

**Regional Transit Authority  
Board Meeting Minutes**

**Wednesday, November 10, 2010  
11:00 am**

**ECIA  
7600 Commerce Park**

**RTA Board Members**

**Delaware County Supervisors**

Shirley Helmrichs  
*RTA Vice-Chair*

Jeff Madlom

Jerry Ries

**Dubuque County Supervisors**

Wayne Demmer  
*RTA Chair*

Eric Manternach

Donna Smith

**Jackson County Supervisors**

Steve Flynn

Larry "Buck" Koos  
*RTA Secretary/Treasurer*

Jack Willey

**Others Present:** Jim Olson-Tostrud and Temp, CPA

**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 Wednesday, November 10, 2010 Regional Transit Authority (RTA) meeting was called to order at 11:06 a.m. by Chair, Wayne Demmer.

### **Action on the Agenda for the Wednesday, November 10, 2010 RTA Board meeting**

Motion by Manternach, second by Willey to approve the Agenda for the Wednesday, November 10, 2010 RTA Board meeting. The motion passed unanimously.

### **Action on the Minutes for the Wednesday, September 1, 2010 RTA Board meeting**

Motion by Koos, second by Madlom to approve the minutes of the Wednesday, September 1, 2010 RTA Board meeting. Motion passed unanimously.

### **Review and approve financials**

Munson presented the financials for July 1, 2009 through August 31, 2010. He noted the ending balance for August was \$17,342 with a year to date ending balance of \$1,615.00. He indicated that there was no unusual revenue or expenses.

Discussion followed.

Weinhold reviewed the Statement of Assets and Liabilities as of August 31 2010.

Motion by Willey, second by Koos to approve the financials for July 1, 2009 through August 31, 2010. The motion passed unanimously.

### **Review and Approve invoices and bills**

Munson reviewed the bills and invoices for July 1, 2010 through August 31, 2010. Munson reported that there were no unusual expenditures for August 31 2010.

Motion by Koos, second by Madlom to approve the August 31, 2010 RTA invoices and bills. The motion passed unanimously.

## **Review and Approve Delaware, Dubuque and Jackson County Regional Transit Authority FY 2010 Audit**

Jim Olson, a Certified Public Accountant for Tostrud and & Temp, S.C., presented the Financial Statements and Independent Audit Report for FY 2010. This report gives an overall picture of the financial information for the Regional Transit Authority.

Mr. Olson reviewed the financial notes and reported that the Regional Transit Authority has a clean audit as well as complying with the Government Audit Standards.

Discussion followed.

Motion by Koos, second by Madlom to approve the Delaware, Dubuque and Jackson County Regional Transit Authority FY 2010 Audit. The motion passed unanimously.

### **Update on requested statistical data**

Weinhold presented a detailed document which reviewed the Cost Allocation Plan for the RTA. He stated that the total costs assigned to each department is divided into the following five cost centers:

**Operating Costs**-cost related to the RTA drivers, including payroll and all benefits.

**Maintenance Costs**-includes cost related to the operation and maintenance of vehicles.

**Depreciation Expense**-represents the allocation of the cost of vehicles and equipment over their estimated useful lives.

**Volunteer costs**-includes all mileage and other allowable expense reimbursements paid to volunteer drivers.

**Administrative Cost**-cost related to management fees aid to ECIA, insurance marketing, postage audit fees and all other miscellaneous expenses.

Weinhold noted that the ECIA management fee is based on time charge or coded by staff to the RTA.

Weinhold went on to explain that the monthly share of costs charge to each dept/contract within each cost center is determined by the ratio of each respective department's hours, miles or rides relative to the total hours, miles or rides of all department as follows:

**Operating Costs**-YTD drivers hours worked

**Maintenance Costs**-YTD miles driven

**Depreciation Expense-YTD miles driven**  
**Administrative Costs-YTD number of rides**

Weinhold noted that FTA and STA assistance is allocated to programs/contracts on a monthly basis based on the number of miles driven and the DOT does not mandates how the allocation is made as long as it is equitable and fair.

Discussion followed.

### **Other Business**

#### **Update on Scenic Valley Board meeting**

Munson reported that he had received an email from Linda McDonald, Scenic Valley Executive Director that the RTA Board could meet with the Scenic Valley Board of Directors at either their November 2010 meeting or their January 2011 meeting. Munson said he thought it would be more convenient to meet with the Scenic Valley Board at their January 27, 2011 meeting, the RTA Board agreed.

Discussion followed regarding the approach the RTA Board would take when speaking with the Scenic Valley Board. It was the consensus of the RTA Board that Munson would frame out an agenda and a presentation for the Board to review at the December 1, RTA Board meeting. Included in the agenda/presentation would be Scenic Valley/RTA history, the efforts put forth by the RTA trying to work with Scenic Valley on increasing ridership and issues such as the purchase and use of tickets and whether the federal funds which Scenic Valley receives for Aging are mandated or discretionary.

Munson indicated that January 27, 2011 meeting with Scenic Valley would be held at Fountain Park at 3:00 p.m.

#### **Update on the State of Good Repair Grant**

Munson gave an update on the State of Good Repair Grant that the RTA received in conjunction with the City of Dubuque, Keyline Transit and the Dubuque Community School District. He stated the total award was for \$2.3 million dollar for bus replacement with the RTA being the recipients of five buses. He said the match for the five buses would be approximately \$9,300 per bus or \$46,500 for all five buses and the Capital Reserve would be used for match.

Motion by Willey, second by Koos to approve the purchase of five new RTA buses using the Capital Reserve fund for match. The motion passed unanimously.

**Next meeting**

The next RTA meeting will be held on Wednesday, December 1, 2010 at 9:30 a.m.

**Ohnward Center**

Wiley asked if the RTA could look into providing more weekend service to the Ohnward Center for upcoming events. Munson said that he would contact the Ohnward Center and work with dispatch to see if the RTA could provide weekend service.

**Adjournment**

Motion by Smith, second by Ries to adjourn the Wednesday, September 1, 2010 RTA Board of Directors meeting. The motion passed unanimously.

The RTA November 10, 2010 meeting adjourned at 11:10 a.m.

Respectfully submitted by,

Mark Munson  
Director of Transit Operations