



# Southeast Iowa Regional Planning Commission

June 25, 2015

12:00 p.m.

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Executive Board

## — Revised Agenda —

<b>CALL TO ORDER</b>	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes, Financial Report, Claims)		Board Action
<b>OLD BUSINESS</b>		
<b>NEW BUSINESS</b>		
1. FY2016 – FY2018 Agreement Between Southeast Iowa Regional Planning Commission (SEIBUS) and Chauffers, Teamsters and Helpers Local Union No. 238 Affiliated with the International Brotherhood of Teamsters	Norris	Board Action
2. RLF Application: Bark & Play Daycare & Suites	Hanan	Board Action
3. RLF Application: Rushmore Pain & Medicine, Inc.	Hanan	Board Action
4. Reasonable Modification Update	Norris	Board Action
<b>MATTERS FROM THE FLOOR</b>		

# Consent Agenda



## DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: June 18, 2015

### BUILDING UPDATE

No updates to report – planned repairs are in various states of progress, and goose cleanup is in the works.

### MISCELLANEOUS

SEIRPC's indirect cost rate was approved by Dept of Commerce in May, and staff will be working on adjusting the prior month's financials in FY2015 to reflect this.

The Tri-State Housing Summit was held in Fort Madison on June 10, 2015. Dan Eberhardt, SEIRPC Regional Planner II, helped plan the event as part of the steering committee. Your executive director also gave remarks along with the executive directors of Northeast Missouri Community Action Corporation (NECAC) and Two Rivers Regional Council of Public Officials.

The meeting was held at the former Fort Madison Middle School, an adaptive reuse project utilizing historic tax credits, Iowa CDBG funds and private sources to create 38 new residential rental units. SEIRPC assisted in the application of the CDBG grant, provided lead abatement technical services, and is administering the federal funds.

### CONSENT AGENDA

Financials are stable at the end of May, and staff is preparing for year-end accounting and collecting receivables. SEIBUS is showing additional gains over budget due to lower than anticipated gas prices and lower than planned hours due to consolidating some services during the year as riders dropped off routes.

AGENDA ITEMS – OLD BUSINESS

None

AGENDA ITEMS – NEW BUSINESS

1. FY2016 – 2018 Agreement between SEIRPC and Local 238, Board Action:  
The new contract between SEIRPC and Teamsters Local 238 (SEIBUS Drivers) is presented for executive board approval and recommendation to the full SEIRPC Board of Directors.

SEIRPC and Local 238 met over the course of six months, and negotiated without aid of outside mediation. Accord was achieved on several items including wages (3% for three years) and various language changes affecting Paid Time Off, show-up pay, and part-time definitions. Additional detail in each article changed is included in the board memo. Recommend approval.

2. RLF Application - Bark and Play, Board Action: Bark and Play is a local dog daycare business located in West Burlington, Iowa. The business needs \$30,000 in RLF proceeds to purchase their building and expand it in the future. Bark and Play will retain three FTE positions. The project was recommended for funding by the regional loan review committee. Recommend approval.
3. RLF Application - Rushmore Pain and Medicine, Inc, Board Action: Rushmore Pain and Medicine, Inc., is a startup chronic pain clinic located in West Burlington, Iowa. A board-certified anesthesiologist has opened the clinic and already has excellent referral connections and a current waiting list. The project has requested \$100,000 in RLF proceeds for working capital, and will create 6 jobs. Recommend approval.

Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
April 23, 2015

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

Members Absent: Hans Trousil

Staff Present: Mike Norris, Bob Kuskowski, Lori Gilpin, Zach James, and Debbie Laughlin

Guest Present: Jason Huddle, Iowa DOT

Call to order at 12:03 p.m.

### **Agenda Approval**

Motion by Folluo to approve the April 23, 2015 agenda, second by Frice. All Ayes, motion carried.

### **CONSENT AGENDA APPROVAL**

Norris stated that staff has begun to collect pictures of impactful projects around the region and are displaying them throughout the office hallways. He invited board members to check out the new pictures. Norris is on the steering committee for Stronger Economies Together (SET) grant. Financials are stable at the end of March. Accounts Payable will be picking up with Multi-Family New Construction (MFNC) projects coming on line. Motion by Frice to accept the consent agenda, second by Folluo. All Ayes, motion carried.

### **Old Business:**

1. Southeast Iowa, Inc.: Norris stated that Southeast Iowa Housing, Inc. (SIH) was originally incorporated as a 501C3 non-profit organization for the purpose of being a Community Housing Development Organization (CHDO). SEIRPC's involvement with a CHDO was not doable when federal rules changed and made it impossible to staff. Since the need for affordable housing still exists, and we have a 501C3 organization doing nothing, staff will be meeting in the next few months to discuss SIH partnering with organizations and other developer options to collaborate projects that will fit with its mission. No action necessary.
2. EDA Peer Evaluation: Norris stated that as a certified Economic Development District (EDD) with the Economic Development Administration (EDA), SEIRPC submits to triennial peer evaluations. EDA (Denver Region) evaluates SEIRPC's economic development program with a peer regional organization. Tom Higganbotham, Executive Director of Northeast Nebraska Economic Development District, fulfilled the roll of peer. Overall reviews came back above average, with some suggestions for improvement. No action necessary.

### **New Business:**

1. Resolution #109-2015 EDA RLF Plan Certification : Norris stated that every year we have a resolution verifying that SEIRPC is following the terms of its EDA RLF program and plan for the EDA I loan pool. Huston made a motion to approve Resolution #109-

2015 EDA RLF Plan Certification, second by Folluo. A roll call vote was taken. All ayes, motion carried.

2. Resolution #110-2015 EDA RLF Plan Certification : Norris stated that every year we also have a resolution verifying that SEIRPC is following the terms of its EDA RLF program and plan for the EDA II loan pool. Huston made a motion to approve Resolution #110-2015 EDA RLF Plan Certification, second by Frice. A roll call vote was taken. All ayes, motion carried.
3. Position Description: Norris stated that the new position description for Regional Development Coordinator is to more adequately set expectations and structures for some current activities already being performed by a staff member and some activities and elements for future work. Frice made a motion to approve the new position description for Regional Development Coordinator, second by Huston. All ayes, motion carried.
4. Development Trust: Norris stated that a new idea is being discussed at this time. A development trust may be a way to stabilize buildings for later investment. There are many dilapidated single family dwellings, and several central business district buildings are in poor shape. The purpose would be to acquire the buildings, stabilize them and essentially moth-ball them for future sale and utilization. This would be somewhat similar to a Land Bank project, and would be a possible use for the 501C3 Southeast Iowa Housing, Inc. (SHI). The funds made when sold could be put into other acquisitions of the same nature. The consensus of the board was that they liked the concept, but were concerned about funding. No action necessary.

**MATTERS FROM THE FLOOR:**

Jason Huddle, Iowa DOT, stated that he and Zach James are attending a preconstruction meeting on Tuesday, April 28<sup>th</sup> regarding highways 61 and 34 involving work on the Bridge. During construction it will go from 4 lanes to 2 lanes for about a mile or two. He suggests avoiding that area during that time.

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

Meeting adjourned at 12:49 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Mark Huston, Secretary

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

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

Southeast Iowa Regional Planning Commission  
Finance Committee Meeting  
211 N. Gear Avenue, West Burlington, IA 52655  
April 23, 2015

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 11:09 a.m.

1. Executive Director's Report: Norris gave an overview of the proposed FY2016 budget based on the assumptions from key figures from the FY2015 budget: total expenses: \$2,403.902, total income: \$2,476,672, and projected year end cash: \$1,271.357. Overall the management feels the budget situation is relatively stable for FY2016. Staff levels have been consistent with the amount of services provided, and staff expertise and tenure/longevity is at an all-time high. New opportunities include working with Iowa Prison Industries for affordable housing development, though not working out yet for the immediate future; the regional workforce center has approached SEIRPC to provide meeting facilitation and convening services as a trusted third party; apprenticeship training and funding; and continued success and possible expansion with the Community Transition Coordinator partnering with regional jails. The budget was prepared with consideration of an aggregate 3% salary increase.
2. SEIRPC FY2016 Budget: Norris went through the draft FY2016 budget with the finance committee. The 2015 estimate shows our non-restricted cash should end at \$1,183,806. Norris and Gilpin are getting more efficient with the budgeting process as they are only on the 3<sup>rd</sup> draft this year. The CDBG programs continue to be a primary source of grant funding for the region with southeast Iowa capturing nearly \$9 million in grant funds, or 36% of the statewide total for communities under 50,000. 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. We are keeping an eye on Medicaid brokering with new Medicaid management services requiring SEIBUS to enter 7,000 additional data pieces each month, possibly needing an additional staff person. The Teamsters bargaining unit is in the negotiation process for FY2016 – FY2018. Schleisman stated that the budget was put together well. Norris thanked Gilpin for her work in putting the budget together. After discussion, Huston made a motion to recommend to the SEIRPC Full Board approval of the SEIRPC FY2016 Budget, second by Folluo. All ayes, motion carried.

Motion to adjourn meeting by Folluo

Second by Frice. All Ayes

Meeting adjourned at 11:56 a.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Mark Huston, Secretary

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

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

# ***Financial Report*** ***May 2015***



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **May 31, 2015**, and the related Statements of Income and Changes in Financial Position for the eleven months ended **May 31, 2015**, have been compiled by Lori Gilpin.

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, 2015***



**TO:** SEIRPC Board  
**FROM:** Lori Gilpin  
**DATE:** 6/17/2015  
**RE:** Financial Summary for the month of May 2015



**PROFIT & LOSS ALL CLASSES**

	May-2015	YTD
TOTAL REVENUES :	235,614	5,535,608
TOTAL EXPENSES :	390,554	5,626,969
Excess of revenues over expenditures	(154,940)	(91,361)

**PROFIT & LOSS REGIONAL TRANSIT AUTHORITY**

	May-2015	YTD
TOTAL REVENUES :	59,008	1,096,910
TOTAL EXPENSES :	106,490	944,149
Excess of revenues over expenditures	(47,482)	152,762

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Gen'l Government Chkng	868,641	-	
IRP Government Chkng		563,137	
Ft. Madison RLF Government Chkng		170,236	
Henry County RLF Government Chkng		148,657	
Henry County RTA Government Chkng	47,603		
Keokuk RLF Regular Chkng		143,489	
EDA RLF Government Chkng		287,151	
Mediapolis HTF Government Chkng		86,125	
GRHTF Government Chkng		32,346	
<b>TOTAL</b>	<b>916,244</b>	<b>1,431,141</b>	<b>2,347,384</b>

**CUSTOMER ACCOUNTS RECEIVABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
113,876	128,923	345	37,663	280,807

**VENDOR ACCOUNTS PAYABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
28,679	238	142	(206)	28,853

**Southeast Iowa Regional Planning Commission**  
**Balance Sheet**  
**May 31, 2015**

**ASSETS**

**Current Assets**

**Checking/Savings**

103.00 · Gen'l Government Checking	868,641.17
104.00 · IRP Government Checking	563,137.34
105.00 · Ft. Madison RLF Gov't Chkng	170,235.70
106.00 · Henry County RLF-Gov't Chkng	148,657.22
107.00 · Henry County (RTA)-Gov't Chkng	47,602.59
109.00 · Keokuk RLF	143,488.76
110.00 · EDA RLF Government Checking	287,150.93
113.00 · Mediapolis HTF Gov't Chkng	86,124.92
115.00 · GRHTF-Gov't Checking	32,345.84
<b>Total Checking/Savings</b>	<u>2,347,384.47</u>

**Accounts Receivable**

120.00 · Accounts Receivable	<u>280,807.40</u>
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**Other Current Assets**

