

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

Wednesday, March 3, 2021, 7:30 a.m.

Members Present:

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Lesa Copley, <i>Secretary</i>	Council Member	North Sioux City, SD
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Jasper Kriens	Council Member	South Sioux City, NE
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Bob Padmore	City Manager	Sioux City, IA
Mark Monson	Planning & Zoning Commissioner	Sergeant Bluff, IA
Keith Radig	Supervisor	Woodbury County, IA

Staff Present:

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

Chair Winkel called the meeting to order at 7:30 a.m. A quorum was in attendance.

The following statement was noted from March 3, 2021 meeting agenda.

The members of the SIMPCO Executive/Finance Committee are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. The meeting is being held by conference/video call originating from the SIMPCO office at 1122 Pierce Street, Sioux City, Iowa. Due to the COVID19 pandemic, it is open to the public in-person AND through video/conference call. Those in person or on the call can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

- 1. APPROVAL OF THE AGENDA:** Chair Winkel requested revising the order of the agenda by moving Agenda Item 9 (Closed Session - Executive Director Performance Evaluation) to the beginning of the agenda.

Lance Hedquist moved to approve the March 3, 2021 regular meeting agenda with the requested revision, seconded by Mark Monson. Motion carried. [Unanimous]

- 2. APPROVAL OF MINUTES:**

a. February 3, 2021: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Dan Moore moved to approve the February 3, 2021 regular meeting minutes as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

9. CLOSED SESSION – EXECUTIVE DIRECTOR PERFORMANCE EVALUATION:

Lance Hedquist moved to enter into closed session, seconded by Dan Moore. Motion carried. [Unanimous] The Executive/Finance Committee entered into closed session at 7:33 a.m.

Mark Monson moved for the Executive/Finance Committee to enter into an open session, seconded by Dan Moore. A roll call vote was conducted with 9 ayes and 0 nays. Motion carried. The Executive/Finance Committee entered into an open session at 8:05 a.m.

Mark Monson moved to rank the performance evaluation of Ms. Bostinelos at approximately 4.5 or higher, based on a scale of 1 (marginal) to 5 (outstanding). The Committee referenced the list of her accomplishments over the past two years as exceptional, notably during the difficult pandemic. Since this is the last year of the current Executive Director Contract, members in conjunction with Ms. Bostinelos will begin the process of drafting a new contract, seconded by Lance Hedquist. Motion carried. [Unanimous]

A suggestion was made to form a small group to work with Ms. Bostinelos on her contract. Bob Padmore, Jon Winkel and Lesa Cropley volunteered.

Bob Padmore and Dan Moore exited the meeting at 8:12 a.m.

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

4. FINANCIAL UPDATE:

a. January 31, 2021 Financial Reports: Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,355,872 and expenditures \$1,149,058 for a balance \$206,814 as of January 31, 2021.

Mark Monson moved to recommend to the Board of Directors approval of the January 31, 2021 financial reports as presented, seconded by Lesa Cropley. Motion carried. [Unanimous]

b. FY 2022 Budget: Mr. Cole provided a detailed overview of the proposed budget for fiscal year 2022 (July 1, 2021-June 30, 2022).

Mark Monson moved to recommend to the Board of Directors approval of the proposed FY 2022 budget presented, seconded by Lesa Cropley. Motion carried. [Unanimous]

c. FY 2022 Cost Allocation Plan: Mr. Cole provided an overview of the Cost Allocation Plan and equation used to determine the indirect cost rate for fiscal year 2022. He reported the proposed indirect cost rate for FY 2022 is 55.19%. This rate includes the recapture of \$60,000 in carry forward shortfall from the indirect rate of previous years. After discussions with King, Reinsch, Prosser & Co, it was determined these costs could still be recovered; therefore, staff's recommendation is to recover the \$60,000 with an indirect cost rate of 55.19% for fiscal year 2022.

Lesla Cropley moved to recommend to the Board of Directors approval of the FY 2022 Cost Allocation Plan with staff recommendation to recover costs at the 55.19% indirect cost rate, seconded by Jasper Kriens. Motion carried. [Unanimous]

5. CONTRACTS:

- a. Axcel Innovation LLC, for professional services to complete Phase 1 of the Innovation Center Feasibility Study, U.S. Economic Development Administration (EDA) CARES Act funding \$30,350, March 2021 – June 2022
- b. City of Remsen, to administer Iowa Community Development Block Grant (CDBG) Contract #02-WS-044 for water/sewer repairs, \$15,300, February 24, 2021 –expiration of the City’s contract with the Iowa Economic Development Authority

Keith Radig moved to recommend to the Board of Directors approval of contract a. and b. as presented, seconded by Jasper Kriens. Motion carried. [Unanimous]

- 6. RESOLUTION 2021-1 SIOUXLAND REGIONAL TRANSPORTATION PLANNING:** Ms. 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 2025. 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.

Mark Monson moved to recommend approval of Resolution 2021-1 to the Board of Directors as presented, seconded by Keith Radig. A roll call vote was conducted with 7 ayes and 0 nays. Motion carried.

- 7. BUILD GRANT UPDATE:** Transit Director Curt Miller reported the annual lease rate with Iowa DOT is expected to be \$19,600 for six acres and will include all of the infrastructure with no additional cost. The lease agreement won’t be finalized until we’re closer to a 30 percent design and then will be sent to FTA and DOT for approval. Two significant deadlines are on schedule: 30% design complete by end of April and expenditures/drawdown by July 1.
- 8. OTHER COMMENTS:** Michelle Bostinelos reported the next meeting is scheduled for Wednesday, April 14, 2021 at 7:30 a.m. via Zoom.

Ms. Bostinelos suggested reviewing membership dues this fall as 2020 Census information should be available. A suggestion was made to research rates of other Iowa Councils of Governments, Nebraska Economic Development Districts and the South Eastern Council of Governments in South Dakota.

- 10. ADJOURNMENT:** Lesla Cropley moved to adjourn the meeting, seconded by Aaron Lincoln. Motion carried. [Unanimous] Chair Winkel adjourned the meeting at 9:02 a.m.