

**Regional Transit Authority
Secretarial Notes
Thursday, March 6, 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 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 Thursday, March 6th, 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, February 5, 2025, RTA Board Meeting

Motion by Helmrichs, second by Flagel to approve the Thursday, March 6, 2025, Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the December 4, 2024, RTA Board Meeting

Motion by Wheeler, second by Steines to approve the minutes and file the Secretarial Notes from the February 5, 2025, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented January 2025 financials to the board. Ravada reviewed the Total Transit Revenue at 58%; Total Expenses for Administration at 57%; Operations at 49%; Operations-Volunteer at 74% and Maintenance at 55%; for Total Operating Expenses of 51%. Net monthly operating income is \$55,794 and actual year-to-date net income is \$383,929.

Ravada then reviewed the Statement of Assets and Liabilities as of January 31, 2025, noting Total Current Assets at \$2,344,495.90; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,738,668.37; and Total Other Assets-Prepays at \$61,067.00 for Total Assets at \$5,144,231.27. Accounts Payable is \$76,155.65; Accrued PTO at \$22,098.03; Total Current Liabilities are \$117,737.61; Fund Balance at \$5,026,493.66; and Liabilities and Fund Balance at \$5,144,231.27

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$1,176,258.21 as of January 31, 2024. \$743,892.41 from CD was transferred to the money-market account. \$500,000 was then transferred to a new 15 month CD, putting total replacement capital at \$1,676,258.21. McDonough asks about comparison to beginning of fiscal year, Ravada responds that it has been an increase of \$300,000. McDonough asks to see year over year funding for forecasting purposes.

Motion by McDonough, second by Schwenker 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 February 2025 to the board members, with no outstanding bills of note.

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

Review and Approve Resolution to Set Public Hearing for the Fiscal Year 2026 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application

Ravada presents public notice for the April 2, 2025 RTA Board Meeting. RTA will request state and federal operating assistance totaling \$461,359 and \$507,139 respectively for support of daily operations. RTA is also asking for federal capital assistance of \$129,390 for a replacement bus. Board will need to approve the notice before it is sent out to the public.

Motion by Steines, second by Flagel to approve the public notice. The motion passed unanimously.

Update on Vanpool program

Fox presents the projected vanpool numbers as of January 2025. The program is projected to have 5,280 rides per year and drive for 4,788 revenue miles. New funding to RTA totals \$21,723. McDonough asks about the scalability of the program, Ravada states that it can but state funding may be affected by more jurisdictions adopting similar programs. Steines asks where RTA's funding goes to, Fox states that it is a subsidy for the program.

Review and Approve RTA Contribution for Enterprise Vanpool contract

Fox presents RTA's proposed contribution for the Enterprise Vanpool contract. RTA proposed an investment of \$700 a month on UD project. New funding will decrease from previous contract as a result of higher subsidy to Enterprise. Discussion followed. Board decided to adjust the subsidy to \$600 a month.

Schwenker motions to approve RTA contribution to vanpool contract, Helmrichs seconds. The motion passed unanimously.

Other Business

Scott and Kuhle present plans for new RTA initiatives based on public feedback. Scott states that based on TAG feedback there is interest in a shuttle service to Iowa City on a trial basis. Kuhle presents plans for senior services during off hours, which would consist of one trip a month within each county on a rotating basis. Maquoketa Farmer's Market services will continue through general public rides. Discussion followed.

Adjournment

Motion by Steines, second by Wheeler to adjourn the meeting at 9:46 a.m. The motion passed unanimously.

Respectfully submitted by,

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