

Siouxland Regional Transit System (SRTS)

Board of Directors

Minutes

September 26, 2019

10:15 a.m.

MEMBERS PRESENT:

Rhett Leonard, Chair

Wane Miller

Gary Horton

Tammy Bramley

Ida County, Iowa

Cherokee County, Iowa

Plymouth County, Iowa

Monona County, Iowa

STAFF PRESENT:

Michelle Bostinelos, Executive Director

Curt Miller, Transit Director

Bill Cole, Finance Director

Emily Coppock, Administrative Assistant

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The Siouxland Regional Transit System (SRTS) Board of Directors met on Thursday, September 26, 2019, at 10:15 a.m. SIMPCO, 1122 Pierce Street, Sioux City, Iowa.

Chair Rhett Leonard called the meeting to order at 10:15 a.m.

- I. **Approval of the Agenda** – Chair Rhett Leonard asked if there were any additions or corrections to the September 26, 2019 agenda.

Tammy Bramley moved to approve the amended agenda presented at the meeting, seconded by Gary Horton. Motion carried all ayes.

- II. **Approval of the Minutes** – Chair Rhett Leonard asked if there were any additions or corrections to the June 20, 2019 minutes.

Correction: Rhett Leonard is Chair with Keith Radig, Vice Chair, running the meeting due to Rhett being on conference call. Gary Horton moved to approve the minutes with correction, seconded by Tammy Bramley. Motion carried all ayes.

- III. **Financials** – Bill Cole, Finance Director, presented the financials through June 30, 2019. Bill reported a decrease in contract revenue, rate changes that went into effect July 1, 2019, and noting the yearly audit, FY 19, has been completed with a single audit done on SRTS with no findings. Bill noted the audit went well and KRP will be presenting the audit findings at the SIMPCO Board of Directors meeting in December.

Tammy Bramley moved to approve the FY 19 financials presented, seconded by Gary Horton. Motion carried all ayes.

Bill Cole presented the financials for FY 20 as of August 31, 2019. Bill reported on grant revenue, paratransit, contracted service, vehicle maintenance and fuel costs. Bill noted a positive trend in total revenue with a \$20,000 increase from last year.

Tammy Bramley moved to approve the FY 20 financials presented, seconded by Gary Horton. Motion carried all ayes.

Bill Cole also reported on the SRTS accounts receivable write off. He presented the board with a list of clients that were billed but have never paid their share of rides due to MCO changes. Bill noted \$80,000 of the \$168,048.13 total proposed write off is deferred in flow with the other \$90,000 being recognized as revenue. Bill also noted the amounts go back to 2014 with many attempts to collect. He reported accounts receivable is now up to date with no effects to the 1.5 million in the bank. Bill recommended approving the write off with a positive recommendation from auditors.

Gary Horton moved to approve the accounts receivable write-off as presented, seconded by Wane Miller. Motion carried all ayes.

- IV. **Purchase of Ecolane Dispatch Software** – Curt Miller presented the board with a quote from Dyntek services on the Ecolane DRT Software System. Curt asked the board for approval in purchasing the new system. He noted he has been researching new dispatch software due to current software having service problems and unreliability. He stated the proposed new dispatch software would allow clients to use the web based interactive scheduler to schedule trips and locate their drivers cutting down call time to dispatchers. Curt noted he looked at the software demo and talked to two other organizations using this software receiving positive feedback from both. This software will be purchase only costing roughly \$180,181.10. Cost includes software, installation, and training for all drivers and dispatchers.

Tammy Bramley moved to approve the purchase of the Ecolane Dispatch Software presented, seconded by Gary Horton. Motion carried all ayes.

- V. **Iowa DOT Contract** – Iowa Department of Transportation FY 2020 Federal Transit Assistance (FTA) Agreement for \$568,264 from July 1, 2019 through June 30, 2020.

Tammy Bramley moved to approve the IDOT contract, seconded by Wane Miller. Motion carried all ayes.

- VI. **Draft Disadvantaged Business Enterprise (DBE) Program** – Curt Miller presented the draft DBE program to the board for approval. Curt noted that since SRTS has received Federal financial assistance from the U.S. Department of Transportation it is required that SRTS have their own DBE program. Curt noted this draft was sent to the FTA for review and will be brought back in November for final approval from the board. Curt asked the board to approve the public hearing date for public comment regarding the DBE program as November 21, 2019 at 10:15 a.m.

Gary Horton moved to approve the presented public hearing date, seconded by Tammy Bramley. Motion carried all ayes.

- VII. **Draft Equal Employment Opportunity (EEO)** – Curt presented the board with the draft EEO for review and comments. Curt noted the EEO as another step to take in receiving the BUILD grant. Curt recommended Bill Cole as EEO officer.

Gary Horton moved to appoint Bill Cole as EEO officer, seconded by Tammy Bramley. Motion carried all ayes.

- VIII. **Building Update** – Curt Miller informed the board on current progress of the new building grant noting everything is moving along with steps being completed and submitted including Title VI, DBE, EEO, and IDOT phase 1 study.

- IX. **Other Comments**

- X. **Adjournment** – Chair Leonard adjourned the meeting at 11:15 a.m. Next meeting will be Thursday, November 21, 2019.