

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

**THURSDAY, FEBRUARY 20, 2025
11:30 A.M.**

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

- 1) Approval of Agenda
- 2) Approval of January 16, 2025, 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 2024 Audit
- 6) RTC/On Board Labor Agreement (Fiscal Years 2026-2028)
- 7) Transit Staff Salary Analysis
- 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, February 20th, 2025**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland, Linda Laylin, Steve Geerts, Greg Barnett, Lisa Smock, Qvention Hart and Danny Laudick.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:35 a.m. by Duane Hildebrandt, Chair.

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

The minutes of January 16th, 2025 were emailed to all members prior to this meeting. It was moved by Barnett, seconded by Smock, to approve the minutes as presented. The motion carried unanimously.

The January 2025 Financial Reports, for both INRCOG and RTC/On Board were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities. The Committee discussed RTC/OB expenses causing budget overruns, specifically those associated with vehicle maintenance and the new scheduling/dispatching software. It was moved by Schildroth, seconded by Laudick, to approve the January 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, no staff evaluations were presented for consideration.

Regarding Human Resources, Schoon updated members about the hiring processes for the transportation planner position, noting that Oghogho Oriakhi had begun working for INRCOG as a Transportation I Planner position on February 3rd.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted the changes since the January report, specifically the awarding of the Safe Routes to School grant and environmental review contract for Hawkeye Community College.

Regarding the INRCOG building, 229 East Park Avenue, Schoon reported back to the committee about the cost of a second water leak that had occurred during the weekend on January 11th. The source of the water damage was identified as originating from the janitorial closet and our cleaning contractor. Ultimately, the damage required INRCOG to replace the alarm panel. Said panel had been replaced shortly after the damage occurred.

Schoon updated members about the status of the FY 2024 independent audit. It is anticipated that the audit will be presented for consideration at the March 20th meeting.

Schoon presented a proposed set of Tentative Agreements related to amending the current RTC/On Board and Amalgamated Transit Union (ATU), 1192 labor agreement, which covers our drivers. In total, there were five proposed amendments to the current agreement with the two most significant changes being extending the current contract for three years and an across-the-board wage increase of 3.5% for each of the three years under the new contract. It was moved by Barnett, seconded by Laudick, to approve the Tentative Agreements and amended RTC On Board and ATU 1192 Labor Agreement, as presented. The motion carried unanimously.

Schoon presented a comparative salary analysis of the RTC Transit Operations Manager's position. Using information for Transit Operations Managers provided by our fellow Iowa regional transit systems, he provided a summary table for those present. It was moved by Hart, seconded by Laylin, to accept the analysis and associated, recommended salary adjustment for the RTC Transit Operations Manager, effective July 1st, 2025, as presented. The motion carried unanimously.

There being no further business, it was moved by Hart, seconded by Wieland, to adjourn the meeting at 12:00 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on March 20th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary