



# Heart of Iowa Regional Transit Agency HIRTA Public Transit

Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties

## Agenda

**Zoom Meeting:** +1 312 626 6799 US (Chicago)

ID: 892 8108 5757 Password: 627357

Lisa Heddens, Board Chair, presiding

### HIRTA June Board Meeting

Thursday, 06/26/2025 at 9:00 a.m.

1. HIRTA Board Meeting Call to order
2. Roll call of members
3. Public comment
4. Public Hearing
  - A. Public Hearing for HIRTA Facility Equity Analysis
    - Public comment on Facility Draft Equity Analysis
  - B. Public Hearing for Proposed Fare Increase
    - Public comment on proposed fare increase
5. Minutes
  - A. April 14, 2025 (Special Meeting)
  - B. May 22, 2025
6. Financial report to receive and file May 2025
7. Action Items
  - A. Approval of the Proposed Fare Increase
    - Consider Approval of Fare Increase to \$3 in-town and \$6 in-county
  - B. Approval of the FY2026 Budget (Exhibit 1)
    - Consider Approval of FY2026 Budget
  - C. Reviewed Policies – Job title updates only (Exhibit 2)  
Consider Approval of Revised Policies
    - Accounting Policy
    - Service Reduction and Fare Increase
    - Bylaws
  - D. FY2026 United Way of Story County Partner Agreement (Exhibit 3)
    - Consider Approval of FY2026 UWSC Partner Agreement
  - E. Resolution Authorizing Brooke Ramsey as signatory for Iowa DOT in Julia Castillo's absence (Exhibit 4)

**CHAIR**  
**Lisa Heddens**  
*Story County*

**VICE CHAIR**  
**Diane Fitch**  
*Madison County*

**TREASURER**  
**Scott Longhorn**  
*Boone County*

#### BOARD MEMBERS

**Kim Chapman**  
*Dallas County*

**Doug Cupples**  
*Jasper County*

**Steve McCombs**  
*Marion County*

**Brian Arnold**  
*Warren County*

**CHIEF EXECUTIVE OFFICER**  
**Julia Castillo**

**CHIEF OPERATING OFFICER**  
**Brooke Ramsey**

*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 HIRTA at (515) 309-9283 at least two business days prior to the Meeting.*

- *Consider Approval of Resolution Authorizing Brooke Ramsey as signatory for Iowa DOT in Julia Castillo's absence*

**F. Funding Agreement with City of Newton (Exhibit 5)**

- *Consider Approval of FY2026 Funding Agreement with City of Newton*

**G. Approve Access2Care Rate Amendment and Authorize Chief Operations Officer as Signer (Exhibit 6)**

- *Consider Approval of Rate Amendment with Access2Care and approve COO to sign*

**H. Acknowledgement of Treasurer Added as Signer**

- *Consider Acknowledging Treasurer being added as Signer on United Bank of Iowa Investment account*

**8. Discussion / Informational Items**

**A. Maintenance Facility Land Acquisition**

**9. Reports to the Board**

A. CIRTPA – Regional Planning Agency Director: Andrew Collings

B. HIRTA – CEO: Julia Castillo

**10. Other business**

**11. Next meeting: 7/24/2025**

**12. Adjourn**

## HIRTA Public Transit A/R Aging Summary As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Access2Care-	0.00	0.00	8,586.68	0.00	0.00	8,586.68
Accura Healthcare - Boone/Ogden	69.00	0.00	69.00	0.00	0.00	138.00
Accura of Knoxville	72.00	0.00	96.00	0.00	0.00	168.00
Accura of Newton - East	300.00	0.00	0.00	0.00	0.00	300.00
Accura Riverside North	112.50	60.00	0.00	0.00	0.00	172.50
Aging Resources of Central Iowa	18,115.66	0.00	0.00	0.00	0.00	18,115.66
Americorp	10,353.47	0.00	10,384.53	0.00	0.00	20,738.00
Boone - Westhaven	25.00	0.00	0.00	0.00	0.00	25.00
Boone County Auditor.	3,750.00	0.00	3,750.00	0.00	0.00	7,500.00
Boone County Community Services	1,067.26	0.00	0.00	0.00	0.00	1,067.26
Boone County Hospital	7.50	0.00	27.50	0.00	0.00	35.00
City Of Boone	0.00	0.00	0.00	0.00	-1,208.34	-1,208.34
City of Newton -	0.00	0.00	0.00	0.00	-2,937.59	-2,937.59
City Of Winterset	0.00	0.00	0.00	0.00	-833.34	-833.34
CyRide/DAR	26,995.37	28,970.86	0.00	0.00	0.00	55,966.23
Fieldprint Equipment Corp	1,363.50	0.00	0.00	0.00	0.00	1,363.50
IME	972.00	0.00	0.00	0.00	0.00	972.00
IOWA DOT - FTA/STA	0.00	0.00	0.00	0.00	11,799.00	11,799.00
Jasper - Newton Health Care Center LLC	290.00	0.00	0.00	0.00	0.00	290.00
Jasper - Willowbrook, WesleyLife	459.00	531.00	0.00	0.00	0.00	990.00
Jasper County Community Services	507.25	0.00	0.00	0.00	0.00	507.25
Marion - West Ridge Nursing Home	15.00	0.00	0.00	0.00	0.00	15.00
Mary Greeley Bliss	15.00	0.00	0.00	0.00	0.00	15.00
Mary Greeley Medical Center.	2.50	0.00	0.00	0.00	0.00	2.50
Monsoon	0.00	0.00	0.00	0.00	50.00	50.00
Region 6 Resource Partners	0.00	3,300.00	0.00	0.00	0.00	3,300.00
Shan Bear	0.00	0.00	0.00	0.00	25.00	25.00
Story County Community Services	486.28	0.00	0.00	0.00	0.00	486.28
Terry Anderson	0.00	0.00	0.00	0.00	25.00	25.00
USDOT	58,220.20	0.00	50,700.12	0.00	0.00	108,920.32
Warren County Community Service	916.61	0.00	0.00	0.00	0.00	916.61
William Sharp	0.00	0.00	0.00	0.00	33.20	33.20
<b>TOTAL</b>	<b>124,115.10</b>	<b>32,861.86</b>	<b>73,613.83</b>	<b>0.00</b>	<b>6,952.93</b>	<b>237,543.72</b>

