

**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, May 6th, 2026, Regional Transit Authority (RTA) Board meeting was called to order at 9:00 a.m. by Chair Flagel.

Action on the Agenda for the Wednesday, May 6th, 2026, RTA Board Meeting

Motion by Pothoff, second by Wheeler to approve the agenda for the May 6th, 2026, RTA Board Meeting. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the April 1st, 2026, RTA Board Meeting

Motion by Madlom, second by Steines, to approve the minutes and file the Secretarial Notes from the April 1st, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented March 2026 financials to the board. Ravada reviewed the Total Transit Revenue at 84%; Total Expenses for Administration at 71%; Operations at 70%; Operations-Volunteer at 44% and Maintenance at 74%; for Total Operating Expenses of 71%. Net monthly operating income is -\$15,656 and actual year-to-date net income is \$235,297.

Ravada then reviewed the Statement of Assets and Liabilities as of March 31, 2026, noting Total Current Assets at \$3,389,559; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,195,071.89; and Total Other Assets-Prepays at \$59,222.77 for Total Assets at \$5,643,853.66. Accounts Payable is \$99,257.42; Accrued PTO at \$25,289.78; Total Current Liabilities are \$143,668.14; Fund Balance at \$5,500,185.52; and Liabilities and Fund Balance at \$5,643,853.66.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$912,152.18 as of March 31st, 2026. Ending balance for CD's remains at \$1,148,177.59 for a grand total of \$2,060,329.77.

Motion by Wheeler, second by Pothoff to approve RTA Financials. The motion passed unanimously.

Review and Approve Invoices and Bills

Ravada presented the invoices and bills from April 2026 to the board members. All charges were standard monthly bills.

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

Review and Approve the management contract between East Central Intergovernmental Association (ECIA) and Regional Transit Authority (RTA)

Ravada presented the management contract between ECIA and RTA. ECIA's current contract expires June 30th, 2026, so ECIA is seeking to extend the contract through June 30th, 2031. Ravada also presented a memo highlighting key aspects of the contract as well as the accomplishments RTA has had under ECIA's management. These include the response to COVID-19, ridership recovery after the pandemic, fleet modernization, dispatch software upgrade, the launch of the vanpool program, strong regulatory compliance and stable financial management.

Hingtgen provided an opportunity for the board to give feedback on how ECIA can improve its management of RTA over the next 5 years. Flagel asked about strategies to accommodate second and third shift workers, which Ravada explained is the goal of the vanpool program. McDonough thanked ECIA for its management from RTA but mentioned the challenges of recognition that RTA had in the community. Flagel commented that stereotypes related to RTA only being for elderly and people with disabilities affect reputation. Ravada responds that RTA is looking to other transit agencies in the nation for strategies. Steines mentioned opportunities for coverage in Jackson County newspapers and with rising gas prices. Schwenker suggested reaching out to the VA for transportation to Iowa City for the vanpool program, Kuhle responds that they have not heard a response.

Motion by Pothoff, second by Wheeler to approve the management contract between ECIA and RTA. The motion passed unanimously.

Review and Approve Final FY 2027 Budget

Ravada presented the final Fiscal Year 2027 budget to the board. He noted adjustments to the revenue from FTA formula funding and Sunnycrest manor, as well as adjustments to health insurance expenses. Expected yearly income is expected to be -\$56,121, however carryover from FY26 will allow RTA to carry a net operating income of \$330,490.

Motion by Steines, seconded by Pothoff to approve the draft FY 2027 budget. The motion passed unanimously.

Review and Approve Contracts

Ravada presented an overview of contracts from human service agencies to be approved by the board. The contracts were and contract amounts expected were from Area Residential Care (\$16,000), City of Bellevue (\$2,000), Cozy Corner (\$0), Hills and Dales (\$14,000), IMAGINE (\$3,250), Sunnycrest Manor (\$46,000), NEI3A (\$27,600). Cornwell Truck Repair will also have a contract with RTA for basic repairs. STA and FTA 5311 contract will be brought to the board in the future for approval.

Motion by Wheeler, seconded by Pothoff to approve the contracts. The motion passed unanimously.

Other Business

None at this time.

Adjournment

Motion by Wheeler, second by Steines to adjourn the meeting at 9:35 a.m. The motion passed unanimously.

Respectfully submitted by,

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