

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)

Board of Directors Meeting (#520)
Thursday, August 13, 2020, 12:00 p.m. (Noon)
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	City of Sioux City, IA
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Board Member	Dakota Dunes CID, SD
Rachelle Karstens	President, Briar Cliff University	Sioux City, IA
Wane Miller	Supervisor	Cherokee County, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Creston Schubert	Supervisor	Ida County, IA
Steve Warnstadt	Government Relations	WITCC, Sioux City, IA

Non-voting/Guests/Staff Present:

Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Michelle Bostinelos	Executive Director	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Curt Miller	Facilities/Transit Manager	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

Chair Winkel read the following statement from the August 13, 2020 meeting agenda.

The members of the SIMPCO Board of Directors are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. An in-person meeting is not possible due to the Covid-19 declared pandemic and subsequent order to maintain social distancing when and where possible. The meeting is being held by conference call originating from the SIMPCO office at 1122 Pierce Street, Sioux City, Iowa. It is open to the public via conference call only. Those on the call can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4

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

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the August 13, 2020 regular meeting agenda.

Dan Moore moved to approve the August 13, 2020 regular meeting agenda as presented, seconded by Craig Anderson. Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**
 - a. **Board of Directors Minutes, June 11, 2020:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Wane Miller moved to approve the regular meeting minutes of June 11, 2020 as presented, seconded by Mark Monson. Motion carried. [Unanimous]

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

a. SIMPCO 2019 Strategic Work Products: Ms. Bostinelos reported the Strategic Work Products included in the meeting packet were developed at the staff/director retreat held on August 8, 2019. Revisiting the plan after one year provides an opportunity to see how the organization is moving forward with the established three-year vision. She reviewed the strategic priorities outlined in the plan and discussed this year's achievements, possible improvements and future efforts. Discussion followed.

b. SIMPCO Services Survey Results: Ms. Bostinelos reviewed responses received from the annual services survey. She noted it was emailed to members, partners and stakeholders and a link was also included in the monthly newsletter. Information from the survey provides staff and Directors valuable feedback that can be used to see how the organization is doing, make improvements or expand services.

4. **SIMPCO AWARDS BANQUET:** Ms. Bostinelos reported the annual awards banquet was tentatively scheduled for September. However, with continued concerns related to the pandemic the Executive/Finance Committee suggested forgoing an in-person banquet and in its place have a virtual awards event. Discussion followed.

Craig Anderson moved to approve the recommendation of the Executive/Finance Committee and this year in place of an in-person awards banquet host a virtual awards event, seconded by Wane Miller. No further discussion. Motion carried. [Unanimous]

5. **FINANCIAL UPDATE:**

a. June 30, 2020 / July 31, 2020 Financial Reports: In the absence of Finance Director Bill Cole, Michelle Bostinelos provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$339,439 and expenditures \$77,759 for a balance of \$261,680 as of July 31, 2020.

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 June 30 and July 31, 2020 financial reports as presented, seconded by Mark Monson. Motion carried. [Unanimous]

6. **CONTRACTS:** Ms. Bostinelos reviewed each of the contracts presented for approval and reported the Executive/Finance Committee does recommend approval as presented.

a. City of Dakota City, Administration of Community Development Block Grant Revolving Loan Fund Re-Use, \$6,000, July 2020 to June 2022

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Craig Anderson. Motion carried. [Unanimous]

- b. Iowa Department of Transportation, Urban Transportation Planning:
FHWA PL \$71,336 Federal; FTA 5305d \$45,576 Federal, Total \$116,912
July 1, 2020 to June 30, 2021

Ken Beaulieu moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Dan Moore. Motion carried. [Unanimous]

- c. Iowa Department of Transportation, Rural Transportation Planning:
FHWA STBG \$46,800 Federal, FTA 5311 \$24,335 Federal, FHWA SPR \$24,335 State, Total \$95,470 July 1, 2020 to June 30, 2021

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Ken Beaulieu. Motion carried. [Unanimous]

- d. Nebraska Department of Transportation, Urban Transportation Planning:
FHWA PL \$124,970 Federal, July 1, 2020 to June 30, 2021

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Wane Miller. Motion carried. [Unanimous]

- e. Nebraska Department of Transportation, Urban Transportation Planning;
FHWA FTA 5305d \$10,376 Federal; July 1, 2020 to June 30, 2021

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Ken Beaulieu. Motion carried. [Unanimous]

- f. South Dakota Department of Transportation, Urban Transportation Planning: FHWA
PL \$56,734 Federal, July 1, 2020 to June 30, 2021

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Mark Monson. Motion carried. [Unanimous]

- g. U.S. Economic Development Administration (EDA)
Administration of the CARES Act Recovery Assistance Supplemental Planning Grant,
Total \$400,000, July 1, 2020 – June 30, 2022

Ms. Bostinelos noted the EDA award is 100% funded with no local match. Staff will be reaching out to communities and economic development groups for potential projects.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Dan Moore. Motion carried. [Unanimous]

- 7. **SERVICE CONTRACT:** Ms. Bostinelos provided an overview of the contract presented for approval and reported the Executive/Finance Committee has reviewed and recommends approval as presented.

- a. Impact7G, Inc. to provide technical services for the following:
 - 1. Lead Inspection/Risk Assessments
\$1,300 per Unit (Iowa), \$1,500 per unit (Nebraska)

2. Short Term Radon Test and Written Test Results (per unit)
\$300 (per test)
3. Bid Specifications and Cost Estimates for items identified in LIRA
(per unit as needed), \$400 per unit
4. Bid Tours (per day as needed), \$250.00
5. Clearance testing and report within 5 working days (per unit)
 - i. \$900
 - ii. Failed Visual Assessment when attempting a clearance inspection, \$300 per failure, if requiring a 2nd day
 - iii. Re-Sample for a property that passed the visual assessment but failed the clearance standards for dust wipes, \$600 per failure

Ms. Bostinelos reported the technical services outlined will be utilized by the housing department. The contract has been reviewed by the attorney and is recommended for approval as presented. She noted the Executive/Finance Committee did question the difference in pricing between Iowa and Nebraska for lead inspection/risk assessments. She reported this is due to higher regulatory costs in Nebraska.

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve as presented, seconded by Craig Anderson. Motion carried. [Unanimous]

8. **BUILD GRANT UPDATE:** Transit Director Curt Miller reported Request For Qualifications for design and engineering services were sent on August 3 with a due date of August 31. Building committee meetings will be held to evaluate RFQs received and interview selected vendors. Discussion followed.
9. **OTHER COMMENTS:** The next meeting is scheduled for Thursday, October 8, 2020 and will be held via Zoom.
10. **ADJOURNMENT:** *Dan Moore moved to adjourn the meeting, seconded by Mark Monson. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 12:50 p.m.