

RTAP Peer Roundtable Notes
Budgeting/Operations Application
6/12/2025 | 1:00–2:30PM | Online

Attendees

- | | |
|------------------------|----------------------|
| 1. Crystal Gauthier | 16. Patrick LaCourse |
| 2. Kimberly Keller | 17. Ted Nelson |
| 3. Bill Spitzer | 18. James Wolter |
| 4. Eric Day | 19. Rhonda Torgersen |
| 5. Paul Coyour | 20. Gary Hart |
| 6. Lezlie Grubich | 21. Cathleen Amick |
| 7. Mariah Kewin | 22. Susan Siemers |
| 8. Jordan Smith | 23. Randy J. |
| 9. Amy Nieland | 24. Noel Shughart |
| 10. Christopher Belden | 25. Jaycie Kratky |
| 11. James Barg | |
| 12. Christine Neary | |
| 13. Melinda Estey | |
| 14. Kayla Sullivan | |
| 15. Ben Tomhave | |

Roles

- Timekeeper: Patrick LaCourse
- Parking Lot: None
- Conversation Encourager: Melinda Estey

Biggest Challenges:

- New items added this year.
- Not knowing what the ceiling is.
- Timing, especially with capital vehicle solicitations due at the same time.
- Explaining the budget to a new Joint Powers Board.
- Time management.
- Issues with BlackCat timing out while working.
- Collecting all the needed information from the different departments.

Suggestions for completing application:

- Created a workbook/spreadsheet with different categories to update throughout the year, which saves time when those numbers are needed for the application.
- Not procrastinating, just working on it as soon as possible.
- Building a spreadsheet for payroll, payroll taxes, and fringes that can be edited throughout the year can help make the process easier.
- Time blocking to make sure there's enough set aside to finish the application.
- Working on the application in a quiet environment is helpful.
- Informing other departments when working on the application, so they know information may be needed from them.

Ask a Peer:

Has anyone else had to deal with a new Joint Powers Board and educating them on the ins and outs of transit operations?

Next Peer Roundtable: July 17, 2025, Topic – Retaining Staff