

Siouxland Regional Transit System (SRTS)
Board of Directors
Meeting Minutes
Thursday, June 22, 2023, 10:00 a.m.
Held In-Person & via Zoom originating from the
SRTS/SIMPCO office at 1122 Pierce Street, Sioux City, IA

MEMBERS PRESENT:

Keith Radig, Chair	Woodbury County, Iowa
Bryan Petersen, Vice Chair	Cherokee County, Iowa
Vince Phillips	Monona County, Iowa
Gary Horton	Plymouth County, Iowa

STAFF PRESENT:

Wes Fopma	Congressman Feenstra
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STAFF PRESENT:

Michelle Bostinelos, Executive Director	SIMPCO
Curt Miller, Transit Director	SIMPCO/SRTS
Brian Pearson, Assistant Transit Director	SIMPCO/SRTS
Jasmine Lammers, Finance Director	SIMPCO
Joshua Bush, Senior Accountant	SIMPCO
Emily Coppock, Administrative Assistant	SIMPCO

The Siouxland Regional Transit System (SRTS) Board of Directors met on Thursday, June 22 2023, at 10:00 a.m. via Zoom and in person. A quorum was present.

Chair Radig called the meeting to order at 10:00 a.m.

- I. **Approval of the Agenda** – Chair Radig asked if there were any additions or corrections to the June 22, 2023, meeting agenda.

Gary Horton moved to approve the agenda as presented, seconded by Bryan Petersen. Motion carried all ayes.

- II. **Approval of the Minutes** – Chair Radig asked if there were any additions or corrections to the May 11, 2023, regular meeting minutes as presented.

Bryan Petersen moved to approve the meeting minutes with correction, seconded by Vince Phillips. Motion carried all ayes.

- III. **Financials** –

- a. Joshua Bush, Interim Finance Director, presented the SRTS financials through May 31, 2023, included in the meeting packet. Josh reported total revenue YTD as \$3,818,654 and total expenditures as \$2,784,454 for a net of \$1,034,200. Josh also

reported on the new building project financials stating total revenue YTD as \$6,013,809 and total expenditures as \$5,669,826 for a net of \$343,983.

IV. Iowa DOT Contract –

- a. Iowa Department of Transportation agreement number IA-2022-009-01-01-FY21 Federal Transit Administration (FTA) Operating Assistance, American Rescue Plan Act (ARPA), \$56,997 (100%), 07/01/2023 through 06/30/2024.

Curt Miller noted this additional ARPA funds will be a drawdown for operating cost to help boost revenue.

Keith Radig moved to approve the Iowa DOT contract for \$56,997 in ARPA funds, seconded by Gary Horton. Motion carried all ayes.

V. Iowa Communities Assurance Pool (ICAP) Insurance Renewal – Insurance renewal (FY 2024, July 1, 2023 – June 30, 2024). Brian Pearson reported this is the annual insurance for general liability, auto liability, excess liability, and vehicle coverage, with an overall increase of 13%. Total contribution \$404,876. SRTS asked the board to approve the commitment to continue membership through Iowa Communities Assurance Pool.

Keith Radig moved to approve the ICAP insurance renewal as presented, seconded by Bryan Petersen. Motion carried all ayes.

VI. Accident Fund Workers Compensation Insurance Renewal – Insurance renewal (FY 2024-, July 1, 2023 – June 30, 2024). Curt Miller reported this is the annual insurance renewal for workers compensation with an overall increase of 28%. Total premium is \$72,772.

Gary Horton moved to approve the Accident Fund Workers Compensation insurance renewal as presented, seconded by Vince Phillips.

VII. Resolution 2024-1 Public Participation Plan – Curt Miller presented the board with the final Public Participation Plan for approval.

Keith Radig moved to approve Resolution 2024-1 as presented, seconded by Bryan Petersen. Roll call vote: Keith Radig: aye; Gary Horton: aye; Vince Phillips: Bryan Petersen. Motion carried (4:0)

VIII. Updated Drug and Alcohol Policy – Brian Pearson presented the board with an updated drug and alcohol policy noting minor language changes to the policy to include oral drug screening when available in the area.

Bryan Peterson moved to approve the updated drug and alcohol policy as presented, seconded by Gary Horton. Motion carried all ayes.

- IX. Updated Vehicle Maintenance Policy** – Brian Pearson presented the board with the updated vehicle maintenance policy. Brian noted the last update was in 2019. Minor changes to policy to include Ecolane software system that has been implemented and title changes of the current transit admin employees.

Gary Horton moved to approve the updated vehicle maintenance policy as presented, seconded by Bryan Petersen. Motion carried all ayes.

- X. Office Elements \$13,000 Panel Bid** – Curt Miller provided information on a panel bid from Office Elements that came in before the bid deadline and missed during bid opening. Curt noted the bid is \$7,000 less than bid from Office One. Curt notified Office One to deduct the \$20,000 panel bid previously approved and submitted order to Office Elements for the \$13,000 panel.

- XI. Building Update** – Curt Miller provided an update on the progress of the new building facility. Curt noted that all concrete work is being completed, interior paint is complete, lighting/electrical done, and cabinets are being installed. Curt reported that due to the concrete block issue, he has requested a \$10,000 deduct for company error. Curt noted the anticipated completion date of August 1, 2023. Brian reported that the new vanpooling program press release resulted in two interesting industries. Anticipating service to start summer of 2023.

XII. Other Comments

- XIII. Adjournment** – Next meeting: Thursday, September 28, 2023 at 10:00 a.m. *Keith Radig moved to adjourn, seconded by Gary Horton.* Chair Radig closed the meeting at 10:50 a.m.