

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**December 8, 2016**

- I. Call to Order:** HIRTA Chair Kim Chapman called the meeting to order at 9:03 am on December 8, 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), Jim Kingery (Marion 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:** Wayne Clinton moved to approve the December 8, 2016 agenda. Chet Hollingshead seconded. Motion carried unanimously.
- IV. Approval of October 27, 2016 Minutes:** Phil Clifton moved to approve the October 27, 2016 Minutes. Dean Yordi seconded. Motion carried unanimously.
- V. Receive and File October 2016 Financials:** Phil Clifton moved to approve the October 2016 Financials. Seconded by Wayne Clinton. Motion carried unanimously.
- VI. Action Items:**
- A. HIRTA Vehicle Maintenance Policy update (Exhibit 1): Chet Hollingshead moved to accept the HIRTA Vehicle Maintenance Policy update. Seconded by Dean Yordi. Motion carried unanimously.
  - B. Executive Director Travel Requests
    - a. Washington DC Legislative Meeting with IPTA February 22 and February 23, 2017. Chet Hollingshead moved to allow the Executive Director to attend the meeting. Wayne Clinton seconded. Motion carried unanimously.
  - C. Accident and Notable Incident Policy (Exhibit 2): It was determined after some discussion to table this item until it can be viewed by the attorney.
  - D. EEO Program Policy and Program (Exhibit 3): Chet Hollingshead moved to accept the EEO Program Policy and Program pending the review by the Policy Committee and the attorney within 7 days. Jim Kingery seconded. Motion carried unanimously.
  - E. Dispose of Bus #4417: Dean Yordi moved to dispose of Bus #4417. Chet Hollingshead seconded. Motion carried unanimously.
- VII. Executive Directors Report:** Julia Castillo read the Executive Directors Report. It was asked that Driver, Melvin Wichhart be at the next board meeting to be recognized for going above and beyond recently.
- VIII. Discussion Items:** At the next meeting we will need to have nominations of officers due to the new board members.
- IX. Informational Items:**
- A. Update on MPO/CIRPTA was given by Andrew Collings
- X. Other Items of Interest:**

- A. Monthly/Quarterly Report Status: Reports are up to date
  - B. Suggestions/Comments: There were none
- XI. Public Comment:** Thanks were given for the years of service on the board by Jim Kingery, Wayne Clinton and Chet Hollingshead since this was their last meeting.
- XII. Adjournment/Next Meeting Date:** Dean Yordi moved to adjourn the meeting at 10:13 am. Seconded by Chet Hollingshead. Motion carried unanimously. The next Board Meeting is January 26, 2017 at 9:00 am.

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 Board of Directors Meeting.

---

Board Signature

---

Date