

Regional Transit Authority Board Meeting Minutes

Wednesday, July 14 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, Wayne Demmer, at 9:35 a.m.

Approval of the Agenda

Motion by Ries second by Madlom to approve the Wednesday, July 14, 2010 Regional Transit Authority agenda. The motion passed unanimously.

Approval of the Minutes

Motion by Koos, second by Manternach to approve the minutes of the May 5, 2010 RTA Board meeting. The motion passed unanimously.

Review/Approve Financials

Munson presented the RTA financials for July 1, 2009-May 31, 2010. He noted the ending balance for May 31, 2010 was \$944.00 with a year to date ending balance of (\$21,602). Munson began his review by explaining the various factors for the YTD deficit by noting the reduction in State Transit Assistance (STA) funding.

Munson reported that Bartlett, Mobility Coordinator, is working with the Senior Center in Maquoketa on planning social trips for the seniors.

Munson continued reviewing the expenses for July 1, 2009-May 31, 2010. He referred to the Marketing and Recruiting line item to explain that it was over budget due to the Mobility Coordinator expenses being added to the line. He then noted that Paid Time Off (PTO) had shown an increase due to numerous employees taking off. He also noted that state unemployment has increased from 1% to 4%.

Discussion followed.

Weinhold reviewed the Statement of Assets and Liabilities as of May 31, 2010. Weinhold pointed out that the deferred income is directly related to FTA funding, the RTA receives the FTA funds quarterly and then the funds are allocated by the month.

Motion by Manternach, second by Madlom to approve the financials for July 1, 2009 thru May 31, 2010. The motion passed unanimously.

Review and Approve Invoices and Bills for April 1, 2010 through June 30, 2010

Munson reviewed the cash disbursements for April 1, 2010 through June 30, 2010, noting there were no unusual expenditures for April and May 2010.

Weinhold noted the numerous disbursements for conferences. She explained the majority of conference expenses are paid for through transit fellowships. She continued explaining that fellowships pay for 80% of the travel, registration and hotels with the remaining 20% and meals paid through the RTA.

Munson continued with highlighting the June disbursement of \$6,505.35 and \$19,516.05 to Thomas Bus Sales of Iowa for the retro fitting of buses for wheelchairs. Munson stated that Thomas Bus Sales disbursement will be reimbursed to the RTA through federal funds.

Ries questioned the disbursement of \$2,847.35 to US Bank for Bartlett. Munson replied that Bartlett attended the National CTAA conference in California for Mobility training.

Discussion followed.

Motion by Helmrichs, second by Koos to approve the invoices and bills for April 1, 2010-June 30, 2010. The motion passed unanimously.

Review and Approve FY2011 RTA Budget revisions

Munson presented the FY2011 Budget revisions by highlighting the following budget changes:

Lowered STA than projected

Munson stated that after the previous RTA meeting, the Iowa DOT's STA projections for FY2011 were decreased from \$234,000 to \$207,000 thus creating an additional decrease of \$27,000 in STA funding.

City of Dubuque contract revenue

Munson stated Keyline and the City of Dubuque have contracted with the RTA to provide service for the newly developed West Ender Tripper route/NICC shuttle. He explained the RTA will meet Keyline at Kennedy Circle and then transport riders to the Industrial Park West and then onto NICC. The service is estimated to generate approximately \$28,000 in revenue. He noted the West End Tripper route is supported by the Job Access Reverse Commute Grant (JARC).

State Mandated Medicaid rate freeze and 2.5% Medicaid Reduction

Munson indicated the Iowa Department of Human Services has extended the rate reduction of 2.5% implemented in 2009 into FY2011 and mandated a freeze on any rate increases. Therefore the Dubuque County rate would remain at \$5.50 per one-way ride, rather than the approved \$6.00 per one-way ride, thus creating a reduction of \$16,000 in projected revenue from Dubuque County.

Capital Replacement (fundraising)

Munson stated revenue generated by fund raising has been increased from \$34,000 to \$50,000 to balance the budget shortfall.

