***Siouxland Regional Transit System (SRTS)***
**Board of Directors**
**Meeting Minutes**
**Thursday, March 26, 2026, 10:00 a.m.**
**Held In-Person & via Teams originating from the**
**SRTS/SIMPCO Office at 6401 Gordon Drive, Sioux City, IA**

**MEMBERS PRESENT:**

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| Devlun Whiteing, Vice Chairman | Ida County, Iowa |
| Shane Bellefy | Cherokee County, Iowa |
| Doug Manley | Plymouth County, Iowa |

**GUESTS PRESENT:**

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| Katie Rozell | USD Student |

**STAFF PRESENT:**

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| Michelle Bostinelos, Executive Director | SIMPCO |
| Brian Pearson, Transit Director | SIMPCO/SRTS |
| Joshua Bush, Finance Director | SIMPCO |
| Emily Guthrie, Executive Assistant | SIMPCO |

The Siouxland Regional Transit System (SRTS) Board of Directors met on Thursday, March 26, 2026, at 10:00 a.m. in person at 6401 Gordon Drive, Sioux City and via Teams. A quorum was present.

*Vice-Chairman, Devlun Whiting called the meeting to order at 10:00 a.m. A quorum was present.*

**I.** **Approval of the Agenda** –Vice-Chairman, Devlun Whiteing, asked if there were any additions or corrections to the March 26, 2026, included in the meeting packet.

*Shane Bellefy moved to approve the agenda as presented, motion seconded by Devlun Whiteing. Motion carried all ayes.*

**II.** **Approval of the Minutes** – Vice-Chairman, Devlun Whiteing asked if there were any additions or corrections to the January 22, 2026, regular meeting minutes included in the meeting packet.

*Doug Manley moved to approve the meeting minutes as presented, motion seconded by Shane Bellefy. Motion carried all ayes.*

**III.** **Directors Report** – Brian Pearson provided an update on transit and facility projects and activities since January 22, 2026, as detailed in the Director's Report included in the meeting packet.

**IV.** **<u>Financials</u>** –

a. **January 31, 2026 – February 28, 2026** – Joshua Bush, SIMPCO Finance Director, presented for Board approval the SRTS Board of Directors with the financials through January 31, 2026, and February 28, 2026, included in the agenda packet. He reported FY 2026 YTD total revenue as $3,226,613 and total expenditure as $3,249,422 for a net of ($22,809). Josh noted revenues are at 57% compared to budget and expenditures are at 61% compared to budget. Additionally, Joshua noted 67% into FY 2026.

*Shane Bellefy moved to approve the financials as presented, motion seconded by Doug Manley. Motion carried all ayes.*

b. **FY 2027 Proposed Salary Schedule-** Joshua Bush, SIMPCO Finance Director, presented for Board approval the FY 2027 Proposed Salary Schedule for review and approval. Change to the proposed FY 2027 schedule to reduce the minimum salary for the transit dispatcher/administrator position from 40K to 40K for the range; all other remain unchanged.

*Devlun Whiteing moved to approve the FY 2027 proposed salary schedule as presented, seconded by Doug Manley. Motion carried all ayes.*

c. **FY 2027 Proposed Budget-** Joshua Bush, SIMPCO Finance Director, presented for Board approval the FY 2027 Proposed Budget for review and approval. He reported the total estimated revenue for FY 2027 as $4,487,916 and total estimated expenditures as $4,427,912, resulting in total revenue over expenses of $60,004.

*Shane Bellefy moved to approve the FY 2027 SRTS Proposed Budget as presented, seconded by Doug Manley. Motion carried all ayes.*

d. **FY 2027 Cost Allocation Plan-** Joshua Bush, SIMPCO Finance Director, presented for Board approval the FY 2027 Cost Allocation for review and approval. Josh noted this plan identifies allowable costs for allocation of indirect expenses to programs. The proposed FY 2027 indirect cost rate is 69.68% of direct salaries, wages, and benefits.

