



# Southeast Iowa Regional Planning Commission

June 23, 2016

12:00 PM

211 N. Gear Ave., Suite 100  
West Burlington, IA 52655

Meeting Type

Executive Board

## —Revised Agenda—

<b>CALL TO ORDER</b>	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Director's Report, Minutes, Financial Report, Claims, Correspondence)		Board Action
<b>OLD BUSINESS</b>		
1. Purchase of Real Estate:	Schleisman	Board Action
<p>To go into Closed Session for the purpose of: To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property as per State Code, Chapter 21.5.1 (j).</p>		
2. To go back into regular meeting	Schleisman	Board Action
<b>NEW BUSINESS</b>		
1. Administrative Policies and Procedures Update	Norris	Board Action
2. RLF Loan Extension	Hanan	Board Action
3. Unrestricted fund investment	Norris	Board Action
4. Executive Director Evaluation:	Schleisman	Board Action
<p>To go into Closed Session for the purpose of: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa State Code 21.5 (i)</p>		
5. To go back into regular meeting.	Schleisman	Board Action
<b>MATTERS FROM THE FLOOR</b>		

# Consent Agenda



## DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: June 23, 2016

### BUILDING UPDATE

Work has been arranged for the building caulking, parking lot spot repair, and window cleaning. Recent work has been completed on the east wing vent fan and carpets were cleaned over Memorial Day.

### MISCELLANEOUS

The Iowa DOT Freight Advisory Committee met June 3 in Ankeny, and reviewed the State Freight Plan (Draft). The plan ultimately prioritizes freight projects identified through public input and a data-based prioritization process.

Many of the projects are on the Interstate System, but also include multi-modal and water borne investments. The plan and projects will be used to guide project development, planning and programming in the DOT's Five Year Plan for the foreseeable future. Regionally, US 61 (#21) through Burlington and IA 92/US 61 @ Grandview (#41) were ranked within the 94 projects.

Additionally, the following projects are located in southeast Iowa:

- KJRY Twin Rivers Yard Expansion, Keokuk
- KJRY Transload Facility Expansion, Keokuk
- Fort Madison BNSF Bridge Operating Bottleneck (swing span)
- Mississippi River Bridge KJRY (swing span)
- Mitigate flood prone areas near KJRY track between Keokuk and Hamilton
- Lock rehabilitations (17,18,19)

### CONSENT AGENDA

SEIRPC staff working on cleaning up A/R before end of fiscal year, first Medicaid payments have come in.

### AGENDA ITEMS – OLD BUSINESS

None

AGENDA ITEMS – NEW BUSINESS

1. Administrative Policies and Procedures, Board Action (review/recommendation): The FTA Triennial Review in September 2015 revealed SEIRPC needed to improve its procurement policies to comply with

current expectations for federal funds. Other policies were also reviewed concurrently in the document.

Revised contracting, procurement and budgeting sections are presented for review, comment and ultimate recommendation to the Full Board.

Contract authority was changed slightly to reflect a table form of responsibility with Executive Director, Executive Board and Full Board.

Procurement was significantly changed to include listing of dollar and project threshold definitions, along with methods and selection procedures.
2. RLF Loan Extension, Board Action: A loan extension has been requested by KP, Inc. An original balloon was scheduled, but extenuating circumstances have led to the request.
3. Unrestricted Fund Investment, Board Action: Upon discussion of investment policy, staff think the SEIRPC operating situation and cash needs are such a portion of funds can be invested in a short term investment vehicle. The main reason is such low rates are received through the checking accounts. Staff would like to invest 35% of the unrestricted fund balance in a 12-month CD bearing at least 1.25% APY. Staff would further like to present a more complete investment policy to the board at a later date.
4. Executive Director Evaluation, Board Action, Closed Session:
5. Go Back to Regular Meeting

Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
December 17, 2015

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Mark Huston, and Gary Folluo

Staff Present: Mike Norris, Jeff Hanan, Zach James, Nicole Baker, Lori Gilpin, and Debbie Laughlin

Call to order at 12:03 p.m.

### **Agenda Approval**

Motion by Frice to approve the December 17, 2015 agenda, second by Trousil. All Ayes, motion carried.

### **CONSENT AGENDA APPROVAL**

Norris highlighted his directors report and stated that warm weather has put SEIRPC ahead in regard to utility costs. Norris attended the Mid-America Economic Development Consortium (MAEDC) conference in Chicago which was focused on site selection, economic development trends, and networking with peers. Regional issues were discussed with economic developers in our region, and opportunities were highlighted. SEIRPC recently received delivery of the first of four new buses. Our financials are on track, however, reimbursements will be down between now and March. SEIRPC staff decided to do a joint gift project for the Burlington Care Center. Gilpin headed it up and stated that the Burlington Care Center Director said this was the first time in 28 years that every resident received a gift for Christmas. Motion by Trousil to accept the consent agenda, second by Huston. All Ayes, motion carried.

### **Old Business:**

1. Facility Update: Norris stated that in following the board's directive in October, staff issued Requests for Interest (RFI), interviewed candidates, and we are moving forward with Poepping, Stone, Bach and Associates (PSBA) to do the preliminary design and planning work for a new SEIBUS facility. The idea is to do a feasibility analysis with alternatives for a facility on the SEIRPC grounds. Many planning inputs will be discussed with the engineer/architect, such as present and future system size and proximate units to SEIRPC home office; present and future maintenance and washing needs; expandability options; street access; budget and available sources; and other design considerations. Alternatives and cost estimate of the most efficient option will be presented to the SEIRPC board in February. No action Necessary.
2. Housing, Inc. Update: Norris stated that Southeast Iowa Housing, Inc. is moving forward on its first project in southeast Iowa. Housing, Inc. plans to enter into an

agreement with the City of Mount Pleasant to develop a 1,400 square foot single family home on a vacant, city-owned lot. Using available resources and bidding out new construction of a home to be sold to a low-to-moderate income family. A family of four making \$49,450 would qualify to purchase the three bedroom, ranch style home with an attached garage, the low bid was \$139,600. Great River Housing, Inc. has agreed to help us with \$25,000 development assistance. No action Necessary.

#### **New Business:**

1. Medicaid Update: Norris stated that SEIBUS is a Medicaid provider for transportation services. SEIBUS provides both waiver and non-waiver services. The Medicaid services account for 35% of total revenue and over half of total expenses. The State of Iowa has decided to privatize Medicaid services through a Request for Proposal process. There are four Managed Care Organizations (MCO's) that were awarded equal parts of the Medicaid pie. SEIRPC will be expected to work with all four MCO's, and we have three contracts signed so far. The impact on SEIRPC is expected to be higher expenses to provide Medicaid services; and an unknown demand for future services. A Manpower employee has been engaged to assist with data input to the various portals, etc. Other added expenses include implementing new driver trainings; background checks; carefully negotiating rates to be competitive, yet consider additional costs; and added data collection procedures for billing and tracking purposes. Schleisman asked of there were any problems with the union on this. Baker said the main concern was that they require signatures from clients, and she is working on waiving the signature request. One company has agreed to do that. No action necessary.
2. Transit Assistant Job Description: Norris stated that the upcoming Medicaid changes will require more work than is possible to complete with current staff. Additional pieces of information are required through the new Medicaid contracts describing every ride and the performance of every ride provided. A new position description, which is an administrative position working with the Transit Scheduler, Transit Director, and Finance Director to collect and enter statistical and billing information on Medicaid primarily, and other duties as assigned in the future. To start with, we have engaged with a temporary staffing agency to secure an employee to begin training in the near future. The temporary engagement will last about 500 hours at 25 hours per week. After the initial learning phase for all involved, it will be clearer what actual hours this position will require. Brent questioned if the cost would be absorbed with fees, and Norris agreed that they would. Trousil made a motion to approve the Transit Assistant Job Description, second by Huston. All ayes, motion carried.

#### **MATTERS FROM THE FLOOR:**

None.

Motion to adjourn meeting by Trousil.

Second by Frice. All Ayes

Meeting adjourned at 12:33 p.m.

Submitted by Debbie Laughlin

\_\_\_\_\_  
Mike Norris, Executive Director

\_\_\_\_\_  
Mark Huston, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Southeast Iowa Regional Planning Commission  
Finance Committee Meeting  
211 N. Gear Avenue, West Burlington, IA 52655  
May 19, 2016

Members Present: Brent Schleisman, Sue Frice, Gary Folluo, and Mark Huston

Member Absent: Hans Trousil

Staff Present: Mike Norris, Lori Gilpin, and Debbie Laughlin

Call to order at 12:02 p.m.

1. Executive Director's Report: Norris gave an overview of the proposed FY2017 budget based on the assumptions from key figures from the FY2016 budget: total expenses: \$2,207.214, total income: \$2,316,123, and projected year end cash: \$1,048.357. Overall SEIRPC is financially stable and in the black for FY2016 and 2017. Staff levels have been consistent with the amount of services provided, and staff expertise and tenure/longevity is at an all-time high. Flood revenues are expiring and management will seek to balance staffing levels with projected funding. EDA funds increased for the first time in many years, with a \$5,000 increase to \$66,000. Housing is a very hot issue in southeast Iowa, brought to everyone's attention by the fertilizer plant. Opportunities for community-supported and non-profit supported housing developments are many. Southeast Iowa Housing, Inc. (SIH) is being utilized for affordable housing development in the region for the first time. A spec house is being built in Mount Pleasant for an LMI buyer. Loan volume is sustaining the RLF program. The Governor's Medicaid privatization is in process for a good portion of our SEIBUS riders, but we are unsure at this point whether it will create a threat or an opportunity. The pilot Community Transition Coordination plan will end in FY2017. Southeast Iowa LINK, the area mental health regional governance board, will contract instead with Henry County to employ. Some of the new opportunities that are in the works, or will be in the near future: Sector manufacturing partnership; Iowa Prison Industries housing; Infill housing development; employee transportation to work; and regional healthy living programs. The budget was prepared with consideration of an aggregate 3% salary increase.
2. SEIRPC FY2016 Budget: Norris went through the draft FY2017 budget with the finance committee. The 2016 estimate shows our non-restricted cash should end at \$1,048,357. Transit has experienced multiple efficiencies through new riders coming online, route restructuring, and the utilization of larger buses, looking to keep passenger fares level with minor increases with Medicaid coming from the State. SEIBUS has been utilizing the aid of a temporary staff person to help with getting the new Medicaid system streamlined with the initial informational processes. The Teamsters bargaining unit is still under the FY2016 –



FY2018 contract. Schleisman stated that the budget was put together well. After discussion, Huston made a motion to recommend to the SEIRPC Full Board approval of the SEIRPC FY2017 Budget, second by Folluo. All ayes, motion carried.

Motion to adjourn meeting by Frice  
Second by Huston. All Ayes

Meeting adjourned at 12:38 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

\_\_\_\_\_  
Mark Huston, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# ***Financial Report*** ***May 2016***



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **May 31, 2016**, and the related Statements of Income and Changes in Financial Position for the eleven months ended **May 31, 2016**.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. The statements have not been audited.

