

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Board of Directors Meeting (#512)
Thursday, June 20, 2019, 5:30 p.m.
Marcus Community Center, 319 North Main Street, Marcus, 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
Harlan Hansen	Mayor	Marcus, IA
Connie Ludvigson	Mayor	Holstein, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Craig Schmidt	Mayor	Cherokee, IA

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 5:30 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 June 20, 2019 regular meeting agenda.

Craig Anderson moved to approve the regular meeting agenda as presented, seconded by Dan Moore. Motion carried with all ayes.

2. **APPROVAL OF MINUTES:**
 - a. **March 14, 2019:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Craig Anderson moved to approve the regular meeting minutes as presented, seconded by Mark Monson. Motion carried with all ayes.

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

a. Strategic Planning and Visioning Session: Bostinelos stated the Executive/Finance Committee recommends engaging Deb Burnight (Burnight Facilitated Resources) to facilitate a strategic planning and visioning session. Burnight conducted the last session in 2016 and developed the strategic plan and work products included in the meeting packet.

Bostinelos reported Burnight requires a minimum session of three hours, and staff is proposing Thursday, August 8, 2019 from 9:00 a.m. to 12:00 p.m. Location has not been set. Discussion followed.

Dan Moore moved to approve the recommendation of the Executive/Finance Committee and engage Burnight Facilitated Services to facilitate a strategic planning and visioning session on Thursday, August 8, 2019 from 9:00 a.m. to 12:00 p.m., seconded by Mark Monson. No further discussion. Motion carried with all ayes.

b. Board of Directors Meeting: Bostinelos discussed holding the August Board of Directors meeting after the strategic planning and visioning session on August 8.

Dan Moore moved to schedule the next Board of Directors meeting on Thursday, August 8, 2019 from 12:00 p.m. to 1:00 p.m., seconded by Mark Monson. No further discussion. Motion carried.

The Board of Directors meeting will be held at the same location as the strategic planning and visioning session

4. FINANCE:

a. MAY 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 \$1,441,405 and expenditures \$1,318,516 for a balance of \$122,889 as of May 31, 2019. He reported the Executive/Finance Committee has reviewed the financial reports and recommends approval as presented.

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve the May 31, 2019 financial reports as presented, seconded by Mark Monson. Motion carried with all ayes.

b. FY 2020 SALARY SCHEDULE: Bill Cole reviewed the proposed FY 2020 salary schedule included in the meeting packet. The proposal raises the upper end and lower end of each position's range by three percent. The Executive/Finance Committee has reviewed and recommends approval as presented.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2020 salary schedule as presented, seconded by Craig Schmidt. Discussion followed. Motion carried with six ayes and one nay.

c. INSURANCE RENEWALS: Bill Cole presented a listing of insurance policies that renew on July 1. He reported the only employee policy that changed from last year was Delta Dental with an increase of two percent.

Cole reviewed the Directors and Officers quotes received for employment practices liability coverage. Staff is recommending the option received from Travelers for an annual cost of \$8,538 which would be locked-in for three years (7/1/2019 – 6/30/2022). Discussion followed.

The Executive/Finance Committee has reviewed all renewals and recommends approval of all as presented.

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and renew all policies as presented, seconded by Craig Anderson. No further discussion. Motion carried with all ayes.

5. **CONTRACTS:** Michelle Bostinelos presented the following contracts for approval. She reported the Executive/Finance Committee has reviewed each and recommends approval.
 - a. Federal Home Loan Bank, Owner-Occupied Housing Rehabilitation, Total \$550,000, March 2019 – March 2021
 - b. Iowa Department of Transportation, Urban Transportation Planning, FHWA PL \$139,523 Federal; FTA 5305d \$42,354 Federal, Total \$181,877, July 1, 2019 to June 30, 2020
 - c. Iowa Department of Transportation, Rural Transportation Planning; FHWA STBG \$46,000 Federal, FTA 5311 \$24,196 Federal, FHWA SPR \$24,196 State, Total \$94,392 July 1, 2019 to June 30, 2020
 - d. Nebraska Department of Transportation, Urban Transportation Planning; FHWA PL \$64,444 Federal, July 1, 2019 to June 30, 2020
 - e. Nebraska Department of Transportation, Urban Transportation Planning; FHWA FTA 5305d \$9,746 Federal; July 1, 2019 to June 30, 2020
 - f. South Dakota Department of Transportation, Urban Transportation Planning; FHWA PL \$55,637 Federal, July 1, 2019 to June 30, 2020
 - g. Iowa Department of Public Health, Total \$20,000 to complete a FY 2019 Physical Activity Access project in the Sioux City metro area
 - h. Region IV Local Emergency Planning Committee (LEPC) Phase III of the interactive map project developed for the Region IV Hazardous Materials Response team(s) and County Emergency Management offices, Total \$13,489.69, July 1, 2019 through September 30, 2019

Harlan Hansen 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.

6. **BUILD GRANT AWARD UPDATE:** Curt Miller reported staff continues working with the Federal Transit Administration (FTA) and Iowa Department of Transportation (Iowa DOT) on prerequisites that need to be completed prior to finalizing and initiating the grant. Discussion followed.
7. **OTHER COMMENTS:** Bostinelos noted the next meeting will follow the Strategic Planning and Visioning Session on August 8, 2019 at 12:00 p.m. Members will be notified on the meeting location.
8. **ADJOURNMENT:** **Dan Moore moved to adjourn the meeting, seconded by Connie Ludvigson. Motion carried with all ayes.** Chair Winkel adjourned the meeting at 6:15 p.m.