

# Heart of Iowa Regional Transit Agency



You are hereby notified that HIRTA Board of Directors will meet  
January 26, 2011 - 9:30 p.m.

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

**DES MOINES INTERNATIONAL AIRPORT, Cloud Room**

Posted by   
Julia Castillo, Executive Director

## TENTATIVE AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of December 15, 2011 Minutes
- V. December Financial Report (Not currently available)
- VI. Executive Directors Report
- VII. Action Items: (Page 2 thru 6)
  - A. Authorize Board Chair to sign Contract #13703 for the Mobility Matters Workshop as approved at the December 15, 2011 Board Meeting
  - B. Authorize Board Chair to sign Agreement 26-X004-110-12 Contract 13704 and Amoco Loan Agreement AL-12-052 Contract 13705 as approved at the October 27, 2011 Board Meeting
  - C. Authorize Board Chair to sign State Auditor letter (*Exhibit 1*)
  - D. Authorize use of Insurance Settlement from #7637 to repair vehicle #1139
  - E. Training/Travel Request for Executive Director to attend the Annual FTA Drug and Alcohol Program National Conference, April 10-12, 2012
  - F. Training/Travel Request for Executive Director to attend the CTAA Expo, May 20-25, 2012
  - G. Authorize the purchase of a new computer tower for Executive Director
- VIII. Discussion Items:
  - A. Relocation of HIRTA Administrative office *With option to take Action*
  - B. Proposed use for \$10,000 in FY2011 HIRTA budget surplus *With option to take Action*
- IX. Informational Items
  - A. Compliance Review Summary (*Attachments 1-5*)
  - B. HIRTA office will be Closed 2/20/2012 in observance of Presidents Day (*Exhibit 2*)
- X. Other Items of Interest
  - A. Monthly/Quarterly Report Status
  - B. Suggestions/Comments
- XI. Public Comment
- XII. Adjournment/Next Meeting Date: February 24, 2011, at 9:30 a.m.

The Heart of Iowa Regional Transit Agency (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) 309-9280 at least two business days prior to the Board of Directors Meeting.

**There will be a Board work session following the meeting.** Work sessions are for Board members to review and discuss issues among themselves. No action may be taken by the Board. Meetings are open to the public.

## VII – ACTION ITEMS

- A. Authorize Board Chair to sign Contract #13703 for the Mobility Matters Workshop for \$2,000, as approved at the December 15, 2011 Board Meeting.

**REQUESTED ACTION:** Authorize Board Chair to sign Contract #13703 for the Mobility Matters Workshop.

- B. Authorize Board Chair to sign Agreement 26-X004-110-12 Contract 13704 and Amoco Loan Agreement AL-12-052 Contract 13705 as approved at the October 27, 2011 Board Meeting.

**REQUESTED ACTION:** Authorize Board Chair to sign Agreement 26-X004-110-12 Contract 13704 and Amoco Loan Agreement AL-12-052 Contract 13705.

- C. Authorize Board Chair to sign State Auditor letter. This is the standard form letter required by the State Auditor each year. The Executive Director has read the document and signed in recognition that all statements are true and accurate. (***Exhibit 1***)

**REQUESTED ACTION:** Authorize Board Chair to sign the State Auditor's letter and communication acknowledgement.

- D. Authorize use of Insurance Settlement from #7637 to repair vehicle #1139. Vehicle #7637 was totaled in an accident in April 2011. It is the recommendation of the Executive Committee to approve use of settlement funds to repair bus #1139 and place it into service in Story County.

**REQUESTED ACTION:** Authorize Executive Director to use Insurance Settlement received for #7637 to repair #1139 and place into service in Story County.

- E. Training/Travel Request for Executive Director to attend the 7<sup>th</sup> Annual FTA Drug and Alcohol Program National Conference, April 10-12, 2012. This is a 3-day conference in Miami, Florida, designed to provide attendees with a strong knowledge of 49 CFR Part 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs) and 49 CFR Part 655 (Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operators). The Executive Director would attend a 1-day workshop on Beginner D&A Program Management. Other workshops attended would include: Pros and Cons of a Third Party Administrator, How to save money on a D&A program, Trouble-shooting for Program Managers, Modernizing your FTA compliant training program, and Post Accident Thresholds and Scenarios. HIRTA is the agency that ensures sub-contractor and direct service compliance, and it would be beneficial for the Executive Director to attend this FTA training. Qualifies for 80% fellowship through the Iowa DOT. HIRTA has \$4,500 left in the budget for training for FY2012. **Approximate cost to HIRTA, including travel, hotel and meals is \$340.**

**REQUESTED ACTION:** Approve the HIRTA Executive Director to attend the Annual FTA Drug and Alcohol Program National Conference held April 10-12, 2012.

