

Regional Transit Authority Board Meeting Minutes

Thursday, September 8, 2011
9:30 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

Daryl Klein

Steve Flynn

Larry "Buck" Koos
RTA Secretary/Treasurer

Jack Willey

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

ECIA Staff:

Mark Munson
RTA Director

Kelley Deutmeyer
ECIA Executive Director

Lisa Weinhold
ECIA Finance Director

Stacey Carpenter
Administrative Assistant

Candace Eudaley
Assistant Executive Director

A quorum was present.

Call to Order

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

Approval of the Agenda

Motion by Ries, second by Madlom to approve the Wednesday, September 8, 2011 Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Review/Approve the minutes for the Thursday, August 4, 2011 RTA Board meeting

Motion by Manternach, second by Klein to approve the minutes for the Thursday, August 4, 2011 RTA Board meeting. Motion passed unanimously.

Review/Approve Financials

Munson presented the RTA financials for July 1, 2010-June 30, 2011. He noted the trend they had been seeing throughout the year sustained itself through the end of the year. Revenue came in about 4.25% higher than budgeted. Expenses came in about 1% below what was budgeted. Nothing was budgeted for Scenic Valley account for Dubuque and Delaware Counties but we were able to bring in close to \$4000.00. Munson then stated a couple of items to note in expenses were Driver Physicals which is a guessing game as he isn't sure how many staff he will be hiring or losing. Munson continued reviewing the financials noting driver salaries had been a struggle but we now have a handle on how many hours to be budgeted for. He also noted fuel usage is running higher than he would like to see.

Discussion followed.

Munson continued reviewing the financials stating the total designated income was \$219,968 which includes the Preston bus service funding that was started in August. Munson stated the RTA will be providing 10,000 rides a year with 50 students using the service. Staff continues to work on perfecting the route. Right now three drivers and three buses are being utilized.

Discussion followed regarding the Preston school route.

Munson reviewed the Statement of Assets and Liabilities as of June 30, 2011. He noted the Amoco Loan is nearing its last couple payments. Munson also stated the Deferred Income item of \$4051.15 was a check we received from our insurance company for a bus that was in an accident. Since the repairs had not been billed as of June 30, 2011 that item carried over.

Motion by Koos, second by Madlom to approve the financials for July 1, 2010 thru June 30, 2011. The motion passed unanimously.

Review and Approve Invoices and Bills

Munson reviewed the invoices and bills from 7/1/2011 through 7/31/11. He noted that there were no unusual expenditures for 7/1/11 through 7/31/11.

Motion by Manternach, second by Koos to approve the invoices and bills from 7/1/2011 through 7/31/2011. The motion passed unanimously.

Review and Approve Corrected MR Waiver Rates

Munson apologized for having the board approve the rates at the last meeting that were incorrect. He stated the correct Workshop rate for Delaware County should be \$8.19 per ride versus \$8.18 per ride. The correct Workshop rate for Dubuque County should be the same cost of \$5.50 but removing the verbiage regarding the State of Iowa removing the rate freeze on waiver rates. The correct Workshop rate for Jackson County should be \$6.14 per ride versus \$6.00 per ride.

Discussion followed.

The Board requested at the next meeting to review MR Waiver Rate scenarios for each county and show why the different rates for each county are what they are.

Motion by Koos, second by Klein to approve the FY 2012 MR-Waiver rates. The motion passed unanimously.

Review and Approve Passenger Progressive Discipline Policy

Munson presented the Progressive Discipline Policy and stated Bridget Bartlett, RTA Mobility Coordinator along with the Transit Action Group (TAG) developed this after much discussions. He stated because this was developed so well he will probably never have to make any changes to the policy. He continued stating that every transit system needs to have a policy in the event a passenger becomes incapable of riding public transportation in a safe manner; the RTA reserves the right to refuse service.

Motion by Ries, second by Madlom to approve the Passenger Progressive Discipline Policy. The motion passed unanimously.

Review and Approve Authorizing Resolution to Apply for JARC Funds

Munson referred to the memo from Barbara Morck, Operations Director of The Jule that The Jule would like to partner with the RTA in the creation of evening routes that would operate from 5:30-11:30 p.m. Monday through Thursday. Currently the RTA already provides evening service but would expand that. The state of Iowa has a grant round coming for October 1, 2011 for the Job Access-Reverse Commute (JARC) funding. JARC provides funding at 50% of cost for services targeted for persons traveling to and from employment and/or employment related activities. For urban systems such as The Jule, the JARC (and the New Freedoms) grant funds have been over-subscribed, leaving no funding left for the October 1st application deadline. However, because there is still plenty of JARC funding available for rural public transit providers, the RTA can apply for the grant. With the RTA already offering subscription service in the City of Dubuque Monday through Sunday through it's contract with ARC and because it has the capacity to add more passengers as well as additional hours of service, it could be of great benefit to the citizens of Dubuque to partner with the Jule. The RTA would expand our evening operation to include service to all residents and visitors of Dubuque between the hours of 5:30 p.m. to 11:30 p.m., Monday through Thursday. Munson continued explaining the City of Dubuque needs to come up with \$28,625.00 to match a grant Munson would apply for on behalf

of the RTA for \$28,625.00. With the October 1, 2011 deadline approaching soon Munson needs the RTA board approval to write this grant for funding.

