

SOUTHWEST IOWA PLANNING COUNCIL

January 28, 2021 1:30 p.m.

Via Zoom

Meeting ID: 876 2881 0848

Password: 534848

MINUTES

1. **Call to Order.** Chair Parkhurst called the meeting to order at 1:30 p.m.
2. **Roll Call.** DeBord took roll call. Policy Council Members present: Terry Arentson, Debora Frazee, Lynn Grobe, Charlie Parkhurst, Susan Sheperd, Matt Smith, Sherman Struble, Todd Valline, and Brad Wright. A quorum was present. Staff present: Tammy DeBord, Alexis Fleener, Mark Lander, Karen Mauer, John McCurdy, and Rhonda Oliphant. Others present: Apryl DeLange, attorney representing ICAP.
3. **Approve Agenda.** Arentson moved to approve the agenda and Struble 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. **Closed Session under Iowa Code Section 21.5 (c): To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.**
 - a. Wright moved to enter closed session at 1:33 p.m. and Arentson seconded. A roll call vote was taken with all ayes.
 - b. Smith moved to close the closed session at 1:52 p.m. Sheperd seconded the motion. A roll call vote was taken with all ayes.
 - c. Wright moved to enter open session and Arentson seconded. A roll call vote was taken with all ayes.
5. **Discuss and Approve FY20 Audit.** McCurdy explained the auditors had the board table the audit in October when presented due to lack of information on how to report CARES Act funding. No further guidance has been issued and no changes have been made since that time. Sheperd moved to approve the audit. Valline seconded and the motion carried with all ayes.
6. **Approve Minutes – December 10, 2020.** Struble moved to approve the minutes of the December 10, 2020 meeting. Valline seconded the motion.
7. **Approve Financial Report.** Oliphant presented the financial reports. She pointed out the transit miscellaneous income is over 1000% due to sale of advertising on buses sold, sale of office furniture, and the reimbursement of bus cleaning fees. Under transit expenditures there are purchases for transit office furniture and new buses. Sheperd moved to approve the financials. Struble seconded. The motion passed.
8. **Approve Payment of Bills.** Oliphant presented the payment of bills. She pointed out checks 59247 for new buses and 59346 for transit office furniture. Arentson moved to approve the payment of the bills. Wright seconded and the motion passed with all ayes.
9. **Approve Agency Expenditures.** None presented.

- 10. Annual review and Approval of Agency Code of Conduct.** McCurdy presented the annual code of conduct. The code includes a conflict of interest statement the board members need to sign and return to SWIPCO. Smith moved to approve the code of conduct and Struble seconded. The motion carried.
- 11. Discuss and Approve Section 125 Benefits Plan – Adopting Resolution 2021-1.** Mauer presented the Section 125 Plan. The plan explains the benefit package available to employees, who is eligible and when. Changes include an extended grace period for the flex plan as well as allowing a one-time non-life event change. Wright moved to approve. Frazee seconded the motion. The motion passed with all ayes.
- 12. Discuss and Approve EDA Covid Loan Program Administrative Rules.** McCurdy presented the plan for review. The program is a \$500,000 fund to be loaned out to businesses struggling due to Covid 19. It is 0% interest and does not have the job requirements the other RLF program has. Awardees may also defer payments for the first year. Valline moved to approve the EDA Covid Loan Program Administrative Rules. Arentson seconded. The motion passed with all ayes.
- 13. Discuss and Approve Covid Sick Leave/Family Leave Extension Through June 30, 2021.** McCurdy explained the CARES Act Sick Leave expired on 12/31/2020, however it was renewed as an optional benefit. He would like to continue this option for employees who may have symptoms, be exposed, or come down with COVID 19. Frazee moved to approve and Sheperd seconded. The motion passed with all ayes.
- 14. Review and Award Bids for the Covid Recovery Partnership Contracts.** McCurdy explained SWIPCO was granted EDA funds to help with covid recovery in the six counties of Cass, Fremont, Harrison, Montgomery, Page and Shelby. RFP's were requested to work with local entities in each county to help with the recovery. McCurdy recommends partnering with:
 - a. Harrison County Development Corporation, \$30,000.
 - b. Shelby County Chamber of Commerce and Industry, \$30,000.
 - c. Cass/Atlantic Development Corporation, \$30,000.
 - d. Montgomery County Development Corporation, \$30,000.
 - e. Clarinda Economic Development Corporation, \$15,000.
 - f. Shenandoah Chamber and Industry Association, \$15,000 for Page County & \$30,000 for Fremont County.
 - g. Struble made a motion to approve the partnership contracts as presented. Frazee seconded. Valline abstained from the vote, with all remaining council members voting aye.
- 15. Appoint Nominating Committee.** Parkhurst, Valline, and Struble volunteered for the nominating committee.
- 16. Appoint Mike Kolbe (Harlan) to the Business RLF Loan Board.** Wright moved to appoint Mike Kolbe to the Revolving Loan Fund Board. Arentson seconded. The motion passed with all ayes.
- 17. Transit Report.** Lander reported:
 - a. 25,762 (-3,483) rides; 131,736 (-24,469) miles, and 7,594 (-2,231) hours
 - b. Work routes continue to have a strong ridership.

- i. A second shift has been added to the Atlantic to OSI route December 14, 5-15 riders daily so far.
 - ii. Staff is working on an Shenandoah-Red Oak route for OSI and hope to begin in a few months.
- c. Workshop transportation continues to be low, but hope to pick up by mid spring.
- d. Glenwood Resource Center is back to near normal shuttle operations in January, and February is expected to be even better. Normal rides are between 2,500-3,000.

18. Planning Report. Fleener reported, see attached.

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

20. Business RLF Report. McCurdy reported:

- a. The RLF board met last week to approve the Covid RLF Administrative plan.
- b. Mike Kolbe is a new board member.
- c. All loans are up to date, and the loans that had deferred payment or were paying interest only are back to regular payments as of January 2021.

21. Director's Report. McCurdy reported:

- a. Test Iowa Site in Council Bluffs is going well with the exception of the property being broken into and two catalytic converters stolen out of buses.
- b. Homes for Iowa has sold all of its production for 2021 and is currently taking orders for 2022.
- c. With the change in administration on the federal level, masks are now required on SWITA buses.

22. Public Comment Period. None presented.

23. Board Sharing. None presented.

24. Other Business. None presented.

25. Adjourn. Wright moved to adjourn the meeting at 2:45 p.m. Struble seconded. The motion passed.

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.