

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Board of Directors Meeting (#508)

Thursday, October 11, 2018, 12:00 p.m.

Siouxland Interstate Metropolitan Planning Council (SIMPCO)
1122 Pierce Street, Sioux City, IA 51105

Board of Directors Members Present:

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| Jon Winkel, Board Chair | Mayor | Sergeant Bluff, IA |
| Craig Anderson | Supervisor | Plymouth County, IA |
| Tammy Bramley | Supervisor | Monona County, IA |
| Lesa Cropley | Council Member | North Sioux City, SD |
| Jason Geary | P & Z Commissioner | Sergeant Bluff, IA |
| Clark Goodchild | Council Member | Le Mars, IA |
| Tom Kimmel | Commissioner | Union County, SD |
| Kelly Kreber | Mayor | Hinton, IA |
| Mark Monson | P & Z Commissioner | Sergeant Bluff, IA |
| Keith Radig | Supervisor | Woodbury County, IA |
| Jeff Simonsen | Supervisor | Cherokee County, IA |
| Steve Warnstadt | Government Relations | WITCC, Sioux City, IA |

Guests/Staff Present:

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|---------------------|----------------------------|-------------|
| Michelle Bostinelos | Executive Director | SIMPCO |
| Bill Cole | Finance Director | SIMPCO |
| Curt Miller | Transit Director | SIMPCO/SRTS |
| Jacob Heil | Regional Planning Director | SIMPCO |
| Sharon Burton | Executive Assistant | SIMPCO |
| Amanda Harper | Housing Specialist | SIMPCO |
| Dawn Kimmel | Regional Planner | SIMPCO |

Board of Directors Chair, Jon Winkel, called the meeting to order at 12:10 p.m. Members were led in the Pledge of Allegiance. A Board of Directors quorum was present.

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the October 11, 2018 agenda.

Craig Anderson moved to approve the agenda as presented, seconded by Tammy Bramley. Motion carried.

2. **APPROVAL OF MINUTES:**

a. Board of Directors Minutes #507 of August 9, 2018: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Mark Monson moved to approve the regular meeting minutes as presented, seconded by Jeff Simonsen. Motion carried. Craig Anderson, Tammy Bramley, Jason Geary, Clark Goodchild and Tom Kimmel abstained from the vote due to not being in attendance at the August 9, 2018 meeting.

3. FINANCE:

a. September 30, 2018 Financial Reports: Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$267,979 and expenditures \$218,875 for a balance of \$49,104 as of September 30, 2018. He reported the Executive/Finance Committee has reviewed the financial reports and recommended approval.

Mr. Cole noted membership dues are over budget due to successful growth and retention.

The remaining balance has been paid on the five year promissory note Siouxland Planning and Transit Services, L.L.C. had with Security National Bank for building improvements. Improvements included a new roof and parking lot repaving. The new computer server is now connected and costs have been divided between SIMPCO and Siouxland Regional Transit System (SRTS).

Clark Goodchild moved to approve the September 30, 2018 financials as presented, seconded by Mark Monson. Motion carried.

b. Employee Health Insurance CY 2019 Renewal: Mr. Cole provided a summary of quotes solicited by the third party administrator, Innovative Business Consultants (IBC), for health insurance renewal. He reported IBC, staff and the Executive/Finance Committee reviewed and discussed all fourteen options. As a result, the Wellmark (Complete Blue 4000 Silver Plan) is recommended. Overall the total premium increase is 5.11% and SIMPCO's share would be 4.7%. However, with consequent changes to the HRA program, SIMPCO's net share would be reduced to 1.9%. Currently SIMPCO pays 100% for single employee coverage and the employee pays 50% for spouse or children coverage. Discussion followed.

Jeff Simonsen moved to accept the recommendation of Staff and the Executive/Finance Committee and approve the Wellmark (Complete Blue 4000 Silver Plan) as presented, seconded by Tammy Bramley. No further discussion. Motion carried.

4. CONTRACTS: Executive Director Michelle Bostinelos presented the following contracts for approval from the Board.

a. City of Westfield to complete a Comprehensive Plan, Total \$5,000, August 2018 through March 2019

Lesa Cropley moved to approve contract a. as presented, seconded by Keith Radig. Motion carried.

b. Plymouth County Emergency Management Agency, services for the development of the Plymouth, Woodbury, Monona, Cherokee and Ida County(s) Regional Multi-Jurisdictional Hazard Mitigation Plan, Total \$120,020 (Federal \$90,015; Local \$30,005), July 11, 2018 – May 11, 2020

Regional Planner Dawn Kimmel reported the overall project deadline is May 11, 2020 with December of 2019 as an internal deadline as submission for state and federal review.

Mark Monson moved to approve contract b. as presented, seconded by Craig Anderson. Motion carried.

- c. Iowa Association of Councils of Governments (ICOG) Sub-Contract, Foreign Labor Inspection Program, October 1, 2018-October 1, 2019 with 5 Annual Extensions, Maximum Reimbursement by ICOG:
- First Term Year - \$222.00 per inspection with mileage/travel time
 - Year 2 - \$228.66 per inspection with mileage/travel time
 - Year 3 - \$235.51 per inspection with mileage/travel time
 - Year 4 - \$242.57 per inspection with mileage/travel time
 - Year 5 - \$249.86 per inspection with mileage/travel time
 - Year 6 - \$257.35 per inspection with mileage/travel time

Housing Specialist Amanda Harper reported the Iowa Association of Council of Governments (ICOG) is working with Iowa Workforce Development to ensure housing provided to agricultural workers through the H-2A Agricultural Visa program meets OSHA and EPA standards. ICOG is subcontracting with each of the Council of Governments to perform inspections within their service area. SIMPCO's region has approximately nine businesses. Discussion followed.

