

**IOWA NORTHLAND REGIONAL TRANSIT COMMISSION (RTC)
ADVISORY COMMITTEE**

INRCOG OFFICE
229 EAST PARK AVENUE
WATERLOO, IOWA 50703

Tentative Meeting Agenda for
Thursday, December 21, 2023
10:30 a.m.

2023 Officers: Duane Hildebrandt, Chair; Mark Schildroth, Vice Chair; Greg Barnett, Secretary/ Treasurer

1. Call to Order; Introductions; and Declaration of Quorum
2. Approval of the Agenda
3. Public Comments
4. Consider Minutes from the March 16, 2023, and notes from June 15, 2023 Meeting
5. Financial Report(s)
6. Old Business:
 - A. Medicaid Update- Amerigroup, Iowa Total Care, Access2Care
 - B. Bus Replacement Update-#V061 and #1001
 - C. Transit Study Update
 - D. Iowa Public Transit Association (IPTA) Update
 - E. Other Old Business
7. New Business:
 - A. Personnel Update
 - B. Final Fiscal Year 2024 Budget
 - C. 2024 Officer Elections
 - D. Other New Business
8. Operations Report
9. Operating Statement(s)
10. Adjourn

Note: RTC Advisory Committee Meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact the RTC office at (319) 233-5213 at least two (2) business days in advance of this meeting.

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Meeting Minutes from
Thursday, December 21, 2023
10:30 a.m.

A regular meeting of the Iowa Northland Regional Transit Commission (RTC) Advisory Committee was scheduled for Thursday, December 21, 2023, at 10:30 a.m. in the INRCOG offices, located at 229 East Park Avenue in Waterloo.

Hildebrandt announced that a quorum was present and called the meeting to order at 10:30 a.m.

Members present: Duane Hildebrandt- Chair, Bremer County; Mark Schildroth- Vice-Chair, Grundy County; Matt Kuhn – Chickasaw County; Greg Barnett – Butler County and Clayton Ohrt, Buchanan County.

Also present were Lon Kammeyer, MET Transit Board; Nick Fratzke and Linda Sires, from INRCOG.

Approval of the Thursday, December 21, 2023 Agenda was moved by Barnett, seconded by Schildroth. The motion carried unanimously.

No public comments were made.

The minutes from the March 16, 2023, meeting were provided as well as notes from the June 15, 2023 meeting. Approval of the minutes as presented was moved by Barnett, seconded by Schildroth. The motion carried unanimously.

Fratzke presented the November Financial Report and provided details regarding the Year-To-Date balance and financial position, including addressing the lack of 5311 operating funds which are on hold from the Iowa DOT to RTC. Fratzke expressed that overall, the RTC is in good financial stability. Service is running well at 2,900 to 3,400 rides, however, the aging fleet does lead to higher maintenance costs. Ohrt posed the question as to what percentage of operating funds the 5311 distribution made up of the overall budget, to which Fratzke commented he would gather that information and follow up with the commission. A recommendation to inquire with the HCC auto mechanic program for vehicle maintenance was made by Kammeyer. Hildebrandt asked the participants if there were any questions. There being none, Fratzke moved on to Old Business.

Old Business:

Fratzke gave an update on the Medicaid system, stating that thus far few changes with the rollout of Molina Healthcare have impacted the RTC operations, and the integration of the funding mechanism to be conducted by Access2Care in their database and reporting system had seemingly been seamless, barring a few hiccups in approvals.

Next, Fratzke gave an update on the DOT contracts for fleet replacement. He noted that RTC had been awarded two contracts for the replacement of an aged conversion van (V061) and a DOT contract was awarded for replacement (1010) of a new 30', 18 passenger bus with 4 wheelchair capacity. Fratzke gave an update on the Iowa DOT inadvertently paying the RTC twice for the V061 allocation and that a process had been identified by RTC and DOT staff to remediate the oversight. Fratzke stated that consideration had been given to acquisition of a smaller, 15 passenger replacement which could alleviate the CDL requirement of a driver, to which Hildebrandt stated that the Executive committee had granted concurrence to give further consideration. Fratzke noted that order would

need to be placed for the replacement to 1001. No firm date has been provided on the delivery date for the conversion van (V061).

Fratzke gave an update of the MET Transit Study being conducted by SRF. He noted that the consultant was proceeding with the timeline, accordingly. Next steps would be more Public Input sessions over the coming months. Kammeyer confirmed that the process was moving forward as proposed and that the fleet and facilities review was currently being analyzed.

Fratzke gave a brief summary of his participation at the 2023 Midwest Transit Conference held in Kansas City, MO in September. He stated that it was a good networking opportunity and that all systems were experiencing the same issues as the RTC.

Fratzke was pleased with the conference and noted some general takeaways.

For Other Old Business Fratzke noted that the RTC is pursuing the solicitation of qualified vendors to purchase scheduling software from. More information is to follow at the next meeting.

New Business:

Sires presented that four drivers had been hired since July of 2023. INRTC is now fully staffed and operating at capacity.

Fratzke presented the FY '24 Budget. Expenses are similar to last year, increasing drivers, vehicle replacement fund explained at the bottom of page with capital replacement of vehicle. INRCOG sets aside a part of the contract income from each revenue mile for match to replace vehicles. RTC insurance has increased due to 3 incidents with buses. Approval of the FY '24 Budget was moved by Kuhn, seconded by Ohrt. Motion passed unanimously.

Election of officers was discussed and motion made by Ohrt, seconded by Schildroth to continue with the current slate of officers. Motion passed unanimously.

In Other New Business, Fratzke explained that the current maintenance and storage agreement with EPI will be effectively terminated as of April 1, 2024. This leaves the RTC with limited options with one being the acquisition of the EPI property and hiring of maintenance staff. Recommendations by the commission include a pro-forma evaluation and presentation to the commission identifying the cost implications of a potential acquisition. Fratzke stated that the appropriate information will be provided to the commission for further consideration.

Sires presented the operations report. She noted that the fleet is aging and parts are hard to find. The supply chain is still lagging and making repairs and maintenance a challenge. Rides fluctuated in November as a result of the the Holiday.

There being no further discussion, motion by Kuhn, seconded by Barnett for the Advisory Committee adjourn at 11:25 a.m. Motion carried unanimously.

Respectfully submitted,



Nick Fratzke, INRCOG
Acting Secretary