

**Regional Transit Authority
Secretarial Notes
Wednesday, October 1, 2025
9:00 am**

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

RTA Board Members:

Delaware County Supervisors

☒ Shirley Helmricks

☐ Jeff Madlom

RTA Chair

☒ Dan Wheeler

Dubuque County Supervisors

☒ Harley Pothoff

☒ Wayne Kenniker

☒ Ann McDonough

RTA Secretary

Jackson County Supervisors

☒ Nin Flagel

☒ Mike Steines

☒ Don Schwenker

RTA Vice Chair

Others Present:

ECIA Staff:

☒ Chandra Ravada

*ECIA Director of
Transportation and Transit*

☒ Dan Fox

Senior Planner

☒ Steve Stoffel

*ECIA Director of Finance
and Administration*

☒ Gail Kuhle

Transit Operations Manager

☒ Stacie Scott

*Transit Operations
Manager*

☐ Mae Hingtgen

ECIA Executive Director

☒ Jack Studier

Planner I

A quorum was present.

Call to Order

The Wednesday, November 5th, 2025, Regional Transit Authority (RTA) Board meeting was called to order at 9:02 a.m. by Vice Chair Flagel.

Action on the Agenda for the Wednesday, November 5th, 2025, RTA Board Meeting

Motion by Helmrichs, second by Kenniker to approve the agenda for the November 5th, 2025, RTA Board Meeting.

Action on approving the minutes and file the Secretarial notes from the October 1st, 2025, RTA Board Meeting

Motion by Wheeler, second by Steines, to approve the minutes and file the Secretarial Notes from the October 1st, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented September 2025 financials to the board. Ravada reviewed the Total Transit Revenue at 31%; Total Expenses for Administration at 22%; Operations at 19%; Operations-Volunteer at 12% and Maintenance at 25%; for Total Operating Expenses of 21%. Net monthly operating income is \$65,152 and actual year-to-date net income is \$189,220.

Ravada then reviewed the Statement of Assets and Liabilities as of September 30, 2025, noting Total Current Assets at \$3,262,090.86; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,346,252.33; and Total Other Assets-Prepays at \$141,767.47 for Total Assets at \$5,750,110.66. Accounts Payable is \$86,973.90; Accrued PTO at \$25,289.78; Total Current Liabilities are \$132,611.54; Fund Balance at \$5,617,499.12; and Liabilities and Fund Balance at \$5,750,110.66.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$897,822.17 as of September 30, 2025. Ending balance for CD's remains at \$1,124,673.05 for a grand total of \$2,022,495.22.

Motion by Helmrichs, second by Kenniker to approve RTA Financials. The motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from September 2025 to the board members. All invoices were routine.

Motion by Schwenker, second by Wheeler 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, (enclosure 5)

Motion by Kenniker, second by Steines to move to a closed session in accordance with 21.5(1)(c) of the Code of Iowa at 9:12 a.m., motion passes unanimously. Closed session was adjourned at 9:17 a.m. by Vice Chair Flagel.

Discussion of scenarios presented to address the budget deficit for the RTA

Ravada presented the board with more information related to RTA's revenue and finances to the board. Ravada broke down the services in each county, showing how many rides, miles, and hours each service provided. He then showed how this translated to FTA/STA revenue and the cost of operations, ultimately showing the net profit/deficit. He also showed how increasing fares would result in loss of STA/FTA revenues based on previous data from The Jule. Kenniker asked about the reason that free rides were established as well as where free rides were coming from. Discussion followed.

Other Business

None at this time.

Adjournment

Motion by Steines, second by Helmrichs to adjourn the meeting at 9:55 a.m. The motion passed unanimously.

Respectfully submitted by,

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