

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

**Thursday, August 9, 2018
7:30 a.m.**

**Kahill's Restaurant
Delta Hotels by Marriott, 385 East 4th Street, South Sioux City, Nebraska**

Present:

Lupe Gonzalez	Council Member	South Sioux City, NE
Mark Monson	Planning/Zoning Commissioner	Sergeant Bluff, IA
Dan Moore	Council Member	Sioux City, IA

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit and Facilities Manager	SRTS/SIMPCO

In the absence of Chair Jon Winkel, Dan Moore called the meeting to order at 7:30 a.m. A quorum was present.

- 1. APPROVAL OF THE AGENDA:** Mr. Moore asked if there were any additions or corrections to the August 9, 2018 agenda.

Mark Monson moved to approve the agenda as presented, seconded by Dan Moore. Motion carried.

- 2. APPROVAL OF MINUTES:**

a. July 12, 2018: Mr. Moore asked if there were any additions or corrections to the regular meeting minutes.

Dan Moore moved to approve the regular meeting minutes as presented, seconded by Mark Monson. Motion carried.

- 3. DIRECTOR REPORT:** Executive Director Michelle Bostinelos provided an overview of the report included in the meeting packet:

The SIMPCO newsletter now features a "Member Spotlight" each month. The cities of Akron and Aurelia have been highlighted and staff is now working with the city of Bronson. Additionally, the newsletter introduces a SIMPCO staff member each month and includes SIMPCO success stories.

Planning staff is assisting the city of Remsen with a trail study. The city of Hinton has renewed its membership for fiscal year 2019 and would like assistance with Safe Routes to School planning. The city of Westfield has expressed interest in developing a comprehensive plan.

The Iowa Department of Natural Resources has accepted the proposal submitted by SIMPCO's Water Resources Committee to host the State Interagency Missouri River Authority meeting on October 24, 2018. The meeting will be held at The Betty Strong Encounter Center in Sioux City. Committee members Mark Monson and Dan Moore will welcome attendees and a tour of the area is being organized.

Ms. Bostinelos reported Larry Obermeyer is forming a new 501c3 / Non-Profit, the Heritage Trolley Association, and has asked if she would serve as a Board member. The organization is being created due to interest in reviving former plans to develop a trolley or light rail system in downtown Sioux City and along the riverfront.

Ms. Bostinelos discussed current staffing, and looking at filling the open Regional Planner II position once fiscal year 2018 numbers have been finalized. Regional Planners are now spending a lot of time on Community/Economic Development projects and work is scheduled to begin later this year on the Regional Hazard Mitigation Plan. She expressed concern regarding upcoming work on federally required transportation documents in all three states.

Ms. Bostinelos reported on July 17-19, 2018, the Department of Housing and Urban Development (HUD) conducted an on-site monitoring review of the Section Eight Management Assessment Program (SEMAP) program administered by Northeast Nebraska Joint Housing Agency (NNJHA). During the review some items that need to be addressed or corrected were brought to staff's attention. A full report will be issued by the HUD office in 30 days.

4. FINANCE:

June 30, 2018 Financial Reports: Finance Director Bill Cole reported the June 30, 2018; reports were presented and approved at the July 12, 2018 meeting. He noted the only update from the initial report is an increase in revenues of approximately \$5,000 - expenditures remained the same. Revenues for all *SIMPCO Divisions* total \$1,742,360 and expenditures \$1,622,314 for a balance of \$120,046 as of June 30, 2018. He reviewed the revenue and expenditure reports for each division and noted Siouxland Regional Transit System is ending the fiscal year with a positive balance of \$172,630. Discussion followed.

Mr. Cole reported King, Reinsch, Prosser (KRP) was hired to resolve the last outstanding issue with the financial software conversion. Blackbaud had initially been consulted regarding the remaining issue in Accounts Receivable, but our representative was leaving August 3 and we would have to wait for reassignment. KRP resolved the issue in two days and the final General Ledger for fiscal year 2018 should be ready this week. Field work for the audit is scheduled for October; however, since staff is ahead with pre-audit work, the time schedule may be moved forward if KRP has an earlier opening.

Mr. Cole discussed current bank balances and interest rates. He noted options for higher rates are being explored, including investment in CDs for 12 to 18 months.

Mr. Cole reported the annual membership dues statements for fiscal year 2019 have been mailed. Invoices totaled approximately \$185,000 and within the last 30 days \$153,000 has been collected. Ms. Bostinelos reported several Woodbury County communities have indicated they are waiting for the county's decision on paying one-half of each community's membership dues again this year before submitting payment. Discussion followed.

**5. U.S. Department of Transportation Grant Application/
Better Utilizing Investments to Leverage Development (BUILD)**

Ms. Bostinelos reported a FY 2018 BUILD grant application for a new transit operations and bus storage facility was submitted to the U.S. Department of Transportation by the July 19, 2018, deadline. The grant was submitted by Siouxland Regional Transit System (SRTS) as the lead agency and in partnership with SIMPCO. Funds will be used to build a joint-use facility that will house SRTS and SIMPCO operations. Congressional support letters were received from all three states as well as from six counties, several agencies and cities. While the FY 2018 BUILD program favors rural transit projects, the grant is nationwide and highly competitive. Discussion followed.

6. CONTRACTS: Executive Director Michelle Bostinelos presented the following contract for recommendation to the Board of Directors for approval.

- a. U.S. Department of Commerce for \$70,000 Federal, \$70,000 local match for Economic Development Planning Assistance, Total \$140,000, July 1, 2018 to June 30, 2019

Ms. Bostinelos reported funds received from the U.S. Department of Commerce are used to complete the Comprehensive Economic Development Strategy (CEDS) and provide Economic Development Planning Assistance within the five Iowa counties and Dakota County, Nebraska.

Mark Monson moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Lupe Gonzalez. Motion carried.

7. EXECUTIVE/FINANCE COMMITTEE AND BOARD OF DIRECTORS OFFICER ELECTION:

a. Secretary (Nomination): Ms. Bostinelos reported Tom Kimmel, Union County Supervisor and Lesa Cropley, North Sioux City Council member, were contacted in respect to serving as Secretary. Although both were interested, Mr. Kimmel noted that due to time constraints it would be difficult for him to attend the Executive/Finance Committee meetings. Discussion followed.

Mark Monson moved to approve the nomination of Lesa Cropley as Secretary, seconded by Dan Moore. Motion carried.

8. OTHER COMMENTS: The next meeting is scheduled for Thursday, September 13, 2018, 7:30 a.m., Kahill's Restaurant, South Sioux City.

9. ADJOURNMENT: Moore adjourned the meeting at 8:30 a.m.