

NIACOG EXECUTIVE COMMITTEE - MINUTES
NIACOG, 525 6th St. SW, Mason City
June 21, 2023

Members in Attendance: Sis Greiman, Jim Wherry, Mark Johansen, David Vikturek, and Executive Director Myrtle Nelson

Members Absent:

1. Call to Order: Greiman called the meeting to order at 12:08 p.m.
2. Approval of Agenda and Minutes of Previous Meeting: The members reviewed the current agenda, as well as, the minutes for the Executive Committee meeting held on May 8, 2023. Wherry made a motion to approve the agenda and the minutes as printed. Johansen seconded the motion, and it carried unanimously.
3. Financial Report for April 2023 and Approval of Any Capital Expenditures Over \$5,000 – Preapproval for the following bus purchase VIN's:

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| a. 1FDFE4FN6PDD14966 | e. 1FDFE4FN3PDD14973 |
| b. 1FDFE4FNXPDD14968 | f. 1FDFE4FN5PDD14974 |
| c. 1FDFE4FN8PDD14970 | g. 1FDFE4FN7PDD14975 |
| d. 1FDFE4FNXPDD14971 | h. 1FDFE4FN9PDD14976 |

Nelson reviewed the 'Statement of Net Assets', the 'Statement of Revenue and Expenses', and the 'Monthly Disbursement Detail' (listing of checks) for April 2023. She also noted that no checks were written for capital expenditures that exceeded \$5,000. She stated that 8 buses require preapproval for purchase with the VIN's listed above at a price of \$147,887.50 per bus. Vikturek made a motion to approve the financial report and the bus purchase of the buses listed above at a price of \$147,887.50. Wherry seconded the motion, and it carried unanimously.

4. Communications and Reports
 - a. ARPA Transit Allocation: Nelson explained that the IDOT has allocated supplemental transit operations funding to NIACOG, and other transit systems. The funding for NIACOG is \$90,305.
 - b. EDA CARES Act RLF Account Opened at NSB Bank: Nelson explained that the Economic Development Administration requires that a separate bank account be opened for each revolving loan fund pool. For the CARES Act Revolving Loan Fund, the 2-year deferments are starting to end so a new account has been opened to receive the loan payments.
 - c. IPAIT Accounts Opened and Wells Fargo Account Modified to Increase Interest Income: Nelson reported that she is creating new IPAIT accounts to increase interest received on NIACOG savings. She also noted the Wells Fargo account was modified

to allow for receiving interest on the checking account.

- d. Front Sidewalk Replaced: Nelson explained that the sidewalk that approaches NIACOG's main entryway had been sinking, which created a significant drop between the sidewalk sections. The sinking section was removed and was found to have sand as the sub-base, which would have allowed the section to sink. A new rock base was installed to ensure a firmer foundation, and a new concrete sidewalk was poured. A problem area by the transit side entrance was also poured with concrete. The cost was approximately \$4,000.

