

**Regional Transit Authority
Wednesday, September 6, 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

A quorum was present.

Call to Order

The Wednesday, September 6, 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.

Action on the Agenda for the Wednesday, September 6, 2023, RTA Board meeting,

Motion by Buschmann, second by Heimrichs to approve the Wednesday, September 6, 2023, RTA Agenda and strike item seven. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, August 2, 2023, RTA Board meeting

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

Action on reviewing and approving financials

Ravada presented June 2023 financials to the board. He reviewed the Total Transit Revenue at 151%; Total Expenses for Administration at 113%; Operations at 100%; Operations-Volunteer at 99% and Maintenance at 91%; for Total Operating Expenses of 103%. Net monthly operating income is \$43,983 and actual year-to-date net income is \$891,275.

Ravada reviewed Year-to-Date Designated/Restricted Income is \$32,995; Designated/ Restricted Expense is \$330,872; with Total Income at \$593,398.

McDonough offered caution to the board to remain cognizant of how changing legislation may lead to a decrease in state funding. McDonough suggested the board be mindful of this potential upcoming change moving forward.

Ravada then reviewed the Statement of Assets and Liabilities as of July 31, 2023, noting Total Current Assets at \$2,335,345.73; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$1,856,661.88; and Total Other Assets-Prepays at \$4,105.00 for Total Assets at \$4,196,112.61. Accounts Payable is \$159,604.13; Accrued PTO at \$25,551.89; Total Current Liabilities are \$201,490.13; and Liabilities and Fund Balance at \$4,196,112.61.

He reported on the RTA Replacement Capital Summary noting the transfers with an ending balance of \$1,316,158.36 as of June 30, 2023. Ravada expressed these funds can be used for

changes to garages as they need them and to match grant funding in the future. Ravada noted Stoffel has invested \$700,000 in a 12-month CD.

Motion by Heimrichs, second by McDonough to approve RTA Financials. The motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills for August 2023 to the board members. He noted three line items for discussion and clarification. The first noted was Return of Funds to United Way as not all grant funds were used. Future grants will be written with more general terms to be sure all awarded funds can be put to use. An invoice to Davey Coach Sales LLC was also noted, as two RTA vans were purchased to the total amount of \$201,777.30. Ravada also noted the Friedman Insurance Inc. bill. Stoffel clarified, saying the \$4,754.00 was a one time fee for FY24. Insurance for RTA is now split between Friedman and non-profit insurance for a savings of approximately \$35,000/yr. McDonough inquired about cyber insurance, and Stoffel clarified that RTA does have this insurance.

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

Update on HBSS/QRyde Software Contract

At the August meeting, the board asked for a memo to be created regarding the progress of the QRyde Software. The memo discusses eight areas of efficiency and notes where improvements are necessary. Those eight areas are 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.

The recommendation from ECIA staff to the RTA board is that the contract will not be paid in full until the full project is delivered and acceptable to RTA staff. The RTA has until June 30, 2024 to expend all AIM grant funds. The FTA will evaluate the AIM grant project in the Spring of 2024 and look for efficiencies created for RTA by this project. As the system currently functions, the RTA cannot show efficiencies in the Global Scheduling Engine (GSE) the FTA is specifically looking for. RTA staff have been working closely with HBSS staff to remedy these areas needing improvement.

Discussion followed regarding details of said efficiencies.

Other Business

Kuhle informed the board that drivers are needed, particularly in Jackson and Delaware counties. Board members made suggestions to ECIA staff on how to reach drivers in their respective areas. Board members also agreed to reach out. RTA staff will compile a job posting to be distributed to board members for their reference and to be shared.

Adjournment

Motion Madlom, second by Helmrichs to adjourn the meeting at 9:48 a.m. The motion passed unanimously.

Respectfully submitted by,

Kelley H. Deutmeyer