

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

**Thursday, June 14, 2018
7:30 a.m.**

**Kahill's Restaurant
Delta Hotels by Marriott, 385 East 4th 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

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit and Facilities Manager	SRTS/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 June 14, 2018 agenda.

Dan Moore moved to approve the agenda as presented, seconded by Aaron Lincoln. Motion carried.

- 2. APPROVAL OF MINUTES:**

a. May 10, 2018: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

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

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

Positive feedback was received on the Board of Directors annual meeting held in Sergeant Bluff on May 10. Staff is looking into holding next year's event in Cherokee. Chair Winkel suggested moving the meeting date due to a conflict with state track.

Ms. Bostinelos handed out the Scope of Work (SOW) for the U.S. Highway 20 Economic Development Plan. She noted based on community participation and local match contributions this study is an example of how SIMPCO can pull the region together. Discussion followed.

Staff is partnering with the Grow Siouxland Task Force on a proposal for a regional housing study. Suggested funding sources include local industries, The Siouxland Initiative and communities. Discussion followed.

A SIMPCO services survey has been sent to members, potential members and stakeholders. Feedback will be used to help determine the organization's focus moving forward.

Several annual performance staff reviews are being conducted in June.

To enhance community marketing efforts, a "*Community Spotlight*" on members is being introduced. The City of Akron will be the first community to be highlighted in the SIMPCO newsletter, on the website and in social media. A suggestion was made to also include the local newspaper and news stations.

Ms. Bostinelos then discussed proposals to host the following events:

- a. Host Corps of Engineers Spring/Fall Operating Plan Meeting:**
- b. Host State Interagency Missouri River Authority Meeting:**

She reported the Water Resources Committee would like to submit formal requests to the Corps of Engineers and State Interagency Missouri River Authority to host their upcoming meetings in Sioux City. She reviewed each of the proposal letters included in the meeting packet, noting the suggested location for both meetings is The Betty Strong Encounter Center. Discussion followed. Dates of the meetings are not known at this time.

Lance Hedquist moved to authorize the Board of Directors Chair and Executive Directors to sign both proposal letters as presented, seconded by Aaron Lincoln. No further discussion. Motion carried.

4. FINANCE:

a. April 30, 2018 Financial Reports: Finance Director Bill Cole reviewed the financial summary of fund balances as of April 30, 2018. For additional clarification this report has been divided to show *SIMPCO Divisions* and *Other Component Divisions*. Each of the *Other Component Divisions* is governed by its own board and SIMPCO does not control funding for these entities. Also, the company vehicles have been reclassified to fixed assets and the \$112,268 indirect cost shortfall from fiscal year 2016 has been excluded so the administrative expense includes only the current year.

He reported total revenues for the *SIMPCO Divisions* at \$1,573,813 with expenditures of \$1,424,910 for a balance of \$148,903. He reviewed the revenue and expenditure reports for each division and reported all fund balances are as expected. He noted membership dues have exceeded budget which is a positive sign of increased community outreach. Discussion followed.

Dan Moore moved to recommend approval of the April 30, 2018 Financial Reports as presented, seconded by Aaron Lincoln. No further discussion. Motion carried.

b. Grant Policy Membership Memo: Ms. Bostinelos reported grant writing services are included in the menu of services as a benefit connected to membership. She explained the intent was to provide staff time of up to 20 hours per grant application as part of membership fees. Because several community applications have exceeded the 20 hour limit, she discussed implementing a policy in which a fee of \$68 per hour would be charged for a grant application that requires over 20 hours. Discussion followed. The Committee reviewed the grant writing policy memo included in the meeting packet and suggested rewriting the memo with a more positive approach that highlights grant writing services provided as part of membership.

Lance Hedquist moved to approve notification to membership of grant writing services, seconded by Dan Moore. No further discussion. Motion carried.

c. Associate Program versus Partnership Program: Ms. Bostinelos reported the Associate membership program is offered to non-governmental organizations for fee of \$2,000 per year. Associates are recognized as affiliates and serve as non-voting members on the Board of Directors. They have access to plans and research documents and receive communications and invitations to special events.

