

**You are hereby notified that HIRTA Board of Directors will meet December 8, 2016
2824 104th Street, Urbandale, IA**

Posted by _____
Julia Castillo, Executive Director

TENTATIVE AGENDA – Board Meeting 9:00 a.m.

- I. HIRTA Board Meeting - Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of October 27, 2016 Minutes**
- V. Receive and File October 2016 Financials**
- VI. Action Items:**
 - A. HIRTA Vehicle Maintenance Policy update (Exhibit 1)**
 - B. Executive Director Travel Requests**
 - Washington DC Legislative Meeting with IPTA 2/22-2/23/17
 - C. Accident and Notable Incident Policy (Exhibit 2)**
 - D. EEO Program Policy and Program (Exhibit 3)**
 - E. Dispose of bus #4417**
- VII. Executive Directors Report**
- VIII. Discussion Items:**
- IX. Informational Items:**
 - A. Update on MPO / CIRTPA (Andrew Collings)**
- X. Other Items of Interest**
 - A. Monthly/Quarterly Report Status**
 - B. Suggestions/Comments**
- XI. Public Comment**
- XII. Adjournment/Next Meeting Date: January 26, 2017 9am**

The Heart of Iowa Regional Transit Agency (HIRTA) Board of Director meetings are open to all individuals regardless of disability. Any person requiring a reasonable accommodation to participate should contact the HIRTA Office at (515) 309-9280 at least two business days prior to the meeting.

ACTION ITEMS

A. HIRTA Vehicle Maintenance Policy update (Exhibit 1)

REQUESTED ACTION: Approve HIRTA's Vehicle Maintenance Policy as updated.

B. Executive Director Travel Requests

- Washington DC Legislative Meeting with IPTA 2/22-2/23/17
Annual IPTA Legislative meeting with Federal Lobbyist, APTA and CTAA, and Iowa staffers. Cost to HIRTA after 80% RTAP fellowship \$196

REQUESTED ACTION: Approve Executive Director Travel request as presented

C. Accident and Notable Incident Policy (Exhibit 2)

REQUESTED ACTION: Approve HIRTA's Accident and Notable Incident Policy

D. EEO Program Policy and Program (Exhibit 3)

REQUESTED ACTION: Approve HIRTA's EEO Program Policy and Program