**HIRTA Public Transit  
A/P Aging Summary  
As of May 31, 2025**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1 It Source	958.00	0.00	0.00	0.00	0.00	958.00
Alliant Energy	32.48	0.00	0.00	0.00	0.00	32.48
Barney's Services Inc	809.95	0.00	0.00	0.00	0.00	809.95
Bluefin	139.02	0.00	0.00	0.00	0.00	139.02
Braintree Funding	479.91	0.00	0.00	0.00	0.00	479.91
Cindy Mammen	136.92	142.48	0.00	0.00	0.00	279.40
Community Transportation Assoc.	2,700.00	0.00	0.00	0.00	0.00	2,700.00
Delta Dental	0.00	-2,056.88	0.00	0.00	0.00	-2,056.88
Deluxe Small Bus	202.79	0.00	0.00	0.00	0.00	202.79
Downey Tire Service	77.38	0.00	0.00	0.00	0.00	77.38
Dutch Clean Auto Wash	7.09	0.00	0.00	0.00	0.00	7.09
Flex Investors, LLC	0.00	-4,212.18	0.00	0.00	0.00	-4,212.18
Flexlynqs LLC	41,407.60	0.00	0.00	0.00	0.00	41,407.60
Freedom Tire & Auto Center	0.00	0.00	0.00	0.00	-480.00	-480.00
GVSS	0.00	-291.66	0.00	0.00	0.00	-291.66
Indianola Municipal Utilities	88.00	0.00	0.00	0.00	0.00	88.00
Iowa Communities Assurance Pool	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Iowa State University Science & Tech	12,182.65	0.00	0.00	0.00	0.00	12,182.65
Jan Becker	0.00	26.52	0.00	0.00	0.00	26.52
Jennifer Chambers	41.04	12.20	0.00	0.00	0.00	53.24
Language Link	24.80	0.00	0.00	0.00	0.00	24.80
Libbe Bolton	70.96	54.48	0.00	0.00	0.00	125.44
Linda Akwa	66.84	66.84	0.00	0.00	0.00	133.68
Merchant Service	188.19	0.00	0.00	0.00	0.00	188.19
Mid American Energy	288.24	0.00	0.00	0.00	0.00	288.24
Mop Boys Cleaning	500.00	0.00	0.00	0.00	0.00	500.00
Napa Auto Parts MPEC	43.95	0.00	0.00	0.00	0.00	43.95
NEORide	6,451.95	0.00	0.00	0.00	0.00	6,451.95
Pitney Bowes	103.98	0.00	0.00	0.00	0.00	103.98
RDG Planning Design	1,666.49	0.00	0.00	0.00	0.00	1,666.49
The Standard	0.00	-1,796.03	0.00	0.00	0.00	-1,796.03
Thomas Bus Sales	0.00	0.00	0.00	0.00	-33.56	-33.56
Thomas Venner	29.44	0.00	0.00	0.00	0.00	29.44
Time Management Systems, Inc.	222.08	0.00	0.00	0.00	0.00	222.08
Unplugged Wireless	350.00	0.00	0.00	0.00	0.00	350.00
WEX Bank	22,587.53	0.00	0.00	0.00	0.00	22,587.53
Wild Water Car Wash & Pet Wash	414.50	0.00	0.00	0.00	0.00	414.50
<b>TOTAL</b>	<b>97,271.78</b>	<b>-8,054.23</b>	<b>0.00</b>	<b>0.00</b>	<b>-513.56</b>	<b>88,703.99</b>

**HIRTA Public Transit**  
**Balance Sheet**  
As of May 31, 2025

	May 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Heart of Iowa Regional Transit	773,680.32
10200 · Petty Cash	50.00
<b>10300 · Certificate of Deposit</b>	
10301 · CD - ICS	520,700.77
10302 · CD - ARS	1,640,766.41
	2,161,467.18
<b>Total 10300 · Certificate of Deposit</b>	2,161,467.18
<b>Total Checking/Savings</b>	2,935,197.50
<b>Accounts Receivable</b>	
11000 · QB - Accounts Receivable	237,543.72
	237,543.72
<b>Total Accounts Receivable</b>	237,543.72
<b>Total Current Assets</b>	3,172,741.22
<b>Fixed Assets</b>	
12000 · Radios and Equipment	40,471.82
12100 · Vehicles and Equipment	4,683,604.50
12200 · Accumulated Depreciation	-2,731,507.99
	1,992,568.33
<b>Total Fixed Assets</b>	1,992,568.33
<b>Other Assets</b>	
<b>13000 · Prepaid Asset</b>	
13100 · Contra Prepaid Asset	-52,832.36
13000 · Prepaid Asset - Other	52,832.36
	0.00
<b>Total 13000 · Prepaid Asset</b>	0.00
<b>Total Other Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>5,165,309.55</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	89,492.35
	89,492.35
<b>Total Accounts Payable</b>	89,492.35
<b>Credit Cards</b>	
<b>20100 · Credit Card</b>	
20101 · ****6692 Julia	7,321.23
20102 · ****6264 Brooke	-5,905.65
20103 · RAMP	-24,794.85
20190 · Capital One	-7,148.56
	-30,527.83
<b>Total 20100 · Credit Card</b>	-30,527.83
<b>Total Credit Cards</b>	-30,527.83
<b>Other Current Liabilities</b>	
<b>20200 · Payroll Liabilities</b>	
20201 · Child Support	329.28
20202 · FICA and Federal Withholding	3,136.22
20203 · Garnishments	1,100.58
20204 · Direct Deposit Liabilities	-791.09
20205 · State Withholding	5,170.78
20206 · Accrued Unemployment	11,050.55
20200 · Payroll Liabilities - Other	6,696.15
	26,692.47
<b>Total 20200 · Payroll Liabilities</b>	26,692.47

## HIRTA Public Transit

## Balance Sheet

As of May 31, 2025

06/20/25

Accrual Basis

	<u>May 31, 25</u>
20300 · IPERS	
20320 · IPERS - Boone	1,973.20
20300 · IPERS - Other	-4,960.97
<b>Total 20300 · IPERS</b>	<b>-2,987.77</b>
20400 · Deferred Revenue-Bus Tickets	
20420 · Pre-paid tickets - Boone	10,504.00
20430 · Pre-paid tickets - Dallas	1,972.00
20440 · Pre-paid tickets - Jasper Co.	5,513.00
20460 · Pre-paid tickets - Marion	8,215.00
20480 · Pre-paid tickets - Story	2,040.80
20490 · Pre-paid Tickets - Warren	18,176.00
20400 · Deferred Revenue-Bus Tickets - Other	-23,407.70
<b>Total 20400 · Deferred Revenue-Bus Tickets</b>	<b>23,013.10</b>
20500 · Deferred Revenue-Adopt A Rider	
20501 · Deferred Revenue-AAR-Boone	70.00
20502 · Deferred Revenue-AAR-Dallas	5.00
20504 · Deferred Revenue-AAR-Madison	100.00
20505 · Deferred Revenue-AAR-Marion	26.00
20506 · Deferred Revenue-AAR-Story	142.50
<b>Total 20500 · Deferred Revenue-Adopt A Rider</b>	<b>343.50</b>
<b>Total Other Current Liabilities</b>	<b>47,061.30</b>
<b>Total Current Liabilities</b>	<b>106,025.82</b>
<b>Total Liabilities</b>	<b>106,025.82</b>
Equity	
25000 · Fund Balance - Unreserved	2,828,922.45
26000 · Investment in Gen Fixed Assets	3,379,127.18
Net Income	-1,148,765.90
<b>Total Equity</b>	<b>5,059,283.73</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,165,309.55</b>

