

**You are hereby notified that HIRTA Board of Directors will meet
FEBRUARY 10, 2011 - 1:00 p.m.
DES MOINES INTERNATIONAL AIRPORT, CONFERENCE ROOM 3**

Posted by _____
Julia Castillo, Executive Director

TENTATIVE AGENDA (AMENDED 2/1/2011)

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of December 16, 2010 Minutes
- V. Seat New Board
- VI. Election of New Officers
- VII. Introductions of all in attendance
- VIII. Receive December Financial Report (Attachment 1) – Approval to be held until the 2/24/11 Board Meeting.
- IX. Executive Directors Report
- X. Action Items: (Page 2 thru 6)
 - A. Authorize Chair to Sign Agreement #57-X008-110-11 for the projects from July 1, 2010 thru September 30, 2011 (Exhibit 1)
 - Boone to Des Moines Medical Transportation Services \$15,600 50% Federal Funds
 - Ames to Iowa City Medical Transportation Services \$20,533 50% Federal Funds
 - B. Training/Travel Requests for Executive Director
 - a) IPTA Legislative Conference and Day at the Capitol
 - b) NTI (National Transit Institute) Course – Managing Community Mobility
 - C. Bank Account Signatories (Exhibit 2)
 - D. Story County Storage Facility (Bill Lusher) (Feasibility Study - Exhibit 3)
 - E. Mobility Management Coordinator position
 - F. Exchange of buses between Jasper and Story Counties.
- XI. Discussion Items: (Page 7)
 - A. The need to develop a HIRTA Weapons Policy, due to the new gun law that went into effect on January 1, 2011. *With option to take Action*
 - B. Accident which totaled a Story County Bus *With option to take Action*
- XII. Informational Items
 - A. HIRTA office will be Closed 2/21/2011 in recognition of Presidents Day
- XIII. Other Items of Interest
 - A. Monthly/Quarterly Report Status
 - B. Suggestions/Comments
- XIV. Public Comment
- XV. Adjournment/Next Meeting Date: February 24, 2011, at 9:30 a.m.

The Heart of Iowa Regional Transit Agency (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.

VI. Election of HIRTA Officers: (Attachment A is a list of the seven County Supervisors who have been assigned to the 2011 HIRTA Board)

The HIRTA Board of Directors Chair annually appoints a Nominating Committee to select candidates for Chair, Vice-Chair, and Secretary/Treasurer for Calendar Year 2011.

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.”

This year is unusual in the HIRTA board only has two returning Board Members, Bill Lusher and Wayne Clinton, for 2011.

At the December 16, 2010 HIRTA Board Meeting it was approved by the Board (Section VII Calendar Year 2011 Nominating Committee) that current Board Members Wayne Clinton and Bill Lusher will serve as the nominating committee.

VIII - ACTION ITEMS:

- A. Authorize Chair to Sign Agreement #57-X008-110-11 for the following projects from July 1, 2010 thru September 30, 2011
- Boone to Des Moines Medical Transportation Services \$15,600 50% Federal Funds
 - Ames to Iowa City Medical Transportation Services \$20,533 50% Federal Funds

REQUESTED ACTION

Authorize the HIRTA Board of Directors Chair to sign Agreement #57-X008-110-11 for Boone to Des Moines and Ames to Iowa City Medical Transportation Services from 7/1/2010 thru 9/30/2011.

- B. Training/Travel Requests for Executive Director
- a) IPTA Legislative Conference and Day at the Capitol
 - b) NTI (National Transit Institute) Course – Managing Community Mobility

a) IPTA LEGISLATIVE CONFERENCE AND DAY AT THE CAPITOL:

The annual Iowa Public Transit Association (IPTA) Legislative Conference and Day at the Capitol are scheduled for February 22 and 23, 2011. The registration brochure has not yet been received by the HIRTA, however in the past the session begin mid-afternoon, includes a presentation by the Iowa DOT, a training session to understand the legislative process, an IPTA business meeting, and dinner. Activities on the following day begin at 7:00 a.m. with a continental breakfast with legislators at the Capitol and informal meetings with legislators in the Capitol rotunda.

The HIRTA is eligible for two Iowa DOT fellowships for this event. The estimated cost to HIRTA is \$125, for two representatives, which includes a overnight stay at the Embassy Suites. .

