

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**November 29, 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, Kim Chapman, Phil Clifton, Steve McCombs, Lauris Olson, Bill Zinnel and Doug Cupples.  
**Employees:** Julia Castillo, Executive Director  
**Others:** Andrew Collings
- III. Approval of Agenda:** Phil Clifton moved to approve the November 29, 2018 Agenda. Bill Zinnel seconded. Motion carried unanimously.
- IV. Approval of Minutes:** Lauris Olson moved to approve the October 25, 2018 Minutes. Steve McCombs seconded. Motion carried unanimously. Phil Clifton moved to approve the November 11, 2018 Minutes. Bill Zinnel seconded. Motion carried unanimously.
- V. Financial Report:** Lauris Olson moved to Receive and File financial report. Steve McCombs seconded. Motion carried unanimously.
- VI. Action Items:**  
**A. FY2018 Contracted Provider Audits (Exhibit 1):** Bill Zinnel moved to receive and file FY2018 Contracted Provider Audits. Doug Cupples seconded. Motion carried unanimously.  
**B. Proposed Update to Provider Contract for distribution of FTA Funds. (Exhibit 2):** Lauris Olson made motion to change distribution of FTA funds to quarterly subject to Attorney review, effective April 1, 2019. Bill Zinnel seconded. Motion unanimously carried. Let it be documented that Kim Chapman was not present at time of vote, and requested the record show his stance on this issue is that it is in violation of the contract.
- VII. Executive Directors Report:** Julia Castillo read the executive Directors Report.
- VIII. Discussion Items:**  
**A. Personnel Policy (with option to take action):** Discussed changes will be added to the policy and presented for a vote at the next Board meeting.  
**B. Contracted Provider Issues (with option to take action):** Board requested Executive Director create a business plan to support direct service in Dallas and Madison counties, to present at the next Board meeting.  
**C. Election of 2019 Officers (with option to take action):** Steve McCombs made the motion to accept Phil Clifton as Chair; Lauris Olson, as Vice Chair and Bill Zinnel as Treasurer. Kim Chapman seconded. Motion carried unanimously.
- IX. Information Items:**  
**A. CIRTPA –** Andrew Collings gave update
- 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 11:08 am. Lauris Olson seconded. Motion carried unanimously. The next Board meeting will be December 20, 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