*Devlun Whiteing moved to approve the FY 2027 Proposed Cost Allocation Plan as presented, seconded by Shane Bellefy. Motion carried all ayes.*

**V.** **<u>DOT Pre-Award Authority for Low to No Emission Grant</u>**

a. **Reimbursement for selected architect for Sioux City and LeMars and subcontractor to perform Phase 1 Archeological Study for NEPA in LeMars (Action Item)**
Transit Director Brian Pearson discussed the reimbursement process for the selected architect for both Sioux City and LeMars, as well as for the subcontractor responsible for

performing the Phase 1 archaeological study required for NEPA in LeMars. Brian noted that securing pre-award authority is essential to ensure that the district can proceed with contracting these parties and be eligible for reimbursement once the grant is finalized. Brian requested board approval for admission for the grant.

b. **Through the Request for Qualifications (RFQ) process, establish a list of qualified architects and score the results for Sioux City and LeMars –**
**(Action Item)**
Transit Director Brian Pearson presented the RFQ process to establish a list of qualified architects that would be scored based on predefined criteria, and the results will be presented to the board for review. This process aims to identify the most qualified architects for both Sioux City and LeMars projects, enabling the district to select an architect for each location based on the scores. Brian requested board approval to proceed with this RFQ process.

*Doug Manley moved to approve the DOT Pre-Award authority for the low or No Emission admission grant, the reimbursement for the subcontractor AND the RFQ process as presented, seconded by Devlun Whiteing. Motion carried all ayes.*

**VI.** **<u>Iowa DOT FY 2026 Consolidated Funding Application</u>** –

- Public Hearing: April 23, 2026, 11:45 a.m., Sioux City Transit system, 501 Nebraska Street, Sioux City – (Action Item)

*Doug Manley moved to approve the public hearing set for April 23, 2026, seconded by Shane Bellefy. Motion carried all ayes.*

- Authorizing Resolution: Brian presented the authorizing resolution for approval noting approval would authorize SRTS to apply for financial assistance of $525,610 federal transit funding and $43,643 state transit operating funds.

*Doug Manley moved to approve the authorizing resolution as presented, seconded by Devlun Whiteing. Roll call vote: Devlun Whiteing: aye; Shane Bellefy: aye; Doug Manley: aye. Motion carried [3:0]*

**VII.** **<u>Approval of FY 2026 Federal Transit Administration (FTA) Certifications and Assurances</u>**
Approval authorizing Brian Pearson to execute all certification and assurances as required by the FTA.

*Doug Manley moved to approve the FTA Certifications and Assurances, seconded by Shane Bellefy. Motion carried all ayes.*

**VIII. <u>FY 2030 Surface Transportation Block Grant Application</u> – (Action Item)**

**Authorizing Resolution 2026-1** – Brian Pearson presented the 2026-1 Resolution authorizing SRTS to apply for the remaining SRTPA STBG funds in the amount of $46,643 for the purchase of cameras for 43 vehicles and a floor scrubber for the bus storage and mechanic shop. Brian noted SRTS is committed to 20% or $43,000 of the total project cost. Total project cost is $215,000. Brian mentioned the TAC and Policy did approve to move forward with getting the funds to finish.

**Doug Manely moved to approve Resolution 2026-1, seconded by Devlun Whiteing.** *Roll call vote: Devlun Whiteing: aye; Shane Bellefy: aye; Doug Manley: aye. Motion carried [3:0]*

**IX. <u>Facility Maintenance Plan Update – (Action Item)</u>**

Transit Director Brian Pearson noted that the Facility Maintenance Plan has been continuously improved over the past few years. Following a recent DOT compliance review, a more detailed schedule was incorporated, outlining additional monthly checks. Brian highlighted that, while a report continues to be produced, the inclusion of a structured schedule and checklist will enhance overall organization, accountability, and clarity.

*Devlun Whiteing moved to approve the Facility Maintenance Plan update as presented, seconded by Shane Bellefy. Motion carried all ayes.*

**X. <u>Procurement Policy Plan Update – (Action Item)</u>**

Transit Director Brian Pearson presented an update to the Procurement Policy Plan for Board approval. He noted the update includes raising purchase thresholds to align with federal and state standards, strengthening procedural requirements, and emphasizing the necessity of an independent cost estimate prior to bidding. The policy would offer clearer guidance on cost and price analysis and references federal regulations to ensure full compliance.