5. New Business

- a. Lead Dispatcher Wage Adjustment and Bonus – Nelson explained that, since Teresa Collins retired, Carole Query has been taking over some of her duties to fill the gap during hiring and training the Transit Operations Managers. She is expected to continue training new dispatchers. Her current wage level is \$17.67 per hour. She has been with NIACOG as a dispatcher for 7 years (1/18/2016) and has a degree in Legal Secretarial. She is the only staff member in the dispatch office with more than 1.25 years of experience. To compensate her for her advanced work and dedication, Nelson recommend a one-time bonus of \$2,000 and a raise to \$18.17 per hour. Vikturek made a motion to approve a one-time bonus of \$2,000 and a raise to \$18.17 per hour. Johansen seconded the motion, and it carried unanimously.
- b. New Hires/Staffing – Nelson said that, since the last meeting, four new people started employment with NIACOG including: a dispatcher (Sharla Hadacek), a bus washer (Matthew Chizek), a planner (John Robbins), and a bus driver (Sandra Redeker). She noted that many driver candidates 'wash out' during some phase of the hiring/CDL licensing process. Six more part-time drivers would really help to reopen closed routes, to create some depth to accommodate when drivers are off, and to add new routes and specials to increase program income. Nelson proposed a \$1,000 hiring bonus to be paid out in partial increments at 3 months and 6 months in equal share. Wherry made a motion to approve a bonus for new part-time drivers effective July 1, 2023 that includes a \$500 bonus at 3 months and a \$500 bonus at 6 months subject to a good performance review. Johansen seconded the motion, and it carried unanimously.
- c. EDA Disaster Funding – Nelson explained that a new pool of funds is available through EDA for natural disaster (storms) that occurred in 2022. She said that the grants are \$500,000 to \$3 million with 1 or 2 possible per COG region. Eligible projects include infrastructure for industrial parks, COG revolving loan funds, and training centers for community colleges. She noted that 5 of NIACOG's 8 counties would be eligible for funding including: Floyd, Franklin, Hancock, Mitchell, and Worth. Nelson said that she had contacted the EDC's in each of these counties to request projects. Since the industrial infrastructure projects require a very large prospect creating 30 jobs and at least \$1 million in private investment, the only EDC able to continue forward with an industrial park project has been Winn-Worth Bettco. She is working with a group from Worth County, and an initial meeting is scheduled for

Thursday. Nelson also said that NIACOG could apply for funds to recapitalize a new revolving loan fund. She recommended a \$520,000 request, which would require a \$130,000 match. The matching funds could come from NIACOG's original revolving loan fund, which was de-federalized. Administrative cost of \$20,000 can also be provided out of the grant funds. She noted that EDA requires documentation that the matching funds have been approved. Nelson said that she is waiting to hear from EDC's as to whether they would find a loan pool to be a needed tool in the respective areas. Wherry made a motion, to approve the application for RLF loan recapitalization through EDA, to commit matching funds of \$130,000 from the defederalized RLF, and to approve the Administrative Plan all subject to EDC's providing sufficient prospects to satisfy EDA guidelines. Vikturek seconded the motion, and it carried unanimously.

6. Old Business:

- a. NIACOG 50th Anniversary Celebration – Nelson reported that permission was granted by Pritchard's to use the Shopko lot for overflow parking. A '50th anniversary' bus will be used to transport people to the event. 2 members of the Sweet Nuthins' band will be performing at the event. Nelson shared her research about having alcohol at the event. She researched the transit system rules, which prohibit drivers from imbibing within 4 hours of getting behind the wheel, but do not prohibit alcohol in the building. She consulted the Personnel Policy which says that Employees using alcohol or drugs without medical authorization in the workplace or in the course of their employment. She contacted the Iowa Alcoholic Beverages Division who said that a license to serve alcohol was not needed because no hard liquor is being served and there is no charge for the liquor or to attend the event. She consulted the Drug Free Workplace rules and found that they do not apply to alcohol. She noted that NIACOG, as a governmental entity, is not able to purchase alcohol, so a sponsor would be required. She asked whether the board would wish to allow alcohol service at the party. The unanimous consensus was to allow alcohol service at the 50th Anniversary Celebration as long as it is not prohibited by NIACOG's insurance carrier.
- b. Budget for FY 2024 – Nelson presented the budget with a 5% COLA as requested and noted that the increase in the COLA would add \$70,739 to the budget including wage, tax, and IPERS. Nelson also provided some detail on strategies to increase revenues and decrease expenses. After discussion, Wherry made a motion to approve the FY 2024 budget as presented with a 5% COLA. Vikturek seconded the motion, and it carried unanimously.

7. Other Items from the Board: Nelson said that RFP's were sent out twice to try to secure an auditor; however, no proposals were received. She noted that a local auditor recommended calling the firms because they are too busy to develop proposals. He also provide a few additional auditing firm names.

8. Next Meeting: Greiman noted that the next meeting is scheduled to be held on Wednesday, August 16, 2023 at noon at NIACOG.

9. Adjournment: Johansen made a motion to adjourn the meeting at 1:49 p.m. Vikturek seconded the motion, and it carried unanimously.

Respectfully submitted,

Myrtle Nelson, AICP
Recording Secretary