

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

Wednesday, February 6, 2019
7:30 a.m.

Kahill's Restaurant, 385 East 4th Street, South Sioux City, Nebraska

Members Present:

Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Lesa Cropley, <i>Secretary</i>	Council Member	North Sioux City, SD
Jose Gonzalez	Council Member	South Sioux City, NE
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Keith Radig	Supervisor	Woodbury County, IA

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Facilities/Transit Manager	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

In the absence of Chair Jon Winkel, Vice Chair Dan Moore called the meeting to order at 7:30 a.m. A quorum was present.

1. **APPROVAL OF THE AGENDA:** Vice Chair Moore asked if there were any additions or corrections to the February 6, 2019 agenda.

Keith Radig moved to approve the agenda as presented, seconded by Lesa Cropley. Motion carried.

2. **APPROVAL OF MINUTES:**

a. January 2, 2019: Vice Chair Moore 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 Keith Radig. Motion carried.

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

Ms. Bostinelos attended the Iowa Council of Governments (ICOG) Legislative breakfast at the Iowa Capitol. She also joined members of ICOG in touring the Prison Built Housing Program in Yankton, South Dakota. She reported Iowa is looking into a similar program and noted this is a good example of working with the Legislature to find a solution. Discussion followed.

SIMPCO's annual membership workshop will be held on March 1, 2019, from 10:00 a.m. to 3:30 p.m. at WITCC in Sioux City. Topics include *Green Wastewater Treatment, Marketing Home Town America, Rural Housing Readiness Assessment and Employment Issues*. The workshop will also include a member peer exchange on GIS, Community Development Block Grants, comprehensive planning, housing rehabilitation and municipal codes.

4. FINANCE:

a. December 31, 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 \$903,144 and expenditures \$746,353 for a balance of \$156,791 as of December 31, 2018.

Administrative duties for Northeast Nebraska Joint Housing Agency (NNJHA) were discontinued in December 2018. Substantial expenses were paid out for the Family Self-Sufficiency Coordinator (FSS) position in December. Funds for the Housing Assistance Payments (HAP) have been reconciled and \$14,776 was determined as the final administrative expense. A claim has been submitted to the U.S. Department of Housing and Urban Development (HUD); however if not disbursed, the expense will be withheld from the remaining balance transfer. King, Reinsch, Prosser has completed the NNJHA portion of the FY 2019 audit, therefore, complete closure of this program should be finished in the near future. Discussion followed.

Keith Radig moved to recommend to the Board of Directors approval of the December 31, 2018, financial reports as presented, seconded by Mark Monson. No further discussion. Motion carried.

b. FY 2018 Accounts Receivable Write-Offs: Mr. Cole referred to the memo included in the meeting packet detailing proposed write-offs for fiscal year 2018. Staff is recommending a total write-off of \$34,457.47, (\$13,301.32 in membership dues plus \$21,156.15 for the Highway 20 study, housing and minor payment adjustments).

In July 2018, membership invoices along with a summary of SIMPCO's achievements were sent to all members in the previous year and any new potential members. Sixteen cities did not pay during fiscal year 2018. The Committee discussed communities joining as-needed and prorating dues when joining mid-fiscal year.

Local match was solicited from all cities in the proximity of Highway 20 and while information on the value of the study was included with the invoice, a small number chose not to contribute.

Some entities chose not to provide local match for the Iowa Finance Authority (IFA) Housing Trust Fund owner-occupied housing rehabilitation program. It was also determined an old receivable from the 2003 Cardinal Development rental rehabilitation project could not be collected.

Mr. Cole reported the recommended write-offs should be formally approved since they are reflected in the FY 2018 audit approved by the Board of Directors in January. If payment is received for any invoices that have been written off, revenue will be recorded at the time of receipt.

Keith Radig moved to approve the requested total write-off of \$34,457.47 for fiscal year 2018, seconded by Lesa Cropley. No further discussion. Motion carried.

- c. **FY 2019 Accounts Receivable Write-Offs:** Mr. Cole reported as mentioned above, in July 2019 membership invoices along with a letter of SIMPCO's accomplishments were sent to all members in the previous year and any new potential members. Although it is not required at this time, staff is proposing writing off FY 2019 membership invoices that have not been paid to date totaling \$10,873.75.

Keith Radig moved to approve Staff's recommendation to write-off \$10,873.75 in membership dues for fiscal year 2019, seconded by Lesa Cropley. Motion carried.

- d. **Government Shutdown:** Mr. Cole provided a spreadsheet showing the effect of delayed government funding due to the shutdown. He noted if the closure continues potential government funding held could total \$633,869.50. Discussion followed on options that may need to be implemented if funding is held for longer than 30-35 days. Another suggestion was to send a letter endorsed by the Board of Directors to congressional leaders on the ramifications of the government shutdown to SIMPCO.

5. **SERVICE AGREEMENT:**

a. **King, Reinsch, Prosser and Company, L.L.P. (KRP) Independent Audit Agreement:**

Mr. Cole reported in May 2017 the Board of Directors approved an agreement with KRP to perform an independent audit for fiscal years ending June 30, 2017 and June 30, 2018. The contract included an option to extend for three additional fiscal years if both parties agreed. KRP was asked to revisit their initial proposal for the three optional years and take into consideration improvements to the accounting system and internal control as well as Northeast Nebraska Joint Housing Agency (NNJHA) no longer being a part of the financial statements in 2020 and 2021. The revised proposal received from KRP reduced overall costs for the next three years by approximately \$10,000. Discussion followed. Staff's recommendation is to accept the revised proposal from KRP and extend the contract for three additional fiscal years.

Lesa Cropley moved to recommend to the Board of Directors extending the independent audit agreement with King, Reinsch, Prosser and Company, L.L.P. for an additional three fiscal years with the revised fees as presented, seconded by Keith Radig. No further discussion. Motion carried.

6. **CONTRACTS:** Ms. Bostinelos presented the following contract for recommendation of approval to the Board of Directors.

a. **City of Hinton to complete a Comprehensive Plan update, Total \$5,000, February 2019 through August 2019**

Keith Radig moved to recommend approval of the contract as presented to the Board of Directors, seconded by Mark Monson. Motion carried.

7. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting will be held on Wednesday, March 6, 2019. She noted there could be possible conflict with the May 1 meeting and the Siouxland/Washington conference. The March agenda will include rescheduling the May meeting, if needed and setting a date and location for the annual Board of Directors meeting.

8. **ADJOURNMENT:** **Lesa Cropley moved to adjourn the meeting seconded by Keith Radig. Motion carried.** Vice Chair Moore adjourned the meeting at 8:42 a.m.