

**MINUTES OF THE  
BI-STATE REGIONAL COMMISSION**

Wednesday, May 27, 2015, 3:30 p.m.  
Scott County Administration Building  
600 West Fourth Street  
Davenport, Iowa

**MEMBERS PRESENT:** Thodos –Chair, Callaway-Thompson, Earnhardt, Gallagher, Gluba, Gordon, Gradert, Heninger, Holst, Hopkins, Howard, Kelly, Maranda, Meeker, Newton-Butt, O’Boyle, Raes, Schloemer, Sherwin, Terry, Volz, Washburn

**MEMBERS ABSENT:** Anderson, Austin, Hillman, Holmes, Lawrence, Liddell, Looney, Pauley, Stoermer, Sunderbruch, Tank, Williams

**OTHERS PRESENT:** Paul Trombino, Director, Iowa Department of Transportation; Sam Shea, Transportation Planner, Iowa Department of Transportation; Dawn Neuses, Dispatch-Argus Newspaper

**STAFF PRESENT:** Bulat, Grabowski, McCullough, Miller, Moritz

Chair Thodos called the meeting to order at 3:31 p.m.

1. Approval of the April 22, 2015 Minutes. Mr. Terry moved to approve the minutes of April 22, 2015 as presented. Ms. Kelly seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor O’Boyle presented the Treasurer’s Report for the month ending April 30, 2015, noting an ending total bank and book balance of \$586,739.77. Mayor O’Boyle moved the report be accepted as written and mailed. Mayor Hopkins seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Ms. Bulat presented the bills totaling \$168,813.08, as listed on the following bills listing and addendum dated May 27, 2015:

**Bills List**

Blackhawk Bank & Trust, VISA charge card expenses related CEO/CAO Meeting (costs reimbursed by participants); Illinois Intergovernmental Meeting; Finance Committee Meeting; Administrative Professionals Recognition; RICWMA Collection Event; registration for one staff to attend the 2015 Illinois Recycling Association conference; HCEDP expenses (costs to be reimbursed by HCEDP); airfare and registration for two staff to attend the TRB Planning Applications conference; one staff to attend the RTAC Spring Conference; two staff to attend the CDAP 2015 Application Workshop; Quickbooks software; one staff to attend an Essentials of Collections Law conference; one staff to attend the 2015 Iowa Geographic Information Council Biennial Conference; and two staff to attend the Illinois Department of Transportation Indirect Cost Allocation training	\$ 3,959.41
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Hurt, Norton & Associates, April 2015 legislative technical service and Professional Media Services (cost reimbursed by participating member governments)	9,750.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,625.00

Addendum

Cambridge Systematics, professional services related to the Freight Commodity Efficiency Study	146,847.68
Rock Island County Treasurer	5,630.99
06/2015                    Rent	\$4,618.38
06/2015            Internet Access	88.00
04/2015                    Postage	691.27
04/2015                    Supplies	113.20
04/2015                    Cell Phone	120.14*

\*(Partial costs reimbursed by HCEDP/Rural Accelerator Grant)

Ms. Earnhardt moved approval of the bills totaling \$168,813.08 as presented above. Ms. Sherwin seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2014-15 Program Budget as of April 30, 2015. Ms. Bulat explained the Program Budget Status Report was mailed in members' packets. The Commission is 82% through the fiscal year with 79.6% expended and within budget.

- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contract and grant for consideration.

- Contract with Center for Community GIS funded with PICH grant for the development of a web-based trail map and mobile app not to exceed \$100,000 for the period 6/1/15 – 12/31/16.
- Grant with Economic Development Administration in the amount of \$15,000 with local match of \$15,000 for data warehouse upgrade/marketing for the period 9/1/15 – 8/31/16.

Ms. Kelly moved approval of the contract and grant as presented above. Ms. Sherwin seconded the motion, and it passed unanimously.

- d. Presentation of Recommended FY2016 Commission Budget Plan. Ms. Bulat, Executive Director, reviewed the draft FY 2016 Budget as recommended by the Finance and Personnel Committee. She reported revenues for FY 2016 are projected to be down 4.7% from the current year, primarily due to the completion of the Henry County Rural Jobs Accelerator grant. Dues for Bi-State’s member governments are proposed to increase 2.0 %. Of member dues, 59.8% of dues go to match federal and state grant funding. Continuation of the merit performance review program, with a projected average of 2.0%, is recommended along with a 1.5% across the board annual wage adjustment budgeted. The budget will lay on the table and be considered for approval at the June 24, 2015 Commission meeting.

4. Presentation from Iowa Department of Transportation. Mr. Trombino reported on a new commodity flow effort the department is instituting. Iowa DOT partnered with Quetica Consulting to use a demand-based supply chain network design and optimization approach to assist companies in designing and optimizing their supply chains and to identify strategic locations for their facilities in Iowa, while reducing their overall supply chain costs. The service

focuses on effectively analyzing constraints and opportunities in a company's supply chain, developing design alternatives, conducting both quantitative and qualitative analysis of the design alternatives, and recommending an optimized network design with financial analysis to help the company make informed business decisions.

Mr. Trombino stated that strategic site selection is an important decision in supply chain network design that can provide long-term, sustainable competitive advantages. Many factors, such as geographic location, land availability, transportation network infrastructure, utility, taxes, construction costs, labor costs, etc., are included in site evaluation and selection.

Iowa DOT teamed with Quetica to provide access to this supply chain design and optimization expertise to help Iowa companies grow their revenue and reduce their supply chain costs by strategically selecting facility sites for an optimized supply chain.

Mr. Trombino outlined the four fundamental steps:

1. Analysis of demand and capacity across a company's supply chain
2. Identification of constraints in production, transportation network, and inventory management
3. Creation of supply chain optimization strategies:
  - a. Conducting baseline optimization to identify opportunities given the current supply chain network
  - b. Conducting what if analysis to analyze changes to plant, warehouse/distribution center, and transportation network and recommend new sites and/or new transportation network to lower total supply chain costs
4. Development of business case to support recommended strategies

Design alternatives are tested using computer tools to ensure the constraints are addressed effectively. The design alternatives are evaluated using qualitative measurements and return on investment analysis conducted to define and prioritize the recommended strategies.

Finally, Mr. Trombino said an a-typical supply chain network design and optimization effort will deliver opted current supply chain network to use current transportation network more efficiently by leveraging lower cost shipment modes and alternative routes, site selection and new transportation network design to lower total supply chain costs, and facility consolidation recommendations to lower operating costs.

5. Questions or Comments by Commissioners. There were no questions or comments by Commissioners.
6. Other Business. The *2045 Quad Cities Area Long Range Transportation Planning for Economic Vitality* newsletter was distributed to Commissioners.
7. Adjournment. The meeting adjourned at 4:54 p.m.

Respectfully submitted,



Kimberly Callaway-Thompson  
Secretary