

Regional Transit Authority
Wednesday, November 1, 2023 @ 9:00 am

ECIA
7600 Commerce Park, Dubuque
Electronic Means (phone/zoom)

RTA Board Members:

Delaware County Supervisors

Shirley Helmrichs

Jeff Madlom

Peter Buschmann
RTA Secretary

Dubuque County Supervisors

Harley Pothoff

Wayne Kenniker

Ann McDonough
RTA Vice Chair

Jackson County Supervisors

Nin Flagel

Mike Steines
RTA Chair

Don Schwenker

ECIA Staff:

Chandra Ravada
*ECIA Director of Transportation,
Planning and Transit*

Kelley Deutmeyer
ECIA Executive Director

Steve Stoffel
*ECIA Director of Finance
and Administration*

Gail Kuhle
*Transit Operations Manager
Specialist*

Stacie Scott
Transit Operations Manager

Christine Mergen
Finance & Documentation

Christine Efferding
Administrative Assistant

Others Present: Mike Temp, Tostrud & Temp

A quorum was present.

Call to Order

The Wednesday, November 1, 2023, Regional Transit Authority (RTA) Board meeting was called to order at 9:00 a.m. by Chair Steines.

The members of the RTA are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa, and due to the limited agenda for this meeting, relatively short period of time that this meeting is expected to be held, the expense of transporting the board members in person is impractical. The meeting is being held by phone or internet means originating from the ECIA offices in Dubuque. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

Action on the Agenda for the Wednesday, November 1, 2023, RTA Board meeting,

Motion by Buschmann, second by Kenniker to approve the Wednesday, November 1, 2023, RTA Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, September 6, 2023, RTA Board meeting

Motion by Madlom, second by Kenniker to approve the minutes and file the Secretarial notes from the Wednesday, August 2, 2023, RTA Board meeting. The motion passed unanimously.

Review and Approve RTA to negotiate a contract with Enterprise for the vanpool program and present it to the board at the next meeting for approval

Ravada presented information and an example vanpool contract from Enterprise to the board. Ravada explained this plan would include Enterprise partnering with RTA and local businesses to provide employees with transportation to and from work using a vanpool system. The vehicle would be provided to one licensed driver of the company, and a group of employees on the same shift would ride together to and from work.

RTA monetary responsibility would be \$500 per company who enrolls in this contract through Enterprise. Enterprise handles all administrative and communication pieces with the businesses directly. In turn, Ravada explained the RTA ridership and miles numbers will increase which will lead to more grant, state, and federal funding.

Discussion followed regarding whether or not this is a good fit for RTA organization.

Motion by McDonough, second by Flagel for RTA to negotiate a contract with Enterprise for the vanpool program and present it to the board at the next meeting for approval. (Ayes - Helmricks, Madlom, Buschman, Pothoff, McDonough, Flagel, Steines; Nays – Schwenker, Kenniker)

Review and Approve FY2023 Audit presentation by Tostrud & Temp

Mike Temp, Tostrud & Temp, presented the Financial Statements and Independent Auditor's Report for the Delaware, Dubuque and Jackson County Regional Transit Authority for FY 2023 to the board members. The Independent Auditor's Report, a required document, gives an overall picture of the financial information, lists an unmodified or clean audit of the fiscal year, and that you can rely on the numbers in the audit.

Temp reviewed the information in detail: The Statement of Financial Position lists a comparison from 2022 to 2023, with the following totals for 2023: Total assets of \$4,196,113; Total liabilities of \$202,017; Total net assets of \$3,994,096; and Total liabilities and net assets of \$4,196,113. He noted the Board has Designated assets at \$1,316,158 and Undesignated at \$2,677,938. The Statement of Activities for 2023 lists Total revenue and other support at \$2,826,025; Total expenses at \$2,233,023; with an increase in net assets of \$593,002. Net assets at beginning of fiscal year were \$3,401,094 and net assets at the end of the year are \$3,994,069. The Statement of Cash Flows lists cash at the end of the year at \$1,894,187, higher than the previous year due to an increase in cash flow and large expenses being depreciated. The Statement of Functional Expenses details ECIA management/payroll, maintenance/repairs, contracted services and depreciation on vehicles.

The Notes to Financial Statements explains accounting methods and policies, a summary of cash and investments including information on the investment policy, the administrative contract between ECIA and the RTA with related party transactions listed, the employee retirement plan, a summary of property, buildings and equipment, and liquidity and availability of financial assets. Supplemental information details the Federal and State awards that assist in the RTA operations.