10:52 AM

06/20/25

Accrual Basis

# HIRTA Public Transit Journal Entry Report May 2025

Type	Date	Num	Memo	Account	Amount
<b>May 25</b>					
General Journal	05/14/2025	DONATION	PATTI MORRISON VIA DONATION	30301 · Passenger Revenue	3.00
General Journal	05/14/2025	DONATION	PATTI MORRISON VIA DONATION	30302 · Passenger Donations	-3.00
General Journal	05/15/2025	DONATION	ANGELA NEMMERS VIA DONATION	30301 · Passenger Revenue	10.00
General Journal	05/15/2025	DONATION	ANGELA NEMMERS VIA DONATION	30302 · Passenger Donations	-10.00
General Journal	05/21/2025	DONATION	MARGARET GULLETT VIA DONATION	30301 · Passenger Revenue	5.00
General Journal	05/21/2025	DONATION	MARGARET GULLETT VIA DONATION	30302 · Passenger Donations	-5.00
General Journal	05/22/2025	DONATION	CALI SMITH VIA DONATION	30301 · Passenger Revenue	1.00
General Journal	05/22/2025	DONATION	CALI SMITH VIA DONATION	30302 · Passenger Donations	-1.00
<b>May 25</b>					<b>0.00</b>

10:52 AM

**HIRTA Public Transit  
Journal Entry Report  
May 2025**

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06/20/25

Accrual Basis

**Balance**

3.00  
0.00  
10.00  
0.00  
5.00  
0.00  
1.00  
0.00  

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**0.00**

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## HIRTA Public Transit Profit & Loss Budget vs. Actual May 2025

	May 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>30100 · FTA</b>				
30107 · FTA - ICAM	0.00	36,758.00	-36,758.00	0.0%
30100 · FTA - Other	0.00	58,916.67	-58,916.67	0.0%
<b>Total 30100 · FTA</b>	0.00	95,674.67	-95,674.67	0.0%
<b>30200 · STA Grant</b>	22,928.77	28,585.42	-5,656.65	80.2%
<b>30300 · Passenger Revenue</b>				
30301 · Passenger Revenue	20,807.33	18,333.33	2,474.00	113.5%
30302 · Passenger Donations	39.00			
<b>Total 30300 · Passenger Revenue</b>	20,846.33	18,333.33	2,513.00	113.7%
<b>30400 · Contract Revenue</b>				
30401 · Access2Care	0.00	14,166.67	-14,166.67	0.0%
30402 · Federal 3B	18,115.66	18,565.00	-449.34	97.6%
30404 · CICS	2,977.40	2,083.33	894.07	142.9%
30406 · Waiver	972.00	750.00	222.00	129.6%
30413 · Story Asset	0.00	10,666.67	-10,666.67	0.0%
30414 · City Of Ames ASSET	0.00	4,113.25	-4,113.25	0.0%
30415 · Dial A Ride	26,995.37	22,916.67	4,078.70	117.8%
30416 · United Way Of Story County	729.16	729.17	-0.01	100.0%
30418 · ITS4US	58,220.20	31,306.67	26,913.53	186.0%
<b>Total 30400 · Contract Revenue</b>	108,009.79	105,297.43	2,712.36	102.6%
<b>30600 · Fuel Tax Refund</b>	0.00	2,166.67	-2,166.67	0.0%
<b>30700 · Vehicle Capital Purchase</b>				
30703 · Capital Grant Funds	0.00	3,333.33	-3,333.33	0.0%
<b>Total 30700 · Vehicle Capital Purchase</b>	0.00	3,333.33	-3,333.33	0.0%
<b>30900 · Vehicle Revenue</b>				
30903 · Salvaged Vehicle Revenue	0.00	250.00	-250.00	0.0%
30904 · Insurance Settlement - Vehicles	0.00	833.33	-833.33	0.0%
<b>Total 30900 · Vehicle Revenue</b>	0.00	1,083.33	-1,083.33	0.0%
<b>31100 · Fellowship and Training Income</b>				
31101 · Training Registration Income	3,300.00			
31102 · Fellowship Reimbursements RT...	0.00	5,833.33	-5,833.33	0.0%
<b>Total 31100 · Fellowship and Training Inc...</b>	3,300.00	5,833.33	-2,533.33	56.6%
<b>31300 · Grant Income</b>				
31301 · Grant - revenue	2,500.00	1,666.67	833.33	150.0%
31305 · United Way Of Boone County	2,000.00			
31306 · United Way Of Central Iowa	3,334.00	1,226.67	2,107.33	271.8%
31307 · Flex Connect-Mobility	0.00	2,000.00	-2,000.00	0.0%
31308 · United Way Of Marion County	337.50			
<b>Total 31300 · Grant Income</b>	8,171.50	4,893.34	3,278.16	167.0%
<b>31400 · NSF Items</b>				
31410 · Returned Check	0.00	0.83	-0.83	0.0%
31420 · Returned Check Fee	0.00	3.33	-3.33	0.0%
<b>Total 31400 · NSF Items</b>	0.00	4.16	-4.16	0.0%
<b>31500 · Interest</b>				
31503 · Finance Charge - ICS	0.00	750.00	-750.00	0.0%
31504 · Financial Charge - CDARS	0.00	7,500.00	-7,500.00	0.0%
31500 · Interest - Other	1,153.06			
<b>Total 31500 · Interest</b>	1,153.06	8,250.00	-7,096.94	14.0%