*Lori Gilpin*  
*Finance Director*

***Completed June 17, 2016***

**TO:** SEIRPC Board  
**FROM:** Lori Gilpin  
**DATE:** 6/17/2016  
**RE:** Financial Summary for the month of May 2016



**PROFIT & LOSS ALL CLASSES**

	May 2016	YTD
TOTAL REVENUES :	444,313	7,995,520
TOTAL EXPENSES :	525,788	7,563,579
Excess of revenues over expenditures	(81,475)	431,941

**PROFIT & LOSS REGIONAL TRANSIT AUTHORITY**

	May 2016	YTD
TOTAL REVENUES :	67,825	1,175,905
TOTAL EXPENSES :	76,038	972,243
Excess of revenues over expenditures	(8,213)	203,662

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Gen'l Government Chkng	995,467	-	
IRP Government Chkng		498,666	
Ft. Madison RLF Government Chkng		172,867	
Henry County RLF Government Chkng		157,009	
Henry County RTA Government Chkng	51,582		
Keokuk RLF Regular Chkng		126,430	
EDA RLF Government Chkng		522,974	
Mediapolis HTF Government Chkng		82,411	
GRHTF Government Chkng		209,424	
<b>TOTAL</b>	<b>1,047,049</b>	<b>1,769,780</b>	<b>2,816,830</b>

**CUSTOMER ACCOUNTS RECEIVABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
45,647	368,908	543,465	28,547	986,567

**VENDOR ACCOUNTS PAYABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
334,873	477,806	0	0	812,679

**Southeast Iowa Regional Planning Commission**  
**Balance Sheet**  
**May 31, 2016**

**ASSETS**

**Current Assets**

**Checking/Savings**

103.00 · Gen'l Government Checking	995,466.60
104.00 · IRP Government Checking	498,666.23
105.00 · Ft. Madison RLF Gov't Checking	172,867.23
106.00 · Henry County RLF-Gov't Checking	157,008.76
107.00 · Henry County (RTA)-Gov't Chkng	51,582.28
109.00 · Keokuk RLF	126,429.54
110.00 · EDA RLF Government Checking	522,973.64
113.00 · Mediapolis HTF Gov't Checking	82,410.61
115.00 · GRHTF-Gov't Checking	209,424.42

**Total Checking/Savings** 2,816,829.31

**Accounts Receivable**

120.00 · Accounts Receivable	<u>986,567.44</u>
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**Other Current Assets**

101.00 · Petty Cash Account	302.00
128.00 · A/R - SEI Housing Inc.	1,518.26
130.00 · Ft. Madison RLF Receivable	21,446.67
131.00 · Henry County RLF Receivable	39,602.91
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	40,766.86
134.00 · EDA RLF I Receivable	630,454.13
135.00 · IRP I Loan Receivable	414,431.62
136.00 · IRP II Loan Receivable	169,206.70
137.00 · Keokuk RLF Receivable	39,282.98
138.00 · GRHTF Receivable	49,781.94
139.00 · EDA RLF II Receivable	514,364.34
174.00 · Prepaid Insurance	8,946.46

**Total Other Current Assets** 1,943,354.92

**Total Current Assets** 5,746,751.67

**Other Assets**

220.10 · Agency Vehicle/Equipment	99,760.92
221.10 · Acc. Deprec. Agency Vehicle/Equip.	(45,530.35)
230.10 · Transit Vehicle	865,250.65
231.10 · Acc. Deprec. Transit Vehicle	(559,159.13)
240.10 · Program Equipment	38,262.97
241.10 · Accum Deprec-Program Equipment	(23,711.95)
250.10 · Building/Bldg. Improvements	1,298,269.96
251.10 · Accumulated Depr.-Bldgs	(88,943.38)
252.10 · Land	103,440.00
290 · Pension Related Deferred Outflow	127,789.00

**Total Other Assets** 1,815,428.69

**TOTAL ASSETS** 7,562,180.36

**Southeast Iowa Regional Planning Commission  
Balance Sheet  
May 31, 2016**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

300.00 · Accounts Payable	812,678.88
2100 · Payroll Liabilities	21,543.99
315.00 · Deferred Revenue - Comm. Trans.	12,131.71
326.40 · Deferred Revenue - Per Capita	2,012.00
326.79 · Speed Indicators Maintenance	3,202.78
326.80 · Custodial Fund Liability	105.55
355.00 · Accrued Vacation	14,590.66
3600 · Short Term Notes Payable	12,946.69
<b>Total Current Liabilities</b>	<u>879,212.26</u>

**Long Term Liabilities**

3700 · Long Term Notes Payable	1,035,074.07
3710 · Pension Related Deferred Inflow	236,184.00
3711 · Net Pension Liability	619,301.00
	<u>1,890,559.07</u>

<b>Total Liabilities</b>	<u>2,769,771.33</u>
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**Equity**

3900 · Unreserved local net Assets	60,373.07
3901 · Non-spendable Reserve for Loans	1,204,275.58
3902 · Net Asset Pension	(772,097.00)
3903 · Assigned to Revolving loan	2,017,662.48
3904 · Investment in property & equipment	1,663,409.13
3905 · GRHTF Net Assets	216,844.67
Net Income (Loss) to date	431,941.10
<b>Total Equity</b>	<u>4,822,409.03</u>

<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,592,180.36</u></u>
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**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended May 31, 2016**

	May-2016	Year-to-Date	FY16 Budget	FY15 Actual	FY14 Actual	FY13 Actual
<b>Revenues:</b>						
<b>4100 · Bus Fare Revenues</b>						
410.00 · General Public	5,418.76	62,210.99	55,000	66,758	51,127	44,262
411.00 · Local Contracts	1,518.75	62,218.75	67,000	67,100	102,063	113,038
<b>Total 4100 · Bus Fares</b>	<b>6,937.51</b>	<b>124,429.74</b>	<b>122,000</b>	<b>133,858</b>	<b>153,190</b>	<b>157,300</b>
<b>4500 · Federal/State Revenues</b>						
450.00 · EDA Planning Grant	-	61,000.00	61,000	91,500	54,900	61,000
450.01 · Marketing Grant	-	-	-	-	(2,525)	-
450.04 · EDA Facility Grant	-	-	-	-	-	112
450.05 · EDA RLF Grant	-	-	-	-	-	634,500
451.00 · IDED COG Assistance	-	11,764.71	-	11,765	10,294	10,294
453.00 · PDM (Pre-Disaster Mitigation)	-	19,400.00	-	11,900	5,532	34,099
455.00 · IDOT Planning	-	135,048.00	240,005	165,267	203,082	177,706
456.00 · State Transit Assistance (RTA)	18,202.96	258,682.89	268,126	257,780	247,848	307,254
457.00 · Federal Transit Assistance (RTA)	-	327,865.00	287,421	288,460	367,431	438,906
458.00 · Housing Draws	314,077.05	5,362,609.69	-	2,905,347	2,053,675	1,192,246
458.01 · IFA Tax Credit Revenues	-	-	-	-	-	3,325
459.00 · State Medicaid	42,236.63	376,697.75	425,000	403,906	434,092	391,052
<b>Total 4500 · Federal/State Revenues</b>	<b>374,516.64</b>	<b>6,553,068.04</b>	<b>1,281,552</b>	<b>4,135,924</b>	<b>3,374,329</b>	<b>3,250,494</b>
<b>4600 - Principle on Loans</b>						
461.00 - Principle on Loans	20,310.52	311,423.31	-	456,963	296,053	207,816
<b>4700 · Local Revenues</b>						
470.00 · Per Capita Revenue	-	170,335.00	170,669	165,603	159,407	128,211
471.00 · Cities/Counties	-	-	-	26,424	7,250	16,750
472.00 · Other Contracts	14,554.71	281,084.18	316,525	309,495	84,440	86,521
473.00 · Grant Administration	3,375.00	97,696.00	-	64,595	192,193	245,019
474.00 · CDGB Housing Administration	-	1,026.00	-	13,775	16,075	-
475.00 · Other Contributions	-	-	-	-	-	114,599
475.01 · Homeowner Contributions	-	3,859.00	-	12,489	22,733	37,848
479.00 · RLF Administration	-	-	11,586	37,081	44,050	11,585
481.00 · Housing Soft Costs	-	121,117.00	-	152,416	107,588	26,635
482.00 · Lead Abatement	-	-	-	-	9,970	38,162
484.00 · Housing Inspection Fees	-	-	8,000	-	-	-
488.00 · Vehicle Reimbursements	1,078.24	12,039.06	11,000	10,992	11,830	13,293
489.00 · Housing Administration	6,659.00	100,886.72	259,773	203,467	119,177	150,171
<b>Total 4700 · Local Revenues</b>	<b>25,666.95</b>	<b>788,042.96</b>	<b>777,553</b>	<b>996,336</b>	<b>774,713</b>	<b>868,794</b>
<b>4900 · Miscellaneous Revenues</b>						
492.00 · Lease Income	9,666.96	106,645.12	112,579	112,729	111,889	112,039
496.00 · Interest Income (Bank)	509.42	5,258.47	5,035	6,760	8,721	8,889
497.00 · Miscellaneous Revenues-Other	437.50	31,602.75	13,000	20,402	13,973	8,939
498.00 · Matching Funds	-	-	88,775	-	99,844	89,318
<b>Total 4900 · Miscellaneous Revenues</b>	<b>10,613.88</b>	<b>143,506.34</b>	<b>219,389</b>	<b>139,891</b>	<b>234,427</b>	<b>219,185</b>
<b>5000-52 RLF Income</b>						
507.00 · Late Payment Fees	-	285.00	-	700	1,343	1,098
508.00 · Loan Closing Fees	575.00	4,687.00	1,500	16,392	12,252	14,587
509.00 · FM RLF Loan Interest Income	44.84	507.31	601	420	146	480
510.00 · Henry Co. RLF Interest Income	173.24	2,112.79	2,779	2,917	3,739	2,467
511.01 · EDA RLF I Interest Income	1,858.03	23,641.72	19,000	21,856	22,440	22,066
512.00 · Mediapolis HTF Interest Income	68.30	975.52	1,769	1,359	1,484	1,611
513.00 · EDA RLF II Interest Income	1,625.92	18,583.31	22,000	22,289	23,407	9,839
515.00 · IRP I Loan Interest Income	1,338.51	15,724.38	7,300	9,157	1,819	1,753
516.00 · IRP II Loan Interest Income	565.63	7,208.14	6,600	7,583	6,792	9,212
518.00 · Keokuk RLF Loan Interest Income	-	1,096.94	970	1,028	2,004	2,023
520.00 · GRHTF-Loan Interest	17.86	227.67	-	475	737	543
<b>Total 5000-52 RLF Income</b>	<b>6,267.33</b>	<b>75,049.78</b>	<b>62,519</b>	<b>84,176</b>	<b>76,163</b>	<b>65,679</b>
<b>Total Income</b>	<b>444,312.83</b>	<b>7,995,520.17</b>	<b>2,463,013</b>	<b>5,947,149</b>	<b>4,908,875</b>	<b>4,769,268</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended May 31, 2016**

	May-2016	Year-to-Date	FY16 Budget	FY15 Actual	FY14 Actual	FY13 Actual
<b>Expenditures:</b>						
701.00 · Salaries	86,221.21	1,017,496.67	1,109,345	1,091,362	1,041,129	1,017,419
702.00 · FICA - Employer's Share	6,204.26	74,046.63	79,888	78,602	74,420	73,438
703.00 · IPERS - Employer's Share	7,587.96	89,824.72	98,550	95,173	91,656	85,618
704.00 · Unemployment	-	-	500	9,906	1,932	382
705.00 · Employee Benefits	13,604.91	149,693.66	185,124	176,293	191,614	166,837
706.00 · Physicals	188.00	1,676.00	1,500	2,038	2,019	1,565
707.00 · Uniform Expense	238.80	2,828.99	2,200	3,665	950	1,585
708.00 · Drug Testing	100.00	885.00	1,250	939	604	799
709.00 · Personnel Expenses-Other	39.90	438.90	2,150	2,342	1,009	2,326
710.00 · Payroll services	335.15	4,636.76	5,000	4,758	4,330	3,909
712.00 · Advertising	675.81	5,092.27	3,500	9,015	5,390	4,866
717.00 · Audit	-	19,500.00	16,000	18,650	15,250	14,750
726.00 · Contractual Expenses-Other	2,720.97	62,646.26	24,700	36,686	28,433	29,488
728.00 · Information Technology	1,281.25	13,694.49	9,400	9,894	9,847	10,818
729.00 · Copier Expense	-	6,521.91	5,000	5,273	4,836	6,512
730.00 · Legal Expense	260.00	3,741.36	3,000	28,599	7,464	6,896
738.00 · Depreciation Expense	883.76	9,721.36	-	17,504	-	2,914
740.00 · Dues/Subscriptions/Conferences	297.50	16,125.74	31,900	15,388	16,648	13,241
741.00 · Public Notices	20.91	1,071.53	1,400	1,219	1,838	2,316
746.00 · Leased Equipment	-	608.00	700	456	640	760
747.00 · Equipment under \$5000	6,122.49	17,193.61	8,500	12,936	17,528	21,918
748.00 · Capital Equipment	-	65,731.42	70,000	-	106,641	156,977
749.00 · Principle Expense	-	34,330.58	73,038	39,949	45,219	45,079
750.00 · Lead Testing	-	2,858.02	2,000	2,199	2,173	2,935
751.00 · Housing	337,818.61	5,331,368.22	-	2,715,266	1,510,203	966,267
752.00 · Admin. Expense	833.00	30,434.00	7,500	160,677	27,058	113,086
754.00 · Insurance	8,535.43	95,949.74	108,700	101,517	127,406	111,099
756.00 · Mortgage Filing Fees	79.00	468.00	350	746	1,450	4,890
757.00 · Interest Expense	39.16	12,477.77	24,335	22,009	38,957	35,704
759.00 · Credit Report Exp.	-	-	-	-	16	114
760.00 · Housing Relocation Expense	-	-	-	-	-	-
766.00 · Bldg. Maintenance & Repair	1,656.72	7,805.53	20,000	13,585	20,296	14,703
767.00 · Vehicle Maintenance & Repair	2,826.13	103,987.75	110,500	115,504	115,818	122,756
768.00 · Marketing	127.18	5,385.66	6,250	3,389	4,931	5,381
769.00 · Meeting Expense	164.62	2,644.58	4,200	4,096	3,346	2,622
782.00 · Printing/Postage	503.50	4,250.83	8,200	5,707	6,115	5,704
791.00 · Rent	400.00	9,030.00	8,000	7,830	7,830	6,330
806.00 · Supplies	829.31	11,681.84	12,850	11,453	9,152	18,071
807.00 · Bank Charges	-	103.44	-	38	(5)	37
808.00 · Fuel/Oil	6,107.85	74,180.40	140,200	108,521	155,930	154,381
810.00 · Telecommunications	2,191.54	24,403.82	27,100	24,711	28,215	27,009
811.00 · Utilities Expense	2,546.59	32,363.86	36,000	34,737	37,737	32,570
813.00 · Real Estate Taxes	-	12,632.00	17,000	16,166	18,774	12,960
815.00 · Mileage Expense	131.76	1,111.62	3,000	2,417	2,877	-
816.00 · Travel/Training	636.49	8,518.07	13,450	9,612	4,954	8,205
820.00 · Use Allowance	1,078.24	12,039.06	11,600	10,890	11,830	13,293
825.00 · Bad Debt Expense	-	-	-	580	-	-
829.00 · Down Payment Assistance	-	116,933.00	-	203,750	351,677	317,840
830.00 · Participant Loans & Grants	32,500.00	65,446.00	-	807,634	723,271	860,198
850.00 · Marketing Grant Expenditure	-	-	-	-	-	5,323
890.00 · Matching Expenditures	-	-	88,775	-	99,844	99,318
900.00 · Indirect Costs	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>525,788.01</b>	<b>7,563,579.07</b>	<b>2,382,655</b>	<b>6,043,679</b>	<b>4,979,252</b>	<b>4,611,209</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(81,475.18)</b>	<b>431,941.10</b>	<b>80,358</b>	<b>(96,530)</b>	<b>(70,377)</b>	<b>158,059</b>

