

**Siouxland Regional Transit System (SRTS)  
Board of Directors  
Meeting Minutes  
Thursday, March 28, 2024, 10:00 a.m.  
Held In-Person & via Zoom originating from the  
SRTS/SIMPCO Office at 6401 Gordon Drive, Sioux City, IA**

**MEMBERS PRESENT:**

Keith Radig, Chair	Woodbury County, Iowa
Gary Horton, Vice Chair	Plymouth County, Iowa
Bryan Petersen	Cherokee County, Iowa
Devlun Whiteing	Ida County, Iowa
Vince Phillips	Monona County, Iowa

**GUESTS:**

Rebecca George	King, Reinsch, Prosser & Co., L.L.P.
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**STAFF PRESENT:**

Michelle Bostinelos, Executive Director	SIMPCO
Brian Pearson, Transit Director	SIMPCO/SRTS
Joshua Bush, Finance Director	SIMPCO
Emily Guthrie, Administrative Assistant II	SIMPCO

The Siouxland Regional Transit System (SRTS) Board of Directors met on Thursday, March 28, 2024, at 10:00 a.m. via Zoom and in person at 6401 Gordon Drive, Sioux City. A quorum was present.

*Chair, Keith Radig, called the meeting to order at 10:20 a.m.*

- I. **Approval of the Agenda** – Chair, Radig, asked if there were any additions or corrections to the March 28, 2024, meeting agenda.

*Gary Horton moved to approve the agenda as presented, seconded by Bryan Petersen. Motion carried all ayes.*

- II. **Approval of the Minutes** – Chair, Radig, asked if there were any additions or corrections to the January 25, 2024, regular meeting minutes as presented.

*Vince Phillips moved to approve the meeting minutes as presented, seconded by Devlun Whiteing. Motion carried all ayes.*

- III. **FY 2023 Independent Financial Audit** – Rebecca George, CPA with KRP, presented the FY 2023 Independent Financial Audit to the board. Rebecca reported that total liabilities, deferred inflows, and fund balances as \$4,374,700 for the end of year 2023. She also reported total revenue for FY 2023 as \$8,001,576 and total

expenditures as \$9,301,791 for a net change in fund balances as \$699,785. Rebecca noted a clean and fair presentation of financial statements. No reports of noncompliance on federal programs.

*Keith Radig moved to approve the FY 2023 audit as presented, seconded by Bryan Petersen. Motion carried all ayes.*

**IV. Financials –**

• **January 31, 2024 / February 29, 2024 –**

Joshua Bush, Finance Director, presented the SRTS financials through January 31, 2024, and February 20, 2024, included in the meeting packet. Josh reported total revenue YTD as \$3,081,138 and total expenditures as \$2,267,911 for a net of \$813,228. Josh also reported on the new building project financials stating total revenue YTD as \$936,661 and total expenditures as \$1,007,969 for a net of -\$71,308.

*Keith Radig moved to approve the financials presented, seconded by Gary Horton. Motion carried all ayes.*

**V. Iowa DOT Contract Amendment –**

- SFY20 Bus and Bus Facilities Project, 2019-008-02-FY20, Contract Number: 00003532, \$656,200, May 19, 2021, through June 20, 2025, 85% Federal, 15% Local

*Keith Radig moved to approve the contract amendment presented, seconded by Bryan Petersen. Motion carried all ayes.*

**VI. Service Contracts –**

- Dakota County, Nebraska support of \$15,000 for 1,500 rides from July 1, 2024, to June 30, 2025

*Vince Phillips moved to the service contract presented, seconded by Keith Radig. Motion carried all ayes.*

**VII. Landscaping –** Brian Pearson presented the submitted bids for the facility landscaping services for discussion and approval.

- MLS Landscape and Design - \$24,497.23
- Mosher Landscaping - \$17,813.98 (*staff recommendation*)
- Coughlin - \$49,999.06

*Keith Radig moved to approve selecting Mosher Landscaping for landscaping services, seconded by Gary Horton. Motion carried all ayes.*

**VIII. Vehicle Lift –** Brian Pearson presented the submitted bids for the mechanical shop vehicle lift for discussion and approval.