## HIRTA Public Transit Profit & Loss Budget vs. Actual May 2025

	May 25	Budget	\$ Over Budget	% of Budget
<b>31600 · Local Taxes</b>				
31601 · Donations	0.00	4,166.67	-4,166.67	0.0%
31602 · Boone County	3,750.00	3,750.00	0.00	100.0%
31603 · Dallas County	0.00	4,229.17	-4,229.17	0.0%
31604 · Jasper County	1,125.00	1,125.00	0.00	100.0%
31605 · City of Newton	2,937.58	2,960.00	-22.42	99.2%
31606 · Madison County	0.00	1,416.67	-1,416.67	0.0%
31607 · Marion County	3,000.00	3,000.00	0.00	100.0%
31608 · Warren County	0.00	3,970.00	-3,970.00	0.0%
31609 · City Of Norwalk	0.00	1,333.33	-1,333.33	0.0%
31610 · City Of Waukee	0.00	2,083.33	-2,083.33	0.0%
31618 · City Of Ogden	0.00	83.33	-83.33	0.0%
31619 · City Of Winterset	833.33	833.33	0.00	100.0%
31621 · City Of Boone	1,208.33	1,208.33	0.00	100.0%
<b>Total 31600 · Local Taxes</b>	12,854.24	30,159.16	-17,304.92	42.6%
<b>31700 · Other Revenue</b>				
31701 · Miscellaneous Income	0.00	62.50	-62.50	0.0%
31703 · Fieldprint	1,363.50	833.33	530.17	163.6%
<b>Total 31700 · Other Revenue</b>	1,363.50	895.83	467.67	152.2%
<b>31800 · RSVP</b>				
31801 · Americorp	10,353.47	12,500.00	-2,146.53	82.8%
31802 · CDBG	0.00	1,250.00	-1,250.00	0.0%
<b>Total 31800 · RSVP</b>	10,353.47	13,750.00	-3,396.53	75.3%
<b>Total Income</b>	188,980.66	318,260.00	-129,279.34	59.4%
<b>Gross Profit</b>	188,980.66	318,260.00	-129,279.34	59.4%
<b>Expense</b>				
<b>40100 · Wage Expense</b>				
40101 · Hourly Wages	141,021.30	86,250.00	54,771.30	163.5%
40102 · Holiday Pay	0.00	2,416.67	-2,416.67	0.0%
40103 · Overtime	8,320.65	4,000.00	4,320.65	208.0%
40104 · Floating Holiday	3,528.28	1,500.00	2,028.28	235.2%
40105 · PTO	11,349.01	6,500.00	4,849.01	174.6%
40106 · Jury Duty Pay	0.00	13.33	-13.33	0.0%
40107 · Bereavement	203.84	66.67	137.17	305.7%
40108 · Salaries	38,704.91	26,250.00	12,454.91	147.4%
40111 · Temporary Wage Expenses	0.00	1,666.67	-1,666.67	0.0%
<b>Total 40100 · Wage Expense</b>	203,127.99	128,663.34	74,464.65	157.9%
<b>40200 · Payroll Taxes</b>				
40201 · IPERS Employer Match	19,175.26	11,750.00	7,425.26	163.2%
40202 · FICA & Medicare	15,154.48	9,583.33	5,571.15	158.1%
40203 · Iowa Unemployment	594.52	500.00	94.52	118.9%
<b>Total 40200 · Payroll Taxes</b>	34,924.26	21,833.33	13,090.93	160.0%
<b>40300 · Employee Benefits</b>				
40301 · Health Insurance	14,216.88	13,333.33	883.55	106.6%
40302 · Dental Insurance	1,440.72	1,250.00	190.72	115.3%
40303 · Vision Insurance	-23.94			
40304 · Life, Disability	1,482.53	1,500.00	-17.47	98.8%
40306 · EAP	0.00	191.67	-191.67	0.0%
<b>Total 40300 · Employee Benefits</b>	17,116.19	16,275.00	841.19	105.2%

## HIRTA Public Transit Profit & Loss Budget vs. Actual May 2025

	May 25	Budget	\$ Over Budget	% of Budget
<b>40400 · Professional Services</b>				
40401 · CPA	0.00	58.33	-58.33	0.0%
40402 · IT	1,099.06	1,333.33	-234.27	82.4%
40403 · Legal	0.00	250.00	-250.00	0.0%
40405 · Audit	0.00	1,833.33	-1,833.33	0.0%
40406 · Cleaning Service	1,461.08	1,459.17	1.91	100.1%
40407 · AOD	222.08	316.67	-94.59	70.1%
40409 · Translations	24.80	66.67	-41.87	37.2%
40410 · VIA	6,451.95	8,500.00	-2,048.05	75.9%
40411 · Insurance - Broker Fees	0.00	1,916.67	-1,916.67	0.0%
40412 · Architecture	1,666.49			
40413 · Actuary	0.00	83.33	-83.33	0.0%
<b>Total 40400 · Professional Services</b>	<b>10,925.46</b>	<b>15,817.50</b>	<b>-4,892.04</b>	<b>69.1%</b>
<b>40500 · Office Supplies</b>				
40501 · Office Supplies	480.98	833.33	-352.35	57.7%
40502 · Postage & Freight	403.98	91.67	312.31	440.7%
40503 · Cleaning Supplies	0.00	91.67	-91.67	0.0%
<b>Total 40500 · Office Supplies</b>	<b>884.96</b>	<b>1,016.67</b>	<b>-131.71</b>	<b>87.0%</b>
<b>40600 · Telephone</b>				
40601 · Phone & Internet	1,597.22	2,666.67	-1,069.45	59.9%
<b>Total 40600 · Telephone</b>	<b>1,597.22</b>	<b>2,666.67</b>	<b>-1,069.45</b>	<b>59.9%</b>
<b>40700 · Fellowship / Training Expense</b>				
40702 · Fellowship - RTAP Approved Exp	300.00	5,833.33	-5,533.33	5.1%
<b>Total 40700 · Fellowship / Training Expense</b>	<b>300.00</b>	<b>5,833.33</b>	<b>-5,533.33</b>	<b>5.1%</b>
<b>40800 · Insurance</b>				
40801 · WC Insurance	2,925.89	4,866.67	-1,940.78	60.1%
<b>Total 40800 · Insurance</b>	<b>2,925.89</b>	<b>4,866.67</b>	<b>-1,940.78</b>	<b>60.1%</b>
<b>40900 · Organizational Dues</b>				
40901 · Membership Dues	0.00	250.00	-250.00	0.0%
<b>Total 40900 · Organizational Dues</b>	<b>0.00</b>	<b>250.00</b>	<b>-250.00</b>	<b>0.0%</b>
<b>41000 · Employee Expenses</b>				
41001 · Medical Testing	0.00	250.00	-250.00	0.0%
41002 · Background Checks	0.00	91.67	-91.67	0.0%
41005 · Drug Testing	0.00	154.17	-154.17	0.0%
41006 · Employee Events	0.00	183.33	-183.33	0.0%
<b>Total 41000 · Employee Expenses</b>	<b>0.00</b>	<b>679.17</b>	<b>-679.17</b>	<b>0.0%</b>
<b>41100 · Advertising</b>				
41101 · Advertising	0.00	166.67	-166.67	0.0%
41102 · Employment Ads	48.30	41.67	6.63	115.9%
41103 · Marketing Campaign	692.05	1,833.33	-1,141.28	37.7%
41104 · Minutes/Public Hearing Notices	47.32	29.17	18.15	162.2%
<b>Total 41100 · Advertising</b>	<b>787.67</b>	<b>2,070.84</b>	<b>-1,283.17</b>	<b>38.0%</b>
<b>41200 · Rent</b>				
41201 · Rent	13,889.58	12,500.00	1,389.58	111.1%
<b>Total 41200 · Rent</b>	<b>13,889.58</b>	<b>12,500.00</b>	<b>1,389.58</b>	<b>111.1%</b>
<b>41300 · Office Equipment</b>				
41301 · Office Eq Maint/Repairs	0.00	416.67	-416.67	0.0%
41302 · Office Equipment	0.00	1,083.33	-1,083.33	0.0%
<b>Total 41300 · Office Equipment</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
<b>41400 · Subscriptions</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>