101.00 · Petty Cash Account	295.00
130.00 · Ft. Madison RLF Receivable	23,710.10
131.00 · Henry County RLF Receivable	48,522.15
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	46,786.81
134.00 · EDA RLF I Receivable	757,170.16
135.00 · IRP I Loan Receivable	338,808.57
136.00 · IRP II Loan Receivable	194,966.52
137.00 · Keokuk RLF Receivable	21,542.46
138.00 · GRHTF Receivable	54,710.75
139.00 · EDA RLF II Receivable	576,184.39
174.00 · Prepaid Insurance	8,971.45
<b>Total Other Current Assets</b>	<u>2,084,918.41</u>

<b>Total Current Assets</b>	<u>4,713,110.28</u>
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**Southeast Iowa Regional Planning Commission**  
**Balance Sheet**  
**May 31, 2015**

**Other Assets**

220.10 · Agency Vehicle/Equipment	69,763.92
221.10 · Acc. Deprec. Agency Vehicle/Equ	-13,394.73
230.10 · Transit Vehicle	953,770.65
231.10 · Acc. Deprec. Transit Vehicle	-492,643.43
240.10 · Program Equipment	38,262.97
241.10 · Accum Deprec-Program Equipment	-17,239.02
250.10 · Building/Bldg. Improvements	1,298,269.96
251.10 · Accumulated Depr.-Bldgs	-57,845.50
252.10 · Land	103,440.00
<b>Total Other Assets</b>	<u>1,882,384.82</u>

**TOTAL ASSETS** 6,595,495.10

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

300.00 · Accounts Payable	28,852.77
2100 · Payroll Liabilities	29,704.46
315.00 · Deferred Revenue - Comm. Trans.	6,569.28
326.40 · Deferred Revenue - Per Capita	1,632.00
326.79 · Speed Indicators Maintenance	3,202.78
326.80 · Custodial Fund Liability	105.55
355.00 · Accrued Salaries & Vacation	14,817.93
3600 · Short Term Notes Payable	18,626.56
<b>Total Current Liabilities</b>	<u>103,511.33</u>

**Long Term Liabilities**

3700 · Long Term Notes Payable	1,093,547.81
<b>Total Liabilities</b>	<u>1,197,059.14</u>

**Equity**

3900 · Unreserved local net Assets	260,559.25
3901 · Non-spendable Reserve for Loans	1,313,242.17
3903 · Assigned to Revolving loan	2,017,662.48
3904 · Investment in property & equipment	1,826,015.64
3905 · GRHTF Net Assets	72,317.25
Net Income (Loss) to date	-91,360.83
<b>Total Equity</b>	<u>5,398,435.96</u>

**TOTAL LIABILITIES & EQUITY** 6,595,495.10

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended May 31, 2015**

	May-2015	Year-to-Date	FY15 Budget	FY14 Actual	FY13 Actual	FY12 Actual	FY11 Actual
<b>Revenues:</b>							
<b>4100 · Bus Fare Revenues</b>							
410.00 · General Public	8,918.49	61,291.53	52,023	51,127	44,262	44,452	48,826
411.00 · Local Contracts	2,262.17	53,603.87	95,998	102,063	113,038	84,903	131,694
<b>Total 4100 · Bus Fares</b>	<b>11,180.66</b>	<b>114,895.40</b>	<b>148,021</b>	<b>153,190</b>	<b>157,300</b>	<b>129,355</b>	<b>180,519</b>
<b>4500 · Federal/State Revenues</b>							
450.00 · EDA Planning Grant	0.00	91,500.00	61,000	54,900	61,000	61,000	61,000
450.01 · Marketing Grant	0.00	0.00	0	(2,525)	-	0	7,550
450.02 · EDA Flood Recovery	0.00	0.00	0	-	-	0	74,305
450.04 · EDA Facility Grant	0.00	0.00	0	-	112	54,626	680,251
450.05 · EDA RLF Grant	0.00	0.00	0	-	634,500	0	0
451.00 · IDED COG Assistance	0.00	11,764.71	0	10,294	10,294	11,644	10,294
452.00 · USDA Grant Income	0.00	0.00	0	-	-	49,968	0
453.00 · PDM (Pre-Disaster Mitigation)	0.00	11,900.00	0	5,532	34,099	0	7,083
453.01 · Homeland Security	0.00	0.00	0	-	-	51,533	251,441
454.00 · Brownfield Grant	0.00	0.00	0	-	-	0	3,709
455.00 · IDOT Planning	0.00	106,586.00	206,621	203,082	177,706	214,304	158,306
456.00 · State Transit Assistance (RTA)	17,766.00	234,926.49	223,525	247,848	307,254	258,331	385,225
457.00 · Federal Transit Assistance (RTA)	0.00	288,460.00	286,788	367,431	438,906	317,685	333,332
458.00 · Housing Draws	80,550.00	2,892,813.62	0	2,053,675	1,192,246	1,522,498	817,841
458.01 · IFA Tax Credit Revenues	0.00	0.00	0	-	3,325	10,325	11,550
459.00 · State Medicaid	30,052.83	371,663.87	443,855	434,092	391,052	164,235	148,102
<b>Total 4500 · Federal/State Revenues</b>	<b>128,368.83</b>	<b>4,009,614.69</b>	<b>1,221,789</b>	<b>3,374,329</b>	<b>3,250,494</b>	<b>2,716,149</b>	<b>2,949,989</b>
<b>4600 · Principle on Loans</b>							
461.00 · Principle on Loans	26,633.12	434,187.02	0	296,053	207,816	466,532	301,937
<b>4700 · Local Revenues</b>							
470.00 · Per Capita Revenue	-851.00	165,603.00	166,454	159,407	128,211	122,793	121,743
471.00 · Cities/Counties	0.00	26,424.26	0	7,250	16,750	0	24,034
472.00 · Other Contracts	16,704.27	186,395.92	266,155	84,440	86,521	102,254	297,297
473.00 · Grant Administration	10,000.00	64,595.18	0	192,193	245,019	281,409	460,743
474.00 · CDGB Housing Administration	0.00	13,774.50	0	16,075	-	0	0
475.00 · Other Contributions	0.00	0.00	0	-	114,599	37,319	81,279
475.01 · Homeowner Contributions	3,154.00	12,489.00	0	22,733	37,848	20,566	0
479.00 · RLF Administration	0.00	1,600.00	17,596	44,050	11,585	80,478	56,442
481.00 · Housing Soft Costs	22,457.00	121,880.68	0	107,588	26,635	9,737	5,943
482.00 · Lead Abatement	0.00	0.00	0	9,970	38,162	41,836	1,350
488.00 · Vehicle Reimbursements	1,018.58	9,827.33	17,100	11,830	13,293	23,110	23,406
489.00 · Housing Administration	0.00	174,147.46	207,699	119,177	150,171	110,897	86,815
<b>Total 4700 · Local Revenues</b>	<b>52,482.85</b>	<b>776,737.33</b>	<b>675,004</b>	<b>774,713</b>	<b>868,794</b>	<b>830,400</b>	<b>1,159,052</b>
<b>4900 · Miscellaneous Revenues</b>							
492.00 · Lease Income	9,381.60	103,347.60	111,139	111,889	112,039	105,139	49,553
495.00 · Loan Proceeds	0.00	0.00	5,000	-	-	2,501	0
496.00 · Interest Income (Bank)	404.35	6,346.62	8,315	8,721	8,889	8,435	10,249
497.00 · Miscellaneous Revenues-Other	0.00	14,401.64	100,000	13,973	8,939	12,941	16,530
498.00 · Matching Funds	0.00	0.00	86,284	99,844	89,318	176,223	731,139
<b>Total 4900 · Miscellaneous Revenues</b>	<b>9,785.95</b>	<b>124,095.86</b>	<b>310,738</b>	<b>234,427</b>	<b>219,185</b>	<b>305,239</b>	<b>807,471</b>
<b>5000-52 RLF Income</b>							
507.00 · Late Payment Fees	0.00	400.00	100	1,343	1,098	975	1,950
508.00 · Loan Closing Fees	200.00	14,441.50	3,750	12,252	14,587	2,844	1,875
509.00 · FM RLF Loan Interest Income	47.93	370.67	0	146	480	1,773	2,374
510.00 · Henry Co. RLF Interest Income	220.99	2,698.14	0	3,739	2,467	2,057	3,137
511.01 · EDA RLF I Interest Income	2,692.52	20,096.26	82,076	22,440	22,066	31,489	37,549
512.00 · Mediapolis HTF Interest Income	94.62	1,265.51	0	1,484	1,611	2,067	3,595
513.00 · EDA RLF II Interest Income	1,767.98	20,478.20	0	23,407	9,839	0	0
515.00 · IRP I Loan Interest Income	1,299.13	7,994.40	0	1,819	1,753	4,859	6,682
516.00 · IRP II Loan Interest Income	710.44	6,872.54	0	6,792	9,212	15,876	19,087
517.00 · Our Home Rehab Interest Income	0.00	0.00	0	-	-	48	1,219
518.00 · Keokuk RLF Loan Interest Income	108.76	1,015.64	0	2,004	2,023	2,436	3,316
520.00 · GRHTF-Loan Interest	20.19	444.73	0	737	543	45	0
<b>Total 5000-52 RLF Income</b>	<b>7,162.56</b>	<b>76,077.59</b>	<b>85,926</b>	<b>76,163</b>	<b>65,679</b>	<b>64,468</b>	<b>80,783</b>
<b>Total Income</b>	<b>235,613.97</b>	<b>5,535,607.89</b>	<b>2,441,478</b>	<b>4,908,875</b>	<b>4,769,268</b>	<b>4,512,143</b>	<b>5,479,751</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended May 31, 2015**

