

SOUTHWEST IOWA PLANNING COUNCIL

December 10, 2020, 1:30 p.m.

ZOOM

Meeting ID: 823 2375 4492

Passcode: **088077**

Minutes

1. **Call to Order.** Chair Parkhurst called the meeting to order at 1:31 p.m.
2. **Roll Call.** Board Members Present: Terry Arentson, Alan Armstrong, Richard Crouch, Terry Graham, Dave Jones, Charlie Parkhurst, Donna Robinson, Sherman Struble, Todd Valline, Frank Waters, and Brad Wright. Staff Present: Tammy DeBord, Alexis Fleener, Mark Lander, Karen Mauer, John McCurdy, Rhonda Oliphant, and Kristine Stokes. Others present: Anne Travis, City of Sidney.
3. **Approve Agenda.** Struble moved to approve the agenda. Crouch seconded. The motion passed with all ayes.

*If any board member has a conflict of interest with any agenda items, please state your conflict of interest now.

4. **Approve Minutes – October 22, 2020 and November 18, 2020.** Robinson moved to approve the minutes and Jones seconded. The motion passed with all ayes.
5. **Approve Financial Report.** Oliphant presented the financials for review. Arentson moved to approve the financials. Struble seconded and the motion carried with all ayes.
6. **Approve Payment of Bills.** Oliphant presented the check list. Waters moved to approve the payment of bills. Armstrong seconded. The motion passed with all ayes.
7. **Approve Agency Expenditures.** None presented.
8. **Discuss and Approve selection of Marketing and Website Development Contractor.** McCurdy explained he had reserved \$100,000.00 in CARES Act funding for a SWITA website and marketing of SWITA. Staff contacted multiple firms with an RFP and four responded. Those were:
 - a. Heartland Marketing Group, Early, Iowa, \$25,710.00.
 - b. Amperage Marketing, Cedar Rapids, Iowa, \$36,210.00.
 - c. Emspace & Lovgren, Omaha, NE, \$110,000.00 year 1, \$98,000.00 year 2, and \$37,000.00 year 3.
 - d. OBI Creative, Omaha, NE, \$100,000.00.McCurdy recommended going with Amperage Marketing in Cedar Rapids. While he would have liked to use the lowest bidder, they were the only company to not reach out and have an interview to get a good sense of what SWITA is looking for, and their proposal was not in line with the others. Amperage showed the most in line with the need as well as the best cost for that service. Wright moved to approve Amperage Marketing proposal for marketing and website design. Arentson seconded that motion. Motion passed with all ayes.

- 9. Review and Approve SWIPCO Membership Fees for FY2022.** The current fee schedule is \$0.65 per capita for member cities and counties for Southwest Iowa Planning Council. Struble moved to continue the current membership fee of \$0.65 per capita. Robinson seconded the motion, and the motion passed with all ayes.
- 10. Review and Approve SWITA Support Fees for FY2022.** The current support fees for SWITA are \$6,000.00 per county, \$8,000.00 city of Atlantic, and \$5,000.00 from the cities of Glenwood, Harlan, Missouri Valley, and Red Oak. Crouch moved to retain the current support fees and Struble seconded. The motion passed with all ayes.
- 11. Annual Equal Employment Opportunity Report and Plan Amendment.** McCurdy presented the plan for review. Changes include the EEO officer has changed from Alexis Fleener to Daurine Petersen. Armstrong moved to approve the EEO Report and Plan as presented. Wright seconded. The motion carried.
- 12. Annual Approval of Health Reimbursement Arrangement Policy.** McCurdy presented the HRA policy for review. The only change to the plan is the dates. Struble moved to approve the plan as presented. Armstrong seconded the motion. The motion carried.
- 13. Discuss and Approve Extension of Driver Covid 19 pay (+2.50/hour) through 6/30/2021.** This pay is for drivers who are driving covid 19 positive customers. It only applies to when the hours they are directly driving a positive customer, not all their hours. Arentson moved to approve the extension of the covid 19 pay for drivers through June 30, 2021. Crouch seconded the motion. The motion passed with all ayes.
- 14. Transit Report.** Lander reported:

 - a. 128,335 miles (-49,132); 25,049 rides (-10,111); 7,561 hours (-3,332).
 - b. Decreasing in rides:
 - i. Glenwood Resource Center -3,620
 - ii. Vodec -1,000
 - iii. Clarinda Craft Fair -900
 - c. Increasing in rides:
 - i. Work routes +1,200
 - d. These numbers do not include October FWD numbers which are 6,173. These rides will be added on to the November numbers.
 - e. Test Iowa started operation at the Council Bluffs SWITA facility on Monday and is running smoothly so far.
 - f. SWITA will begin transportation for second shift from Atlantic to OSI in Oakland on December 14th. We are expecting this route to transport between 12-18 people to work per day.
- 15. Community Development Report.** Fleener reported, see attached.
- 16. Housing Report.** Fleener reported, see attached.
- 17. Director's Report.** McCurdy reported, see attached.
- 18. Public Comment Period.** None presented.

19. Board Sharing. None presented.

20. Other Business. Parkhurst thanked Waters for his years of service on the board as this was his last meeting. Robinson congratulated DeBord on her 13 year anniversary with SWIPCO. Everyone was wished a Merry Christmas.

21. Adjourn. Wright moved to adjourn the meeting at 2:29 p.m. Struble seconded.

The members of the Southwest Iowa Planning Council Board are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. Due to the Public Health Emergency, it is not advised to have gatherings of more than 10 people. The meeting is being held by zoom originating from the SWIPCO office at 1501 SW 7th St., Atlantic, IA 50022. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.