

**Regional Transit Authority
Secretarial Notes**

**Wednesday, March 4, 2020
9:30 am**

**ECIA
7600 Commerce Park
Dubuque, IA 52002**

RTA Board Members:

Delaware County Supervisors

Shirley Helmrichs

Jeff Madlom

Peter Buschmann
RTA Chair

Dubuque County Supervisors

Dave Baker
RTA Secretary

Jay Wickham

Ann McDonough

Jackson County Supervisors

Larry McDevitt

Mike Steines
RTA Vice Chair

Jack Willey

Others Present: None

ECIA Staff:

Chandra Ravada
*ECIA Director of Transportation,
Planning and Transit*

Kelley Deutmeyer
ECIA Executive Director

Lisa Weinhold
*ECIA Director of Finance
and Human Resources*

Gail Kuhle
Transit Operations Manager

Stacie Scott
Transit Operations Manager

Tricia Wagner
Transit Coordinator

Sharon Nesteby
Executive Assistant

A quorum was present.
*by phone

Call to Order

The Wednesday, March 4, 2020 Regional Transit Authority (RTA) Board meeting was called to order at 9:31 a.m. by Vice Chair Steines.

Action on the Agenda for the Wednesday, March 4, 2020 RTA Board Meeting

Motion by Willey, second by Helmrichs to approve the Wednesday, March 4, 2020 Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the January 8, 2020 RTA Board Meeting

Motion by McDevitt, second by Madlom to approve the minutes and file the Secretarial Notes from the January 8, 2020 RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Weinhold presented the December 2019 RTA financials to the board members. She reviewed the Total Transit Revenue at 54%; Total Expenses are Administration at 57%; Operations at 47%; Operations-Volunteer at 76% and Maintenance at 38%; for Total Operating Expenses of 49% which is on target for the fiscal year. Net monthly operating income is \$14,394 and actual year-to-date net income is \$42,405. Designated/Restricted Income is \$3,657, Designated/Restricted Expense is \$128,753, with Total Income (Loss) at -\$82,691 year-to-date.

Weinhold then reviewed the Statement of Assets and Liabilities as of December 31, 2019, noting Total Current Assets at \$1,279,232.13. Total Fixed Assets of land, equipment, solar, buildings and depreciation expenses at \$2,181,667.22; and Total Other Assets-Prepays at \$77,114.87; for Total Assets at \$3,538,014.22. Accounts Payable is \$84,169.43; Accrued PTO at \$23,304.86; Total Current Liabilities are \$108,511.83; Fund Balance at \$3,429,502.39; and Liabilities and Fund Balance at \$3,538,014.22. She explained the \$626.98 Deferred Income as State Transit Assistance (STA) funds received in advanced and allocated out monthly, along with union dues and miscellaneous payroll deductions.

Weinhold reported on the RTA Replacement Capital Summary noting the interest earned on the savings account with an ending balance of \$766,384.29 as of December 31, 2019.

At this time, Baker arrived at the meeting.

Motion by Willey, second by McDonough to approve the RTA financials. The motion passed unanimously.

Review and Approve Invoices and Bills

Weinhold presented the invoices and bills for January and February 2020 with no questions or concerns from the board members.

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

Review and Approve Election of Officers

Ravada listed the current RTA officers: Buschmann, Chair, Delaware County; Steines, Vice Chair, Jackson County; and Baker, Secretary, Dubuque County. He stated historically each year the County positions rotate; therefore, the Chair position will now be held by Jackson County, the Vice Chair will be held by Dubuque County, and the Secretary position will be held by Delaware County.

Motion by Willey, second by Helmricks to nominate and approve Dave Baker, Dubuque County, as RTA Vice Chair. The motion passed, Baker abstained.

Motion by Madlom, second by Baker to nominate and approve Shirley Helmricks, Delaware County, as RTA Secretary. The motion passed, Helmricks abstained.

Review and Approve Appointment of RTA Board Member to RPA Board

Helmricks noted that she has been the representative in the past, but now has a conflict with another meeting on the same day. Discussion followed concerning conflicts with the meeting date, and board members already being on the RPA Board and representing other entities.

Motion by Willey, second Madlom to approved the Appointment of RTA Board Member, Larry McDevitt, to the RPA Board. The motion passed unanimously.

Review and Approve Resolution to Set Public Hearing for the Fiscal Year 2021 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application

Ravada referred to the Notice of Public Hearing included in the agenda packet, explaining this will be a standard public hearing on April 1st asking for comments on the annual application for State and Federal funds covering additional support of daily operations and capital improvements such as bus replacement, etc. He noted the dollar figures are estimated, but will be finalized soon. The public hearing notice will be published in newspapers for each county.

Motion by Baker, second by McDonough to approve and authorize the RTA Chairperson to sign Resolution to Set Public Hearing for the Fiscal Year 2021 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application. The motion passed unanimously.