**Regional Transit Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended May 31, 2016**



	May-2016	Year-to-Date	FY16 Budget	FY15 Actual	FY14 Actual	FY13 Actual
<b>Revenues:</b>						
<b>4100 · Bus Fare Revenues</b>						
410.00 · General Public	5,418.76	62,210.99	55,000	66,758	51,127	44,262
411.00 · Local Contracts	1,518.75	62,218.75	67,000	67,100	102,063	113,038
<b>Total 4100 · Bus Fares</b>	<b>6,937.51</b>	<b>124,429.74</b>	<b>122,000</b>	<b>133,858</b>	<b>153,190</b>	<b>157,300</b>
<b>4500 · Federal/State Revenues</b>						
456.00 · State Transit Assistance	18,202.96	258,682.89	268,126	257,780	247,848	307,254
457.00 · Federal Transit Assistance	-	327,865.00	287,421	288,460	367,431	438,906
459.00 · State Medicaid	42,236.63	376,697.75	425,000	403,906	434,092	391,051
<b>Total 4500 · Federal/State Revenues</b>	<b>60,439.59</b>	<b>963,245.64</b>	<b>980,547</b>	<b>950,146</b>	<b>1,049,371</b>	<b>1,137,211</b>
<b>4700 · Local Revenues</b>						
470.00 · Per Capita Revenue	-	84,359.00	84,359	82,301	79,904	49,443
472.00 · Other Contracts	-	-	-	-	-	-
<b>Total 4700 · Local Revenues</b>	<b>-</b>	<b>84,359.00</b>	<b>84,359</b>	<b>82,301</b>	<b>79,904</b>	<b>49,443</b>
<b>4900 · Miscellaneous Revenues</b>						
495.00 · Insurance Proceeds	-	-	-	-	-	-
496.00 · Interest Income (Bank)	9.92	100.98	85	96	86	73
497.00 · Miscellaneous Revenues-Other	437.50	3,769.75	8,000	4,577	4,900	-
498.00 · Matching Funds	-	-	0	-	-	589
<b>Total 4900 · Miscellaneous Revenues</b>	<b>447.42</b>	<b>3,870.73</b>	<b>8,085</b>	<b>4,673</b>	<b>4,986</b>	<b>662</b>
<b>Total Revenues</b>	<b>67,824.52</b>	<b>1,175,905.11</b>	<b>1,194,991</b>	<b>1,170,978</b>	<b>1,287,451</b>	<b>1,344,616</b>
<b>Expenditures:</b>						
701.00 · Salaries	29,950.48	349,244.46	379,721	390,756	399,237	377,934
702.00 · FICA - Employer's Share	2,244.25	26,226.80	28,102	29,267	29,677	28,276
703.00 · IPERS - Employer's Share	2,674.60	31,116.46	33,909	34,961	35,553	32,709
704.00 · Unemployment	-	-	500	9,906	-	382
705.00 · Employee Benefits	5,638.11	52,067.57	68,781	62,646	68,465	52,911
706.00 · Physicals	188.00	1,676.00	1,500	2,038	2,019	1,565
707.00 · Uniform Expense	238.80	1,335.58	1,500	2,978	835	1,358
708.00 · Drug Testing	100.00	885.00	1,250	939	604	799
709.00 · Personnel Expenses-Other	39.90	418.95	1,500	1,980	605	458
712.00 · Advertising	-	685.62	2,000	7,775	4,632	3,216
726.00 · Contractual Expenses-Other	1,264.77	23,447.91	500	6,595	9,101	6,318
728.00 · Information Technology	197.72	1,893.97	500	1,313	2,117	2,630
730.00 · Legal Expense	-	2,436.36	2,500	28,047	600	635
738.00 · Depreciation Expense	-	-	-	-	-	-
740.00 · Dues/Subscriptions/Conferences	-	3,952.00	5,000	2,531	3,471	2,273
741.00 · Public Notices	-	18.40	-	16	20	21
747.00 · Equipment Under \$5000	4,711.78	5,453.70	-	470	354	2,997
748.00 · Capital Equipment	-	58,802.00	70,000	-	58,702	156,977
754.00 · Insurance	5,314.36	59,560.02	68,000	61,046	63,838	64,032
757.00 · Interest Expense	-	-	-	-	660	-
766.00 · Bldg. Maintenance & Repairs	-	-	-	-	-	-
767.00 · Vehicle Maintenance & Repair	2,722.75	103,199.22	110,000	115,183	112,561	118,522
768.00 · Marketing	-	775.00	750	750	-	550
769.00 · Meeting Expense	29.92	328.21	500	440	132	244
782.00 · Printing/Postage	-	(51.79)	1,800	938	3	1,122
791.00 · Rent	400.00	9,000.00	8,000	7,800	7,800	6,300
806.00 · Supplies	17.44	794.55	350	802	671	1,453
807.00 · Bank Charges	-	5.00	-	-	(5)	10
808.00 · Fuel/Oil	5,852.40	71,635.35	135,000	104,313	150,075	149,104
810.00 · Telecommunications	906.77	9,566.28	11,000	9,001	8,610	8,310
811.00 · Utilities	-	667.02	-	-	-	-
815.00 · Mileage Expense	-	190.58	2,500	1,234	2,786	-
816.00 · Travel/Training	17.44	1,453.80	1,000	192	825	2,939
820.00 · Use Allowance	46.52	2,227.75	1,800	2,262	2,210	2,141
825.00 · Bad Debt Expense	-	-	-	580	-	-
890.00 · Matching Expenditures	-	-	10,000	-	10,000	-
900.00 · Indirect Costs	13,481.74	153,231.39	182,559	184,649	178,081	174,851
<b>Total Expenditures</b>	<b>76,037.75</b>	<b>972,243.16</b>	<b>1,130,522</b>	<b>1,071,408</b>	<b>1,154,239</b>	<b>1,201,037</b>
<b>Fund Balance</b>	<b>(8,213.23)</b>	<b>203,661.95</b>	<b>64,469</b>	<b>99,570</b>	<b>133,212</b>	<b>143,579</b>



**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Eleven Months Ending**  
**May 31, 2016**

	<b>10 Company Vehicles</b>	<b>20 EDA PG</b>	<b>22 Facility</b>	<b>47 Housing</b>	<b>48 Great River Housing Trust</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	0.00	61,000.00	0.00	5,084,587.86	278,021.83
461.00 · Principle on Loans	0.00	0.00	0.00	9,427.66	22,728.61
4700-48 · Local Revenues	12,039.06	0.00	0.00	191,501.55	55,632.17
4900 · Miscellaneous Revenues	0.00	0.00	106,645.12	160.95	28,323.30
5000-52 · RLF Income	0.00	0.00	0.00	975.52	4,539.67
	<u>12,039.06</u>	<u>61,000.00</u>	<u>106,645.12</u>	<u>5,286,653.54</u>	<u>389,245.58</u>
<b>Expense</b>					
700.00 · Personnel Expenses	0.00	83,676.53	3,492.18	142,023.35	38,560.47
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	0.00	0.00	0.00	0.00	0.00
710.00 · Payroll Services	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	3,000.00
726.00 · Contractual Expenses	0.00	0.00	11,195.80	0.00	750.00
728.00 · Information Technology	0.00	0.00	0.00	296.88	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	0.00	0.00	0.00	705.00
738.00 · Depreciation Expense	5,865.97	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	0.00	50.00	0.00	745.00	0.00
741.00 · Public Notices	0.00	37.07	0.00	57.24	12.92
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	89.95	384.72	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	0.00	0.00
750.00 · Lead Testing	0.00	0.00	0.00	2,858.02	0.00
751.00 · Housing	0.00	0.00	0.00	5,086,313.86	245,054.36
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	21,271.00
754.00 · Insurance	2,794.77	0.00	5,544.88	0.00	3,236.95
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	243.00	75.00
757.00 · Interest Expense	497.66	0.00	11,623.43	0.00	0.00
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	7,805.53	0.00	0.00
767.00 · Vehicle Maintenance & Repair	788.53	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	0.00	27.18
769.00 · Meeting Expense	0.00	141.76	0.00	0.00	219.82
782.00 · Printing/Postage	0.00	59.58	0.00	25.30	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	259.89	0.00	190.57
807.00 · Bank Charges	0.00	0.00	0.00	0.00	5.00
808.00 · Fuel/Oil	2,545.05	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	31,696.84	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	-31,752.98	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	12,632.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	52.95	59.63
816.00 · Travel/Training	0.00	733.31	0.00	2,119.29	0.00
820.00 · Use Allowance	36.52	646.35	0.00	1,878.94	223.85
829.00 · Down Payment Assistance	0.00	0.00	0.00	1,933.00	115,000.00
830.00 · Participant Loans	0.00	0.00	0.00	3,867.00	36,579.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	27,921.81	1,174.71	47,419.05	12,882.53
	<u>12,528.50</u>	<u>113,266.41</u>	<u>53,762.23</u>	<u>5,290,217.60</u>	<u>477,853.28</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(489.44)</u>	<u>(52,266.41)</u>	<u>52,882.89</u>	<u>(3,564.06)</u>	<u>(88,607.70)</u>
<b>SEIRPC Adjusted Balance</b>	<u>-</u>	<u>-</u>	<u>28,506.32</u>	<u>(9,332.72)</u>	<u>-</u>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Eleven Months Ending**  
**May 31, 2016**

	<b>60 IDOT</b>	<b>71 EDA RLF</b>	<b>72 IRP-I</b>	<b>73.00 FM/KK/HC RLF</b>	<b>76 IRP-II</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	135,048.00	0.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	205,897.53	27,762.98	17,208.70	28,397.83
4700-48 · Local Revenues	0.00	0.00	0.00	0.00	0.00
4900 · Miscellaneous Revenues	0.00	755.36	462.20	659.64	475.17
5000-52 · RLF Income	0.00	42,260.03	15,724.38	4,342.04	7,208.14
	<u>135,048.00</u>	<u>248,912.92</u>	<u>43,949.56</u>	<u>22,210.38</u>	<u>36,081.14</u>
<b>Expense</b>					
700.00 · Personnel Expenses	146,920.13	25,244.05	5,557.61	0.00	304.12
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	19.95	0.00	0.00	0.00	0.00
710.00 · Payroll Services	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	0.00	0.00	0.00
728.00 · Information Technology	105.63	0.00	0.00	0.00	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	500.00	0.00	0.00	0.00
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	1,283.85	0.00	0.00	0.00	0.00
741.00 · Public Notices	132.81	0.00	0.00	0.00	0.00
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	1,789.48	0.00	0.00	0.00	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	21,083.26	0.00	13,247.32
750.00 · Lead Testing	0.00	0.00	0.00	0.00	0.00
751.00 · Housing	0.00	0.00	0.00	0.00	0.00
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	103.00	5.00	30.00	0.00
757.00 · Interest Expense	0.00	0.00	108.16	0.00	248.52
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	0.00	0.00
767.00 · Vehicle Maintenance & Repair	100.00	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	0.00	0.00
769.00 · Meeting Expense	341.31	0.00	0.00	0.00	0.00
782.00 · Printing/Postage	7.55	0.00	0.00	0.00	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	1,546.65	0.00	0.00	0.00	0.00
807.00 · Bank Charges	0.00	0.00	0.00	0.00	0.00
808.00 · Fuel/Oil	0.00	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	0.00	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	0.00	0.00
816.00 · Travel/Training	1,512.42	3.74	0.00	0.00	0.00
820.00 · Use Allowance	2,227.10	132.10	0.00	0.00	0.00
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans	0.00	0.00	0.00	25,000.00	0.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	49,072.96	8,430.38	1,859.02	0.00	98.13
	<u>205,059.84</u>	<u>34,413.27</u>	<u>28,613.05</u>	<u>25,030.00</u>	<u>13,898.09</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(70,011.84)</u>	<u>214,499.65</u>	<u>15,336.51</u>	<u>(2,819.62)</u>	<u>22,183.05</u>
<b>SEIRPC Adjusted Balance</b>	<u><b>(70,011.84)</b></u>	<u><b>8,602.12</b></u>	<u><b>8,656.79</b></u>	<u><b>-</b></u>	<u><b>7,032.54</b></u>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Eleven Months Ending**  
**May 31, 2016**

