

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**January 25, 2018**

- I. Call to Order:** Chair Dean Yordi called the meeting to order at 9:00 am at HIRTA Administrative Office, 2824 104<sup>th</sup> Street, Urbandale, IA.
- II. Roll Call:**  
**Present:** Board of Directors: Dean Yordi (Warren County), Phil Clifton (Madison County), Doug Cupples (Jasper County), Bill Zinnel (Boone County), Steve McCombs (Marion County), via phone: Lauris Olson (Story County)  
**Employees:** Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant  
**Others Present:** Marge Westphal (HomeCare Services), Denise Walter (HomeCare Services), Andrew Collings (DMAMPR/CIRTPA), via phone Sharee Owens (MCES)  
**Not Present:** Kim Chapman (Dallas County)
- III. Elect Board Officers for 2018:** Lauris Olson moved to keep all 2017 board officers in their same positions. Doug Cupples seconded. Motion carried unanimously.
- IV. Approval of Agenda:** Phil Clifton moved to approve the January 25, 2018 agenda. Steve McCombs seconded. Motion carried unanimously.
- V. Approval of November 30, 2017 Minutes:** Steve McCombs moved to approve the November 30, 2017 Minutes. Doug Cupples seconded. Motion carried unanimously.
- VI. Financial Report:** Not completed in time for meeting.
- VII. Action Items:**
- A. Iowa DOT Contract 19656 \$68,000 CMAQ Funds / replace #5517: Bill Zinnel moved to accept Iowa DOT Contract 19656 for \$68,000 CMAQ Funds / replace #5517. Doug Cupples seconded. Motion carried unanimously.
  - B. RSVP Story County MOU: Steve McCombs moved to accept RSVP Story County MOU. Bill Zinnel seconded. Motion carried unanimously.
  - C. FY2017 Provider Audits: Phil Clifton moved to receive and file the FY2017 Provider Audits. Lauris Olson seconded. Motion carried unanimously.
  - D. Travel for Executive Director:
    - NTI Transit Supervisor certification training 2/26 – 3/2/2018
    - APTA Paratransit Conference 5/7 – 5/10/2018Bill Zinnel moved to allow the Executive Director attend requested trainings. Doug Cupples seconded. Motion carried unanimously.
- VIII. Executive Directors Report:** Julia Castillo read the Executive Directors Report.
- IX. Discussion Items:**
- A. Boone County Transportation Update: Julia Castillo gave an update on the building, waiting for repair/remodel estimates. Estimated to be ready for move-in April 1,2018
  - B. Reschedule February 22, 2018 Board Meeting to February 15, 2018 at 10:30 am.
- X. Information Items:**
- A. CIRTPA: Andrew Collings gave update
- XI. Other Items of Interest:**
- A. Monthly/Quarterly Report Status:
  - B. Suggestions/Comments: Doug Cupples made request for Executive Director to prepare a report on loss of funding from Aging Resources.
- XII. Public Comment:** None
- XIII. Adjournment/Next Meeting Date:** Doug Cupples moved to adjourn at 10:30 am. Bill Zinnel seconded. Motion carried unanimously. Next Board meeting will be February 15, 2018 at 10:30 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