

# Regional Transit Authority Board Meeting Minutes

Wednesday, April 7, 2010  
9:30 am

ECIA  
7600 Commerce Park

## RTA Board Members

### Delaware County Supervisors

Shirley Helmrichs  
*RTA Secretary/Treasurer*

Jeff Madlom

Jerry Ries

### Dubuque County Supervisors

Wayne Demmer  
*RTA Vice-Chair*

Eric Manternach

Donna Smith

### Jackson County Supervisors

Steve Flynn

Larry "Buck" Koos  
*RTA Chair*

Jack Willey

**Others Present:**      **No others were present.**

### ECIA Staff:

Mark Munson  
*RTA Director*

Kelley Deutmeyer  
*ECIA Executive Director*

Lisa Weinhold  
*ECIA Finance Director*

Gail Kuhle  
*Support Services Manager*

Bridget Bartlett  
*Mobility Coordinator*

A quorum was present.

## **Call to Order**

The Regional Transit Authority (RTA) Board meeting was called to order by the RTA Chair, Larry Koos, at 9:35 a.m.

## **Approval of the Agenda**

Motion by Willey second by Madlom to approve the April 7, 2010 Regional Transit Authority Agenda. The motion passed unanimously.

## **Approval of the Minutes**

A motion by Madlom second by Demmer to approve the Minutes for the February 3, 2010 Regional Transit Authority Board meeting. The motion passed unanimously.

## **Election of Officers**

Munson reported that the current officers are Chair- Koos, Jackson County, Vice-Chair-Demmer, Dubuque County and Secretary-Helmrichs-Delaware County. Munson stated historically each year the County positions rotate, therefore the Chair position would be held by Dubuque County, the Vice-Chair position would be held by Delaware County and the Secretary position would be held by Jackson County.

Motion by Smith, second by Willey to approve the Chair position to be held by Demmer-Dubuque County, Vice-Chair position to be held by Helmrichs-Delaware County and the Secretary position to be held by Flynn-Jackson County. The motion passed unanimously.

## **Review/Approve Financials**

Munson presented the RTA financials for July 1, 2009-February 28, 2010. He noted the ending balance for February 28, 2010 was (\$11,059), with a year to date ending balance of (\$26,641). Munson began his review by explaining the various factors for the deficit. He began by highlighting the reduction in STA funding. Munson stated the STA funding is based on the sales of autos and parts; therefore the reduction is a result of the decrease in vehicle sales due to the economy.

Munson continued reviewing the financials. He noted the decrease in Scenic Valley usage thus causing a reduction in revenue from the Scenic Valley contract. Munson indicated that staff has been trying to set up social rides for the seniors but Scenic Valley has indicated that they would prefer not to offer this type of service to their clients. Munson then read a letter from the Scenic Valley Director indicating that Scenic Valley was not in support of using the Scenic Valley funds for social rides. Deutmeyer questioned whether Scenic Valley funds could be used for social rides. Munson noted that the Scenic Valley funds could be used for social rides. Willey suggested that a letter be sent to Scenic Valley Board or set up a meeting between the RTA Board and the Scenic Valley Board to discuss transit issues.

Discussion followed.

Munson stated that before a meeting is set up he would gather information regarding the use of Scenic Valley funds. Smith suggested that the RTA Board review a copy of Scenic Valley budget.

Munson also pointed out that he met with the Dubuque County Board of Supervisors regarding the Sunnycrest Contract and has worked out an agreement between the two parties.

Manternach questioned if there were any other options for gaining any additional funds. Munson stated that in the current fiscal year there would not be any other sources of funding but staff is working on increasing ridership and reorganizing routes thus making routes more profitable.

Deutmeyer noted the discontinuation of the NICC express route at the end of May. Munson stated that there were approximately twenty students who used the route and would be left without rides, therefore staff is working with the school on developing a car pooling route for those students. Deutmeyer noted that NICC did not want to contribute any funding to sustain the route.

Discussion followed.

Munson continued reviewing the expenses for RTA. He explained that the driver's salaries were over the projected budget at this time due to the payment of Paid Time Off (PTO) but would level off as the drivers come back to work.

