

Heart of Iowa Regional Transit Agency



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

**You are hereby notified that HIRTA Board of Directors will meet
September 22, 2011 – 9:30 a.m.
DES MOINES INTERNATIONAL AIRPORT, CLOUD ROOM**

Posted by


Julia Castillo, Executive Director

AMENDED AGENDA 9/22/2011

TENTATIVE AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of August 25, 2011 Board Minutes
- V. Approval of August 31, 2011 Conference Call Minutes
- VI. Receive and File August 2011 Financial Report
- VII. Executive Directors Report
- VIII. Action Items:
 - A. Authorize Chair to Sign Agreement #26-X002-110-12 / Contract 13350 for ITS projects which were approved by the HIRTA Board on June 30, 2011. **(Exhibit 1)**
 - B. Authorize Chair to Sign Agreement #18-0030-110-12 / Contract 13006 FY2012 FTA (5311) Funding \$744,194 **(Exhibit 2)**
 - C. Authorize Chair to Sign TMS Contract for Jasper County. **(Exhibit 3)**
 - D. Travel Request: Mid-Year IPTA Conference: November 8-10, 2011, Des Moines for HIRTA (Julia Castillo), Boone County Transportation (Patty Reed) and HomeCare (Marge Westphal)
 - E. Approve the Vehicle Safety Policy for Jasper County, as recommended by HIRTA Policy Committee **(Exhibit 4)**
 - F. Approve the Service Policy for Jasper County, as recommended by HIRTA Policy Committee **(Exhibit 5)**
 - G. Approve Personnel Policy amendments/additions as recommended by HIRTA Personnel Committee **(Exhibit 6)**
 - H. Change in Bus Design/policy that was approved during the 8/31/2011 Conference Call. **(Supplemental) Was not ready at time of agenda**
 - I. Authorize Executive Director to Sign Contract for Jasper County Mental Health funding
 - J. Authorize Executive Director to Sign Contract for Aging Resources funding
- IX. Discussion Items:
 - A. Regional Scheduling Software *(with Option to take Action)*
- X. Informational Items:
 - A. New Freedom Funding Approved:
 - Boone to Des Moines Medical trips \$15,600.
 - Ames to Iowa City \$20,533
 - B. Not Funded
 - STA funding was not approved for Rural Boone or Boone to Des Moines Medical trips due to both programs previously receiving 2 year funding.
 - C. Vehicle Title – changes in DOT requirement
 - D. Update on New Buses

- XI. **Other Items of Interest**
 - A. Monthly/Quarterly Report Status
 - B. Suggestions/Comments

- XII. **Public Comment**

- XIII. **Adjournment/Next Meeting Date: October 27, 2011, at 9:30 a.m.**

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

VIII - ACTION ITEMS:

- A. ITS Contract from project application the HIRTA Board approved on 6/30/2011.
- **Surveillance Camera Systems for vehicles in Dallas County (HomeCare)**
 - **Two-way Radio Upgrade for RRACAP**
 - **Two-way Radio Upgrade for COC**
 - **Server and Document Imaging Software for HIRTA**

REQUESTED ACTION: Authorize the HIRTA Board of Directors Chair to sign Agreement #26-X002-110-12 / Contract 13350 for \$45,810

- B. FY2012 FTA (5311) Funding \$744,194

REQUESTED ACTION: Authorize the HIRTA Board of Directors Chair to sign Agreement #18-0030-110-12 / Contract 13006 FY2012 FTA (5311) Funding \$744, 19

- C. TMS Contract for Jasper County

REQUESTED ACTION: Authorize the HIRTA Board of Directors Chair to sign Jasper County TMS Contract for 10/1/2011 – 9/30/2012.

- D. Travel Request for Mid-Year Iowa Public Transportation Association Conference: November 8-10, 2011 in Des Moines for Julia Castillo, Patty Reed and Marge Westphal.

REQUESTED ACTION: Approve Executive Director and 2 Contractors to attend IPTA's Annual Meeting in Des Moines, IA on 11/8-11/10/2011. HIRTA's cost, after the 80% DOT fellowship, would be approximately \$80 for all 3 to attend.

- E. Vehicle Safety Policy for Jasper County

REQUESTED ACTION: Approve the Vehicle Safety Policy for Jasper County, as recommended by HIRTA Policy Committee

- F. Service Policy for Jasper County

REQUESTED ACTION: Approve the Service Policy for Jasper County, as recommended by HIRTA Policy Committee

- G. Approve Personnel Policy amendments/additions as recommended by HIRTA Personnel Committee

REQUESTED ACTION: Approve the Personnel Policy amendments/additions for Jasper County, as recommended by HIRTA Policy Committee

- H. Amend Bus Design and Signage policy that was approved at the 8/31/2011 Conference Call.

REQUESTED ACTION: Approve the blue bubble design as presented.

REQUESTED ACTION: Approve the revised HIRTA Signage Policy for the new blue bubble design

- I. Mental Health Contract for Jasper County

REQUESTED ACTION: Authorize the HIRTA Executive Director to sign Jasper County Mental Health Contract for 10/1/2011 – 9/30/2012.

- J. Aging Resources Contract for Jasper County

REQUESTED ACTION: Authorize the HIRTA Executive Director to sign Aging Resources Contract for Jasper County Contract for 10/1/2011 – 9/30/2012.