

# Heart of Iowa Regional Transit Agency



Boone • Dallas • Jasper  
Madison • Marion • Story • Warren

**You are hereby notified that HIRTA Board of Directors will meet  
October 27, 2011 – 9:30 a.m.  
DES MOINES INTERNATIONAL AIRPORT, CLOUD ROOM**

Posted by   
**Julia Castillo, Executive Director**

## **TENTATIVE AGENDA**

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of September 22, 2011 Board Minutes**
- V. **Receive and File September 2011 Financial Report**
- VI. **Calendar Year 2012 Nominating Committee**
- VII. **Executive Directors Report**
- VIII. **Action Items:**
  - A. Authorize Chair to Sign Agreement #26-X002-110-12 / Contract 13471 for ITS projects which were approved by the HIRTA Board on June 30, August 25, 2011. **(Exhibit 1)**
  - B. Authorize Chair to Sign Agreement #57-X008-110-12 / Contract 13433 FY2012 FTA (5317) New Freedom Funding \$36,133 **(Exhibit 2)**
  - C. Authorize Chair to Sign nomination for Executive Director to serve on RTAP Review Board
  - D. Approve Board Policies as recommended by Policy Committee. **(Exhibit 3)**
  - E. Approve ITS Grant Application for Region-wide Route Match Scheduling Software with Maintenance tracking module. **(Exhibit 4)**
  - F. Discuss approval of Amoco Loan Application for 50% Match of Item E. **(Exhibit 5)**
  - G. Approve Document Retention Amendments **(Exhibit 6)**
  - H. Approval to Dispose of Vehicle 7630 which is un-repairable **(Exhibit 7)**
- IX. **Discussion Items:**
  - A. November Board meeting falls on Thanksgiving. Reschedule date. *(with option to take action)*
- X. **Informational Items:**
  - A. Freedom Financial – 24 month CD
  - B. Notice from Michelle McEnany, OPT Director regarding counting passenger trips
- XI. **Other Items of Interest**
  - A. Monthly/Quarterly Report Status
  - B. Suggestions/Comments
- XII. **Public Comment**
- XIII. **Adjournment/Next Meeting Date: TBD**

The (HIRTA) Board of Director Meeting's are open to all individuals regardless of disability. Any person with a disability requiring a reasonable accommodation to participate in a Board of Directors Meeting should contact the HIRTA Office at (515) 256-5680 at least two business days prior to the Board of Directors Meeting.

**Attention Board Members: Board Work Session (should be less than 1 hour) after the Board Meeting**

## VI. Calendar Year 2012 Nominating Committee

The HIRTA Board of Directors Chair annually appoints a Nominating Committee to select candidates for Chair, Vice-Chair, and Secretary/Treasurer for Calendar Year 2012.

HIRTA by-laws state:

*Election and Term of Office – The officers of HIRTA shall be elected annually by the HIRTA Policy Board at the January meeting of the Policy Board for a term of one (1) year to begin immediately following the election. Each officer shall hold office until his/her successor shall have been duly elected. Officers shall not be eligible for election to the same office for more than two (2) consecutive terms and shall serve without financial compensation.”*

The HIRTA Board of Directors will vote on a slate of candidates at our December meeting, and those candidates assume their offices at the January 2012 meeting.

## VII - ACTION ITEMS:

- A. Authorize Chair to Sign Agreement #26-X002-110-12 / Contract 13471 for ITS projects which were approved by the HIRTA Board on August 25, 2011. Cameras for Japer and Madison County, Scheduling Software for Jasper County, 2 Computers/Server for HIRTA, Phone and Network Server for HIRTA, Server for Boone County.

