

Minutes
The Dubuque Transit Advisory Board Meeting
Thursday, March 14, 2013
4:15 p.m. to 6:00 p.m.

Federal Building
Second Floor, Room 223

Transit Advisory Board Members:

<input checked="" type="checkbox"/> Joel Lightcap <i>Chair</i>	<input type="checkbox"/> Matt Esser	<input type="checkbox"/> George Enderson
<input checked="" type="checkbox"/> Rhonda Knight	<input checked="" type="checkbox"/> R.R.S. Stewart	

Others Present

<input checked="" type="checkbox"/> Barbara Morck <i>The Jule Transit Director</i>	<input type="checkbox"/> Dave Heiar <i>City of Dubuque</i>	<input type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>
<input checked="" type="checkbox"/> Gail Kuhle <i>ECIA</i>	<input checked="" type="checkbox"/> Candace Eudaley <i>ECIA Assistant Director</i>	<input checked="" type="checkbox"/> Michelle Huseman <i>Jule Mobility Coordinator</i>

Public Present

Jo Ellen Rueter, Julie Nebel, IIW and Mark Fassbinder, IIW, Paul Kloser

Call to Order

The Dubuque Transit Advisory Board meeting was called to order by the Board Chair, Joel Lightcap at 4:57 p.m. Introductions were made at this time.

Review/approve the agenda for the Thursday, March 14, 2013 Dubuque Transit Advisory Board meeting

Motion by Stewart, second by Knight to approve the agenda for the Thursday, March 14, 2013 Dubuque Transit Advisory Board meeting. The motion passed unanimously.

Review/approve the minutes of the Thursday, January 10, 2013 Dubuque Transit Advisory Board meeting

Motion by Stewart, second by Knight to approve the minutes of the Thursday, January 10, 2013 Dubuque Transit Advisory Board meeting. The motion passed unanimously.

Bus Storage and Maintenance Facility Site Selection Study and Environmental Assessment (EA)

Morck stated that the current transit facility located at 2401 Central Avenue, is showing a lot of age and – it's obvious that a new facility is needed but at this time there are no federal funds available to build a new facility. Morck noted that to apply for federal grants the city would need to have the site assessment; feasibility and EA study completed. Therefore, IIW Engineers were hired to complete the site selection, feasibility study and EA study.

Julie Nebel and Mark Fassbinder from IIW Engineers continued with giving a brief presentation and an update on the Bus Storage and Maintenance Facility Site Selection Study and Environmental Assessment (EA). Nebel stated that the process for the selection of the possible bus storage site began by first determining the space description of the Jule's needs. After the space description was determined then staff proceeded to locate ten possible sites within the city limits. Those tens sites were then evaluated based on site location, transportation and environmental criteria. After the evaluation of the ten sites was completed, it was decided that the best possible site for the bus storage facility would be the former city operations center. Fassbinder noted that other positive aspects of the former city operation center included that the site was already owned by the city of Dubuque, the concrete floor was in excellent condition and would not need to be replaced and the facility was in the proximately of the current routes.

Morck indicated that there was one issue with the land. She stated that many years ago the land was previous owned by a power plant that produced coal tar and the coal tar had been buried in tanks underground. Years later the coal tar was to be removed from the underground tanks, but when construction for HWY 151 bypass had started it was discovered that not all of the tanks or coal tar had been removed. Therefore, the site has be labeled as Super Fund Site and the soil 6 feet below the topsoil

has classified as contaminated and cannot be disturbed. Fassbinder noted that since the concrete floor is stable and in excellent condition there would be no need to dig for footings or disturb the underground.

Nebel stated that moving forward the process would continue with staff talking to a mitigation team, receiving approval from the DNR, presenting the plan to the FTA for review and having public hearings to receive input and comments from the public.

Discussion followed.

Motion by Knight, second by Stewart to receive and file the information received by IIW staff regarding the Bus Storage and Maintenance Facility Site Selection Study and Environmental Assessment (EA). The motion passed unanimously.

Manager's Report

Review and recommend approval of the statistical and financial data

Morck began her report by reviewing the ridership report noting that for February, under the fixed route service the Jule saw a ridership increase of approximately 4% and slight decrease in service for the mini-bus.

