

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
March 22, 2018

- I. **Call to Order:** Chair Dean Yordi called the meeting to order at 9:03 am at HIRTA Administrative Office, 2824 104th Street, Urbandale, IA.
- II. **Roll Call:**
Present: Board of Directors: Dean Yordi, Kim Chapman, Phil Clifton, Lauris Olson, and Doug Cupples
Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant
Others Present: Marge Westphal, Andrew Collings. Via phone: Sharee Huffer
Not Present: Steve McCombs, Bill Zinnel
- III. **Approval of Agenda:** Kim Chapman moved to approve the March 22, 2018 Agenda. Lauris Olson seconded. Motion carried unanimously.
- IV. **Approval of Minutes:**
 - A. **January 10, 2018 Conference Call:** Phil Clifton moved to approve the minutes for the January 10, 2018 Conference Call. Lauris Olson seconded. Motion carried unanimously.
 - B. **February 15, 2018 Minutes:** Lauris Olson moved to approve the minutes for the February 15, 2018 Minutes. Kim Chapman seconded. Motion carried unanimously.
 - C. **March 8, 2018 Conference Call:** Lauris Olson moved to approve the minutes for the March 8, 2018 Conference Call. Phil Clifton seconded. Motion carried unanimously.
- V. **Financial Report – Not ready at time of meeting**
- VI. **Action Items:**
 - A. **Story County FY2019 Contract (Exhibit 1):** Lauris Olson moved to approve the Story County FY2019 Contract. Phil Clifton seconded. Motion carried unanimously.
 - B. **City of Ames FY2019 Contract (Exhibit 2):** Lauris Olson moved to approve the City of Ames FY2019 Contract. Kim Chapman seconded. Motion carried unanimously. It was noted that in the future the Executive Board should meet with the Executive Director to go over contracts before they are presented.
 - C. **Disposal of Bus #2223:** Lauris Olson moved to Dispose of Bus #2223. Phil Clifton seconded. Motion carried unanimously.
 - D. **Travel for Executive Director: Annual CTAA Expo 6/11/18 to 6/14/18:** Lauris Olson moved to approve the Travel for Executive Director to attend the Annual CTAA Expo. Phil Clifton seconded. Motion carried unanimously.
- VII. **Executive Directors Report:** Julia Castillo read the Executive Directors Report.
- VIII. **Discussion Items:**
 - A. **Forming a non-profit corporation under Section 501©3 of Internal Revenue Code.** Executive Director will setup meeting with Attorney for further discussion with Board.
- IX. **Informational Items:**
 - A. **CIRTPA:** Andrew Collings gave an update
- X. **Other Items of Interest:**
 - A. **Monthly/Quarterly Report Status:** All up to date.
 - B. **Suggestions/Comments:** Lauris Olson stated that she would be an advocate, just ask.
- XI. **Public Comment:** There were none.
- XII. **Adjournment/Next Meeting Date:** Kim Chapman moved to adjourn at 10:02 am. Doug Cupples seconded. Motion carried unanimously. Next Board meeting will be April 26, 2018.

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