

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)

Board of Directors Meeting (#510)

Thursday, January 10, 2019, 12:00 p.m.
SIMPCO, 1122 Pierce Street, Sioux City, Iowa

Voting Members Present:

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Lesa Cropley, <i>Secretary</i>	Council Member	North Sioux City, SD
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Supervisor	Dakota Dunes, SD
Tammy Bramley	Supervisor	Monona County, IA
Dale Erickson	Mayor	Lawton, IA
Harlan Hansen	Mayor	Marcus, IA
Kelly Kreber	Mayor	Hinton, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Keith Radig	Chair, Board of Supervisors	Woodbury County, IA
Craig Schmidt	Mayor	Cherokee, IA
Steve Warnstadt	Government Relations	WITCC, Sioux City, IA

Staff / Guests Present:

Rebecca George	Partner	King, Reinsch, Prosser & Co.
Jill Baker	Manager	King, Reinsch, Prosser & Co.
Bruce Dreckman	Council Member	Marcus, IA
Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Facilities/Transit Manager	SIMPCO
Jacob Heil	Regional Planning Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

Chair Jon Winkel called the meeting to order at 12:00 p.m. A quorum was present.

Chair Winkel led members and guests in the Pledge of Allegiance and introductions.

- 1. APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the January 10, 2019 agenda.

Ken Beaulieu moved to approve the agenda as presented, seconded by Mark Monson. Motion carried.

- 2. APPROVAL OF MINUTES:**

a. December 13, 2018 Meeting #509: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes. Craig Anderson, Tammy Bramley, Lesa Cropley, Dale Erickson, Kelly Kreber and Steve Warnstadt abstained due to not being in attendance.

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

3. **FY 2018 INDEPENDENT FINANCIAL AUDIT:** Jill Baker and Rebecca George with King, Reinsch, Prosser & Co., L. L. P. presented the Independent Financial Audit report for fiscal year 2018 (July 1, 2017 through June 30, 2018).

They reviewed all financial statements and fiscal activities during the fiscal year. The financial statements are presented in accordance with Government Auditing Standards and received an unmodified or “clean” opinion. A material weakness in internal control over the financial statements was disclosed regarding collection of accounts receivable within 60 days of fiscal year-end. Management will take corrective action by reviewing revenue recognition standards and year-end procedures related to revenues and deferred inflow of resources. The major federal award program selected for compliance was the *Formula Grants for Rural Areas*. There were no material weaknesses in internal control and no audit findings disclosed and an unmodified opinion was expressed on the major federal program.

Finance Director Bill Cole reported the Executive/Finance Committee has reviewed the independent audit report and recommends approval as presented.

Keith Radig moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2018 Independent Financial Audit report as presented, seconded by Dan Moore. Motion carried.

4. **FINANCE:**

a. November 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 \$764,953 and expenditures \$615,176 for a balance of \$149,777 as of November 30, 2018. He reported the Executive/Finance Committee has reviewed the financial reports and recommends approval as presented.

The administration contract with Northeast Nebraska Joint Housing Agency (NNJHA) concluded on December 10, 2018. Goldenrod Regional Housing Agency in Wisner, Nebraska, is now officially recognized by the Department of Housing and Urban Development (HUD) as the Agency of Record. The Family Self-Sufficiency (FSS) escrow fund balance has been transferred to Goldenrod and the remaining Housing Assistance Payments (HAP) funds will be released once the final reconciliation has been completed and closing expenses have been determined. The final day of employment for the FSS Coordinator position was December 21, 2018 and since HUD froze the FSS grant in August, there is a shortfall in covering expenses related to this position.

Keith Radig moved to accept the recommendation of the Executive/Finance Committee and approve the November 30, 2018 financial reports as presented, seconded by Dan Moore. Motion carried.

b. Northeast Nebraska Joint Housing Agency (NNJHA) Close-out/Settlement:

Chair Winkel reported the Executive/Finance Committee has reviewed NNJHA’s fund balances and expenses. During the final closeout of this program, they would like staff to be as engaged as possible to ensure all justifiable expenses are covered. Discussion followed.

Mr. Cole noted KRP will be completing NNJHA's portion of the audit for fiscal year 2019 within the next few weeks. Funds will not be released until reconciliation is finished and the final legitimate expenses have been determined.

Keith Radig moved to support staff being as engaged as possible in order to assure all of SIMPCO's legitimate expenses are reimbursed. Additional discussion. Tammy Bramley seconded. Motion carried.

5. **CONTRACTS:** No contracts were presented at this time.
6. **U.S. DEPARTMENT OF TRANSPORTATION GRANT AWARD / BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD):** Chair Winkel combined this agenda item with agenda item 7.
7. **DESIGNATION OF SIMPCO EXECUTIVE/FINANCE COMMITTEE AS BUILDING PROJECT OVERSIGHT COMMITTEE:** Chair Winkel provided a brief overview of the BUILD grant received for construction of the new transit center. The grant must be executed by September 2020 with completion by 2025. He discussed creating a project committee consisting of the Executive/Finance Committee and members of the SIMPCO and Siouland Regional Transit System Boards of Directors.

Keith Radig moved to establish a BUILD Committee comprised of the Executive/Finance Committee, members of the Siouland Regional Transit System Board of Directors and SIMPCO Board of Directors, seconded by Dan Moore. No further discussion. Motion carried.

Chair Winkel discussed succession planning to prepare for potential employee turnover during the BUILD project. Discussion followed.

8. **SET DATE FOR STRATEGIC PLANNING/VISIONING SESSION:**
Executive Director Michelle Bostinelos reported SIMPCO's 2016 strategic plan established that goals of the organization should be reexamined every three years. She noted since succession planning has also been brought forward this would be a good time to conduct a strategic planning/visioning session to meet these obligations. She noted Deb Burnight was the facilitator of sessions held in 2016. Discussion followed.
Mark Monson moved to direct Executive Director Michelle Bostinelos to hire a facilitator for a strategic planning/visioning session and establish a date and location, seconded by Keith Radig. No further discussion. Motion carried.
9. **OTHER COMMENTS:** The next meeting will be held on Thursday, March 14, 2019 at the SIMPCO offices, 1122 Pierce Street in Sioux City. Ms. Bostinelos noted the Executive/Finance Committee will discuss at their next meeting setting a date for the annual Board of Directors meeting.
10. **ADJOURNMENT:** Tammy Bramley moved to adjourn the meeting, seconded by Keith Radig. Chair Winkel adjourned the meeting at 1:15 p.m.