

**Regional Transit Authority
Secretarial Notes
Wednesday, April 2, 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 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 Wednesday, April 2nd, 2025, Regional Transit Authority (RTA) Board meeting was called to order at 9:00 a.m. by Chair Madlom.

Action on the Agenda for the Wednesday, April 2, 2025, RTA Board Meeting

Motion by Helmrichs, second by Flagel to approve the Wednesday, April 2, 2025, Regional Transit Authority (RTA) Agenda. The motion passed unanimously.

Action on approving the minutes and file the Secretarial notes from the March 6, 2025, RTA Board Meeting

Motion by Wheeler, second by Helmrichs to approve the minutes and file the Secretarial Notes from the March 6, 2025, RTA Board Meeting. The motion passed unanimously.

Review and Approve Financials

Ravada presented February 2025 financials to the board. Ravada reviewed the Total Transit Revenue at 66%; Total Expenses for Administration at 66%; Operations at 56%; Operations-Volunteer at 80% and Maintenance at 64%; for Total Operating Expenses of 59%. Net monthly operating income is \$29,964 and actual year-to-date net income is \$413,893.

Ravada then reviewed the Statement of Assets and Liabilities as of February 28, 2025, noting Total Current Assets at \$2,905,013.20; Total Fixed Assets of land, equipment, solar, software, buildings, and depreciation at \$2,706,361.91; and Total Other Assets-Prepays at \$59,417.12 for Total Assets at \$5,670,792.23. Accounts Payable is \$38,990.99; Accrued PTO at \$22,098.03; Total Current Liabilities are \$84,868.25; Fund Balance at \$5,585,923.98; and Liabilities and Fund Balance at \$5,670,792.23.

Ravada reported on the RTA Replacement Capital Summary noting the interest earned on the money-market account with an ending balance of \$1,179,646.03 as of February 28, 2025. Ending balance for CD's remains at \$500,000 for a grand total of \$1,679,646.03.

Motion by Wheeler, second by Pothoff 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 March 2025 to the board members. Ravada noted a \$854.70 payment to Gail Kuhle, which was reimbursement for purchase of brakes for bus.

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

Public Hearing - Review and Approve Fiscal Year 2026 Delaware, Dubuque, Jackson County Regional Transit Authority Consolidated Funding Application

Motion by Wheeler and seconded by McDonough to open public hearing for Fiscal Year 2026 RTA consolidated funding application, motion passed unanimously. Ravada presents consolidated funding application for Iowa DOT and FTA to show how much FTA and state allocation RTA is receiving and what kind of vehicles RTA is purchasing. The application contains labor protection agreements, competition agreements, indirect costs from ECIA, ECIA cost allocation plan and certification of cost allocation, certification of indirect costs, proof of publication for public hearing, board and board structure, ECIA organization chart, Transportation Improvement Program, listing of lawsuits and discrimination complaints (which there are none). Iowa DOT will use this application for writing contracts with RTA.

Motion by Schwenker and second by Pothoff to close public hearing, motion passes unanimously. Motion by Schwenker and second by Pothoff to approve consolidated funding application, motion passes unanimously.

Review and Approve the Draft FY26 Budget

Ravada presents draft FY26 RTA budget. FTA funding will go down as COVID funds expiring in current fiscal year. Estimating \$2,114,431 in total transit revenue, less than last year. Total administration estimated to be \$894,794, total operations estimated at \$852,921 and total maintenance estimated at \$406,222. This results in an estimated total operating expense of \$2,165,415, and a estimated net operating loss of \$50,984. Ravada suggested using reserve funds to help cover the deficit. Discussion followed.

Motion by Helmricks and second by Wheeler to approve the draft budget, motion passes unanimously.

Review and Approve Contracts

Fox presents contracts with local service agencies for FY26. Contracts will be renewed with Area Residential Care, City of Bellevue, Cozy Corner Adult Day Services, Hills & Dales, IMAGINE, Sunnycrest and NEI3A.

Motion by Flagel and second by Pothoff to approve contracts with service agencies, motion passes unanimously.

Review and Approve Contract with Enterprise for the Vanpool program

Fox presents information of contact with Enterprise for the vanpool program. Enterprise will operate vanpool and RTA offers \$600 in financial assistance per vanpool every month. Agreement will be for

April 2025 to April 2028. Service will allow RTA to provide a service that it would not normally be able to provide, and forecasts \$3,000 to \$34,000 in net revenue from FTA/STA reimbursement.

Motion by McDonough and second by Schwenker to approve contract with Enterprise for Vanpool program, motion passes unanimously.

Other Business

Ravada mentions that RTA will begin contract negotiations with union early in April. Negotiations will only be related to salary.

Adjournment

Motion by Helmrichs, second by Wheeler to adjourn the meeting at 9:42 a.m. The motion passed unanimously.

Respectfully submitted by,

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