- F. Training/Travel Request for Executive Director to attend the CTAA Expo, May 20-25, 2012. A 5-day conference in Baltimore, Maryland. This is an annual conference, held by the Community Transportation Association. This year the focus is Delivering Mobility Connections to the Workforce of Today and Tomorrow. There are also specific trainings, such as Developing Policies and Procedures for Transit, Human Resource Management and Thinking like a Business, as well as dozens of breakout sessions, legislative informational presentations, professional development workshops, a vendor show, and a lot of networking opportunities. The Executive Director attended the Expo last year. Qualifies for 80% fellowship through the Iowa DOT. HIRTA has \$4,500 left in the budget for training for FY2012. **Approximate cost to HIRTA, including travel, hotel and meals is \$394.**

**REQUESTED ACTION:** Approve the HIRTA Executive Director to attend the Annual FTA Drug and Alcohol Program National Conference held May 20-25, 2012.

- G. Authorize the purchase of a new computer tower for Executive Director. Current computer setup is with a laptop, which is 3 years old, and does not have enough memory and adequate processor, which is why it freezes up and has to be rebooted at least once or twice a day. 1IT Source, HIRTA's IT vendor stated the laptop configuration was not setup to handle the additional demands of software or current usage. It was recommended we purchase a tower, instead of a laptop, to allow better performance at a lower cost. \$11,000 was budgeted in FY2012 for Office Equipment, to purchase a new server, however due to an ITS grant we only spent \$5,900 on the server. Remaining balance in FY2012 budget for Office Equipment is \$5,100. Estimated cost is \$875 including installation, windows upgrade and labor.

**REQUESTED ACTION:** Approve the purchase and installation of a new computer tower for Executive Director at an estimated cost of \$850.

- H. Authorize the purchase of a 32GM Apple iPad2 for the Executive Director to use for meetings and travel. Cost of iPad is \$729, plus case and keyboard for a total of \$829. Reference Item G above for budget and expense figures on Office Equipment.

**REQUESTED ACTION:** Approve purchase of an iPad2 for Executive Director at an estimated cost of \$829.

## VIII. Discussion Items:

- A. Relocation of HIRTA Administrative office. ***With option to take Action***

The office lease at the Airport is up June 30, 2012. The Executive Director is requesting the Board consider options for moving to a different location. We currently pay \$15 per square foot, plus parking validations. (718 sq ft) \$897.50 + 117 (Avg. parking) = \$1015.

Other issues: Not public friendly, staff parking (shuttles, time, traffic), noise disruptive (phone calls and meetings), difficult for vendors due to parking/security, jet fuel odor, no control over airport staff having access to our office for maintenance, etc., space is too small/no room to expand.

Steve Wilson will discuss a proposal he has received.

- B. Proposed use for FY2011 funding surplus of \$62,914. ***With option to take Action***

There is a \$62,914 surplus of funds in the HIRTA budget for FY2011. \$8,850 will be used as 20% match for NF funds for the Mobility Coordinator position, leaving a remaining balance of \$54,064.

The Executive Director is requesting:

- o Approval to use \$9,000 as Match Funds for an \$18,600 New Freedom grant to develop a Des Moines Medical program to assist in the cost of providing affordable trips into Des Moines for medical needs. This is a consistent request from Human Service agencies across our region, and the need is expected to grow now that the IowaCare program is using Broadlawns as their primary medical facility. Some sub-contractors currently do Des Moines medical trips however with costs ranging from \$25 per trip to \$45 per hour, depending on the provider, the cost is not affordable, especially to the low-income elderly and disabled population. Mike Tiedens has encouraged HIRTA to apply for New Freedom funds to start an affordable Des Moines Medical trip program. New Freedom Grant Application. (***Exhibit 2***)

This leaves a surplus of \$48,064 to carry over into FY2013.