

SOUTHWEST IOWA PLANNING COUNCIL

May 26, 2022, 1:30 p.m.
Atlantic Golf and Country Club (102 W. 29th St., Atlantic)
OR via ZOOM
Meeting ID: 837 6164 2498
Passcode: 576525

MINUTES

1. **Call to Order.** Chair Valline called the meeting to order at 1:34 p.m.
2. **Roll Call.** Members present were: Terry Arentson, Alan Armstrong (zoom), Chris Clark (zoom), Grace Garrett, Lynn Grobe, AJ Lyman, Charlie Parkhurst, Donna Robinson, John Straight, and Todd Valline. Staff present were: Tammy DeBord, Alexis Fleener, Mark Lander, Karen Mauer, John McCurdy, Rhonda Oliphant, and CJ Petersen. Others present: Ron Kohn.
3. **Approve Agenda.** Robinson moved to approve the agenda and Parkhurst seconded. The motion passed with all ayes.
4. **Discuss/Approve Nomination for Vacant At-Large Board Position (currently Deb Frazee, who has retired) – Ron Kohn, Mayor of Glenwood.** McCurdy explained Frazee has retired from SWCC and resigned her position on the SWIPCO board leaving an empty At-Large seat. Ron Kohn, mayor of Glenwood, has volunteered for the position. Parkhurst moved to appoint Kohn as a at-large board member. Arentson seconded. The motion carried.
5. **Approve Minutes – April 28, 2022.** Arentson moved to approve the minutes of the April 28, 2022 meeting. Grobe seconded. The motion passed with all ayes.
6. **Approve Financial Report.** Oliphant presented the report. Robinson moved to approve and Parkhurst seconded. The motion carried with all ayes.
7. **Approve Payment of Bills.** Oliphant presented the payment of the bills. Arentson approved the payment of the bills. Garrett seconded. The motion passed with all ayes.
8. **Approve Agency Expenditures.**
 - a. **Discuss/Approve Safety Vision Bus Camera Systems.** Lander presented the quote for replacing 10 DVR set ups and 15 back up cameras. The system will also allow for a peek in view option of the recordings. The estimated cost of the system is \$22,000, Lander is asking for \$25,000 to include \$3,000 in contingency funds. Garrett moved to approve \$25,000 for the bus camera system and Arentson seconded. The motion passed with all ayes.
9. **Discuss/Approve contract amendment with KPE architects and Renovation/Addition Bidding Schedule, Public Hearing, and Letting Dates.** McCurdy presented the proposed amendment to the contract. The scope of work will be changed for the addition only, with no interior remodeling to the current space. The additional bathrooms will be added separately. The cost of the amended contract is \$4,950. McCurdy would like to hold a public hearing and open bids at the August 25 meeting. Parkhurst moved to approve the amendment to the KPE contract for \$4,950 and to schedule a public hearing for Thursday August 25. Robinson seconded the motion. The motion passed with all ayes.

10. Discuss/Approve Changes to the Driver and Non-Driver Specific Employee Policies to extend Life and Long Term Disability Insurance to all employees eligible for Health Insurance.

McCurdy explained under the current policy the Life and Long Term Disability Insurance are available to office staff only. He proposes to offer the insurance to eligible full time drivers as well. Arentson moved to approve and Straight seconded the amendment to Life and Long Term Disability Insurance to all eligible employees. The motion passed with all ayes.

11. Discuss/Approve Proposals from the Principal and Unum for Life Insurance and LTD Insurance coverage. McCurdy presented proposals from Principal and Unum compared to current Hartford insurance policies for the board's review.

- a. **Long Term Disability.** The current Hartford plan and the proposed Unum plan offer almost identical benefits. The Unum plan is approximately \$5,740 per year while the Hartford plan is \$7,650 per year.
- b. **Life Insurance.** There are many differences between the current Hartford plan and proposed Principal plan including but not limited to: change in maximum amount for employee, spouse and children and age reduction schedule. The annual cost of the Principal plan is estimated at \$9,000.
- c. Parkhurst moved to approve the Unum long term disability insurance plan and the Principal life insurance plan as proposed. Kohn seconded. The motion carried.

12. SWOT Analysis for CEDS. Fleener completed the SWOT analysis with input from the board.

13. Transit Report. Lander reported.

- a. Rides, 42,760; Miles, 179,180; Miles, 10,355.
- b. Increasing in rides were work routes, 2,675. Uptown Staffing/OSI route alone has 5,744 rides for the month or an average of 198 rides per day.
- c. Decreasing in rides was the Glenwood State School. Typical months are 2,800-3,500 rides.

14. Planning Report. Fleener reported, see attached.

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

16. Business RLF Report. McCurdy reported two businesses have been in touch but no applications or business plans have been received yet.

17. Director's Report. McCurdy reported.

- a. McCurdy and other staff have been heavily engaged with the budget. The three biggest factors are ensuring that we do the most possible for staff in terms of compensation given the high work load, desire to retain staff, and inflation; the rising and unpredictable price of fuel; lack of available buses to purchase as replacements. Revenue remains extremely strong.
- b. While the architect makes changes to the expansion plans in order to rebid it, McCurdy will move forward with bidding certain components that it makes sense to do without redesign, such as the shop restroom renovation and the addition of two restrooms in the existing office space. Expect to see action on those items in June or July.
- c. Although McCurdy has had to call into board meetings a couple times in the past the last two months are the first times he has ever outright had to miss board meetings and thank you to everyone who made them run so smoothly.

18. **Public Comment Period.** None presented.
19. **Board Sharing.** None presented.
20. **Other Business.** None presented.
21. **Adjourn.** Chair Valline adjourned the meeting at 2:51 p.m.