

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

INRCOG OFFICE
229 EAST PARK AVENUE
WATERLOO, IOWA 50703

Meeting Agenda for
Thursday, March 20, 2025
10:30 a.m.

1. Call to Order; Introductions; and Declaration of Quorum
2. Approval of the Agenda
3. Public Comments
4. **2025 Election of Officers**
 - a. 2024 Officers: Duane Hildebrandt, Chair; Mark Schildroth, Vice Chair; Greg Barnett, Secretary/
Treasurer
5. Consider Meeting Minutes from March 21, 2024, Meeting Notes from June and December
6. Financial Report(s)
7. Old Business:
 - A. Vehicle Replacement Update- 1001 & 1201
 - i. Model 1
 1. Chevrolet 4500 (Spirit of Freedom low floor) \$184,035
 2. 12 ambulatory passenger, all fold to make 4 wheel chair capacity
 - ii. Davey Coach
 1. Ford E450 (Forest River Transit) \$182,929
 2. 16 ambulatory passenger, most fold to make 5 wheel chair capacity
 - B. Vehicle Servicing and Storage
 1. Falls Auto (formerly EPI)
 - C. TripMaster Scheduling Software Update
 - D. Other Old Business:
8. New Business:
 - A. Vehicle Purchase Proposal
 - B. Consolidated Grant Application
 - C. Personnel Update
 - D. Advisory Committee Membership
 - E. Other New Business
9. Operations Report
10. Operating Statement(s)
11. 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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ADVISORY COMMITTEE
229 EAST PARK AVENUE
WATERLOO, IOWA 50703**

Meeting Minutes from
Thursday, March 20, 2025
10:30 a.m.

A regular meeting of the Iowa Northland Regional Transit Commission (RTC) Advisory Committee was scheduled for Thursday, March 20, 2025, at 10:30 a.m. in the INRCOG offices, located at 229 East Park Avenue in Waterloo. A virtual Teams Meeting link was also made available to those who could not attend in-person.

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; Greg Barnett- Secretary/Treasurer, Butler County; Keith Wieland, Buchanan County; James Bronner, City of Waverly. Members attending virtually: Scott Cerwinske – Chickasaw County; Brad Bleichner, City of Independence; Chris Schwartz, Black Hawk County.

Also present were Nick Fratzke and Linda Sires, from INRCOG.

Approval of the Thursday, March 20, 2025 Agenda was moved by Schildroth, seconded by Barnett. The motion carried unanimously.

No public comments were made.

Election of Officers for 2025 was discussed and determined that standing officers would be willing to serve for another term.

The minutes from the March 21, 2024, meeting were provided. Approval of the minutes as presented was moved by Barnett, seconded by Schildroth. The motion carried unanimously.

Fratzke presented the February Financial Report and provided details regarding the Year-To-Date balance and financial position. Fratzke expressed that overall, the RTC is in good standing financial stability, with exception to the overrun on vehicle repair and maintenance. Fratzke noted that service is running well with ridership maintaining numbers in accordance with the availability of drivers, however, the aging fleet does lead to higher and more frequent maintenance costs. Fratzke stated that exploring maintenance and repair vendors not previously used in the region with the departure of previous contracted services through EPI has proven to be effective in having availability of vehicles. Operations are going well and vendor services are considered to be headed in the right direction. There being no further discussion, Barnett moved to approve the Financial Report, seconded by Wieland. The motion carried unanimously.

Fratzke moved on to Old Business.

Old Business:

Fratzke gave an update on the DOT contracts for fleet replacement. He noted that RTC had been awarded two contracts for the replacement of two aged light-duty buses (1001 & 1201) using STBG funds and a DOT contract was awarded for replacement (1010). Fratzke stated that the replacement for 1001 had been delivered within approximately 6 months but no indication as to when to expect the replacement for 1201 had been made available by the vendor. Fratzke agreed to give an update in the next meeting.

Fratzke discussed the agreement with the City of Waterloo to utilize a storage lot for parking fleet that operates out of Waterloo. Thus far things have been going well and the installation of fence and dressing the lot with additional gravel has been the only expense to the agency

Fratzke discussed the utilization of the recently acquired TripMaster software. The program is very intuitive and things are going well. The drivers are pleased with the application as are the administrative staff.

New Business:

Fratzke presented to the group a proposal to recommend the purchase of up to 4 transit vehicles to supplement the existing fleet. The proposal would utilize funds leftover from Covid relief funding and would leave a reasonable surplus for any potential future occurrences. Fratzke proposed that a maximum of \$820,000 be allocated to the purchase of 4 new vehicles. The motion to recommend allocation of a maximum \$820,000 for the purchase of 4 new transit vehicles was made by Barnett, seconded by Wieland. Motion carried unanimously.

Sires presented the Personnel Update and that a driver had been hired to cover the rural Waterloo/Black Hawk County area. INRTC is generally operating at capacity, with some rides being turned away.

Fratzke presented the Funding Projections for FY '26 with the approaching deadline for the Consolidate Grant Application due May 1st. The proposed Federal allocation is \$347,137, and State allocation is \$370,742 for operating expenses. Planning funds are anticipated to be \$33,942 with \$8,486 being the local match. Fratzke stated that the INRTC would request \$361,250 for vehicle replacement which would require a \$63,750 local match, if awarded. Request is not a guarantee of award. Motion to recommend approval of submission of the FY 2026 Consolidated Grant application as presented was made by Schildroth, seconded by Barnett. Motion carried unanimously.

Sires presented the Personnel Update and that 3 drivers had been offered positions to cover the rural Waterloo/Black Hawk County area and Independence. INRTC is operating with 11 drivers with 15 being considered fully staffed. Some rides are being turned away but hopes are that the offers will be accepted and capacity will be met.

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. As was previously mentioned, ridership is steady.

Fratzke presented the current slate of Committee members and noted that there are some gaps. It was recommended that staff bring recommendations to the committee at the following meeting for discussion.

There being no further discussion, motion by Bronner, seconded by Barnett for the Advisory Committee adjourn at 11:20 a.m. Motion carried unanimously.

Respectfully submitted,

Nick Fratzke, INRCOG
Acting Secretary