

Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
March 14, 2017

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order by Chair, L. Vonasek, at 6:30 pm, at the Tri-Valley Administrative Office in Crookston, MN.

Board members present were L. Vonasek, D. Diedrich, G. Willhite, L. Hall, S. Kjono, S. Vonesh, J. Gerszewski, S. Peterson, M. Gunderson, M. Kroulik, D. Mack, and G. Burris.

Staff members present were J. Carlson, C. Pic, and D. Littlefield.

Guest present was Guy Oseth, Vaaler Insurance.

M. Kroulik moved to approve the revised Consent Agenda of Adopt Agenda, February 14, 2017, meeting minutes, February Status Report, grant request for Southern Minnesota Initiative Foundation that will provide books to children in the Owatonna Migrant and Seasonal Head Start and full year Head Start programs, and grant request for Second Harvest Heartland that will help pay for salaries, food/non-food costs, administrative costs, and supplies for centers. Second by S. Peterson. Motion carried.

Guy Oseth with Vaaler Insurance the proposal of package/auto/umbrella/work comp coverage and service for Tri-Valley. There is only a slight change in the liability premium from last year to this year (2016-2017 premium: \$53,264.62; 2017-2018 premium: \$53,272.00). The Workers Comp premium also has a slight increase (3/15/16-17 premium: \$296,516.67; 3/15/17-18 premium: \$292,124.90).

Cindy Pic provided a Transportation Programs update.

- The schedule has changed so that now all routes are consistent and do not change.
- The program is starting to do ore marketing for special events.
- Total rides have increased from 60,413 in 2010 to 162,826 in 2016.
- RTC provided 11,350 rides in 2016, for a total of 8,760 hours.
- There are 116 volunteer drivers, 83 of them being active.
- \$380,000 was left on the table in 2016 because not all routes ran, but the program is ensuring this does not happen in 2017.
- The Program has received funding for an East Grand Forks commuter run that will begin May 1, 2017.
- The service expansion grant request in the new business of this agenda will, if approved, enhance services by providing 2 additional routes in the Bagley-Clearwater region.
- Staff from the RTC Program is meeting with the Lake of the Woods Social Services Director in April-May to discuss the possibility of expanding RTC services to that area.
- The Bus Buddies program is being entertained. Liability may be an issue but the team is investigating to ensure we're covered.
- MnDOT has funded the Transportation Program for the purchase of an Electronic Dispatch System. Tri-Valley will be the first in the state to implement this system. Under the system, the drivers utilize a tablet, illuminating the paperwork at the end of the shift.

- Next steps may be the implementation of electronic fare cards.

J. Carlson presented the Chief Executive Officer report.

- Due to Transportation Program bus routes running in cities with lower population, it's a challenge to fill the number of seats required by MnDOT. We need to better clarify what MnDOT required of us to ensure the program remains successful.

L. Hall moved to accept the Chief Executive Officer report. Second by G. Burris. Motion carried.

There are no Head Start/Early Head Start meeting minutes as the meeting has been rescheduled for March 20, 2017.

The Migrant and Seasonal Head Start/Early Head Start Policy Council will meet in Alexandria, MN, on Saturday, April 29, 2017.

There was no Senior Programs Advisory Committee report.

J. Carlson shared required communication from WIPFLI (a copy of their engagement letter).

J. Carlson reviewed the changes to the Tri-Valley Bylaws. The change is:

- Addition of the following to the Committees section, page 8: "The Board of Directors may also appoint committee members from outside the organization".

M. Kroulik moved to accept the new version of the Tri-Valley Bylaws. Seconded by J. Gerszewski. Motion carried.

The Building Committee provided an update.

- According to estimates, it will cost approximately \$1M to properly make improvements to the existing Tri-Valley building so that it has adequate heating, accessibility, etc.
- MnDOT has responded positively to the possibility of acquiring the old building for a Highway 2 improvements.
- Jason spoke with Gateway Building Systems, who could build a new building for approximately \$100/foot.

M. Kroulik moved that the Building Committee go forward with intent to explore options including the Fournet Block. Seconded by J. Gerszewski. Motion carried.

J. Carlson informed the Board that we have had interest in our Agassiz Townhome tax credits. Wells Fargo could provide a private placement for 92 cents. The Agassiz Townhomes project has been priced at 96 cents. Wells Fargo is underwriting at a very conservative level. If MN Housing agrees, this will still be a project that performs well. If Board concurs, Jason will work with Wells Fargo to submit the paperwork with MN Housing by the March 22nd deadline.

D. Diedrich moved to submit the MN Housing paperwork with the Well Fargo numbers. Seconded by L Hall. Motion carried.

Board approval was requested to apply for the Minnesota Department of Transportation, Tri-Valley Transportation Program to enhance public transit service in Clearwater and Red Lake counties in the amount of \$107,000.

S. Peterson moved to approve. Second by S. Kjono. Motion carried.

Board approval was requested to apply for the Minnesota Housing Finance Agency, Tri-Valley Community Services Program to provide housing subsidy for persons with serious mental illness experiencing homelessness in the amount of \$90,000.

S. Kjono moved to approve. Second by G. Burris. Motion carried.

Board approval was requested to apply for the Minnesota Housing Finance Agency, Tri-Valley Community Services Program to assist families, individuals, and youth in preventing homelessness or assisting in ending homelessness in the amount of \$425,000.

S. Vonesh moved to approve. Second by J. Gerszewski. Motion carried.

The Board reviewed the Board Insurance Proposal from Otis Magie Insurance Agency. The premium is \$7,496.

G. Willhite moved to accept the Guy Oseth insurance quotes and the Otis Maggie quote. Seconded by G. Burris. Motion carried.

A nominating committee will need to be formed. The Board will think about who will be on it and report at the next Board meeting.

J. Carlson reported on the Audit Committee Report. A draft will be developed in April. There were no finding reported. The loss was larger than normal due to building insulation costs and other on-time expenses. 94 cents of every dollar goes back to the community.

The next meeting will be held at the Tri-Valley Administrative Office on Tuesday, March 14, 2017, at 6:30pm.

D. Diedrich moved to adjourn the meeting. Second by G. Burris. Adjourned at 8:00 pm.

Adjournment.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL