

**Siouxland Regional Transit System (SRTS)
Board of Directors
Special Meeting Minutes
Wednesday, April 24, 2024, 10:00 a.m.
Held 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
Vince Phillips	Monona County, Iowa

STAFF PRESENT:

Michelle Bostinelos, Executive Director	SIMPCO
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 Wednesday, April 24, 2024, at 10:00 a.m. via Zoom. 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 April 24, 2024, meeting agenda.

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

- II. **Approval of the Minutes** – Chair Radig asked if there were any additions or corrections to the March 28, 2024, regular meeting minutes as presented.

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

- III. **Financials** –

- a. *FY 2025 Proposed Salary Schedule* –

Josh Bush, Finance Director, presented the FY 2025 Proposed Salary Schedule for review and approval. Josh noted changes to the FY 2025 proposed schedule include increasing the Operations Manager position by \$3,000 and adjusting the dispatcher/lead dispatcher/administrator positions from hourly to salary.

Gary Horton moved to approve the FY 2025 proposed salary schedule as presented, seconded by Keith Radig. Motion carried all ayes.

b. *FY 2025 Proposed Budget –*

Josh Bush, Finance Director, presented the FY 2025 Proposed Budget for review and approval. Josh reported the total estimated revenue for FY 2025 as \$5,067,113 and total estimated expenditures as \$5,329,587 for a total revenue over expenses as -\$262,474. The estimated fiscal year balance is due to the purchase of new bus/vans and the bus wash not being installed and completed until next fiscal year.

Keith Radig moved to approve the FY 2025 Proposed Budget, seconded by Gary Horton. Motion carried all ayes.

c. *FY 2025 Proposed Cost Allocation –*

Josh Bush, Finance Director, presented the FY 2025 Cost Allocation for review and approval. Josh noted this plan identifies allowable costs for allocation of indirect expenses to programs. The proposed FY 2025 indirect cost rate is 61.51% of direct salaries, wages, and benefits.

Keith Radig moved to approve the FY 2025 Proposed Cost Allocation Plan as presented, seconded by Gary Horton. Motion carried all ayes.

- IV. Bus Wash Contract** – Brian Pearson provided an overview of the contract with L&L Builders and Neuman Monson for the installation of the SRTS-wash bay bus wash. Brian noted an estimated completion date of October 1, 2024.

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

- V. Access2Care Rate Amendment** – Brian Pearson discussed the proposed rate amendment to Access2Care. Brian reported the current rate as \$30 per trip. Staff recommended an increase to \$35 per trip with \$2.30 each additional mile after 5 miles to balance cost vs revenue starting July 1, 2024.

Keith Radig moved to approve the Access2Care rate amendment, seconded by Gary Horton. Motion carried all ayes.

- VI. Sioux City Community Schools District Contract** – Brian Pearson presented the Sioux City Community Schools District contract for review and approval. Brian noted this would be the third year contracting with the school district. He reported this contract would go into effect on July 1, 2024, with an increase to the rate per trip/per student of 5.88% making the new cost \$18 per trip/per student.

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

Discussion was held regarding a future contract with Bishop Heelan Catholic Schools. Brian noted staff has held initial conversation with the schools and plans to continue looking for potential future service contracts.

- VII. Iowa DOT FY 2025 Consolidated Funding Application Authorizing Resolution** – Brian Pearson presented the Iowa DOT FY 2025 Consolidated Funding application and authorizing resolution for review and approval. Brian noted approval would authorize SRTS to apply for financial assistance of \$734,178 federal transit funding and \$375,175 state transit operating funds.

Keith Radig moved to approve the IDOT FY 25 Consolidated Funding application as presented, seconded by Gary Horton. Roll call vote: Gary Horton: aye; Keith Radig: aye; Vince Phillips: aye. Motion carried all ayes (3:0).

- VIII. Approval of FY 2024 Federal Transit Administration (FTA) Certifications and Assurances** – Brian Pearson presented the SRTS Board with the FY 2024 Federal Transit Administration (FTA) Certifications and Assurances, authorizing Mr. Pearson to execute all certification and assurances as required by the Federal Transit Administration.

Gary Horton moved to approve the FY 2024 FTA certifications and assurances, seconded by Keith Radig. Motion carried all ayes.

- IX. Building Update** – Brian Pearson provided the SRTS Board with a building update. Discussion followed.

- X. Other Comments**

- XI. Adjournment** – Next meeting: Thursday, May 23, 2024, at 10:00 a.m. Chair Radig closed the meeting at 11:05 a.m.