

MEETING MINUTES
Heart of Iowa Regional Transit Agency (HIRTA)
May 18, 2016

- I. **Call to Order:** HIRTA Chair Kim Chapman called the meeting to order at 9:12 am on May 18, 2016 at the HIRTA Administrative office, 2824 104th Street, Urbandale, IA
- II. **Roll Call:**
PRESENT:
Board of Directors: Wayne Chapman (Story County), Phil Clifton (Madison County), Jim Kingery (Marion County, Kim Chapman (Dallas County), Dean Yordi, (Warren County)
Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant
Others Present: Marge Westphal (HomeCare Services), Jeff Kehoe and Tyler Bailey (Boone County Transportation via phone and Drew Engebrecht (Holmes Murphy) via phone
- III. **Approval of Agenda:** Jim Kingery moved to approve the May 18, 2016 agenda. Wayne Clinton seconded. Motion unanimously carried.
- IV. **Approval of April 28, 2016 Minutes:** Phil Clifton moved to approve the April 28, 2016 Minutes. Seconded by Jim Kingery. Motion unanimously carried.
- V. **Presentation from Drew Engebrecht – Holmes Murphy (Life, LTD, STD, Dental and Vision Ins):**
Drew Engebrecht made his presentation via phone and the exhibits provided with the agenda. This needs to be acted on since the benefits that we have with Story County end on June 30. Kim Chapman asked if this was something that the sub-contractors would be eligible for their employees with 20 hours per week.
- VI. **Action Items:**
A. Life, LTD, STD and Voluntary Life Insurance (Exhibit 1): Phil Clifton made the motion to accept the Standard plan. Wayne Clinton seconded. Motion unanimously carried.
B. Dental and Vision Insurance (Exhibit 2): Wayne Clinton moved to accept the Delta Dental and Vision plans. Dean Yordi seconded. Motion unanimously carried.
C. FY2017 Consolidated Funding Plan: Wayne Clinton moved to accept the plan and Phil Clifton seconded. Motion unanimously carried.
- VII. **Executive Directors Report:** Julia Castillo read the Executive Directors Report. The audit for Boone County Transportation will begin on May 23. HIRTA is working on a grant through MOD—the Sandbox Program. Also, noted from a conference that transit and the funding for transit will be changing over the coming years. We are working on our five and 10 year plans. Blake Hansen put together a spread sheet of all the transportation expenses. It helped us discover areas that needed improvement due to duplicate maintenance. Would like to research RUAN software to help reduce some of the maintenance costs. There are new labor laws going into effect a well.
- VIII. **Discussion Items:**
A. Newspaper designation for publications: Julia Castillo presented the estimates for publishing the minutes and discovered the cost was dictated by the State of Iowa. Will continue to publish in the Des Moines Register since it covers all of our area.
B. June Board meeting dates: June 30 will be the next Board Meeting
- IX. **Informational Items:** We will be having a meeting with the providers to work on billing issues.
- X. **Other Items of Interest**
A. Monthly/Quarterly Report Status have not been completed due to some billing issues.
B. Suggestions/Comments
- XI. **Public Comment:** There were no public comments
- XII. **Adjournment/Next Meeting Date:** The next board meeting will be June 30, 2016 at 9:00 am. Wayne Clinton moved to adjourn the meeting at 10:00 am. Jim Kingery seconded. The motion carried unanimously.

Board Signature

Date