**HIRTA Public Transit**  
**Profit & Loss Budget vs. Actual**  
**May 2025**

	May 25	Budget	\$ Over Budget	% of Budget
<b>41500 · Meeting / Mileage Expenses</b>				
41501 · Travel expense	0.00	41.67	-41.67	0.0%
41503 · Mileage Reimbursement	82.55	50.00	32.55	165.1%
41504 · Meal Expense	0.00	250.00	-250.00	0.0%
41505 · Volunteer Mileage Reimbursement	618.28	716.67	-98.39	86.3%
<b>Total 41500 · Meeting / Mileage Expenses</b>	<b>700.83</b>	<b>1,058.34</b>	<b>-357.51</b>	<b>66.2%</b>
<b>41600 · Contracted Services</b>				
41601 · Website - Domain Registration	0.00	29.17	-29.17	0.0%
41603 · Quickbook Expenses	385.38	375.00	10.38	102.8%
41604 · ITS4US - CTAA	2,700.00	3,833.33	-1,133.33	70.4%
41605 · ITS4US - Arcadis	0.00	20,833.33	-20,833.33	0.0%
41606 · ITS4US - VIA	0.00	4,316.67	-4,316.67	0.0%
41607 · ITS4US - Capture Management	0.00	4,316.67	-4,316.67	0.0%
41608 · ITS4US - Flexlynqs	80,682.60	5,750.00	74,932.60	1,403.2%
41610 · ITS4US - Legal	155.00			
41611 · ITS4US - ISU	12,182.65	91.67	12,090.98	13,289.7%
41621 · GVSS	291.67			
<b>Total 41600 · Contracted Services</b>	<b>96,397.30</b>	<b>39,545.84</b>	<b>56,851.46</b>	<b>243.8%</b>
<b>41700 · Premise Expense</b>				
41701 · Utilities	1,554.45	1,645.83	-91.38	94.4%
<b>Total 41700 · Premise Expense</b>	<b>1,554.45</b>	<b>1,645.83</b>	<b>-91.38</b>	<b>94.4%</b>
<b>41800 · Vehicle Expense</b>				
41801 · Vehicle Repairs & Maint	21,520.04	37,500.00	-15,979.96	57.4%
41802 · Op/Vehicle Supplies	43.95	166.67	-122.72	26.4%
41803 · Auto Insurance	0.00	27,083.33	-27,083.33	0.0%
41804 · Fuel	22,587.53	25,000.00	-2,412.47	90.4%
41806 · Radio	350.00	1,000.00	-650.00	35.0%
41807 · Tires	0.00	1,583.33	-1,583.33	0.0%
41808 · Bus Washing	421.59	141.67	279.92	297.6%
41809 · Deductible & Accident	5,000.00	1,250.00	3,750.00	400.0%
<b>Total 41800 · Vehicle Expense</b>	<b>49,923.11</b>	<b>93,725.00</b>	<b>-43,801.89</b>	<b>53.3%</b>
<b>41910 · Facilities</b>				
41911 · Facilities Acct 1	900.00			
<b>Total 41910 · Facilities</b>	<b>900.00</b>			
<b>42000 · Bank Charges</b>				
42003 · Returned Check	0.00	4.17	-4.17	0.0%
42004 · Merchant Service Merch Fee	807.12	375.00	432.12	215.2%
42000 · Bank Charges - Other	6.25	6.67	-0.42	93.7%
<b>Total 42000 · Bank Charges</b>	<b>813.37</b>	<b>385.84</b>	<b>427.53</b>	<b>210.8%</b>
<b>42100 · Grant Expense</b>				
42109 · Financial Sustainability Study	0.00	2,083.33	-2,083.33	0.0%
<b>Total 42100 · Grant Expense</b>	<b>0.00</b>	<b>2,083.33</b>	<b>-2,083.33</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>436,768.28</b>	<b>353,416.70</b>	<b>83,351.58</b>	<b>123.6%</b>
<b>Net Ordinary Income</b>	<b>-247,787.62</b>	<b>-35,156.70</b>	<b>-212,630.92</b>	<b>704.8%</b>
<b>Net Income</b>	<b>-247,787.62</b>	<b>-35,156.70</b>	<b>-212,630.92</b>	<b>704.8%</b>

# HIRTA Public Transit Expenses by Vendor Summary May 2025

	May 25
1 It Source	958.00
Ahlers & Cooney, P.C.	155.00
Alliant Energy	32.48
Aspen Waste Systems Inc	34.00
Barney's Services Inc	809.95
Bluefin	139.02
Braintree Funding	479.91
CenturyLink	1,311.29
Cindy Mammen	279.40
Cintas Loc 22M	61.08
City Of Boone Airport	4,493.82
Community Transportation Assoc.	2,700.00
Crystal Clear Water	71.92
Debbie Comito	900.00
Delta Dental	1,906.68
Deluxe Small Bus	202.79
Downey Tire Service	77.38
Dutch Clean Auto Wash	7.09
Flex Investors, LLC	4,297.58
Flexlynqs LLC	80,682.60
GVSS	291.67
Heart Of Transit	-8,171.50
ICW Group	2,925.89
Indianola Municipal Utilities	88.00
Iowa Communities Assurance Pool	5,000.00
Iowa State University Parking	1,685.00
Iowa State Univiersity Science & Tech	12,182.65
Jan Becker	26.52
Jasper County Treasurer	487.00
Jennifer Chambers	53.24
Language Link	24.80
Libbe Bolton	125.44
Linda Akwa	133.68
LISCO	153.00
Madison County Elderly Services, Inc.	292.19
Mediacom	390.00
Merchant Service	-4,259.31
Mid American Energy	288.24
Midwest Office Technology	143.32
Moffitt's	20,632.71
Mop Boys Cleaning	500.00
Napa Auto Parts MPEC	43.95
Nelsen Appraisal Associates, Inc	900.00
NEORide	6,451.95
Pitney Bowes	403.98
QuickBooks Payroll Service	385.38
R. Friedrich and Sons Inc.	2,520.00
RAMP	1,160.76
RDG Planning Design	1,666.49
Shred-It	130.92
The Standard	1,763.53
Thomas Venner	29.44
Time Management Systems, Inc.	222.08
U.S. Cellular	118.25
Unplugged Wireless	350.00
Warren County Treasurer	700.00
Wellmark	18,757.78
WEX Bank	22,587.53
Wild Water Car Wash & Pet Wash	414.50
Windstream Iowa Communications	150.40
<b>TOTAL</b>	<b>191,349.47</b>

**Meeting Minutes – Special Session**  
**Heart of Iowa Regional Transit Agency**

**April 14, 2025**

- 1. Call to Order:** Chair, Lisa Heddens, called meeting to order at 2:00PM
- 2. Roll Call:**
  - Present:** Lisa Heddens, Scott Longhorn, Doug Cupples, Steve McCombs, Brian Arnold
  - Employees:** Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer
  - Absent:** Diane Fitch, Kim Chapman
- 3. Action Items:**
  - A.** Motion by Steve McCombs to approve as amended Human Services Grant Application in the amount of \$30,000, seconded by Scott Longhorn. Motion unanimously carried.
- 4. Adjourn:** Motion by Scott Longhorn to adjourn at 2:04PM, seconded by Brian Arnold. Motion unanimously carried.

