

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
May 31, 2012**

Members Present: Brent Schleisman, Jim Davidson, Sue Frice, Hans Trousil, Chris Ball, Mark Hempen, Bob Beck, Kent White, Mark Huston, Jim Howell, David File, Bob Hesler, Steve Bisenius, Michael O'Connor, and Ron Durbin (alternate for Wapello)

Members Absent: Gary Folluo, Klay Edwards, Byron Smith, and Phil Thomas

Guests Present: Nancy Snaadt, Alliant Energy; and Rex Troute, The Hawkeye

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Kim Schisel, and Zach James

Call to order at 12:00 p.m.

### **Agenda Approval**

Motion by Howell to approve the May 31, 2012 agenda, second by File. All Ayes, motion passed.

### **Consent Agenda Approval**

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

### **Guest Presentation:**

Nancy Snaadt, Key Account Manager for Alliant Energy, spoke to bring awareness of investments for improvements that can bring energy rebate checks from Alliant Energy. She mentioned programs for energy efficiency services including help with audits, feasibility studies, training, and tree planting programs to name a few. She had information with her, and directed people to visit their website to find even more information.

### **Old Business**

1. Department Reports: Norris highlighted some of the items on the Development Department report regarding the Great River Housing Trust Fund and Federal Home Loan Bank grants as well as the recently awarded \$299,588 from IEDA (Iowa Economic Development Administration) for SNFC (Single Family New Construction) projects for help with Down payment assistance for 10 homes in Louisa and Des Moines Counties. Norris stated that three RLF loans were approved in April and that marketing efforts are ongoing. Norris reminded the board that to let Tracey Lamm know now about any CDBG (Community Development Block Grant) applications that will be due in the fall. James highlighted some points from the Planning Department report stating that SEIRPC has hired two interns for the summer and that the traffic speed indicators are in the process of being ordered. He further spoke about working on the Lee County General Plan Update which is tied to the proposed Iowa Fertilizer Company development in Lee County, and that a final draft plan should be completed in June. Kuskowski stated that SEIBUS has been working to provide rates and on figuring the most efficient route schedules for the Lee County routes which are tentatively due to begin on July 1st. He stated that 1,400 rides were generated from transit service provided at the May 12<sup>th</sup> Youth Jamboree. No action necessary.

2. Public Hearing – Resolution No. 91-2012: A Resolution to Accept and Receive Update to the FFY2010 – FFY2013 Passenger Transportation Plan (PTP): Schleisman opened the Public Hearing at 12:29 p.m. James stated that the PTP is a required document by the Iowa Department of Transportation’s Office of Public Transit and the purpose of Region 16 PTP is to improve coordination among human service agencies and public transportation providers. James further stated that Iowa DOT now only requires an annual update of the PTP, with a full update every 5 years, and he updated the board on the highlights of the changes from the previous year. Schleisman asked for comments, and there were no comments made. O’Connor made a motion to close the Public Hearing to Approve Resolution No. 91-2012: A Resolution to Accept and Receive Update to the FFY2010 – FFY2013 Passenger Transportation Plan (PTP) at 12:31 p.m., second by Beck. A roll call vote was taken. All Ayes, motion carried. White made a motion to Approve Resolution No. 91-2012: A Resolution to Accept and Receive Update to the FFY2010 – FFY2013 Passenger Transportation Plan (PTP), second by File. A roll call vote was taken. All Ayes, motion carried.
  
3. Public Hearing – Resolution No. 93-2012: A Resolution Adopting the FY2013 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 92-2012: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5213 Funds: Schleisman opened the Public Hearing at 12:32 p.m. James handed out a corrected memo due to adding the summer planning interns to what had been previously stated. James stated that the Final Draft FY2013 TPWP contains the outline for work performed with federal transportation planning dollars for FY2013 and includes completing plans, technical assistance, grant writing, grant administration, project development, public participation, and programmatic duties. James explained that out of the total Transportation Planning Budget of \$245,897, that the federal funding (80%) \$198,318 comes from FHWA SPR, FTA 5311, FHWA STP C/O, and FHWA STP; and that the total local match (20%) will be \$49,579. Schleisman asked for comments, and there there were no further comments made. Beck made a motion to close the Public Hearing: Resolution No. 93-2012: A Resolution Adopting the FY2013 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 92-2012: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5213 Funds at 12:38 p.m., second by Trousil. A roll call vote was taken. All Ayes, motion carried. Bisenius made a motion to approve Resolution No. 93-2012: A Resolution Adopting the FY2013 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program, second by Trousil. A roll call vote was taken. All Ayes, motion carried. Trousil made a motion to approve Resolution No. 92-2012: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5213 Funds, second by Howell. A roll call vote was taken. All Ayes, motion carried.

#### **New Business:**

1. FY2013 – FY2015 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 stated that staff held three meetings with the bargaining unit, the last with a state-appointed mediator. Norris stated that the results include a three year contract with incremental wage increases each year (2%, 3%, and 3%); language formalizing mileage payments for the Louisa Country route; and doctor selection for driver physicals (which will be handled outside of the contract.) Norris further

stated that the Executive Board recommended approval at their April meeting. Bisenius made a motion to approve the FY2013 –FY2015 Agreement Between Southeast Iowa Regional Planning Commission (SEIBUS) and Chauffers, Teamsters and Helpers Local Union No. 238 Affiliated with the International Brotherhood of Teamsters, second by Trousil. All Ayes, motion carried.

2. SEIRPC FY2013 Budget: Norris stated that the FY2013 Budget has been prepared and has been reviewed and recommended by the Finance Committee to the SEIRPC full board for approval. He further stated that the planning assumptions include: Total Income: \$2,193,203; Total Expense: \$2,121,445; Ending Fund Balance: \$71,758; and Projected Year-End Cash: \$605,597. Norris stated that the budget situation is stable for FY2013. Norris also stated that staff reorganization has saved money and increased work load and that the salary compensation reflects an aggregate 3.8% salary increase. Norris further stated that although we face many cuts in state and federal funds, we see new opportunities in the forms of service delivery for state or federal agencies, and regionalization plans for Community Development Block Grant (CDBG) funds, much like the Iowa DOT model for Surface Transportation (STP) funds. Norris further stated that SEIRPC is pursuing a CHDO, which will bring a new source of funding to the region, and should be functional during FY2013. Norris highlighted some other items in the budget and mentioned that the office building is sustainable and that \$5,000 will be taken from cash and added as a line item to the balance sheet for 'Building Maintenance/Improvements' starting in FY2013 and continuing perpetually as long as funds are available. Howell made a motion to approve the SEIRPC FY2013 Budget, second by Trousil. All Ayes, motion carried.
  
3. Draft FFY2013 – FFY2016 Transportation Improvement Program (TIP): James stated that TIP includes all transportation projects that are receiving federal transportation dollars, and must be included in order to be eligible to receive the funding. James highlighted the Regional Surface Transportation Program Target Dollars (STP and TE) received from Iowa DOT for FFY2016, and discussed the project applications for FFY2016 and how they are tentatively ranked by the Technical Advisory Committee (not enough members in attendance, finishing up the rankings by email.) James stated that at the July Full Board meeting, the final approval will be given. No action necessary.

**MATTERS FROM THE FLOOR:**

None.

Motion to adjourn meeting by Davidson, second by Trousil. All Ayes

Meeting adjourned at 1:03 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Jim Howell, Secretary

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

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