

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**August 31, 2017**

- I. **Call to Order:** Chair Dean Yordi called the meeting to order at 9:01 am at HIRTA Administrative Office, 2824 104<sup>th</sup> Street, Urbandale, IA.
- II. **Roll Call:**

**Present:** Board of Directors: Dean Yordi (Warren County), Phil Clifton (Madison County), Doug Cupples (Jasper County), Bill Zinnel (Boone County), Lauris Olson (Story County), and Steve McCombs (Marion County).  
Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant.  
Via phone: Sharee Huffer (Madison County Elderly Services), Tony Mrazek (Moffitt's)  
Others Present: Marge Westphal (HomeCare Services), Andrew Collings (DMAMPO/CIRTPA), and Jody McCombs (visitor).  
Not Present: Kim Chapman (Dallas County)
- III. **Approval of Agenda:** Bill Zinnel moved to approve the August 31, 2017 agenda. Doug Cupples seconded. Motion carried unanimously.
- IV. **Approval of July 25, 2017 Minutes:** Bill Zinnel moved to approve the July 25, 2017 Minutes. Phil Clifton seconded. Motion carried unanimously.
- V. **Financial Report—May and June 2017 Financials:** Phil Clifton moved to receive and file the May and June 2017 Financial Reports. Steve McCombs seconded. Motion carried unanimously.
- VI. **Moffitt's—regarding Boone County Transportation /vehicle maintenance.** A considerable amount of discussion on this topic. Tony Mrazek shared that Boone County Transportation owes Moffitt's about \$67,000 and that HIRTA has about \$14,000 in maintenance that Boone County Transportation should have taken care of before the transfer according to the contract.
- VII. **Action Items:**
  - A. Disposal of Vehicle: #3326. Phil Clifton moved to dispose of Vehicle #3326. Lauris Olson seconded. Motion carried unanimously.
  - B. Contractual Signature Authority (Exhibit 1): Lauris Olson moved to approve the Contractual Signature Authority until the end of 2017. Bill Zinnel seconded. Motion carried unanimously.
- VIII. **Executive Directors Report:** Julia Castillo read the Executive Directors Report and noted that the new Integrated Setting Rule did get postponed, but many are still implementing it in February of 2019.
- IX. **Discussion Items:**
  - A. Selective letter request regarding training (with option to take action): This was deferred to a later meeting.
  - B. Boone County Transportation update/issues: Executive Director was instructed to contact legal counsel for advice.
  - C. Outsourcing HR (with option to take action): Executive Director will invite HR Consultant to September 28, 2017 meeting.
- X. **Information Items:**

- A. CIRPTA—Andrew Collings: Gave an update.
- XI. Other Items of Interest:**
  - A. Monthly/Quarterly Report Status: The reports are up to date.
  - B. Suggestions/Comments: None
- XII. Public Comment:** None
- XIII. Adjournment/Next Meeting Date September 28, 2017:** Doug Cupples moved to adjourn the meeting at 10:31 am. Steve McCombs seconded. Motion carried unanimously. The next Board meeting will be September 28, 2017 at 9:00 am.

The Heart of Iowa Regional Transit Agency (HIRTA) Board of Director meetings are open to all individuals regardless of disability. Any person requiring a reasonable accommodation to participate should contact the HIRTA Office at (515) 309-9283 at least two business days prior to the Board of Directors Meeting.

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Board Chair Signature

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Date