

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

- I. Call to Order:** Chair, Dean Yordi called the meeting to order at 9:01 am at HIRTA Administrative Office, 2824 104th Street, Urbandale, IA
- II. Roll Call:**
 - Present:** Board of Directors: Dean Yordi, Kim Chapman, Phil Clifton, Steve McCombs, Lauris Olson, and Bill Zinnel.
 - Not Present:** Doug Cupples
 - Employees:** Julia Castillo, Executive Director and Vivian Pettengill, Administrative Assistant
 - Others:** Via Phone: Marge Westphal and Sharee Huffer
- III. Approval of Agenda:** Kim Chapman moved to approve the October 25, 2018 Agenda. Bill Zinnel seconded. Motion carried unanimously.
- IV. Approval of Minutes:** Steve McCombs moved to approve the October 8, 2018 Minutes. Phil Clifton seconded. Motion carried unanimously.
- V. Financial Report:** No action taken since this was preliminary report.
- VI. Action Items:**
 - A. CROSS FY19 Contract (Exhibit 1):** Phil Clifton moved to approve the new CROSS FY19 Contract. Lauris Olson seconded. Motion carried unanimously.
 - B. Personnel Policy (Exhibit 2):** This was tabled to find more information.
- VII. Executive Directors Report:** Julia Castillo read the executive Directors Report.
- VIII. Discussion Items:**
 - A. Auto Insurance:** Will report to the insurance once all the training is finished on Saturday, October 27 and will give an update as to what they say.
- IX. Information Items:**
 - A. CIRTPA – Andrew Collings:** No update since Andrew Collings was not in attendance.
- X. Other Items of Interest:**
 - A. Monthly/Quarterly Report Status:** All are completed.
 - B. Suggestions/Comments:** There were none.
- XI. Public Comment:** There were none.
- XII. Adjournment/Next Meeting Date:** Bill Zinnel moved to adjourn the meeting at 9:43 am. Kim Chapman seconded. Motion carried unanimously. The next Board meeting will be November 29, 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.

Board Chair Signature

Date