

**Regional Transit Authority
Secretarial Notes
Wednesday, May 7, 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 Interim Exec. Director

☒ Dan Fox

*Interim Director of
Transportation & Transit*

☐ Steve Stoffel

*ECIA Director of Finance
and Administration*

☒ Gail Kuhle

Transit Operations Manager

☒ Stacie Scott

Transit Operations Manager

☒ Jack Studier

Planner I

A quorum was present.

Call to Order

The Wednesday, May 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, April 2, 2025, RTA Board Meeting

Motion by Helmricks, second by Steines to approve the Wednesday, April 2, 2025, Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the March 6, 2025, RTA Board Meeting

Motion by Steines, second by Helmricks to approve the minutes and file the Secretarial Notes from the March 6, 2025, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented March 2025 financials to the board. Ravada reviewed the Total Transit Revenue at 74%; Total Expenses for Administration at 76%; Operations at 63%; Operations-Volunteer at 85% and Maintenance at 67%; for Total Operating Expenses of 67%. Net monthly operating income is \$38,542 and actual year-to-date net income is \$452,398.

Ravada then reviewed the Statement of Assets and Liabilities as of March 31, 2025, noting Total Current Assets at \$3,143,381.60; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,674,055.45; and Total Other Assets-Prepays at \$54,489.55 for Total Assets at \$5,871,926.60. Accounts Payable is \$103,992.48; Accrued PTO at \$22,098.03; Total Current Liabilities are \$149,727.06; Fund Balance at \$5,722,199.54; and Liabilities and Fund Balance at \$5,871,926.60.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$1,182,395.35 as of March 31, 2025. Ending balance for CD's remains at \$805,096.16 for a grand total of \$1,987,491.51.

Motion by McDonough, second by Flagel to approve RTA Financials with allocation of appropriate funds into investment account as determined by ECIA staff. The motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from April 2025 to the board members. Ravada noted a \$20,000 deductible payment to Hudson Insurance Company, which was the result of a legal settlement.

Motion by Helmricks, second by Steines 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 is likely to prejudice or disadvantage the position of the governmental body in that litigation.

Motion by Helmricks, second by Steines to move to a closed session in accordance with 21.5(1)(c) of the Code of Iowa at 9:19 a.m., motion passes unanimously. Closed session was adjourned at 9:26 a.m. by Chair Madlom.

Review and Approve Collective Bargaining Agreement

Motion by Steines, second by Flagel to approve the Collective Bargaining Agreement between Regional Transit Authority and Teamsters Local Union #120.

Review and Approve the Final FY26 Budget

Ravada presents draft FY26 RTA budget. FTA funding will go down as COVID funds expiring in current fiscal year. Only change between draft and final budget was an increase in management expenses with the hiring of a new Executive Director.

Motion by McDonough and second by Helmricks to approve the final budget, motion passes unanimously.

Review and Approve for replacing exterior walk doors

Ravada presents bid for approving exterior walk doors from Beck Construction Group LLC. 3 requests for bids were sent out but only Beck responded. Item could be considered a micro-purchase but Ravada wanted the board to be aware of the expense. Contract states that work will be completed by June 30th to ensure that it would fall within the current fiscal year.

Motion by McDonough and second by Helmricks to approve bid for replacing exterior walk doors.

Other Business

Ravada mentions that new Executive Director will start on June 5th and will therefore be at her first RTA Board Meeting in July or August. McDonough asks when next TAG meeting will be held and if she will be invited.

Adjournment

Motion by Steines, second by Helmricks to adjourn the meeting at 9:38 a.m. The motion passed unanimously.

Respectfully submitted by,

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