	<b>80 Indirect Cost Center</b>	<b>85 RTA</b>	<b>90 LOCAL</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Bus Fare Revenues	0.00	124,429.74	0.00	124,429.74
4500 · Federal/State Revenues	0.00	963,245.64	31,164.71	6,553,068.04
461.00 · Principle on Loans	0.00	0.00	0.00	311,423.31
4700-48 · Local Revenues	0.00	84,359.00	444,511.18	788,042.96
4900 · Miscellaneous Revenues	0.00	3,870.73	2,153.87	143,506.34
5000-52 · RLF Income	0.00	0.00	0.00	75,049.78
	<u>0.00</u>	<u>1,175,905.11</u>	<u>477,829.76</u>	<u>7,995,520.17</u>
<b>Expense</b>				
700.00 · Personnel Expenses	228,889.90	458,655.29	197,738.05	1,331,061.68
704.00 · Unemployment	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	1,676.00	0.00	1,676.00
707.00 · Uniform Expense	1,493.41	1,335.58	0.00	2,828.99
708.00 · Drug Testing	0.00	885.00	0.00	885.00
709.00 · Personnel Expenses-Other	0.00	418.95	0.00	438.90
710.00 · Payroll Services	4,636.76	0.00	0.00	4,636.76
712.00 · Advertising	295.21	685.62	4,111.44	5,092.27
717.00 · Audit	16,500.00	0.00	0.00	19,500.00
726.00 · Contractual Expenses	2,007.74	23,447.91	25,244.81	62,646.26
728.00 · Information Technology	9,330.73	1,893.97	2,067.28	13,694.49
729.00 · Copier Expense	6,521.91	0.00	0.00	6,521.91
730.00 · Legal Expense	100.00	2,436.36	0.00	3,741.36
738.00 · Depreciation Expense	3,855.39	0.00	0.00	9,721.36
740.00 · Dues/Subscriptions/Conference	3,312.44	3,952.00	6,782.45	16,125.74
741.00 · Public Notices	596.96	18.40	216.13	1,071.53
746.00 · Leased Equipment	608.00	0.00	0.00	608.00
747.00 · Equipment under \$5000	5,553.15	5,453.70	3,922.61	17,193.61
748.00 · Capital Equipment	6,929.42	58,802.00	0.00	65,731.42
749.00 · Principle Expense	0.00	0.00	0.00	34,330.58
750.00 · Lead Testing	0.00	0.00	0.00	2,858.02
751.00 · Housing	0.00	0.00	0.00	5,331,368.22
752.00 · Admin. Expense	0.00	0.00	9,163.00	30,434.00
754.00 · Insurance	24,813.12	59,560.02	0.00	95,949.74
756.00 · Mortgage Filing Expenses	5.00	0.00	7.00	468.00
757.00 · Interest Expense	0.00	0.00	0.00	12,477.77
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	7,805.53
767.00 · Vehicle Maintenance & Repair	0.00	103,199.22	0.00	104,087.75
768.00 · Marketing	2,648.48	775.00	1,835.00	5,285.66
769.00 · Meeting Expense	1,327.41	328.21	286.07	2,644.58
782.00 · Printing/Postage	4,149.14	-51.79	61.05	4,250.83
791.00 · Rent	30.00	9,000.00	0.00	9,030.00
806.00 · Supplies	8,405.26	794.55	484.92	11,681.84
807.00 · Bank Charges	93.44	5.00	0.00	103.44
808.00 · Fuel/Oil	0.00	71,635.35	0.00	74,180.40
810.00 · Telecommunications	13,818.67	9,566.28	1,018.87	24,403.82
811.00 · Utilities Expense	0.00	667.02	0.00	32,363.86
812.00 · Bldg Operation Allocation	31,752.98	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	12,632.00
815.00 · Mileage Expense	0.00	190.58	808.46	1,111.62
816.00 · Travel/Training	845.65	1,453.80	1,849.86	8,518.07
820.00 · Use Allowance	1,667.01	2,227.75	2,999.44	12,039.06
829.00 · Down Payment Assistance	0.00	0.00	0.00	116,933.00
830.00 · Participant Loans	0.00	0.00	0.00	65,446.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	-368,143.48	153,231.39	66,053.50	0.00
	<u>12,043.70</u>	<u>972,243.16</u>	<u>324,649.94</u>	<u>7,563,579.07</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(12,043.70)</u>	<u>203,661.95</u>	<u>153,179.82</u>	<u>431,941.10</u>
<b>SEIRPC Adjusted Balance</b>	<u>-</u>	<u>203,661.95</u>	<u>153,179.82</u>	<u>330,294.98</u>

## Schedule 3

## Southeast Iowa Regional Planning Commission

## Check Register

May 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	05/04/2016	269129	Henry County Recorders Office	7.00
Check	05/13/2016	269130	Tyrone Seay	50.00
Bill Pmt -Check	05/12/2016	269132	ABC Fire Extinguisher Sales & Servs Inc	35.00
Bill Pmt -Check	05/12/2016	269133	Ability Network Inc	147.00
Bill Pmt -Check	05/12/2016	269134	Access Systems	2,129.16
Bill Pmt -Check	05/12/2016	269135	Andy's Service Center	150.00
Bill Pmt -Check	05/12/2016	269136	CARD CENTER	3,970.63
Bill Pmt -Check	05/12/2016	269137	Chris Crowner	8.00
Bill Pmt -Check	05/12/2016	269138	City of Burlington, Iowa	1,576.98
Bill Pmt -Check	05/12/2016	269139	City of West Burlington.	195.18
Bill Pmt -Check	05/12/2016	269140	Clear Falls Bottled Water	60.25
Bill Pmt -Check	05/12/2016	269141	Daily Gate City	192.46
Bill Pmt -Check	05/12/2016	269142	Dan Eberhardt	10.75
Bill Pmt -Check	05/12/2016	269143	Farmers Elevator & Exchange, Inc.	677.48
Bill Pmt -Check	05/12/2016	269144	Great River Business Health	188.00
Bill Pmt -Check	05/12/2016	269145	i connect you.	1,061.12
Bill Pmt -Check	05/12/2016	269146	Ia. Association of Regional Councils	162.50
Bill Pmt -Check	05/12/2016	269147	Integrated Technology Partners	0.00
Bill Pmt -Check	05/12/2016	269148	Iowa Illinois Office Solutions	32.26
Bill Pmt -Check	05/12/2016	269149	Iowa Secretary of State	20.00
Bill Pmt -Check	05/12/2016	269150	J.D. Byrider	117.67
Bill Pmt -Check	05/12/2016	269151	Lee County Economic Development Group Inc	100.00
Bill Pmt -Check	05/12/2016	269152	Manpower	537.21
Bill Pmt -Check	05/12/2016	269153	Mediacom	89.90
Bill Pmt -Check	05/12/2016	269154	Mt. Pleasant Tire & Service	1,037.12
Bill Pmt -Check	05/12/2016	269155	O'Reilly Automotive, Inc.	190.83
Bill Pmt -Check	05/12/2016	269156	Pauwels Lawn Care	375.00
Bill Pmt -Check	05/12/2016	269157	Pep Stop	25.00
Bill Pmt -Check	05/12/2016	269158	Sara Hecox	614.70
Bill Pmt -Check	05/12/2016	269159	SEI Properties LLC	550.00
Bill Pmt -Check	05/12/2016	269160	Shottenkirk Superstore	346.36
Bill Pmt -Check	05/12/2016	269161	Stews Lawn	1,000.00
Bill Pmt -Check	05/12/2016	269162	Telin Transportation Group	811.47
Bill Pmt -Check	05/12/2016	269163	The Burlington Hawk Eye	78.77
Bill Pmt -Check	05/12/2016	269164	Truck Repair Inc.	883.15
Bill Pmt -Check	05/12/2016	269165	UnityPoint Clinic	100.00
Bill Pmt -Check	05/12/2016	269166	Verizon Wireless	872.02
Bill Pmt -Check	05/12/2016	269167	Wemiga Waste Inc	30.00
Bill Pmt -Check	05/12/2016	269168	Wex Bank	466.69
Bill Pmt -Check	05/12/2016	269169	Winners Circle	73.49
Bill Pmt -Check	05/13/2016	269170	Integrated Technology Partners	19.95
Bill Pmt -Check	05/26/2016	269171	All American Turf Beauty Inc	183.75
Bill Pmt -Check	05/26/2016	269172	Brad Holtkamp Automotive, Inc.	306.15
Bill Pmt -Check	05/26/2016	269173	Bureau of Lead Poisoning Prevention	60.00
Bill Pmt -Check	05/26/2016	269174	Burlington Urban Services	2.50
Bill Pmt -Check	05/26/2016	269175	Chris Ralph	6.02
Bill Pmt -Check	05/26/2016	269176	City of Keokuk.	1,732.06

Schedule 3

Southeast Iowa Regional Planning Commission

Check Register

May 31, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	05/26/2016	269177	City of Mount Pleasant	1,687.89
Bill Pmt -Check	05/26/2016	269178	Crescent Electric Supply Co	91.72
Bill Pmt -Check	05/26/2016	269179	Deni McClinton	54.35
Bill Pmt -Check	05/26/2016	269180	Des Moines County Recorder's Office	27.00
Bill Pmt -Check	05/26/2016	269181	Drake Hardware & Software	1,281.25
Bill Pmt -Check	05/26/2016	269182	Ebert Supply Company	211.24
Bill Pmt -Check	05/26/2016	269183	Elley Neuzil	131.76
Bill Pmt -Check	05/26/2016	269184	Embellishments & Designs Inc	82.80
Bill Pmt -Check	05/26/2016	269185	Frank Millard and Company Inc.	157.00
Bill Pmt -Check	05/26/2016	269186	Hope Haven Area Dev Center	340.00
Bill Pmt -Check	05/26/2016	269187	Hy-Vee, Inc	29.92
Bill Pmt -Check	05/26/2016	269188	Iowa Illinois Office Solutions	342.75
Bill Pmt -Check	05/26/2016	269189	Jim's Body Shop Inc	350.00
Bill Pmt -Check	05/26/2016	269190	Lowell Gaulke	1,758.00
Bill Pmt -Check	05/26/2016	269191	Manpower	465.30
Bill Pmt -Check	05/26/2016	269192	Mary Meyer	101.65
Bill Pmt -Check	05/26/2016	269193	Pitney Bowes - Purchase Power	503.50
Bill Pmt -Check	05/26/2016	269194	Randy Spiker	48.75
Bill Pmt -Check	05/26/2016	269195	Real Estate One, LLC	400.00
Bill Pmt -Check	05/26/2016	269196	Swailes Auto Supply Inc.	724.42
Bill Pmt -Check	05/26/2016	269197	The Hon Company	170.74
Bill Pmt -Check	05/26/2016	269198	Turbo Wash Inc	50.00
Bill Pmt -Check	05/26/2016	269199	Tyler Mills	20.00
Bill Pmt -Check	05/26/2016	269200	US Cellular	133.75
Bill Pmt -Check	05/26/2016	269201	Waterworks Car Wash	5.00
				<b>30,452.37</b>
Electronic Payment			Advantage fees	136.95
Electronic Payment			Alliant Energy	2,351.41
Electronic Payment			IPERS	18,958.03
Electronic Payment			MetLife (dental ins.)	968.70
Electronic Payment			Payroll	61,275.94
Electronic Payment			Payroll Processing Fees	335.15
Electronic Payment			Payroll Taxes	22,864.02
Electronic Payment			Principal Financial (life ins.)	941.58
Electronic Payment			Two Rivers Bank - Vehicle loan payment	520.94
Electronic Payment			Welmark	14,699.33
				<b>123,052.05</b>
			<b>TOTAL EXPENDITURES</b>	<b>153,504.42</b>

