

**Regional Transit Authority
Secretarial Notes**

**Wednesday, November 14, 2018
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

Daryl Klein

Jackson County Supervisors

Larry McDevitt

Mike Steines
RTA Secretary

Jack Willey

Others Present: Mike Temp, Tostrud & Temp
Ken Fleege, Racom

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, November 14, 2018 Regional Transit Authority (RTA) Board meeting was called to order at 9:30 a.m. by Chair Wickham.

Action on the Agenda for the Wednesday, November 14, 2018 RTA Board meeting

Motion by Willey, second by Klein to approve the Wednesday, November 14, 2018 Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, October 3, 2018 RTA Board meeting

Motion by Helmrichs, second by Madlom to approve the minutes and file the Secretarial notes from the Wednesday, October 3, 2018 RTA Board meeting. The motion passed unanimously.

Review and Approve Financials

McKinley said the financials in the agenda packet are for September 2018. She distributed FY18 financials ending September 30, 2018 to the board members. McKinley reviewed the Total Transit Revenue at 29% which is high due to the waivers, shelter workshop trips and non-emergency medical rides. Total Expenses is normal and routine with Administration at 27%; Operations at 26%; Operations-Volunteer at 38%; Maintenance at 25% and Total Operating Expense at 27%. Net operating income is \$33,799 with actual year-to-date net income at \$50,550. Designated/Restricted Income is \$136,307, Designated/Restricted Expense is \$60,276, with Net Designated Income at \$126,582 year-to-date.

At this time, Baker joined the meeting.

McKinley said each bus is about \$90,000, with 80% paid by the grant funds and 20% match paid by RTA.

McKinley then reviewed the Statement of Assets and Liabilities as of September 30, 2018, noting Total Current Assets at \$1,368,862.09; Fixed Assets including land, equipment, solar, buildings and depreciation expenses at \$1,898,288.36; and Other Assets-Prepays at \$117,537.01; for Total Assets at \$3,384,687.46. Accounts Payable is \$85,029.84; Total Current Liabilities are \$112,060.97; Fund Balance at \$3,272,626.49; and Liabilities and Fund Balance at \$3,384,687.46.

She explained the RTA Replacement Capital Summary noting the interest earned and Operation New View contract with an ending balance of \$854,272.74 as of September 30, 2018.

Motion by Buschmann, second by Baker to approve the 09/30/18 RTA financials. The motion passed unanimously.

Review and Approve Invoices and Bills

McKinley presented the invoices and bills for October 1-31, 2018, explaining there were no unusual expenditures. She noted the following cash disbursement: \$3,400.00 to Tostrud & Temp for partial

payment on the audit. Discussion followed about the monthly payment of \$1,030 to Comelec Internet Service for tower rental which will not be necessary if the board members approve the Racom proposal; and \$12,541.79 to Wex Bank for bus fuel. Klein suggested contacting the City of Dubuque or Dubuque County about using their fuel supply at a discounted rate. Deutmeyer noted the City's fuel supply location for years was not convenient to RTA, but with the pumps relocated closer, it may be a possibility. Staff will check on the fuel supply options for all three counties.

Motion by Klein, second by Madlom to approve the invoices and bills. The motion passed unanimously.

Review and Approve FY 2018 Audit Presentation by Tostrud & Temp

Mike Temp, Tostrud & Temp, presented the Financial Statements and Independent Auditor's Report for the Delaware, Dubuque and Jackson County Regional Transit Authority for FY 2018 to the board members. The Independent Auditor's Report, a required document, gives an overall picture of the financial information, lists an unmodified or clean audit of the fiscal year, and that you can rely on the numbers in the audit.

He reviewed the information in detail: The Statements of Financial Position list a comparison from 2017 to 2018, with the following totals for 2018: Total assets of \$3,263,245; Total liabilities of \$133,963, Total net assets of \$3,129,282 and Total liabilities and net assets of \$3,263,245. The Statement of Activities for 2018 lists Total revenue and other support at \$2,531,146; Total expenses at \$1,941,148; with an increase in net assets of \$589,998. Net assets at beginning of fiscal year were \$2,539,284 and net assets at the end of the year are \$3,129,282. The Statements of Cash Flows lists cash at the end of the year at \$690,788, with \$747,510 spent on vehicle and equipment purchases. The Notes to Financial Statements explains accounting methods and policies, cash and investments including information on the investment policy, the administrative contract between ECIA and the RTA with related party transactions listed, and a summary of property, buildings and equipment including the two leased properties.

