

**Regional Transit Authority
Secretarial Notes**

**Wednesday, December 12, 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: Ken Fleege and Associate, Racom
Mike Corkery, Delaware County 911 Director

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, December 12, 2018 Regional Transit Authority (RTA) Board meeting was called to order at 9:30 a.m. by Vice Chair Buschmann. Wickham, RTA Chair, was not able to attend the meeting.

Madlom introduced Mike Corkery, 911 Director for Delaware County, to the board members and staff.

Action on the Agenda for the Wednesday, December 12, 2018 RTA Board meeting

McKinley requested agenda item #7 Update on radio system be discussed before #6 Discussion on RTA Board of Directors Composition.

Motion by Madlom, second by Klein to approve the amended Wednesday, December 12, 2018 Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, November 14, 2018 RTA Board meeting

Steines noted on page 3 that the net assets at the end of the year are \$3,129,282, not \$23,129,282. Staff will make that correction.

Motion by Willey, second by Steines to approve the amended minutes and file the Secretarial notes from the Wednesday, November 14, 2018 RTA Board meeting. The motion passed unanimously.

Review and Approve Financials

McKinley said the financials in the agenda packet are for October 2018. McKinley reviewed the Total Transit Revenue at 40% which is high due to the waivers, shelter workshop trips and non-emergency medical rides. Total Expenses are Administration at 36%; Operations at 33%; Operations-Volunteer at 54%; Maintenance at 36% and Total Operating Expense at 35%. McKinley said Administration is higher due to audit fees and organization dues paid at the beginning of the year, Operations is higher due to Drivers Salaries including the Peosta route, which was not originally in the fiscal year budget, and Maintenance is higher with the purchase of bus tires for the winter. Net operating income is \$34,688 with actual year-to-date net income at \$85,238. Designated/Restricted Income is \$142,900, Designated/Restricted Expense is \$72,151, with Net Designated Income at \$155,987 year-to-date.

Weinhold explained the Worker's Comp is -20% with the renewal date switched to the fiscal year instead of each February. The insurance company rates were lower resulting in a credit to the RTA.

McKinley then reviewed the Statement of Assets and Liabilities as of October 31, 2018, noting Total Current Assets at \$1,425,514.24; Total Fixed Assets including construction-in-progress (Earlville), land, equipment, solar, buildings and depreciation expenses at \$1,886,975.16; and Other Assets-Prepays at \$105,829.87; for Total Assets at \$3,418,319.27. Accounts Payable is \$91,657.10; Total Current Liabilities are \$119,461.87; Fund Balance at \$3,298,857.40; and Liabilities and Fund Balance at \$3,418,319.27.

She explained the RTA Replacement Capital Summary noting the interest earned and Operation New View contract with an ending balance of \$855,427.92 as of October 31, 2018.

Motion by Steines, second by Helmrichs to approve the 10/31/18 RTA financials. The motion passed unanimously.

Review and Approve Invoices and Bills

McKinley presented the invoices and bills for November 1-30, 2018, explaining there were no unusual expenditures. She noted the following cash disbursement: \$4,448.35 to Tandem Tire & Auto Service for bus tires for the winter; and \$3,605.00 to Tostrud & Temp SC CPA for audit fees.

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

Update on radio system

Ken Fleege and his associate from Racom joined the meeting. McKinley said at the last meeting, board members approved a Radio System Proof of Concept by Racom with results presented at a future RTA meeting. She noted that the RTA application for thirty radios on the network was submitted and has now been approved by the State. Once the State loads the security key – the radios will be programmed and ready for testing. Fleege proposes one radio in the office and one radio in a vehicle to be driven to various sites in the three counties, especially those locations where there have been contact problems. He explained the new P25 system in Dubuque County has directionals in their base stations pointed to Delaware and Jackson Counties. Discussion followed about the radio systems in each county; and that the State system has different levels of operation with RTA on one level. If the proof of concept is acceptable, Racom can fine-tune the software for the RTA operations level. If the proof of concept does not provide sufficient coverage for all three counties, a new plan will need to be developed for a radio system. Fleege noted the trade-in value of the old radio system at \$12,000.

Board members and staff thanked Racom staff for attending the meeting and providing information on the proposed radio system. Fleege will contact staff to set up the radio testing once the State loads the security key.

Discussion on RTA Board of Directors Composition

McKinley distributed the Delaware, Dubuque and Jackson County Regional Transit Authority By-Laws to the board members. She explained Wickham, who was not able to attend this meeting, requested the board members discuss the current composition of the RTA Board; if only one or two supervisors from each county should be on the board with private citizens included. Discussion followed that good relationships are developed at the board meetings among the county supervisors, with the opportunity to discuss various concerns; and the success the RTA has had under ECIA's management. The Transit Action Group (TAG), which is composed of city/regional people and is coordinated by the RTA staff as required by the State, meets throughout the year to discuss needs and concerns. The group recently completed their five-year strategic plan. At the board members' request, staff will add an agenda item for regular updates from the TAG.

Update on Earlville site

McKinley said the building on the Earlville garage site has been removed; with the final invoice to be paid from grant funds. The RTA will then take ownership of the property. She said Bardgett, Delaware County Engineer, is working on the garage design for presentation to the board members.

Other Business

Board members and staff expressed their best wishes and thanks to Klein, who will be off the RTA Board in January. They noted the value and guidance his presence has made to the RTA.

McKinley requested the January RTA meeting be switched from the first Wednesday, the 2nd, to the second Wednesday of the month – on January 9th. Board members concurred with holding the RTA meeting on Wednesday, January 9, 2019.

Adjournment

Motion by Klein, second by Madlom to adjourn the Wednesday, December 12, 2018 RTA Board of Directors meeting. The motion passed unanimously. The meeting was adjourned at 10:32 a.m.

Respectfully submitted by,

A handwritten signature in black ink that reads "Lori McKinley". The signature is written in a cursive, flowing style.

Lori McKinley, Director of RTA Transit Operations