

Regional Transit Authority
Wednesday, August 2, 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

Others Present: Sarah Berning ECIA

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 Finance & Documentation

Christine Mergen

Christine Efferding
Administrative Assistant

Dylan Michels
Technology & Program Support Specialist

A quorum was present.

Call to Order

The Wednesday, August 2, 2023, Regional Transit Authority (RTA) Board meeting was called to order at 9:01 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.

Introductions

Introductions followed by board members and staff

Action on the Agenda for the Wednesday, August 2, 2023, RTA Board meeting,

Motion by Buschmann, second by Kenniker to approve the Wednesday, August 2, 2023, RTA Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, June 14, 2023, RTA Board meeting

Motion by Schwenker, second by Flagel to approve the minutes and file the Secretarial notes from the Wednesday, June 14, 2023, RTA Board meeting. The motion passed unanimously.

Action on reviewing and approving financials

Ravada presented May 2023 financials to the board. He reviewed the Total Transit Revenue at 139%; Total Expenses for Administration at 114%; Operations at 87%; Operations-Volunteer at 78% and Maintenance at 83%; for Total Operating Expenses of 93%. Net monthly operating income is \$41,459 and actual year-to-date net income is \$847,292.

Ravada and Deutmeyer noted FTA and CARES funds will have been spent by the end of July 2023 and therefore moving forward, the RTA will have a smaller positive balance for this fiscal year. The budget will look like previous fiscal years prior to COVID with smaller bottom line income. Ravada reviewed Year-to-Date Designated/Restricted Income is \$39,683; Designated/ Restricted Expense is \$306,763; with Total Income at \$580,213.

Ravada then reviewed the Statement of Assets and Liabilities as of May 31, 2023, noting Total Current Assets at \$2,291,149.18; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$1,826,541.01; and Total Other Assets-Prepays at \$14,922.58 for Total Assets at \$4,132,612.77. Accounts Payable is \$123,807.58; Accrued PTO at \$25,551.37; Total Current Liabilities are \$151,175.31; Fund Balance at \$3,981,437.46; and Liabilities and Fund Balance at \$4,132,612.77.

He reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$1,314,548.49 as of May 31, 2023. Ravada suggested

these funds be kept for capital and facility improvements. Deutmeyer asked if some of these funds should be invested in a CD to earn more interest. Discussion followed.

Motion by McDonough, second by Heimrichs 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/July 2023 to the board members. He said the disbursements were normal and routine. He noted the \$86,851 to Alliance Member Services as a decrease from last fiscal year as negotiated by Stoffel.

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

Update on HBSS/QRyde Software Contract

Ravada opened discussion on ongoing communication with FTA and HBSS on the ongoing software conversion issues. FTA will need four months to review the software once it is running efficiently as part of the grant requirements. Deutmeyer emphasized importance of not rushing a timeline in order to ensure the system is working properly prior to completing payment and closing the grant. Discussion continued surrounding what is working well, what still needs to be adjusted, and how to ensure the system meets grant requirements as well as RTA needs. Ravada will draft a report regarding money, timeline, positives, and adjustments to distribute to the board prior to next meeting.

Update on FY 23 Ridership

Ravada presented summaries of FY 23 Ridership. General Public Rides remained comparable to FY 22. Ravada noted this number will see a decrease of approximately 16,000 rides due to YMCA not using RTA services. Other new usage by organizations such as St. Marks could help recover some of this decrease. Elderly Rides are decreasing in Delaware and Jackson counties. Disabled Rides show decrease due to change in software and how the rides are categorized. Overall ridership for 2023 (not finalized) has increased to 90,430. Goals for 2023 were discussed including gap analysis, working with Human Services, and increasing ridership in City of Bellevue.

Other Business

The board had no other business to bring to discussion.

Adjournment

Motion by Kenniker, second by Schwenker to adjourn the meeting at 9:52 a.m. The motion passed unanimously.

Respectfully submitted by,



Kelley H. Deutmeyer