Sunny Crest Manor waiver revenue

Munson explained that after further investigation it was determined that none of the Sunny Crest Manor residents were eligible for direct billed transportation under the MR

wavier. Therefore the Sunny Crest Manor revenue would be increased by approximately \$11,000 thus causing a reduction of \$11,000 in Shelter Workshop revenue.

Driver's salaries

Munson indicated the driver salaries have been revised to reflect the additional service on the West End Tripper route and the 2% salary increase which was 0.5 % less than what was budgeted for FY2011.

Gas/Oil

Gas and oil expenses were increase to reflect the additional service for the West End Tripper route.

Capital Property Maintenance

Expenses were reduced to address the budget constraints for FY2011, only the CTS software upgrade was budgeted for FY2011.

Manternach asked what the longevity of the JARC grant was. Munson noted the West End Tripper could be continued through a JARC continuation grant. He noted that it would also depend on whether the City of Dubuque would continue the one year contract with the RTA.

Koos asked how much was generated in FY2010 through fund raising. Munson stated that approximately \$39,000 was raised through various fund raising events and grants.

Helmrichs asked why the budget did not reflect any revenue for Dubuque and Delaware County Scenic Valley. Munson stated that he could not project the revenue that Scenic Valley would produce for Dubuque and Delaware County, therefore rather than skewing the budget he decide not to budget any revenue.

Motion by Koos, second by Manternach to approve the revisions to the FY2011 Budget. The motion passed unanimously.

Review and Approve FY2011 Bargaining Agreement Teamsters Local 120

Munson reviewed the Agreement approved between the RTA and Teamsters Local 120 and highlighted the following revision/changes which were made to the agreement:

- **Article 1-Recognition and Definition**-reflects the union affiliation change to Local 120.
- **Article 7-Hours of Work**-Changes addressed language revisions to the seniority based scheduling.
- **Article 13-Leave of Absence**-Language revisions were added to Inclement Weather to read, "In the event of inclement weather, a designated driver shall call in to dispatch one hour prior to the first scheduled drivers start time to check on cancelled runs".
- **Article 20-Jury Duty**-Language revisions were added in the event a driver was discharge from jury duty and the notification to driver running his/her route by a phone tree system.
- **Article 19-Funeral Leave**-Grandparents were added to employee's immediate family for 3 days of funeral leave.
- **Article 21-Paid Time Off**-No changes were made

- **Article 22-Group Insurance Plan**-No changes were made.
- **Article 22.06 Term Life Insurance**-Munson indicated that there was discussion on increasing the Life Insurance to \$25,000 but the current carrier required a physical for all employees, therefore staff is looking at other options.
- **Article 23-Wages**-Drivers received a 2% increase.
- **Article 24-Pension**-Munson stated after numerous years of following the current pension plan that states the employer will match .50 on the dollar up to a maximum of 6% for each employee in the bargaining unit, meaning the employee would pay 3% and the employer would pay 3% for a total of 6% . The employees and Local 120 are interpreting the contract to read that the employer will pay the first 6%. Munson said that he suggested to the union if they wanted to make the change to the past practice, they would need to propose the change in the next contract negotiations.
- **Article 27-Compliance Clauses and Duration**-A one year agreement was signed from July 1, 2010 through June 30, 2011.

Discussion followed.

Motion by Koos, second by Reis to approve the FY2011 Bargaining Agreement with the Teamsters Local 120 and to continue Article 24-Pension as past practice. The motion passed unanimously.

Review and Approve FY2011 Resolution establishing Medicaid Rates

Munson stated that numerous case managers have requested a list which identifies the established rates for RTA transportation services in Delaware, Dubuque and Jackson County. Therefore staff has developed the following rates effective July 1, 2010 through June 30, 2011.

Shelter Workshops routes for Delaware County residents would cost \$6.00 per ride.

Shelter Workshop routes for Dubuque County residents would cost \$5.50 per ride.

Shelter Workshop routes for Jackson County residents would cost \$6.00 per ride.

Title XIX transportation will cost \$1.40 per mile.

