

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
September 22, 2011

I. Call to Order

- A. HIRTA Board of Directors Chair Bill Lusher called the meeting to order at 9:44 a.m on September 22, 2011, at the Des Moines International Airport, Cloud Room.

II. Roll Call

- A. **PRESENT:**
- B. HIRTA Board of Directors: Bill Lusher, Chair (Boone County), Joe Brock (Jasper County), Kirk Macumber (Madison County) and Steve Wilson, Secretary/Treasurer (Warren County).
- C. Employees: Brooke Ramsey, Assistant to the Executive Director.
- D. Others Present: Patty Reed (Boone County Transportation), Marge Westphal (HomeCare Services), Helen Meyerhoff (Heartland Senior Services – Jasper County), Sharee Owens (Madison County Elderly Services), John VanDonselaar (Christian Opportunity Center Pella), Ellen Moore (Heartland Senior Services – Story County) and Nathan Goldberg (CIRPTA).
- E. Not in attendance: Kim Chapman (Dallas County), Jim Kingery (Marion County), Wayne Clinton (Story County), Julia Castillo (Executive Director), 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 August 25, 2011 Board Minutes

Kirk Macumber moved to approve the August 25, 2011 Minutes as presented. Second by Steve Wilson. Motion unanimously carried.

V. Approval of the August 31, 2011 Board Minutes

Steve Wilson moved to approve the August 31, 2011 Minutes as presented. Second by Joe Brock. Motion unanimously carried.

VI. Receive and File August 2011 Financial Report

VII. Executive Directors Report – presented by Brooke Ramsey on behalf of Julia Castillo

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)**

Joe Brock moved to authorize board chair to sign agreement 26-X002-110-12. Second by Kirk Macumber. Motion unanimously carried.

- B. Authorize Chair to Sign Agreement #18-0030-110-12 / Contract 13006 FY2012 FTA (5311) Funding \$744,194 **(Exhibit 2)**

Steve Wilson moved to authorize board chair to sign agreement 18-0030-110-12. Second by Joe Brock. Motion unanimously carried.

- C. Authorize Chair to Sign TMS Contract for Jasper County. **(Exhibit 3)**

Kirk Macumber moved to authorize board chair to sign TMS contract for Jasper County. Second by Joe Brock. Motion unanimously carried.

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- 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)

Steve Wilson moved to approve travel request for the IPTA mid-year conference. Second by Kirk Macumber. Motion unanimously carried.

- E.** Approve the Vehicle Safety Policy for Jasper County, as recommended by HIRTA Policy Committee (**Exhibit 4**)

Steve Wilson moved to approve the vehicle safety policy for Jasper County. Second by Kirk Macumber. Motion unanimously carried.

- F.** Approve the Service Policy for Jasper County, as recommended by HIRTA Policy Committee (**Exhibit 5**)

Kirk Macumber moved to approve the service policy for Jasper County. Second by Joe Brock. Motion unanimously carried.

- G.** Approve Personnel Policy amendments/additions as recommended by HIRTA Personnel Committee (**Exhibit 6**)

Joe Brock moved to approve the personnel policy amendments/additions. Second by Steve Wilson. Motion unanimously carried.

- H.** Change in Bus Design/policy that was approved during the 8/31/2011 Conference Call. (**Supplemental**)

Steve Wilson moved to approve change in the bus design policy. Second by Joe Brock. Motion unanimously carried.

- I.** Authorize Executive Director to Sign Contract for Jasper County Mental Health funding

Kirk Macumber moved to authorize Executive Director to sign the contract for Jasper County mental health funding. Second by Joe Brock. Motion unanimously carried.

- J.** Authorize Executive Director to Sign Contract for Aging Resources funding

Steve Wilson moved to authorize Executive Director to sign the contract for Aging Resources funding for Jasper County. Second by Joe Brock. Motion unanimously carried.

IX. Discussion Items:

- A.** Regional Scheduling Software (*with Option to take Action*)
Item was tabled until the October Board Meeting.

X. Informational Items:

- B.** New Freedom Funding Approved:
1) Boone to Des Moines Medical trips \$15,600.
2) Ames to Iowa City \$20,533
- C.** Not Funded
1) STA funding was not approved for Rural Boone or Boone to Des Moines Medical trips due to both programs previously receiving 2 year funding.

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- D. Vehicle Title – changes in DOT requirement
- E. Update on New Buses

XI. Other Items of Interest:

A. Monthly/Quarterly Report Status

All reports are current.

B. Suggestions/Comments

There were no suggestions or comments.

XII. Public Comment

Sue Walter has been in the hospital in Kansas City, there is a card for everyone to sign before they leave.

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

Steve Wilson moved to adjourn the meeting. Second by Kirk Macumber. Motion unanimously carried.

Chair, Bill Lusher adjourned meeting at 10:56 a.m. September 23, 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

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

Date

Bill Lusher
Chair, Heart of Iowa Regional Transit Agency

Date