**REQUESTED ACTION:** Authorize the HIRTA Board of Directors Chair to sign Agreement #26-X002-110-12 / Contract 13471 for \$45,173

- B. Authorize Chair to Sign Agreement #57-X008-110-12 / Contract 13433 FY2012 FTA (5317) New Freedom Funding \$36,133 for the Boone to Des Moines Medical Shuttle and the Iowa City Shuttle

**REQUESTED ACTION:** Authorize the HIRTA Board of Directors Chair to sign Agreement #57-X008-110-12 / Contract 13433 FY2012 FTA (5317) New Freedom Funding for \$36,133

- C. Authorize Chair to Sign nomination for Executive Director to serve on RTAP Review Board. (National Rural Transportation Assistance Program has several vacancies on the National RTAP Review Board. The Executive Director was recommended by Margi Ness, United We Ride Coordination Ambassador for Region 7, which includes Iowa, to put in an application to serve. This is a 14 member board that provides guidance on priority needs in the areas of training material development, information and technical assistance, oversees the quality of the programs products and promotes the program to states and operators. The term is 3 years and does require minimal travel that is paid for by RTAP. RTAP is the program that allows the state to offer fellowships for transit training. This would be a great networking opportunity as well be involved with a program that offers a lot to the transit industry.

**REQUESTED ACTION:** Authorize the HIRTA Board of Directors Chair to sign the RTAP Review Board Nomination for the Executive Director.

- D. Approve Board Policies as recommended by Policy Committee

**REQUESTED ACTION:** Approve the Board Policies as recommended by the HIRTA Policy Committee

- E. Approve ITS Grant Application for Region-wide Route Match Scheduling Software with Maintenance tracking module. The Iowa DOT has ITS Grant Funding for Transit Agencies to use to up-grade technology for things such as enhancing security, improving performance accountability, and operational efficiencies.

ITS Grant: Scheduling Software for the all providers in the HIRTA Region. Boone, Dallas, Story and Jasper County already have or have been approved for software. This grant application will include:

- Licensing for Madison, Marion and Warren Counties.
- Training to for all providers so there is region-wide consistency,
- Centralize setup in the HIRTA office.
- Vehicle Maintenance module for all counties.

**REQUESTED ACTION:** Authorize the HIRTA Board of Directors Chair to sign the ITS grant application for \$ 75,530 and Executive Director to submit it to the Iowa DOT.

- F. Approval of Amoco Loan Application for 50% Match of Approved ITS Grant for \$37,765. If approved this would allow HIRTA to pay a yearly fee of \$12,588 for 3 years for the 50% match funding instead of the entire \$37,765 all at once. This is an interest free loan through the Iowa DOT.

**REQUESTED ACTION:** Authorize the HIRTA Board of Directors Chair to sign the Amoco Loan request for 50% Match for the ITS grant application approved on October 27, 2011.

- G. Approve Document Retention Amendments

**REQUESTED ACTION:** Approve amended Document Retention Policy as presented.

- H. Approval to Dispose of Vehicle 7630 - Un-repairable

**REQUESTED ACTION:** Approve to dispose of un-repairable vehicle #7630 for Salvage

## **VIII – DISCUSSION ITEMS:**

- A. (With Option to Take Action) The November Board meeting falls on Thanksgiving. We need to look at rescheduling the date. Last year we combined the November and December meetings into one meeting.

## **IX – INFORMATIONAL ITEMS:**

- A. Freedom Financial – 24 month CD. Interest paid in 2011 through 10/25/11 is \$1,022.33 bringing the balance of this 24 month CD to \$46,346.29. Maturity Date is 1/26/2013. Interest Rate 1.99%. CD has earned \$3,307 since issue date of 1/26/2009.

- B. Notice from Michelle McEnany, OPT Director regarding counting passenger trips:

The following was distributed to all Regional Transit Agencies: We believe that there may be inconsistencies in how transit systems are counting passenger trips (“rides”) for the statistical reporting to the Iowa DOT. This is a critical issue for the Iowa DOT because these statistics impact the funding allocations to the all the transit systems in Iowa. It is important that there is a level playing field for equity purposes. In order to achieve this all transit systems must be using the same definition for counting rides. The Iowa DOT uses the National Transit Database description of an Unlinked Passenger Trip (UPT). This means that passengers are counted each time they board a vehicle as they travel from their origin to destination. There are two important points in this definition. (1) Passengers are only counted as they board the vehicle, not at any mid-point or transfer point. (2) The passenger must have an origin and destination. This would exclude “transient” riders, those riders that board the bus to ride around all day.

If you are not counting rides according to this definition, you must start effective immediately and suggest you train your staff accordingly. Any statistical reporting not using this definition is considered an inflation of rides.