Discussion followed.

Deutmeyer reviewed the Statement of Assets and Liabilities for July 1, 2009 thru February 28, 2010.

Motion by Koos, second by Demmer to approve the financials for July 1, 2008 thru February 28, 2010. The motion passed unanimously.

### **Review and Approve Invoices and Bills from 12/4/09 through 2/25/10**

Munson reviewed the invoices and bills from 12/4/09 through 2/25/10. Munson began his review by noting the 12/4/09 reimbursement for uniform pants. Munson explained that the drivers received new uniforms this year and a few drivers purchased their own pants and then were reimbursed the cost. Munson also noted the 12/18/09 cash disbursement of \$740.44 to Dubuqueland Overhead Door for the replacement of a garage door at a car wash damaged by a driver.

Munson then reviewed the January 2010 expenditures by highlighting the 1/7/2010 disbursement for \$4,084.51 to City Laundering Co for the purchase of uniforms. He noted there were no other unusual expenditures for January 2010.

Munson continued with reviewing the February 2010 cash disbursements, noting the \$7,122.80 to O'Connor Insurance for Worker's Compensation Insurance, the \$2,590 disbursement to

Comelec for the replacement of the Multi-Channel desk set and the expenditure of \$16,161 to the IA DOT for the Amoco loan for the Rangers.

Munson then explained that the RouteMatch software has not proved to be functional in the capacity that it was intended for, therefore staff is working to reconnect with the CTS software. He indicated that the basic package would be approximately \$5,000 and the CTS software is compatible with the Rangers that dispatch and the drivers are currently using. Munson noted that the IA DOT has also expressed their displeasure with RouteMatch and is currently working with RouteMatch on a resolution or forgiving one Amoco loan payment.

Discussion followed.

Motion by Willey, second by Smith to approve the invoices and bills from 12/4/09 through 2/25/10. The motion passed unanimously.

### **Review and Approve Consolidated Funding Request**

Demmer opened the public hearing at 10:25 a.m. Kuhle noted there was no public in attendance or written comments received.

Munson then reviewed the Consolidated Funding request. He stated that the RTA will request state and federal operating assistance amounting to approximately \$234,483 and \$170,903 respectively, for support of daily operations. RTA will also request federal capital assistance and state capital assistance to support various capital projects throughout the region. The following projects are submitted for approval:

- Job Access Reverse Commute operations continuation funding TOTAL COST \$198,000; Federal Request \$99,000.
- New Freedoms operations TOTAL COST \$20,000; Federal Request \$10,000. Munson stated that a new route has been established for a three day a week route from Maquoketa to Dubuque which will provide rides for dialysis patients.
- (2) Replacement ADA Accessible Light Duty Buses TOTAL COST \$138,000; Federal Request \$112,880.
- (2) Expansion ADA Accessible Minivans TOTAL COST \$88,000; Federal Request \$73,040.
- (2) Expansion ADA Accessible Light duty Buses TOTAL COST \$138,000; Federal Request \$114,540.
- Facility Maintenance Equipment TOTAL COST \$40,000; Federal Request \$32,000.
- Asphalt Dubuque Facility Parking Lot TOTAL COST \$44,000; Federal Request \$35,200.
- Replacement Radio Tower TOTAL COST \$6,000; Federal Request \$4,800. Munson noted that as the surrounding business area develops there is a potential that the tower used for the radios could be blocked, therefore he has applied for funding to replace or relocate the tower.

Smith question whether the RTA could contract with the Dubuque Community School District to provide bus service for the school system, thus pulling down funding from another source. It

was then requested by the RTA Board that staff contact and speak with the Dubuque Community School District regarding providing service for the school system.

Discussion followed.

Motion by Smith, second by Willey to close the public hearing. The motion passed unanimously. The public hearing was closed at 10:35 a.m.

Motion by Madlom, second by Koos to approve the FY 2011 Consolidated Funding Request. The motion passed unanimously.

