

**Regional Transit Authority
Secretarial Notes**

**Wednesday, January 9, 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: None

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.

Call to Order

The Wednesday, January 9, 2019 Regional Transit Authority (RTA) Board meeting was called to order at 9:32 a.m. by Chair Wickham. Board members welcomed Ann McDonough to her first RTA meeting as a newly appointed Dubuque County Supervisor.

Action on the Agenda for the Wednesday, January 9, 2019 RTA Board meeting

Motion by Willey, second by Madlom to approve the Wednesday, January 9, 2019 Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, December 12, 2018 RTA Board meeting

Motion by Steines, second by Buschmann to approve the minutes and file the Secretarial notes from the Wednesday, December 12, 2018 RTA Board meeting. The motion passed unanimously.

At this time Baker joined the meeting.

Review and Approve Financials

McKinley said the financials in the agenda packet are for November 2018. McKinley reviewed the Total Transit Revenue at 50% which is high due to the waivers, shelter workshop trips and non-emergency medical rides. Total Expenses are Administration at 45%; Operations at 42%; Operations-Volunteer at 62%; Maintenance at 45% and Total Operating Expense at 44%. McKinley said Administration is higher due to audit fees paid in full and staff work on the Earlville garage. Net operating income is \$22,644 with actual year-to-date net income at \$107,825. Designated/Restricted Income is \$144,140, Designated/Restricted Expense is \$96,414, with Net Designated Income at \$155,551 year-to-date.

Weinhold explained the Worker's Comp is -12% with the renewal date switched to the fiscal year instead of each February, and the insurance company rates were lower resulting in a credit to the RTA. McKinley said the bus wraps cannot be on any vehicles used for Headstart and several other agencies.

Motion by Madlom, second by Baker to approve the RTA Financials: Revenue and Expense. The motion passed unanimously.

McKinley then reviewed the Statement of Assets and Liabilities as of November 30, 2018, noting Total Current Assets at \$1,445,525.81; Total Fixed Assets including construction-in-progress (Earlville), land, equipment, solar, buildings and depreciation expenses at \$1,866,316.17; and Other Assets-Prepays at \$94,185.65; for Total Assets at \$3,406,027.63. Accounts Payable is \$77,234.66; Total Current Liabilities are \$107,220.81; Fund Balance at \$3,298,806.82; and Liabilities and Fund Balance at \$3,406,027.63.

She explained the RTA Replacement Capital Summary noting the interest earned and Operation: New View contract with an ending balance of \$856,441.93 as of November 30, 2018.

Motion by Steines, second by Madlom to approve the RTA Financials: Statement of Assets and Liabilities and Replacement Capital Summary. The motion passed unanimously.

Review and Approve Invoices and Bills

McKinley presented the invoices and bills for December 1-31, 2018, explaining there were no unusual expenditures. She noted the following cash disbursement: \$385.00 to Comelec Services and \$1,308.70 to Burken Underground for putting the RTA fax line at Maquoketa underground after the wind knocked the above-ground pole down.

Motion by Willey, second by Buschmann to approve the invoices and bills. The motion passed unanimously.

Review and Approve Radio System

McKinley distributed the Racom estimate to the board members. The State loaded the security key allowing Racom staff to schedule the radio testing for the week of January 14th. Staff will bring the test results to the board members at the February meeting.

Baker said the RTA will not need the Dubuque County system; if Dubuque County needs the RTA as an emergency transit provider, there will be no cost to the RTA since it benefits Dubuque County.

Discussion followed that if the testing on the Racom radios does not work in the three RTA counties, the staff will need to research other communication means; that the State system is free to RTA; and the urgency to install a new system due to the current equipment background noise being a problem for the dispatchers. Staff suggested board members approve the Racom radio system purchase contingent upon satisfactory testing in all three counties in order to expedite the equipment upgrade as soon as possible.

Motion by Baker, second by Steines to approve the Racom estimate of \$104,647.52 for radio system purchase by the RTA contingent upon satisfactory testing in the three RTA counties. McDevitt, Willey, Baker and Steines voted approval; Helmrichs, Madlom, Buschmann and Wickham voted nay; McDonough abstained. The motion did not pass.

