



SIREPA

**SOUTHEAST IOWA REGIONAL
ECONOMIC & PORT AUTHORITY**

January 28, 2020

**Meeting of the Board of Directors
1:00 pm – 2:00 pm**

**Lee County Economic Development Group Offices
2700 Kindustry Park Rd, Keokuk, IA**

Agenda

I. Call to Order, Chair (Boyer):

Roll Call:

- a. Director Denise Boyer, Chair
- b. Director Mike Hickey, Vice-Chair
- c. Director Michael Dunn, Treasurer
- d. Director Jack Smith
- e. Director, Bob Dodds
- f. Ex-Officio, Gary Folluo, Lee County Supervisor
- g. Ex-Officio, Rick Larkin, Lee County Supervisor
- h. Ex-Officio, Matt Larson, State Treasurer's Office

II. Consider Approval of Agenda of January 28, 2020 Meeting (Board Action)

III. Consider Approval of Minutes of November 26, 2019 Meeting (Board Action)

IV. FY2021 Budget (Memo from SEIRPC, Board Action)

V. Member meetings (Board Discussion)

VI. Director's and Officer's Insurance Update (Memo from SEIRPC, Board Information)

VII. Lee County Joint Education Center Update (Update from SEIRPC, Board Information)

VIII. Port Statistical Area Discussion Update (Memo from SEIRPC, Board Information)

IX. Matters from the Floor

X. Consider Adjournment (Board Action)



SIREPA

SOUTHEAST IOWA REGIONAL ECONOMIC & PORT AUTHORITY

Minutes of the SIREPA Board of Directors
Tuesday, November 26, 2019
Alliant Energy Offices
3621 Ave L, Fort Madison

*Note: Meeting was moved to Lee County Administrative Offices at 12:10pm in Fort Madison due to mis-communication with Alliant Energy staff. The contingent showed up to Alliant offices from 11:45am to 12:10pm, but no one was present to open the building. No one from the public was present.

I. Call to Order at 12:20p.m. by Mike Hickey

Roll Call:

Members Present: Director Michael Dunn (*Treasurer*); Director Mike Hickey (*Vice Chair*); Director Jack Smith; Director Bob Dodds; Gary Folluo (*Ex-Officio*); Matt Larson, Iowa Treasurer's Office (*Ex-Officio*) and Rick Larkin (*Ex-Officio*)

Members Absent: Director Denise Boyer (*Chair*);

SEIRPC Staff Present: Mike Norris

Guest(s) Present: Charles Bell (MAPC)

II. Consider Approval of Agenda:

Smith made a motion to approve the November 26, 2019 meeting agenda, second by Dodds. All ayes, motion carried.

III. Consider Approval of Meeting Minutes:

Smith made a motion to approve the October 24, 2019 Meeting Minutes, second by Dunn. All ayes, motion carried.

IV. Consider Approve and Payment of Invoice:

Norris reviewed his memo regarding past expenses of SEIRPC administration and SIREPA meeting expenses. The memo recounted expenses from July 15, 2015 to June 30, 2019. SEIRPC staff are compiling transportation-related and non-transportation related time at \$60/hr. An update in the contract for services will be necessary. A total of \$7,662.28 was

presented for approval to SEIRPC to satisfy payment through June 30, 2019. Dunn and other board members expressed appreciation to SEIRPC for its patience and ability to bring resources to complement the SIREPA mission. Dunn made a motion to approve, second by Smith. All ayes, motion carried.

V. Director's and Officer's Insurance Update (Board Information):

Norris presented a quote from Fullenkamp Insurance, West Point, IA, for Director's and Officer's insurance. Another quote will be obtained from a Lee County insurance agency. No action taken, two quotes will be compared at a later date.

VI. Consider Approval of SIREPA 2020 Strategic Plan (Board Action):

Norris presented the final draft of the 2020 Strategic Plan. The 2015 Strategic Plan was done jointly with Mid-America Port Commission (MAPC). The 2020 plan was substantially like the 2015 plan and in interests of time and ease of coordination the 2020 plan was done without a joint process with MAPC. However, all intents are to continue working with MAPC as a partner whenever possible.

Board members discussed the need to publicize the document and present it to the founding SIREPA members at the start of calendar year 2020.

Dunn made a motion to approve, second by Dodds. All ayes, motion carried.

VII. Lee County Joint Education Center Update (Board Information):

Norris reported that negotiations continued for the building slated for the Joint Education Center.