	May-2015	Year-to-Date	FY15 Budget	FY14 Actual	FY13 Actual	FY12 Actual	FY11 Actual
<b>Expenditures:</b>							
701.00 · Salaries	127,662.85	974,279.38	1,144,288	1,041,129	1,017,419	960,569	1,052,364
702.00 · FICA - Employer's Share	9,344.23	70,228.63	75,223	74,420	73,438	70,336	77,994
703.00 · IPERS - Employer's Share	11,215.84	85,005.51	93,255	91,656	85,618	75,627	72,495
704.00 · Unemployment	0.00	9,906.00	500	1,932	382	2,979	9,049
705.00 · Employee Benefits	14,082.76	155,315.40	177,721	191,614	166,837	133,183	137,510
706.00 · Physicals	94.00	1,850.00	2,761	2,019	1,565	1,508	1,780
707.00 · Uniform Expense	53.90	2,647.66	950	950	1,585	2,362	825
708.00 · Drug Testing	185.00	879.00	1,000	604	799	375	967
709.00 · Personnel Expenses-Other	218.00	2,364.85	1,595	1,009	2,326	3,572	425
710.00 · Payroll services	484.18	4,419.84	4,000	4,330	3,909	3,487	3,638
712.00 · Advertising	32.06	8,652.24	3,600	5,390	4,866	1,589	2,701
717.00 · Audit	0.00	18,650.00	15,000	15,250	14,750	14,425	12,750
726.00 · Contractual Expenses-Other	9,118.70	32,453.20	38,500	28,433	29,488	164,353	582,750
728.00 · Information Technology	1,085.75	8,421.05	6,676	9,847	10,818	11,961	7,811
729.00 · Copier Expense	275.39	4,792.55	4,500	4,836	6,512	7,545	7,651
730.00 · Legal Expense	1,127.50	19,295.49	3,700	7,464	6,896	5,103	24,886
738.00 · Depreciation Expense	1,458.64	16,045.04	5,000	-	2,914	14,423	17,361
740.00 · Dues/Subscriptions/Conferences	94.00	15,116.70	18,420	16,648	13,241	8,736	16,459
741.00 · Public Notices	39.44	1,133.63	2,200	1,838	2,316	2,416	2,520
745.00 · Land,Structures,Right of Way, etc.	0.00	0.00	0	-	-	0	1,055,000
746.00 · Leased Equipment	0.00	456.00	700	640	760	570	760
747.00 · Equipment under \$5000	2,098.56	12,936.41	7,060	17,528	21,918	14,124	16,295
748.00 · Capital Equipment	0.00	0.00	10,000	106,641	156,977	79,518	71,934
749.00 · Principle Expense	0.00	39,949.28	48,064	45,219	45,079	44,901	44,670
750.00 · Lead Testing	134.00	1,678.00	2,000	2,173	2,935	4,383	1,488
751.00 · Housing	164,427.00	2,695,882.45	0	1,510,203	966,267	1,161,850	579,854
752.00 · Admin. Expense	7,625.00	138,994.00	0	27,058	113,086	109,581	67,233
754.00 · Insurance	7,472.57	92,545.27	112,365	127,406	111,099	96,620	93,119
756.00 · Mortgage Filing Fees	68.00	684.00	750	1,450	4,890	1,142	482
757.00 · Interest Expense	55.68	17,935.01	30,370	38,957	35,704	34,590	34,974
758.00 · Loan Closing Expense	0.00	0.00	0	-	-	85	5
759.00 · Credit Report Exp.	0.00	0.00	0	16	114	509	17
760.00 · Housing Relocation Expense	0.00	0.00	0	-	-	937	14,327
766.00 · Bldg. Maintenance & Repair	0.00	17,700.51	15,000	20,296	14,703	13,561	18,985
767.00 · Vehicle Maintenance & Repair	8,048.48	101,730.94	113,500	115,818	122,756	119,960	123,811
768.00 · Marketing	0.00	3,389.18	5,800	4,931	5,381	7,948	60
769.00 · Meeting Expense	81.87	3,204.79	2,500	3,346	2,622	2,570	6,028
782.00 · Printing/Postage	617.22	5,383.12	7,600	6,115	5,704	6,952	8,347
791.00 · Rent	650.00	7,180.00	8,000	7,830	6,330	5,411	7,664
806.00 · Supplies	873.02	10,531.64	10,850	9,152	18,071	10,578	15,748
807.00 · Bank Charges	0.00	18.00	0	(5)	37	(35)	87
808.00 · Fuel/Oil	6,652.59	95,757.77	170,100	155,930	154,381	112,095	111,667
810.00 · Telecommunications	1,713.45	22,817.76	25,810	28,215	27,009	25,248	22,932
811.00 · Utilities Expense	2,054.38	32,835.38	36,000	37,737	32,570	30,361	21,801
813.00 · Real Estate Taxes	0.00	16,166.00	20,000	18,774	12,960	54,129	0
815.00 · Mileage Expense	106.63	2,120.59	2,760	2,877	-	0	19
816.00 · Travel/Training	284.86	8,825.12	15,090	4,954	8,205	19,759	13,133
820.00 · Use Allowance	1,018.58	9,827.33	13,650	11,830	13,293	23,112	23,406
825.00 · Bad Debt Expense	0.00	580.00	0	-	-	0	0
829.00 · Down Payment Assistance	10,000.00	188,750.00	0	351,677	317,840	219,828	316,418
830.00 · Participant Loans & Grants	0.00	667,634.00	0	723,271	860,198	179,645	0
850.00 · Marketing Grant Expenditure	0.00	0.00	0	-	5,323	0	0
890.00 · Matching Expenditures	0.00	0.00	-10,955	99,844	99,318	176,223	731,139
900.00 · Indirect Costs	0.00	0.00	-8,886	-	-	127,099	(127,099)
<b>Total Expenditures</b>	<b>390,554.13</b>	<b>5,626,968.72</b>	<b>2,237,017</b>	<b>4,979,252</b>	<b>4,611,209</b>	<b>4,167,801</b>	<b>5,306,237</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(154,940.16)</b>	<b>(91,360.83)</b>	<b>204,461</b>	<b>(70,377)</b>	<b>158,059</b>	<b>344,341</b>	<b>173,514</b>

**Regional Transit Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended May 31, 2015**



	May-2015	Year-to-Date	FY15 Budget	FY14 Actual	FY13 Actual	FY12 Actual	FY11 Actual
<b>Revenues:</b>							
<b>4100 · Bus Fare Revenues</b>							
410.00 · General Public	8,918.49	61,291.53	52,023	51,127	44,262	44,452	48,826
411.00 · Local Contracts	2,262.17	53,603.87	95,998	102,063	113,038	84,903	131,694
<b>Total 4100 · Bus Fares</b>	<b>11,180.66</b>	<b>114,895.40</b>	<b>148,021</b>	<b>153,190</b>	<b>157,300</b>	<b>129,355</b>	<b>180,519</b>
<b>4500 · Federal/State Revenues</b>							
456.00 · State Transit Assistance	17,766.00	234,926.49	223,525	247,848	307,254	258,331	260,046
457.00 · Federal Transit Assistance	-	288,460.00	286,788	367,431	438,906	317,685	333,332
459.00 · State Medicaid	30,052.83	371,663.87	443,855	434,092	391,051	164,235	148,102
<b>Total 4500 · Federal/State Revenues</b>	<b>47,818.83</b>	<b>895,050.36</b>	<b>954,168</b>	<b>1,049,371</b>	<b>1,137,211</b>	<b>740,251</b>	<b>741,480</b>
<b>4700 · Local Revenues</b>							
470.00 · Per Capita Revenue	-	82,301.00	82,301	79,904	49,443	49,443	49,443
472.00 · Other Contracts	-	-	-	-	-	-	-
<b>Total 4700 · Local Revenues</b>	<b>-</b>	<b>82,301.00</b>	<b>82,301</b>	<b>79,904</b>	<b>49,443</b>	<b>49,443</b>	<b>49,443</b>
<b>4900 · Miscellaneous Revenues</b>							
495.00 · Insurance Proceeds	-	-	-	-	-	2,501	-
496.00 · Interest Income (Bank)	8.29	86.99	75	86	73	64	88
497.00 · Miscellaneous Revenues-Other	-	4,576.64	0	4,900	-	2,628	1,628
498.00 · Matching Funds	-	-	0	-	589	-	9,855
<b>Total 4900 · Miscellaneous Revenues</b>	<b>8.29</b>	<b>4,663.63</b>	<b>75</b>	<b>4,986</b>	<b>662</b>	<b>5,192</b>	<b>11,571</b>
<b>Total Revenues</b>	<b>59,007.78</b>	<b>1,096,910.39</b>	<b>1,184,565</b>	<b>1,287,451</b>	<b>1,344,616</b>	<b>924,241</b>	<b>983,013</b>
<b>Expenditures:</b>							
701.00 · Salaries	45,990.56	351,697.22	418,869	399,237	377,934	314,513	368,634
702.00 · FICA - Employer's Share	3,462.68	26,195.30	31,261	29,677	28,276	23,768	27,924
703.00 · IPERS - Employer's Share	4,102.97	31,276.29	37,405	35,553	32,709	25,368	25,738
704.00 · Unemployment	-	9,906.00	500	-	3,826	2,979	-
705.00 · Employee Benefits	4,337.25	54,375.40	64,208	68,465	52,911	31,066	40,891
706.00 · Physicals	94.00	1,850.00	2,761	2,019	1,565	1,508	1,780
707.00 · Uniform Expense	53.90	1,961.14	750	835	1,358	437	825
708.00 · Drug Testing	185.00	879.00	1,000	604	799	375	967
709.00 · Personnel Expenses-Other	218.00	1,940.00	945	605	458	595	-
712.00 · Advertising	32.06	7,470.84	3,600	4,632	3,216	1,589	1,968
726.00 · Contractual Expenses-Other	6,000.00	6,595.00	6,500	9,101	6,318	6,358	12,914
728.00 · Information Technology	575.94	1,218.19	1,226	2,117	2,630	898	990
730.00 · Legal Expense	1,127.50	18,789.49	-	600	635	588	5,616
738.00 · Depreciation Expense	-	-	-	-	-	-	-
740.00 · Dues/Subscriptions/Conferences	-	2,531.00	4,371	3,471	2,273	2,525	2,547
741.00 · Public Notices	-	16.07	-	20	21	20	23
747.00 · Equipment Under \$5000	469.81	469.81	60	354	2,997	405	-
748.00 · Capital Equipment	-	-	-	58,702	156,977	57,267	57,965
754.00 · Insurance	3,893.92	55,653.12	68,000	63,838	64,032	48,892	51,564
757.00 · Interest Expense	-	-	-	660	-	-	-
766.00 · Bldg. Maintenance & Repairs	-	-	-	-	-	234	3,833
767.00 · Vehicle Maintenance & Repair	8,048.48	101,521.12	110,000	112,561	118,522	115,842	122,080
768.00 · Marketing	-	750.00	500	-	550	1,150	-
769.00 · Meeting Expense	27.64	344.76	250	132	244	99	100
782.00 · Printing/Postage	37.00	934.85	-	3	1,122	6	837
791.00 · Rent	650.00	7,150.00	8,000	7,800	6,300	5,381	5,214
806.00 · Supplies	180.13	607.82	500	671	1,453	429	752
807.00 · Bank Charges	-	-	-	(5)	10	5	(25)
808.00 · Fuel/Oil	6,298.36	91,904.23	165,000	150,075	149,104	106,449	106,784
810.00 · Telecommunications	979.78	8,400.95	10,000	8,610	8,310	7,445	8,657
815.00 · Mileage Expense	36.75	1,148.50	2,760	2,786	-	-	-
816.00 · Travel/Training	-	165.84	3,500	825	2,939	5,570	3,169
820.00 · Use Allowance	201.65	2,111.09	2,000	2,210	2,141	3,662	3,804
825.00 · Bad Debt Expense	-	580.00	-	-	-	-	-
890.00 · Matching Expenditures	-	-	10,000	10,000	-	-	9,855
900.00 · Indirect Costs	19,486.28	155,705.61	228,974	178,081	174,851	189,092	104,461
<b>Total Expenditures</b>	<b>106,489.66</b>	<b>944,148.64</b>	<b>1,182,940</b>	<b>1,154,239</b>	<b>1,201,037</b>	<b>954,512</b>	<b>969,866</b>
<b>Fund Balance</b>	<b>(47,481.88)</b>	<b>152,761.75</b>	<b>1,625</b>	<b>133,212</b>	<b>143,579</b>	<b>(30,272)</b>	<b>13,147</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Eleven Months Ending**  
**May 31, 2015**

	10 Company Vehicles	20 EDA PG	22 Facility	47 Housing	48 Great River Housing Trust
<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	91,500.00	0.00	2,587,326.62	305,487.00
461.00 · Principle on Loans	0.00	0.00	0.00	11,211.73	162,566.33
4700-48 · Local Revenues	9,827.33	0.00	0.00	194,122.40	136,819.00
4900 · Miscellaneous Revenues	0.00	0.00	103,347.60	172.22	10,258.09
5000-52 · RLF Income	0.00	0.00	0.00	1,265.51	6,943.73
	<u>9,827.33</u>	<u>91,500.00</u>	<u>103,347.60</u>	<u>2,794,098.48</u>	<u>622,074.15</u>
<b>Expense</b>					
700.00 · Personnel Expenses	0.00	100,251.84	0.00	129,616.47	36,585.57
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	2,900.00
726.00 · Contractual Expenses	0.00	0.00	10,024.70	0.00	750.00
728.00 · Information Technology	0.00	0.00	0.00	699.49	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	0.00
738.00 · Depreciation Expense	10,907.82	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	0.00	30.00	0.00	1,295.00	0.00
741.00 · Public Notices	0.00	0.00	0.00	206.25	12.86
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	837.33	0.00	3,815.23	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	5,587.99	0.00
750.00 · Lead Testing	0.00	0.00	0.00	1,678.00	0.00
751.00 · Housing	0.00	0.00	0.00	2,457,234.62	238,647.83
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	131,319.00
754.00 · Insurance	2,802.58	0.00	7,533.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	173.00	163.00
757.00 · Interest Expense	672.33	0.00	15,352.22	1,910.46	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	17,700.51	0.00	0.00
767.00 · Vehicle Maintenance & Repair	209.82	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	0.00	17.01	0.00	65.75	201.75
782.00 · Printing/Postage	0.00	102.19	0.00	86.81	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	495.26	40.08	0.00
807.00 · Bank Charges	0.00	0.00	0.00	-2.50	0.00
808.00 · Fuel/Oil	3,667.07	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	32,835.38	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	-40,477.88	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	16,166.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	303.30	14.96
816.00 · Travel/Training	0.00	651.11	0.00	3,010.85	58.34
820.00 · Use Allowance	8.11	460.23	0.00	1,183.12	256.31
829.00 · Down Payment Assistance	0.00	0.00	0.00	78,750.00	110,000.00
830.00 · Participant Loans	0.00	0.00	0.00	16,100.00	107,034.00
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	33,641.27	0.00	43,430.38	12,253.68
	<u>18,267.73</u>	<u>135,990.98</u>	<u>59,629.19</u>	<u>2,745,184.30</u>	<u>640,197.30</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(8,440.40)</u>	<u>(44,490.98)</u>	<u>43,718.41</u>	<u>48,914.18</u>	<u>(18,123.15)</u>
<b>SEIRPC Adjusted Balance</b>	<u>-</u>	<u>-</u>	<u>3,276.62</u>	<u>(13,639.55)</u>	<u>-</u>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Eleven Months Ending**  
**May 31, 2015**

