

**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, June 3rd, 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, June 3rd, 2026, RTA Board Meeting

Motion by Helmricks, second by Madlom to approve the agenda for the June 3rd, 2026, RTA Board Meeting. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the May 6th, 2026, RTA Board Meeting

Motion by Steines, second by Wheeler, to approve the minutes and file the Secretarial Notes from the May 6th, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented April 2026 financials to the board. Ravada reviewed the Total Transit Revenue at 91%; Total Expenses for Administration at 81%; Operations at 76%; Operations-Volunteer at 53% and Maintenance at 84%; for Total Operating Expenses of 80%. Net monthly operating income is -\$45,578 and actual year-to-date net income is \$189,718.

Ravada then reviewed the Statement of Assets and Liabilities as of April 30th, 2026, noting Total Current Assets at \$3,300,772.56; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,169,877.06; and Total Other Assets-Prepays at \$45,465.32 for Total Assets at \$5,516,114.94. Accounts Payable is \$40,071.37; Accrued PTO at \$25,289.78; Total Current Liabilities are \$84,446.30; Fund Balance at \$5,431,668.64; and Liabilities and Fund Balance at \$5,516,114.94.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$914,484.37 as of April 30th, 2026. Ending balance for CD's remains at \$1,148,177.59 for a grand total of \$2,062,661.96.

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

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from May 2026 to the board members. Ravada noted two charges for vehicle maintenance from Mike Finnin Motors Inc. totaling \$6,563.99 and \$2,347.47 each.

Motion by Helmricks, second by Madlom 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 Steines, second by Madlom to move to a closed session with accordance with 21.5(1)(c) of the Code of Iowa at 9:17 a.m., motion passes unanimously. Closed session was adjourned at 9:19 a.m. by Chair Flagel.

Review and Approve Collective Bargaining Agreement

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

Review and Approve FY 2026 Title VI plan

Fox presented RTA's FY 2026 Title VI plan to the board. The plan was updated with new census data with no major changes from the previous plan noted.

Motion by Steines, seconded by Helmricks to approve the draft FY 2026 Title VI plan. The motion passed unanimously.

Review and Approve FY 2026 Limited English Proficiency plan

Studier presented RTA's FY 2026 Limited English Proficiency plan to the board. The plan was updated with new census data with no major changes from the previous plan noted. If in the future, if 5% or more of the three counties cumulatively speak a different language, then all materials would be required to be printed in that language in addition to English.

Motion by Madlom, seconded by McDonough to approve the draft FY 2026 Limited English Proficiency plan. The motion passed unanimously.

Review and Approve FY 2026 Public Participation plan

Ravada explained the Public Involvement Policy Plan to dictate how the public can provide RTA with feedback, as well as how RTA seeks that input. No major changes from the previous plan were noted.

Motion by Helmricks, seconded by Steines to approve the draft FY 2026 Limited English Proficiency plan. The motion passed unanimously.

Other Business

Ravada noted that RTA will be undergoing a review from Iowa DOT in October. RTA staff will handle the review internally.

Studier informed the board that based on last meeting's feedback staff, had applied for a DRA grant for a comprehensive marketing strategy.

Adjournment

Motion by Madlom, 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