

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**October 8, 2018**

- I. **Call to Order:** Chair Dean Yordi called the meeting to order at 9:06 am at HIRTA Administrative Office, 2824 104<sup>th</sup> Street, Urbandale, IA.
- II. **Roll Call:**  
**Present:** Board of Directors: Dean Yordi, Phil Clifton, Steve McCombs, Lauris Olson, Bill Zinnel and Doug Cupples  
**Not Present:** Kim Chapman  
**Employees:** Julia Castillo, Executive Director and Vivian Pettengill, Administrative Assistant  
**Others:** Marge Westphal, Jane Borst, Andrew Collings. Via Phone: Keith Kapsch
- III. **Approval of Agenda:** Doug Cupples moved to approve the October 8, 2018 Agenda. Bill Zinnel seconded. Motion carried unanimously.
- IV. **Discussion of Auto Insurance/Driver Training assurance:** Keith Kapsch from Holmes Murphy explained that the insurance companies want all contractor drivers to go through the same training HIRTA requires of the drivers they hire. Contracting and training practices is the reason only 1 carrier would provide coverage to HIRTA this year. Bill Zinnel made a motion that the contractors receive standardized training within 30 days. This was amended to include HIRTA would cover the cost for the drivers to attend. Lauris Olson seconded. The amended motion carried unanimously.
- V. **Approval of Minutes for August 23, 2018:** Phil Clifton moved to approve the August 23, 2018 minutes. Steve McCombs seconded. Motion carried unanimously.
- VI. **Approval of Minutes for September 28, 2018:** Lauris Olson moved to approve the September 28, 2018 Conference call Minutes. Bill Zinnel seconded. Motion carried unanimously.
- VII. **Financial Report:** No action taken since this was the preliminary report.
- VIII. **Action Items:**
  - A. **Boys and Girls Club of Story County Service Contract (Exhibit 1):** Lauris Olson moved to approve the FY2019 Boys and Girls Club of Story County Service Contract. Bill Zinnel seconded. Motion carried unanimously.
  - B. **FTA D&A Policy (Exhibit 2):** Lauris Olson moved to approve the new FTA D&A Policy. Steve McCombs seconded. Motion carried unanimously.
  - C. **Iowa DOT Contract 20439 FTA 5311 FY2019 Funding (Exhibit 3):** Phil Clifton moved to approve the Iowa DOT Contract 20439 FTA FY2019 Funding. Bill Zinnel seconded. Motion carried unanimously.
  - D. **Vanpool RFP Recommendation (Exhibit 4):** Bill Zinnel moved to approve staff recommendation to negotiate contract with both DART and Enterprise. Lauris Olson seconded. Motion carried unanimously.
  - E. **Transit Trainer Workshop for Executive Director:** Doug Cupples moved to approve the Transit Trainer Workshop for the Executive Director. Bill Zinnel seconded. Motion carried unanimously.
- IX. **Executive Directors Report:** Julia Castillo read the Executive Directors Report.
- X. **Discussion Items:**
  - A. **Assign Nominating Committee for FY2019 Board positions:** It was determined that Dean Yordi, Doug Cupples and Steve McCombs would be the nominating committee. Recommendations will be ready for vote at the November 29, 2018 meeting.
  - B. **Next HIRTA Board Meeting:** October 25, 2018. Nov/Dec meeting will be November 29, 2018.
  - C. **Personnel Policy:** The Policy Committee will review and have recommendations at next meeting.
- XI. **Information Items:**

- XII. CIRTPA:** Andrew Collings gave an update and spoke of new funds that would be coming available in the near future.
- XIII. Adjournment/Next Meeting Date:** Doug Cupples moved to adjourn the meeting at 10:39am. Bill Zinnel seconded. Motion carried unanimously. The next Board meeting will be October 25, 2018 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.

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Board Chair Signature

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Date