VIII. Port Statistical Area Discussion (Board Information):

Norris updated the board on a statistical classification of a group of water-borne ports called a Port Statistical Area. Presently there are two efforts underway to name certain Mississippi River miles, and ports on either side of the river a Port Statistical Area. The US Corps of Engineers collects, maintains and disseminates the data.

The data is used to understand where, what kind and how much tonnage is going onto and out of the river. Future informational meetings will be held to explore the concept and how best to utilize it for the benefit of regional concerns.

Charles Bell, Administrator of the Mid-America Port Commission (MAPC), also updated the directors on MAPC efforts and perspective on the Port Statistical Area concept.

IX. Matters from the Floor:

Directors commented on upcoming budget sessions for SIREPA members and next meeting schedule. The next meeting should be held sometime in January or February, 2020.

Directors also requested Norris schedule meetings with members to present the strategic plan and coordinate budget requests.

X. **Consider Adjournment (Board Action)**

Dunn made a motion to adjourn, second by Smith. All ayes, motion carried. Meeting ended at 1:35pm.



Memo

To: SIREPA Board of Directors
From: Mike Norris, SEIRPC
Date: January 28, 2020
Re: Director's and Officer's Insurance Update

Staff have received two quotes for insurance from local entities. Insurance coverage quoted includes General Liability and Director's and Officers (Public Officials).

SIREPA INSURANCE QUOTES

	GEN LIABILITY	D&O	AUTO	TOTALS
QUOTE 1	840	822	84	1746
QUOTE 2	717	1913	0	2630

SIREPA is not making decisions that carry liability at the present time. No buildings or other tangible assets are owned, either. SIREPA may be able to delay insurance coverage until assets are owned or decisions are made that carry some liability. Staff will carry forth board decisions on the matter.



Memo

To: SIREPA Board of Directors

From: Mike Norris, SEIRPC

Date: January 28, 2020

Re: FY2021 Budget

Staff have prepared a very basic FY2021 budget for SIREPA. The budget assumes the following:

- Only includes basic administrative, planning or support work
- Does not include:
 - Land bank projects;
 - Joint Ed Center project
 - Other special projects

The budget assumes two hours per week of assistance from SEIRPC, a liability insurance policy and some SEIRPC planning funds dedicated to the organization.

SEIRPC will bill at \$60/hour for non-DOT and actual time for DOT planning services. Insurance policies include Director's and Officers liability, and general liability coverages.

DRAFT SIREPA FY2021 BUDGET

REVENUES

Member Dues (\$2,000 EA)	\$	6,000.00
SEIRPC DOT Planning Grant	\$	3,000.00
TOTAL	\$	9,000.00

EXPENSES

General Staff time		
Est. 50% non-DOT time	\$	3,000.00
Est. 50% DOT time	\$	3,000.00
Meeting Expense	\$	300.00
SIREPA Liability Insurance	\$	1,750.00
Misc (website hosting, meeting materials)	\$	250.00
TOTAL	\$	8,300.00

NET INCOME	\$	700.00
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Memo

To: SIREPA Board of Directors
From: Mike Norris, SEIRPC
Date: January 28, 2020
Re: Port Statistical Area (PSA) Information

Information on Port Statistical Areas (PSA) are presented as a matter of general and regional interest and utility.

PSAs are a way to collect and present data of inbound and outbound port tonnages. A traffic count by weight. The US Army Corps of Engineers (USACE) annually collect data voluntarily from every port receiving freight in the U.S. The top 150 ports by tonnage are presented annually in a report and other data is available.

By tonnage, Iowa ranks 39th in the U.S. for waterborne freight. Louisiana ranks 1st with nearly 600,000 tons. Iowa doesn't have any federally recognized PSAs at the present time.

Col. Bob Sinkler (Ret.), USACE, has brought PSAs to regional awareness over the past 5 months. He has proposed various PSAs for the Iowa/Illinois ports on the Mississippi River and waterway, Mid-America Port Commission on the Mississippi/Illinois Rivers and for Illinois counties on the Illinois waterway.

A point of discussion is how to structure PSAs in the Tri-State area, given the presence of the Mid-America Port Commission. All other Iowa counties plan to sign onto a Iowa-Illinois port. In fact, SIREPA could theoretically apply on behalf of Lee County to be recognized as a PSA.

SEIRPC will host a meeting on January 30, 10:00am, SEIRPC offices, as an informational gathering to learn more about PSAs and their usefulness. Keynoting the meeting will be USACE Navigation and Civil Works Decision Support Center Director, Dr. Mark Sudol.

It is clear the area should be federally recognized with PSAs. A PSA simply counts the tonnage under a name in a boundary. The question is what the boundaries look like.