In addition to the Associate Program, Ms. Bostinelos discussed establishing a Partnership Program. This program would also be offered to non-governmental organizations; however, participants would not be considered members but instead partners that pledge to the organization. Partners would be recognized on the website, in monthly newsletters and at the annual Board of Directors meeting. A pledge form would allow choice of their pledge level. Creation of this program would increase unrestricted funds that could be used as matching funds for state and federal grants, training, events, and workshops or as reserve funds.

Discussion followed. The Committee recommended staff confirm there will be no potential conflict of interest with prospective partners and clarify pledge levels and respective acknowledgement.

Aaron Lincoln moved to proceed with development of the Partnership Program, seconded by Lance Hedquist. No further discussion. Motion carried.

d. FY 2019 Salary Schedule: Mr. Cole reported each year salaries are reviewed and compared with similar entities. The FY 2019 schedule reflects a 3% increase in salary ranges which was approved in the fiscal year budget. Staff has reviewed all current salary ranges and recommends approval of the proposed 3% increase as presented. Discussion followed.

Lance Hedquist moved to accept staff recommendation and approve the FY 2019 salary schedule as presented, seconded by Aaron Lincoln. No further discussion. Motion carried.

e. Siouxland Regional Transit System (SRTS) Building Feasibility Study/ Grant Opportunities: Facilities Manager Curt Miller noted the facility needs assessment has been received from the Community Transportation Association of America (CTAA). The report was emailed to members prior to the meeting today and a copy is also included in the meeting packet.

Mr. Miller reported the Better Utilizing Investments to Leverage Development (BUILD) transportation grant has set aside money this year for rural applications with a funding level of 100%. To qualify the facility would have to be built outside the census urbanized boundary. Since the IDOT is planning to build a facility outside the boundary area, they have been approached about a joint facility. The program does not allow for the purchase of land with grant funds so a lease agreement would need to be set-up with IDOT. The next SRTS Board of Directors meeting is scheduled for June 28, and if the Committee agrees, approval for submittal of a BUILD grant application will be requested. Discussion followed. Chair Winkel requested a 5-year financial model that would show the impact on agencies. He recommended Sergeant Bluff Finance Director Jason Kvidera meet with Bill Cole and Curt Miller to assist with the model. Chair Winkel also suggested a meeting with Tony Lazarowicz and Dakin Schultz with IDOT to discuss a joint facility. The grant deadline is July 19 so meetings will be scheduled this week.

f. IT Network Server Replacement, Netsys+ Estimate: Mr. Miller discussed the estimate received from NetSyst+ to upgrade two older Network servers by combing them into one system. Discussion followed. The quote is \$22,891 and the cost would be shared between SIMPCO and SRTS.

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

- a. Iowa Department of Transportation, Urban Transportation Planning: FHWA PL \$258,088 Federal; FTA 5305d \$60,426; Federal; Local \$79,629; Total \$398,143-July 1, 2018 to June 30, 2019
- b. Iowa Department of Transportation, Rural Transportation Planning: FHWA STBG \$90,539 Federal, FTA 5311 \$24,203 Federal, SPR \$24,060 State, \$34,701 Local, \$173,503 Total July 1, 2018 to June 30, 2019
- c. Nebraska Department of Roads, Urban Transportation Planning; FHWA FTA 5305d \$9,160 Federal; FHWA PL \$127,439; Local; \$34,150 Total \$170,749-July 1, 2018 to June 30, 2019

Lance Hedquist moved to recommend to the Board of Directors approval of contracts a. b. and c. as presented, seconded by Aaron Lincoln. Motion carried.

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

a. Vice Chairperson Vacancy: Ms. Bostinelos announced Oscar Gomez has resigned as Vice Chair. Discussion followed. Chair Winkel suggested asking Dan Moore if he would be interested in resigning as Secretary to accept the nomination of Vice Chairperson.

7. OTHER COMMENTS: The next meeting is scheduled for Thursday, July 12, 2018, 7:30 a.m., Kahill's Restaurant, South Sioux City.

8. ADJOURNMENT: **Lance Hedquist moved to adjourn the meeting seconded by Aaron Lincoln. Motion carried.** Chair Winkel adjourned the meeting at 8:33 a.m.