



Board Meeting Agenda

1:30 pm June 25, 2020
 700 16th Street NE, Suite 301
 Cedar Rapids, Iowa 52402

Based on COVID-19 directives from Linn County Public Health and the State of Iowa to limit the size of group gatherings, the East Central Iowa Council of Governments (ECICOG) June Board Meeting will be held online as authorized under Iowa Code Section 21.8. **Board members and the public can join the Zoom meeting by calling 1-312-626-6799 and using the meeting ID 874 523 3225. Board members will also receive a Zoom meeting invitation with a web link to join the meeting using their computer's video and audio.**

Members of the public can participate during the meeting, but only during the public comment portions of the agenda.

Board members are asked to follow the meeting etiquette guidelines below:

- **Mute your computer audio or phone when not speaking**
- **Identify yourself by name when speaking**

Meeting Agenda

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1-2	1. Call to Order <ul style="list-style-type: none"> a. Recognition of Alternates b. Public Comments <ul style="list-style-type: none"> o General Public o Legislators or Legislative Staff c. Approve Agenda
3-5	2. Approve Minutes <ul style="list-style-type: none"> a. Minutes of May 28, 2020 Board Meeting
6 7-15	3. Financial Report <ul style="list-style-type: none"> a. Receive and File May Financial Statements for Audit b. Approve Expenditures for June
16-19 20-34 35 36	4. Action Items <ul style="list-style-type: none"> a. Consider Expenditure from the Regional Transit Account b. Consider Approval of FY 21 Purchase of Service Agreements with Regional Transit Providers c. Approve Revolving Loan Funding (RLF) for Alternative Sport Enterprises dba Hatchet Jack's d. Consider Cancelling July Board Meeting
37 38 39-43 44-47 48-50 51	5. Reports <ul style="list-style-type: none"> a. Director's Report b. Community Development and Housing Report c. Transportation and Transit Report d. Environmental Services Report e. Revolving Loan Fund Report

- 52 6. Discussions/Presentations
 - a. Presentation – Council Goal Setting
- 53-55
 - b. FY2020 Q4 Progress Report
 - c. COVID-19 Office Reentry
 - d. Board Member Updates

- 7. Adjourn – Next Meeting: August 27, 2020

MINUTES

East Central Iowa Council of Governments
Board Meeting Video/Conference Call 1:30 p.m., June 25, 2020
700 16th Street NE, Suite 301, Cedar Rapids, Iowa

MEMBERS PRESENT

Brent Hinson-City of Washington
Tracy Seeman-Benton County Supervisor
Meghann Foster-Coralville City Council
Les Beck-Linn County Planning & Development
Jon Zirkelbach-Jones County Supervisor
Bob Yoder-Washington County Supervisor
Vicki Pope-Iowa County Supervisor
Dave Fish-City of Belle Plaine
Kathleen VanSteenhuyse-Benton County Citizen
Darrin Gage-Linn County Policy & Administration
Don Gray-Linn County Citizen
Derek Lumsden-Jones County Citizen
David Collins-Washington County Citizen

MEMBERS ABSENT

Randy Laubscher-Johnson County Citizen
Janice Weiner-Iowa City City Council
Rod Smith-City of Anamosa
Tony Hocamp-Iowa County Citizen
Ben Rogers-Linn County Supervisor
Al Havens-City of Tiffin
Kevin Heitshusen-Iowa County Supervisor
Vacancy-Linn County Citizen

ALTERNATES PRESENT - none

OTHERS PRESENT

Rochelle Fuller-Senator Grassley's Office

STAFF PRESENT

Karen Kurt-Executive Director
Gina Peters-Executive Assistant
Jennifer Fencl-Environmental Services Director
Mary Rump-Transportation Director
Robyn Jacobson-Contract Manager
John Bruce-Iowa Waste Exchange
Brock Grenis-Transit Administrator
Alicia Presto-Iowa Waste Exchange/Planner
Natalie Fraehlich- Public Information Specialist
Tracey Achenbach-Community Development & Housing Director
Mandela Gadri-Intern

1. CALL TO ORDER

The meeting was called to order by Chairperson Hinson at 1:31 p.m.

- a. Recognition of Alternates** -None
- b. Public Comments** -None
- c. Approve Agenda**

M/S/C (Lumsden/Gray) to approve the agenda as presented. All ayes.

2. APPROVE MINUTES

- a. Minutes of May 28, 2020 Board Meeting**

M/S/C (Beck/Yoder) to approve the minutes of the May 28 board meeting. All ayes.

