

**Regional Transit Authority  
Secretarial Notes  
Wednesday, February 5, 2024  
9:00 am**

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

**RTA Board Members:**

**Delaware County Supervisors**

Shirley Helmricks

Jeff Madlom

Dan Wheeler

**Dubuque County Supervisors**

Harley Pothoff

Wayne Kenniker  
*RTA Chair*

Ann McDonough

**Jackson County Supervisors**

Nin Flagel  
*RTA Secretary*

Mike Steines

Don Schwenker

**Others Present:**

**ECIA Staff:**

Chandra Ravada  
*ECIA Interim Exec. Director*

Dan Fox  
*Interim Director of  
Transportation & Transit*

Steve Stoffel  
*ECIA Director of Finance  
and Administration*

Gail Kuhle  
*Transit Operations Manager*

Stacie Scott  
*Transit Operations Manager*

Jack Studier  
*Planner I*

A quorum was present.

## **Call to Order**

The Wednesday, February 5, 2025, Regional Transit Authority (RTA) Board meeting was called to order at 9:01 a.m. by Secretary Flagel.

## **Action on the Agenda for the Wednesday, February 5, 2025, RTA Board Meeting**

Motion by Flagel, second by Madlom to approve the Wednesday, February 5, 2025, Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

## **Action on approving the minutes and file the Secretarial notes from the December 4, 2024, RTA Board Meeting**

Motion by Pothoff, second by Schwenker to approve the minutes and file the Secretarial Notes from the December 4, 2024, RTA Board Meeting. The motion passed unanimously.

## **Review and Approve Election of Officers**

Ravada listed the current RTA officers: Wayne Kenniker, Dubuque County- Chair; Pete Buschmann, Delaware County- Vice Chair; and Nin Flagel; Jackson County- Secretary. Historically, each year the positions rotate, so Chair position should be held by Delaware County, the Vice Chair position should be held by Jackson County, and the Secretary position should be held by Dubuque County.

Motion by Steines, seconded by Helmrichs to approve Jeff Madlom, Delaware County as Chair for the RTA Board, approve Nin Flagel, Jackson County as Vice Chair for the RTA Board, and approve Ann McDonough, Dubuque County as Secretary for the RTA Board. The motion passed unanimously.

## **Review and Approve Financials**

Ravada presented December 2024 financials to the board. Ravada reviewed the Total Transit Revenue at 51%; Total Expenses for Administration at 50%; Operations at 42%; Operations-Volunteer at 72% and Maintenance at 47%; for Total Operating Expenses of 45%. Net monthly operating income is \$46,374 and actual year-to-date net income is \$328,135. Ravada states that income is prior to Iowa DOT reimbursement and therefore income is currently lower than expected.

Ravada then reviewed the Statement of Assets and Liabilities as of December 31, 2024, noting Total Current Assets at \$2,286,113.17; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,769,219.83; and Total Other Assets-Prepays at \$62,021.60 for Total Assets at \$5,117,354.60. Accounts Payable is \$77,510.21; Accrued PTO at \$22,098.03; Total Current Liabilities are \$118,469.36; Fund Balance at \$4,998,885.24; and Liabilities and Fund Balance at \$5,117,354.60

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$929,635.98 as of December 31, 2024. Interest has also

been earned on CDs with an ending balance of \$743,892.41, putting total replacement capital at \$1,673,528.39. Ravada states that this funding is before reimbursement from Iowa DOT. Ravada proposes later discussion with board on how to use money, potentially for continued subsidization of rides. Steines asks if future funding will be affected by changes in federal government. Ravada says that IIJA expiring may lead to decreased funding, although most of it will likely affect capital replacement which RTA has already accounted for.

Motion by Steines, second by Wheeler 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 from November 2024 to January 2025 to the board members, noting the following disbursements, \$6,593.36 to Anderson Weber Toyota for vehicle maintenance, \$183,544 to Hogle Bus Co. for vehicle purchase, \$81,843 to Hogle Bus Co for vehicle purchase, \$10,065 to Tostrud & Temp SC CPA for audit fees, \$4,014.81 to Deutmeyer Auto Advantage for vehicle maintenance, and \$5,460 to Cummer Masonry Inc. for building maintenance. Ravada noted that the \$81,843 does not take into account insurance reimbursement.

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

### **Update on University of Dubuque Vanpool Project**

Fox presented update on vanpool project. The vanpool is on the road now and University of Dubuque is happy with the service. They are currently using the vanpool to transport staff and students out to the airport. Enterprise is currently in the process of tracking trips and miles in order for RTA to receive FTA reimbursement. Steines asks if there are any preliminary numbers, Fox responds that Enterprise has reported 10-11 people per day using the service, University plans on expanding services as awareness increases. University of Dubuque is also set to expand their piloting program, which may increase demand.

Flagel asks about ways to advertise service, however RTA must not violate current contract. Scott proposes having Enterprise promote vanpools through bus wraps. Ravada states that they will revisit advertising guidelines on future vanpool contract.

### **Extension of Contract with Enterprise for existing Vanpool program**

Fox informs board members that current contract with Enterprise is set to expire at the end of the week. Fox proposes a 60-day extension in order to finish RFP process and continue service. McDonough motioned to extend contract, Helmricks seconded. Motion passed unanimously.

### **Review and Approval to enter into contract with Enterprise for Vanpool program**

Fox presents memo explaining their RFP process for the vanpool program. RTA attempted sending RFP to more vendors however most did not provide service through transit agencies. Enterprise was only vendor to submit a proposal, and staff recommended beginning contract negotiations with Enterprise. Steines inquired about length of contract, with Fox recommending multiple years to ensure commitment to the project. Steines mentions there will be provisions that will need to be reviewed frequently. McDonough asks if contract will contain language to protect RTA in case of frozen federal funds.

McDonough motioned to enter into contract with Enterprise, Steines seconded. Motion passed unanimously.

### **Update on FY24 Ridership**

Ravada presented report on ridership for FY24. General public rides have decreased from 46,117 to 38,825 due to the loss of YMCA rides. Elderly rides have remained stable at 1,738, however decrease in Jackson due to less marketing from one citizen who has been unable to ride RTA. Disabled rides at 7,392. For contract rides Sheltered Workshops at 6,932, Title XIX TMS at 12,676, Scenic Valley at 3,686, City of Bellevue at 1,624 and Human Service Contracts at 12,057. Sunnycrest Manor rides at 7,453, ARC rides at 2,807, Imagine the Possibilities rides at 1,020, Hills and Dales rides at 777. ARC ridership has been down as they have purchased their own vehicles. Overall ridership was at 84,930.

### **Update on the Maquoketa Farmers Market Services**

Scott presents update on Maquoketa Farmers Market service. The grant that funded the program had expired and RTA was unable to receive further funding from the Community Foundation. RTA is seeking alternative sources of funding to continue service. McDonough suggests finding a sponsor, such as the local Chamber of Commerce. McDonough also inquires on the type of rider, Scott stated it was typically a mix of elderly and disabled riders, many low-income. Schwenker asks if market could sponsor service directly. Will mention at future Delaware and Jackson TAG meetings.

### **Adjournment**

Motion by Steines, second by Madlom to adjourn the meeting at 9:49 a.m. The motion passed unanimously.

Respectfully submitted by,

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