

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Board of Directors Meeting (#511)**

**Thursday, March 14, 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
Craig Anderson	Supervisor	Plymouth County, IA
Dale Erickson	Mayor	City of Lawton, IA
Harlan Hansen	Mayor	Marcus, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Keith Radig	Supervisor	Woodbury County, IA
Craig Schmidt	Mayor	Cherokee, IA
Steve Warnstadt	Coordinator	Western IA Regents Resource Ctr.

**Staff / Guests Present:**

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 in the Pledge of Allegiance.

- 1. APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the March 14, 2019 regular meeting agenda.

***Steve Warnstadt moved to approve the regular meeting agenda as presented, seconded by Craig Schmidt. Motion carried with all ayes.***

- 2. APPROVAL OF MINUTES:**

**a. January 10, 2019:** 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 Craig Schmidt. Motion carried with all ayes.***

- 3. FINANCE:**

**a. January 31, 2019 FINANCIAL REPORTS:** Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,019,425 and expenditures \$841,178 for a balance of \$178,247 as of January 31, 2019.

Administration of the Northeast Nebraska Joint Housing Agency (NNJHA) housing choice voucher program ended on December 10, 2018. The program has been completely closed with final expenses withheld from the remaining balance transfer. Discussion followed.

The Executive/Finance Committee has reviewed the January 31, 2019 financials and recommends approval as presented.

***Dale Erickson moved to accept the recommendation of the Executive/Finance Committee and approve the January 31, 2019 financial reports as presented, seconded by Mark Monson. No further discussion. Motion carried with all ayes.***

**b. PROPOSED FY 2020 COST ALLOCATION PLAN:** Bill 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 projects. The FY 2020 plan has not significantly changed from last fiscal year, but has been updated with numbers from the FY 2020 budget. The proposed indirect cost rate for FY 2020 is 54.90% of direct salaries, wages and benefits. The approved rate in FY 2019 was 59.91% and in FY 2018 it was 67.4% due to a substantial shortfall carried over from FY 2017. He noted the goal is to reach a rate of 50%. Discussion followed. The Executive/Finance Committee has reviewed the proposed FY 2020 Cost Allocation Plan and recommends approval as presented. Once approved, the plan will be forwarded to federal and state funding sources for confirmation.

***Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2020 Cost Allocation Plan as presented, seconded by Keith Radig. No further discussion. Motion carried with all ayes.***

**c. PROPOSED FY 2020 BUDGET:** Bill Cole presented the budget for fiscal year 2020, July 1, 2019 through June 30, 2020. The total projected budget for FY 2020 is \$5,693,993 in revenues and \$5,665,352 in expenditures. For budgeting purposes the proposal does include an average employee wage increase of 3%. NNJHA is not included in the 2020 budget as administration ended in fiscal year 2019. Discussion followed. The Executive/Finance Committee has reviewed the proposed FY 2020 budget and recommends approval as presented.

***Craig Anderson moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2020 budget as presented, seconded by Mark Monson. No further discussion. Motion carried with all ayes.***

4. **EXECUTIVE DIRECTOR CONTRACT:** Chair Winkel reported the Executive/Finance Committee conducted the annual performance evaluation of Executive Director Michelle Bostinelos at their March 6, 2019 meeting. As a result, the Committee is recommending a three-year contract with an increase of five percent at the beginning of the agreement and automatic annual five percent increases for the following two years. Discussion followed.

***Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the Executive Director contract as written, seconded by Craig Schmidt. No further discussion. Motion carried with seven ayes and two nays.***

Dale Erickson, City of Lawton, exited the meeting as 12:35 p.m.

5. **SERVICE AGREEMENT:** Bill Cole reported in May 2017 the Board of Directors approved an agreement with King, Reinsch, Prosser and Company (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. Staff requested KRP 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. Cole reviewed a revised proposal received from KRP noting overall costs for the next three years were reduced by approximately \$10,000. The Executive/Finance Committee recommends accepting the audit agreement with KRP for an additional three years with the revised fees presented.

**Keith Radig moved to accept the recommendation of the Executive/Finance Committee and extend the contract with King, Reinsch, Prosser and Company with rates revised as presented, seconded by Craig Anderson. Motion carried with all ayes.**

**6. CONTRACTS:** Michelle Bostinelos presented the following contracts for approval. She reported the Executive/Finance Committee has reviewed each and recommends approval.

- a. City of Hinton to complete a Comprehensive Plan update, Total \$5,000, February 2019 through August 2019
- b. City of Correctionville to complete an Environmental Review for Community Development Block Grant (CDBG) Owner-Occupied Housing Rehabilitation, Total \$2,500, March 11, 2019 until completion
- c. City of Soldier to complete an Environmental Review for a USDA Water/Sewer Grant, \$2,500, March 11, 2019 until completion

**Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve all contracts as presented, seconded by Dan Moore. Motion carried with all ayes.**

**7. RESOLUTION 2019-1:** Michelle Bostinelos reported this resolution approves the submittal of a Surface Transportation Block Grant application to the Siouxland Regional Transportation Planning Association (SRTPA) in the amount of \$58,500 for fiscal year 2023. Funding will be used to develop and complete planning activities required by the Iowa DOT for the Rural Planning Affiliation (RPA) area and provide planning assistance to SRTPA members. The Executive/Finance Committee recommends approval of Resolution 2019-1 as written.

**Keith Radig moved to accept the recommendation of the Executive/Finance Committee and approve Resolution 2019-1 as written, seconded by Dan Moore. A roll call vote was conducted:**

Jon Winkel, City of Sergeant Bluff	AYE
Dan Moore, City of Sioux City	AYE
Craig Anderson, Plymouth County	AYE
Harlan Hansen, City of Marcus	AYE
Mark Monson, Sergeant Bluff P & Z	AYE
Keith Radig, Woodbury County	AYE
Craig Schmidt, City of Cherokee	AYE
Steve Warnstadt, Western IA Regents	AYE

**Motion carried with all ayes.**

8. **FY 2019 ANNUAL MEETING DATE AND LOCATION:** Michelle Bostinelos reported the City of Marcus will be hosting this year's meeting. Discussion followed on dates the Community Center is available and member's schedules.

Members chose to hold the meeting on Thursday, June 20, 2019 at 5:30 p.m. It will be held in Marcus at the Community Center with a banquet dinner and awards following. Discussion followed on including golf at the Marcus Community Golf Club around 2:30 p.m. Staff will send a "Save the Date" right away and a formal invitation closer to the date of the event.

9. **DIRECTOR REPORT:** Michelle Bostinelos highlighted projects currently underway and staff activities from the Director Report included in the meeting packet.

Bostinelos announced SIMPCO will be hosting a Regional Economic Diversification Summit (REDS) on Wednesday, June 12, 2019 from 9:00 a.m. to 3:30 p.m. at WITCC in Sioux City. The summit will feature panelists and guest speakers that will present and discuss regional economic development resources.

10. **BUILD GRANT AWARD UPDATE:** Curt Miller reported the grant is on hold until the state has finalized its budget and the Iowa DOT project has been approved. The original grant has been revised as requested by the Federal Transit Administration (FTA) and resubmitted. The deadline to finalize the grant agreement is September 2020 and authorization to spend funds will not be received until complete.

11. **OTHER COMMENTS:** Bostinelos noted as previously discussed under agenda item 8, the next meeting will be held in Marcus on Thursday, June 20, 2019.

12. **ADJOURNMENT:** *Dan Moore moved to adjourn the meeting, seconded by Keith Radig. Motion carried with all ayes.* Chair Winkel adjourned the meeting at 1:00 p.m.