- Danielson Tech Supply - \$43,625.49 (*staff recommendation*)
- Napa Auto Parts - \$46,725.06
- O'Reilly Auto Parts - \$48,070.00

*Keith Radig moved to approve selecting Danielson Tech Supply for vehicle lift installation and training, seconded by Gary Horton. Motion carried all ayes.*

**IX. Snowplow** – Brian Pearson presented the submitted bids for the shop truck snowplow installation for discussion and approval.

- Custom Truck Equipment, Inc. – \$6,701.35 (*staff recommendation*)
- Hitches, Trailers & More - \$7,765.00
- Steffen Truck Equipment, Inc. - \$8,865.00
- Northern Truck Equipment Corp. - \$9,492.00

*Keith Radig moved to approve Custom Truck Equipment, Inc. for snowplow purchase and installation, seconded by Vince Phillips. Motion carried all ayes.*

**X. Floor Scrubber** – Brian Pearson presented the submitted bids for the custodial walk-behind floor scrubber for discussion and approval.

- TNT Sales and Service, LLC - \$5,420.00
- Eakes - \$4,890.00 (*staff recommendation*)
- Capital Sanitary - \$4,130.57

*Gary Horton moved to approve Eakes for the purchase of the walk-behind floor scrubber, seconded by Bryan Petersen. Motion carried all ayes.*

**XI. Pest Control** – Brian Pearson presented the submitted bids for yearly pest control for the SIMPCO/SRTS facility for discussion and approval.

- Plunkett's - \$1,614
- Presto X - \$1,656 (*staff recommendation*)
- Ecolab - \$1,500

*Keith Radig moved to approve selecting Presto X for annual pest control, seconded by Bryan Petersen. Motion carried all ayes.*

**XII. Bus Wash Bid** –

- a. Bid Award – Brian Pearson reported one bid received for the bus wash installation from L&L Builders in the amount of \$628,300.

*Keith Radig moved to approve selecting L&L Builders for the bus wash installation, seconded by Gary Horton. Motion carried all ayes.*

- b. Notice to Proceed – Brian Pearson requested approval to start the installation process with L&L Builders

*Vince Phillips moved to approve the notice to proceed, seconded by Gary Horton.  
Motion carried all ayes.*

- XIII. Facility Maintenance Plan** – Brian Pearson presented the SRTS facility maintenance plan for approval. Brian noted this plan will help maintain the facility and equipment to protect its investments in and prolong the useful life of its assets and provide public transit to the highest standards financially feasible. Strategies will include following manuals and their guidelines, conducting safety practices and inspections, notifying the appropriate individuals(s) when safety and other concerns may occur, engaging the staff and team members to report issues, and review the facility maintenance plan at least annually.

*Keith Radig moved to approve the facility maintenance plan as presented, seconded by Devlun Whiteing. Motion carried all ayes.*

- XIV. Building Closeout Documents** – Brian Pearson reported that all lien waivers, closeout procedures, and warranty items have been reviewed by the architect and FTA.

*Keith Radig moved to approve the close out documents for the building, seconded by Devlun Whiteing. Motion carried all ayes.*

- XV. Iowa Department of Transportation – FY 2025 Consolidated Funding Application / Deadline May 31, 2024** –

- a. Public Hearing – May 15, 2024, 3:00 p.m., Sioux City Transit system, 601 Nebraska Street, Sioux City

*Keith Radig moved to approve the application submission to the IDOT for FY 25 Consolidated Funding, seconded by Bryan Petersen. Motion carried all ayes.*

- XVI. Building Update** – Brian Pearson presented an update on the new SIMPCO/SRTS facility.

- XVII. Other Comments**

- XVIII. Adjournment** – Special SRTS Board of Directors Meeting: Wednesday, April 24, 2024, 10:00 a.m. | Next Regular Meeting: Thursday, May 23, 2024, 10:00 a.m.

*Keith Radig closed the meeting at 11:30 a.m.*