

**Regional Transit Authority
Secretarial Notes**

**Friday, January 25, 2019
9:30 am**

**ECIA
7600 Commerce Park**

RTA Board Members:

Delaware County Supervisors

Shirley Helmrichs*

Jeff Madlom

Peter Buschmann*
RTA Vice-Chair

Dubuque County Supervisors

Dave Baker

Jay Wickham
RTA Chair

Ann McDonough

Jackson County Supervisors

Larry McDevitt

Mike Steines
RTA Secretary

Jack Willey

Others Present: Beth Bonz, ECIA Chairperson

ECIA Staff:

Lori McKinley
RTA Director

Kelley Deutmeyer
ECIA Executive Director

Lisa Weinhold
ECIA Finance Director

Sharon Nesteby
Executive Assistant

Tricia Wagner
Transit Coordinator

A quorum was present.

*by phone

Call to Order

The Wednesday, January 25, 2019 Regional Transit Authority (RTA) Board meeting was called to order at 9:30 a.m. by Chair Wickham. Roll call of members in attendance was held. Beth Bonz, ECIA Chairperson, was also present at the meeting.

Action on the Agenda for the Wednesday, January 25, 2019 RTA Board meeting

Motion by Willey, second by Steines to approve the Wednesday, January 25, 2019 Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Review and Approve Radio System

McKinley said Fleege from Racom tried to test the radios last week but realized they were incorrectly programmed by the State. Radios have been returned to the State to be re-programmed for the three-counties' towers. Once the radios are returned, Fleege will again test the radios in all three counties; staff will report the results at an upcoming RTA meeting.

At the last meeting, board members questioned the Racom estimate line items: Feature Package, P25 Trunking & EDACS *EDACS Free* of \$16,875.00 and under Base Radio: Feature Package, P25 Trunking & EDACS of \$3,600.00. McKinley explained the EDACS Free is part of the package and that the previous EDACS needs to be included for the new system to work.

Helmrichs reported that a Delaware County RTA bus is missing an antenna; McKinley said an appointment has been scheduled for the repair.

Motion by Helmrichs, second by Willey to table the purchase of the radio system. The motion passed unanimously.

At this time Baker and McDevitt joined the meeting.

McKinley informed them of the incomplete radio testing held last week; both Baker and McDevitt agreed with the motion to table the purchase of the radio system.

Review and Approve ECIA Request for a short-term loan during Federal Government Shutdown

Bonz referred board members to Enclosure 2 from Deutmeyer included in the agenda packet. She said due to the Federal Government Shutdown, ECIA is not being reimbursed for work and staff time expended on Federal programs creating a shortfall in monthly cash flow. ECIA Council met last week and approved staff to pursue agency financing internally first through the RTA and Eastern Iowa Regional Housing Corporation (EIRHC)/Eastern Iowa Regional Housing Authority (EIRHA)/Eastern Iowa Development Corporation (EIDC), and secondly with a line of credit from American Trust & Savings Bank. Staff are requesting RTA board member approval for a short-term loan from the RTA during the Federal Government Shutdown.

Motion by McDevitt, second by Buschmann to approve ECIA's Request for a short-term loan during the Federal Government Shutdown.

Discussion followed that staff will use funds received first through billable costs not tied to the Federal government; American Trust has preliminarily approved the line of credit; drawdowns for funds are submitted monthly or quarterly; and that the agency has signed grant awards and agreements to receive the Federal funds. Both the ECIA auditors and the Iowa Department of Transportation (IDOT) acknowledge that the RTA funds proposed for the short-term loan are internal dollars to be used at the board members' discretion. Weinhold noted that this is the first time that ECIA will not cash flow; and the only other line of credit obtained by the agency was used for the Jumpstart and Flood programs.

Board members continued their discussion about preparing a document stating the money transfers and repayment; the estimated agency shortfall of \$180,000/month; that staff will meet weekly to determine what funds are needed to cover essential agency overhead; and potential staff furloughs could affect services. Willey noted that Vacek from Grassley's office attended the ECIA Council meeting last week and that she will report the issues and concerns to the Senator. Bonz said that Deutmeyer has also sent an email to Vacek with the information.

Discussion continued about interest rates and potential deadlines for repayment. Wickham summarized the discussion and asked if McDevitt and Buschmann want to add the following to their motion: 0% interest rate, maximum loan of \$500,000, with weekly and monthly draws as needed. Both McDevitt and Buschmann agreed to add the summarization to their motion.

Discussion by board members followed about a deadline for the short-term loan, and as federal dollars are provided to ECIA to set a time limit for repayment of the RTA loan. Weinhold explained the short-term loan will not affect the funds needed for normal RTA operations.

Wickham again summarized the continuing discussion, asking if McDevitt and Buschmann wanted to add the following to their revised motion: December 31, 2019 end date and as Federal funds are received, ECIA will reimburse the RTA within five business days. Both McDevitt and Buschmann agreed to add this second summarization to their motion.

Motion by McDevitt, second by Buschmann to approve the ECIA request for a short-term loan up to \$500,000 at 0% interest rate drawn down as needed during Federal Government Shutdown until December 31, 2019 with reimbursement to RTA within five business days of receipt of federal grant funds. The motion passed unanimously.

Staff and Bonz thanked the board members for their approval of the short-term loan.

Other Business

None.

Adjournment

Motion by Baker, second by Willey to adjourn the Wednesday, January 25, 2019 RTA Board of Directors meeting. The motion passed unanimously. The meeting was adjourned at 10:10 a.m. At this time Helmrichs and Buschmann left the phone call.

Call to Order

The Wednesday, January 25, 2019 Regional Transit Authority (RTA) Board meeting was reconvened and called to order at 10:12 a.m. by Chair Wickham. Board members in attendance: Wickham, Willey, Steines, Baker, McDevitt.

Review and Approve ECIA Request for a short-term loan during Federal Government Shutdown

Motion by Willey, second by Baker to approve and authorize Wickham as RTA Chair to sign a short-term loan document between ECIA and RTA. The motion passed unanimously.

McKinley will inform Helmrichs and Buschmann about the motion.

Other Business

None.

Adjournment

Motion by Steines second by Baker to adjourn the reconvened Wednesday, January 25, 2019 RTA Board of Directors meeting. The motion passed unanimously. The meeting was adjourned at 10:14 a.m.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Lori McKinley".

Lori McKinley, Director of RTA Transit Operations