

**Regional Transit Authority  
Wednesday July 3, 2024**

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

**RTA Board Members:**

**Delaware County Supervisors**

Shirley Helmrichs

Jeff Madlom

Peter Buschmann  
*RTA Vice Chair*

**Dubuque County Supervisors**

Harley Pothoff

Wayne Kenniker  
*RTA Chair*

Ann McDonough

**Jackson County Supervisors**

Nin Flagel  
*RTA Secretary*

Mike Steines

Don Schwenker

**ECIA Staff:**

Chandra Ravada  
*ECIA Interim Exec. Director,  
Planning and Transit*

Dan Fox  
*Director of Transportation  
and Transit*

Steve Stoffel  
*ECIA Director of Finance  
and Administration*

Gail Kuhle  
*Transit Operations Manager  
Specialist*

Stacie Scott  
*Transit Operations Manager*

Christine Mergen  
*Finance & Documentation*

Sarah Berning  
*Supportive Services Mgr.*

A quorum was present.

## **Call to Order**

The Wednesday, July 3, 2024, Regional Transit Authority (RTA) Board meeting was called to order at 9:02 a.m. by Chair Kenniker.

## **Action on the Agenda for the Wednesday, July 3, 2024, RTA Board meeting**

Motion by Steines, second by Flagel to approve the Wednesday, July 3, 2024, RTA Agenda. The motion passed unanimously.

## **Action on approving the minutes and file the Secretarial notes from the Tuesday, June 4, 2024, RTA Board meeting**

Motion by Pothoff, second by Madlom to approve the minutes and file the Secretarial notes from the June 4, 2024, RTA Board meeting. The motion passed unanimously.

## **Review and Approve Financials**

Ravada presented April 2024 financials to the board. Ravada reviewed the Total Transit Revenue at 101%; Total Expenses for Administration at 86%; Operations at 63%; Operations-Volunteer at 96% and Maintenance at 65%; for Total Operating Expenses of 72%. Net monthly operating income is \$48,820 and actual year-to-date net income is \$536,666.

Ravada then reviewed the Statement of Assets and Liabilities as of April 30, 2024, noting Total Current Assets at \$2,377,647.26; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,098,005.30; and Total Other Assets-Prepays at \$23,280.98 for Total Assets at \$4,498,933.54. Accounts Payable is \$87,880.62; Accrued PTO at \$25,511.89; Total Current Liabilities are \$160,158.61; Fund Balance at \$4,338,774.93; and Liabilities and Fund Balance at \$4,498,933.54.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$1,340,614.12 as of April 30, 2024. Ravada stated this money will be transferred into reserves at the end of the fiscal year.

Motion by Steines, second by McDonough to approve RTA Financials with allocation of appropriate funds into investment account as determined by ECIA staff. The motion passed unanimously.

## **Review and Approve Invoices and Bills**

Ravada presented the invoices and bills for June 2024 to the board members, noting all charges are routine charges.

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

## **Review and Approve amendment to Vanpool contract with Enterprise**

Ravada stated the IA DOT questioned this contract as it exceeded the micro-purchase as IADOT considered the three-year listed period of the contract at \$10,000 per year for three years exceeded the micro-purchase requirements. Therefore, the RTA would have to go through the RFP process, which they initially did not. Ravada suggested changing the contract from a 3-year contract to a year-to-year one, as the first year ends on February 7th, 2025. RTA will use local dollars to pay for year one and then go out for an RFP in the second year to meet the procurement process. Ravada stated that the discussion happened with Enterprise, and Enterprise agreed to amend the contract.

The amendment to the contract is as follows:

1. Agreement Term. The parties agree to change the term of the agreement to one (1) year, meaning the agreement will now end on February 7, 2025.
2. The parties also agree to add to the agreement that the total agency financial assistance paid by the RTA shall not exceed \$10,000.
3. Except as specifically stated in this agreement all other terms and conditions of the agreement remain the same.
4. This amendment together with the agreement (and any exhibits, attachments, addenda, amendments and supplements thereto) shall be binding upon each of the parties hereto. In the event of a conflict between the terms and conditions hereof, and the terms and conditions of the agreement, the terms and conditions hereof shall govern.

Steines asked if the RFP would encompass the other 2 years that were originally part of the contract as it was originally a 3-year contract

Ravada stated yes, the RFP will be written for a two-year contract.

Motion by Steines, seconded by Madlom to approve amendment to Vanpool contract with Enterprise. Motion passed unanimously.

## **Review and Approve Collective Bargaining Agreement**

Ravada stated due to this agenda item being a discussion on negotiations with the union, this agenda item should be closed session and according to the published agenda it is not. Therefore, Ravada suggested to the board that they table this item and it be brought back in front of the board at the August meeting, in closed session.

Motion by Flagel, seconded by Schwenker to table Collective Bargaining Agreement until August Board meeting. The motion passed unanimously.

## **Other Business**

There was no other business to discuss.

## **Adjournment**

Motion by Pothoff, second by Steines to adjourn the meeting at 9:21 a.m. The motion passed unanimously.

Respectfully submitted by,

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