**BANCARD Services Credit Card Statement**

**STATEMENT DATE: 5/28/2016**  
**PAYMENT DUE DATE: 6/22/2016**  
**CHECK#: 269206**  
**DATE PAID: 6/8/2016**



Expense				Class		Amount	Receipt
Date	Transaction Description	Account#	Type	Class#	Class Name		
<b>MIKE NORRIS</b>							
30-Apr-16	Amazon.com (mouse & keyboard)	747	Equipment under \$5000	80	Indirect	66.94	Yes
12-May-16	Drake Hardware & Software	747	Equipment under \$5000	85	RTA	2,722.99	Yes
12-May-16	Drake Hardware & Software	747	Equipment under \$5000	85	RTA	1,818.05	Yes
12-May-16	Drake Hardware & Software	747	Equipment under \$5000	80	Indirect	1,343.77	Yes
						<b>TOTAL</b>	<b>5,951.75</b>
<b>DEBORAH LAUGHLIN</b>							
09-May-16	Sentrylink LLC (sub bus driver)	709	Personnel Expense	85	RTA	19.95	Yes
12-May-16	Sentrylink LLC (sub bus driver)	709	Personnel Expense	85	RTA	19.95	Yes
25-May-16	Happy Joes Pizza - Burlington	769	Meeting Expense	80	Indirect	99.70	Yes
						<b>TOTAL</b>	<b>139.60</b>
<b>ZACH JAMES</b>							
27-Apr-16	Hobby Lobby	806	Supplies	90	Local	16.66	Yes
28-Apr-16	Hy-Vee - Mt Pleasant	816	Travel/Training	60	IDOT	13.89	Yes
28-Apr-16	Delta Air (Z. James & J. Lassiter)	816	Travel/Training	60	IDOT	516.20	Yes
20-May-16	La Tavola - Burlington	769	Meeting Expense	60	IDOT	35.00	Yes
						<b>TOTAL</b>	<b>581.75</b>
<b>JEFF HANAN</b>							
09-May-16	Quality Inn - Des Moines (C. Ralph)	816	Travel/Training	47	Housing	61.60	Yes
09-May-16	Pizza Ranch - Altoona	816	Travel/Training	47.0	Housing	10.59	Yes
10-May-16	Iowa Lead Safety Training (C. Ralph)	740	Dues/Conferences	47.000	Housing	75.00	Yes
						<b>TOTAL</b>	<b>147.19</b>
<b>LORI GILPIN</b>							
29-Apr-16	Deluxe.com (checks, stamp & deposit slips)	806	Supplies	47.8	SEI Housing Inc.	183.67	Yes
29-Apr-16	Deluxe.com (endorsement stamp)	806	Supplies	60.07	SIREPA	35.99	Yes
19-May-16	Hy-Vee	806	Supplies	80	Indirect	85.23	Yes
						<b>TOTAL</b>	<b>304.89</b>
<b>BOB KUSKOWSKI</b>							
						<b>TOTAL</b>	<b>0.00</b>
<b>NICOLE BAKER</b>							
09-May-16	Hy-Vee - Mt Pleasant	816	Travel/Training	85	RTA	14.94	Yes
						<b>TOTAL</b>	<b>14.94</b>
<b>CTC</b>							
						<b>TOTAL</b>	<b>0.00</b>
						<b>TOTAL</b>	<b>7,140.12</b>

Hans Trousil

Mike Norris

**Southeast Iowa Regional Planning Commission**  
**Accounts Receivable Aging Summary**  
**May 31, 2016**

	<b>Current</b>	<b>1 - 45</b>	<b>46 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
<b>Local:</b>					
ASAP Grant	0.00	0.00	15,250.00	0.00	15,250.00
City of Fredonia	0.00	0.00	0.00	426.00	426.00
City of Letts	0.00	0.00	0.00	526.00	526.00
City of Muscatine	0.00	3,375.00	0.00	0.00	3,375.00
City of New London	0.00	0.00	0.00	2,500.00	2,500.00
Iowa Economic Development Authority.	0.00	2,411.50	0.00	0.00	2,411.50
Iowa Vocational Rehabilitation Services	0.00	0.00	0.00	800.00	800.00
JK Homes	0.00	0.00	0.00	550.00	550.00
Lee County Auditor	0.00	0.00	0.00	2,500.00	2,500.00
Lee County Economic Development Group	0.00	1,590.00	0.00	0.00	1,590.00
Mt. Pleasant Main Street	0.00	0.00	0.00	500.00	500.00
Southeastern Community College	0.00	0.00	0.00	6,000.00	6,000.00
	<u>0.00</u>	<u>7,376.50</u>	<u>15,250.00</u>	<u>13,802.00</u>	<u>36,428.50</u>
<b>Housing:</b>					
Brazelton LLC	0.00	0.00	0.00	0.00	0.00
City of Burlington	0.00	6,659.00	0.00	0.00	6,659.00
Downtown Partners	0.00	0.00	0.00	1,789.00	1,789.00
ECIA	0.00	314,077.05	503,940.40	5,682.00	823,699.45
Franz Community Investors	0.00	0.00	12,500.00	0.00	12,500.00
Historic Tama LLC	0.00	0.00	11,750.00	0.00	11,750.00
Todd Schneider	0.00	0.00	0.00	5,000.00	5,000.00
	<u>0.00</u>	<u>320,736.05</u>	<u>528,190.40</u>	<u>12,471.00</u>	<u>861,397.45</u>
<b>RTA:</b>					
AHC AmeriHealth Caritas	37,171.00	34,239.50	0.00	0.00	71,410.50
Austin Hemann	0.00	0.00	0.00	0.00	0.00
Barbara Tompkins	-25.00	0.00	0.00	0.00	-25.00
Blair House	20.00	30.00	0.00	0.00	50.00
Healthy Henry County Communities	0.00	0.00	0.00	0.00	0.00
Hope Haven	640.50	0.00	0.00	0.00	640.50
Iowa Medicaid Enterprise	280.82	0.00	0.00	512.40	793.22
Israel Villarreal	0.00	0.00	0.00	25.00	25.00
Kathryn Payne	0.00	0.00	25.00	25.00	50.00
Lexington Square - Keokuk	0.00	0.00	0.00	10.00	10.00
Logisticare	4,185.97	4,468.68	0.00	0.00	8,654.65
Milestones Area Agency on Aging	1,518.75	0.00	0.00	0.00	1,518.75
MTM - United Health	1,060.00	1,959.03	0.00	0.00	3,019.03
New London Specialty Care	335.00	0.00	0.00	0.00	335.00
Pleasant Manor Care Center	60.00	0.00	0.00	0.00	60.00
Priscilla Jensen	0.00	-25.00	0.00	0.00	-25.00
Rebecca Shibley	0.00	0.00	0.00	140.75	140.75
Ruth Boyd.	0.00	0.00	0.00	1,535.89	1,535.89
Shirley Cooper	0.00	25.00	0.00	0.00	25.00
Shirley Self	0.00	-25.00	0.00	0.00	-25.00
TMS Management Group, Inc.	400.00	123.20	0.00	0.00	523.20
Tosha Rhoades	0.00	0.00	0.00	25.00	25.00
	<u>45,647.04</u>	<u>40,795.41</u>	<u>25.00</u>	<u>2,274.04</u>	<u>88,741.49</u>
<b>Total</b>	<b><u>45,647.04</u></b>	<b><u>368,907.96</u></b>	<b><u>543,465.40</u></b>	<b><u>28,547.04</u></b>	<b><u>986,567.44</u></b>

**Southeast Iowa Regional Planning Commission**  
**Accounts Payable Aging Summary**  
**May 31, 2016**

	<b>Current</b>	<b>1 - 45</b>	<b>46 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
ABC Fire Extinguisher Sales & Servs Inc	38.80	-	-	-	38.80
Advantage Administrators	434.83	-	-	-	434.83
AdvisorNet Property and Casualty LLC	411.00	-	-	-	411.00
Brazelton LLC.	96,001.00	477,805.85	-	-	573,806.85
Card Center	7,140.12	-	-	-	7,140.12
City of Burlington, Iowa	1,648.36	-	-	-	1,648.36
City of Keokuk.	1,869.23	-	-	-	1,869.23
City of Mount Pleasant	1,323.74	-	-	-	1,323.74
Clear Falls Bottled Water	27.00	-	-	-	27.00
Deery Brothers Ford Lincoln Inc	216.17	-	-	-	216.17
Farmers Elevator & Exchange, Inc.	862.59	-	-	-	862.59
Fastenal	8.71	-	-	-	8.71
Frank Millard and Company Inc.	108.00	-	-	-	108.00
Historic Tama LLC	218,076.05	-	-	-	218,076.05
Hope Haven Area Dev Center	357.44	-	-	-	357.44
Integrated Technology Partners	537.50	-	-	-	537.50
J.D. Byrider	988.41	-	-	-	988.41
Jack Callas	85.59	-	-	-	85.59
Jim's Body Shop Inc	125.00	-	-	-	125.00
Kempker's True Value	13.99	-	-	-	13.99
Laurie Boyer	100.00	-	-	-	100.00
Lowe's	30.42	-	-	-	30.42
Manpower	655.65	-	-	-	655.65
Mt. Pleasant Tire & Service	25.00	-	-	-	25.00
O'Reilly Automotive, Inc.	148.76	-	-	-	148.76
Pep Stop	5.00	-	-	-	5.00
Shottenkirk Superstore	182.80	-	-	-	182.80
Swales Auto Supply Inc.	2.29	-	-	-	2.29
The Burlington Hawk Eye	696.72	-	-	-	696.72
The Ivy	66.00	-	-	-	66.00
Verizon Wireless	906.77	-	-	-	906.77
Wells Way	1,300.00	-	-	-	1,300.00
Wemiga Waste Inc	30.00	-	-	-	30.00
Wex Bank	396.60	-	-	-	396.60
Winners Circle	53.49	-	-	-	53.49
	<b>334,873.03</b>	<b>477,805.85</b>	<b>-</b>	<b>-</b>	<b>812,678.88</b>



**Southeast Iowa Regional Economic and Port Authority  
Financial Summary  
May 31, 2016**

PROFIT & LOSS	
	<b>5/31/2016</b>
TOTAL REVENUES :	5,000
TOTAL EXPENSES :	-
Excess of revenues over expenditures- <i>note this is cash basis</i>	5,000

CASH BALANCE	
Keokuk Savings Bank	7,388

ACCOUNTS RECEIVABLE BALANCE				
	1-45	46-90	>90	TOTAL
City of Fort Madison	3,000			3,000
City of Keokuk	1,000			1,000
	4,000	-	-	4,000

ACCOUNTS PAYABLE BALANCE				
	1-45	46-90	>90	TOTAL
none	0	0	0	0

CASH RECEIPTS - <i>life to date</i>			
Alliant Energy	12/2/2013	FY14	5,000
State of Iowa	7/24/2014	FY15	2,500
Lee County Auditor	4/25/2016	FY16	1,000

CASH DISBURSEMENTS - <i>life to date</i>			
SEIRPC	7/25/2014	#1001	5,000
University of Iowa	7/25/2014	#1002	2,500
Delux	8/6/2014	electronic	131
SEIRPC	6/30/2015	#1003	2,694

# Administrative Policies and Procedures Update

NB #1



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: June 23, 2016  
Re: Administrative Policies and Procedures Update

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SEIRPC approved its Administrative Policies and Procedures update in May, 2010. Since that time, no updates have been added to the document.

In September 2015, SEIRPC completed its Federal Transit Administration (FTA) Triennial Review. A finding in that review was the organization's procurement policy, which was not detailed enough to meet current expectations.

During the course of researching other organization's procurement policies, other areas were identified for updates.

The following is a brief description of the primary updates.

## SECTION I AUTHORITY

1. Contract authority description was changed to a table format for clarity. Additional categories were added and limits were updated (Executive Director limits on individual contracts from \$25,000/mo to \$30,000/mo).
2. Budget descriptions were simplified and updated to more accurately reflect current practice and budget structure.

## SECTION II PURCHASING PROCEDURES

1. The procurement section was completely revamped and added procurement methods aligned with the Iowa Transit Manager's Handbook. SEIRPC essentially follows these methods anyway with nearly all purchases being micro purchases or small purchases. The following is the procurement structure:
  - Methods
  - Methods and practices (criteria to award)
  - Decision making ability
  - Ethics in Procurement

SECTION III  
TRAVEL REGULATIONS

1. Modified travel approval authority to keep same limits but added continental U.S.
2. More accurately described limits for personal vehicle use for travel

SECTION IV  
CONSULTANT SELECTION AND CONTRACTING PROCEDURES

1. Deleted the section due to overlap with SECTION II PURCHASING PROCEDURES. The section was set up to set rules for contracting with A&E and construction firms. Typically the guidelines will be set anyway with funding sources or AIA contracts.

Complicated, layered decision making processes were also not related to current or past practice. The Board of Directors can always set out a process to accommodate a special project, if necessary.

# SOUTHEAST IOWA REGIONAL PLANNING COMMISSION

## ADMINISTRATIVE PROCEDURES And POLICIES



Adopted: May 27, 2010

Updated: July 28, 2016



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SECTION I  
AUTHORITY

A. GENERAL

Administrative policies contained in this manual are subject to the approval of the Board of Directors of the Southeast Iowa Regional Planning Commission. The Executive Director is responsible for formulating and administering appropriate procedures.

