

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE

THURSDAY, MARCH 21, 2024  
11:30 A.M.

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

**AMENDED**  
**AGENDA**

1. Approval of Agenda
2. Approval of February 15, 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. Procurement of Auditing Services
6. Procurement of Computer Equipment
7. Procurement of RTC Scheduling/Dispatching Software
8. Procurement of Copier Machine
9. Insurance Renewals
10. Other Business
11. 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, March 21, 2024**

Members present were Duane Hildebrandt, Mark Schildroth, Dan Laudick, Lisa Smock, 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 Laudick, seconded by Schildroth, to approve the agenda as presented. The motion carried unanimously.

The minutes of the February 15<sup>th</sup>, 2024, Executive Committee meeting were emailed to all members prior. It was moved by Smock, seconded by Laudick, to approve the minutes as presented. The motion carried unanimously.

The Final February Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements, and provided spreadsheet overviews, for both entities. It was moved by Schildroth, seconded by Smock, to approve the February 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. He also offered an overview of the progress regarding the employee who had a positive drug test. Finally, Schoon informed the committee members that an existing employee had been placed back on probationary status. He provided a description of the rationale behind the reclassification including instances where the employee did not act in the best interests of INRCOG or our members. Schoon will keep the committee apprised of this situation.

Schoon presented the FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report since the February meetings, noting the official award of the Cedar Falls CAT application and Waterloo Railyard Relocation study applications.

Regarding the INRCOG building, 229 East Park Avenue, Schoon informed the committee that staff has been looking 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 at a future meeting.

Schoon provided an overview of the procurement process used to identify a prospective auditing firm for the current and upcoming years. In response to the INRCOG Request for Proposals (RFP), we received one proposal from Clifton Larson Allen (CLA) for Fiscal Years 2024-2026. Schoon provided an overview of their proposal, including cost, for their services, noting that their field staff is located in Cedar Rapids and has Iowa experience. The proposed costs for the three-year period is \$33,525 (FY 2024), \$32,425 (FY 2025) and \$34,050 (FY 2026). It was moved by Schildroth, seconded by Smock, to approve an Engagement Letter with CLA consistent with their proposal and budget for the years indicated. The motion carried unanimously.

Schoon provided a bid tabulation summary to the Committee for purchasing new laptop computers, monitors, and associated accessories for the office. Staff drafted specifications and conducted a Request for Proposals (RFP) process and received four (4) responsive, responsible bidders for providing the equipment. Upon removing the two highest bidders (Aureon and Connection), the Committee authorized a purchase up to, but not exceeding, \$32,422.20

(BerganKDV bid) to fulfill the project needs outlined in the specifications. The fourth bidder, CDW-G, is the apparent low bidder and is expected to provide an updated computer model such that their proposal is equivalent to that provided by BerganKDV. Upon receiving the model upgrade and any associated bid adjustment, staff is authorized to sign an agreement or purchase order with the low bidder. It was moved by Ohrt, seconded by Laudick, to approve the not-to-exceed computer equipment purchase as presented. The motion carried unanimously.

Schoon informed those present that staff was moving forward with a procurement of scheduling/dispatching software for RTC/On Board.

Schoon provided a bid tabulation summary to the Committee for purchasing a new, primary copier/fax machine for the first floor. Staff drafted specifications and reviewed State of Iowa bids for applicability and found an acceptable, compatible procurement that was currently open. It was moved by Kuhn, seconded by Schildroth, to approve the not-to-exceed copier/fax machine purchase, under state bid, as presented. The motion carried unanimously.

Schoon indicated that INRCOG and RTC/OB were in the process of receiving and reviewing insurance renewal proposals for INRCOG (liability, operations, property coverage) as well as for RTC/On Board (driver health coverage). Proposals will be summarized by staff and reviewed at future Committee meetings.

Under other business, Schoon informed the Committee that staff had begun negotiating a three-year lease with the Black Hawk County Solid Waste Management Commission (BHCSWMC) Director for the space they currently occupy within the INRCOG building. He also indicated that INRCOG was notified the permanently closed Conrad Grocery Store, which borrowed RLF funds from INRCOG under the initial RLF Program referred to as the Legacy RLF Fund, is currently working on a plan to pay back the outstanding \$40,142.45 in debt currently owed to INRCOG. Schoon will update the Committee as this matter progresses. Finally, Schoon provided a brief update on moving the RTC/On Board buses to a new site now that EPI is closing on the sale of the prior-discussed property with a new owner.

With there being no further business on the agenda, it was moved by Ohrt, seconded by Laudick, 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 April 18<sup>th</sup>, 2024.

Respectfully Submitted,



Brian Schoon, Acting Secretary