

**Regional Transit Authority
Tuesday, November 6, 2024 @ 9:00 am**

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

RTA BOARD MEMBERS PRESENT:

Delaware County: Pete Buschmann Shirley Helmrichs
Dubuque County: Harley Pothoff Wayne Kenniker
 Ann McDonough
Jackson County: Nin Flagel Mike Steines

ECIA STAFF PRESENT: Chandra Ravada, Interim Executive Director
 Dan Fox Interim Director of Transportation & Transit
 Mike Gomoll, Administrative Assistant
 Steve Stoffel, Director of Finance and Administration
 Stacie Scott, Transit Operations Manager
 Gail Kuhle, Transit Operations Manager

OTHERS PRESENT: Mike Temp (Tostrud and Temp)

A quorum was present.

Call to Order

The Wednesday, November 6, 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, November 6, 2024, RTA Board meeting,

Motion by Buschmann second by Steines to approve the Wednesday, November 6, 2024, RTA Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the Wednesday, August 7, 2024, RTA Board meeting

Motion by Pothoff, second by Buschmann to approve the minutes and file the Secretarial notes from the August 7, 2024, RTA Board meeting. The motion passed unanimously.

Review and Approve FY 2024 Audit Presentation by Tostrud & Temp

Mike Temp, Tostrud & Temp, presented the Financial Statements and Independent Auditor's Report for the Delaware, Dubuque and Jackson County Regional Transit Authority for FY 2024 to the board members. The Independent Auditor's Report, a required document, gives an overall picture of the financial information, lists an unmodified or clean audit of the fiscal year, and that you can rely on the numbers in the audit.

Temp reviewed the information in detail explaining the balance sheet and the assets and liabilities owned. RTA has net assets of 4,486,000 and the Board has designated \$1,350,000 to be used for other purposes. The Statement of Activities and income statement list revenues received during the year totaling \$2,223,000. Total expenses were \$1,000,000 less in 2024 compared to 2023. Cash on-hand declined from 1,894,00 to 922,000 at the end of 2024. Temp went on to give an explanation and stated a portion of cash had been moved to a long-term investment. Temp reviewed the payroll expenses, operating expenses, and management in general. Temp reviewed federal and state awards and compared them with FY 2023 and FY 2024. Temp also reviewed internal controls along with State and Federal compliance. Temp reported there were no findings.

Motion by Flagel, second by Buschmann to approve FY 2024 Audit by Tostrud & Temp. The motion passed unanimously.

Review and Approve Financials

Ravada reviewed September financials and noted ridership regarding scenic valley, Sunny Crest Manor, and Hills and Dales. Ravada noted the competition from cab companies for ridership. Ravada noted the advertising with Kwik Stop. Ravada reviewed total expenses are administration at 20%; Operations are 18%. Maintenance expenses are 26% for a Total Operating Expense of 21%. Ravada noted the RTA is still seeking an in-house mechanic. Net monthly operating income and actual year-to-date net income is \$169,976 due to FDA Funds. Designated/Restricted income is \$63,263, Designated/Restricted expense is \$103,876, with Total Income (Loss) at \$129,363 year-to-date.

Ravada reviewed Statement of Assets and liabilities as of September 30, 2024, noting current assets at 2.1 million; Total fixed assets at 2.6 million, for a total of 4.7 million in total assets. Total current liabilities are \$83,624.

Ravada reviewed RTA Replacement Capital Summary noting the interest earned on the savings account resulted in a balance of 1.3 million as of September 30, 2024.

Motion by Flagel, second by Steines to approve RTA Financials. Motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from August 1st through October 31st, 2024, to the board members, noting the following disbursements, \$13,472.35 to Mike Finnin Motors for vehicle maintenance; \$4,300.00 to Graves Signs for installation of wraps on the 5 buses; \$2,392.23 to Georgen Auto for vehicle maintenance; and \$4,789.60 to Hanley Auto Body for vehicle maintenance. All other disbursements were routine.

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

Closed session—Chapter 21.5 (c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Motion by Helmrichs, second by Flagel to move into closed session. Motion passed unanimously.

Review and Approve changes to the Collective Bargaining Agreement

Motion by Helmrichs, second by Buschmann to approve changes to the Collective Bargaining Agreement. Motion passed unanimously.

Review and Approve to release RFP for the Vanpool Program

Fox spoke about the details regarding the RFP for the vanpool program and noted the current contract with Enterprise runs until February. Fox 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. At this time, the University of Dubuque is the first and only contract for the vanpool program. Ravada noted the University of Dubuque may be a good example for others to follow suit with this vanpool.

McDonough questioned who would be utilizing the vanpool program and asked about the cost.

Ravada noted that RTA will pay \$500 per month and the University of Dubuque will pay \$1,000. Ravada noted that the RTA will gain ridership and mileage which will benefit the program.

Discussion followed.

Many Board members stated they would like to see a 1-year contract instead of a 3-year contract.

Helmrichs asked about insurance coverage and liability.

Fox informed the board that the RTA drivers would be an employee for the company receiving the rides, for example if John Deere requested the vanpool, then John Deere would be employing the RTA driver. Fox stated RTA has a usage contract with Enterprise, not a rental contract.

Discussion followed.

Board members had many questions about the vanpool program and decided to table approving the RFP until further information is given. Ravada stated he would see if Enterprise can attend the next meeting and give a presentation to the Board.

Motion by Buschmann, second by Helmrichs to table releasing the RFP for the Vanpool program until the next RTA meeting. Motion passed unanimously.

Review and Approve construction costs for General contract work and plumbing

Ravada spoke about the proposal details for general contract work needed for RTA office were a drinking fountain, storage space, and office space for the RTA mechanic when hired. Ravada noted the current budget will be able to cover the cost of this project. Ravada informed the cost of this project will total \$17,769.76.

Motion by McDonough, second by Steines to approve costs for General contract work and plumbing. Motion passed unanimously.

Transit Topics for annual meeting with Iowa DOT:

Ravada requested the board to think about topics they would like the Iowa DOT to present on at the annual meeting.

Other Business

Annual TAG meeting is on December 4th and Annual Transportation meeting is on December 18th. Both are to be held at ECIA. No other business to discuss.

Adjournment

Motion by Madlom, second by Steines to adjourn the meeting at 10:27 a.m. The motion passed unanimously.

Respectfully submitted by,

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

