

**Regional Transit Authority  
Secretarial Notes  
Wednesday, February 4, 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, March 4<sup>th</sup>, 2026, Regional Transit Authority (RTA) Board meeting was called to order at 9:03 a.m. by Chair Flagel.

**Action on the Agenda for the Wednesday, March 4<sup>th</sup>, 2026, RTA Board Meeting**

Motion by Madlom, second by Helmrichs to approve the agenda for the March 4<sup>th</sup>, 2026, RTA Board Meeting. The motion passed unanimously.

**Action on approving the minutes and file the Secretarial notes from the February 4<sup>th</sup>, 2026, RTA Board Meeting**

Motion by Wheeler, second by Madlom, to approve the minutes and file the Secretarial Notes from the February 4<sup>th</sup>, RTA Board Meeting. The motion passed unanimously.

**Review and Approve Financials**

Ravada presented January 2026 financials to the board. Ravada reviewed the Total Transit Revenue at 71%; Total Expenses for Administration at 54%; Operations at 54%; Operations-Volunteer at 26% and Maintenance at 54%; for Total Operating Expenses of 54%. Net monthly operating income is -\$41,721 and actual year-to-date net income is \$317,308.

Ravada then reviewed the Statement of Assets and Liabilities as of January 31, 2025, noting Total Current Assets at \$3,418,045.57; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,245,467.91; and Total Other Assets-Prepays at \$86,737.67 for Total Assets at \$5,750,251.15. Accounts Payable is \$89,545.92; Accrued PTO at \$25,289.78; Total Current Liabilities are \$133,534.27; Fund Balance at \$5,616,716.88; and Liabilities and Fund Balance at \$5,750,251.15.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$907,460.22 as of January 31, 2025. Ending balance for CD's remains at \$1,136,526.02 for a grand total of \$2,043,986.24.

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

**Review and Approve Invoices and Bills**

Ravada presented the invoices and bills from February 2026 to the board members. He noted two transactions, one from Bergan KDV that was 50% of the audit fee totaling \$9,000 and one from Beck Construction Group, LLC for maintenance of exterior door slabs totaling \$9,260.

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

**Review and Approve Resolution to Set Public Hearing for Fiscal Year 2027 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application**

Ravada presented a resolution to set the public hearing for RTA's consolidated funding application for April 1<sup>st</sup>, 2026. Ravada noted the amount requested in the enclosure were estimates, and the actual amounts will be reflected in the final resolution sent to local newspapers.

Motion by Kenniker and seconded by Pothoff to approve the Resolution to Set Public Hearing for Fiscal Year 2027 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application. The motion passed unanimously.

**Update on the Vanpool Program**

Fox gave an update on the vanpool program. University of Dubuque will be discontinuing their vanpool service in April. While they were pleased with the service overall, changes in facilities rendered the service unnecessary for their needs. Enterprise is working to secure new clients for the vanpool, with a contract offered to a local employer. RTA will be also partnering with The Jule for in-Dubuque vanpool trips. The Jule is struggling with accommodating the needs of 2<sup>nd</sup> and 3<sup>rd</sup> shift workers within the City, and has decided partnering with RTA's existing vanpool would be beneficial for both parties.

**Other Business**

RTA will undergo a DOT review in October. Board will be updated but work will be handled by staff.

**Adjournment**

Motion by Wheeler, second by Helmrichs to adjourn the meeting at 9:23 a.m. The motion passed unanimously.

Respectfully submitted by,

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