

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

THURSDAY, AUGUST 20, 2020

12:00 NOON

INRCOG Office
229 E. Park Avenue
3rd Floor Board Room
Waterloo, Iowa

AMEDNDED
AGENDA

- 1) Approval of Agenda;
- 2) Approval of July 16, 2020 Executive Committee Minutes;
- 3) PDCM Insurance Presentation;
- 4) Financials;
 - a) INRCOG
 - b) RTC
- 5) Executive Director's Report;
 - a) Staff Evaluations
 - b) Human Resources
 - c) Grants/Contracts
 - d) 229 E. Park
- 6) Final FY'21 INRCOG and RTC Budgets
- 7) Consider Proposals for Administrative Assistant Work Area Improvements;
- 8) Consider Proposals for Laptops and Related Equipment;
- 9) Other Business;
- 10) Adjourn.

This will be an **online meeting**. Live audio and presentation materials will be available using the following link:

<https://global.gotomeeting.com/join/761879885> OR dialing [+1 \(646\) 749-3122](tel:+16467493122) Access Code: 761-879-885

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

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

**Minutes
Executive Committee Meeting
Thursday, August 20, 2020**

Members Present: Duane Hildebrandt, Mark Schildroth, Linda Laylin, Larry Young, Bonita Davis, Gary Gissel, Quentin Hart, and Kevin Blanshan. The meeting was held via videoconference.

The meeting was called to order at 12:00 noon by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additions to the agenda. It was moved by Gissel, seconded by Laylin, to approve the agenda as presented. The motion carried unanimously.

The minutes of the July 16, 2020 Executive Committee meeting were reviewed. It was moved by Gissel, seconded by Davis, to approve the minutes as presented. The motion carried unanimously.

Chris Fereday with PDCM presented a summary of INRCOG and INRTC's insurance for FY'21. Members were given the opportunity to ask questions relating to the numerous coverages that we carry.

The June INRCOG and RTC financials were then presented. It was moved by Schildroth, seconded by Gissel, to approve the financials as presented. The motion carried unanimously.

Performance evaluations for Brian Schoon and Lisa Ahern were then discussed. It was moved by Young, seconded by Hart, to approve the performance evaluations as presented. The motion carried unanimously.

Under Human Resources, Blanshan informed the Committee that they are in the process of hiring the Safe Routes to School Coordinator and Community Development Specialist. He hopes to have those positions filled by mid-October. He will also be advertising the Transportation Director position this fall or winter.

The Final FY'21 INRCOG and INRTC budgets were presented for approval. Blanshan noted that there were no changes from the preliminary INRCOG budget and changes to the INRTC budget reflects the addition of all of the FTA CARES Act funding. It was moved by Hart, seconded by Laylin, to approve the Final FY'21 INRCOG and INRTC budgets as presented. The motion carried unanimously.

Blanshan then presented options relating to updating the work area for the Administrative Assistant. They solicited bids for the demolition of the existing work area, installation of new flooring, wallpapering, etc. Bids were received as follows:

- Failor Hurley Construction \$6,200.00
- Cardinal Construction \$11,269.00
- Magee Construction Declined

They are working with Storey Kenworthy as part of a Statewide Purchasing Contract, in accordance with INRCOG's Procurement Policy. The estimated cost to furnish the first-floor work is between \$8,000 and \$9,500. The total estimated cost associated with the first-floor work is between \$14,216 and \$15,574. It was moved by Laylin, seconded by Schildroth to proceed with this work with Failor Hurley Construction and Storey Kenworthy as presented. The motion carried unanimously.

Bids relating to the purchase of new computer equipment were then presented. Bids were received as follows:

- berganKDV \$33,376.00
- Connection \$31,412.14
- CST \$36,810.20

During evaluation of the bids, Blanshan noted that Connection did not provide a quote consistent with the specifications requested in the bid proposal. Based on this review, his recommendation is to approve the bid submitted by berganKDV. It was moved by Gissel, seconded by Hart, to approve the bids submitted by berganKDV. The motion carried unanimously.

An update relating to COVID-19 was then provided. Blanshan noted that Executive Committee meetings will continue via teleconference for the foreseeable future.

The next meeting of the Executive Committee will be on September 17,2020.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Kevin Blanshan, Acting Secretary