

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**August 25, 2011**

**I. Call to Order**

- a. HIRTA Board of Directors Chair Bill Lusher called the meeting to order at 9:32 a.m on August 25, 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), Kirk Macumber (Madison County), Jim Kingery (Marion County), Wayne Clinton, Vice Chair (Story County) and Steve Wilson, Secretary/Treasurer (Warren County)
- c. Employees: Julia Castillo, Executive Director and Brooke Ramsey, Administrative Assistant.
- d. Others Present: Patty Reed (Boone County Transportation), Marge Westphal (HomeCare Services), Sharee Owens (Madison County Elderly Services), John VanDonselaar (Christian Opportunity Center Pella), Zach Young (CIRTPA), Nathan Goldberg (CIRPTA) and Chris Zeilinger (CTAA).
- e. Not in attendance: Sue Walter (Marion County Community Action) and Jeremy Johnson-Miller (RRACAP/Warren County).

**III. Approval of Agenda**

Steve Wilson moved to approve the agenda. Second by Kirk Macumber. Motion unanimously carried.

**IV. Approval of July 28, 2011 Board Minutes**

Jim Kingery moved to approve the July 28, 2011 Minutes as presented. Second by Steve Wilson. Motion unanimously carried.

**V. Approval of the August 2, 2011 Board Minutes**

Wayne Clinton moved to approve the August 28, 2011 Minutes as presented. Second by Kirk Macumber. Motion unanimously carried.

**VI. Receive and File July 2011 Financial Report**

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

**VIII. Action Items:**

a. **ITS Grant**

Kirk Macumber moved to approve and authorize the HIRTA Board of Directors Chair to sign the ITS Grant application as presented. Second by Wayne Clinton. Motion unanimously carried.

b. **HIRTA Wheelchair Lift Policy**

Wayne Clinton moved to approve the new Wheelchair Lift Policy, to follow the manufacturer's recommendations. Second by Kirk Macumber. Motion unanimously carried.

**IX. Informational Items:**

- a. FY2010 Audit from State Auditor  
Julia distributed copies of the FY2010 Audit for review.

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**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. Discussion Items:**

**All Discussion Items are with the option to take action**

**a. Jasper County Direct Service**

- i. Jasper County Direct Service Plan**  
Information only
- ii. Jasper county 9 month Budget**  
Information only (work in process)
- iii. Personnel Policy Manual Updates**  
Information only (work in process)
- iv. Service and Vehicle Policy Manual**  
Information only (work in process)
- v. Job Descriptions**  
Information only
- vi. Pay Schedule for Drivers and Operations Supervisor**  
Wayne Clinton moved to approve the new pay schedule for drivers and the operations supervisor. Second by Kirk Macumber. Motion unanimously carried.
- vii. Wright Express Fuel Cards**  
Steve Wilson moved to authorize the Board Chair to sign the Wright Express Fuel Card Credit Application. Second by Kirk Macumber. Motion unanimously carried.
- viii. New Bus Design to rebrand image in Jasper County**  
Item to be placed on the agenda for the August 31, 2011 conference call.
- ix. Purchase Equipment Copier and Phone System**  
Steve Wilson moved to purchase a copier and phone system. Second by Kirk Macumber. Motion unanimously carried.

**XIII. Adjournment/Next Meeting Date:** August 31, 2011, at 2 p.m.

- a.** Steve Wilson moved to adjourn the meeting. Second by Kirk Macumber. Motion unanimously carried. Chair, Bill Lusher adjourned meeting at 11:30 a.m. August 25, 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) 256-5680 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

\_\_\_\_\_  
Date

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Bill Lusher  
Chair, Heart of Iowa Regional Transit Agency

\_\_\_\_\_  
Date