

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
March 2, 2017

- I. Call to Order:** HIRTA Chair Dean Yordi called the meeting to order at 9:12 am on March 2, 2017 at the HIRTA Administrative office, 2824 104th Street, Urbandale, IA.
- II. Roll Call:**
PRESENT:
Board of Directors: Dean Yordi (Warren County), Kim Chapman (Dallas County), Phil Clifton (Madison County), Steve McCombs (Marion County), Lauris Olson (Story County), Doug Cupples (Jasper County), Bill Zinnel (Boone County)
Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant
Others Present: via phone: Jeff Kehoe and Tyler Bailey (Boone County Transportation)
- III. Approval of Agenda:** Lauris Olson moved to approve the March 2, 2017 agenda. Doug Cupples seconded. Motion carried unanimously.
- IV. Approval of January 26, 2017 Minutes:** Phil Clifton moved to approve the January 26, 2017 Minutes. Kim Chapman seconded. Motion carried unanimously.
- V. Receive and File January 2017 Financial Report:** Lauris Olson moved to receive and file the January 2017 Financial Report. Bill Zinnel seconded. Motion carried unanimously.
- VI. Action Items:**
- A. EEO Policy updates (Exhibit 1). Lauris Olson moved to accept the updates to the EEO Policy. Bill Zinnel seconded. Motion carried unanimously.
 - B. State Auditor Representation Letter (Exhibit 2). Bill Zinnel moved to accept the State Auditor Representation Letter and to have the chair sign. Doug Cupples seconded. Motion carried unanimously.
 - C. Business Lease for office/bus parking in Indianola (Exhibit 3). Bill Zinnel moved to accept the Business Lease for office/bus parking in Indianola and for the chair to sign. Lauris Olson seconded. Motion carried unanimously.
- VII. Executive Directors Report:** Julia Castillo read the Executive Directors Report.
- VIII. Discussion Items:**
- A. Lauris Olson asked that HIRTA pull back on the outreach outside of the Ames area while Story County does more transportation research.
- IX. Information Items:**
- A. Board Orientation and Life of a Trip presentation was presented by Julia Castillo, Brooke Ramsey, and David Hansen.
- X. Other Items of Interest:**
- A. Monthly/Quarterly Report Status are all up to date
 - B. Suggestions/Comments: None
- XI. Public Comments:** None
- XII. Adjournment/Next Meeting Date:** Phil Clifton moved to adjourn the meeting at 11:26 am. Lauris Olson seconded. Motion carried unanimously. The next Board meeting will be March 23, 2017 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