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**Board Chair**

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**Date**

## Meeting Minutes

### Heart of Iowa Regional Transit Agency

May 22, 2025

1. **Call to Order:** Chair, Lisa Heddens called meeting to order at 9:12AM
2. **Roll Call:**
  - Present:** Lisa Heddens, Diane Fitch, Scott Longhorn, Steve McCombs
  - Employees:** Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer; Andrew Collings, CIRTPA Director
  - Absent:** Kim Chapman, Doug Cupples, Brian Arnold
3. **Public Comment:** Comments received from Angie Landgrebe
4. **Minutes:** Motion by Diane Fitch to approve April 24<sup>th</sup>, 2025 minutes, seconded by Steve McCombs. Motion unanimously carried.
5. **Financial Report:** Motion by Steve McCombs to receive and file April 2025 report, seconded by Diane Fitch. Motion unanimously carried.
6. **Action Items:**
  - A. **Story County FY26 Contract:** Motion by Steve McCombs to recommend approval of FY26 Story County Contract, seconded by Diane Fitch. Chair Heddens abstained; motion carried.
  - B. **Updated Policies with Additions/Deletions:** Motion by Steve McCombs to recommend approval of the following updated policies: Procurement and Protest Policy; Vehicle Maintenance Policy; Employee Handbook; and Public Participation Plan, seconded by Scott Longhorn. Motion unanimously carried.
  - C. **Reviewed Policies:** Motion by Diane Fitch to recommend approval of the following reviewed policies: Title VI Program; Public Records Request; LEP Plan; EEO Plan, and Updated Job Titles, seconded by Steve McCombs. Motion unanimously carried.
  - D. **Waukee FY26 Contract:** Motion by Diane Fitch to recommend approval of Waukee FY26 Contract, seconded by Scott Longhorn. Motion unanimously carried.
  - E. **Authorization of Julia Castillo as Signatory for United Bank of Iowa:** Motion by Scott Longhorn to authorize Julia Castillo as signatory for new account at

United Bank of Iowa, seconded by Steve McCombs. Motion unanimously carried.

- F. **City of Ames FY26 Contract:** Motion by Diane Fitch to recommend approval of City of Ames FY26 Contract, seconded by Steve McCombs. Motion unanimously carried.

**7. Discussion / Informational Items:** None

**8. Reports to the Board:**

- A. CIRTPA – Andrew Collings, Director
- B. HIRTA – Julia Castillo, CEO

**9. Other Business:** None

**10. Next Meeting:** 6/26/2025

**11. Adjournment:** Motion by Diane Fitch to adjourn at 9:42AM, seconded by Steve McCombs. Motion unanimously carried.

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**Board Chair**

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**Date**

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## DRAFT EQUITY ANALYSIS PUBLIC COMMENTS

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HIRTA held a public comment period from May 5, 2025 through June 16, 2025 for people to review the facility plan, ask questions of staff and make comments. Notification of the release of the study and public input opportunities was made in the following ways:

- Information on HIRTA's website included:
  - Draft Facility Feasibility Study and Equity Analysis
  - Public Hearing date/time/location/purpose
  - Comment Period
- Notice in local media
- Notices on HIRTA's website
- Social media notices on Facebook, X (formerly known as Twitter) and notifications on HIRTA's website

HIRTA received no emails, phone calls, or mailed correspondence regarding the Draft Equity Analysis.

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## PROPOSED FARE INCREASE PUBLIC COMMENTS

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HIRTA held a public comment period from May 6, 2025 through June 16, 2025 for input regarding the proposed fare increase, ask questions of staff and make comments. Notification of the proposed increase and public input opportunities was made in the following ways:

- Information on HIRTA's website included:
  - Notice of the proposed increase
  - Public Hearing date/time/location/purpose
  - Comment Period
- Notice in local media
- Notices on HIRTA's website
- Social media notices

Despite multiple methods of outreach, public response was extremely limited. HIRTA received no emails, phone calls, or mailed correspondence regarding the proposed increase.

The only comment received during the entire public input period came via Facebook and simply stated, "\$3 is still quite reasonable."

# Exhibit 1

	FY 25	FY 26	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>30100 · FTA</b>			
<b>FTA</b>	\$ 423,738.00	\$ 530,741.00	
<b>STBG</b>		\$ 320,000.00	
<b>FTA FACILITY GRANT</b>	\$ 200,000.00	\$ 972,000.00	
<b>FTA ICAM GRANT</b>	\$ 10,000.00	\$ 431,096.00	
<b>FTA TOTAL</b>	\$ 633,738.00	\$ 2,253,837.00	
<b>30200 · STA Grant</b>	\$ 335,000.00	\$ 407,172.00	
<b>30300 · Passenger Revenue</b>			
<b>30301 · Passenger Revenue</b>	\$ 215,000.00	275,000.00	
<b>30302 · Passenger Donations</b>	\$ 1,600.00	-	
<b>30305 · Knoxville Raceway</b>	\$ 7,728.42	\$ 8,000.00	
<b>Total 30300 · Passenger Revenue</b>	\$ 224,328.42	\$ 283,000.00	
<b>30400 · Contract Revenue</b>			
<b>30401 · Access2Care/MTM</b>	\$ 180,000.00	\$ 188,000.00	
<b>30402 · Federal 3B</b>	\$ 222,780.00	\$ 222,780.00	KEPT SAME AS FY 25
<b>30404 · CICS</b>	\$ 30,000.00	\$ 15,000.00	MH REGIONAL CHANGES
<b>30406 · Waiver</b>	\$ 12,000.00	\$ 28,000.00	MH REGIONAL CHANGES
<b>30413 · Story Asset</b>	\$ 128,000.00	\$ 128,000.00	
<b>30414 · City Of Ames ASSET</b>	\$ 49,359.00	\$ 49,359.00	
<b>30415 · Dial A Ride</b>	\$ 290,000.00	\$ 321,000.00	Rate increases
<b>30416 · United Way Of Story County</b>	\$ 8,750.00	\$ 8,750.00	
<b>30418 · ITS4US</b>	\$ 572,056.00	\$ 509,880.00	
<b>Total 30400 · Contract Revenue</b>	\$ 1,492,945.00	\$ 1,470,769.00	
<b>30600 · Fuel Tax Refund</b>	\$ 28,000.00	\$ 30,000.00	
<b>30700 · Vehicle Capital Purchase</b>			
<b>30701 · Vehicle Capital</b>	\$ 128,486.00	\$ 400,000.00	Grants expiring and costly repairs on old vehicles
<b>30702 · Make Ready</b>	\$ 5,602.00	\$ 13,000.00	
<b>Total 30700 · Vehicle Capital Purchase</b>	\$ 134,088.00	\$ 413,000.00	
<b>30900 · Vehicle Revenue</b>			
<b>30903 · Salvaged Vehicle Revenue</b>	\$ -	\$ 3,000.00	
<b>30904 · Insurance Settlement - Vehicles</b>	\$ 42,297.71	\$ 10,000.00	
<b>30905 · Insurance Revenue</b>	\$ -	\$ -	
<b>Total 30900 · Vehicle Revenue</b>	\$ 42,297.71	\$ 13,000.00	
<b>30910 · Facility</b>			
<b>30910 · Facility</b>	\$ 140,330.86	\$ -	
<b>Total 30910 · Facility</b>	\$ 140,330.86	\$ -	
<b>31100 · Fellowship and Training Income</b>			
<b>31102 · Fellowship Reimbursements RT.</b>	\$ 60,000.00	\$ 45,000.00	
<b>Total 31100 · Fellowship and Training Incom</b>	\$ 60,000.00	\$ 45,000.00	
<b>31300 · Grant Income</b>			
<b>31301 · Grant - revenue</b>	\$ 7,125.00	\$ 10,000.00	
<b>31305 · Grant - UWBC</b>	\$ 4,000.00	\$ 6,000.00	
<b>31306 · United Way Of Central Iowa</b>	\$ 20,000.00	\$ 20,000.00	

