

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Executive/Finance Committee
Wednesday, November 10, 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
Keith Radig, <i>Secretary</i>	Supervisor	Woodbury County, IA
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Gary Bogenrief	Council Member	North Sioux City, SD
Eric Christensen	City Administrator	North Sioux City, SD
Kelly Kreber	Mayor	Hinton, IA
Mark Monson	Planning & Zoning Commissioner	Sergeant Bluff, IA
Bob Padmore	City Manager	Sioux City, IA

Guest Present:

Jill Baker, <i>Manager</i>	King, Reinsch, Prosser & Co., L.L.P.	Sioux City, IA
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Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit/Facilities Director	SIMPCO

Chair Jon Winkel called the meeting to order at 7:30 a.m. A quorum was present. The following statement was noted from the November 10, 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 asked if there were any additions or corrections to the regular meeting agenda.

Dan Moore moved to approve the November 10, 2021 regular meeting agenda, seconded by Lance Hedquist. Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**

- a. **October 13, 2021:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Mark Monson moved to approve the October 13, 2021 regular meeting minutes as presented, seconded by Gary Bogenrief. Motion carried. [Unanimous]

3. **FY 2021 INDEPENDENT FINANCIAL AUDIT:** Jill Baker with King, Reinsch, Prosser presented a draft of the FY 2021 auditor's report.

Ms. Baker provided a full review of all financial statements, supplementary information and audit results. She reported unmodified opinions were issued on the financial statements and no material weaknesses in internal control over major federal award programs was disclosed.

Dan Moore moved to accept and approve FY 2021 Independent Financial Audit as presented, seconded by Gary Bogenrief. Motion carried. [Unanimous]

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

a. Annual Ron Rapp Award: Ms. Bostinelos reported the annual holiday gathering and awards banquet will be held following the Board of Directors meeting on December 9, 2021. The Executive/Finance Committee selects the Ron Rapp award, and as requested at the October meeting, staff sent members the award criteria and list of past award winners. Two award nominations were received and since both serve on the Executive/Finance Committee, members were asked if they would like to vote by ballot or have staff make the final selection. Discussion followed.

Dan Moore moved to have staff make the final selection of the 2021 Ron Rapp award recipient, seconded by Kelly Kreber. Motion carried. [Unanimous]

5. **FINANCIAL UPDATE:**

a. October 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 \$837,043 and expenditures \$641,881 for a balance \$195,162 as of October 31, 2021.

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

b. FY 2022 Proposed Membership Dues Write-offs: Mr. Cole discussed the proposed write-offs for membership dues included in the meeting packet.

Lance Hedquist moved to approve the FY 2022 Accounts Receivable write-offs as recommended by staff, seconded by Gary Bogenrief. Motion carried. [Unanimous]

c. Employee Health Insurance CY 2022 Renewal: Mr. Cole reviewed a summary of quotes solicited by the third party administrator, Innovative Business Consultants (IBC). Upon review of all the renewal options, staff's recommendation is to continue with the existing policy, Wellmark CompleteBlue 4000 PPO. SIMPCO's share of the premium would increase by 7.29%, but the coverages provided would best match current benefits.

Keith Radig moved to accept the recommendation of staff and continue with the current policy Wellmark CompleteBlue 4000 PPO through calendar year 2022, seconded by Eric Christiansen. Motion carried. [Unanimous]

The next Board of Directors meeting is scheduled for December 9, 2021, which is too late to make a final decision and have a 30-day open enrollment period; therefore, staff will forward the summary of renewal options to the Board of Directors to see if they have questions or concerns prior to binding the coverages.

d. Finance Director Search Committee: Mr. Cole discussed his retirement and the succession plan that was put into place. He noted the plan proposes forming a search committee consisting of the Board of Directors Chair, a member of the Finance Committee, the Executive Director, the Finance Director and at least one outside community member. Staff has posted the position on various sites with applications accepted until around the end of November. Discussion followed.

Gary Bogenrief moved to approve the Finance Director Search Committee as SIMPCO Board of Directors Chair Jon Winkel, SIMPCO Executive/Finance Committee members Lance Hedquist and Dan Moore, Executive Director Michelle Bostinelos, Finance Director Bill Cole, a staff member from King, Reinsch, Prosser and a member of the Siouxland Regional Transit System Board of Directors, seconded by Eric Christiansen. Motion carried. [Unanimous]

- 6. FY 2023 MEMBERSHIP DUES:** Mr. Cole referred to the report included in the meeting packet that outlines the current annual dues of each entity and proposed increases beginning in fiscal year 2023. As discussed at the October Executive/Finance Committee meetings, the proposal eliminates inconsistencies in county dues historically carried forward and includes a four-year tier system with an approximate increase of 25% each year for those counties with substantial increases. The tier would not apply to increases due to population growth or other small corrections.

Chair Winkel reported the Plymouth County Board of Supervisors addressed their increase and is in favor of the four-year scale. They have also requested staff send an actual salary list by position of SIMPCO employees to the County Auditor. Discussion followed.

Eric Christiansen moved to recommend to the Board of Directors approval as presented of the proposed increases to the membership dues beginning in fiscal year 2023, seconded by Gary Bogenrief. Motion carried. [Unanimous]

- 7. COMMUNITY SERVICES CONTRACTS:** No contracts were presented at this time.
- 8. PROFESSIONAL SERVICES CONTRACTS:** No contracts were presented at this time.
- 9. BUILD GRANT UPDATE:** Transit Director Curt Miller reported a construction pre-bid meeting was held, and the only significant change was the extension of the bid deadline, from November 18 to December 1, 2021. Bids have been sent and a contract should be awarded in December. Discussion of the Iowa DOT lease continues between the Federal Transit System (FTA) and the DOT. Woodbury County can provide bonding next year, which will provide options to cover the upfront site pre costs as well as any addition costs over the grant award.
- 10. OTHER COMMENTS:** Michelle Bostinelos reported the next meeting is scheduled for Wednesday, December 8, 2021 at 7:30 a.m.
- 11. ADJOURNMENT:** *Eric Christiansen moved to adjourn the meeting, seconded by Gary Bogenrief. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 9:30 a.m.