*Shane Bellefy moved to approve the Procurement Policy Manual update as presented, motion seconded by Doug Manley. Motion carried all ayes.*

**XI. <u>Code of Conduct and Ethics Policy Update – (Action Item)</u>**

Transit Director Brian Pearson presented an update to the Code of Conduct and Ethics Policy for Board approval. He noted the update would follow DOT compliance report specifically addressing the procedures clearly defining who handles conflicts involving levels of Executive Director and the Board of Directors.

*Devlun Whiteing moved to approve the Code of Conduct and Ethics Policy update as presented, motion seconded by Doug Manley. Motion carried all ayes.*

**XII. Agency Change from Holmes and Murphy to IBC**

a. **Worker's Compensation (Action Item)**

Brian Pearson has requested approval to switch the Worker's Compensation provider from Holmes and Murphy to IBC. Currently, IBC is a local provider with strong relationships with SRTS and SIMPCO. Brian noted that if approved, the switch will take effect starting July 1st when the new policy rolls out.

b. **Cybersecurity – (Action Item)**

Brian Pearson has requested approval to switch the Cybersecurity provider from Holmes and Murphy to IBC. Brian mentioned that this switch has the potential to reduce ICAP costs, which have been increasing by approximately $30,000 annually. He also noted that with some changes, these costs should decrease considerably.

*Devlun Whiteing moved to approve the switch to IBC for Worker's Compensation and Cybersecurity as presented, seconded by Shane Bellefy. Motion carried all ayes.*

**XIII. Vehicle Lift Service Agreement (April 1, 2026, to March 31, 2027)** –

Transit Director, Brian Pearson requested approval to continue the agreement with Danielson Tech Supply for the vehicle lift service, annual inspection of the bus lift.

a. Danielson Tech Supply $661.90 (ALI Certified)

*Doug Manley moved to approve entering contract with Danielson Tech Supply, seconded by Devlun Whiteing. Motion carried all ayes.*

**XIV. Air Compressor Service Agreement (April 1, 2026, to March 31, 2027)** –

Transit Director, Brian Pearson requested approval to continue the agreement for Rasmussen Mechanical Maintenance for annual service and inspection for the air compressor.

a. Rasmussen Mechanical Maintenance $1,675

*Doug Manley moved to approve entering contract with Rasmussen Mechanical Maintenance, seconded by Shane Bellefy. Motion carried all ayes.*

**XV. Paratransit Services Contract**

a. Second Amendment and Extension Option Two Contract for Paratransit Demand Response Services between SRTS and City of Sioux City, Cost per trip $31.00, Cost Shuttle Trip $11.25, cost per group trips (school districts) $20.00 (July 1, 2026, through June 30, 2027)- (Action Item)

Transit Director Brian Pearson presented for Board approval Second Amendment and Extension Option Two Contract for Paratransit Demand Response Service. Brian noted the rates have been maintained at the same level, despite changes in urban-rural boundaries affecting medical and MTM trips, which are estimated to be around $200,000. Brian plans to reassess the rates after next year's policy.

b. Extension Option two Join Participation/Vehicle Use Agreement Between SRTS and City of Sioux City (July 1, 2026, through June 30, 2027) - (Action Item)
Transit Director Brian Pearson presented for Board approval a joint agreement with the City of Sioux City providing paratransit buses (paying for fuel and maintenance) while SRTS covers insurance.

*Devlun Whiteing moved to approve as presented the* Second Amendment and Extension Option Two Contract for Paratransit Demand Response Services between SRTS and City of Sioux City *AND* Extension Option two Join Participation/Vehicle Use Agreement Between SRTS and City of Sioux City*, motion seconded by Shane Bellefy. Motion carried all ayes.*

## XVI. **Adjournment** -

a. Next Meeting – Thursday, May 28, 2026, 10:00 a.m.

*Vice-Chairman, Devlun Whiteing adjourned the meeting at 11:08 a.m.*

*Minutes prepared by Tonia Abell (not in attendance) on March 30, 2026*