	<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	106,586.00	0.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	196,980.31	14,863.05	23,181.15	25,384.45
4700-48 · Local Revenues	25,750.00	0.00	0.00	800.00	0.00
4900 · Miscellaneous Revenues	0.00	732.08	1,380.86	660.53	892.29
5000-52 · RLF Income	0.00	44,976.96	10,484.40	4,634.45	7,772.54
	<u>132,336.00</u>	<u>242,689.35</u>	<u>26,728.31</u>	<u>29,276.13</u>	<u>34,049.28</u>
<b>Expense</b>					
700.00 · Personnel Expenses	123,695.99	33,615.21	5,350.66	0.00	5,350.66
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	59.85	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	889.44	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	1,042.58	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	0.00	138.00	0.00	207.00
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	1,053.60	25.00	0.00	0.00	0.00
741.00 · Public Notices	114.93	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	4,090.00	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	20,987.82	0.00	13,373.47
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	800.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	120.50	84.00	61.00	61.50
757.00 · Interest Expense	0.00	0.00	0.00	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	0.00	0.00	0.00
767.00 · Vehicle Maintenance & Repair	0.00	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	654.75	20.50	0.00	6.96	0.00
782.00 · Printing/Postage	131.24	8.91	0.00	0.00	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	1,251.71	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	35.08	0.00	0.00	0.00	0.00
816.00 · Travel/Training	269.45	5.35	0.00	0.00	0.00
820.00 · Use Allowance	2,546.50	42.00	0.00	27.07	0.00
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans	0.00	293,500.00	166,000.00	25,000.00	60,000.00
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	41,486.46	11,258.17	1,795.38	0.00	1,795.38
	<u>177,321.58</u>	<u>338,595.64</u>	<u>194,355.86</u>	<u>25,895.03</u>	<u>80,788.01</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(44,985.58)</u>	<u>(95,906.29)</u>	<u>(167,627.55)</u>	<u>3,381.10</u>	<u>(46,738.73)</u>
<b>SEIRPC Adjusted Balance</b>	<u><b>(44,985.58)</b></u>	<u><b>613.40</b></u>	<u><b>4,497.22</b></u>	<u><b>-</b></u>	<u><b>1,250.29</b></u>



**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Eleven Months Ending**  
**May 31, 2015**

	<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	114,895.40	0.00	114,895.40
4500 · Federal/State Revenues	0.00	895,050.36	23,664.71	4,009,614.69
461.00 · Principle on Loans	0.00	0.00	0.00	434,187.02
4700-48 · Local Revenues	0.00	82,301.00	327,117.60	776,737.33
4900 · Miscellaneous Revenues	0.00	4,663.63	1,988.56	124,095.86
5000-52 · RLF Income	0.00	0.00	0.00	76,077.59
	<u>0.00</u>	<u>1,096,910.39</u>	<u>352,770.87</u>	<u>5,535,607.89</u>
<b>Expense</b>				
700.00 · Personnel Expenses	220,645.15	463,544.21	166,173.16	1,284,828.92
704.00 · Unemployment	0.00	9,906.00	0.00	9,906.00
706.00 · Physicals	0.00	1,850.00	0.00	1,850.00
707.00 · Uniform Expense	686.52	1,961.14	0.00	2,647.66
708.00 · Drug Testing	0.00	879.00	0.00	879.00
709.00 · Personnel Expenses-Other	365.00	1,940.00	0.00	2,364.85
710.00 · Payroll Services	4,419.84	0.00	0.00	4,419.84
712.00 · Advertising	291.96	7,470.84	0.00	8,652.24
717.00 · Audit	15,750.00	0.00	0.00	18,650.00
726.00 · Contractual Expenses	4,653.50	6,595.00	10,430.00	32,453.20
728.00 · Information Technology	5,015.17	1,218.19	445.62	8,421.05
729.00 · Copier Expense	4,792.55	0.00	0.00	4,792.55
730.00 · Legal Expense	46.00	18,789.49	115.00	19,295.49
738.00 · Depreciation Expense	5,137.22	0.00	0.00	16,045.04
740.00 · Dues/Subscriptions/Conference	2,200.10	2,531.00	7,982.00	15,116.70
741.00 · Public Notices	567.60	16.07	215.92	1,133.63
746.00 · Leased Equipment	456.00	0.00	0.00	456.00
747.00 · Equipment under \$5000	3,472.76	469.81	251.28	12,936.41
748.00 · Capital Equipment	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	39,949.28
750.00 · Lead Testing	0.00	0.00	0.00	1,678.00
751.00 · Housing	0.00	0.00	0.00	2,695,882.45
752.00 · Admin. Expense	0.00	0.00	6,875.00	138,994.00
754.00 · Insurance	26,556.57	55,653.12	0.00	92,545.27
756.00 · Mortgage Filing Expenses	0.00	0.00	21.00	684.00
757.00 · Interest Expense	0.00	0.00	0.00	17,935.01
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	17,700.51
767.00 · Vehicle Maintenance & Repair	0.00	101,521.12	0.00	101,730.94
768.00 · Marketing	467.18	750.00	2,172.00	3,389.18
769.00 · Meeting Expense	1,257.55	344.76	635.76	3,204.79
782.00 · Printing/Postage	3,864.09	934.85	255.03	5,383.12
791.00 · Rent	30.00	7,150.00	0.00	7,180.00
806.00 · Supplies	7,441.79	607.82	694.98	10,531.64
807.00 · Bank Charges	20.50	0.00	0.00	18.00
808.00 · Fuel/Oil	0.00	91,904.23	186.47	95,757.77
810.00 · Telecommunications	13,843.19	8,400.95	573.62	22,817.76
811.00 · Utilities Expense	0.00	0.00	0.00	32,835.38
812.00 · Bldg Operation Allocation	40,477.88	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	16,166.00
815.00 · Mileage Expense	0.00	1,148.50	618.75	2,120.59
816.00 · Travel/Training	915.15	165.84	3,749.03	8,825.12
820.00 · Use Allowance	1,211.61	2,111.09	1,981.29	9,827.33
829.00 · Down Payment Assistance	0.00	0.00	0.00	188,750.00
830.00 · Participant Loans	0.00	0.00	0.00	667,634.00
825.00 · Bad Debt Expense	0.00	580.00	0.00	580.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	-356,989.35	155,705.61	55,623.02	0.00
	<u>7,595.53</u>	<u>944,148.64</u>	<u>258,998.93</u>	<u>5,626,968.72</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(7,595.53)</u>	<u>152,761.75</u>	<u>93,771.94</u>	<u>(91,360.83)</u>
<b>SEIRPC Adjusted Balance</b>	<u>-</u>	<u>140,820.25</u>	<u>93,771.94</u>	<u>185,604.59</u>

## Schedule 3

## Southeast Iowa Regional Planning Commission

## Check Register

May 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt -Check	05/01/2015	268254	Commercial Contractors	5,240.00
Bill Pmt -Check	05/01/2015	268255	Commercial Contractors	20,960.00
Bill Pmt -Check	05/13/2015	268256	Des Moines County Recorder's Office	12.00
Bill Pmt -Check	05/13/2015	268257	Access Systems	976.04
Bill Pmt -Check	05/13/2015	268258	Advantage Administrators	75.00
Bill Pmt -Check	05/13/2015	268259	Bob. Kuskowski	198.05
Bill Pmt -Check	05/13/2015	268260	Bradley & Riley, PC	742.50
Bill Pmt -Check	05/13/2015	268261	Card Center	5,182.42
Bill Pmt -Check	05/13/2015	268262	CenturyLink	179.80
Bill Pmt -Check	05/13/2015	268263	CenturyLink.	814.30
Bill Pmt -Check	05/13/2015	268264	City of Burlington, Iowa	0.00
Bill Pmt -Check	05/13/2015	268265	City of Keokuk.	1,500.51
Bill Pmt -Check	05/13/2015	268266	City of Mount Pleasant	1,045.52
Bill Pmt -Check	05/13/2015	268267	City of West Burlington.	106.82
Bill Pmt -Check	05/13/2015	268268	Clear Falls Bottled Water	47.75
Bill Pmt -Check	05/13/2015	268269	Commercial Contractors	0.00
Bill Pmt -Check	05/13/2015	268270	Craftsman Press	74.00
Bill Pmt -Check	05/13/2015	268271	Cray Goddard Miller & Taylor LLP	69.00
Bill Pmt -Check	05/13/2015	268272	Deery Brothers Ford Lincoln Inc	2,494.05
Bill Pmt -Check	05/13/2015	268273	Des Moines County Recorder's Office	32.00
Bill Pmt -Check	05/13/2015	268274	Drake Hardware & Software	1,085.75
Bill Pmt -Check	05/13/2015	268275	Embellishments & Designs Inc	225.12
Bill Pmt -Check	05/13/2015	268276	Farmers Elevator & Exchange, Inc.	547.35
Bill Pmt -Check	05/13/2015	268277	Hope Haven Area Dev Center	425.00
Bill Pmt -Check	05/13/2015	268278	Huffman Welding and Machine Inc	16.58
Bill Pmt -Check	05/13/2015	268279	i connect you.	183.00
Bill Pmt -Check	05/13/2015	268280	Integrated Technology Partners	157.95
Bill Pmt -Check	05/13/2015	268281	Iowa Department of Transportation	44.87
Bill Pmt -Check	05/13/2015	268282	Iowa Finance Authority	167.64
Bill Pmt -Check	05/13/2015	268283	Iowa Illinois Office Solutions	386.94
Bill Pmt -Check	05/13/2015	268284	Joe Yocum	49.00
Bill Pmt -Check	05/13/2015	268285	Kirsten Kramer	248.50
Bill Pmt -Check	05/13/2015	268286	Lee County Recorder/Registrar	27.00
Bill Pmt -Check	05/13/2015	268287	Lowell Gaulke	1,355.00
Bill Pmt -Check	05/13/2015	268288	Mt. Pleasant News	58.84
Bill Pmt -Check	05/13/2015	268289	Pauwels Lawn Care	375.00
Bill Pmt -Check	05/13/2015	268290	Pep Stop	5.00
Bill Pmt -Check	05/13/2015	268291	Petty Cash	279.07
Bill Pmt -Check	05/13/2015	268292	Shottenkirk	337.90
Bill Pmt -Check	05/13/2015	268293	Swales Auto Supply Inc.	482.23
Bill Pmt -Check	05/13/2015	268294	Team Staffing Solutions, Inc	40.00
Bill Pmt -Check	05/13/2015	268295	The Burlington Hawk Eye	175.84
Bill Pmt -Check	05/13/2015	268296	Transfor Corporation, Inc.	277.34
Bill Pmt -Check	05/13/2015	268297	UnityPoint Clinic	185.00
Bill Pmt -Check	05/13/2015	268298	US Cellular	55.40
Bill Pmt -Check	05/13/2015	268299	Verizon Wireless	907.97
Bill Pmt -Check	05/13/2015	268300	Waterworks Car Wash	10.00
Bill Pmt -Check	05/13/2015	268301	Wemiga Waste Inc	25.00
Bill Pmt -Check	05/13/2015	268302	Winners Circle	65.75
Bill Pmt -Check	05/13/2015	268303	Wright Express Fleet Service	1,200.89
Bill Pmt -Check	05/13/2015	268304	Zachary James	100.00
Bill Pmt -Check	05/13/2015	268305	City of Burlington, Iowa	800.00

