

**Draft Minutes**

**The Dubuque Transit Advisory Board Meeting**

**Thursday April 13, 2017**

**4:15 p.m. to 4:53 p.m.**

**Intermodal Transportation Center**

**Room 105**

**Transit Advisory Board Members:**

Matt Esser

*Chair*

George Enderson

R.R.S. Stewart

*Vice-Chair*

Carrie Lohrmann

Dora Serna

**Others Present**

Candace Eudaley-Loebach

*The Jule Transit Director*

Jodi Johnson

*Jule Operations Supervisor*

Maurice Jones

*City of Dubuque*

Rachel Kilburg

*The Jule Transit Intern*

**Public Present**

No members of the public were in attendance.

**Call to Order**

The Dubuque Transit Advisory Board meeting was called to order by Matt Esser, Board Chair at 4:15 pm.

**Review/approve the agenda for the Thursday April 13, 2017 Transit Advisory Board meeting**

Motion by Serna second by Enderson. The motion passed unanimously.

**Consolidated Funding Public Hearing**

Motion by Serna, second by Enderson to open the Consolidated Funding Public Hearing. The motion passed unanimously. Eudaley-Loebach reviewed anticipated IDOT funding requests for FY18. No members of the public appeared to comment. Motion by Serna, second by Enderson to close the Consolidated Funding Public Hearing. The motion passed unanimously.

**Review/approve the minutes from the Thursday March 9, 2017 Transit Advisory Board meeting**

Motion by Serna, second by Lohrmann to approve the minutes from the Thursday March 9, 2017 Transit Advisory Board meeting. The motion passed unanimously.

**General Public Comments and Service Request**

No public comments were submitted since the March meeting.

**Managers' Report**

a. Review/Approve Statistical Data, (action Item)

Eudaley-Loebach reported on TripSpark's on-site visit to perform software updates and data fixes. The improvements addressed a software bug impacting ridership reporting at transfer locations. Ridership statistics from previous months will be adjusted based on the data fixes. Business Shuttle ridership is up and Trolley ridership is projected to rise when this service begins in May. The Express and Purple routes continue to do well.

Motion by Lohrmann, second by Serna to approve the Managers report. The motion passed unanimously.

b. Other Business

Eudaley-Loebach noted construction progress on the new bus garage and reported on the Parking Division's office move to the Intermodal.

**May meeting**

The May meeting will be held on May 11, 2017 at 4:15 p.m. at the Intermodal Facility, 950 Elm Street. The July and August meetings have been tentatively cancelled.

**Board Member comments**

Esser recommended solidifying protocol for Gillig boarding, alighting, and mobility device removal. Esser also suggested reviewing the employee smoking policy and Lohrmann requested reviewing the current smoking

signs at the May meeting. Eudaley-Loebach reported both items are on the agenda for the upcoming Labor Management meeting.

**Adjournment**

Motion by Enderson, second by Lohrmann to adjourn the Dubuque Transit Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 4:53 p.m.

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Respectfully submitted,

These minutes passed, approved and adopted on this 11<sup>th</sup> Day of May, 2017.

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Matt Esser  
Dubuque Transit Advisory Board