

Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
August 22, 2013

Members Present: Brent Schleisman, Sue Frice, Gary Folluo, Hans Trousil and Mark Huston
Staff Present: Mike Norris, Debbie Laughlin, and Lori Gilpin

Call to order at 11:00 a.m.

Agenda Approval

Motion by Folluo to approve the August 22, 2013 agenda, second by Trousil. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Norris highlighted some areas of the Director's Report, bringing attention to the sidewalk project at the east entrance of the building which completes the final phase of the building grading project to help with the drainage issues in the basement. He further stated that the windows will be cleaned as part of annual maintenance, and SEIRPC will be power washing (probably will purchase a power washer) accessible parts of the building to remove bird residue and environmental staining. Norris stated that we received an IRS response to the CHDO application after 13 months, and we have been given a two week extension to answer a few questions. Norris further stated that he and Jeff Hanan visited the Johnson County Housing Fellowship (Iowa City) which has been a CHDO since 1990, and we gained some insight into how a CHDO differs from GRHTF, which will be discussed at the September 19th CHDO meeting. Motion by Folluo to accept the consent agenda, second by Huston. All Ayes, motion carried.

Old Business:

1. Board Books – Table of Contents: Norris stated that the sample table of contents was put together to give board members a background of the organization, areas of work, critical documents, and typical schedules. The succession plan is to give a plan of action in case the Executive Director were to leave unexpectedly. Schleisman stated that the City of Mount Pleasant just did a succession plan and that it was a good idea to do that. Norris stated that the board books will be compiled and handed out to board members on a flash drive, making yearly updates convenient. No action necessary.

New Business:

1. Bus Liquidation: Norris stated that the SEIBUS fleet currently numbers 29 vehicles, of which 5 are in excess, and are either smaller, not flexible enough for current and projected routes, or have very high mileage. Folluo made a motion to authorize execution of the vehicle liquidation plan of 5 excess vehicles from SEIBUS fleet, second by Huston. All Ayes, motion carried.

2. Servers – Authorization for Expenditure: Norris stated that SEIRPC is in need of new IT servers, and that replacing the six year old servers had been discussed during the budget process, but were not an immediate concern, however, troubling issues with spam filtration, virus protection, compatibility issues with Exchange calendars and mailboxes, limited storage space, etc. have prioritized the purchase. Norris further stated that Drake Hardware and Software has been our IT provider for 8 years, and they were the sole respondent to our RFQ for when we moved and were set up in this facility. Norris stated that for that reason, as well the consistency as they are the IT provider for the tenants in our building, we would like the board to consider a non-competitive bid. Norris stated that Drake Hardware and Software submitted an updated quote just under \$24,000 for servers, related items and software, and labor, which will be charged to indirect costs. Trousil made a motion to authorize expenditure of up to \$24,000 for the purchase of Servers, etc. from Drake Hardware and Software, second by Folluo. All Ayes, motion carried.

3. SEIRPC Vehicle Loan Authorization: Norris stated that SEIRPC is in the process of changing its company car fleet. He further stated that the 4 vehicles were purchased in 2008 and have a combined 270,000 miles and are at their trade-in value peak. Staff recommends trading in all 4 vehicles and purchasing 3 new vehicles from a local dealer participating in the State of Iowa pricing program. Norris stated that SEIRPC placed \$20,000 in the capital equipment section of the budget to accommodate the expense of 1 new car, but staff projects that with the higher trade-in value, we could purchase three new vehicles for approximately \$24,300. Some discussion was held about the pros and cons of purchasing the vehicles outright as opposed to a loan, but due to not wanting to create a cash flow problem, it was agreed to do a loan, and then see if during the next budgeting process, paying the loan off would be a good option. Trousil made a motion to authorize loan for up to 48 months up to \$25,000 for the purchase of three SEIRPC Vehicles, second by Huston. All Ayes, motion carried.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 11:29 a.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____