

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**July 28, 2016**

- I. **Call to Order:** HIRTA Chair Kim Chapman called the meeting to order at 9:00 am on July 28, 2016 at the HIRTA Administrative office, 2824 104<sup>th</sup> Street, Urbandale, IA
- II. **Roll Call:**
  - PRESENT:**
    - Board of Directors: Kim Chapman (Dallas County), Dean Yordi (Warren County), Phil Clifton (Madison County), via phone: Jim Kingery (Marion County, Joe Brock (Jasper County), Wayne Clinton (Story County) and Chet Hollingshead (Boone County)
    - Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant
    - Others Present: Marge Westphal (HomeCare Services, Lenne Orona (HomeCare Liaison), Andrew Collings (DMAMP/CIRTA), via phone: Jeff Kehoe and Tyler Bailey (Boone County Transportation
- III. **Approval of Agenda:** Phil Clifton moved to approve the July 28, 2016 Agenda. Dean Yordi seconded. Motion unanimously carried.
- IV. **Approval of June 30, 2016 Minutes:** Dean Yordi moved to approve the June 30, 2016 minutes after being amended to show Wayne Clinton's correct last name. Phil Clifton seconded. Motion unanimously carried.
- V. **Action Items:**
  - A. STA FY2017 Funding Agreement #STA-FORM-110-FY17. Up \$850 from last year. Phil Clifton moved to accept the STA FY 2017 Funding Agreement and have the Board Chair sign. Dean Yordi seconded. Motion unanimously carried.
  - B. FTA FY2017 Funding Agreement #2016-0180110-17 Contract #18288. Down due to the number of rides and miles. Dean Yordi moved to accept the FTA Funding Agreement #2016-018-110-17 Contract #18288 and the Board Chair to sign. Phil Clifton seconded. Motion unanimously carried.
  - C. Contract with Boys and Girls Club (Nevada/Story County)—Deferred to later date.
  - D. FY2017 Wage increases. Dean Yordi asked what other transit systems were using for their COLA. Wayne Clinton noted that they were between 1.3 and 1.5. Jim Kingery questioned if the pay was enough to get and keep drivers. Phil Clifton noted that there should be an annual review for Julia Castillo. Dean Yordi moved to approve the FY2017 Wage increases. Phil Clifton seconded. Motion unanimously carried.
  - E. FY2017 Budget. Phil Clifton moved to approve the FY2017 Budget. Wayne Clinton seconded. Motion unanimously carried.
- VI. **Executive Directors Report:** Julia Castillo read the Executive Directors Report. HomeCare will be meeting with the Executive Director in August. And monthly contractor meetings will starting again. Perhaps after the board meetings. HIRTA will present at the meeting in North Carolina in October. Annual company picnic in August in Ames this year and in Marion County next year.
- VII. **Discussion Items:** None
- VIII. **Information Items:** Andrew Collings spoke that DMAMPO/CIRTA has submitted the transportation projects for Federal Funding. Draft is out for the Water Quality project.
- IX. **Other Items of Interest:**
  - A. Monthly/Quarterly Reports are done
  - B. Suggestions/Comments—There were none.
- X. **Public Comment:** There were none
- XI. **Adjournment/Next Meeting Date:** The next meeting will be on August 25, 2016. Phil Clifton made motion to adjourn the meeting. Dean Yordi seconded. Motion unanimously carried. Meeting adjourned at 9:44 am.

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Board Signature

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Date