Morck reported that to-date the Nightrider route has provided approximately 5,259 rides, in which 3,406 rides were to the general public. Morck then reviewed the Onboard Survey results from 1/11/2013 to 3/8/2013. She noted that the overall age group of the riders was between 19-65, who were using the service for shopping or work and who were transit dependent. Eudaley stated that the ridership survey will continue until May 1, 2013. Morck stated that the goal of the Jule is to see the route continued through the year and to receive financial support from the City of Dubuque when the federal funding has been eliminated.

Morck continued with reviewing the FY 13 Transit Operating Revenue and Expenditures. Morck pointed out that the Jule has received their federal operating funds for the 1st half of FY 2013. She noted that the City does not provide funding until the end of the fiscal year. Morck reported that overall the Jule is very close to the estimated budget.

Motion by Stewart, second by Knight to approve the Manager's report. The motion passed unanimously.

Update on grants

ARC Transfer Center

Morck reported the canopy and membrane have been installed and the concrete work has been started. Plans for a grand opening are in the works for around the 1st of June. Morck continued with stating that funding for Phase II of the ARC Center will be pursued in FY2014.

Roof Replacement and Sprinkler System

Morck stated that she is working with the City on the roof replacement and the sprinkler system and construction should begin late June early July.

Intermodal Center

Morck indicated the City has met with the FTA and the final design process has begun. She noted that the City is working on property acquisition with the IA DOT.

ITS

Mobil Data terminals have been installed in all of the light duty buses and the mini bus drivers have been trained on how to use the terminals. She continued with explaining that next week five buses will act as pilot buses. The pilot buses will begin with the Automatic Vehicle Location (AVL), Automatic Voice Announcers (AVA) and the passenger count system and more programs will continue to be added until the system is fully operational. Morck stated that all of the ITS equipment should be in full operation by the end of July. At this time staff is working on a template for the smartcard which will be used on the fixed route buses.

Nightrider and Mid-Town Loop

Morck reported that staff will be applying for the second year of funding for the Nightrider route and Mid-Town Loop and Feeder route. She indicated that the Mid-Town Loop has not begun service because the contract between IBM and the IA DOT has not been signed and until the contract is signed the route cannot be implemented. Morck noted that by May, staff should know if the ICAAP funding has been awarded to the Jule.

Shopping Circulator Route

Morck stated that staff has applied for the third year of funding for the Shopping Circulator. She noted that at the transit budget hearing the City did not recommend continuing to fund the Shopping Circulator route, therefore if the grant is not funded, the route could be eliminated or redesigned. Morck noted the Shopping Circulator route saves the City about \$38,000 annually.

Illinois DOT transits funds for East Dubuque Service

Morck stated that at the January meeting discussion was held regarding the non-payment of transit funds to the Jule from the IL DOT for the city of East Dubuque. Morck noted that Chandra Ravada, Director of Transportation and she have tried to contact the IL DOT to talk about this issue but no calls or emails have been returned. She explained that there is only a 90 day window to draw down the funds but with no calls or emails returned, the 90 day window has lapsed. Morck stated that she has just received an email from the IL DOT which states the transit funds have been rescinded and the

grant has been closed, therefore there will be no funds for the East Dubuque service. She continued to explain that staff is currently providing a survey to the City of East Dubuque and their residents to determine what their transit needs are. Staff is also working closely with the East Dubuque Schools to promote service and increase ridership.

Discussion followed.

Jule Budget

Morck reported that the City Council approved the FY2014 Jule budget which included hiring four full-time drivers.

Consolidated Funding Public hearing

Morck explained she will be setting a Consolidated Funding Public hearing date and will let the Board know the date of the hearing.

Other Business

April meeting

Kuhle indicated that the next meeting will be held on Thursday, April 11, 2013 at 4:15 p. m. in Room 223 of the Federal Building.

Board member comments

Human Rights Commission's Proclamation presentation

Stewart explained that a number of important anniversaries are taking place this spring, such as the 20 year anniversary of the FMLA Law, 100 years since National Woman's Suffrage and 45 years since the passage of the Fair Housing Act. In observance of those historical events the Human Right's Commission will hold a Proclamation presentation. The Proclamation presentation will be held at the Carnegie Stout Library on Wednesday, March 20, 2013 at 5 pm. The public is invited.

Public Comments

There were no Public comments

Adjournment

Motion by Stewart, second by Knight to adjourn the March 14, 2013 Dubuque Transit Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 5:25p.m.

Respectfully submitted,

These minutes passed, approved and adopted on this _____ day of April 2013.

Joel Lightcap, Chairperson
Dubuque Transit Advisory Board