

**Regional Transit Authority
Secretarial Notes
Wednesday, September 3, 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 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, September 3rd, 2025, Regional Transit Authority (RTA) Board meeting was called to order at 9:01 a.m. by Vice Chair Flagel.

Action on the Agenda for the Wednesday, September 3, 2025, RTA Board Meeting

Ravada requested a revision of the agenda, deleting item 5 as financials were not ready for the meeting and adding item 9 to discuss the RTAP Community Rides Grant. Motion by Steines, second by Wheeler to approve the revised agenda for the September 3rd, 2025, RTA Board Meeting.

Action on approving the minutes and file the Secretarial notes from the May 7, 2025, RTA Board Meeting

Motion by Pothoff, second by Helmrichs, to approve the minutes and file the Secretarial Notes from the August 6, 2025, RTA Board Meeting. 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 \$37,468.01 payment to Insurica for umbrella insurance premiums.

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

Authorizing the ECIA Executive Director as the federal, state and local contract signatory

Since Ravada was appointed as interim executive director in January 2024 the Director of Transportation, Planning and Transit Services has acted as the signatory for federal, state, and local contracts. With Hingtgen serving as the executive director, Ravada asks that the executive director return to being the signatory. Motion by Pothoff, seconded by Schwenker to authorize the executive director as the federal, state and local contract signatory.

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. Discussion followed. Supervisors discussed having a work session to discuss potential solutions to address the future deficit.

Update on RTA's application for the Federal Transit Authority's National RTAP Community Rides Grant Program.

Studier gave an update of RTA's application for the National RTAP Community Rides Grant program. If funded, the grant would go towards a comprehensive marketing strategy to address awareness of RTA services as well as driver recruitment.

Other Business

Adjournment

Motion by Steines, second by Wheeler to adjourn the meeting at 9:40 a.m. The motion passed unanimously.

Respectfully submitted by,

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