

NIACOG EXECUTIVE COMMITTEE - MINUTES
Bennigan's, 2023 7th Ave. N, Clear Lake, Iowa
September 11, 2023 at 5:15 p.m.

Members in Attendance: Mark Johansen, David Vikturek, Jim Wherry, Executive Director Myrtle Nelson, and Senior Planner John Robbins

Members Absent: A.J. Stone and Sis Greiman

1. Call to Order: Wherry called the meeting to order at 5:28 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 August 16, 2023. Vikturek made a motion to approve the agenda and the minutes as printed. Johansen seconded the motion, and it carried unanimously.
3. Financial Report
 - a. June & July 2023 Financial reports: Nelson reviewed the 'Statement of Net Assets', the 'Statement of Revenue and Expenses', and the 'Monthly Disbursement Detail' (listing of checks) for June & July of 2023. She also noted that 6 buses were paid for in June 2023 totaling \$887,000; however, the reimbursement from IDOT cannot be requested until after the invoice is paid and certain processes completed with IDOT. In July, the IDOT reimbursement entry of \$466,000 was entered into NIACOG's accrual accounting system. IDOT has also informed NIACOG of additional funding, but is taking months to provide that figure because of staffing issues. The timing of the payment and delayed reimbursement will falsely lower FY 2023's net income and falsely raise FY 2024's net income substantially. In the big picture, the cost to NIACOG for the 6 buses is about \$175,000, which would be funded from NIACOG's savings. Two additional buses were also purchased and reimbursed in FY 2023. Johansen made a motion to approve the financial report. Vikturek seconded the motion, and it carried unanimously.
 - b. Transit Budget Enhancements – Nelson updated the board on recent transit program enhancements. She reported that: a scheduler was laid off, a dispatcher position was moved to part-time with a new hire, an analysis was conducted of the shop rate, major progress was made with reporting, and additional interviews and reference checking was completed to purchase the dispatch software.
4. Communications and Reports
 - a. None
5. New Business
 - a. None

6. Old Business:

- a. Dispatch Software: Nelson reviewed the proposals from dispatch software companies including:
1. Trip Master software at a price of \$53,250 initially plus monthly maintenance of \$1,300 (\$15,600 annually)
 2. Ecolane with an initial price of \$141,559 and \$30,386 annual maintenance
 3. QRydes with an initial price of \$79,788 and \$17,512 annual maintenance

She also summarized the information provided by other transit systems using the Trip Master software. The comments in the positive included quick turn response time for issues, good on-boarding, and user-friendly nature of the software. For negative comments, one system noted glitches with their multi-county system. She indicated that the Trip Master company was willing to provide up to a 5-year contract with fixed maintenance fees for the term of the contract.

Vikturak moved for approval of the Trip Master contract at an initial price of \$53,250 plus monthly maintenance of \$1,300 for a 5-year contract. Johansen seconded the motion, and it carried unanimously

- b. Auditor Procurement: Nelson said that, after requesting proposals and calling 17 accounting firms, two proposals were received. The bids included the following:
1. Clifton Larsen Allen - \$35,625 base price plus additional fees of \$8,000 to \$10,000 for additional federal audits for a total of \$43,625 to \$45,625
 2. Fort & Schlegel (formerly Renner & Berchem) - \$27,450 to \$35,000

She noted that Larry Pump's office had conducted the previous audit for NIACOG at the favorable rate of \$13,000. The current market place has seen significantly escalating fees as the number of CPA firms willing to conduct audits has declined substantially in light of new burdensome regulations and fewer accountants to staff the firms. \$30,000 was budgeted for legal and accounting fees. Johansen made a motion to approve the selection of Fort & Schlegel to conduct NIACOG's FY 2023 audit at a price of \$27,450 to \$35,000. Vikturak seconded the motion, and it carried unanimously.

- c. Staffing: Nelson reported that a community development planner recently resigned. She went on to say that she intends to delay replacing her until additional workload is identified.

7. Other Items from the Board: None.

8. Next Meeting: Wherry noted that the next meeting is scheduled to be held on Wednesday, October 18, 2023 at noon in the NIACOG office.

9. Adjournment: Vikturak made a motion to adjourn the meeting at 6:05 p.m. Johansen seconded the motion, and it carried unanimously.

Respectfully submitted,

Myrtle Nelson, AICP
Recording Secretary