B. DELEGATION

Except as otherwise provided herein, the duties, responsibilities and functions of the Executive Director shall be exercised in their absence by the following employees, in the order in which they appear:

1. Assistant Director;
2. Department Director, as assigned by any of the above;

C. CHECKS

1. Certification

The Executive Director and the Treasurer, (or the additional designee in the absence of the Treasurer) shall each possess the authority to certify payment.

2. Signatures

Checks (except payroll checks) shall not be processed unless certified by a duly authorized employee. Checks may be signed by the Executive Director and co-signed by the SEIRPC Treasurer (or the additional designee in the absence of the Treasurer).

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D. CONTRACTS

~~1.~~

**AUTHORITY TO EXECUTE CONTRACTS**

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	<u>Executive Director</u>	<u>Executive Board</u>	<u>Full Board</u>
- <u>Individual Contracts of &lt;\$30,000 monthly</u>	<u>x</u>		
- <u>Individual Contracts of &gt;\$30,000 monthly</u>	<u>*</u>	<u>x</u>	<u>x</u>
- <u>SEIRPC Service Agreements</u>	<u>x</u>		
- <u>RLF Agreements</u>	<u>*</u>	<u>x</u>	<u>x</u>
- <u>State or Federal Planning Grants</u>	<u>x</u>		

x denotes responsibility to execute

\* denotes ability to execute upon

authorization by board

or by successful application approved by board

~~The Executive Director shall have sole authority to execute contracts on behalf of SEIRPC for goods or services which do not exceed twenty five thousand (\$25,000.00) per month as delegated by the Board of Directors when such expenditures are provided for in the adopted budget and reviewed by the Board of Directors each month.~~

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~~2. The SEIRPC Board of Directors shall have sole authority to approve execution of contracts in excess of \$25,000.00 per month.~~

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~~3. The SEIRPC Board of Directors authorizes the Executive Director to execute Service Agreements up to \$25,000 per project for planning, programming within staff capabilities to SEIRPC member jurisdictions upon their request.~~

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~~4. The SEIRPC Board of Directors authorizes the Executive Director to administer grants for SEIRPC member jurisdictions upon request of a member and approval by the SEIRPC Board of Directors.~~

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~~5. The SEIRPC Board of Directors authorizes the Executive Director to execute all agreements for the Revolving Loan Programs with prior approval by of the Board of Directors.~~

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The SEIRPC Executive or Full Board of Directors retains the ability to execute any contract included in the chart above. Accompanying definitions for the above:

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1. Contract will mean any agreement between another entity and SEIRPC for goods or services

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2. Service Agreement will mean any agreement between SEIRPC and a member, regional partner or other entity that will receive services from SEIRPC staff (typically grant administration, technical assistance, planning project or programmatic service).

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3. RLF Agreement will mean any loan agreement and accompanying documents from revolving loan funds either owned by SEIRPC or a SEIRPC member.

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–State or Federal Planning Grant will mean any planning grant duly applied for and received by SEIRPC for services or projects to be rendered to the region. Typical examples are Iowa DOT, Economic Development Administration (EDA), United State Dept of Agriculture (USDA), etc.

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E. BUDGET

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1. ~~The Board of Directors shall prepare and adopt an annual work program and supporting budget for SEIRPC for each fiscal year.~~ An annual budget for the agency's operation shall will be adopted during the month of May of the current year. It ~~shall be based on the adopted work program and~~ shall be for a fiscal year from July 1 of the current year to June 30 of the succeeding year.
2. ~~The Board of Directors shall orient work programs to goals and objectives adopted by a majority of the Board Members.~~
- 3.2. The Executive Board ~~shall will review and recommend line item expenditures and program costs to the Board of Directors in~~ work with the Executive Director to developing the annual ~~work program and~~ budget for SEIRPC.
- 3.4. The Executive ~~Board Director shall will~~ present ~~and recommend~~ the annual SEIRPC budget to the Board of Directors.
5. ~~The Executive Board shall recommend to the Board of Directors additions, deletions or modifications in the yearly budget and the allocation of funds to programs.~~
6. ~~The Executive Board may revise as necessary allocations of local funds in amounts not exceeding ten percent (10%) per project work element. The SEIRPC Board of Directors shall have the sole authority to approve reallocation of local funds to project work elements in amounts in excess of ten percent (10%) per project work element. Additional approval of federal or state grantors may be required.~~
- 4.7. The SEIRPC Executive Director is authorized to execute the budget as presented and have reasonable spending authority outside of the budget pursuant to relevant and necessary items within the normal scope of business operations and work programs. ~~;- reallocate local funds between project work elements within programs in an amount not to exceed \$10,000 per project; to reallocate between programs in an amount not to exceed 10% per transaction; and to reallocate line item expenses in an amount not to exceed \$10,000 per transaction on the non-personnel line item budget provided that there are ample revenues and there are offsetting funds available within the line item budget in June of each fiscal year.~~

SECTION II  
PURCHASING PROCEDURES

A. GENERAL

Purchasing procedures shall be conducted with the following aims:

1. To realize economies in procurement by using standard sources of supply and by purchasing in bulk, whenever possible.
2. To maintain budgetary control, through the Administrative Service section, over the volume of purchases of outside goods and services.
3. To issue Purchase Orders only when certified by duly authorized employees.

**B. PURCHASE ORDERS**

Purchase Orders for outside goods or services shall be certified by the Department Director. The Purchase Order shall then be submitted for final certification by the Executive Director, ~~or in his absence, the Assistant Director~~ or as assigned by the Executive Director. Upon final certification, the Purchase Order shall then be processed.

Upon receipt of the vendor's billing for goods, all appropriate documents in the payable file shall be assembled for certification and subsequent payment.

With the exception of previously approved purchase orders of reoccurring monthly invoices, all other invoices for outside goods or services shall not be processed for payment without a certified Purchase Order.

**C. SOURCES OF SUPPLY**

The Executive Director shall be responsible for developing the most economical sources of supply and obtaining economies available through quantity purchasing, whenever possible.

**D. COMPETITIVE BIDDINGPROCUREMENT**

SEIRPC will procure goods and services categorized by one of the following descriptions:

	<b><u>PROCUREMENT METHODS</u></b>				
	<b><u>Micro</u></b>	<b><u>Small</u></b>			
	<b><u>Purchase</u></b>	<b><u>Purchase</u></b>	<b><u>IFB</u></b>	<b><u>RFP</u></b>	<b><u>RFQ</u></b>
- <b><u>Goods/Services Limits</u></b>	<b><u>&lt;\$3,000</u></b>	<b><u>&lt;\$50,000</u></b>	<b><u>&gt;\$50,000</u></b>		-
- <b><u>Construction</u></b>	<b><u>&lt;\$3,000</u></b>	<b><u>&lt;\$100,000</u></b>	<b><u>&gt;\$100,000</u></b>		-
- <b><u>Purchase</u></b>		<b><u>0</u></b>	<b><u>0</u></b>	<b><u>&gt;\$50,000</u></b>	-
-				<b><u>0</u></b>	-
-					-

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Accompanying definitions for the above:

1. Micro purchase are procurements under \$3,000 and can be made without obtaining competitive quotations if staff determine the price is fair and reasonable.
2. Small purchases can be made for goods and services under \$50,000 or construction projects under \$100,000.
3. Invitations for Bid are used when goods and services are over \$50,000 or for construction projects over \$100,000. Complete specifications or purchase descriptions will be available for bid documents.
4. Requests for Proposal are used when a general rather than specific description of goods or services is used for purchases of goods and services over \$50,000.
5. A Request for Qualifications is used for procuring Architectural and Engineering firms.

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SEIRPC will execute procurements as listed on the next page, unless otherwise explicitly directed by the SEIRPC Board of Directors, Executive Board or Executive Director. Such deviations will be reasonable, written and documented.

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**GENERAL PROCUREMENT METHODS AND PRACTICES**

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	Micro Purchase	Small Purchase	IFB	RFP	RFQ	
No competitive quotes necessary; reasonable price	x					
Three firms contacted, Two quotes received*		x				Awarded to lowest, most responsive quote**
Three firms contacted, Two bids received*			x			Awarded to low responsive bid**
Three firms contacted, Two proposals received*				x		Awarded to highest scoring proposal**
Three firms contacted, Two firms respond*					x	Awarded to highest scoring qualification**

\*SEIRPC recognizes through extenuating circumstances, reasonable quotes, bids, proposals or qualifications may be received by only one firm; or three firms may not reasonably be available to respond to procurement requests. In such cases, extenuating circumstances will be recognized and documented if requests or responses do not meet minimums established above.

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\*\*SEIRPC recognizes responsive bidders or quotes present ability to complete the work or provide the good in a quality and timely manner, which will be considered in the final decision. Scoring methods will be disclosed upon distribution of procurement material to bidders.

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SEIRPC will adhere to the following decision making chart on procurements, unless otherwise decided by the board of directors on a case by case basis.

**PROCUREMENT DECISION MAKING ABILITY**

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	Executive Director	Executive Board	Full Board
Micro Purchase	x		
Small Purchase <\$30,000		x	
IFB <\$30,000		x	
RFP <\$30,000		x	

Any amount over the limits listed goes to either the Executive or Full Board unless otherwise delegated or directed.

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Sole source procurements will only be used for any method besides micro purchases when:

1. Goods or services are only available from a single source
2. An operational or other emergency exists where such urgency is required that will not permit a competitive solicitation
3. Purchase of property is required

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#### E. ETHICS IN PROCUREMENT

##### 1. Conflict of Interest

SEIRPC will require all service providers and vendors selected to receive appropriate board approval if anyone employed by the service provider or vendor in an administrative capacity is a member of the immediate family of anyone employed in an administrative capacity with SEIRPC or is a member of the immediate family of a board member of SEIRPC.

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"Immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, or grandchild. "Administrative capacity" means those who have overall administrative responsibility for submitting bids and/or selection of service providers.

An individual in a decision making capacity in the SEIRPC organization, must not engage in any activity including the selection, award or administration of a purchase agreement or contract supported by program funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm or organization selected for award:

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- a. The individual;
- b. Any member of the individual's immediate family;
- c. The individual's partner; or
- d. An organization which employs or is about to employ any of the above, has a financial or other interest in the firm or organization selected for award.

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Conflict of interest may be personal or organizational. A personal conflict exists when any of the following stands to benefit directly or indirectly from a procurement decision:

- a. An officer of the COG;
- b. An individual on the COG staff;
- c. Any board member including both policy and advisory boards; or
- d. A member of the immediate family of any of the above.

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An organizational conflict occurs when an organization represented by one or more individuals involved in the procurement process stands to benefit financially, directly or indirectly, from the award of a contract.

At any time during the procurement process that an individual becomes aware of the fact that he or she has an actual or potential conflict of interest, that individual must immediately withdraw from the procurement process but is not restricted from submitting a bid. An individual who has an actual or apparent conflict of interest must not attempt to influence any individuals involved in the procurement process.

A member of the Board of Directors or any other SEIRPC board member must not cast a vote nor participate in any decision making capacity on the provision of services by such members (or any organization which that member directly represents), nor in any matter which would provide any direct or indirect financial benefit to that member.

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In situations where the COG selects itself as a service provider, except for single participant training, a Determination of Demonstrated Performance must be completed.

Conflicts of interest should be reported to an appropriate body at the earliest possible moment. Methods of acceptable conveyance of a conflict could be a board meeting where the conflict may arise, the procurement officer conducting business for the COG, or the Executive Director of the COG.

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## 2. Confidentiality and Non-Disclosure

Information must not be disclosed to anyone who is not directly involved in the procurement process relating to the intent to implement a procurement action, the amount of funds available, or any related data, until that information is made known to all offerors through a notification of the intent to solicit or dissemination of an RFP or RFQ.

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Technical and cost/price information from any proposal must not be disclosed to anyone not officially involved in the procurement process while the procurement is still in progress.

Certain technical or proposal information that an offeror has designated as proprietary or trade secret, and with which the COG concurs, must not be disclosed to other offerors, even after the award is made and publicized.

The number of names of offerors must not be disclosed to anyone not officially involved in the procurement process until the contract is awarded and the decision is made public.

## 3. Disclosure

The announcements of solicitation requirements, including proposal evaluation factors that will be used to assess bids or proposals must be released to all offerors at the same

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time.

Information given in response to a question from one offeror must be shared with all known potential offerors.

4. Prohibited Actions of Staff or Board Members

Individuals involved in the procurement process that are predisposed either for or against any potential sub recipient, service provider or vendor must withdraw from the procurement process.

Individuals involved in a procurement process must not solicit nor accept any payment, gratuity, favor, offer of employment, kickback or anything of monetary value from grantees, sub recipients, service provider or vendors, or potential sub recipients, service providers or vendors.

Staff and board members not involved in the procurement process must not attempt to influence procurement decisions of individuals involved in the procurement process.