Other Reports include the Independent Auditor's Report on Compliance and Internal Control over Financial Reporting; and the Schedule of Findings and Responses showing an unmodified audit with no findings. The Communication with the Board of Directors states the accounting methods are acceptable and no audit findings or issues this year.

Board members thanked Temp for the audit presentation and the staff for their work which concluded with a good, clean audit.

Motion by Buschmann, second by Kenniker to approve the FY 2023 Audit Presentation by Tostrud & Temp. The motion passed unanimously.

Action on reviewing and approving financials

Ravada presented August 2023 financials to the board. He reviewed the Total Transit Revenue at 22%; Total Expenses for Administration at 18%; Operations at 12%; Operations-Volunteer at 17% and Maintenance at 15%; for Total Operating Expenses of 15%. Net monthly operating income is \$70,555 and actual year-to-date net income is \$141,038. The increase in revenue is due to RTA using leftover FTA contracts for FY 21 and FY 23.

Ravada then reviewed the Statement of Assets and Liabilities as of August 31, 2023, noting Total Current Assets at \$2,174,054.84; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,009,060.44; and Total Other Assets at \$83,791.20 for Total Assets at

\$4,266,906.48. Accounts Payable is \$141,108.04; Accrued PTO at \$25,551.89; Total Current Liabilities are \$179,753.96; and Liabilities and Fund Balance at \$4,266,906.48.

He reported on the RTA Replacement Capital Summary noting the transfers with an ending balance of \$1,319,267.77 as of August 30, 2023. Ravada noted Stoffel has invested \$700,000 in a 12-month CD.

Motion by Kenniker, second by Schwenker to approve RTA Financials. The motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills for September and October 2023 to the board members. He noted three line items for discussion and clarification. The first noted was Alliance Member Services for insurance on new vehicles for a total of \$5,678.00. Ravada also noted the Davey Coach Sales LLC bill, stating most of that expense will be reimbursed by the DOT. Ravada also noted the Tandem Tire and Auto Service charge of \$3,901.50, explaining RTA buys tires in bulk for the year when there is a sale.

Motion by Buschmann, second by Kenniker to approve the RTA invoices and bills. The motion passed unanimously.

Review and Approve Title VI Plan

Ravada explained the Title VI Plan is updated when new census data is available. No major changes from the previous plan were noted.

Motion by Flagel, second by Kenniker to approve the Title VI Plan. The motion passed unanimously.

Review and Approve Public Involvement Policy Plan

Ravada explained the Public Involvement Policy Plan to dictate how the public can provide RTA with feedback, as well as how RTA seeks that input. No major changes from the previous plan were noted.

Motion by Helmricks, second by Flagel to approve the RTA invoices and bills. The motion passed unanimously.

Review and Approve Limited English-Speaking Plan

Ravada noted no major changes from the previous plan. However, if in the future, if 5% or more of the three counties cumulatively speak a different language, then all materials would be required to be printed in that language in addition to English.

Motion by Flagel, second by Buschman to approve the RTA invoices and bills. The motion passed unanimously.

Update on HBSS/QRyde Software Contract

At the September meeting, the board was presented with a memo regarding the progress of the QRyde Software. The memo discussed eight areas of efficiency and noted where improvements were necessary. Those eight areas were Ride Scheduling by Public, Trip Scheduling by RTA Staff, Creation of Segments/Routes, Scheduling Rides to Segments, Live Dispatching, Trip Reconciliation, Billing & Reports, and Usage of the Software.

Ravada noted that the Global Scheduling Engine (GSE) was still the area in need of the most improvement. HBSS has said the end of November will be when they will have more updates available. Ravada noted RTA will not be signing off on the success of the program until GSE is adequately updated.

Discussion followed regarding details of said efficiencies and what next steps are if the GSE is not adequately updated within the grant timeline.

Annual Meetings

Annual TAG meeting is December 6th from 11:00 AM to 1:00 PM at ECIA. The Annual Transportation meeting will be December 5 from 11:30 AM - 1:30 PM at ECIA.

Other Business

No other business was brought to the board.

Adjournment

Motion Kenniker, second by Buschman to adjourn the meeting at 10:17 a.m. The motion passed unanimously.

Respectfully submitted by,



Kelley H. Deutmeyer
Executive Director