Schedule 3

Southeast Iowa Regional Planning Commission

Check Register

May 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt -Check	05/13/2015	268306	Commercial Contractors	8,314.00
Bill Pmt -Check	05/13/2015	268307	City of Burlington, Iowa	3,112.14
Bill Pmt -Check	05/13/2015	268308	Commercial Contractors	18,840.00
Bill Pmt -Check	05/14/2015	268309	Old Threshers Reunion	6,000.00
Bill Pmt -Check	05/19/2015	268310	Shottenkirk Superstore	1,166.35
Bill Pmt -Check	05/20/2015	268311	Commercial Contractors	23,600.00
Bill Pmt -Check	05/27/2015	268312	Briscoe Construction	15,666.40
Bill Pmt -Check	05/27/2015	268313	Briscoe Construction	3,916.60
Bill Pmt -Check	05/27/2015	268314	Briscoe Construction	22,997.60
Bill Pmt -Check	05/27/2015	268315	Briscoe Construction	5,749.40
Bill Pmt -Check	05/27/2015	268316	Briscoe Construction	20,325.60
Bill Pmt -Check	05/27/2015	268317	Briscoe Construction	5,081.40
Bill Pmt -Check	05/27/2015	268318	Bradley & Riley, PC	1,127.50
Bill Pmt -Check	05/27/2015	268319	Bureau of Lead Poisoning Prevention	60.00
Bill Pmt -Check	05/27/2015	268320	City of Keokuk.	469.81
Bill Pmt -Check	05/27/2015	268321	Clear Falls Bottled Water	27.00
Bill Pmt -Check	05/27/2015	268322	Convergent Non Profit Solutions	500.00
Bill Pmt -Check	05/27/2015	268323	Des Moines County News	34.00
Bill Pmt -Check	05/27/2015	268324	Fedex	19.67
Bill Pmt -Check	05/27/2015	268325	Hope Haven Area Dev Center	22.65
Bill Pmt -Check	05/27/2015	268326	Hy-Vee, Inc	181.58
Bill Pmt -Check	05/27/2015	268327	Iowa Department of Transportation	4,298.50
Bill Pmt -Check	05/27/2015	268328	IPC, Inc.	400.00
Bill Pmt -Check	05/27/2015	268329	Joe Yocum	36.75
Bill Pmt -Check	05/27/2015	268330	Kempker's True Value	227.49
Bill Pmt -Check	05/27/2015	268331	Lowes	33.16
Bill Pmt -Check	05/27/2015	268332	Mediacom	89.90
Bill Pmt -Check	05/27/2015	268333	O'Reilly Automotive, Inc.	185.46
Bill Pmt -Check	05/27/2015	268334	Pitney Bowes - Purchase Power	503.50
Bill Pmt -Check	05/27/2015	268335	Team Staffing Solutions, Inc	1,512.00
Bill Pmt -Check	05/27/2015	268336	US Cellular	55.40
Bill Pmt -Check	05/27/2015	268337	Valley Safety Services Associates, Inc.	41.00
				<b>194,645.55</b>
Electronic Payment			Welmark	14,675.78
Electronic Payment			Payroll	89,084.26
Electronic Payment			Payroll Taxes	37,263.15
Electronic Payment			Payroll Processing Fees	484.18
Electronic Payment			Two Rivers Bank - Vehicle loan payment	520.94
Electronic Payment			Advantage fees	166.95
Electronic Payment			MetLife (dental ins.)	913.89
Electronic Payment			Alliant Energy	1,947.56
Electronic Payment			Principal Financial (life ins.)	852.46
Electronic Payment			IPERS	12,229.46
				<b>158,138.63</b>
			<b>TOTAL EXPENDITURES</b>	<b>352,784.18</b>

**BANCARD Services Credit Card Statement**

**STATEMENT DATE:** 5/28/2015  
**PAYMENT DUE DATE:** 6/22/2015  
**CHECK#** 268344  
**DATE PAID** 6/11/2015



Expense				Class		Amount	Receipt
Date	Transaction Description	Account#	Type	Class#	Class Name		
<b>MIKE NORRIS</b>							
13-May-15	Target	806	Supplies	80	RPC	25.66	Yes
						<b>TOTAL</b>	<b>25.66</b>
<b>DEBORAH LAUGHLIN</b>							
30-Apr-15	Sentry Link	709	Personnel Exp	85	RTA	19.95	Yes
21-May-15	Hobby Lobby	806	Supplies	80	RPC	39.99	Yes
26-May-15	Hobby Lobby	806	Supplies	80	RPC	29.98	Yes
						<b>TOTAL</b>	<b>89.92</b>
<b>ZACH JAMES</b>							
30-Apr-15	USPS	782	Postage	60	IDOT	20.05	Yes
01-May-15	Hy-Vee	806	Supplies	90	Local	45.29	Yes
01-May-15	Farm King Supply	806	Supplies	90	Local	67.30	Yes
01-May-15	Farm King Supply	806	Supplies	90	Local	42.60	Yes
14-May-15	The Ivy Bake Shoppe	769	Meeting	60	IDOT	22.63	Yes
20-May-15	Vesuvius Wood Fired Pizza	816	Travel/Training	60	IDOT	9.63	Yes
						<b>TOTAL</b>	<b>207.50</b>
<b>JEFF HANAN</b>							
30-Apr-15	SWISCO.COM	806	Supplies	22.00	Facility	53.03	Yes
14-May-15	Iowa Secretary of State	756	Mortgage Filing	71.01	EDA I	5.00	Yes
14-May-15	Iowa Secretary of State	756	Mortgage Filing	72.00	IRP I	5.00	Yes
20-May-15	Rathbun Lakeshore Grille	816	Travel/Training	90.00	Local	17.80	Yes
20-May-15	Rathbun Lakeshore Grille	816	Travel/Training	90.00	Local	11.42	Yes
21-May-15	Rathbun Lakeshore Grille	816	Travel/Training	90.00	Local	22.75	Yes
22-May-15	Casey's	816	Travel/Training	90.00	Local	3.34	Yes
22-May-15	Honey Creek Resort	816	Travel/Training	90.00	Local	219.92	Yes
26-May-15	Accurate Analytical	750	Lead Testing	47.092	KOO	93.00	Yes
						<b>TOTAL</b>	<b>431.26</b>
<b>BOB KUSKOWSKI</b>							
27-Apr-15	Fun City Burlington	769	Meeting	85	RTA	27.64	Yes
28-Apr-15	Fastenal Company	806	Supplies	85	RTA	15.72	Yes
02-May-15	GETTYSBURGFLAG.COM	806	Supplies	22	Facility	151.90	Yes
						<b>TOTAL</b>	<b>195.26</b>
<b>LORI GILPIN</b>							
						<b>TOTAL</b>	<b>0.00</b>
<b>KIRSTIN KRAMER</b>							
						<b>TOTAL</b>	<b>0.00</b>

**TOTAL 949.60**

Hans Trousil

Mike Norris

**Southeast Iowa Regional Planning Commission**  
**Accounts Receivable Aging Summary**  
**May 31, 2015**

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>Local:</b>					
City of Burlington	0.00	500.00	0.00	0.00	500.00
City of Fort Madison	0.00	2,544.00	0.00	0.00	2,544.00
City of Mediapolis	0.00	1,060.00	0.00	0.00	1,060.00
City of Mt. Pleasant	0.00	1,908.00	0.00	0.00	1,908.00
Downtown Partners	0.00	3,498.00	0.00	0.00	3,498.00
IARC	0.00	0.00	315.00	0.00	315.00
Louisa County Auditor	0.00	5,000.00	0.00	0.00	5,000.00
Mt. Pleasant Main Street	0.00	0.00	0.00	2,750.00	2,750.00
SEI Regional and Economic Port Auth.	0.00	0.00	0.00	2,693.95	2,693.95
	<u>0.00</u>	<u>14,510.00</u>	<u>315.00</u>	<u>5,443.95</u>	<u>20,268.95</u>
<b>Housing:</b>					
City of Keokuk	0.00	89,239.00	0.00	0.00	89,239.00
Downtown Partners	0.00	0.00	0.00	1,789.00	1,789.00
ECIA	0.00	13,904.46	0.00	5,682.00	19,586.46
Lowe Holdings LLC	0.00	0.00	0.00	10,000.00	10,000.00
Southern Iowa Council of Governments.	0.00	5,156.25	0.00	0.00	5,156.25
Three Forwards	0.00	0.00	0.00	12,500.00	12,500.00
	<u>0.00</u>	<u>108,299.71</u>	<u>0.00</u>	<u>29,971.00</u>	<u>138,270.71</u>
<b>Great River Housing Trust Fund</b>					
IFA	<u>80,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80,550.00</u>
<b>RTA:</b>					
Blair House	120.00	0.00	0.00	0.00	120.00
Hope Haven	264.74	0.00	0.00	0.00	264.74
Insight Human Services	0.00	50.00	25.00	50.00	125.00
Iowa Medicaid Enterprise	30,052.83	17.08	30.44	0.00	30,100.35
Iowa Workforce	0.00	200.00	0.00	0.00	200.00
Israel Villarreal	0.00	25.00	0.00	0.00	25.00
Lee County Health Dept	0.00	4,625.00	0.00	0.00	4,625.00
Lee County Payee Services	0.00	25.00	0.00	0.00	25.00
Lee County Payee Services North	0.00	-25.00	0.00	0.00	-25.00
Loyal Jay Dischler	0.00	25.00	0.00	0.00	25.00
Marcia Carlson	0.00	30.00	0.00	0.00	30.00
Milestones Area Agency on Aging	2,262.17	0.00	0.00	0.00	2,262.17
Nancy Shultz	0.00	0.00	0.00	520.94	520.94
New Choices	0.00	25.00	0.00	0.00	25.00
New London Nursing & Rehab	626.25	371.25	0.00	0.00	997.50
Northwood Group Home	0.00	25.00	0.00	0.00	25.00
Opitmae Life Solution	0.00	25.00	25.00	0.00	50.00
Rebecca Shibley	0.00	0.00	0.00	140.75	140.75
Richard Steffener	0.00	0.00	-75.00	0.00	-75.00
Ruth Boyd.	0.00	0.00	0.00	1,535.89	1,535.89
TMS Management Group, INc.	0.00	635.40	0.00	0.00	635.40
Tosha Rhoades	0.00	50.00	0.00	0.00	50.00
Tricia Kroll	0.00	-30.00	0.00	0.00	-30.00
Tyrone Seay	0.00	25.00	0.00	0.00	25.00
Walton Group Home	0.00	0.00	25.00	0.00	25.00
Young House	0.00	15.00	0.00	0.00	15.00
	<u>33,325.99</u>	<u>6,113.73</u>	<u>30.44</u>	<u>2,247.58</u>	<u>41,717.74</u>
<b>Total</b>	<u><b>113,875.99</b></u>	<u><b>128,923.44</b></u>	<u><b>345.44</b></u>	<u><b>37,662.53</b></u>	<u><b>280,807.40</b></u>