Any individual involved in a procurement process must not be employed by any offeror for that same procurement.

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5. Penalties, Sanctions and Disciplinary Actions

Any attempt by a potential service provider or vendor to make any payment, gratuity, or offer of employment or kickbacks to any individual involved in a procurement process will result in the disqualification of that entity's proposal.

Competitive bids shall be mandatory for purchase of goods or services, except:

1. Where there is only one source of supply;

2. Where the goods or services are of such a particular nature that the supplier's trademark name is involved, except where an acceptable substitute is available.

Competitive bids for goods or services up to \$5,000 shall be submitted to the Executive Director for selection of a supplier.

Competitive bids for goods or services more than \$5,000 shall be submitted to the SEIRPC Executive Board for recommendation of a supplier. Competitive bids for goods or services for more than \$25,000 shall be submitted to the SEIRPC Board of Directors for selection of a supplier.

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FE. CAPITAL EQUIPMENT

The purchase of equipment in excess of \$5,000 cost shall be capitalized. Equipment

under \$5,000 will be expensed to the current fiscal year.

**GF.** DISPOSITION OF CAPITAL EQUIPMENT

The Executive Director may dispose of fully depreciated capital equipment in an appropriate and prudent manner.

The Executive Board may direct disposition of capital equipment with remaining book value.

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SECTION III  
TRAVEL REGULATIONS

A. GENERAL

Funds for Travel Expenses

In this section the term "employee" shall be deemed to include the SEIRPC staff, the Executive Board, and members of the Board of Directors or their designated alternate. Spouses of staff, officials or directors are not implied in this section and are not allowable expenses for SEIRPC support.

Employees traveling on official business shall provide themselves with sufficient funds for all current expenses and be expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

The travel cost with a common carrier may be ascertained in advance and paid directly by SEIRPC when such fares are substantial in amount and would, in the opinion of the Executive Director, place an unreasonable burden on the employee.

Routing of Travel

All travel must be by a usually traveled route. Where an employee for his own convenience travels by an indirect route or interrupts by a direct route, he/she shall bear the extra expense.

Authority for Travel

The Executive Director can approve individual travel up to \$2,500 expenses within the United States. The SEIRPC Board of Directors must approve travel expense over \$2,500 within the United States except as identified below and all travel expenses outside the United States.

Travel from \$1 to \$2,500 expenses within the ~~states of Iowa, Kansas, Nebraska and Missouri, or the cities of Chicago, Denver and Washington, DC, and their surrounding metropolitan areas~~continental U.S. can also be approved by the Executive Director.

## B. ALLOWABLE TRAVEL EXPENSES

1. Transportation Expenses. "Transportation" shall include all necessary official travel with common carriers and any other usual means of conveyance. Transportation expenses may involve:
  - a. Direct route coach fares;
  - b. Taxi cab fares or common carrier and tips to place of lodging and to place of business while in out-of-town status;
  - c. Rental of an automobile whenever judged to be a more prudent means of transportation while in out-of-town travel status;
  - d. Employee's privately owned vehicle on official business, reimbursable at the rate currently allowed by the U.S. Internal Revenue Service, if an agency car or rental car is not available or prudent to use;
  - e. Fees for parking meters or other parking charges while on official business;
  - f. ~~Costs for the employee's privately owned vehicle for out of town travel shall not exceed the cost of coach airfares.~~—Parking fees and tolls shall be allowed in addition to mileage costs. Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle.
2. Incidental Expenses. Incidental expenses shall include all necessary official expenses incurred in the conduct of SEIRPC business while in travel status and may include:
  - a. Official ~~electronic or voice telephone or telegraph~~ messages while on travel status;
  - b. Registration and related fees at official meetings;
  - c. Secretarial, and internet connection fees and copying expenses required in the conduct of business;
  - d. Other related expenses as authorized by the Executive Director.

## C. ALLOWABLE SUBSISTENCE EXPENSES

Employees shall be granted actual subsistence while in an out-of-town travel status according to the following:

1. Lodging and pertinent incidental expenses will be paid at actual cost.
2. Allowance for meals shall be at actual cost, within reason, when in travel status outside of the SEIRPC region.

In some instances, due to work assignment, employees may be granted an allowance for meals while in the SEIRPC region, but only at the discretion of and by prior authorization of the Executive Director.

All employees on official travel shall retain all possible receipts and keep a memorandum of expenditures properly chargeable, noting each item of expense together with the date of expenditure. The information thus accumulated shall be used as source documents in preparation of the SEIRPC Employee Expense Statement after review by the appropriate Program Director. Transportation expenses shall also be recorded in the same manner and included with subsistence expenses in preparation of the SEIRPC Employee Expense Statement.

D. REIMBURSEMENT OF TRAVEL EXPENSES

Claims for reimbursement of travel expenses shall be submitted to the Executive Director on the SEIRPC Employee Expense Statement after review by the appropriate Program Director. Items in the SEIRPC Employee Expense Statement should appear in chronological order.

Local travel expenses may be accumulated until the last working day of each month and submitted on one SEIRPC Employee Expense Statement. Out-of-town travel expenses may be submitted immediately upon return if they are substantial in amount. Travel advances for out-of town travel shall be deducted from actual travel expenses incurred before settlement of claim is made.

Items in SEIRPC Employee Expense Statements not stated in accordance with these regulations, or not properly receipted for, may be disallowed by the Executive Director.

E. TRAVEL EXPENSES OF APPLICANTS AND MOVING EXPENSE OF NEW EMPLOYEES

The policy of SEIRPC may provide for the payment of (1) travel expense for employment interviews incurred by applicants for regular professional or supervisory positions of SEIRPC and (2) moving expenses incurred by new employees, such as household goods and personal effects, for such positions, provided the incurring of such expenses are authorized in each instance in advance by the Executive Director, and the authorization includes a determination that the expense is reasonable and necessary in the particular case. Reimbursement for travel expense must be on a basis, which does not exceed that, provided for regular employees of SEIRPC.

F. GROUP TRAVEL PLAN

SEIRPC officials and full-time employees upon the first day of employment participate in the Group Travel Plan. Travel from employee's residence to regular place of employment is not covered. Travel while conducting the business of the agency is covered for bodily injury or death. SEIRPC employees using their own automobiles for SEIRPC business are personally liable. Authorized SEIRPC drivers shall be required to submit a certificate of insurance.

SECTION IV

CONSULTANT SELECTION AND CONTRACTING PROCEDURES

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A. GENERAL

~~Contracting for consultant services by engineering firms will follow the principles of Public Law 92-582 (the Brooke Bill). Consultant services by other than architect/engineer firms will generally be procured on the basis of competitive proposals, i.e., OMB Circular A-102, Attachment O; exceptions shall be those so noted in OMB Circular A-102, Paragraph 11d of Attachment O.~~

B. CONSULTANT SELECTION

~~A consultant screening committee with a background in contracting for consultant services on behalf of public agencies (including the SEIRPC Executive Director) will assist the professional SEIRPC staff project director in identifying potential consultants and evaluating the capabilities of those consultants who have expressed an interest in contracting with SEIRPC. The consultant screening committee shall solicit no fewer than three proposals, and shall submit the proposals and a recommendation to the SEIRPC Executive Board who will recommend one of the three to the SEIRPC Board of Directors, which has the final decision on consultant selection.~~

C. CONTRACTING PROCEDURES

~~1. Prior to the award of a contract, SEIRPC staff shall perform a cost analysis for the subject services. SEIRPC and the contractor shall negotiate for a contract price based upon estimated costs of that analysis. SEIRPC project staff shall provide a memorandum of contract negotiations. As a condition of doing business with SEIRPC, all contractors and subcontractors are to submit prior to the award of a contract an Equal Employment Opportunity status report and for contracts of \$50,000 or more, a written, affirmative action compliance program.~~

~~2. All contracts or agreements for service with a private consultant or other public agencies shall be submitted to SEIRPC legal counsel for review and approval as to form and adequacy. The SEIRPC Executive Board shall make a recommendation of approving the letting of the contract to the SEIRPC Board. The SEIRPC Board shall have final approval and grant general authority to enter into a contract to the Chairman of the Board of Directors or, where appropriate, the Executive Director. Where federal funds are involved, written approval for contracting is required from the grantor agency or funding source.~~

~~3. As a minimum, the SEIRPC file for each contract shall contain an Accounting file, an Administration file, a Correspondence file, an Equal Opportunity and Affirmative Action file and the Executed Contract file.~~

D. CONTRACT PAYMENT

~~1. A SEIRPC contractor shall submit periodic invoices. A progress report shall accompany the invoices and shall indicate the work accomplished by the contractor to date. The progress report shall indicate the percentage of work completed to date.~~

~~2. Upon review and approval of the invoice and progress report by the SEIRPC project director, both shall be forwarded to the SEIRPC Executive Director.~~

~~3. The SEIRPC Executive Director shall review and recommend payment for 90 percent of the work accomplished by the contractor to date, less the amount previously paid.~~

~~4. The SEIRPC Executive Board shall approve all progress payments based upon the recommendation of approval by the SEIRPC project director and the SEIRPC Executive Director. Progress payments shall be forward to the Executive Board contingent upon receipt of funds for that particular contract from the sponsoring or grantor agency, and when progress reports or required materials have been received from the contractor.~~

~~5. \_\_\_\_\_ The total of all payments made to the contractor prior to the completion of work and services shall not exceed 90 percent of the total compensation. No further payment shall be made until SEIRPC determines that the contractor has satisfactorily completed performance for the services and until final audit is completed with no substantial findings.~~

~~6. Upon final program clearance, after recommendations by the SEIRPC project director, Executive Director and Executive Board are received; the SEIRPC Board of Directors will consider final payment. At such time the SEIRPC Board of Directors will approve for payment an amount not to exceed 10 percent of the total contract. This sum shall be the final payment made under said Agreement.~~

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SECTION ~~IV~~  
AUDITS

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A. GENERAL

Audits of the agency shall be obtained on a timely basis. Qualified Independent Public Accountants (IPA's) shall be selected for the performance of audits; selection of the audit firm shall follow Section V, Consultant Selection and Contracting Procedures. Audit firms selected must follow Federal Audit Guidelines.

B. FINANCIAL

The Financial Audit of the agency shall be performed annually for the year ending June 30. This audit must be available for distribution to the Board of Directors by the following October.

C. PROGRAM COMPLIANCE

A Program Compliance Audit of the agency will be performed as needed. This audit ~~must~~ should be available for distribution to agency officials and grantors by the following ~~October~~ January.

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D. SUBCONTRACTS

Audits of agency subcontracts shall be performed on a timely basis. Subcontract audits shall be available to agency officials, contractors and grantors within nine (9) months following completion of the contract.

SECTION ~~IV~~  
RECORD RETENTION

A. GENERAL

SEIRPC records are divided into three categories: 1) program and project material which would include federal grants and/or contracts; 2) financial material which would include all accounting data, worksheets, warrants, and Executive Board records, ledgers, journals, personnel and tax information; and 3) additional materials consisting of Minutes of the Board of Directors, Council of Officials, Finance and all other committees, Executive Order 12372 cases, and non-project related correspondence.

B. PROGRAM AND PROJECT RELATED MATERIALS

SEIRPC shall maintain program and project books, records, documents and all materials related to federal contracts and grants for three years from the date of final payment or for the time period specified in 41 CFR, Part 1-20, whichever expires later. Generally, this would require that records, books and documents be maintained three years from the



date of final audit clearance or final payment. Documents and records which relate to disputes, litigation or appeals shall be maintained until such dispute, litigation or appeal, has been disposed of.

C. FINANCIAL MATERIALS

Item	Retention Period
Accounts Payable Invoices	7 years
Audit Reports	Permanent
Bank Statements/Deposits	7 years
Board Minutes	Permanent
Bylaws	Permanent
Check Registers	Permanent
Contracts	7 years
Employee Withholding Records	7 years
Financial Statements (annual)	Permanent
Grant Files	7 Years after satisfactory close out
Incorporation Record	Permanent
Lease/Purchase Agreements	7 years after end of lease
Payroll Checks	7 years
Payroll Registers	7 years
Personnel Records	Permanent
Petty Cash Records	3 years
Tax Returns	Permanent
Equipment records	3 years after disposal

PROCEDURES:

The following financial documents will be maintained and locked in the Finance

Department including accounting records, personnel records, time and attendance records, insurance documentation, financial reports, and annual audit reports.

Contracts and grant documents will be maintained and locked in the Administration Department.

Personnel records will be in a locked file cabinet.

A backup copy of accounting records will be maintained off site.

