

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
April 27, 2017

- I.** Chair Dean Yordi called the meeting to order at 9:04
- II. Roll Call:**
PRESENT:
Board of Directors: Dean Yordi (Warren County), Phil Clifton (Madison County), Kim Chapman (Dallas County), Doug Cupples (Jasper County), Bill Zinnel (Boone County), Lauris Olson (Story County) Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant, Sarah Constable, Mobility Coordinator, Brooke Ramsey, Operations Manager, David Hansen, Safety and Training Specialist
Others Present: Jeff Kehoe (Boone County Transportation), Tyler Bailey (Boone County Transportation, Marge Westphal (HomeCare Services), Jane Borst, (HomeCare Services), Denise Walter (HomeCare Services)
Not Present: Steve McCombs, (Marion County)
- III. Approval of Agenda:** Kim Chapman moved to approve the April 27, 2017 agenda. Bill Zinnel seconded. Motion carried unanimously.
- IV. Approval of March 23, 2017 Minutes:** Phil Clifton moved to approve the March 23, 2017 Minutes. Bill Zinnel seconded. Motion carried unanimously.
- V. Introductions:** Introductions were made for all those in attendance.
- VI. Action Items:**
- A. Procurement Policy (Exhibit 1): Kim Chapman moved to accept the Procurement Policy. Bill Zinnel seconded. Motion carried unanimously.
 - B. Disposal of Vehicle #8719: Phil Clifton moved to dispose of Vehicle #8719. Bill Zinnel seconded. Motion carried unanimously.
 - C. Lease extension for Ames office and bus barn (Exhibit 2): Doug Cupples moved to extend the Lease for the Ames office and bus barn for three years and the chair to sign, once it has been amended to add a clause stating the parking lot will be hard surfaced and specify date of completion. Lauris Olson seconded. Motion carried unanimously.
 - D. Corrected Contract 18540 to purchase 3 Vehicles (Exhibit 3): Lauris Olson moved to accept the Corrected Contract 18540. Bill Zinnel seconded. Motion carried unanimously.
 - E. Executive Director travel request to MPTA (Missouri Public Transit Association) Conference. Lauris Olson moved to approve the Executive Director's travel request to the MPTA. Bill Zinnel seconded. Motion carried unanimously.
- VII. Executive Directors Report:** Julia Castillo read the Executive Directors Report.
- VIII. Discussion Items:**
- A. Contract Extensions (with option to take action)
 - Madison County Elderly Services: Recommendation made to extend contract for for two additional years. Phil Clifton moved to extend the contract for Madison County Elderly Services. Kim Chapman seconded. Motion carried unanimously.
 - HomeCare Services (Dallas County): Recommendation made to issue a contract for one year. Discussed adding an addendum to the contract for clarification of required improvements. Lauris Olson moved to issue a 1 year contract, subject to review and final approval. Kim Chapman seconded. Motion carried unanimously.
 - Boone County Transportation: Recommendation made to not renew contract. Following a lengthy discussion Lauris Olson moved to not renew the contract with Boone County Transportation. Phil Clifton seconded. Roll Call Vote was taken: Doug Cupples-Yay, Bill Zinnel-Abstain, Lauris Olson-Yay, Phil Clifton-Yay, Kim Chapman-Nay, and Dean Yordi-Yay.

IX. Information Items: None

X. Other Items of Interest:

A. Monthly/Quarterly Report Status: All are completed

B. Suggestions/Comments: There were none.

XI. Public Comment: None

XII. Adjournment/Next Meeting Date: Dean Yordi moved to adjourn the meeting at 10:45 am. Bill Zinnel seconded. Motion carried unanimously. The next Board meeting will be May 25, 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) 309-9283 at least two business days prior to the Board of Directors Meeting.

Board Chair Signature

Date