Supplemental information details the program services and management/general with totals for 2017 and 2018. The program services lists operating at \$1,070,845, maintenance at \$532,678, volunteers at \$4,023, management/general at \$333,602 for a 2018 total of \$1,941,148. Federal and State awards to assist in operating the RTA are included in the audit. Other Reports include the Independent Auditor's Report on Compliance and Internal Control detailing the checks and balances, separation of duties, and processes and approvals; and the Schedule of Findings and Responses showing an unmodified audit with no findings. The Communication with the Board of Directors states the accounting methods are acceptable and reasonable for depreciation and the capitalization policy, and no misstatements, management disagreements or other audit findings or issues.

Discussion followed about vehicle depreciation depending on years and usage, with 39 years being the Internal Revenue Service (IRS) policy; and \$4,023 under Volunteers should be Transportation, not Meals. Board members congratulated staff on a good, clean audit and their hard work in managing the RTA.

Motion by Willey, second by Helmrichs to approve the FY 2018 Audit Presentation by Tostrud & Temp. The motion passed unanimously.

Review and Approve Radio System Purchase

McKinley introduced Ken Fleege, Racom, who joined the meeting at this time. Ken recently met with Dave Baker, Tom Berger, Director of Dubuque County Emergency Management, and Lori to discuss the Racom proposal for the RTA. McKinley distributed the two proposals that were presented to the board members for discussion at the October meeting. Fleege said the RTA has three frequencies in VHF range with three station towers, one in each County, with dedicated channel lines for the RTA. Service is now provided through the internet to antennas located on the station towers. Dubuque County is building a P25 system, a standard system which works with all brands of radio equipment. They are also building fourteen towers for portable service in the County. The State of Iowa is also building a P25 system for mobile coverage only. Fleege said the RTA can use the contract pricing on the Dubuque County equipment, and attach it to both the County and State's networks in order to have service in all three counties. It also allows each bus a channel to connect back to the dispatch office. There will no longer be three frequencies, but will operate as one group, or separate groups. There is no infrastructure costs, only equipment costs. He said digging will commence in the spring and be operational in October. McKinley said only one or two portables will be necessary for use by dispatch, or for emergency purposes. Fleege noted the Jule is also converting to this system. The Racom proposal covers thirty buses and three radios for RTA.

Fleege said the radios will be tested to make sure they work prior to the order and installation of the system; a proof of concept. Discussion followed about tower locations in each County, and that Delaware County has a different system not with the State. Jackson County is still looking at different systems. Fleege said Racom is leveraging the State I64 network, which is free through an application process. He noted the RTA has applied for the network and should hear back within thirty days. The portables are three watts, the mounted radios are thirty watts in the buses which provides more range. Fleege also explained a back-up system must be maintained, which can be done through the P25 sara (shared area radio agreement) with other County systems, saving some costs.

Discussion followed about data collection, including location, through the tablets using U.S. Cellular and Routematch; changing channels will allow staff to access other networks; and proof of concept on the proposed system using radios at the RTA office and in vehicles throughout the three counties.

Motion by Baker, second by McDevitt to approved Radio System Proof of Concept by Racom with results presented at a future RTA Meeting. The motion passed unanimously.

Board members thanked Fleege for attending the meeting to provide the information to them.

Update on Peosta expanded service

McKinley said the Peosta expanded service pilot started in August has now been extended until the end of December. Staff are still contacting businesses, working with employers on drop-off and pick-up times, and have met with staff from Northeast Iowa Community College (NICC). She noted that

Express Employment continues to purchase rides for their clients. The ICAAP grant application has been submitted with awards announced early in 2019 and funds available for October. Deutmeyer said the RTA budget is healthy at this time with the additional Peosta route, so staff will continued with providing the service for as long as possible. Additional riders from the Elm Street Correctional Facility are also using the service. McKinley said if the ICAAP grant is awarded, a universal pass system will be created and available so riders will be able to use both the Jule and the RTA buses. The City of Dubuque staff provided the technical information necessary for the creation of a universal pass system for the application. McKinley also said the Iowa DOT is very interested in the possibility of a universal pass system. Deutmeyer noted the City recently hired a new Transit Director for the Jule.

Update on Earlville site

McKinley said building deconstruction at the Earlville site will be starting by December 1, with the asbestos all removed. She will be meeting with Bardgett, Delaware County Engineer, to go over the preliminary plans and design.

Other Business

McKinley said a RTA meeting will be held in December.

Adjournment

Motion by Baker, second by Madlom to adjourn the Wednesday, November 14, 2018 RTA Board of Directors meeting. The motion passed unanimously. The meeting was adjourned at 10:58 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