REQUESTED ACTION

Approve the HIRTA Executive Director and one interested HIRTA Board of Directors Representative to register for and attend the IPTA Legislative Conference and Day at the Capitol, at a cost of approximately \$125.

b) National Transit Institute – Managing Community Mobility Course / Phoenix, AZ

This course will examine creative approaches to resolving fragmented and/or duplicative transportation systems to create a more seamless and cost-efficient network with a customer-focused mindset. Introduce the concept of mobility management and its application to transportation operations at the community level. Identify funding resources available for implementing and operating mobility management programs. Present case studies of successful mobility management models. Discuss the skills of a mobility manager.

The HIRTA is eligible and the Executive Director has been approved for an Iowa DOT fellowship for this training. The estimated cost to HIRTA is \$185.00

REQUESTED ACTION

Approve the HIRTA Executive Director to attend the Managing Community Mobility Course in Phoenix, AZ, April 26 – 27, 2011 at a cost of approximately \$185.00.

VIII - ACTION ITEMS:

C. Bank Account Signatories

The HIRTA's bank, Freedom Financial Bank of West Des Moines, has requested the HIRTA to adopt a resolution naming official signatories for the HIRTA bank accounts. Historically, the HIRTA has included all Board of Directors Representatives and the HIRTA Executive Director.

The proposed resolution is as follows:

A RESOLUTION TO IDENTIFY OFFICIAL SIGNATORIES FOR HEART OF IOWA REGIONAL TRANSIT AGENCY (HIRTA), REGION XI, BANK ACCOUNTS

WHEREAS, the HIRTA requires two signatures on all checks drawn on the HIRTA bank accounts; and

WHEREAS, the HIRTA has three bank accounts with Freedom Financial Bank consisting of a checking account, a sweep savings account, and a certificate of deposit.

NOW THEREFORE BE IT RESOLVED, by the HIRTA Board of Directors, that the following persons are named as official signatories for the HIRTA at Freedom Financial Bank:

Bill Lusher
Wayne E. Clinton
Kim Chapman
Joe Brock
Kirk Macumber
Jim Kingery
Steve Wilson
Julia Castillo

REQUESTED ACTION

Adopt the Resolution to Name Official Signatories for the Heart of Iowa Regional Transit Agency (HIRTA, Bank Accounts, as presented.

VIII - ACTION ITEMS:

D. Story County Transit Storage Facility

On June 29, 2006, HIRTA contracted with CIRPTA to do a Feasibility Study on the need for a Story County Transit Facility.

There was a need expressed by Heartland Senior Services for a facility that would allow inside parking for the 20+ vehicles, many which are diesel, to extend their useful life, prevent vandalism of the vehicles and allow space for the Administration of the transit program.

On 12/17/2009, John Middents, former HSS Executive Director, informed the HIRTA Board of Directors, that he had spoken with the Ann Campbell, Mayor of Ames, about the use of CDBG money to fund a portion of the transit facility or the land. On 12/30/2010, the HIRTA Board of Directors expressed their interest in moving forward with discussions on the Transit Facility, specifically property located near South 16th Street and Duff Avenue in Ames.

At that time HIRTA Board Chair established a Story County Facility Committee to work on this project. Members of the committee included Story County Supervisor Wayne Clinton, Boone County Supervisor Bill Lusher, Warren County Supervisor Marvin Grace, Former Heartland Senior Services Executive Director, John Middents, and Heartland Senior Services Transportation Director, Teresa Erlbacher.

On 10/29/2010 Teresa Erlbacher and Julia Castillo discussed the need to revisit the need for the transit facility and decided the first step was to make sure that HSS (Heartland Senior Services) was in the position to move forward, especially since they are in a transition period with an Interim Director, Elizabeth Beck.

The issue was discussed at the HSS Board meeting and it was decided to proceed, so Liz Beck put together a committee, which met on 12/29/2010 and the project is again moving forward with ideas on funding, the need to update the Feasibility Study, etc.

The new committee members are: Bob Bourne, Retired Cy-Ride Director, Julia Castillo: Director, HIRTA, Wayne Clinton: Story County Supervisor; HIRTA Board Member, Teresa Erlbacher, Director of Transportation, Heartland Senior Services, John Klaus: Board Member, Heartland Senior Services; retired City Attorney for Ames, Bill Lusher: Boone County Supervisor; Board Member, HIRTA; retired from DOT, Dario Zaffarano: Board President, Heartland Senior Services, Elizabeth Beck, Interim Executive Director, Heartland Senior Services

Julia Castillo has contacted Dylan Mullenix, Senior Transportation Planner, Des Moines Area Metropolitan Planning Organization regarding a need to update the Feasibility Study, to remove some land options, add new land options and add a Security System, as this is a new FTA requirement for all new transit facilities.

