

**Southeast Iowa Regional Planning Commission
Executive Board Minutes
3rd Floor Conference Room, Memorial Auditorium
April 22, 2010**

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

Members Absent: Jim Howell

Staff Present: Brian Tapp, Mike Norris, Kim Schisel, Derek Stotlar, and Debbie Laughlin

Guests Present: Jim Davidson, Full Board Member; and Brian Nichols, News Media

Call to order at 12:00 P.M.

Agenda Approval

Tapp stated that Agenda has been revised to include New Business No. 8 - Selection of Archaeological Firm. Motion by Frice to approve the revised April 22, 2010 agenda, second by Trousil. All Ayes, motion passed.

CONSENT AGENDA APPROVAL

Motion by Trousil to accept the consent agenda, second by Frice. All Ayes, motion passed.

Old Business

1. FY09 Audit Report: Schisel stated that she had given John Morrow the wrong date to come to attend the board meeting today, but that he offered to come at another time to explain the FY09 Audit Report. Schleisman stated that he did not think there was a need. Schisel stated that page 36 shows that we have a clean audit, that there are no findings. She further stated that we can take pride in this audit report as it reflects what we are doing as a company. Schisel took the board through the report answering any questions that arose. Tapp stated that John Morrow has been great to work with and that he talks about the future also, giving us ideas on what we could do better. Motion by Trousil to Approve the FY09 Audit Report, second by Frice. All Ayes, motion passed.
2. Amended Purchase Agreement: Tapp stated that a conference call was conducted with EDA, the seller, our realtor, and our attorney, on April 9, 2010 in regard to the EDA grant status. He further stated that in the conversation EDA had good reason to believe that the grant approval would be decided in Washington by the end of April, but that we may not find out the definite results until the Secretary General has time to schedule travel to make an official announcement, which could several weeks or more. Tapp stated that the only changes to the purchase agreement amendment are the closing date changing to June 1, 2010, to allow time for a favorable determination, and a request of an additional \$10 earnest money. Motion by Folluo to Approve the Second Amendment to the Purchase Agreement, second by Trousil. All Ayes, motion passed.

New Business

1. SEIBUS Wheelchair Securement Policy: Tapp stated that the Transit Director drafted a SEIBUS Securement Policy to meet the DOT's recommendations for driver, client, and

vehicle safety. Motion by Folluo to Approve the SEIBUS Securement Policy, second by Trousil. All Ayes, motion passed.

2. Solid and Hazardous Waste Reduction Plan: Stotlar stated that this letter, serving as the Solid and Hazardous Waste Reduction Plan, is a document required by the Iowa Department of Economic Development before SEIRPC can submit requests for disbursement for the local match for the recapitalization of our EDA Revolving Loan Fund. Motion by Trousil to Approve the Solid and Hazardous Waste Reduction Plan, second by Folluo. All Ayes, motion passed.
3. Draft TRAC Committee Structure: Norris stated that the purpose of the SEIRPC Transit Advisory Committee (TRAC) is to provide input and general guidance to the Region 16 Passenger Transportation Plan (PTP.) Norris further stated that PTP is very important for acquiring state and federal funds. Norris stated that the intent of the TRAC Committee Structure is to provide clarification and guidance of the role of the TRAC Committee, which should be structured as an advisory for the PTP, and not for SEIBUS. The board gave direction to staff to bring to the Full Board a clear outline of the TRAC roles. No action necessary.
4. SEIRPC Administrative Procedures and Policies: Tapp stated that the Administrative Procedures and Policies is the initial effort to establish the basic process on numerous items. Motion by Trousil to bring the SEIRPC Administrative Procedures and Policies to the Full Board for Approval, second by Folluo. All Ayes, motion passed.
5. Organizational Structure: Tapp stated that the organizational structure document provides guidance for the Board of Directors and serves as a reference on the structure and hierarchy of the organization. Motion by Frice to bring the SEIRPC Organizational Structure to the Full Board for Approval, second by Trousil. All Ayes, motion passed.
6. Personnel Policies and Procedures Manual: Tapp stated that a few revisions were made to the Personnel Policies and Procedures Manual. Motion by Trousil to bring the summary of the changes to the Personnel Policies and Procedures Manual to the Full Board for Approval, second by Frice. All Ayes, motion passed.
7. EDA Planning Grant, Resolution No. 72-2010: Tapp stated that we received the invitation for the EDA Planning Grant, and this year they have continued the \$61,000 award with a local match of \$61,000 for a \$122,000 budget. He further stated that a majority of these funds are directed toward staff time and the compilation of the Comprehensive Economic Development Strategy, which we are planning to update in 2011. Motion by Folluo to Approve Application of the EDA Planning Grant, Resolution No. 72-2010, second by Trousil. All Ayes, motion passed.
8. Selection of Archaeological Firm: Tapp stated that due to the National Historic Preservation Act, we must have SHPO approval before the expanded parking lot project can be done at the new facility. Motion by Folluo to Approve the Proposal of Bear Creek Archeology to perform the Phase I Cultural Resource Survey for expanded parking at the Gear Avenue facility, second by Trousil. All Ayes, motion passed.
9. Golf Outing: Tapp stated that last year the SEIRPC golf outing was canceled due to conflicts, and then due to weather conditions. The board directed staff to check out

dates available in July and August at Sheaffer Golf Course in Fort Madison. No action necessary.

MATTERS FROM THE FLOOR:

Tapp brought up the letter that was included in the correspondence section of the Consent Agenda from the Attorney General stating that SEIRPC did not break the law when we had a closed session in January. Folluo mentioned the groundbreaking for the new prison in Fort Madison.

Motion to adjourn meeting by Trousil.
Second by Folluo. All Ayes

Meeting adjourned at 12:56 p.m.

Submitted by Debbie Laughlin

Brian Tapp, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____