**Southeast Iowa Regional Planning Commission**  
**Accounts Payable Aging Summary**  
**May 31, 2015**

	<b>Current</b>	<b>1 - 45</b>	<b>46 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
Access Systems	275.39	-	-	-	275.39
All American Turf Beauty Inc	175.00	-	-	-	175.00
C-CAT, Inc.	-	100.00	-	-	100.00
CARD CENTER	949.60	-	-	-	949.60
CenturyLink	161.07	-	-	-	161.07
CenturyLink.	244.30	-	-	-	244.30
Chris Ralph	68.68	-	-	-	68.68
City of Keokuk.	1,956.34	-	-	-	1,956.34
Crescent Electric Supply Co	-	-	141.76	(206.11)	(64.35)
Daily Gate City	17.84	-	-	-	17.84
Dan Eberhardt	1.20	-	-	-	1.20
Deery Brothers Ford Lincoln Inc	3,862.03	-	-	-	3,862.03
Gerald Huebner	-	100.00	-	-	100.00
Great River Business Health	94.00	-	-	-	94.00
Integrated Technology Partners	55.00	-	-	-	55.00
Lewis Briggs	141.76	-	-	-	141.76
Pep Stop	89.35	-	-	-	89.35
SEI Properties LLC	250.00	-	-	-	250.00
SEIRPC.	7,000.00	-	-	-	7,000.00
Shottenkirk Superstore	4,052.10	-	-	-	4,052.10
Sue Ballew	53.90	-	-	-	53.90
Team Staffing Solutions, Inc	843.75	-	-	-	843.75
The Burlington Hawk Eye	53.66	-	-	-	53.66
Thermo Scientific Portable Analytical Inst.	6,785.00	-	-	-	6,785.00
Truck Repair Inc.	-	38.08	-	-	38.08
Verizon Wireless	979.78	-	-	-	979.78
Wemiga Waste Inc	25.00	-	-	-	25.00
Wex Bank	213.18	-	-	-	213.18
Winners Circle	5.70	-	-	-	5.70
Wright Express Fleet Service	325.41	-	-	-	325.41
	<b><u>28,679.04</u></b>	<b><u>238.08</u></b>	<b><u>141.76</u></b>	<b><u>(206.11)</u></b>	<b><u>28,852.77</u></b>

**Southeast Iowa Regional Economic and Port Authority**  
**Financial Summary**  
**May 31, 2015**

**PROFIT & LOSS ALL CLASSES**

	May-2015
TOTAL REVENUES :	2,500
TOTAL EXPENSES :	7,631
Excess of revenues over expenditures- note this is cash basis	(5,131)

**CASH BALANCE**

Keokuk Savings Bank	9,082
---------------------	-------

**ACCOUNTS RECEIVABLE BALANCE**

	1-45	46-90	>90	TOTAL
none	0	0	0	0

**ACCOUNTS PAYABLE BALANCE**

	1-45	46-90	>90	TOTAL
SEIRPC	0	0	2,694	2,694

**CASH RECEIPTS**

Alliant Energy	12/2/2013	FY14	5,000
State of Iowa	7/24/2014	FY15	2,500

**CASH DISBURSEMENTS**

SEIRPC	7/25/2014	#1001	5,000
University of Iowa	7/25/2014	#1002	2,500
Delux	8/6/2014	electronic	131

# FY2016 - FY2018 Union Contract - Teamsters

NB#1





# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: June 18, 2015  
Re: Union Negotiations

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Negotiations have ended with SEIRPC's bargaining unit for public transit employees.

SEIRPC and the unit without the assistance of outside mediation.

The results include a three-year contract with wage increases each year, new language formalizing mileage payments for the Louisa County route and doctor selection for driver physicals. Please see the changes below.

1. WAGES: 3% each of the three years
2. ARTICLE 4
  - a. Section 1 Struck the language: "in the occupational classification in which he or she is working"
    - i. More clearly defined part-time employees
  - b. Section 4: Changed entire paragraph to read: "When the work force is to be reduced, the Employer will select the job route to be reduced and notice will be given at least one week in advance of layoff. Employees facing a reduction through layoff or job abolishment may bump a full time or scheduled part time employee that has less seniority, or has the option to take the layoff."
  - c. Section 5: Change from 10 days to 5 days to receive notification from laid-off staff wishing to return.
  - d. Section 7: Add 10 day trial period to accept job or return to former position; Add 45 day freeze after position acceptance where driver cannot bid another job.

3. ARTICLE 5:
  - a. Added Section 11: “When an employee is called in to transport riders they will be guaranteed a minimum of 2 hours pay.
  
4. ARTICLE 7:
  - a. Added Section 4: “Employees may take time off without pay and without using their PTO under the following conditions:
    - i. If the scheduler can find a substitute driver
    - ii. After all available PTO has been used
    - iii. No more than two days in a row
    - iv. And solely at the discretion of the Transit Director
  
5. ARTICLE 13:
  - a. PTO Time: Changed 4<sup>th</sup> paragraph, 5<sup>th</sup> sentence to read: “Employees may draw up to 50% of their potential annual accrual amount for the first six months of the fiscal year, with the stipulation that any PTO taken but not earned prior to separation will be deducted from the employee’s last paycheck.

The total financial impact to the system over three years is projected to be \$25,255 for wages under current conditions.

AGREEMENT

BETWEEN

SOUTHEAST IOWA REGIONAL PLANNING COMMISSION

(SEIBUS)

AND

CHAUFFEURS, TEAMSTERS AND HELPERS

LOCAL UNION No. 238

AFFILIATED WITH THE

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

JULY 1, 2015

TO

JUNE 30, 2018

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THIS AGREEMENT is entered into by and between SOUTHEAST IOWA REGIONAL PLANNING COMMISSION, hereinafter referred to as “Employer”, and CHAUFFEURS, TEAMSTERS AND HELPERS, LOCAL UNION No. 238, hereinafter referred to as “Union”.

## **ARTICLE 1 RECOGNITION**

The Employer recognizes the Union as the sole and exclusive bargaining representative for those employees of the Employer in the following bargaining unit:

**INCLUDED:** All full time and part time, bus drivers, van drivers, and Transit Operations Manager of the Southeast Iowa Regional Planning Commission, SEIBUS.

**EXCLUDED:** All elected officials, supervisors, confidential employees, schedulers and others excluded by the Act.

## **ARTICLE 2 SEVERABILITY AND SAVINGS**

Section 1.

If any provision of the Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

## **ARTICLE 3 GRIEVANCE PROCEDURE AND ARBITRATION**

A grievance is defined as a timely filed claim by an employee who alleges that there has been a violation of a specific and expressed provision of this Agreement. An employee may be represented at any stage of the grievance procedure by a Union representative. Employees may be disciplined for just cause.

Grievance Steps:

Step 1. An employee who claims a grievance shall reduce the grievance to writing by giving and signing a statement of facts, what is the issue, and what section of the policy was violated and what remedy the employee is seeking. The written grievance must be submitted to the Transit Director no later than seven (7) calendar days after the occurrence upon which the grievance is based. The Transit Director shall give a written answer to the aggrieved employee within seven (7) calendar days after receiving the grievance.

Step 2. If the grievance is not settled in Step 1, the employee shall present the grievance in writing to the Executive Director or his/her designated representative within seven (7) calendar days of receipt of the Step 1 answer. Within seven (7) calendar days of receipt of the grievance, the Executive Director or his/her designee will answer the grievance in writing.

Step 3. Any grievance not settled in Step 2 of the grievance procedure may be referred to arbitration, providing the referral to arbitration is in writing to the other party and is made within ten (10) calendar days after the employee's receipt of the Step 2 answer.

The moving party will submit a request for a list of seven (7) arbitrators from the Public Employment Relations Board at the same time as the notice of referral to arbitration is made. The parties will alternately strike a name from the list, with the moving party making the first strike.

The fees and expenses of the arbitrator will be shared and paid equally by the parties. Each party shall pay its own cost of preparation and presentation of arbitration. No stenographic transcript of the arbitration hearing shall be made unless requested by a party. The cost of stenographic reporting of the hearing shall be borne by the party requesting the same, except that the other party may request a copy of such transcript in which case the parties shall equally divide the cost of stenographic reporting and of the transcripts.

The arbitrator shall have no power to change, ignore, alter, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decision will be final and binding on the parties.

If a grievance is not presented within the time limits specified in this Article, it shall be considered waived and it shall be considered settled on the basis of the Employer's last answer. Grievances not filed or processed according to the time limits specified are barred from the arbitration process. If a grievance at any step is not timely answered by the employer, it may automatically be referred to the next step.

All grievance and arbitration meetings under this Article are to be held in private and not open to the public.

The parties may mutually agree to extend the timelines.

## **ARTICLE 4 SENIORITY AND JOB ABOLISHMENT**

### **Section 1.**

Seniority is defined as the length of service with the Employer since the last date of hire. The Union shall be furnished with a list of bargaining unit employees, including name, hire date and job classification. This list will be provided to the Union quarterly.

Probationary Period: Newly hired employees shall be in probationary status for the first 90 days. Upon completion of such period, the employee shall be considered a regular

employee and shall have seniority from his/her date of hire. There shall be no requirement that the Employer reinstate or rehire probationary employees if they are separated during their probationary period. During this probationary period, the employee may be terminated at any time if the supervisor is dissatisfied with the employee. Unsatisfactory performance during the probationary period means non-retention without the right to arbitration. A probationary employee shall not be terminated for the sole purpose of defeating the accrual of seniority or fringe benefit rights.

#### Section 2.

An employee shall lose his/her seniority rights and the employment relationship shall be broken and terminated as follows:

- a. Quits or retires
- b. Discharged for just cause

#### Section 3.

Full time employees are employees hired to work SEIBUS normal full time work week on a regular basis which is thirty (30) hours or more. Part time employees are regularly scheduled to work 29 hours per week or less.

#### Section 4.

When the work force is to be reduced, the Employer will select the job route to be reduced and notice will be given at least one week in advance of layoff. Employees facing a reduction through layoff or Job abolishment may bump a full time or scheduled part time employee that has less seniority, or has the option to take the layoff.

#### Section 5.

Employees to be recalled after being on a layoff shall be notified five (5) working days in advance in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record. The employee must respond to such notice within three (3) working days after receipt thereof and make arrangements to return to work otherwise the Employer may recall the next eligible employee. If the Employer does not hear from the employee within **five (5) business** days of the certified mail, the employee will lose their right for recall.

#### Section 6.

SEIBUS will not reduce full-time employees and hire part-time employees to perform the work of those employees. When a vacancy occurs the Employer will post the job. If the job does not get filled by a current employee, the job will be filled by a newly hired employee.

#### Section 7.

Notice of all vacancies or newly created positions shall be posted on the employee bulletin board and the employee shall be given ten (10) days time in which to make application to fill the position. Employees in the out lying areas shall be e-mailed and mailed a copy of all job postings. The senior employee who signs the bid shall be assigned to fill the position within ten (10) days. If he/she need be trained on said position, then time will be allowed to do so. The successful bidder must meet the

requirements of the employer for the position and must qualify according to State requirements for that position. The employee shall be given a ten (10) day trial period at which time either the job is accepted by the employee or the employee returns to his/her former duties. Once an employee accepts the job the employee waives the right to bid on any other job for a period of forty-five (45) days.

#### Section 8.

Part time and substitute drivers cannot take extra runs unless a full time or scheduled part time driver is not available or will run over 40 hours. This is to be done by a seniority list signed by those drivers who would like to take these runs.

### **ARTICLE 5 HOURS OF WORK AND OVERTIME**

#### Section 1. Schedules & Routes

Normal working schedules and routes for employees shall be established by the Employer. The Union will be notified of all route and schedule changes in advance.

#### Section 2. Contracting Work

No employee shall be laid off as a direct result of SEIBUS contracting work currently done by SEIBUS employees. Any jobs available, shall be posted by the Employer and filled with SEIBUS employees first before hiring elsewhere.

#### Section 3. Overtime

Overtime shall be paid for at the rate of one and one-half ( $1\frac{1}{2}$ ) times their regular hourly rate or pay for hours worked in excess of forty (40) hours in a seven (7) day work week. All overtime must have prior approval by management. Only hours worked, holidays, and PTO hours shall be counted for the purpose of computing overtime.

#### Section 4. Training and Classes

Time spent by an employee beyond the normal working day for training classes, shall be considered time worked for calculating overtime pay over forty (40) hours.