Munson noted that the Delaware rate was lowered from to \$8.00 per ride to \$6.00 per ride to be more compatible with the other counties.

Munson indicated that when the freeze is lifted, the Dubuque County rate will be increase to the approved \$6.00 per ride rate. Koos agreed the Dubuque County rate should be increased, when the freeze is lifted as the Board approved the increase at the May 5, 2010 meeting.

Motion by Madlom, second Manternach to approve the FY2011 Resolution establishing Medicaid rates. The motion passed unanimously

Review and Approve Sunnycrest Manor contract

Munson explained again that after further investigation it was determined that none of the Sunnycrest Manor residents were eligible for direct billed transportation under MR wavier.

Therefore the Sunnycrest Manor revenue would increase by approximately \$11,000 but the Shelter Workshop revenue would be reduced approximately \$11,000.

Motion by Koos, second by Helmrichs to approve the Sunnycrest Manor contract. The motion passed unanimously.

Review and Approve Operation New View contracts

Munson reviewed the changes to the Operation New View contract. He explained that after further review of the previous months billing the contract rates would need to be increased if the same level of service is to be provided in FY2011. The Head Start program rate would be increase to \$25,960 and the City of Dubuque program increasing to \$54,625.

Motion by Manternach, second by Koos to approve the Operation New View contract. The motion passed unanimously.

Review and Approve contract with the City of Dubuque for the West End Tripper

Munson reviewed the West End Tripper contract. He stated the RTA would contract for one year with the City of Dubuque to provide service for the West End Tripper route. The service will operate five days per week between Kennedy Circle Transfer to the West End business area and NICC Campus beginning August 16, 2010. The contract will be for a total of \$50,310 and it will generate an additional \$28,000 in revenue. Munson indicated RTA will be charging their fully allocated cost of \$43 per hour and will be able to include the stats from the service in their STA formula for reimbursement. It was noted the City Council approved the contract at the July 6, 2010 Council meeting.

Motion by Madlom, second by Koos to approve the contract with the City of Dubuque for the West End Tripper route. The motion passed unanimously.

Review and Approve local match agreement with the City of Dubuque for Pinnacle Buses

Munson explained the RTA had received a federal grant for the purchase of two light duty buses. At this time, the RTA has been prevented from ordering the buses because they do not have the funds for the local match of \$27,200. Munson noted the Iowa DOT has twice granted an extension, with the most recent extension ending July 30, 2010, to obligate funds for the purchase of the buses. Failure to obligate the funds by the June 30, 2010 deadline would result in the RTA loosing the funding, therefore it has been suggested that Keyline/City of Dubuque provide the funds for the match. Munson stated Keyline and the RTA would enter into a contract whereas the City provides the match, the RTA purchases the two Pinnacle buses and the RTA would lease the buses to the City of Dubuque for their paratransit service. The lease would be for four (4) years with an extended agreement thereafter for \$1.00 per year.

Discussion followed.

Munson explained insurance coverage would be covered by the City of Dubuque and the buses would be driven by employees of Keyline transit.

Manternach asked whether there would be other grants available in the future for the purchase of buses. Munson said that he could not really say for sure but he thought that there should be other opportunities to receive grants for the purchase of buses.

Koos said that he would like for the RTA to purchase the buses but he understood using the RTA capital for the match would severely diminish the RTA's capital fund.

Ries expressed his concerns about ECIA managing Keyline. Discussion followed regarding the LSC Study and the suggested partnership between the RTA and Keyline.

Motion by Manternach, second by Koos to approve the local match agreement with the City of Dubuque for two Pinnacle buses. The motion passed unanimously.

Other Business

Dubuque County Public Library bookmobile-RTA bus service

A short discussion was held regarding a partnership between the Dubuque County Library bookmobile and the RTA for possible bus service.

Adjournment

Motion by Buck, second by Helmrichs to adjourn the July 14, 2010 RTA meeting. The motion passed unanimously. The RTA meeting adjourned at 11:13 a.m.

Respectfully submitted by,

Mark Munson
Director of Transit Operations