

Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
June 23, 2016

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

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

Call to order at 12:08 p.m.

Agenda Approval

Motion by Trousil to approve the June 23, 2016 agenda, second by Frice. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Norris highlighted his directors report and stated that work has been arranged for the building caulking, parking lot spot repair, and window cleaning. Carpets were cleaned over Memorial Day weekend. The Iowa DOT Freight Advisory Committee met June 3rd in Ankeny and reviewed the State Freight Plan (Draft). The plan will be used to guide project development, planning, and programming in the DOT's Five Year Plan for the foreseeable future. Staff is working on cleaning up A/R before the end of the fiscal year. Motion by Folluo to accept the consent agenda, second by Trousil. All Ayes, motion carried.

Old Business:

1. Purchase of Real Estate: To go into Closed Session for the purpose of: To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property as per State Code, Chapter 21.5.1 (j): Frice made a motion to go into closed session at 12:13 p.m., second by Folluo. A roll call vote was taken. All ayes, motion carried.
2. To go back into regular meeting: Folluo made a motion to go back into regular meeting at 12:32 p.m., second by Trousil. A roll call vote was taken. All ayes, motion carried. Motion by Trousil to continue to negotiate in regard to the real estate purchase, second by Trousil. All ayes, motion carried.

New Business:

1. Administrative Policies and Procedures Update: Norris stated that SEIRPC approved its Administrative Policies and Procedures update in May 2010. In September 2015, SEIRPC completed its Federal Transit Administration (FTA) Triennial Review. A finding in that review was the organization's procurement policy was not detailed enough to

meet current expectations. Other areas were identified for updates while reviewing the document to make the recommended changes. Norris went over the areas of the document proposed for changes (noted in red). Contract authority was changed to a table format for clarity, and Executive Director limits on individual contracts changed from \$25,000/mo. To \$30,000/mo. Some other proposed changes include: simplification and update of budget descriptions; procurement structure changes regarding methods, decision making ability, ethics in procurement and conflicts of interest; and added continental U.S. to the travel regulations. Trousil made a motion to approve the Administrative Policies and Procedures Update as recommended, second by Huston. All ayes, motion carried.

2. RLF Loan Extension: Norris stated that Kuckleman Properties has requested a loan extension for their EDA#10-01 loan, through September 30, 2016. His loan was due May 31, 2016, but has requested an extension pending payoff in the fall. The current balance is \$18,049.89. Staff suggests granting the extension with balloon due September 30, 2016. Regular payments are to continue during that time. Huston made a motion to approve the RLF Loan Extension to September 30, 2016 for Kuckleman Properties with regular payments to continue until that time, second by Trousil. All ayes, motion carried.
3. Unrestricted Fund Investment: Norris stated that he and the Finance Director have been discussing the SEIRPC investment policy and reviewing the current finances and budget status. Due to low rates being received through the checking accounts where funds are presently deposited, staff proposes to invest 35% of the unrestricted fund balance in a 12-month CD bearing a minimum of 1.25% APY after July 1 and before August 1. An approximate interest yield off \$350,000 with the target rate is \$4,375. SEIRPC's bank (Two Rivers Bank & Trust) would be approached first for convenience, if desired terms can be reached, otherwise other regional banks will be approached. Trousil made a motion to approve investing 35% of the unrestricted fund balance in a 12-month CD bearing at least 1.25% APY after July 1, and before August 1, 2016, second by Folluo. All ayes, motion carried.
3. Executive Director Evaluation:
To go into Closed Session for the purpose of: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa State Code 21.5 (i). Trousil made a motion to go into closed session at 12:48 p.m., second by Frice. A roll call vote was taken. All ayes, motion carried.
4. To go back into regular meeting: Huston made a motion to go back into regular meeting at 12:56 p.m., second by Frice. A roll call vote was taken. All ayes, motion carried. Trousil made a motion to increase the Executive Director's salary by 4% for FY2017, second by Frice. All ayes, motion carried.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 12:58 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____