

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

**Thursday, May 10, 2018  
7:30 a.m.**

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

**Present:**

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Dan Moore	Council Member	Sioux City, IA
Keith Radig	Supervisor	Woodbury County, IA

**Staff Present:**

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

Chair Jon Winkel called the meeting to order at 7:30 a.m. A quorum was present.

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

***Dan Moore moved to approve the agenda as presented, seconded by Lance Hedquist. Motion carried.***

2. **APPROVAL OF MINUTES:**

- a. **April 12, 2018:** Chair Winkel 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 Keith Radig. Motion carried.***

3. **FINANCE:**

- a. **March 31, 2018 Financial Reports:** 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 reviewed the revenue and expenditure reports for each fund. He noted the reports now specify the percent of budget for the fiscal year and a column has been added to show the year-to-date percent of budget for each line item.

Mr. Cole reported all funds are either at break-even or very close to break-even. Issues with Blackbaud regarding the financial software conversion have been settled and all invoices have been paid as agreed. As part of the settlement, Blackbaud provided a

six-month extension on the service contract at no cost. Community Services revenue is slightly over budget due to receipt of the first quarter expense reimbursement for Keep Northeast Nebraska Beautiful and payments for several local service contracts that are now finished. As expected, Siouxland Regional Transit System revenues are considerably lower than last year.

As requested by the Committee, Mr. Cole presented a cash flow report. Cash positions for Northeast Nebraska Joint Housing Agency (NNJHA), Siouxland Economic Development Corporation (SEDC) and Siouxland Regional Transit System (SRTS) were not included in the report, since they are independent organizations with their own governing boards. He noted revenues are on a reimbursement basis with quarterly billings submitted to government entities.

Discussion followed. For additional clarification of financial statements, members requested combining the expenditure line items so they correspond with the budget lines and exclude the \$112,269 indirect cost carryover from fiscal year 2016.

***Keith Radig moved to recommend approval of the March 31, 2018, financial reports as presented, seconded by Dan Moore. Motion carried.***

***b. FY 2019 Proposed Budget:*** Members questioned whether the 2019 budget would need to be amended based on previous discussion regarding administrative expenses and cost carryover. Mr. Cole noted a budget is required as part of the Cost Allocation Plan that must be submitted in May to the Iowa, Nebraska and South Dakota Departments of Transportation, U. S. Department of Commerce Economic Development Administration and U.S. Department of Housing and Urban Development. He explained because the budget is zero-based an amendment will not be needed. Administrative fees are only received to cover costs; therefore, revenues are expected to equal expenditures. Discussion followed on the administrative expense line item in the General Fund. Mr. Cole noted this line item has been lowered to \$266,818 for fiscal year 2019 because departments will be directly charged for expenses as much as possible instead of going through a reallocation process. Members emphasized they like maintaining a zero-based budget, but they would also like to establish a reserve.

***Lance Hedquist moved to recommend approval of the proposed fiscal year 2019 budget as presented, seconded by Keith Radig. Motion carried.***

***c. FY 2019 Proposed Cost Allocation Plan:*** Mr. Cole explained the purpose of the cost allocation plan is to summarize the methods and procedures that will be used to allocate indirect costs to various projects. The FY 2019 plan has not significantly changed from last fiscal year, but has been updated with numbers from the FY 2019 budget. Last fiscal year the indirect cost proposal was 67.4% of direct salaries and fringe and this year it is expected to be 59.91%. Discussion followed.

***Lance Hedquist moved to recommend to the Board of Directors approval of FY 2019 Cost Allocation Plan as presented, seconded by Dan Moore. Motion carried.***

4. **CONTRACTS:** Executive Director Michelle Bostinelos presented the following contracts for recommendation to the Board of Directors for approval.
- a. 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
  - b. 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
  - c. 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
  - d. South Dakota Department of Transportation, Urban Transportation Planning: FHWA PL \$54,325 Federal; \$11,965 Local; \$66,290 Total,

***Lance Hedquist moved to recommend to the Board of Directors approval of contracts a. through d. as presented, seconded by Dan Moore. Motion carried.***

5. **DIRECTOR REPORT:** Due to time constraints, the Director Report included in the meeting packet will stand as read.
6. **OTHER COMMENTS:** The next meeting is scheduled for Thursday, June 14, 2018, 7:30 a.m., Kahill's Restaurant, South Sioux City.

Ms. Bostinelos discussed the current financial position of SRTS, grant opportunities that are currently available to construct transit facilities and possibly hosting a joint meeting of the SRTS and SIMPCO Board of Directors to discuss future plans.

7. **ADJOURNMENT:** ***Dan Moore moved to adjourn the meeting seconded by Aaron Lincoln. Motion carried.*** Chair Winkel adjourned the meeting at 8:58 a.m.