

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

Wednesday, February 14, 2024, 7:30 a.m.

Members Present:

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, Iowa
Gary Bogenrief	Council Member	North Sioux City, South Dakota
Dan Bousequet	Council Member	South Sioux City, Nebraska
Kelly Kreber	Mayor	Hinton, Iowa
Mark Monson	P & Z Commissioner	Sergeant Bluff, Iowa
Bob Padmore	City Manager	Sioux City, Iowa

Staff and Guests Present:

Rebecca George, Partner	King, Reinsch, Prosser (KRP) Certified Public Accountants	Sioux City, Iowa
Joshua Wright, CPA	King, Reinsch, Prosser (KRP)	Sioux City, Iowa
Michelle Bostinelos	Executive Director	SIMPCO
Joshua Bush	Finance Director	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Brian Pearson	Transit Dir./Facilities Mngr.	SIMPCO/SRTS
Sharon Burton	Executive Assistant	SIMPCO
Wesley Fopma	Regional Director	IA Congressman Randy Feenstra

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

- 1. APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the regular meeting agenda.

Gary Bogenrief moved to approve the February 14, 2024 regular meeting agenda as presented, seconded by Mark Monson. Motion carried. [Unanimous]

- 2. APPROVAL OF MINUTES:**

a. January 10, 2024: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Dan Bousequet moved to approve the January 10, 2024 regular meeting minutes as presented, seconded by Bob Padmore. Motion carried. [Unanimous]

- 3. FY 2023 INDEPENDENT FINANCIAL AUDIT:** Becky George, CPA and Partner with King, Reinsch, Prosser presented the final draft of the audit report.

Ms. George provided an overview of the 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.

Ms. George introduced Joshua Wright, CPA and Audit Manager at KRP. Mr. Wright will present the FY 2023 Independent Financial Audit to the Board of Directors at their meeting tomorrow.

Gary Bogenrief moved to recommend to the Board of Directors approval of the FY 2023 Independent Financial Audit as presented, seconded by Dan Bousequet. Motion carried. [Unanimous]

4. **DIRECTOR REPORT:** Executive Director Michelle Bostinelos provided an overview of the report included in the meeting packet. Regional Planning Director Erin Berzina has accepted another position and her last day will be February 16, 2024. The Regional Planning Director and the open Regional Planner I position have been listed.

a. Annual Board of Directors Meeting: Ms. Bostinelos reported the annual meeting is scheduled to be held at 5:30 p.m. on June 13, 2024, at the Cottonwood Conference Center, 4402 Dakota Avenue South in South Sioux City, Nebraska. An award ceremony for members and a catered dinner will follow the meeting.

b. 69th Annual Siouland/Washington Conference: Ms. Bostinelos reported the annual Siouland Chamber trip to Washington D.C. is scheduled for April 17 and 18. Since SIMPCO will not be presenting priority issues to congressional members this year, she asked Committee members their thoughts as to whether staff should attend. Discussion followed.

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

Dan Bousequet moved to recommend to the Board of Directors SIMPCO's representation at the 69th Annual Siouland/Washington Conference by having at a minimum of Executive Director Michelle Bostinelos and Transit Director Brian Pearson attend, seconded by Mark Monson. No further discussion. Motion carried. [Unanimous]

5. **FINANCIAL UPDATE:**

a. January 31, 2024 Financial Reports: Finance Director Joshua Bush provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,668,191 and expenditures \$1,108,294 for a balance of \$559,898 as of January 31, 2024.

Dan Bousequet moved to recommend to the Board of Directors approval of the January 31, 2024 financial reports as presented, seconded by Gary Bogenrief. Motion carried. [Unanimous]

6. **SIMPCO AND SRTS WEBSITE REBUILD:** As directed by the Executive/Finance Committee, staff went out to bid for proposals on updating the current website software. Finance Director Joshua Bush presented a breakdown of bids received and cost comparisons. Staff recommendation is to accept the bid received from Antidote. Discussion followed. The SRTS Board of Directors reviewed the website bids and costs presented at their January meeting. They approved staff's recommendation to accept the bid from Antidote and paying 50% of the total costs.

Gary Bogenrief agreed with the recommendation of staff to accept the bid received from Antidote as presented, seconded by Dan Bousequet. No further discussion. Motion carried. [Unanimous]

7. **COMMUNITY SERVICES CONTRACTS:** Ms. Bostinelos provided an overview of the contracts presented for approval.
- a. Plymouth County, Iowa to complete a Regional Multi-Jurisdictional Hazard Mitigation Plan for the Iowa counties of Cherokee, Ida, Monona, Plymouth and Woodbury, Total \$137,670
 - b. Monona County, Iowa to administer a Port Infrastructure Development Program grant through the U. S. Department of Transportation Maritime Administration, Total \$125,000

Kelly Kreber moved to recommend to the Board of Directors approval of contracts a. and b. as presented, seconded by Dan Bousequet. Motion carried. {Unanimous}

8. **BUILDING UPDATE:** Transit Director Brian Pearson reported once the contractor has finished a few items, the retainage will be paid and the project closed.
9. **CLOSED SESSION PURSUANT TO IOWA CODE 21.5(1)(I) TO EVALUATE THE PROFESSIONAL COMPETENCY OF AN INDIVIDUAL WHOSE PERFORMANCE IS BEING CONSIDERED WHEN NECESSARY TO PREVENT NEEDLESS AND IRREPARABLE INJURY TO THAT INDIVIDUAL'S REPUTATION AND THAT INDIVIDUAL:**

*Dan Bousequet moved the Executive/Finance Committee enter into a closed session, seconded by Kelly Kreber. Motion carried. [Unanimous]
The Executive/Finance Committee entered into a closed session at 8:45a.m.*

Dan Bousequet moved the Executive/Finance Committee return to an open session, seconded by Kelly Kreber. Motion carried. The Executive/Finance Committee returned to an open session at 8:49 a.m.

Dan Bousequet moved to approve as part of the individual's evaluation discussed in the closed session an annual salary increase of 5% effective March 1, 2024, seconded by Gary Bogenrief. Motion carried. [Unanimous]

10. **OTHER COMMENTS:** The next meeting is tentatively scheduled to be held on Wednesday, March 13, 2024, at 7:30 a.m. in-person at SIMPCO, 6401 Gordon Drive, Sioux City, Iowa, with the Zoom option.
11. **ADJOURNMENT:** *Gary Bogenrief moved to adjourn the meeting, seconded by Dan Bousequet. Motion carried. [Unanimous] Chair Winkel adjourned the meeting at 8:50 a.m.*