

Regional Transit Authority
Secretarial Notes
Wednesday, August 5, 2026
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, August 5th, 2026, Regional Transit Authority (RTA) Board meeting was called to order at 9:05 a.m. by Chair Flagel.

Action on the Agenda for the Wednesday, August 5th, 2026, RTA Board Meeting

Motion by Madlom, second by Helmricks to approve the agenda for the August 5th, 2026, RTA Board Meeting. The motion passed unanimously.

Action on approving the minutes and filing the Secretarial notes from the June 3rd, 2026, RTA Board Meeting

Motion by Pothoff, second by Schwenker, to approve the minutes and file the Secretarial Notes from the June 3rd, 2026 RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented June 2026 financials to the board. Ravada reviewed the Total Transit Revenue at 104%; Total Expenses for Administration at 97%; Operations at 95%; Operations-Volunteer at 74% and Maintenance at 105%; for Total Operating Expenses of 98%. Net monthly operating income is -\$62,796 and actual year-to-date net income is \$71,815.

Ravada then reviewed the Statement of Assets and Liabilities as of June 30th, 2026, noting Total Current Assets at \$3,116,615.83; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,280,073.79; and Total Other Assets-Prepays at \$4,385.02 for Total Assets at \$5,401,074.64. Accounts Payable is \$96,850.59; Accrued PTO at \$24,493.65; Total Current Liabilities are \$161,621.62; Fund Balance at \$5,239,453.02; and Liabilities and Fund Balance at \$5,401,074.64.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$919,246.42 as of June 30th, 2026. Ending balance for CD's remains at \$1,155,650.13 for a grand total of \$2,076,896.55.

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

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from June and July 2026 to the board members. Ravada noted one charge in June and two in July. The charge in June was from Hoglund Bus Company for a vehicle purchase, the charges in July were from Alliance Member Services and Insurica for Auto/Umbrella premiums and Excess Liability premiums respectively.

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

Review and Approve Dubuque Racing Association (DRA) funding contract for marketing RTA 8

Studier presented the background and contract on the DRA grant. RTA 8 applied for a DRA grant in May for a comprehensive marketing strategy. On July 18th they were informed they will receive \$20,000, a little under half of the \$44,000 they applied for. The MOVE (Mobility Outreach, Visibility and Education) is a plan to bring in a consultant to create marketing materials, improve passenger information resources, and strengthen community outreach efforts across our region. Studier asked the board to approve the funding agreement.

Motion by Steines, seconded by Helmricks to approve the funding contract for the DRA grant. The motion passed unanimously.

Review and Approve the authorizing resolution for the State Transit Assistance Program for marketing RTA 8

To accommodate for the DRA grant being partially funded, RTA applied for a State Transit Assistance (STA) grant from Iowa DOT to supplement the funding from the DRA grant. The STA grant would also include funding for a second year and for staff time. Ravada presented the authorizing resolution for the grant.

Motion by Helmricks, second by Madlom to approve the authorizing resolution for the State Transit Assistance Program for marketing RTA 8. The motion passed unanimously.

Fiscal Year 2026 year-end RTA performance update

Ravada gave a presentation to show the performance of the system from the past year. Ravada used a FTA method for evaluating a transit service to show the performance of the system. Ravada shows that while contract and MCO rides have decreased, public rides have increased and the mileage for trips have increased to make up for it. Cost per trip and mile have remained consistent with FY 2019, as has revenue. Expenses have slightly increased with inflation, but Ravada stated that the overall performance has been good and RTA has remained to be profitable. RTA plans on implementing MOVE to help reach out and recruit more clients to utilize the service.

Other Business

Studier informed the board that they will switch the remote portion of the meeting to Microsoft Teams to coincide with the integration of the Microsoft 365 suite into ECIA. Studier will work with the board to ensure a smooth transition.

Adjournment

Motion by Helmricks, second by Pothoff to adjourn the meeting at 9:48 a.m. The motion passed unanimously.

Respectfully submitted by,

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