

**Minutes**  
**The Dubuque Transit Advisory Board Meeting**  
**Thursday, December 10, 2015**  
**4:15 p.m. to 5:30 p.m.**

**Intermodal Transportation Center**  
**Room 105**

**Transit Advisory Board Members:**

- Don Stedman                       Matt Esser                       George Enderson
- R.R.S. Stewart                       Carrie Lohrman

**Others Present**

- Candace Eudaley-Loebach                       Jodi Johnson  
*The Jule Transit Director*                      *Jule Operations Supervisor*
- Maurice Jones                       Yvette Bahena  
*City of Dubuque*                      *Confidential Account Clerk*

**Public Present**

-None-

**Call to Order**

The Dubuque Transit Advisory Board meeting was called to order by Board Chair, Don Stedman at 4:24 p.m.

**Review/approve the agenda for the Thursday, December 10, 2015 Dubuque Transit Advisory Board meeting**

Motion by Stedman, second by Esser to approve the agenda for the Thursday, December 10, 2015 Dubuque Transit Advisory Board meeting. The motion passed unanimously.

**Review/approve the minutes for the Thursday November 12, 2015 Dubuque Transit Advisory Board meeting**

Motion by Stedman, second by Esser to approve the minutes for the Thursday November 12, 2015 Dubuque Transit Advisory Board meeting, with corrections. The motion passed unanimously.

**Manager's Report**

**Review/Recommend Approval of Statistical Data**

Eudaley reminded the committee that routes were reduced in August, but that there was no decrease to fixed route ridership from those changes.

The minibus service has had a higher ridership in comparison to last month, yet it is still slightly less than last year. The fixed route system continues to have high ridership, with popular routes such as Express, Purple - Shopper South, and the Orange. Eudaley also reported the Trolley and Business Shuttle ridership to be down by 6,971 in comparison from last year. The decrease in Trolley ridership is likely because it only runs on Saturdays and the decrease in Business shuttle ridership is linked to a decrease in IBM employees at the Roshek building.

Eudaley has reached out to NICC to encourage the students to use the Business Shuttle service. NICC is excited to promote the service to students and faculty.

Eudaley explained to the board the MiniBus service and the MiniBus Rides by type. She described to the board what the ridership is composed of: ADA approved (91%), seniors (5%), and attendants/guests (4%) and the application process the passengers go through in order to be approved for the service. Board members inquired about the cost to ride, and on the funding for the service.

Eudaley announced that this year the Nightrider will be operating on New Year's Eve and Day based on the number of requests of the general public. Eudaley will analyze who rode and if the service is worth having next year on New Year's Eve.

Eudaley explained the average cost per ride to the board based on the request to analyze the Trolley and Business Shuttle. The analysis concluded that the Orange Fremont, followed by the Summer Trolley have the highest cost per ride. For the Orange Fremont, the miles traveled per ride are much higher than other routes, which is a large component of the cost of the route.

The board has requested information about the cost per route based on ridership for all the fixed routes and minibus service on a quarterly basis. Eudaley agreed that this is something that can be provided and reports are submitted to the Iowa DOT on a quarterly basis.

Motion by Stewart, second by Esser to approve the statistical data. The motion passed unanimously.

**Update on the Bus Storage Facility**

Eudaley reported that the consultant chosen to design and manage construction of the Bus Storage Facility is Kueny Architects. They have previous experience working with the city as they have built the Public Works Garage and similar facilities. Eudaley explained that the price is right on target with what has been budgeted. She has also invited the board members to be present at the project planning meeting that will be held at the Intermodal. The date for this meeting is not yet scheduled.

**Other Updates**

Eudaley met with the Student Senate of the University of Dubuque to review the results of a student survey on bus service. The students discussed the service they receive and future funding plans. Both University of Dubuque and Loras College have a positive response on agreeing to pay \$20.00 per student instead of the approximately \$6.00 per student they currently pay. Clarke University is in the process of surveying students.

Eudaley also provided an update on conversations with the Dubuque Community School District. DCSD staff are meeting with their IT department to evaluate what options they have with their existing equipment and processes. Ideally, the district would be able to add a magnetic stripe to the student ID so it would be readable on the Jule's equipment. The overall purposes is to hold the students accountable for their behavior as they use the transit system.

Eudaley announced the launch of the Jule's first annual report. Eudaley is receiving positive feedback as it is a great summary of the work being done in the Transit Department.

Motion by Stedman, second by Stewart to accept the Manager's Report. Motion passed unanimously.

**Severe Weather Policy**

The Board reviewed the Severe and Inclement Weather Policy. The Board suggested changes to the format and language of the document, in order to be concise for the public. Motion by Stedman, Second by Stewart to approve with changes.

**Other Business**

**January meeting**

The January meeting will be held on Thursday, January 14, 2016 at 4:15 p.m. at the Intermodal Facility, 950 Elm Street.

**Board Member comments**

- None

**Public Comments**

- None

**Adjournment**

Motion by Stedman, second by Esser to adjourn the Thursday, December 10, 2015 Dubuque Transit Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 5:53 p.m.

Respectfully submitted,

These minutes passed, approved and adopted on this 14<sup>th</sup> day of January, 2016.

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Don Stedman  
Dubuque Transit Advisory Board