Keith Radig moved to approve contract c. as presented, seconded by Lesa Cropley. No further discussion. Motion carried.

- d. Western Iowa Community Improvement Regional Housing Trust Fund to administer Iowa Finance Authority, State Housing Trust Fund Grant Agreement #18-LHTF-19 for Owner-Occupied Housing Rehabilitation, Total \$324,147 (\$259,317 Local Housing Trust Fund (LHTF) Program; \$64,830 Local Match), January 1, 2018 with estimated completion of December 31, 2019

Ms. Bostinelos reported this program is through the Iowa Finance Authority (IFA) and it provides income-based, owner-occupied housing rehabilitation in Cherokee, Ida, Monona, Plymouth and Woodbury counties. Discussion followed.

Clark Goodchild moved to approve contract d. as presented, seconded by Tammy Bramley. Discussion continued. After no further discussion, Motion carried.

5. SERVICE CONTRACT:

a. Thompson Innovation, New Camera Security System, Total Cost \$13,595:

Curt Miller reported there have been issues with the current camera system as it is outdated and parts are no longer available. He reviewed the itemized quote of \$13,595 received from Thompson Innovation that would upgrade the system from analog to digital and provide ports that could run up to 16 cameras along with the ability for remote monitoring from a cell phone. The life expectancy is 5 to 10 years and it could be transferred to another facility. Discussion followed. Members asked staff to research other systems that could provide additional coverage such as 360 degree surveillance on all sides of the building and parking lot.

Clark Goodchild moved to table the contract presented for further staff research, seconded by Tammy Bramley. No further discussion. Motion carried.

6. HUD ON-SITE REVIEW – NORTHEAST NEBRASKA JOINT HOUSING AGENCY (NNJHA) SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP):

Executive Director Michelle Bostinelos reported SIMPCO houses NNJHA, the Section Eight rental/mortgage assistance provided through the U.S. Department of Housing and

Urban Development (HUD). The NNJHA service area includes cities/villages in the counties of Wayne, Dixon and the rural area of Dakota in Nebraska.

In mid-July, HUD conducted an on-site review of NNJHA's Section Eight Management Assessment Program (SEMAP). She provided an overview of the memo included in the meeting packet outlining HUD audit findings and recommendations. After consideration of all options recommended by HUD, the Executive/Finance Committee approved the recommendation to terminate the program administration contract with NNJHA. Discussion followed.

Tammy Bramley moved to accept the recommendation of the Executive/Finance Committee and terminate the administration contract with Northeast Nebraska Joint Agency, seconded by Mark Monson. No further discussion. Motion carried.

a. SIMPCO Administration Letter: Ms. Bostinelos reported the Northeast Nebraska Joint Housing Agency (NNJHA) Board of Directors will be sent a letter terminating administration of the Housing Choice Voucher and Family Self-Sufficiency programs. The letter is a sixty-day notice to the NNJHA Board stating administrative duties will conclude on December 10, 2018.

- 7. *DIRECTOR REPORT:*** Ms. Bostinelos provided an overview of the Director Report included in the meeting packet. She noted SIMPCO's Water Resource Committee will be hosting the State Interagency Missouri River Authority meeting on October 24, 2018 at The Betty Strong Encounter Center. The Corps of Engineers is also holding a public meeting at the Stoney Creek Inn in Sioux City on November 7, 2018.

a. SIMPCO TRI-STATE LEGISLATIVE FORUM: Ms. Bostinelos reported the forum will be held on Friday, December 7, 2018, from 10:00 a.m. to 12:00 p.m. at Western Iowa Tech Community College in Sioux City. This year's focus is housing with presentations from the Omaha Municipal Land Bank (Nebraska Land Banks), Iowa Association of Council of Governments (Iowa Rural Housing Initiative), City of North Sioux City (South Dakota Governor's Housing Program) and SIMPCO (Regional Housing Trust Fund).

b. SIMPCO SERVICES SURVEY RESPONSE: Ms. Bostinelos provided an overview of the results from the 2018 services survey sent to members, stakeholders and committee members. A total of 26 responses were received and results showed the overall level of service as satisfactory. She noted responses indicated a high percentage was not aware of the Associate Membership program for non-profit organizations and consulting services was believed to be the primary function of SIMPCO. She discussed working to change the perception of the organization from consulting to regional networking and collaboration. Discussion followed. She plans to continue conducting the survey on an annual basis

- 8. *Other Comments:*** Ms. Bostinelos noted the next Board of Directors meeting is scheduled for Thursday, December 13, 2018 from 5:00 p.m. until 6:30 p.m. at the Sioux City Country Club, 4001 Jackson Street, Sioux City. A Holiday and Social gathering will follow the meeting with a catered meal provided. Tentative agenda items include Board of Directors annual officer elections and presentation of the U.S. Highway 20 Economic Development Study.

- 9. *Adjournment:*** ***Clark Goodchild moved to adjourn the Board of Directors meeting, seconded by Craig Anderson.*** Chair Winkel adjourned the meeting at 1:20 p.m.