Discussion followed.

Motion by Koos, second by Madlom to approve authorizing resolution to apply for JARC Funds. The motion passed unanimously.

Other Business

Summary Changes to Teamsters Contract

Munson stated that there was certain language that wasn't necessary in the Teamsters contract and was removed. He highlighted in the contract what language changes were made:

- Route bids
- Rest and lunch periods
- Leave of absence without pay
- Inclement Weather language
- Uniforms
- Use of vehicle between shifts
- Funeral leave
- Use of PTO time
- Life insurance rates

Discussion followed.

Summary of Fuel Usage

Munson referred to the miles per gallon comparison chart he put together regarding how much fuel each county was using and how much we are paying for the fuel. Not too surprising, the older diesel buses are better on gas mileage but they make up for it on high maintenance fees. There is a \$.18/gallon federal tax which we are tax exempt from which Wright Express doesn't charge at the pump. He went on to say the State charges \$.19/gallon tax for Ethanol, \$.21/gallon tax for regular unleaded and \$.225/gallon tax for diesel fuel. We are required to use Ethanol per state regulations. He went on to explain Delaware County averages 15,700 gallons per year, Dubuque County averages 31,650 per year, and Jackson County averages 15,900 gallons per year.

Discussion followed.

Mark continued stating when the RTA switched to Wright Express it provided the flexibility to use the gas card at any location. Kwik Stop was only good in Dubuque and Dyersville as they do not have locations on all the routes. Therefore we were using Kwik Stop cards where we could and then had to set-up different charge accounts at other locations. The RTA also applied for federal and state tax refunds. Kwik Stop was giving us a \$.02 per gallon break with our purchases and then would bring us gift cards in return. Now Kwik Stop is having to pay a fee on the use of the credit cards and is proposing to offer \$.05 gallon discount using a Kwik Stop Card. Mark suggests keeping the Wright Express account but using it only when

there isn't a Kwik Stop on the route. There is a Kwik Stop location right on Pennsylvania/NW Arterial that is convenient for the buses to use.

Klein stated he contacted Jill Reimer at Kwik Stop regarding a better gas discount as well. He suggested placing Kwik Stop advertising in the buses and then in return they would give us a better rate. Munson went over the promotions Kwik Stop offered him if we switched back to using them when possible.

Discussion followed.

The Board decided more discussion is needed with Kwik Stop regarding a better rate.

Update SVAAA Board Discussions

Munson stated the SVAAA board has not gotten back with Demmer. Demmer was working with SVAAA's attorney to set up a meeting with Linda McDonald at SVAAA. So far nothing has happened over the summer but Munson stated that SVAAA wanted to get together for discussion in September. Munson will let the Board know when a meeting date has been scheduled.

Scooter Policy

Munson stated a Manchester passenger who rides a scooter was injured on one of the RTA buses. The passenger who wasn't strapped in, broke her leg when the driver turned into dialysis at the hospital. Munson proceeded to explain from what the insurance investigator and himself can figure out, the scooter tipped right when the driver turned left. The passenger was sitting on a cushion on the scooter and slide off the scooter onto her leg breaking the femur. The driver proceeded to the hospital and the medical staff took over helping the passenger into the hospital where she had surgery. The RTA insurance company has taken over the case. Munson stated he has received a letter from the passenger's attorney. At this point there has been no other activity regarding the incident as the ECIA/RTA attorney, Jeff Walters is looking over the case. Munson stated he has investigated the incident as much as possible and ADA law states that passengers can board on a mobility device such as a scooter and are not required to be strapped in which this passenger refused.

Discussion followed.

Helmrichs stated the same passenger was involved in another incident involving another RTA bus with a different driver. She continued stating one of the workers at Scenic Valley had to tell another driver to strap down a dementia patient in a wheel chair. Munson explained he knows about that incident as well and there is more information on this then she knows and he will provide her with that information. Helmrich s stated that Scenic Valley people in Delaware County are very upset with these incidents happening. Munson will look into the matter and get back with the RTA board. Munson also stated he has gone out and inspected all the scooters who use the RTA bus. All other scooters were different than the one the passenger who was hurt used. Munson will investigate getting some kind of non-conventional strappings so nothing like this will happen again. Munson also stated the possibility of signage on the busses that states riding on scooters is not recommended. This way if someone chooses to do so they were advised.

Adjournment

A motion by Ries second by Madlom to adjourn. The Regional Transit Authority meeting was adjourned at 10:20 a.m. The motion passed unanimously.

Respectfully submitted by,

Mark Munson
Director of Transit Operations