Review and Approve Roles & Responsibilities of TAG Groups

Wagner said the document enclosed in the agenda packet establishes the format, roles and responsibilities of the three-county Transit Action Group (TAG). The partner meetings will now be quarterly and held separately in each county, with a combined annual meeting in Dubuque. Each TAG will select a Chair and Vice Chair, with the members to provide the agenda items and staff to send meeting materials to everyone. All recommendations made by the individual TAGs will need a 50% majority vote in order to be presented to the RTA Board. Wagner will poll each County to set a

regular meeting date. Board members commented that the TAG membership should represent the citizens well, and terms should be set for the TAG Chair and Vice Chair positions.

Motion by Willey, second by Helmrichs to approve the Roles & Responsibilities of TAG groups. The motion passed unanimously.

Review and Approve Plan to Subside and Reduce Cost for General Public Trips

Ravada referenced the RTA Service Improvement Proposal created from recommendations during the Strategic Planning Session. He listed the issues and goal of providing reduced ride costs with funds received from each County. He explained the RTA subsidy for each County; that staff will coordinate the transportation of groups which will be more cost effective; and they are sending out the information to the parents through childcare providers. Requests will be received through the RTA web site with staff to confirm riders' qualifications for the reduced/free rates. All rides will be scheduled by individuals, guardians and care takers. The plan will be assessed in a couple of months to determine its viability and continued funding. Staff are requesting each Board of Supervisors approve the funds at their next meetings; that Jackson County and Delaware County determine if children below age 15 will ride free; and Delaware County and Jackson County approve a funding split on providing transportation across county lines for each individual case. A meeting will also be scheduled to discuss the barriers and providing transportation for the Marshallese population, with costs split between Dubuque County and Jackson County, pending the Supervisors' approval.

Motion by Baker, second by Madlom to approve RTA Service Improvement-Marketing and Implementation Plan to subsidize and reduce cost for general public trips, with modifications: Jackson County and Delaware County to determine if children below age 15 will ride free; Dubuque County and Jackson County to approve 50/50 funding split for Crescent Community Health Center Marshallese Community Transit; and Delaware County and Dubuque County to approve 50/50 funding split on a case-by-case basis. The motion passed unanimously.

Review and Approve Lock Pads for Earlville Facility

Ravada said two estimates were received to install lock pads at the Earlville facility: The Locksmith Express for \$2,541.25 for three doors and Infrastructure Technology Solutions, LLC (ITS) for \$7,455.00 for two doors. Each individual will have a number to key into the lock pad for access to the facility.

Motion by Willey, second by Helmrichs to approve the Locksmith Express Quote of \$2,541.25 for lock pads for Earlville facility. The motion passed unanimously.

Review and Provide Input on Draft Marketing Plan for RTA

Wagner noted the draft marketing plan for RTA included in the agenda packet. She explained the purpose, marketing plan goals, and contents to the board members. The market assessment includes a profile with maps and population, current services, strengths and challenges, along with a review and surveys. Performance measures include marketing budgets for bus wraps, social media, promotion items; coverage of service and media contacts. Wagner said the marketing plan schedule for the next

five years is included in the draft. Ravada requested board members review the draft; once funds are determined to be available for marketing, options will be offered at future meetings for board member approval.

Update on RTA Bus Purchases

Ravada included a memo detailing the recommendations for new bus purchases with the agenda packet. Thirteen new replacement buses will be purchased rather than ten listed in the memo. Ravada will provide updated information at the next meeting after FTA approval. After investigation, both the RTA drivers and the mechanic recommended the purchase of the El Dorado buses. Staff contacted an urban transit system (Clinton MTA) who recommended Glaval, while the rural transit system (River Bend) recommended El Dorado. Based on these recommendations, and the Thomas Bus Company (El Dorado) quote of \$79,007 versus the Hoglund Bus Company (Glaval) quote of \$91,904; staff recommend the purchase of El Dorado buses. Board members commended Ravada and his staff for their investigation into the bus purchase.

Update on RTA Advertising Contract

Ravada said last fall MidWest Truck Advertising Company from Des Moines presented their marketing proposal on bus wraps to the board members, explaining that the RTA keeps their current contract with Dupaco. Wagner said Dupaco may be interested in bus wraps in Jackson County starting in April; MidWestOne Bank asked her to contact them in April about bus wraps for this fall; and DuTrac is rebranding so may purchase bus wraps at the end of the year. Ravada suggested waiting until later this year to make a decision about signing a contract with MidWest Truck Advertising Company. Willey suggested staff contact Citizen State Bank and Ohnward Bank & Trust about bus wraps.

Other Business

Board members commented on the excellent information provided by staff during the meeting; that the RTA is heading in a good direction with opportunities. Ravada said the budget will be discussed at upcoming meetings, looking at bus purchases, pilot programs, and sustainability.

The next meeting will be Wednesday, April 1, 2020 at 9:30 a.m.

Adjournment

Steines adjourned the meeting at 11:00 a.m.

Respectfully submitted by,

Kelley Hutton Deutmeyer
Executive Director