	FY 25	FY 26
31307 · Flex Connect-Mobility	\$ 25,410.00	\$ -
<b>Total 31300 · Grant Income</b>	<b>\$ 56,535.00</b>	<b>\$ 36,000.00</b>
<b>31400 · NSF Items</b>		
31410 · Returned Check	\$ 257.50	\$ 50.00
31420 · Returned Check Fee	\$ 80.00	\$ 40.00
<b>Total 31400 · NSF Items</b>	<b>\$ 337.50</b>	<b>\$ 90.00</b>
<b>31500 · Interest</b>		
31503 · Finance Charge - ICS	\$ 9,000.00	\$ 9,000.00
31504 · Financial Charge - CDARS	\$ 72,391.39	\$ 75,000.00
31500 · Interest - Other	\$ 20,000.00	\$ 20,000.00
<b>Total 31500 · Interest</b>	<b>\$ 101,391.39</b>	<b>\$ 104,000.00</b>
<b>31600 · Local Taxes</b>		
31601 · Donations	\$ 132.00	\$ 200.00
31602 · Boone County	\$ 45,000.00	\$ 45,000.00
31603 · Dallas County	\$ 50,750.00	\$ 50,750.00
31604 · Jasper County	\$ 13,500.00	\$ 13,500.00
31605 · City of Newton	\$ 35,250.00	\$ 35,250.00
31606 · Madison County	\$ 17,000.00	\$ 17,000.00
31607 · Marion County	\$ 36,000.00	\$ 36,000.00
31608 · Warren County	\$ 47,640.00	\$ 47,640.00
31610 · City Of Waukee	\$ 25,000.00	\$ 30,000.00
31613 · Ragbrai	\$ 1,000.00	\$ -
31616 · Miscellaneous Income	\$ -	\$ -
31618 · City Of Ogden	\$ 1,000.00	\$ 1,000.00
31619 · City Of Winterset	\$ 10,000.00	\$ 10,000.00
31620 · City Of Pleasantville	\$ 500.00	\$ 500.00
31621 · City Of Boone	\$ 17,860.00	\$ 25,500.00
<b>CITY OF GRIMES</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>
<b>Total 31600 · Local Taxes</b>	<b>\$ 300,632.00</b>	<b>\$ 387,340.00</b>
<b>31700 · Other Revenue</b>		
31701 · Miscellaneous Income	\$ 1,332.04	\$ -
31703 · Fieldprint	\$ 10,000.00	\$ 10,000.00
31704 · Cobra Payment Income	-	-
<b>Total 31700 · Other Revenue</b>	<b>\$ 11,332.04</b>	<b>\$ 10,000.00</b>
<b>31800 · RSVP</b>		
31801 · Americorp	\$ 150,000.00	\$ 150,000.00
31802 · CDBG	\$ 15,927.99	\$ 15,937.00
<b>Total 31800 · RSVP</b>	<b>\$ 165,927.99</b>	<b>\$ 165,937.00</b>
<b>Total Income</b>	<b>\$ 3,726,883.91</b>	<b>\$ 5,619,145.00</b>
<b>Gross Profit</b>	<b>\$ 3,726,883.91</b>	<b>\$ 5,619,145.00</b>
<b>Expense</b>		
<b>40100 · Wage Expense</b>		
40101 · Hourly Wages	\$ 1,135,000.00	\$ 935,240.00
40102 · Holiday Pay	\$ 30,000.00	\$ 24,720.00
40103 · Overtime	\$ 52,000.00	\$ 42,848.00

	FY 25	FY 26
40104 · Floating Holiday	\$ 18,000.00	\$ 14,832.00
40105 · PTO	\$ 120,000.00	\$ 98,880.00
40106 · Jury Duty Pay	\$ 160.00	\$ 132.00
40107 · Bereavement	\$ 1,250.00	\$ 130.00
40108 · Salaries	\$ 315,000.00	\$ 259,560.00
40109 · PTO Payout	\$ -	\$ -
40111 · Temporary Wage Expenses	\$ 15,840.00	\$ -
<b>Total 40100 · Wage Expense</b>	<b>\$ 1,687,250.00</b>	<b>\$ 1,376,342.00</b>
<b>40200 · Payroll Taxes</b>		
40201 · IPERS Employer Match	\$ 156,000.00	\$ 125,560.00
40202 · FICA & Medicare	\$ 122,000.00	\$ 100,560.00
40203 · Iowa Unemployment	\$ 1,600.00	\$ 1,320.00
<b>Total 40200 · Payroll Taxes</b>	<b>\$ 279,600.00</b>	<b>\$ 227,440.00</b>
<b>40300 · Employee Benefits</b>		
40301 · Health Insurance	\$ 170,000.00	\$ 170,600.00
40302 · Dental Insurance	\$ 15,500.00	\$ 17,300.00
40303 · Vision Insurance	\$ -	\$ -
40304 · Life, Disability	\$ 18,000.00	\$ 18,000.00
40306 · EAP	\$ 2,250.00	\$ 2,250.00
<b>Total 40300 · Employee Benefits</b>	<b>\$ 205,750.00</b>	<b>\$ 208,150.00</b>
<b>40400 · Professional Services</b>		
40401 · CPA	\$ 525.00	\$ 700.00
40402 · IT	\$ 30,500.00	\$ 25,000.00
40403 · Legal	\$ 650.00	\$ 650.00
40405 · Audit	\$ 22,000.00	\$ 22,000.00
40406 · Cleaning Service	\$ 18,000.00	\$ 19,500.00
40407 · AOD	\$ 3,000.00	\$ 3,000.00
40409 · Translations	\$ 200.00	\$ 250.00
40410 · VIA	\$ 91,000.00	\$ 87,000.00
40411 · Insurance - Broker Fees	\$ 22,396.00	\$ 25,000.00
40412 · Architecture	\$ 215,000.00	\$ 215,000.00
40413 · Actuary	\$ -	\$ 1,500.00
<b>Total 40400 · Professional Services</b>	<b>\$ 403,271.00</b>	<b>\$ 399,600.00</b>
<b>40500 · Office Supplies</b>		
40501 · Office Supplies	\$ 13,500.00	\$ 13,500.00
40502 · Postage & Freight	\$ 1,100.00	\$ 1,000.00
40503 · Cleaning Supplies	\$ 1,100.00	\$ 1,000.00
40504 · Sanitation	\$ -	\$ -
<b>Total 40500 · Office Supplies</b>	<b>\$ 15,700.00</b>	<b>\$ 15,500.00</b>
<b>40600 · Telephone</b>		
40601 · Phone & Internet	\$ 32,000.00	\$ 32,000.00
<b>Total 40600 · Telephone</b>	<b>\$ 32,000.00</b>	<b>\$ 32,000.00</b>
<b>40700 · Fellowship / Training Expense</b>		
40701 · Training Expense	\$ 1,400.00	\$ 1,500.00
40702 · Fellowship - RTAP Approved Ex	\$ 55,000.00	\$ 45,000.00

