal year 2019 (July 1, 2018-June 30, 2019). Revenues are projected to total \$6,611,933 with expenditures of \$6,409,110 for a balance of \$202,823, which is the FY 2019 net for SRTS. Discussion followed on SRTS future building plans.

The Executive/Finance Committee has reviewed the FY 2019 proposed budget and recommends approval as presented.

***Darrell Downs moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2019 budget as presented, seconded by Ken Beaulieu. No further discussion. Motion carried.***

**c. FY 2019 Proposed 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, 2018 through June 30, 2019. 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. The calculated indirect cost rate for fiscal year 2019 is 59.91%, a reduction from 67.40% in fiscal year 2018. He noted it was determined by King, Reinsch, Prosser & Co that \$74,467 of indirect costs were not covered by the cost rate in fiscal year 2017; therefore, this amount is being carried forward and factored into the equation for the fiscal year 2019 cost rate.

The Executive/Finance Committee has reviewed the FY 2019 Cost Allocation Plan and recommends approval as presented.

***Jeff Simonsen moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2019 Cost Allocation Plan as presented, seconded by Craig Schmidt. Motion carried.***

Secretary Moore reported Chair Jon Winkel and the Executive/Finance Committee asked for him to stress to the Board of Directors that the Committee will be proactive and not retroactive when looking at the budget. They want to develop models that are historic

and future in nature and apply procedural changes within the budget that will make it easy for everyone to understand.

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. U.S. Department of Commerce for \$25,000 Federal, \$25,000 local match to complete a U.S. Highway 20 Economic Development Study, May 2018 to December 2018

**Bill Gaukel moved to accept the recommendation of the Executive/Finance Committee and authorize signature of the contract as presented, seconded by Darrell Downs. Motion carried.**

- b. City of Ute to complete a Comprehensive Plan update, Total \$5,000, May 2018 through October 2018

**Bill Gaukel moved to accept the recommendation of the Executive/Finance Committee and authorize the Board of Directors Chair to sign as presented, seconded by Darrell Downs. Motion carried.**

- c. Region IV Local Emergency Planning Committee (LEPC) to develop an interactive map for use by the Region IV Hazardous Materials Response team(s) and County Emergency Management offices, Total \$14,000, May 2, 2018 through September 30, 2018

**Bill Gaukel moved to accept the recommendation of the Executive/Finance Committee and authorize signature of the contract as presented, seconded by Darrell Downs. Motion carried.**

- d. Region IV Local Emergency Planning Committee to develop a hazardous materials commodity flow study, Total Cost not to exceed \$18,217.44, May 2, 2018 through September 30, 2018

**Bill Gaukel moved to accept the recommendation of the Executive/Finance Committee and authorize signature of the contract as presented, seconded by Darrell Downs. Motion carried.**

- e. Nebraska Department of Transportation, Urban Transportation Planning: FHWA PL \$63,785 Federal; \$15,946 Local; \$79,731 Total, July 1, 2018 to June 30, 2019

**Bill Gaukel moved to accept the recommendation of the Executive/Finance Committee and authorize signature of the contract by the Metropolitan Planning Organization Chairperson as presented, seconded by Darrell Downs. Motion carried.**

- f. South Dakota Department of Transportation, Urban Transportation Planning: FHWA PL \$54,325 Federal; \$11,965 Local; \$66,290 Total, July 1, 2018 to June 30, 2019

**Bill Gaukel moved to accept the recommendation of the Executive/Finance Committee and authorize signature of the contract by the Metropolitan Planning Organization Chairperson as presented, seconded by Darrell Downs. Motion carried.**

5. **Resolution 2018-1 Surface Transportation Block Grant (STBG):** Ms. Bostinelos reported this approves the submittal of a Surface Transportation Block Grant application to the Siouxland Regional Transportation Planning Association (SRTPA) in the amount of \$58,500 for fiscal year 2022. Funding will be used to develop and complete planning activities required by the Iowa DOT for the Rural Planning Affiliation (RPA) area and provide planning assistance to SRTPA members.

The Executive/Finance Committee recommended approval as presented.

**Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the Resolution 2018-1 as presented, seconded by Jeff Simonsen. A roll call vote was taken. Voting aye: Anderson, Beaulieu, Gaukel, Goodchild, Downs, Erickson, Ludvigson, Monson, Moore, Schmidt, Simonsen, Warnstadt (12) and nay: (0) Motion carried.**

6. **DIRECTOR REPORT:** Ms. Bostinelos provided an overview of the report included in the meeting packet.

Staff continues working with the Iowa Department of Transportation (Iowa DOT), McClure Engineering and Woodbury County on gathering data for the transportation model to complete the Southbridge Interchange Justification Report (IJR).

As part of the MPO Bicycle/Pedestrian Roundtable, staff is planning the fourth annual Bike-to-Work Day on May 18 along with soliciting applications for the Bicycle Friendly Employer award.

Staff conducted a public comment period for amendment of the Long Range Transportation Plan to include the Streeter Drive shared path project in North Sioux City.

Staff amended the MPO TIP to include the Streeter Drive shared path project in North Sioux City and Sioux City Transit projects.

Staff is working with the cities of Blencoe and Soldier on municipal code updates.

Staff successfully assisted several communities with Missouri River Historic Development applications.

Staff assisted the City of Rodney with a successful grant application to improve outdoor activities in their City Park.

Staff has finished the construction portion of the City of Mapleton's Community Development Block Grant (CDBG) bioswales project.

Staff is working with the City of Marcus on a Tax Increment Financing (TIF) housing program.

7. **OTHER COMMENTS:** Ms. Bostinelos reported the next regular meeting of the Board of Directors is tentatively scheduled for Thursday, August 9, 2018. The meeting will be held at the SIMPCO office, 1122 Pierce Street at 12:00 p.m. with lunch provided.

8. **ADJOURNMENT:** **Craig Anderson moved to adjourn the meeting, seconded by Bill Gaukel. Motion carried.** Secretary Moore adjourned the meeting at 6:00 p.m. Following the meeting members enjoyed a catered dinner and award presentations.