

Heart of Iowa Regional Transit Agency



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

You are hereby notified that HIRTA Board of Directors will meet
May 26, 2011 – 9:30 a.m.
DES MOINES INTERNATIONAL AIRPORT, CONFERENCE ROOM 3

Posted by *Julia Castillo*
Julia Castillo, Executive Director

TENTATIVE AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of April 21, 2011 Minutes
- V. Receive and File March 2011 Financial Report
- VI. Receive and File April 2011 Financial Report
- VII. Executive Directors Report
- VIII. Action Items: Page 2
 - A. Approval of 2012 HIRTA Operating Budget (Attachment 1)
 - B. Approval of Amended Provider Contract (Attachment 2)
 - C. Approve Board Chair to sign updated CIRPTA Contract for Story County facility
 - D. Approve Board Chair and Executive Director to sign letter Amending CPA agreement
- IX. Discussion Items: Page 3
 - A. Bus Advertising Contract with HOUCK with option to take Action
- X. Informational Items: Page 3
 - A. TMS
 - B. Charter Rules – Outcome of meeting with the US DOT and Office of Inspector General
- XI. Other Items of Interest
 - A. Monthly/Quarterly Report Status
 - B. Suggestions/Comments
- XII. Public Comment
- XIII. Adjournment/Next Meeting Date: June 30, 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

VIII - ACTION ITEMS:

A. 2012 HIRTA Operating Budget

The Executive Director and the Finance Committee met on April 13, 2011 to review the HIRTA FY2012 Operating Budget. The Finance Committee recommends the Board approve this budget as presented.

REQUESTED ACTION: Approve the HIRTA's FY2012 Operating Budget as presented.

B. Amended Provider Contract to begin July 1, 2012

The Executive Director and the Executive Committee met on April 15, 2011 to thoroughly review the current Provider Contract and make necessary DOT compliance changes, as well as, additions and clarifications on several items. The Contract was reviewed by Attorney William Noth, and all corrections and suggestions were made accordingly. The Executive Committee recommends the Board approve this Amended Provider Contract as presented.

REQUESTED ACTION: Approve the Amended Provider Contract as presented

C. CIRPTA Contract amendment for Story County feasibility Study

An amended contract needs to be signed by the HIRTA Board Chair authorizing additional work to be done on the Story County feasibility study. Heartland Senior Services has agreed to pay the estimated additional cost of \$1,500.

REQUESTED ACTION: Authorize the HIRTA Board of Directors Chair to sign Contract 2007-00 for additional work to be done in updating the Story County Feasibility Study.

D. CPA Agreement amendment

The Executive Director spoke with the State Auditor HIRTA paying \$170 per month for us to send a copy of our QuickBooks data to the CPA, just to have him compile the P&L and Balance Sheet. Since we have the ability to create the financials in-house now, and the Auditor stated as long as the Board / Finance Committee is reviewing the financials, he finds no reason we would have to continue have our monthly reports prepared by a CPA. We would continue to use him at this hourly rate for depreciation schedules and assistance with yearend reporting as needed.

REQUESTED ACTION: Authorize the HIRTA Board of Directors Chair and Executive Dire to sign a letter amending the agreement with the CPA, eliminating the monthly service.

IX – DISCUSSION ITEMS:

A. Bus Advertising Contract with HOUCK (with option to take Action)

Do we want to move forward with having Houck Advertise on the HIRTA buses? If so we need to the Board of Directors chair authorized to sign the Houck Contract as amended.

Action Plan for bring in Houck as the Bus Fleet Advertiser would be as follows:

- 1) Start with 1 County (Boone)
- 2) Houck would begin contacting local and regional businesses about advertising
- 3) Houck would place "Advertise Here" back wraps on 1/3 of the buses to promote advertising opportunities (sample available at the meeting)
- 4) We would place Advertising opportunity hyperlink on website
- 5) Ads would begin being placed on buses

Houck would work with current advertisers. They could choose to keep ads as they are on the buses or they will offer them to expand their ads to back-wraps. Provider would not lose any of their current revenue generated through advertising while Houck is building a client base of advertisers. Contract needs a few minor changes, such as change City to Heart of Iowa Regional Transit Agency, and Executive Director suggests duration of contract changed from 5 years to 1 year during our first year.

This item has the option for action to be taken.

X – INFORMATIONAL ITEMS:

- A. TMS – We have been contacted by TMS due to the number of times HIRTA Providers are contacting the incorrect people at TMS to assist in solving problems. So beginning immediately, refer ALL issues, billing, trips denials, whatever either through HIRTA (Brooke) or the Re-Check Department in IOWA. And if any provider has a problem getting an issue resolved with TMS, let Brooke know. She has established a great working relationship with all the key players at TMS and can be a great resource. Do not contact the Florida office directly. There is now a direct line to recheck and it is 1-888-644-3547. You no longer have to wait on hold for a rep then wait on hold for recheck, Call them directly.
Email addresses to our recheck specialists are:
Terra.vestal@tmsg.com
Robyn.hegarty@tmsg.com
Patricia.hatfield@tmsg.com

- B. CHARTER RULES – The OIG was in Iowa a week ago to conduct an audit of the impact of the 2008 charter rules. There were several meetings, including one held here for the regional transit systems. The message was consistent and voiced very strongly, that Charter Rules are preventing transit systems from providing very valuable transit services, especially in rural communities. Most of these types of trips end up not occurring, if the transit system is unable to provide them due to the charter regulations.

The Audit was also extended into some regional rural areas in North Carolina, where they were hearing the same concerns about the regulations preventing agencies from serving their clients in rural areas.

The "Audit" findings will be complete by October 2011, and we will see what the Legislators will do with the information. Since it was the Senate Committee on Appropriations that directed the Inspector General to complete a study of the regulation's effect on the quality and price of transit services, everyone is hopeful a change will be made.

IPTA's suggestions are to allow trips to be done by Rural Transit Agencies if the cost is \$500 or less, or within 100 miles or under 4 hour duration. The Iowa DOT suggested Charter not apply to any Rural transit agency.