

Heart of Iowa Regional Transit Agency



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You are hereby notified that HIRTA Board of Directors will meet
July 28, 2011 – 9:30 a.m.
DES MOINES INTERNATIONAL AIRPORT, **CLOUD ROOM**

Posted by *Julia Castillo*
Julia Castillo, Executive Director

TENTATIVE AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of June 30, 2011 Board Minutes
- V. Receive and File June 2011 Financial Report
- VI. Executive Directors Report
- VII. **Action Items: Page 2**
 - A. Authorize Board Chair to sign FY2012 Agreement for State Transit Assistance Formula Project
 - B. Authorize Board Chair to sign STA Special Project Grant for Rural Central Iowa Mobility Coordinator position (**Exhibit 1 – 6**)
- VIII. **Discussion Items: None**
- IX. **Informational Items: Page 3**
 - A. IRS Mileage Reimbursement Rate increase (**Attachment 1**)
 - B. HIRTA is holding an FTA Drug & Alcohol training 9/27/2011
 - C. HIRTA is holding an Advanced Mobility Device Securement workshop 8/30-8/31/2011
- X. **Other Items of Interest**
 - A. Monthly/Quarterly Report Status
 - B. Suggestions/Comments
- XI. **Public Comment**
- XII. **Adjournment/Next Meeting Date:** August 25, 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) 256-5680 at least two business days prior to the Board of Directors Meeting.

HIRTA BOARD WORK SESSION IMMEDIATELY FOLLOWING THIS BOARD MEETING

VII - ACTION ITEMS:

A. Authorize Board Chair sign FY2012 Agreement for State Transit Assistance Formula Project

REQUESTED ACTION

Authorize the HIRTA Board of Directors Chair to sign the FY2012 Iowa Department of Transportation Agreement for State Transit Administration. Total State funding amount \$475,227.

B. Authorize Board Chair sign STA Special Project Grant for Rural Central Iowa Mobility Coordinator position

One responsibility of the State-wide Mobility Manager is to have 8 Mobility Management positions within the state by January 2013. At the HIRTA February 10, 2011 the HIRTA board unanimously voted to have the HIRTA Executive Director work with the MPO to understand the feasibility of how HIRTA would serve in this capacity.

Over the past 4 months, the HIRTA Executive Director has attended 2 Mobility Management workshop trainings, has chaired the TAG Mobility Management sub-committee, has met several times with the State-wide Mobility Manager, attended the Iowa Mobility Management Network meeting and has continued to research how a Mobility Coordinator would benefit the 7 county region HIRTA serves.

EXHIBITS:

1. Summary of HIRTA Executive Director's opinion and support of a Mobility Coordinator
2. Letters of Support
3. STA Special Program funding application with budget
4. Article from Margi Ness, FTA Regional Ambassador for Iowa, in support of the innovative way the Iowa DOT moved ahead with a State-wide Mobility Management position
5. Document from the FTA website regarding their support of transit agencies becoming Mobility Managers
6. Article from the University of Minnesota on how Mobility Management maximizes resources, increased mobility, helps agencies stretch their dollars, expands services and meet the growing demands of transportation

This would be a Contract Position with no benefits. Position would work out of their home, coming into the HIRTA office at least once a week for a progress report. This would happen more often in the first months of the position for training, and to work with the Executive Director to develop obtainable goals for each county. There is a target date of October 1, 2011 to have the position in place. This is a 1 year funded position, with the ability to apply for 2 more years under New Freedom funding in FY2013.

A mobility manager project, to help address unmet transportation needs, is in the Fiscal Year 2012-2015 Passenger Transportation Plan Update, so everything is in place to move forward once approval is granted from the HIRTA Board.

The Funding Application is 80/20 Match. The match funds needed are \$8,580. The Executive Director would like to see HIRTA cover the 1st year match. One of the responsibilities of the Mobility Manager is to identify and obtain funding sources for the sustainability of the program, so future year match funds will be the responsibility of this position. HIRTA will have an approximate \$15,000 budget surplus from FY2011, which is more than enough for the match dollars. The benefit of having a Mobility Coordinator in the HIRTA region is well worth an initial investment of \$8,580.

There are currently 3 other Transit Agencies applying for funding. Cedar Rapids, DART and Siouxland. Dubuque and Council Bluffs/Omaha already have successful Mobility Management positions.

REQUESTED ACTION

Authorize the HIRTA Board Chair to sign the STA Special Program Funding Application, in the amount of \$34,320.00 for HIRTA to hire a Rural Central Iowa Mobility Coordinator.

VIII – DISCUSSION ITEMS:

NONE

IX – INFORMATIONAL ITEMS:

- A.** IRS Mileage Reimbursement Rate increase. HIRTA policy is to reimburse at rate of 5 cents under the IRS Mileage Rate which increased to 55.5 cents effective July 1, 2011. Therefore the new HIRTA mileage rate is 50.5 cents per mile.
- B.** HIRTA is holding an FTA Substance Abuse Seminar on 9/27/2011. This one-day seminar is designed to provide essential facts and information to facilitate employers' compliance with DOT's 49 CFR Part 40 and FTS's 49 CFR Part 655. There will be a level of regulation overview, however, it will focus more on the operational side of a transit agencies functions. There will be transit agencies from all over the State, as well as, DOT staff, attending. This is Free to HIRTA and participants
- C.** HIRTA is holding an Advanced Mobility Device Securement Skills workshop 8/30-8/31/2011. This workshop is done through the National Transit Institute and designed to demonstrate and practice problem-solving skills for securing powered mobility devices and discuss federal requirements of securement, as well as, how to reduce the risk of on the job injuries. This is Free to HIRTA and participants.