

**Regional Transit Authority
Wednesday, May 1, 2024 @ 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 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

Christine Efferding
*Administrative and Special
Programs Assistant*

A quorum was present.

Call to Order

The Wednesday, May 1, 2024, Regional Transit Authority (RTA) Board meeting was called to order at 9:00 a.m. by Chair Kenniker.

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, May 1, 2024, RTA Board meeting,

Motion by Madlom, second by Helmrichs to approve the Wednesday, May 1, 2024, RTA Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, April 3, 2024, RTA Board meeting

Motion by Buschmann, second by Flagel to approve the minutes and file the Secretarial notes from the April 3, 2024, RTA Board meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented March 2024 financials to the board. He reviewed the Total Transit Revenue at 91%; Total Expenses for Administration at 79%; Operations at 57%; Operations-Volunteer at 82% and Maintenance at 57%; for Total Operating Expenses of 65%. Net monthly operating income is \$57,455 and actual year-to-date net income is \$537,759.00. The increase in revenue is due to RTA using leftover FTA contracts for FY 22 and FY 23 which will eventually zero out.

Ravada then reviewed the Statement of Assets and Liabilities as of March 31, 2024, noting Total Current Assets at \$2,295,047.67; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,128,360.69; and Total Other Assets at \$31,248.42 for Total Assets at \$4,454,656.78. Accounts Payable is \$82,557.29; Accrued PTO at \$25,511.89; Total Current Liabilities are \$154,835.75; and Liabilities and Fund Balance at \$4,454,656.78.

He reported on the RTA Replacement Capital Summary noting the transfers with an ending balance of \$1,339,978.29 as of March 31, 2024.

Motion by Helmrichs, second by Flagel to approve RTA Financials. The motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills for April 2024 to the board members, noting the line item \$4,599.70 to ECIA for Driver Insurance. The rest of the charges are routine.

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

Review and Approve Fiscal Year 2025 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application

Ravada explained to the board that this document is submitted annually to DOT. This document states RTA will function according to FTA, STA, and DOT laws, run a fair operation, and dictates lobbying restrictions. The document also states RTA has had no law suits or discrimination cases over the last year. Additionally, the document states RTA makes every reasonable accommodation to support minorities and those with disabilities. Once approved by the board, this document will be sent to legal for review before being sent to the DOT.

Motion by Helmrichs, seconded by Madlom to approve the Fiscal Year 2025 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application. The motion passed unanimously.

Approve Final FY25 Budget

Ravada explained final RTA budget includes an overall increase in revenue due to increased FTA funding. Ravada noted the expense line item of a Mechanic, and explained they would be hiring a part time mechanic. This mechanic will be an ECIA employee, not an employee of RTA. McDonough expressed concern that this would appear to be working around mechanic union rules. Discussion followed, explaining that due to the part time nature of the position the mechanic would likely not be interested in the union. Ravada will inform the union of this position and address any questions they have at that time.

Motion by Madlom, seconded by Buschmann to approve the FY25 Budget. Motion passed unanimously.

Review and Approve contracts with ARC, Bellevue, Cozy Corner, Hills & Dales, Imagines, NEI3A, and Sunnycrest

Ravada elaborated on each of the contracts, noting the following

1. ARC was up to 80-90k before covid, and now they have their own in house transportation. Therefore, expected revenue is \$15,000 for FY25
2. City of Bellevue pays \$2,000 to keep an RTA vehicle located there so it is easier for drivers to use.
3. Cozy Corner is unclear as to how much they will utilize RTA, therefore revenue from this project was not accounted for in the budget.
4. Hills and Dales is unclear as to how much they will utilize RTA, therefore revenue from this project was not accounted for in the budget.

5. IMAGINE is also utilizing United Way funds to reduce their costs. Expected revenue is \$3,250 for FY25.
6. Sunnycrest has been adjusted from the FY24 budget. McDonough sought clarification on how these costs are covered. Ravada explained some costs are subsidized. Total expected revenue is \$30,500 for FY25.
7. NEI3A total expected revenue is unclear at this time and was not accounted for in the budget.
8. More contracts will be upcoming at the next board meeting.

Review and approve request for reimbursement from HBSS/QRyde Software

Ravada began by reviewing the timeline of payments to HBSS. HBSS has requested a payment of \$34,120 (reserving 10% to be paid after the FTA visit). RTA staff agree significant progress has been made, but the GSE still has some concerns. Therefore, RTA staff recommend a payment of \$17,060 which includes \$6,000 hosting costs, with the remainder to be settled upon after project completion.

Steines and Flagel both clarified whether staff was confident these issues would be resolved, and how much extra time staff was having to spend with the program. Scott explained she is hopeful changes will be made and that staff are not spending much overtime or extra time at this point.

Motion by McDonough, seconded by Schwenker to approve a payment of \$17,060 to HBSS. Motion passed unanimously.

Other Business

Fox informed the board that FTA would like to do an independent evaluation of the AIM grant project. Therefore, an evaluator will be meeting with DOT in Des Moines on June 3rd and would like to meet with RTA board on June 4th. Therefore, Fox proposed to move the RTA regular meeting from June 5th to June 4th. Board members agreed, and Efferding will send out calendar invite as soon as possible.

Adjournment

Motion by Madlom, second by Helmrichs to adjourn the meeting at 9:41 a.m. The motion passed unanimously.

Respectfully submitted by,

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