

**Regional Transit Authority
Secretarial Notes
Wednesday, August 6, 2025
9:00 am**

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

RTA Board Members:

Delaware County Supervisors

☒ Shirley Helmricks

☒ Jeff Madlom

☐ Dan Wheeler

RTA Chair

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, August 7th, 2025, Regional Transit Authority (RTA) Board meeting was called to order at 9:00 a.m. by Chair Madlom.

Action on the Agenda for the Wednesday, August 6, 2025, RTA Board Meeting

Motion by Helmrichs, second by Steines to approve the Wednesday, August 6, 2025, Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the May 7, 2025, RTA Board Meeting

Motion by McDonough, second by Schwenker, to approve the minutes and file the Secretarial Notes from the May 7, 2025, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented June 2025 financials to the board. Ravada reviewed the Total Transit Revenue at 97%; Total Expenses for Administration at 104%; Operations at 91%; Operations-Volunteer at 97% and Maintenance at 101%; for Total Operating Expenses of 94%. Net monthly operating income is -\$15,311 and actual year-to-date net income is \$453,596. \$300,000 of the total income from FY 2025 will be transferred to reserves.

Ravada then reviewed the Statement of Assets and Liabilities as of June 30, 2025, noting Total Current Assets at \$3,205,472.28; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,577,136.07; and Total Other Assets-Prepays at \$9,385.02 for Total Assets at \$5,791,993.37. Accounts Payable is \$89,462.60; Accrued PTO at \$25,289.78; Total Current Liabilities are \$156,155.63; Fund Balance at \$5,635,837.74; and Liabilities and Fund Balance at \$5,791,993.37.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$890,278.19 as of June 30, 2025. Ending balance for CD's remains at \$1,112,943.69 for a grand total of \$2,003,221.88.

Motion by Flagel, second by Pothoff to approve RTA Financials. The motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from May, June and July 2025 to the board members. Ravada noted a \$907.33 payment in May to Jessica Potter as a result of an accident and a \$13,406 payment to Beck Construction Group for remodel of the RTA break room.

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

Review and Approve proposed scenarios to address the budget deficit for the RTA

Ravada gave a presentation on RTA's future financial status. Presented background information regarding past changes in funding and how ridership has fluctuated with it. Free rides to children under 15 have increased public rides, providing more state funding. However decreases in MCO and contract rides have decreased revenue. New transportation bill expected to not have a ton of new funding for RTA to take advantage of. Ravada presented four scenarios based on whether the counties would provide funding and what reserve funding they would use to cover deficits. Each scenario determined a different level of service RTA would be able to provide in the future.

Madlom requested a motion to table the scenarios for a future meeting. Motion by Helmrichs, seconded by Flagel to table. The motion passed unanimously.

Other Business

Studier told the group that the RTA is seeking funding from the RTAP program to improve RTA's services to senior housing agencies.

Adjournment

Motion by Helmrichs, second by Schwenker to adjourn the meeting at 9:40 a.m. The motion passed unanimously.

Respectfully submitted by,

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