Financial and accounting materials shall be retained for the following periods:

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Permanent

Deposit Receipts

Expense Vouchers on Capitalized Assets

Ledgers

Personnel Files (including insurance records)

W-2 Forms

Seven Years

Warrant Listing

Employee Earning Records after Termination

Two Years

Monthly Worksheets for Financial Reporting

Budget Worksheets

D. ADDITIONAL MATERIALS

Permanent

Board of Directors Minutes

Council of Officials Minutes

Executive Board Minutes and Reports

Committee Minutes

Resolutions, Board of Directors and Council of Officials

Five Years

Project Review Files

One Year

Tape Recordings of Closed Sessions

Varying

Miscellaneous, non-project related correspondence. Varies from two to five years.

SECTION VII  
PUBLIC ACCESS TO AGENCY DATA,  
INFORMATION AND RECORDS

A. GENERAL

Records and data retained by this agency, other than material produced for general distribution or sale, shall be available during normal business hours for inspection and reproduction at a reasonable rate upon request.

This policy shall apply to all information, records and data of the agency with the exception of matters specifically exempt from disclosure by U.S. public law or state statutes.

The following procedures and fee schedules shall be adopted and made public to expedite public access to agency records. A flat rate charge shall be imposed by the agency for staff time, file search and monitoring of those who access records and data.

B. PROCEDURES

SEIRPC maintains information, data and records in a variety of media including typewritten, handwritten, statistical tables, technical memoranda, maps, cassette audiotapes and magnetic storage media.

1. Information retained by SEIRPC may be examined at the SEIRPC offices, 200 Front Street, Burlington, Iowa, during normal business hours, weekdays 8:00 a.m. to 4:30 p.m.
2. Prior to any search, a "Request for Information" form must be completed at the SEIRPC Office specifying, in as much detail as possible, the material to be accessed, the reason for use, along with the name, address and telephone number of the person requesting the information.
3. An appointment schedule will be determined for on-site inspection.
4. A staff member shall be available at the appointed time to assist in the identification of information to be examined and to obtain and provide the requested or the specific items for examination.
5. For the first half hour of the search, one half of the current non-member technical assistance hourly fee will be charged for each SEIRPC staff member participating. A minimum of one half hour will be charged. Each half hour beyond the initial 30 minutes will be assessed at the current non-member technical assistance fee schedule of the appropriate SEIRPC staff member.

6. Information, records, maps, data or other material in original or draft form may not be removed from the SEIRPC office.
7. A reasonable charge including full cost to SEIRPC for labor, benefits, materials, equipment rental and mailing charges (if any) will be made for reproducing information requested. Photocopying will be charged at 25 cents per page. If the information requested requires transcription, stenographic notes or other preparation to be put into a form for reproduction, the additional cost will be assumed by the user. For materials to be reproduced outside the SEIRPC office, a reasonable charge will be assessed.
8. Materials to be reproduced, unless unwieldy or voluminous, will be available to the requestor in two working days from the date of the request.
9. A SEIRPC retention schedule has been developed. A copy of that retention schedule shall be attached to this policy. The schedule is based upon Section VII Record Retention.

## SECTION VIII MEETING PROCEDURES

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### A. PUBLIC MEETING NOTICES

SEIRPC will publish a notice of regularly scheduled monthly Board of Directors meetings and scheduled Council of Officials meetings.

The notice will be published in the annually designated newspaper selected by the Board of Directors at the January meeting.

In addition, an announcement will be mailed to the SEIRPC Board, and posted on the SEIRPC website.

Variations in the annual schedule will be published in advance.

The current agenda for monthly Board meetings will be available in the SEIRPC office for public inspection 24 hours prior to said meetings. Additional business items may be added to the agenda prior to the date of the meetings. The updated agenda will be available to the public at the SEIRPC offices and mailed to the Board or Council and to the news media at least 24 hours prior to convening the meetings. Once a SEIRPC Board or Council meeting is convened, the agenda may be modified only to include items of a time sensitive nature.

B. CONSENT AGENDA

The practice of a consent agenda may be followed in conducting business at SEIRPC Board of Directors meetings at the prerogative of the current presiding Chairman.

Items for consent shall be clearly designated in the agenda of record, which is available 48 hours prior to Board meetings. Consent agenda items may not be added after the mailing of additional business. Items on the consent agenda are those that have been favorably recommended by the SEIRPC Executive Board or have been recommended favorably, deemed noncontroversial, or have received no comment from SEIRPC advisory committees. Consent agenda items are those other than action on SEIRPC planning documents.

Any Board member may remove an item or items from the consent agenda prior to the Board meeting or prior to the vote to approve the consent agenda. Action to approve consent agenda items will precede consideration of remaining items under old and new business. An item removed from the consent agenda by a Board member will be taken up as an item of business on the regular agenda.

C. CHAIRMAN'S RULES OF ORDER

The following rules of order shall be enforced by the current Chairman when conducting business at SEIRPC Board of Directors meetings:

1. A person shall not be allowed to address the Board during meetings unless those interested in the proposition are invited to speak, or unless said person has caused the subject matter to be placed on the Agenda.
2. Whenever any person is invited to speak or asks the privilege of speaking before the Board, his/her name, address and the organization, interest, or person he/she represents shall be announced before he/she shall be allowed to speak.
3. Whenever any person has been invited to speak, or has been granted the opportunity of speaking before the Board, the proponent(s) will be limited to a presentation whose total time does not exceed ten (10) minutes and the opponent(s) will be limited to a presentation whose total time does not exceed ten (10) minutes. When more than one person wishes to address the Board on a given question, the proponents will be given the opportunity of first addressing the Board. The opponents of the question will then be given the opportunity to speak after the proponent's presentation. The proponents will then be given a three (3) minute period for rebuttal of any new material introduced during the opponent's presentation, after which the audience participation will be concluded. Only one speaker will be allowed at the lectern at one time. Those waiting to speak will remain seated. At the beginning of the public hearing the presiding officer shall read Rules 3 and 4 to those in attendance.
4. When any person speaking before the Board is, in the opinion of the presiding officer

out of order, the presiding officer may declare said speaker out of order and may direct said speaker to cease and desist addressing the Board on the subject in question. Any Board member may challenge the ruling of the presiding officer and request a roll call vote on the presiding officer's ruling. The vote of five members shall be required to overrule the presiding officer.

5. No document shall be read before the Board unless the person reading the same shall be willing to submit the same to the Secretary-Treasurer to become part of the proceedings.

D. CONTROVERSIAL ISSUES

When an issue which is considered controversial by either the SEIRPC Board of Directors or a local jurisdiction, and one in which the local jurisdiction has a substantial interest, is submitted to SEIRPC for action by an entity other than the local jurisdiction, the SEIRPC Board may request a review, comment and recommendation of the local jurisdiction, prior to taking any action concerning the issue. The delay of consideration by SEIRPC shall not exceed the Executive Order 12372 review period.

SECTION ~~VIII~~  
OFFICE EQUIPMENT AND COMPUTER POLICY

A. GENERAL

The purpose of this policy is to establish rules for SEIRPC employees regarding the usage of office equipment and computers, including email practices, internet use, system and network passwords and system security. This policy does not attempt to cover every possible situation that may be encountered. Employees are expected to use common sense when using or operating any SEIRPC resources.

B. OFFICE EQUIPMENT

1. All copiers, digital and non-digital reproduction and capture devices, postage meters, general office equipment and related devices, units or accessories are the property of SEIRPC. This equipment is provided to assist in conducting business related to the programs and activities of SEIRPC. Personal use of SEIRPC office equipment is subject to SEIRPC approval and periodic screening and or auditing.
2. Office equipment will be inventoried and stored in designated locations within the SEIRPC offices. Approved personal use of equipment will be recorded or logged, as appropriate, to maintain product inventory and reflect the amount of personal usage.
3. Personal use of SEIRPC office equipment may be granted on the basis that such use involves no additional expense to SEIRPC, is performed on the employee's

personal time, does not hinder or interfere with the mission, productivity, or operations of SEIRPC or other staff, and does not violate federal, state, or local laws or SEIRPC's Personnel Policies.

C. COMPUTERS

1. All computers, printers and related accessories are the property of SEIRPC. These devices are provided to assist in conducting business related to the programs and activities of SEIRPC. Personal use of SEIRPC computers and equipment is subject to SEIRPC approval and periodic screening and or auditing. SEIRPC reserves the right to restrict the use of computers for SEIRPC use only and may remove any objectionable software, images, data or files at any time.
2. Employees may not store, process, transfer or activate any information, image or file deemed inappropriate by the SEIRPC.
3. Software to be loaded on staff computers is limited to operating systems, system drivers and SEIRPC-approved applications, utilities and upgrades. Software not approved for use on SEIRPC computers is prohibited.
4. All software deemed required to fulfill the SEIRPC mission will be loaded under the supervision of the system administrator. Any software that compromises the integrity of any individual computer or that of the SEIRPC network will be immediately unloaded and the offending computer summarily purged and reloaded.
5. Playing games on the computer during work hours is strictly prohibited.
6. Anyone obtaining electronic access to other organization's materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
7. Employees cannot use encryption software without approval of the Executive Director or their designee. Employees who use encryption on files stored on SEIRPC computers must provide their supervisor with a sealed hard copy record of all of the passwords or encryption keys necessary to access the files.

D. E-MAIL AND INTERNET POLICY

1. SEIRPC recognizes that e-mail and the Internet have become essential tools for conducting the business of the SEIRPC employees. The Internet is a vast resource of information, while e-mail offers a cost effective means of communication with the world around us. While these tools offer great opportunities for business and personal use, they also offer great opportunity for

personal misuse. In offering access to these tools, it is the intent of SEIRPC that e-mail and the Internet be utilized only for the purpose of conducting business related to the programs and activities of SEIRPC.

2. Employees may use office e-mail and Internet access for occasional, brief personal needs, but only if such use involves no additional expense to SEIRPC, is performed on the employee's personal time, does not involve participation in or downloading of computer/internet games, online gambling, does not hinder or interfere with the mission, productivity, or operations of SEIRPC or other staff, and does not violate federal, state, or local laws, SEIRPC's Personnel Policies, or the following provisions of this policy.
3. No email or other electronic communications can be sent that attempts to hide the identify of the sender or represent the sender as someone else.
4. It is inappropriate to design or allow access to any unauthorized Web pages or FTP (File Transfer Protocol) sites or allow access to the SEIRPC systems to exchange files or information without approval of SEIRPC.
5. Users shall not engage in any type of illegal activity in utilizing e-mail or the Internet. There shall be no display or transmission of sexually explicit images, messages, jokes, or cartoons, or any transmission or use of e-mail communications that contain ethnic slurs or racial epithets, or that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. Use of e-mail, the Internet or computer equipment to promote political, religious or commercial activities is prohibited.
6. Employees should not assume electronic communications are private. All Internet and e-mail transmissions are SEIRPC records. SEIRPC reserves the right to monitor and access any file, image, web site, or e-mail sent, received, accessed or stored on any SEIRPC computer. The loading of any software from any source without prior approval is prohibited.

E. SYSTEM / EMAIL PASSWORDS

1. Computers afford SEIRPC employees the opportunity to work more efficiently and increase productivity. They also provide a wealth of agency information that has the potential to be compromised or corrupted. Access to this information must be protected.
2. A password used to log onto the SEIRPC network and receive mail through the SEIRPC email system will be provided to each employee upon their hire. Changes to the assigned password may be made upon request to the system administrator. Such a change may be made to accommodate personal choice but may be rejected due to network security considerations.
3. The SEIRPC Executive Director and SEIRPC Assistant Director will be provided a complete list of system and email passwords, to be revised as needed by the



system administrator.

F. POLICY VIOLATIONS

1. Violations of this policy will be reviewed by the SEIRPC Executive Director. Employees who abuse the privilege of SEIRPC-facilitated access to electronic media or services are subject to disciplinary action up to and including termination.
2. Employees who utilize the e-mail system for defamatory, illegal or fraudulent purposes and employees who break into unauthorized areas of the SEIRPC computer system are also subject to civil liability and criminal prosecution.

SECTION ~~X~~  
AMENDMENTS

A. APPROVAL

These policies and the procedures in total or in part may be amended by future action of the SEIRPC Board of Directors, as deemed necessary.

# RLF Loan Extension

NB #2

# Unrestricted Fund Investment

NB#3



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: June 23, 2016  
Re: Unrestricted Fund Investment

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Upon discussion of SEIRPC investment policy and review of current finances and budget status, staff think the SEIRPC operating situation and cash needs are such a portion of funds can be invested in a short term investment vehicle.

The main reason is such low rates are received through the checking accounts where funds are presently deposited.

Staff proposes to invest 35% of the unrestricted fund balance in a 12-month CD bearing at least 1.25% APY after July 1 and before August 1.

SEIRPC's bank (Two Rivers) would be approached first for convenience. Other institutions would be approached if no terms could be reached with the first.

An approximate interest yield off \$350,000 with the target rate is \$4,375. This assumes an unrestricted fund balance of \$1,000,000.

Staff would further like to present a more complete investment policy to the board at a later date.

The more complete policy would guide ongoing investments for unrestricted funds, periodic reviews of interest rates and fees, and potential strategies for maximizing interest yield.