

**Regional Transit Authority  
Secretarial Notes  
Wednesday, April 1, 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 Secretary*

**Dubuque County Supervisors**

Harley Pothoff

Wayne Kenniker  
*RTA Vice Chair*

Ann McDonough

**Jackson County Supervisors**

Nin Flagel  
*RTA Chair*

Mike Steines

Don Schwenker

**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*

**Other:**

A quorum was present.

**Call to Order**

The Wednesday, April 1<sup>st</sup>, 2026, Regional Transit Authority (RTA) Board meeting was called to order at 9:00 a.m. by Chair Flagel.

**Action on the Agenda for the Wednesday, April 1<sup>st</sup>, 2026, RTA Board Meeting**

Motion by Steines, second by Helmrichs to approve the agenda for the April 1<sup>st</sup>, 2026, RTA Board Meeting. The motion passed unanimously.

**Action on approving the minutes and file the Secretarial notes from the March 4<sup>th</sup>, 2026, RTA Board Meeting**

Motion by Wheeler, second by Madlom, to approve the minutes and file the Secretarial Notes from the March 4<sup>th</sup>, RTA Board Meeting. The motion passed unanimously.

**Review and Approve Financials**

Ravada presented February 2026 financials to the board. Ravada reviewed the Total Transit Revenue at 77%; Total Expenses for Administration at 63%; Operations at 63%; Operations-Volunteer at 35% and Maintenance at 64%; for Total Operating Expenses of 63%. Net monthly operating income is - \$66,355 and actual year-to-date net income is \$250,953.

Ravada then reviewed the Statement of Assets and Liabilities as of February 28, 2025, noting Total Current Assets at \$3,378,625.56; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,220,266.73; and Total Other Assets-Prepays at \$72,980.22 for Total Assets at \$5,671,872.51. Accounts Payable is \$113,189.53; Accrued PTO at \$25,289.78; Total Current Liabilities are \$157,360.55; Fund Balance at \$5,514,511.96; and Liabilities and Fund Balance at \$5,671,872.51.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$909,749.17 as of February 28<sup>th</sup>, 2026. Ending balance for CD's remains at \$1,136,526.02 for a grand total of \$2,046,275.19.

Motion by Wheeler, second by Steines to approve RTA Financials. The motion passed unanimously.

**Review and Approve Invoices and Bills**

Ravada presented the invoices and bills from March 2026 to the board members. He noted one transaction from Hanley Auto Body, Inc. for repairs from an accident in January totaling \$15,209.23.

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

**Review and Approve Fiscal Year 2027 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application**

Flagel opened the public hearing for the Fiscal Year 2027 Delaware, Dubuque and Jackson County Regional Transit Authority Consolidated Funding Application at 9:10 a.m.

There were no comments received from the general public nor any general public present at the meeting.

Ravada presented the Fiscal Year 2027 RTA Consolidated Funding Application to the board, noting the requested fund of \$485,940 from the State and \$544,870 from the Federal level to support daily operations as well as federal and state capital assistance to support the replacement of one mini van. Ravada also explained the various required documents for the application.

Motion by Steines, second by Madlom to close the public hearing for the Fiscal Year 2027 Delaware, Dubuque and Jackson County Regional Transit Authority Consolidated Funding Application. The motion passed unanimously.

Motion by Wheeler, second by Helmrichs to approve the Fiscal Year 2027 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application. The motion passed unanimously.

**Review and Approve Draft FY 2027 Budget**

Ravada presented the draft Fiscal Year 2027 budget to the board. FTA Formula Funding is projected at \$477,824 while STA operating is projected at \$485,940. Scenic Valley NEI3A funding projections are at \$27,600 based on FY 2026 numbers. Waiver transportation was projected at \$623,500 and program fees were projected at \$501,500, but Ravada noted these numbers are unpredictable. Total transit revenue was projected at \$2,192,364.

Administrative salary/benefits were projected at \$640,471 with a potential ECIA management 3% cost of living adjustment (COLA) proposed. Total administration expenses were projected at \$963,309. Driver salaries projected at \$630,000 to accommodate additional drivers. Health benefits projected at \$44,762 for eligible drivers. Total operational expenses were projected at \$867,921. Total volunteer expenses were projected at \$11,477. Ravada noted the cost of gas/oil projected at \$181,260 to align with an estimated \$3.20/gal price. Total maintenance expenses projected at \$467,235. Overall operating expenses were projected at \$2,309,941, leading to a loss of \$117,577 before carryover of \$367,589 from previous fiscal years. With carryover funds RTA projects a FY 2027 income of \$250,011.

McDonough noted that the deficit before carryover was unacceptable and urged the board to take action to create a more resilient budget. Steines noted the uncertainty with oil/gas prices but noted it

was hard to anticipate. Wheeler asked the board how they could cut expenses, Flagel pointed to reducing the extra driver salaries as a possible solution.

Motion by Wheeler, seconded by Schwenker to approve the draft FY 2027 budget. Motion passed with McDonough opposed.

**Other Business**

Ravada noted that RTA recently celebrated the 40 years of service for one of their drivers. The board congratulated them for their years of service.

**Adjournment**

Motion by Madlom, second by Steines to adjourn the meeting at 9:39 a.m. The motion passed unanimously.

Respectfully submitted by,

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