

**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, October 1st, 2025, Regional Transit Authority (RTA) Board meeting was called to order at 9:01 a.m. by Chair Madlom.

Action on the Agenda for the Wednesday, October 1st, 2025, RTA Board Meeting

Motion by Helmricks, second by Wheeler to approve the agenda for the October 1st, 2025, RTA Board Meeting.

Action on approving the minutes and file the Secretarial notes from the September 3rd, 2025, RTA Board Meeting

Motion by Wheeler, second by Kenniker, to approve the minutes and file the Secretarial Notes from the September 3rd, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented August 2025 financials to the board. Ravada reviewed the Total Transit Revenue at 21%; Total Expenses for Administration at 15%; Operations at 12%; Operations-Volunteer at 7% and Maintenance at 17%; for Total Operating Expenses of 14%. Net monthly operating income is \$41,215 and actual year-to-date net income is \$124,068.

Ravada then reviewed the Statement of Assets and Liabilities as of August 31, 2025, noting Total Current Assets at \$3,118,165.20; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,362,647.42; and Total Other Assets-Prepays at \$155,524.92 for Total Assets at \$5,636,337.54. Accounts Payable is \$35,712.54; Accrued PTO at \$25,289.78; Total Current Liabilities are \$81,697.07; Fund Balance at \$5,554,640.47; and Liabilities and Fund Balance at \$5,636,337.54.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$895,354.43 as of August 31, 2025. Ending balance for CD's remains at \$1,112,943.69 for a grand total of \$2,008,298.12.

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

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from August 2025 to the board members. Ravada noted a \$4,328.03 payment to George Auto LLC for vehicle maintenance.

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

Discussion of scenarios presented at the August 6, 2025, meeting to address the budget deficit for the RTA,

Ravada resumed discussions regarding the scenarios presented at the August 6th meeting to discuss the impending budget deficit for RTA. Madlom asks if the government shutdown will affect budget, Ravada states that IIJA funding will continue so no impact is anticipated. Schwenker asks if all RTA vehicles need to be ADA accessible, Scott and Ravada confirm that they need to comply with ADA regulations. Kenniker, Steines and Flagel asked about the continuation of free rides, Ravada answers that RTA can look into it, discussion followed.

Other Business

DMATS and RPAs Annual Transportation Meeting will be held on December 17th, 2025. Speakers will include Stu Anderson from Iowa DOT and Brian Morris from the Iowa County Engineers Association to discuss a new transportation bill and changes to local tax structure.

Adjournment

Motion by Helmrichs, second by Wheeler to adjourn the meeting at 9:41 a.m. The motion passed unanimously.

Respectfully submitted by,

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