Questions followed about line items on the Racom estimate: Feature Package, P25 Trunking & EDACS *EDACS Free* of \$16,875.00 and under Base Radio: Feature Package, P25 Trunking & EDACS of \$3,600.00; why the RTA does not use the Dubuque County system; and holding a special meeting after the testing is complete for discussion and decision on radio system purchase. Board member consensus to have Fleege from Racom attend the next RTA meeting after the radio testing is completed to discuss the results.

Review and Approve Earlville Garage Design

McKinley distributed the Earlville bus storage facility specifications developed by Bardgett, Delaware County Engineer, to the board members. She requested the board members read through the document which will be placed on the February RTA agenda for their review and approval. She noted the roof is

able to accommodate solar panels; it will be bid out to the contractors separately from the garage construction. Discussion followed about the contractor list; and green sustainable features such as permeable pavers, similar to the Dubuque County building. Staff will check into the paver costs and if they will hold up with bus traffic. The contractor list is compiled from previous building construction and from the Community Development Department's list of contractors.

Motion by McDonough, second by Helmrichs to table approval for the Earlville garage design. The motion passed unanimously.

Discussion on RTA Board of Directors Composition

McKinley distributed the Delaware, Dubuque and Jackson County RTA By-Laws to the board members for reference, noting the composition was discussed at the previous meeting. Wickham apologized for his absent at the previous RTA meeting and said he requested that the item be placed on the agenda for this meeting. He acknowledged that the RTA board is good, the RTA is well-run and finances are fine. He suggested that opening the board membership up might offer an opportunity to one or two people from the private sector and other officials to be involved with the RTA. Several board members stated their preference to keep the board membership composition the same; outside input is gained through the Transit Action Group (TAG) which is comprised of city/regional people and coordinated by the RTA staff as required by the State. Staff will be providing regular TAG updates as requested by board members at the previous meeting.

Discussion followed about the RTA history under Project Concern and when the department was moved to ECIA management; the fiscal management and good stewardship through ECIA; and the valuable relationships developed among the county supervisors. Deutmeyer explained the partnership between ECIA and RTA for the land and local match during the building construction of the current offices and garage.

Board members continued their discussion about representation on the board; appointing alternates or proxies to the Board; the lack of understanding about RTA if alternates/proxies don't regularly attend meetings; and the lack of commitment shown by the private sector to show up for meetings, especially needed for quorums, as seen on other Boards. Wickham referenced the bylaws, Article IV, Section 10. Parliamentary Procedures on alternates. Several members indicated various interpretations of Section 10 on alternates; Deutmeyer proposed obtaining a legal opinion on alternates to be presented at a future meeting. A majority vote by board members will be needed to approve by-law changes; it was noted the by-laws were last amended in 1986. Several other areas in the by-laws were discussed including Article VII Liquidation and Dissolution.

Motion by Steines, second by Madlom to table any membership changes until each County's Attorney provides a review of the by-laws.

Baker proposed an amendment to the motion that the RTA Attorney also provide a review of the by-laws.

Motion by Steines, second by Madlom to amend their motion to table any membership changes until each County's Attorney and the RTA Attorney provide reviews of the by-laws.

At this time, Helmrichs explained the agenda item is Discussion on RTA Board of Directors Composition, so no action can be taken at the meeting.

Deutmeyer said she will contact the RTA Attorney to clarify Articles and Sections in the by-laws as requested by the board members with a report provided at a future RTA meeting.

Transit Action Group (TAG) Update

McKinley distributed the list of people invited to the TAG meetings, along with the minutes from the September 26, 2018 meeting to the board members. The minutes from the November and December meetings are not available yet. The next TAG meeting is January 23, 2019; everyone is welcome to attend the meeting. Agendas can be provided to any board member that is interested in the meetings.

Other Business

None.

Adjournment

Motion by Steines, second by Willey to adjourn the Wednesday, January 9, 2019 RTA Board of Directors meeting. The motion passed unanimously. The meeting was adjourned at 10:56 a.m.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Lori McKinley". The signature is written in black ink and is positioned below the text "Respectfully submitted by,".

Lori McKinley, Director of RTA Transit Operations