#### Section 5. Travel Time

Authorized travel time spent in the performance of the job shall be time worked and calculated as overtime pay over forty (40) hours.

#### Section 6. Sunday

All employees working on Sunday shall be paid at the rate of one and one half ( $1\frac{1}{2}$ ) times the employees hourly rate for all hours worked on Sunday, unless Sunday is an employee's normal work day.

#### Section 7. Show Up Time

When an employee shows up for work, or those that are in transit that live five (5) miles or greater from their bus location, and said work is cancelled, re-scheduled, or cancelled due to equipment failure, the employee shall be paid two (2) hours pay.



Section 8. Standby Pay

When an employee is asked to standby, he/she shall be paid standby pay of the rate of \$9.50 per hour per standby time.

Section 9.

Anyone excluded from the bargaining unit shall not drive a bus for the purpose of transporting passengers, when a driver is available.

Section 10.

Any existing driver as of 7/1/12, not residing in Louisa County, will be paid for travel from Mediapolis to the Louisa County Sheriff's office at a rate of \$12.25/day, as long as the bus resides at the Louisa County Sheriff's office. This applies only to the Louisa County route.

Section 11.

When an employee is called in to transport riders they will be guaranteed a minimum of (2) hours pay.

**ARTICLE 6  
LEAVE WITH PAY**

The following section will be authorized leave with pay for all employees, which will not be charged to PTO time, for the following reasons:

Section 1. Jury Duty

All full time and scheduled part time employees shall be paid full pay for absence from work while called to serve as a juror, or while called to testify as a witness in connection with the employee's work with the Employer. This is intended to mean that the employee shall receive full pay for wages lost during the employee's scheduled working hours, less any pay received for such jury duty or witness fees, (it is noted that mileage and meal reimbursement to the employee is not considered a part of this package), due to examination, selection and/or actual service on a jury, or due to serving as such a witness.

The employee will provide the Employer with written verification of any jury service or witness service and proof of the amount the employee was paid for such service. This verification will be furnished to the Employer as soon as practicable upon returning to work. The employee shall report to the immediate supervisor when released from jury or witness service during the first six (6) hours of the work shift.

Section 2. Military

For active duty in any branch of the Armed Forces of the United States of or the State of Iowa, for the period of such active State or Federal service during the first thirty (30) days of such leave of absence in conformity with Chapter 29A.28 of the Code of Iowa, as amended.

### Section 3. Funeral Leave

In the event of death in the family of an employee, all full time and scheduled part time employees shall be granted an absence of up to five (5) days with pay. For this purpose, immediate family is defined as including spouse, partner, children, step-children, father, mother, step-father, step-mother, brother, and sister, step-brother and step-sister.

All full time and scheduled part time employees shall be granted an absence of up to three (3) days with pay for brother-in-law, and sister-in-law, son-in-law, and daughter-in-law, grandparents, spouse or partner's grandparents, grandchildren, and step-grandchildren.

### Section 4.

Any employee on paid leave shall continue to accrue leave benefits only until such time as paid leave is exhausted.

## **ARTICLE 7 LEAVE WITHOUT PAY**

### Section 1.

The Employer may grant, at its sole discretion, an unpaid leave of absence for an employee. The employee must request an unpaid leave in writing. The employee will not lose any seniority during such leave.

### Section 2. Military Leave

Persons called to serve in the Armed Forces of the United States and the State of Iowa will be considered to be on leave without pay for the duration of such service after the first thirty (30) days of such service in conformity with Chapter 29A.28 of the Code of Iowa, as amended, and will upon discharge, be reinstated to their former position or one similar to it without loss of seniority. Application for such reinstatement must be filed within thirty (30) days after discharge from the Armed Forces.

### Section 3.

An employee designated by the Union to represent it at an international, state, district meeting which requires his/her absence from duty shall be granted the necessary time off without pay.

### Section 4.

Employees may take time off without pay and without using their PTO under the following conditions:

- If the scheduler can find a substitute driver
- After all available PTO has been used
- No more than two days in a row
- And solely at the discretion of the Transit Director

## ARTICLE 8 HOLIDAYS

### Section 1.

The following are declared to be legal holidays for all full time and scheduled part time employees covered by this Agreement.

New Years Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
2 Flex Holidays

Flex holidays are selected by the employee and must be confirmed by Management before taking leave. Eligible dates to choose from are: President's Day, Good Friday, Columbus Day, Christmas Eve Day, and New Years Eve Day; or you may choose your own birthday (not another person's). These are the only days an employee may use for a Flex Holiday. These Flex Holidays are to be used before the end of each fiscal year, June 30, and cannot be carried over to the next year.

### Section 2.

When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. When the holiday falls on a Sunday, the holiday shall be observed on the following Monday.

### Section 3.

All full time drivers shall receive eight (8) hours pay for all holidays. All scheduled part time employees shall receive four (4) hours pay for all holidays.

### Section 4.

To be eligible for holiday pay, an employee must have worked their last full scheduled workday immediately before and their first full scheduled workday immediately after such holiday.

### Section 5.

Any employee on unpaid leave of absence or layoff is not eligible for holiday pay. Any employee off work due to an on-the-job injury or paid leave of absence will not receive holiday pay after the first thirty (30) days of absence.

Section 6.

All employees shall be paid at the rate of one and one-half (1 ½) times their regular hourly rate for any holiday worked when required. This is in addition to any Holiday pay earned.

Section 7.

If a holiday falls while an employee is on excused leave, it will be counted as a holiday and paid as such.

**ARTICLE 9  
HEALTH HAZARD INOCULATIONS**

Section 1.

When employees exposed to health hazards by direct contact the Employer will arrange and provide for inoculations or vaccines recommended by the Health Department. Employer shall provide Hepatitis, T.B. vaccinations and flu shots for all drivers.

**ARTICLE 10  
INSURANCE**

Section 1. Health Insurance

Regular full-time employees only (anyone working 30 hours and over) are eligible to participate in SEIBUS provided group health insurance program.

The Employer will pay one hundred (100%) of the premium for an employee's single coverage health insurance policy. If the employee wishes to receive family insurance they will pay the difference between the single policy and the family policy.

Section 2. Life Insurance

The Employer will pay the premium for group life insurance for each full-time employee.

Section 3. Disability Insurance

The Employer will pay for Short Term and Long Term Disability insurance for each full-time employee.

Section 4. Dental

Employees have the option of purchasing dental insurance. The employee will pay the full cost 100% of the dental insurance plan.

Section 5.

Prior to any change in insurance policy or carrier, Employer agrees to meet and confer with the Union. Employer will substantially maintain the current levels of benefits and coverage. However the final decision on carrier and policy shall be made by the Employer.

## **ARTICLE 11 DUES DEDUCTION**

### **Authorization:**

Upon receipt of a lawfully executed, written authorization from an employee which may be revoked in writing any time, by giving thirty (30) days written notice to the Employer and Union, the Employer agrees to make monthly deductions from the wages of such employee and remit such deduction by the end of the month to the business address of the Union, with the accompanying list of employees in the bargaining unit, identifying from whom payroll deductions were made. The Union will notify the Employer in writing of the exact amount of such authorized deductions to be made. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

The parties further agree that if any changes in the law occur while this agreement is in effect; the parties shall execute any and all agreements necessary to comply with the new laws and Code of Iowa.

## **ARTICLE 12 WAGES**

### **Section 1.**

The wage increases will take effect on July 1<sup>st</sup> of each of three years beginning with July 1, 2015 (see Appendix 1)

Wages: 1<sup>st</sup> year (FY2016) 3% increase; 2nd year (FY2017) 3% increase; and 3rd year (FY2018) 3% increase.

### **Section 2.**

All employees who work a schedule between 6:00 PM and 6:00 AM shall receive an additional \$ .50 an hour pay for the shift differential for the hours worked during that period.

### **Section 3. Mileage**

When an employee is required to furnish the employee's personal vehicle to complete a task for the employer, which includes a condition of employment requirement, the employee shall be paid for all mileage incurred. Mileage rate shall be the allowable rate established by the I.R.S.

**ARTICLE 13  
PTO TIME**

The Employer's Paid Time Off (PTO) policy provides employees with an entitlement of days away from work with pay. PTO combines vacation and sick leave into one type of leave. PTO must be scheduled in advance and approved by Management, except in cases of illness or emergency. There is no guarantee that the PTO request will be approved. PTO is earned on an employment year basis, but accrues at an established rate per pay period. Employees cannot have a negative PTO balance.

Annual PTO accruals are based on the position classification worked by eligible employees and the length of service. To the extent any PTO remains at the end of a fiscal year, an employee can carry over at most 25% of his potential annual accrual amount. Thus, an employee's PTO balance cannot exceed the total PTO hours he or she can accumulate in one year, plus 25%. An employee that reaches the PTO accrual maximum will cease to accrue PTO hours until sufficient PTO time has been taken to bring the balance below the maximum.

This PTO policy does not cover scheduled holidays, bereavement leave, military leave, or jury or witness duty. Once an employee has exhausted all of his or her accrued PTO time, additional absences, assuming they are approved by Management, will not be paid unless they fall under another Article in this Agreement.

The maximum accruals outlined in the following table are based upon full time and scheduled part time positions. PTO does not accrue on overtime hours or unpaid leaves. PTO accrual is pro-rated for scheduled part time employees. Accrual amounts are credited according to the payroll schedule. The maximum amount of hours the employee can possibly accrue will be advanced in full to the employee's PTO account on July 1<sup>st</sup> of each fiscal year. Employees may draw up to fifty % (50%) of their potential annual accrual amount for the first six months of the fiscal year, with the stipulation that any PTO taken but not earned prior to separation will be deducted from the employee's last paycheck. In the event that paycheck is not sufficient, the employee will be invoiced for the remainder of the funds owing based on the following table.

**ALL FULL TIME EMPLOYEES PTO**

Years of Service	Potential Annual Accrual Amount	Maximum Allowable in PTO Balance
0 to 3	160 Hours	200 Hours
4 to 6	192 Hours	240 Hours
7 to 10	216 Hours	270 Hours
10 +	240 Hours	300 Hours

## **ALL SCHEDULED PART TIME EMPLOYEES PTO**

Years of Service	Potential Annual Accrual Amount	Maximum Allowable in PTO Balance
0 to 3	80 Hours	100 Hours
4 to 6	96 Hours	120 Hours
7 to 10	108 Hours	135 Hours
10 +	120 Hours	150 Hours

### **ARTICLE 14 PHYSICALS**

#### Section 1.

All employees shall be compensated for the cost of any Company scheduled physicals or testing.

### **ARTICLE 15 EMPLOYEE RIGHTS**

#### Section 1.

The employee shall have the right, upon request, to inspect their personnel file.

#### Section 2.

The employee may designate a Union representative to inspect said file. The Union representative, must have a request form signed by the employee. The employee or the steward, will have a reasonable amount of time to obtain said file. No material referring to the employee's job competence or conduct shall be placed in the file without the employee's knowledge and the opportunity to attach their comments. A copy of any entry pertaining to job competence or conduct will be given to the employee.

#### Section 3.

The initial discussion of a probationary, special or annual evaluation shall take place solely between an employee and his/her immediate supervisor. Thereafter an employee may be accompanied by a Union representative where job conduct or said performance evaluation is reviewed in a conference with management.

#### Section 4.

The employee has the right to hold Union office, seek Union assistance, file a grievance or use other benefits of this Agreement according to the terms set forth without reprisal, repression, intimidation, prejudice, or discrimination.

#### Section 5.

Any information obtained by the Employer through the use of the Employers issued phones will be grievable.

**ARTICLE 16  
SAFE EQUIPMENT**

Section 1.

Employees shall not be required to drive busses that do not meet all safety requirements of City, State and Federal Laws.

**ARTICLE 17  
DISCIPLINE AND DISCHARGE**

The parties recognize the authority of the employer to discipline or discharge employees. Disciplinary action or measures may include any of the following:

Oral reprimand

Written reprimand - Notice to be given in writing and sent to Business Representative.

