

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**October 27, 2011**

**I. Call to Order**

- A. HIRTA Board of Directors Chair Bill Lusher called the meeting to order at 9:31 a.m on October 27, 2011, at the Des Moines International Airport, Cloud Room.

**II. Roll Call**

- A. **PRESENT:**  
B. HIRTA Board of Directors: Bill Lusher, Chair (Boone County), Kim Chapman (Dallas County), Jim Kingery (Marion County), Wayne Clinton, Vice Chair (Story County) and Steve Wilson, Secretary/Treasurer (Warren County).  
C. Employees: Julia Castillo, Executive Director; Brooke Ramsey, Assistant to Executive Director.  
D. Others Present: Patty Reed (Boone County Transportation), Marge Westphal and Carl Lingen (HomeCare Services), Sharee Owens (Madison County Elderly Services), John VanDonselaar (Christian Opportunity Center Pella), Ellen Moore and Elizabeth Beck (Heartland Senior Services), Jeremy Johnson-Miller (RRACAP/Warren County) and Nathan Goldberg (CIRPTA).  
E. Not in attendance: Joe Brock (Jasper County) and Kirk Macumber (Madison County).

**III. Approval of Agenda**

Steve Wilson moved to approve the agenda as amended. Second by Wayne Clinton. Motion unanimously carried.

**IV. Approval of September 22, 2011 Board Minutes**

Wayne Clinton moved to approve the September 22, 2011 Minutes as presented. Second by Jim Kingery. Motion unanimously carried.

**V. Receive and File September 2011 Financial Report**

**VI. Calendar Year 2012 Nominating Committee**

Jim Kingery, Wayne Clinton and Steve Wilson were appointed to the nominating committee.

**VII. Executive Directors Report – Julia Castillo**

- A. Heartland Interim Executive Director – Elizabeth Beck

**I. 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. **(Exhibit 1)**  
Kim Chapman moved to authorize Board Chair to sign Agreement # 26-X002-110-12. Second by Steve Wilson. Motion unanimously carried.  
B. Authorize Chair to Sign Agreement #57-X008-110-12 / Contract 13433 FY2012 FTA (5317) New Freedom Funding \$36,133 **(Exhibit 2)**  
Steve Wilson moved to authorize Board Chair to sign Agreement #57-008-110-12. Second by Kim Chapman. Motion unanimously carried.  
C. Authorize Chair to Sign nomination for Executive Director to serve on RTAP Review Board  
Wayne Clinton moved to authorize Board Chair to sign the RTAP nomination form to have Executive Director serve on RTAP Review Board. Second by Steve Wilson. Motion unanimously carried.  
D. Approve Board Policies as recommended by Policy Committee. **(Exhibit 3)**  
Steve Wilson moved to approve the Board Policies with amendments to hours of operation. Second by Wayne Clinton. Motion unanimously carried.  
E. Approve ITS Grant Application for Region-wide Route Match Scheduling Software with Maintenance tracking module. **(Exhibit 4)**

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Wayne Clinton moved to approve the ITS Grant Application for Region Wide RouteMatch Scheduling Software with Maintenance tracking module. Second by Kim Chapman. Motion unanimously carried.

**F. Discuss approval of Amoco Loan Application for 50% Match of Item E. (Exhibit 5)**

Steve Wilson moved to approve Amoco Loan Application for 50% match of Regional Wide RouteMatch Scheduling software. Second by Wayne Clinton. Motion unanimously carried.

**G. Approve Document Retention Amendments (Exhibit 6)**

Tabled. The Executive Director will look into the statue of limitations on maintenance and inspection records. Item to be placed on the December 15, 2011 agenda.

**H. Approval to Dispose of Vehicle 7630 which is un-repairable (Exhibit 7)**

Steve Wilson moved to sale vehicle #7630 for salvage. Second by Wayne Clinton. Motion unanimously carried.

**VIII. Discussion Items:**

- A.** November Board meeting falls on Thanksgiving. Reschedule date (with option to take action)  
Wayne Clinton moved to combine the November and December board meetings on December 15, 2011 at 11 a.m. Second by Steve Wilson. Motion unanimously carried.

**IX. Informational Items:**

- A.** Freedom Financial – 24 month CD  
Balance as of October 7, 2011.
- B.** Notice from Michelle McEnany, OPT Director regarding counting passenger trips

**X. Other Items of Interest:**

- A. Monthly/Quarterly Report Status**  
All reports are current.
- B. Suggestions/Comments**  
There were no suggestions or comments.

**XI. Public Comment**

There was no public comment.

**XII. Adjournment/Next Meeting Date:** December 15, 2011, at 11:00 a.m.

Kim Chapman moved to adjourn the meeting. Second by Steve Wilson. Motion unanimously carried.

Chair, Bill Lusher adjourned meeting at 10:58 a.m. October 27, 2011

The Heart of Iowa Regional Transit Agency (HIRTA) Board of Directors Meetings is 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) 309-9282 at least two business days prior to the Board of Directors Meeting.

Respectfully submitted by: Julia Castillo, Executive Director

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Steve Wilson  
Secretary/Treasurer, Heart of Iowa Regional Transit Agency

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Date

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Bill Lusher  
Chair, Heart of Iowa Regional Transit Agency

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Date