### **Review and Approve FY 2011 draft Budget Assumptions.**

Munson reviewed the budget assumptions for FY2011. He began his review by highlighting the reduction in Federal Transit Assistance (FTA) and State Transit Assistance (STA). He stated that the FTA would be reduced by approximately \$35,000 and the STA would be reduced by approximately \$9,800. He explained that the FTA is reduced when you receive JARC funding and the STA funding is based on sales tax, which due to the economy, has been reduced.

Munson noted that funding for the Mobility Coordinator has been changed from a two year contract to a continuous contract with 80% of the funding for the position being financed through the New Freedoms funds.

He then noted that he would be requesting the full \$99,000 for the Job Access Reverse Commute (JARC) funding. He indicated that the RTA would be able to use JARC funding to provide rides and to establish a route for transporting the Thompson Illinois prison employees when the prison became operational.

Munson noted the discontinuation of the NICC route at the end of May 2010.

Munson projected a \$17,000 increase in Shelter Workshop revenue by billing through MR Waiver for clients currently being billed through the Sunnycrest contract, but this would also be a reduction in Sunnycrest revenue. Munson said that he anticipates an increase of approximately \$40,000 by utilizing the NICC Shuttle as an additional route for Area Residential Workshop riders.

Munson than accessed the expenses for FY'11. He projected an increase in wages and benefits. He also noted that the insurance cost would increase approximately 9% and a 2.5% increase in cost of living expenses. Munson noted that the overhead would increase by 2% due to the increase in the Mobility Coordinator position.

Munson stated that the Teamsters would be having a driver meeting on April 22, 2010 to discuss a new contract. Munson indicated that he would recommend a one year contract with a 1% to 2.5 % increase in wages. Deutmeyer noted that the suggested driver increase was based on the 2% increase that ECIA employees would be receiving.

Munson explained that the health benefits would reflect a reduction in expenses. He explained the reduction was due to the small number of full-time employees who receive benefits. Smith

asked if all employees were offered benefits. Munson said that all employees are offered benefits, but the part-time employees choose not to take the benefits.

Munson indicated that the RTA would be budgeting for the CTS software and hopefully the DOT would forgive one Amoco payment for Routematch to offset the cost of implementing the CTS software.

He noted that he would be increasing funding for volunteer drivers in the event that the RTA would need to use more volunteer service.

Munson stated that he has increased maintenance and fuel expenses by 2.5%.

Munson projected a tight but balanced budget if the RTA receives the JARC funding. If the RTA does not receive JARC funding then he would have to look the budget over for other ways to decrease spending.

Discussion followed.

Deutmeyer noted that the RTA will proceed with fundraising as an alternative source of funding.

Motion by Madlom, second by Manternach to approve the FY'2011 Budget Assumptions. The motion passed unanimously.

## **Other Business**

### **RTA Board composition**

Deutmeyer questioned whether the RTA Board composition could be changed to include some private sector persons thus creating a more diverse board. She pointed out that if the private sector was on the Board it may help with the coordination of services and support of transit as well as with raising funds and finding other sources of funding. Smith noted that if the Board composition would change, the Articles of Incorporation would need to be changed.

Discussion followed.

Willey stated that he would be open to discussion regarding adding private sector or others to the RTA Board composition. Smith said that she would prefer not to change the composition due to the liability of the RTA lies with the Supervisors. Koos stated that he was open to a change in composition but all nine supervisors would need to remain on the board, thus control of the Board would still be in the hands of the Board of Supervisors. Delaware County Supervisors, Madlom and Ries agreed that the Board should look at all options. Manternach stated that he agreed with Koos regarding keeping all nine supervisors as board members.

Discussion followed.

Demmer suggested that staff review and bring a plan of action or recommendations back to the next meeting.

**May meeting**

The May meeting will be on Wednesday, May 5, 2010 at 9:30 am.

**Adjournment**

A motion by Smith, second by Madlom to adjourn. The Regional Transit Authority meeting was adjourned at 11:11 a.m. The motion passed unanimously.

Respectfully submitted by,

Mark Munson  
Director of Transit Operations