

**MEETING MINUTES**  
**Heart of Iowa Regional Transit Agency (HIRTA)**  
**September 22, 2016**

- I. Call to Order:** HIRTA Chair Kim Chapman called the meeting to order at 9:05 am on September 22, 2016 at the HIRTA Administrative office, 2824 104<sup>th</sup> Street, Urbandale, IA
- II. Roll Call:**  
**PRESENT:**  
Board of Directors: Phil Clifton (Madison County), Kim Chapman (Dallas County), Joe Brock (Jasper County)  
Employees: Julia Castillo, Executive Director, Vivian Pettengill, Administrative Assistant  
Others Present: Marge Westphal (HomeCare Services), Andrew Collings (DMAMPA/CIRTPA), and Chet Hollingshead (Boone County), Jeff Kehoe and Tyler Bailey (Boone County Transportation) via phone.
- III. Approval of Agenda:** Phil Clifton moved to approve the amended September 22, 2016 agenda. Joe Brock seconded. Motion unanimously carried.
- IV. Approval of the July 29, 2016 Minutes:** Joe Brock moved to approve the July 29, 2016 Minutes. Phil Clifton seconded. Motion unanimously carried.
- V. Receive and File July 2016 Financials:** Phil Clifton moved to receive and file the July 2016 Financials. Joe Brock seconded. Motion unanimously carried.
- VI. Action Items:**
- A. Renewal of Auto Insurance: Phil Clifton moved to accept the renewal as presented. Joe Brock seconded. Motion unanimously carried.
  - B. Renewal of Workers Comp Insurance: Phil Clifton moved to accept the renewal of the Workers Comp Insurance as presented. Joe Brock seconded. Motion unanimously carried.
  - C. ISU Extension and Outreach Dallas County serving WARREN County for Headstart students (Exhibit 1): Joe Brock moved to accept the contract and have the chair sign. Phil Clifton seconded. Motion unanimously carried.
  - D. Disposal of Vehicles which have no useful life, and are either unsafe or unable to drive or repair. Phil Clifton moved to dispose of vehicles: 1134, 2220, 7634, 9910, 8721, and 7643. Joe Brock seconded. Motion unanimously carried.
- VII. Executive Directors Report:** Julia Castillo read the Executive Directors Report.
- VIII. Discussion Items:** None
- IX. Informational Items:** None
- X. Other Items of Interest**
- a. Monthly/Quarterly Report Status: All up to date.
  - b. Suggestions/Comments
- XI. Public Comment:** None
- XII. Adjournment** Chet Hollingshead made motion to adjourn. Joe Brock seconded. Motion unanimously carried. Meeting adjourned at 9:50 am.

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HIRTA Board Chair

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Date