

**Siouxland Regional Transit System (SRTS)
Board of Directors**

Thursday, September 26, 2024, 10:00 a.m.

Held at the SIMPCO/SRTS office, located 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

MEMBERS PRESENT:

Wes Fopma	Congressman Feenstra
-----------	----------------------

STAFF PRESENT:

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

The Siouxland Regional Transit System (SRTS) Board of Directors met on Thursday, September 26, 2024, at 10:00 a.m. via Zoom. A quorum was present.

Chair, Keith Radig, called the meeting to order at 10:00 a.m.

- I. Approval of the Agenda** – Chair Radig asked if there were any additions or corrections to the September 26, 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 August 22, 2024, special meeting minutes as presented.

Vince Phillips moved to approve the meeting minutes as presented, seconded by Keith Radig. Motion carried all ayes.

- III. Director’s Report** – Transit Director, Brian Pearson, provided an overview of current transit and facility projects and activities outlined in the Director’s Report included in the meeting packet.

- IV. Financials** – Finance Director, Josh Bush, presented the SRTS Board of Directors with the financials through June 30, 2024, and July 31/August 31, 2024, included in the agenda packet. Josh noted FY 23 YTD total revenue as of June 30, 2024, as \$4,605,427

with total expenditures as \$3,841,264 for a net of \$764,163. Josh reported total revenue as of August 31, 2024, at \$1,015,018 with total expenditures \$982,227 for a net of \$32,791.

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

V. Public Participation Plan (PPP) Administrative Modifications – Transit Director, Brian Pearson, presented the summary of administrative modifications to the FY 2025-2029 PTP for information and discussion.

VI. Drug and Alcohol Policy Updates – Brian Pearson, presented the updates to the Drug and Alcohol Policy for review and approval. Brian noted the changes were highlighted in the included policy manual. Discussion was held regarding adding building custodian and facility maintenance mechanic to covered positions.

Keith moved to approve the updates on the condition that both building custodian and facility maintenance mechanic to covered positions. The motion was seconded by Bryan Petersen. Motion carried all ayes.

VII. Cyber Coverage – Transit Director, Brian Pearson, presented the following cyber coverage option for review and approval.

- a. Cowbell Cyber \$1M/\$5k, Business Income \$1M/\$5k, Crime \$250k/\$10k, Premium \$1,691.

Gary Horton moved to approve Cowbell Cyber for cyber coverage as it was presented, seconded by Bryan Petersen. Motion carried all ayes.

VIII. SRTS Personnel Policies and Administrative Manual Updates – Brian Pearson presented the SRTS personnel policies and administrative manual updates for review and approval.

Gary Horton moved to approve the SRTS personnel policies and administrative manual updates, seconded by Vince Phillips. Motion carried all ayes.

IX. Illuminated Bulletin Contract/Verde Outdoor, \$1,120 For Up to 60 Days

- Brian Pearson discussed an illuminated bulletin with Verde Outdoor for \$1,120 for 60 days. Brian noted this sign will be placed along Highway 20 near the facility to attract potential applicants.

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

- X. SRTS Condition of Employment Agreement for CDL Bus Driver** – Brian Pearson presented the SRTS employment agreement for CDL bus drivers for review and approval, as included in the meeting packet. He highlighted that SRTS will cover the costs of pre-employment screenings and background checks for selected candidates. However, candidates must initially cover their own travel expenses, including hotels, gas, and food, during the Entry Level Driver Training. These expenses will be reimbursed by SRTS upon successful completion of all training and a two-year employment commitment with SRTS.

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

- XI. Ecolane Software Mobile App and Annual Maintenance Agreement** – Brian Pearson presented the following agreements for review and approval. *Brian recommended choosing option A.*

- a. Annual Maintenance Renewal (October 1, 2024, to September 30, 2025) - \$35,526.60
- b. Annual Maintenance Renewal + Ecolane Branded App (October 1, 2024, to September 30, 2025), 5-year renewal - \$43,156.05
- c. Annual Maintenance Renewal + SRTS Branded App (October 1, 2024, to September 30, 2025), 5-year renewal - \$48,960.30

Keith Radig moved to approve option A: Annual Maintenance Renewal for \$35,526.60. The motion was seconded by Bryan Petersen. Motion carried all ayes.

- XII. Other Comments** – Upcoming meeting dates:

- Thursday, November 21, 2024
- Thursday, January 23, 2025
- Thursday, March 27, 2025
- Thursday, May 22, 2025
- Thursday, June 26, 2025

- XIII. Adjournment** – Chair Radig adjourned the meeting at 11:15 a.m.