Teresa Erlbacher is working on putting together a Point of Origin map, to be used as a guide in determining where this facility may be centrally located for the population served.

This issue will be put on the January 27, 2010, HIRTA Board Meeting agenda.

VIII - ACTION ITEMS:

E. Mobility Management Coordinator position

In recent years there has been a lot of discussion regarding creating a Mobility Manager position throughout Iowa. Within the past few months, there have been more discussions about the need for such a position in Central Iowa, and the concept of a Mobility Management position has the support of the Iowa DOT/Office of Public Transit, the MPO (Metropolitan Transportation Organization), and the TAG (Transportation Advisory Group). The Iowa DOT, at the urging of the FTA, has been working to implement mobility managers throughout the state in an effort to find uses for unallocated federal "New Freedom" funds the state has received.

On 1/13/2011, the MPO staff held a meeting of interested stakeholders to discuss mobility management and all attendees agreed travel training is one area that a mobility manager could assist the community, and the other area are focusing on program funding and coordination of services.

HIRTA has the ability to apply for funding through the Iowa DOT. New Freedom funding is available on an immediate opportunity basis at 80% program cost and 20% local match.

A public transit agency must apply for the funds, although the mobility manager position need not be "housed" by that agency. Additional state funding through the Amoco Loan Program is available to support the short-term local match of the New Freedom funds. The Amoco Loan Program's goal is energy savings, which mobility management helps to meet, and these loans are interest-free and payment schedules can be negotiable, up to 5 years. Public transit agencies must apply for the Amoco Loan Program.

Heart of Iowa Regional Transit Agency (HIRTA) would need to be the applicant for New Freedom funding for a mobility manager for central Iowa, as we have been told that the Des Moines Area Regional Transit Authority (DART) already receives New Freedom funds directly and is not eligible to apply for additional funds from the Iowa DOT.

HIRTA has the ability to apply for two (2) Mobility Management positions, one specifically to work on Travel Training (for the Des Moines Area), and another to work more on funding and coordinating issues (HIRTA counties). This position can also be used as a grant writer to obtain funding to cover the 20% local match.

A mobility manager project to help address unmet transportation needs is in the Fiscal Year 2012-2015 Passenger Transportation Plan Update.

REQUESTED ACTION

The HIRTA Board of Directors approves moving forward in support of a Mobility Management Coordinator position for Central Iowa and authorizes the HIRTA Executive Director to work on developing a detailed project and cost proposal to bring back to the Board for further discussion and review.

F. Exchange of buses between Jasper and Story Counties.

Need to move #3325 from Jasper County and place in Story County and move #7630 from Story County and place in Jasper County.

REQUESTED ACTION

Approve moving bus #3325 from Jasper County and place in Story County and move #7630 from Story County and place in Jasper County

I. DISCUSSION

- G. Discuss the need to develop a HIRTA Weapons Policy, due to the new gun law that went into effect on January 1, 2011. ***With option to take Action***

On Jan. 1, Iowa became a "shall issue" state, meaning anyone who passes a background check and has proper training can receive a weapons permit and openly carry a weapon. There has been much discussion among transit agencies in Iowa on how this law affects people carrying weapons onto buses.

The OPT is recommending everyone contact their own Attorney on the matter, which several have done and the "opinions" are varied, however the majority have said, the Board of Directors needs to draft a policy specifically identifying firearms and dangerous weapons and material as prohibited items on all HIRTA property and vehicles. Most have not and are not posting signs until a policy is approved by their board.

The Ames City Attorney stated that CyRide will have to allow this under the new law so putting up a sign would be illegal in his opinion and he said most likely they would lose if challenged. The City Manager has sent information to their Council to pass an ordinance banning this. If they do that, they can then enforce no weapons on the buses again. If they chose not to do this, they will have to allow it. If someone with a weapon demonstrates threatening behavior or in any way causes a threat, their new internal policy is to immediately call the police and have them handle the situation. If their behavior is non-threatening and they are simply displaying a weapon, they have to ignore it. Marion County Attorney also stated it would be illegal to post signs at this point.

How does the HIRTA board want to proceed on this issue?

- H. Accident which totaled a Story County Bus ***With option to take Action***

There was a major Accident on 1/21/2011, in Story County, when a vehicle pulled in front of a HIRTA vehicle. The other driver was airlifted to Mercy Medical Center in Des Moines and as the time this agenda was prepared, was in critical condition. The HIRTA bus driver and passenger were not injured. The accident is still under investigation. The insurance adjuster reported the HIRTA bus is totaled.