

**Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
April 28, 2011**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Jim Howell, and Gary Folluo,

Staff Present: Mike Norris, Debbie Laughlin, Kim Schisel, Jeff Hanan, Zach James, and
Bob Kuskowski

Guest Present: John Morrow, Auditor

Call to order at 12:11 p.m.

Agenda Approval

Motion by Howell to approve the April 28, 2011 agenda, second by Folluo. All Ayes, motion passed.

CONSENT AGENDA APPROVAL

Motion by Frice to accept the consent agenda, second by Folluo. All Ayes, motion passed.

Old Business

1. FY2010 Audit: Schisel introduced John Morrow, Auditor, to the board. Morrow went through the audit report highlighting the essentials and addressing questions from the board. Howell questioned if there were any suggestions for changes to which Morrow stated that changes were being made as we have found things “on the fly” in regard to depreciation, structure of accounts, reconciling, etc. Schisel stated that this is probably the best audit we have ever had due to great communication between SEIRPC and John Morrow. Trousil made a motion to accept the FY2010 Audit, second by Frice. All ayes, motion carried.
2. Approve Auditor Commitment Letter for FY2011 – FY2013: Morrow issued to the board his letter of commitment for FY2011 – FY2013 and stated that the rate increased a little bit. Morrow stated that his audit techniques would remain the same, however there may be a change in scope due to the administration of the Great River Housing Trust Fund which will need a 990 tax return. Norris stated that we only have the administration of the GRHTF, therefore, they will need to have their own separate audit. Folluo made a motion to approve the Auditor Commitment Letter from John Morrow for FY2011 – FY2013, providing the audit be complete by December 31st, second by Trousil. All ayes, motion carried.
3. Speed Indicators: James stated that staff researched the progress of the steps regarding the pursuit of the speed indicators that was outlined at the January 2010 Board Meeting. He further stated that staff has completed step 1) use of information gathered from surveys and public meetings to establish a detailed structure on how the

New Business

1. A-95 IA-11-0016-101 – Ft. Madison Sewer: Norris provided an updated A-95 IA-11-0016-101 for the Ft. Madison Sewer Project to be executed which corrected the figures that were provided in the board packet: Federal Grant \$1,475,000, Local Funds \$1,475,000 for Total Funds \$2,950,000. Hanan stated that the A-95 is a Notice of Intent required by EDA to provide a way to track the funds without accidental duplication of funds going to the same project. Trousil made a motion to approve the A-95 IA-11-0016-101 – Ft. Madison Sewer, second by Howell. All ayes, motion carried.
2. Line of Credit: Norris stated that SEIRPC is currently implementing the “Single Family New Construction Program” (SNFC), which is funded by IDED via US Department of Housing and Urban Development and it provides up to 25% down payment assistance for low to moderate income households for new homes. Norris further stated that SEIRPC works through a “Super COG” structure to receive funds to close the homes and SEIRPC has to follow a four step process, which then inverts back through each step before the money actually gets to SEIRPC. Norris stated that by establishing a line of credit with Two Rivers Bank & Trust, the homes that are in imminent need of closing will not be hampered due to lack of receiving funds in a timely manner from the ECIA. Howell made a motion to approve the Line of Credit for single family new construction, second by Trousil. All ayes, motion carried.
3. Bank Account Authorization for Great River Housing Trust Fund (GRHTF): Schisel stated that SEIRPC has entered into an operating agreement with the Great River Housing, Inc. doing business as the Great River Housing Trust Fund (GRHTF) to assist in the administration of the GRHTF. She further stated that in order to maintain a separate and detailed record of financial transactions, a separate bank account is recommended. Trousil made a motion to approve Bank Account Authorization for Great River Housing Trust Fund (GRHTF), second by Folluo. All ayes, motion carried.

MATTERS FROM THE FLOOR:

Norris stated that the Open House went well and that he had heard many positive comments. He further stated that Big River Resources were great to partner with in this effort.

Motion to adjourn meeting by Howell.
Second by Folluo. All Ayes

Meeting adjourned at 1:07 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____