

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE**

**THURSDAY, APRIL 18, 2024  
11:30 A.M.**

**INRCOG Office  
229 E. Park Avenue  
3<sup>rd</sup> Floor Board Room  
Waterloo, Iowa**

**AGENDA**

1. Approval of Agenda
2. Approval of March 21, 2024, Executive Committee Minutes
3. Financials:
  - a. INRCOG
  - b. RTC
4. Executive Director's Report:
  - a. Staff Evaluations
  - b. Human Resources
  - c. Grants/Contracts
  - d. 229 E. Park
5. Fiscal Year 2025 Cost Allocation Plan
6. RTC/OB Health Insurance Renewal
7. Procurement Updates (Auditor, Computers, Copier, RTC/OB Scheduling/Dispatching Software)
8. Other Business
9. Adjourn.

INRCOG meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact INRCOG at (319) 235-0311 at least two business days in advance of this meeting.

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)**

**229 E. Park Ave.  
Waterloo, Iowa 50703**

**Executive Committee Meeting Minutes  
Thursday, April 18<sup>th</sup>, 2024**

Members present were Duane Hildebrandt, Mark Schildroth, Dan Laudick, Linda Laylin, Greg Barnett, Clayton Ohrt, and Matt Kuhn.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:30 a.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additions or changes to the agenda. There were none offered. It was moved by Barnett, seconded by Laylin, to approve the agenda as presented. The motion carried unanimously.

The minutes of the March 21<sup>st</sup>, 2024, Executive Committee meeting were emailed to all members prior. It was moved by Kuhn, seconded by Schildroth, to approve the minutes as presented. The motion carried unanimously.

The Final March Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities' reports. It was moved by Schildroth, seconded by Laylin, to approve the March INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, there were no staff evaluations to review. Schoon updated the committee on the progress to fill our vacant Iowa Waste Exchange position, noting that interviews were scheduled for April 22<sup>nd</sup>.

Schoon presented the updated FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report since the March meeting, noting the IDOT approval of the Safe Routes to School application, which included the Upper Explorerland Regional Planning Commission and Iowa Bike Coalition as our partners.

Regarding the INRCOG building, 229 East Park Avenue, Schoon informed the committee that staff is continuing to look at the possible purchase of security enhancements for the building, most notably the addition of cameras in the entryway and stairwell. He will bring a scope and proposals for consideration to the Board upon receipt.

Schoon provided a brief overview of the draft Fiscal Year 2025 INRCOG Cost Allocation Plan, which was also provided prior to the meeting. He noted the purpose of the plan and the program requirements it is intended to address. It was moved by Barnett, seconded by Laudick, to approve the Fiscal Year 2025 Cost Allocation Plan as presented. The motion carried unanimously.

Schoon provided a handout outlining 2024 RTC/OB Health Insurance Renewals for drivers. Specifically, there were two proposals presented by our independent insurance provider, PDCM. The first proposal, which contains two coverage options for drivers, includes a 4.32% increase in premium expense. The second, which also contains two coverage options for drivers, is considered a high deductible policy that may be tied to a Health Savings Account (HAS). The second proposal includes a 1.96% premium increase. Currently, full-time, and part-time drivers may receive up to \$400 per month toward health insurance coverage offered by RTC/OB. It was moved by Ohrt, seconded by Laudick, to approve the first proposal, with a 4.32% premium increase, as presented. This will provide time for researching the application of HSAs to transit systems and to discuss the concept with the drivers and their union representation. The motion carried unanimously.

Schoon updated those present on the status of several procurements. First, the staff has prepared a letter to our outgoing auditor, Larry Pump, with a letter authorizing their firm to provide INRCOG and RTC/OB financial records, materials, and prior reports to CLA, which will be our new auditor beginning in Fiscal Year 2024. Second, new laptops and monitors have been ordered and are expected to arrive within the next week. Third, the new copier is expected to arrive shortly as well. Finally, RTC/OB is in the process of advertising and releasing a Request for Proposal for acquiring transit scheduling software for RTC/OB.

Under other business, Schoon informed the Committee that staff had completed negotiations and signed a three-year lease with the Black Hawk County Solid Waste Management Commission (BHCSWMC) for renting the office space they currently occupy within the INRCOG building. He also provided a brief update on moving the RTC/On Board buses to a new site, currently owned by the City of Waterloo. RTC/OB is purchasing a segment of fencing bordering the site, along with onsite rock materials. Schoon estimated the total site costs to RTC/OB will be approximately \$18,000.

With there being no further business on the agenda, it was moved by Ohrt, seconded by Barnett, to adjourn the meeting at 12:05 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on May 16<sup>th</sup>, 2024, and we are anticipating consideration of the RTC/OB Consolidated Grant, which includes operating, capital, and planning expenditure for Fiscal Year 2025, to be on the agenda.

Respectfully Submitted,



Brian Schoon, Acting Secretary