Suspension - Notice to be given in writing and sent to the Business Representative.

Discharge - Notice to be given in writing and sent to the Business Representative.

Disciplinary action may be imposed upon an employee only for failure to fulfill his/her responsibilities as an employee or for any other just cause.

Disciplinary action shall be progressive for minor offenses; major offenses may be punished as management determines.

If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before the other employees or the public.

The Business Representative shall receive written notice of any final written reprimand, suspension or discharge imposed upon an employee within two (2) working days of the time such action is taken. This written notice may be faxed to the office of the Business Representative.

In the case of any suspension or discharge, the union may skip to step 3 of the grievance procedure.



**ARTICLE 18  
REPRESENTATIVES AND STEWARDS**

**Section 1.**

Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions and ascertaining that the Agreement is being adhered to, provided that Union representatives first give notice to the Employer by email or phone call.

**Section 2.**

New hires will be given a list of names and telephone numbers of the Stewards. The Union Representative will be given a list of names, addresses and phone numbers of all new hires and their hire date within five (5) days of their hire date.

**Section 3.**

The Union will provide a list of all Union Stewards to the Company within a reasonable amount of time.

**Section 4.**

Any time a Chief Steward needs to meet with the Employer to discuss a grievance that Steward will be on Employer time as long as that Steward is full time or still on the clock. The Union will pay two Stewards or employees who are involved in contract negotiations.

**ARTICLE 19  
DURATION OF AGREEMENT**

THIS AGREEMENT shall be effective from July 1, 2015 and shall continue to remain in full force and effect until its expiration on June 30, 2018.

During the life of this Agreement, neither the Employer nor Union will be required to negotiate on any further matters affecting this Agreement or any other subjects not specifically set forth in this Agreement. Should either party desire to modify, amend, or terminate this Agreement, written notice must be served on the other party before October 15, 2015

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives this \_\_\_\_ day of \_\_\_\_\_, 2015

Southeast Iowa Regional Planning Commission,    TEAMSTERS LOCAL 238  
(SEIBUS)

By \_\_\_\_\_  
Brent Schleisman, SEIRPC Chairman

By \_\_\_\_\_  
Secretary/Treasurer

By \_\_\_\_\_  
Mike Norris, SEIRPC Executive Director

By \_\_\_\_\_  
Business Representative

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

## APPENDIX A

Emp #	Seniority	Last	First	07-1-15 Wage	7-1-16 Wage	7-1-17 Wage
17	6/30/2004	Spiker	Randy	\$ 13.25	\$ 13.64	\$14.05
18	7/16/2004	Yocum	Joe	\$ 13.25	\$ 13.64	\$14.05
21	11/15/2004	Smith	Nancy	\$ 12.89	\$ 13.27	\$13.67
39	3/21/2006	Ewinger	Dave	\$ 12.25	\$ 12.61	\$12.99
40	4/4/2006	Heckenberg	Art	\$ 12.59	\$ 12.96	\$13.35
41	4/24/2006	Callas	Jack	\$ 11.92	\$ 12.27	\$12.64
53	6/6/2007	Hunter	Marilyn	\$ 11.92	\$ 12.27	\$12.64
97	8/25/2008	Heckenberg	Terry	\$ 11.60	\$ 11.95	\$12.30
102	10/13/2008	Huebner	Gerald	\$ 15.30	\$ 15.75	\$16.23
112	7/2/2012	Nuss	Larry	\$ 11.60	\$ 11.95	\$12.30
122	7/2/2012	Rader	Terry	\$ 11.60	\$ 11.95	\$12.30
123	8/1/2012	Booth	Paul	\$ 11.60	\$ 11.95	\$12.30
124	8/2/2012	McClinton	Deni	\$ 11.60	\$ 11.95	\$12.30
133	7/3/2013	Bush	Jerry	\$ 11.60	\$ 11.95	\$12.30
134	12/9/2013	Sapp	Sheila	\$ 11.60	\$ 11.95	\$12.30
139	6/2/2014	Crowner	Christine	\$ 11.60	\$ 11.95	\$12.30
141	10/13/2014	McLachlan	Jackie	\$ 11.60	\$ 11.95	\$12.30
144	3/3/2015	McPherson	Gary	\$ 11.60	\$ 11.95	\$12.30
146	5/6/2015	Ballew	Sue	\$ 11.60	\$ 11.95	\$12.30
	NEW DRIVERS			\$ 11.60	\$ 11.95	\$12.30

# RLF Application: Bark & Play Daycare & Suites

NB #2

# Memo

To: Mike Norris, Executive Director  
From: Jeff Hanan, Assistant Director/RLF Administrator  
Date: June 16, 2015  
Re: Bark & Play

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Bark & Play Daycare & Suites, through primary lender Midwest One Bank, has applied for \$30,000 in revolving loan funds to be used for the purpose of building acquisition.

The project is consistent with the goals and objectives outlined in the SEIRPC RLF Work Plans. The project is expected to help retain 3 jobs.

On Thursday, June 11, 2015, the SEIRPC Loan Review Committee met to consider the application. The Committee voted to recommend funding the request under the following terms:

- Total Loan Amount: \$30,000 from the following source:
  - o EDA I = \$30,000
- Term: 10-year amortization
- Interest Rate: 4%
- Collateral: Real Estate Mortgage on 312 Dry Creek Avenue; General UCC business lien filing; Personal Guaranty

This memo is being submitted for the approval of the loan request by the SEIRPC Board of Directors.

# RLF Application: Rushmore Pain & Medicine, Inc.

NB #3



# Memo

To: Mike Norris, Executive Director  
From: Jeff Hanan, Assistant Director/RLF Administrator  
Date: June 16, 2015  
Re: Rushmore Pain & Medicine, Inc.

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Rushmore Pain & Medicine, Inc., through primary lender Two Rivers Bank & Trust, has applied for \$100,000 in revolving loan funds to be used for the purpose of working capital.

The project is consistent with the goals and objectives outlined in the SEIRPC RLF Work Plans. The project is expected to help create 6 job.

On Thursday, June 11, 2015, the SEIRPC Loan Review Committee met to consider the application. The Committee voted to recommend funding the request under the following terms:

- Total Loan Amount: \$100,000 from the following source:
  - IRP I = \$100,000
- Term: 10-year amortization
- Interest Rate: 4%
- Collateral: Real Estate Mortgages on personal properties; personal property; secondary assignment of life insurance; General UCC business lien filing; Personal Guaranty

This memo is being submitted for the approval of the loan request by the SEIRPC Board of Directors.



# Reasonable Modification Update

NB #4





# MEMO

To: Mike Norris, Executive Director

From: Nicole Baker, Transit Director

Date: 6/22/2015

Re: Reasonable Modification

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Based on a recent ruling by the USDOT, SEIRPC needs to modify its Non-Discrimination Policy and Discrimination Complaint Form slightly to accommodate the new rule.

The final rule, "[Transportation for Individuals with Disabilities; Reasonable Modification of Policies and Practices](#)", was issued to specify what reasonable modifications/accommodations are needed to avoid discrimination. The rule also attempts to ensure programs are accessible to individuals with disabilities. This rule takes effect July 13, 2015.

The responsibility of entities to make requested reasonable modifications is not without some limitations. There are four classes of situations in which a request may legitimately be denied:

1. Where granting the request would fundamentally alter the entity's services, programs, or activities.
2. Where granting the request would create a direct threat to the health or safety of others.
3. Where without the requested modification, the individual with a disability is able to fully use the entity's services, programs, or activities for their intended purpose.
4. Where granting the request would cause an undue financial and administrative burden. In the examples that are included in the Federal Bulletin, these limitations are taken into account.

At this time SEIRPC and SEIBUS do not need to change any business practices. However, adjustments are necessary to our policy statements, written procedures and complaint forms. The policy adjustments are essentially stating in clear language that reasonable modifications will be made for equal access to SEIRPC programs and activities.

Attached is a modified complaint form and non-discrimination policy ready for adoption. The request form will be completed shortly and does not need board adoption. Please let me know if you need additional information or have questions.

## Southeast Iowa Regional Planning Commission Non-Discrimination Policy

**Title VI:** In accordance with Title VI of the Civil Rights Act of 1964 SEIRPC will not discriminate in employment, or in the provision of public transit services on the basis of gender, race, age, religion, physical or mental disability, color, sexual orientation, marital status, family status, national origin, English proficiency, or creed. For more information on SEIRPC nondiscrimination obligations, please contact the Transit Director at the contact info below.

**Americans with Disabilities Act:** In accordance with the requirements of Title II of the Americans with disabilities Act of 1990 (ADA), SEIRPC will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

**Employment:** SEIRPC does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** SEIRPC will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in SEIRPC programs, services and activities.

**Modifications to Policies and Procedures:** SEIRPC will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a SEIRPC program, service or activity, should contact the SEIRPC Scheduler, at (319)753-5107 as soon as possible, but no later than 48 hours before the scheduled event.

The ADA does not require SEIRPC to take any action that would fundamentally alter the nature of its programs or services or impose any undue financial or administrative burden.

SEIRPC will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

If anyone feels that there has been a violation of this policy, they may file a complaint with the SEIRPC Transit Director by phone at 319-753-5107 or 866-753-5107 or through written correspondence to Transit Director, SEIRPC, 211 N. Gear Avenue, West Burlington, IA, 52655.

If you have not received a satisfactory response from SEIRPC you may also file a complaint with the following two organizations no later than 180 days after the date of the alleged discrimination:

### **Iowa Civil Rights Commission**

400 East 14th Street  
Des Moines, IA 50319-1004  
515-281-4121  
800-457-4416

How to File: <https://icrc.iowa.gov/file-complaint>

Complaint Form: <https://icrc.iowa.gov/forms/complaint-form>

### **Federal Transit Administration's Office of Civil Rights**

Attention: Title VI Program Coordinator  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
816-329-3770

[http://www.fta.dot.gov/civil\\_rights.html](http://www.fta.dot.gov/civil_rights.html)

For more information see "Filing a Title VI Complaint with the FTA."

## **Title VI Discrimination Complaint Form**

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

***Title 42 U.S.C. Section 2000d***

It is the policy of SEIRPC (SEIBUS) to not discriminate in compliance with all federal and state laws:

1. Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. Sections 12101 et seq.) and Section 504 of the Rehabilitation Act of 1973, as amended,;
2. 49 U.S.C. 5332, US DOT's Equal Employment Opportunity (EEO) regulations,;
3. Title VI of the Civil Rights Act of 1964, as amended, and
4. US DOT's Disadvantaged Business Enterprise (DBE) regulations, 49 CFR Part 26.

Please provide the following information necessary in order to process your complaint. A formal complaint must be filed within 180 days of the occurrence of the alleged discriminatory act. Assistance is available upon request by contacting SEIRPC at (319) 753-5107.

### **Web: (on the bus schedules page and also on the job openings page) Rider Complaints**

SEIBUS will not discriminate in employment, or in the provision of public transit services on the basis of gender, race, age, religion, physical or mental disability, color, sexual orientation, marital status, family status, national origin, English proficiency, or creed.

SEIBUS is committed to providing safe, reliable, courteous, and accessible services to its customers. To ensure equality and fairness, SEIBUS is committed to making reasonable modifications to its policies, practices and procedures to avoid discrimination and ensure programs and services are accessible to individuals with disabilities.

For more information on SEIBUS nondiscrimination obligations, please contact the Transit Director at the contact information below.

If anyone feels that there has been a violation of this policy, they may file a complaint with the SEIBUS Transit Director by phone at 319-753-5107 or 866-753-5107 or through written correspondence using this discrimination [complaint form](#) to Transit Director, SEIBUS, 211 N. Gear Avenue, West Burlington, IA, 52655, or via email [here](#).

If you have not received a satisfactory response from SEIBUS you may also file a complaint with the following two organizations no later than 180 days after the date of the alleged discrimination:

#### **Iowa Civil Rights Commission**

400 East 14th Street

Des Moines, IA 50319-1004

515-281-4121

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