

Siouxland Regional Transit System (SRTS)

Board of Directors

Meeting Minutes

Thursday, September 28, 2023, 10:00 a.m.

Held In-Person & via Zoom originating from the
SRTS/SIMPCO office at 6401 Gordon Drive, Sioux City, IA

MEMBERS PRESENT:

Keith Radig, Chair	Woodbury County, Iowa
Gary Horton, Vice Chair	Plymouth County, Iowa
Bryan Petersen	Cherokee County, Iowa
Devlun Whiteing	Ida County, Iowa
Vince Phillips	Monona 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, Transit Director	SIMPCO/SRTS
Joshua Bush, Finance Director	SIMPCO
Emily Guthrie, Administrative Assistant II	SIMPCO

The Siouxland Regional Transit System (SRTS) Board of Directors met on Thursday, September 28, 2023, at 10:00 a.m. via Zoom and in person at 6401 Gordon Drive, Sioux City. A quorum was present.

Vice Chair, Horton, called the meeting to order at 10:00 a.m.

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

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

- II. Approval of the Minutes** – Vice Chair, Horton, asked if there were any additions or corrections to the June 22, 2023, regular meeting minutes and the August 23, 2023, special 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, Finance Director, presented the SRTS financials through June 30, 2023, included in the meeting packet. Josh reported total revenue YTD as

\$4,124,456 and total expenditures as \$3,257,054 for a net of \$867,402. Josh also reported on the new building project financials stating total revenue YTD as \$6,020,809 and total expenditures as \$5,922,391 for a net of \$98,418.

- b. Joshua Bush presented the SRTS financials from July 31, 2023, through August 31, 2023, included in the meeting packet. Josh reported revenue YTD as \$631,315 and total expenditures as \$434,104 for a net of \$197,211. He also reported on the new building project financials stating revenue YTD as \$452,336 and total expenditures as \$523,644 for a net of -\$71,308.

Vince Phillips moved to approve the financials presented, seconded by Bryan Petersen. Motion carried all ayes.

IV. Iowa DOT Contracts:

- a. *Agreement 2022-036-01-01-FY23, Contract 00005758, Operating Assistance for service expansion to Dakota County, Nebraska, FTA \$300,100, July 1, 2023, through June 30, 2024.*
- b. *Amended Agreement 2019-016-01-03-FY22, Contract 00005309 to extend from October 3, 2024, to April 3, 2025.*

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

V. Community Service Contract:

- a. *City of Sioux City, Rapid Rehousing Program, amend contract from \$5,000 to \$1,000 and extend from December 31, 2023, to December 31, 2024.*

Vince Phillips moved to approve the contract presented, seconded by Bryan Petersen. Motion carried all ayes.

VI. Vendor Service Contract:

- a. *Iowa Department for the Blind for convenience retail service at 6401 Gordon Drive, Sioux City, Iowa, effective October 1, 2023, for three years.*

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

VII. SRTS Equal Employment Opportunity Policy/2023 Update: Brian Pearson presented the SRTS Board with the updated 2023 SRTS Equal Employment Opportunity Policy for approval.

Bryan Petersen moved to approve the policy update as presented, seconded by Vince Phillips. Motion carried all ayes.

VIII. Procurement:

- a. Resolution 2023-3 Iowa Department of Transportation Office of Public Transit/Chapter 9 Procurement Transit Manager's Handbook 2021.

Bryan Petersen moved to approve Resolution 2023-3 as presented, seconded by Gary Horton. Roll call vote: Keith Radig: aye; Gary Horton: aye; Bryan Petersen: aye; Vince Phillips: aye; Devlun Whiteing: aye. Motion carried (5:0)

- b. Resolution 2023-4 SRTS Procurement Policy, Bid Solicitation Review and Checklist and Protest Procedures and Form.

Bryan Petersen moved to approve Resolution 2023-4 as presented, seconded by Vince Phillips. Roll call vote: Keith Radig: aye; Gary Horton: aye; Bryan Petersen: aye; Vince Phillips: aye; Devlun Whiteing: aye. Motion carried (5:0)

IX. Title VI Program:

- a. Resolution 2023-5 FTA Title VI 2023 Program Update

Vince Phillips moved to approve Resolution 2023-5 as presented, seconded by Bryan Petersen. Roll call vote: Keith Radig: aye; Gary Horton: aye; Bryan Petersen: aye; Vince Phillips: aye; Devlun Whiteing: aye. Motion carried (5:0)

- X. SRTS Update and Communication Plan:** Michelle Bostinelos and Brian Pearson presented the SRTS Board with the SRTS driver and team plan highlighting one-on-one monthly meetings with drivers and dispatch. Brian also shared with the board notes taken from the driver meeting held on September 14th. Discussion held.

Bryan Petersen moved to approve the SRTS update, and communication plans presented, seconded by Vince Phillips. Motion carried all ayes.

- XI. Staffing Update:** Brian Pearson informed the SRTS Board that two new dispatchers started employment recently, as well as one new dispatcher starting soon. He noted the immediate need for building custodian and mechanic.

XII. Revised FY 2024 Salary Schedule:

- a. Dispatcher \$18.00-\$25.00 from \$14.50-\$20.00
b. Driver \$18.00-\$25.00 from \$14.50-\$20.50

- XIII. Building Update:** Curt Miller presented an update on the progress of the new building facility construction and completion. Curt noted SIMPCO staff has been moving into new building, landscaping started, and carpet installation almost complete. Curt noted the reconfiguration of specs for the bus wash to then go out for bid. Once bids are returned, they will be presented to the board for approval.

Curt also noted the Pierce Street location building closing date will be on October 15th.

XIV. Other Comments:

XV. Adjournment: Next meeting: Thursday, November 16, 2023 at 10:00 a.m. Bryan Petersen moved to adjourn the meeting, seconded by Vince Phillips. Vice Chair, Horton, adjourned.