3. FINANCIAL REPORT

a. Receive and File Financial Statements for Audit

Kurt gave an overview of the May financial statements and noted the CARES Act funds for transit administration have brought the agency to a positive cash position. She will continue to include the cash flow projection in the packet each month. She said the CARES Act funds for RLF administration and the additional planning money from EDA will also contribute to a positive cash position. Kurt noted the FY21 assessment payments should be received in July.

M/S/C (Gage/Seeman) to receive and file the May financial statements for audit. All ayes.

b. Approve Expenditures for June

VanSteenhuysen asked about the expenditure for North Iowa Agronomy Partners. Fencil said the Middle Cedar Watershed has contracted with NIAG for technical assistance. This payment is a pass thru for ECICOG.

M/S/C (VanSteenhuysen/Yoder) to approve the expenditures as presented. All ayes.

4. ACTION ITEMS

a. Consider Expenditure from the Regional Transit Account

Grenis noted the regional transit account was created to ensure that proceeds from the sale of transit vehicles would remain available for transit use. Over the years, unused operating assistance has also been deposited into the transit account. Expending these funds requires a recommendation from the Transit Operators Group (TOG) and approval from the Board. At the June TOG meeting the group discussed using a portion of these funds to cover the local match required for new vehicle purchases. In addition, they discussed a request from ECICOG to use approximately \$25,000 for IT and agency upgrades. The TOG recommends the regional transit account funds cover up to \$218,685 on local match for vehicle replacements and up to \$25,000 on IT and agency upgrades for ECICOG. Discussion followed.

M/S/C (Seeman/Pope) to approve regional transit funds up to \$218,685 to be used for local match for vehicle replacements and up to \$25,000 on IT and agency upgrades for ECICOG. All ayes.

b. Consider Approval of FY 21 Purchase of Service Agreements with Regional Transit Providers

Each year ECICOG contracts with providers in each of the six counties to provide transit service. A sample contract was included in the packet.

M/S/C (Gage/Seeman) to approve the FY2021 Purchase of Service Agreements with the regional transit providers. All ayes.

c. Approve Revolving Loan Funding (RLF) for Alternative Sports Enterprises dba Hatchett Jack's

The RLF committee met and reviewed an application from Alternative Sports Enterprises dba Hatchett Jack's. The committee recommends approval of a \$50,000 loan at 2.5% for 5 years, 4 months interest only if needed. Lumsden asked if there was a plan in place if businesses need to shut down again due to COVID-19. Jacobson stated businesses would have the option to pay interest only. Discussion followed.

M/S/C (Beck/Lumsden) to approve the RLF loan to Alternative Sports Enterprises dba Hatchett Jack's for \$50,000 at 2.5% interest for 5 years, 4 months interest only if needed. All ayes.

d. Consider Cancelling July Board Meeting

Kurt noted the Board doesn't traditionally meet in July and instead authorizes the Executive Committee to conduct any essential or time sensitive business. She said this year the new RLF funding we are expected to receive might need an administrative plan approved prior to the August board meeting. Discussion followed and it was decided the executive committee could approve this plan as long as it was sent to the full board for comment prior to approval.

M/S/C (Gray/Fish) to cancel the July meeting and authorize the Executive Committee to approve monthly expenditures and matters related to the RLF program. All ayes.

5. REPORTS

a. Director's Report

Kurt introduced ECICOG intern, Mandela Gadri, a masters student at Iowa State University. She noted IEDA is contracting with ICOG for utility support for businesses and non-profits and he will be working on that project for approximately 6-7 weeks.

b. Community Development and Housing Report

Achenbach gave an update on current projects and said her department has been working on submitting several grant applications.

c. Transportation and Transit Reports

Rump gave an update on COVID-19 impacts on transportation. She noted the IDOT will be providing monthly updates and she will pass those along to the Board.

d. Environmental Services Report

Fencl gave an update on current projects and noted the Summer Library Reading Program will be a virtual program this year. Fish asked the status of the compost project for the City of Belle Plaine. Presto noted a 3-month extension has been requested.

e. Revolving Loan Fund Report

Jacobson said most of the current RLF recipients opted to have 3 months of no payments, June is the 3rd month. She also noted AES Corporation paid off their loan early.

6. DISCUSSION/PRESENTATIONS

a. Presentation-Council Goal Setting

Kurt gave a presentation on the University Heights virtual goal setting session held on June 2, 2020.

b. FY2020 Q4 Progress Report

Kurt gave an overview of the progress report included in the packet for the organizational goals established in February.

c. Office Re-entry plan

Kurt said most staff will continue to work from home for the month of July, she said this will be re-evaluated again next month.

c. Board Member Updates - none

7. NEXT MEETING: August 27, 2020

M/S/C (Seeman/Fish) to adjourn the meeting at 2:34 p.m. All ayes.

Jon Zirkelbach, Secretary