

Heart of Iowa Regional Transit Agency



Boone • Dallas • Jasper
Lyon • Marion • Story • Warren

You are hereby notified that HIRTA Board of Directors will meet
December 15, 2011 – 11:00 a.m.

DES MOINES INTERNATIONAL AIRPORT, CLOUD ROOM

Posted by

Julia Castillo 12/13/11
Julia Castillo, Executive Director

AMENDED TENTATIVE AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of October 27, 2011 Board Minutes
- V. Receive and File October 2011 and November 2011 Financial Reports
- VI. Election of HIRTA Board of Directors Officers for 2012 (page 2)
- VII. Executive Directors Report
- VIII. Special Presentation: Mike Tiedens, Transit Programs Administrator, Iowa DOT
- IX. Action Items:
 - A. Approve Board Chair to sign updated Jasper County office space lease through 6/30/12
 - B. Approve disposal of 6 HIRTA Vehicles (Page 2)
 - C. Approve cost of installing MS office, Antivirus and licenses for HIRTA computers
 - D. Approve corrections to Drug and Alcohol policy (Page 2 / **Exhibit 1**)
 - E. Approve CIRTPA and Des Moines Area MPO Calendar Year 2011 Representation
 - F. Approve Board Chair to Sign New Freedom Funding Agreement 57-0002-110-12 Contract 13554 for the Mobility Manager Position in the amount of \$35,520 (**Exhibit 2**)
 - G. Approve two Travel Requests for the Executive Director
 - H. Approve Board Chair to sign Mobility Matters Special STA Grant Application
- X. Discussion Items:
 - A. Compliance Review
 - B. Discrepancies in Reporting
 - C. Vehicles repair vs. disposal (with Option to take Action)
 - D. ITS Grant Application for centralized Scheduling Software (with Option to take Action)
- XI. Informational Items:
- XII. Other Items of Interest
 - A. Monthly/Quarterly Report Status
 - B. Suggestions/Comments
- XIII. Public Comment
- XIV. Adjournment/Next Meeting Date: January 26, 2012

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) 309-9282 at least two business days prior to the Board of Directors Meeting.

VI. Calendar Year 2012 Nominating Committee

The Nominating Committee consisting of Jim Kingery, Kirk Macumber and Kim Chapman nominate the following persons to serve in the positions of Chair, Vice-Chair, and Secretary/Treasurer for Calendar Year 2012:

- Chair: Wayne Clinton, Story County
- Vice-Chair: William Lusher, Boone County
- Secretary/Treasurer: Steve Wilson, Warren County

IX. ACTION ITEMS:

- A. Authorize Chair to sign updated Jasper County agreement extending office space lease through 6/30/12. The current lease is only good through 12/31/11.

REQUESTED ACTION: Authorize the HIRTA Board of Directors Chair to sign new office space lease agreement for the HIRTA office in Jasper County, extending it until 6/30/2012.

- B. Approve to dispose of 6 HIRTA vehicles. All have been given a replacement vehicle.
- 6521 and 6522—Both vehicles have major maintenance issues. Electrical problems and AC leaks
 - 3320 – Frame is cracked and Moffitt's states it is not repairable
 - 5512 – Vehicle has over 250,000 miles.
 - 8720 – Floorboard and lift are rusted. Not worth repairing
 - 2221 – Bi-fold Doors Rusted. Over 240,000 miles

REQUESTED ACTION: Approve HIRTA staff to handle the disposal process for the following vehicles, 6521, 6522, 3320, 5512, 8720 and 2221.

- C. Approve cost of installing MS office, Antivirus and licenses for HIRTA computers

REQUESTED ACTION: Approve installation and configuration of terminal services, allowing remote access to the HIRTA server, allowing all HIRTA employees to remote into the Server, will be necessary for Mobility Coordinator position. Also the purchase updated Antivirus protection software for all HIRTA computers for an estimated amount, including labor for a total of \$1,194

- D. Approve Safety Sensitive position update to the HIRTA Drug and Alcohol Policy. HIRTA is required to have Drivers listed as Safety Sensitive positions in the Drug and Alcohol Policy.

REQUESTED ACTION: Approve adding Drivers as the Safety Sensitive Covered Position under HIRTA's Covered Job Classification (Attachment B) of the HIRTA Drug and Alcohol Policy.

- E. CIRTPA and Des Moines Area MPO Calendar Year 2012 Representation. Each year CIRTPA and the MPO request the appointment of the HIRTA's representatives to: CIRTPA, Des Moines Area MPO Transportation Policy Committee and Des Moines Area MPO Transportation Technical Committee. HIRTA is an advisory, non-voting member of the CIRTPA and Des Moines Area Policy Committee and is a voting member of the MPO's Transportation Technical Committee.

REQUESTED ACTION:

Appoint Julia Castillo, Executive Director as the primary representative, and Brooke Ramsey, Assistant to the Director, as the alternate, to the 2012 CIRTPA and 2012 Des Moines Area MPO Transportation Policy Committees and Transportation Technical Committees.

- F. New Freedom Funding Agreement 57-0002-110-12 Contract 13554 for the Mobility Manager Position in the amount of \$35,520

REQUESTED ACTION: Authorize the HIRTA Board of Directors Chair to sign New Freedom Funding Agreement 57-0002-110-12 Contract 13554 for the Mobility Manager Position in the amount of \$35,520

G. Travel Requests

- The annual Iowa Public Transit Association (IPTA) the Iowa Legislative Conference and Day at the Capitol are scheduled for January 31 and February 1, 2012. The registration brochure has not yet been received however in the past the session began 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. This is an allowable 80%/20% Fellowship through the IDOT. Estimated cost to HIRTA to have Executive Director and 1 HIRTA Board member attends is a total of \$50

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 to HIRTA of approximately \$50.00.

- The annual Iowa Public Transit Association (IPTA) trip to the Legislative Conference in Washington, DC is February 28 - 29, 2012. This trip allows the IPTA members to make Congressional visits and discuss their legislative funding priorities and also attend a meeting with the Community Transportation Association of America (CTAA) about legislative issues. This is an allowable 80/20% Fellowship through the IDOT. Estimated cost to HIRTA to have Executive Director attend is a total of \$160

REQUESTED ACTION: Approve the HIRTA Executive Director attend the IPTA Washington DC Legislative Conference, at a cost to HIRTA of approximately \$160.00

- H. Mobility Matters Special STA Grant Application so the MPO may receive pass-thru funding to host the 4th Annual Mobility Matters workshop slated for April 2012. Last year the HIRTA Board approved funding through the STA Special Project from the IDOT for this workshop. Funding is an 80/20 split, with the MPO covering the 20% match. It is a funding requirement that these funds be applied for through a Regional Transit Agency, which is why HIRTA submits the application. There is no financial cost obligation to HIRTA.

REQUESTED ACTION: Authorize the HIRTA Board Chair to sign the STA Special Project Proposal in the amount of \$2,500.