

# SOUTHWEST IOWA PLANNING COUNCIL

August 27, 2020, 1:30 p.m.  
ZOOM/TELECONFERENCE

## MINUTES

**Call to Order.** Chair Parkhurst called the meeting to order at 1:31 p.m.

**Roll Call.** The following members were present: Terry Arentson, Marilyn Drake, Debora Frazee, Terry Graham, Dave Jones, AJ Lyman, Charlie Parkhurst, Susan Sheperd, John Straight, Sherman Struble, Todd Valline, Frank Waters, and Brad Wright. A quorum was present. SWIPCO staff present: Tammy DeBord, Alexsis Fleener, Mark Lander, Karen Mauer, John McCurdy, and Rhonda Oliphant. Others Present: Sandra Parmenter.

**Approve Agenda.** Jones moved to approve the agenda and Straight seconded. The motion passed with all ayes.

**Public Hearing – Comprehensive Economic Development Strategy 2020.** Chair Parkhurst opened the public hearing at 1:33 p.m. Fleener reported the CEDS is a five year plan for the region, and gave a brief overview of the plan. No written comments were received. No oral comments were presented. Chair Parkhurst closed the public hearing at 1:50 p.m.

**Approve Minutes – June 25, 2020.** Jones moved to approve the minutes of the June 25, 2020 meeting. Drake seconded and the motion passed with all ayes.

**Approve Financial Reports.** Oliphant presented the June 2020 financials for review. Arentson moved to approve and Struble seconded. The motion passed with all ayes. Oliphant presented the July 2020 financials. Wright moved to approve. Sheperd seconded the motion. The motion passed with all ayes.

**Approve Payment of Bills.** Oliphant presented the bills. Jones moved to approve the bills as presented. Lyman seconded the motion. The motion passed with all ayes.

**Approve Agency Expenditures.** None presented.

**Approve Limited English Proficiency (LEP) Plan.** McCurdy explained this is a required document for SWIPCO/SWITA to keep on file in the event we have a limited English speaking customer and how to help them. Arentson moved to approve the plan as presented. Graham seconded. The motion passed with all ayes.

**Review and Adopt Title VI Non-Discrimination Assurances.** McCurdy presented the updated plan for review. The plan is required by the Iowa DOT. Wright moved to approve the Title VI Non-Discrimination Assurances Plan. Sheperd seconded. The motion passed with all ayes.

**Review and Adopt Amended Driver PTO Policy.** McCurdy explained the current PTO plan for drivers is a tiered plan with a maximum of 35 hours per year based on the hours worked the previous year. The new plan will still be based on the amount of hours worked the previous year, however they will be calculated with hours worked times .02 with a

maximum of 40 hours of PTO. Jones moved to approve the driver PTO change to a maximum of 40 hours per fiscal year based on the hours worked the previous year. Graham seconded and the motion passed with all ayes.

**Review and Adopt Amended Agency Chain of Command.** McCurdy explained the current chain of command in the absence of the executive director listed in the administrative policies is from 2018 and shows the chain as follows: Transit Director, Human Resources Coordinator, Finance Manager, Designee of one of the above. Due to staff and position changes the new proposed chain of command in the absence of the Executive Director is: Transit Director, Administrative Services Director, Community Development Director, Designee of one of the above. Drake moved to approve the chain of command in absence of the executive director to be: Transit Director, Administrative Services Director, Community Development Director, Designee of one of the above. Valline seconded and the motion passed with all ayes.

**Transit Report.** Lander presented the transit report.

- Miles 108,085 (+9,362); Rides 18,661 (+2,173); Hours 6,909 (+513). These are increases over June totals. Also please note these do not include CWI's July FWD numbers.
- Work routes continue to recover their rides, including more than 3,400 in July which is usually a slower month due to slow manufacturing and closures for the 4<sup>th</sup> of July holiday.
- Taxi routes are also returning to more normal numbers with 3,291 rides in July, up 375 from June.
- Workshop rides are slower to recover due to many still not riding, and those that are running are at approximately 25% of normal ridership.
- School rides are similar to previous years.

**Planning Report.** Fleener reported, see attached.

**Housing and Southwest Iowa Housing Trust Fund Report.** Fleener reported, see attached.

**Business RLF Report.** McCurdy reported, see attached Executive Director's report.

**Director's Report.** McCurdy reported, see attached.

**Public Comment Period.** None Presented.

**Board Sharing.** Valline shared the city of Harlan was awarded an Iowa League of Cities award for their Plaza Project.

**Other Business.** None Presented.

**Adjourn.** Graham moved to adjourn the meeting, and Drake seconded. Chair Parkhurst adjourned the meeting at 2:37 p.m.