

**Siouxland Regional Transit System (SRTS)
Board of Directors
Meeting Minutes
Thursday, January 25, 2024, 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:

Michelle Bostinelos, Executive Director	SIMPCO
Brian Pearson, Transit Director	SIMPCO/SRTS
Joshua Bush, Finance Director	SIMPCO

The Siouxland Regional Transit System (SRTS) Board of Directors met on Thursday, January 25, 2024, at 10:00 a.m. via Zoom and in person at 6401 Gordon Drive, Sioux City. A quorum was present.

Chair, Keith 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 January 25, 2024, meeting agenda.

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

- II. Approval of the Minutes** –
a. November 16, 2023, Regular Meeting Minutes

Chair, Radig, asked if there were any additions or corrections to the November 16, 2023, regular meeting minutes as presented.

Gary Horton moved to approve the meeting minutes as presented, seconded by Vince Phillips. Motion carried all ayes.

- III. Officer Elections** –
a. Current Chair – Keith Radig
b. Current Vice Chair – Gary Horton

Vince Phillips motioned to continue with the current slate of officers presented, seconded by Bryan Petersen. Motion carried all ayes.

- IV. SRTS Code of Conduct** – Brian Pearson presented the board with the SRTS Code of Conduct and Ethics Policy for approval. Brian noted language changes to staff titles.

Gary Horton moved to approve the SRTS Code of Conduct and Ethics Policy presented, seconded by Keith Radig. Motion carried all ayes.

- V. Financials** –

a. November 30 / December 31, 2023 –

Joshua Bush, Finance Director, presented the SRTS financials through November 30 and December 31, 2023, included in the meeting packet. Josh reported total revenue YTD as \$2,244,977 and total expenditures as \$1,619,536 for a net of \$625,441. Josh also reported on the new building project financials stating total revenue YTD as \$482,391 and total expenditures as \$542,243 for a net of -\$59,852.

Discussion held regarding investments and the Iowa Public Agency Investment Trust (IPAIT) program.

Keith Radig moved to approve the financial presented, seconded by Gary Horton. Motion carried all ayes.

- VI. Iowa DOT Contract** –

- a.** Iowa Department of Transportation, SFY2024 Operating Assistance, 2023-001-02-SFY24, Contract Number: 00006139, \$623,287, July 1, 2023, through June 30, 2024, 50% Federal, 50% Local.

Keith Radig moved to approve the Iowa DOT Contract presented, seconded by Gary Horton. Motion carried all ayes.

- VII. Verizon Tablet Upgrade Agreement** – Brian Pearson presented the board with the Verizon tablet upgrade agreement for approval. Brian noted this is a one-time offer to receive forty-nine (49) Government Subscriber Tablet Lines / Samsung Galaxy Tab S9 FE 128GB at a cost of \$299.99 per tablet with a twenty-four (24) month line service. The offer expires February 2, 2024.

Keith Radig moved to approve the Verizon tablet upgrade agreement as presented, seconded by Bryan Petersen. Motion carried all ayes.

- VIII. SIMPCO and SRTS Website Rebuild** – Brian Pearson asked the board for approval to select a marketing company to rebuild the current website. Brian noted the current platform is not compatible for updates due to the outdated version content

management system (CMS). Brian verbally provided the quotes for the website rebuild as Antidote, \$37,000; Chatterkick \$58,000; and Bass \$10,000. Staff recommended choosing Antidote for the website rebuild using Hubspot CMS for an updated theme with more tools and features to expand the website. Staff noted Antidote is the current website/marketing team. Staff noted they are local to Sioux City and familiar with our organization and current website. Brian noted the cost of the website rebuild would be split 50/50 between SIMPCO and SRTS.

Gary Horton moved to approve the website rebuild with SRTS paying 50% of the rebuild costs. Motion seconded by Keith Radig. Motion carried all ayes.

IX. Bus Wash Bidding Documents –

a. Bid Specifications

Brian Pearson presented the board with the updated bid specifications for the new automatic bus wash equipment bid procurement process for board approval. Bids will be due to SRTS by February 22, 2024 at 2:00 p.m.

Brayn Petersen moved to approve the bid specifications for the new automatic bus wash equipment as presented, seconded by Keith Radig. Motion carried all ayes.

b. Bid Drawing

Keith Radig moved to approve the bid drawing presented, seconded by Vince Phillips. Motion carried all ayes.

X. Administration Agreement –

a. Siouxland Interstate Metropolitan Planning Council (SIMPCO)

Michelle Bostinelos presented the board with an administration agreement between SIMPCO and SRTS for board approval. Michelle noted that there is currently no administrative agreement between the two organizations. Michelle noted this agreement is to outline and identify the various duties, services, and expectations of SIMPCO and SRTS, and their respective agents and employees. Approval of this agreement will allow SRTS to contract with SIMPCO for administration and management of transportation services for an amount approved on the fiscal year budget during each fiscal period.

Keith Radig moved to approve the agreement between SRTS and SIMPCO as presented, seconded by Gary Horton. Motion carried all ayes.

XI. Des Moines Area Regional Transit Authority (DART) Proposal to SRTS Vanpool Program –

Brian Pearson presented the board with a proposal from DART to operate an employer-funded vanpool program with Wells Blue Bunny Enterprise charging an

additional \$.0005 to employer that is paid to SRTS. DART would pay \$792/year a year per vanpool. DART anticipates approximately 60% of vanpools would originate in SIMPCO's services area as Wells has indicated that over the first 1-3 years, it is likely there could be somewhere in the range of 5-15 vanpools total. Discussion held.

XII. Building Update – Brian Pearson updated the board on the progress of the new building. Brian noted the building is due to close out at the end of February. Currently working through minor punch list items with contractors to be completed by close out.

XIII. Other Comments – Brian Pearson provided comment on a public records request noting requested documents have been submitted to inquiring company, the sale of 8 buses, job openings for transit admin and transit drivers, and hosting quarterly meetings with drivers and dispatch with next meeting February 8th.

XIV. Adjournment – Next meeting: Thursday, March 28, 2024, at 10:00 a.m.

Bryan Petersen moved to adjourn the meeting, seconded by Gary Horton. Chair Radig close the meeting.