Server warranty repair FY25 / laptops needed FY26

	FY 25	FY 26
<b>Total 40700 · Fellowship / Training Expense</b>	\$ 56,400.00	\$ 46,500.00
<b>40800 · Insurance</b>		
<b>40801 · WC Insurance</b>	\$ 40,000.00	\$ 35,000.00
<b>Total 40800 · Insurance</b>	\$ 40,000.00	\$ 35,000.00
<b>40900 · Organizational Dues</b>		
<b>40901 · Membership Dues</b>	\$ 8,300.00	\$ 8,300.00
<b>Total 40900 · Organizational Dues</b>	\$ 8,300.00	\$ 8,300.00
<b>41000 · Employee Expenses</b>		
<b>41001 · Medical Testing</b>	\$ 800.00	\$ 1,500.00
<b>41002 · Background Checks</b>	\$ 600.00	\$ 500.00
<b>41004 · Employee Uniforms</b>	\$ -	\$ -
<b>41005 · Drug Testing</b>	\$ 1,000.00	\$ 1,100.00
<b>41006 · Employee Events</b>	\$ 2,315.00	\$ 3,000.00
<b>Total 41000 · Employee Expenses</b>	\$ 4,715.00	\$ 6,100.00
<b>41100 · Advertising</b>		
<b>41101 · Advertising</b>	\$ 2,000.00	\$ 2,000.00
<b>41102 · Employment Ads</b>	\$ 1,000.00	\$ 1,000.00
<b>41103 · Marketing Campaign</b>	\$ 25,000.00	\$ 25,000.00
<b>41104 · Minutes/Public Hearing Notices</b>	\$ 800.00	\$ 800.00
<b>Total 41100 · Advertising</b>	\$ 28,800.00	\$ 28,800.00
<b>41200 · Rent</b>		
<b>41201 · Rent</b>	\$ 158,000.00	\$ 139,005.00
<b>41202 · Moving Expenses</b>	\$ 1,100.00	\$ -
<b>41203 · Office Repairs</b>	\$ 300.00	\$ -
<b>Total 41200 · Rent</b>	\$ 159,400.00	\$ 139,005.00
<b>41300 · Office Equipment</b>		
<b>41301 · Office Eq Maint/Repairs</b>	\$ 3,500.00	\$ 3,500.00
<b>41302 · Office Equipment</b>	\$ -	\$ -
<b>Total 41300 · Office Equipment</b>	\$ 3,500.00	\$ 3,500.00
<b>41400 · Subscriptions</b>	\$ 16,000.00	\$ 16,000.00
<b>41500 · Meeting / Mileage Expenses</b>		
<b>41501 · Travel expense</b>	\$ -	\$ -
<b>41502 · Meeting expense</b>	\$ 150.00	\$ 150.00
<b>41503 · Mileage Reimbursement</b>	\$ 250.00	\$ 400.00
<b>41504 · Meal Expense</b>	\$ 3,000.00	\$ 3,000.00
<b>41505 · Volunteer Mileage Reimbursement</b>	\$ 10,000.00	\$ 12,000.00
<b>Total 41500 · Meeting / Mileage Expenses</b>	\$ 13,400.00	\$ 15,550.00
<b>41600 · Contracted Services</b>		
<b>41601 · Website - Domain Registration</b>	\$ 350.00	\$ 350.00
<b>41603 · Quickbook Expenses</b>	\$ 4,500.00	\$ 4,500.00
<b>41604 · ITS4US - CTAA</b>	\$ 33,000.00	\$ 17,500.00
<b>41605 · ITS4US - IBI</b>	\$ 175,000.00	\$ -
<b>41606 · ITS4US - VIA</b>	\$ 45,000.00	\$ 5,000.00
<b>41607 · ITS4US - Capture Management</b>	\$ 50,000.00	\$ 25,000.00
<b>41608 · ITS4US - FLEXLYNQS</b>	\$ 295,000.00	\$ 470,000.00

Done on project

	FY 25	FY 26	
41609 · ITS4US - Ryan Ward	\$ 500.00	\$ -	
41610 · ITS4US - Legal	\$ 420.00	\$ 250.00	
41611 · ITS4US - ISU	\$ 115,000.00	\$ 115,000.00	
41612 · ITS4US - KIOSK	\$ 1,000.00	\$ 1,000.00	
41613 · ITS4US - NAVILENS	\$ 75.00	\$ 100.00	
41614 · ITS4US - EVENTS	\$ 75.00	\$ 3,500.00	Showcase in July
41620 · VAN POOL SUBSIDY	\$ 2,500.00	\$ -	
41621 · GVSS	\$ 3,500.00	\$ 3,500.00	
<b>Total 41600 · Contracted Services</b>	<b>\$ 725,920.00</b>	<b>\$ 645,700.00</b>	
<b>41700 · Premise Expense</b>			
41701 · Utilities	\$ 21,000.00	\$ 25,000.00	
41702 · Building Maint & Repairs	\$ 200.00	\$ 200.00	
<b>Total 41700 · Premise Expense</b>	<b>\$ 21,200.00</b>	<b>\$ 25,200.00</b>	
<b>41800 · Vehicle Expense</b>			
41801 · Vehicle Repairs & Maint	\$ 410,000.00	\$ 370,000.00	New vehicle purchase will decrease expenses
41802 · Op/Vehicle Supplies	\$ 1,500.00	\$ 1,500.00	
41803 · Auto Insurance	\$ 327,742.00	\$ 350,000.00	
41804 · Fuel	\$ 285,000.00	\$ 250,000.00	
41806 · Radio	\$ 2,500.00	\$ 2,500.00	
41807 · Tires	\$ 19,000.00	\$ 15,000.00	
41808 · Bus Washing	\$ 4,500.00	\$ 4,000.00	
41809 · Deductible & Accident	\$ 55,000.00	\$ 20,000.00	
<b>Total 41800 · Vehicle Expense</b>	<b>\$ 1,105,242.00</b>	<b>\$ 1,013,000.00</b>	
<b>41900 · Vehicle and Equipment Capital</b>			
41901 · Vehicle Capital	\$ -	\$ 500,000.00	
41902 · Make Ready	\$ 7,807.61	\$ 13,000.00	
41903 · Tablet	\$ -	\$ -	
<b>Total 41900 · Vehicle and Equipment Capital</b>	<b>\$ 7,807.61</b>	<b>\$ 513,000.00</b>	
<b>41910 · Facilities</b>			
41911 · Facilities	\$ 810.00	\$ 1,000,000.00	
<b>Total 41910 · Facilities</b>	<b>\$ 810.00</b>	<b>\$ 1,000,000.00</b>	
<b>42000 · Bank Charges</b>			
42003 · Returned Check	\$ 50.00	\$ 50.00	
42004 · Merchant Service Merch Fee	\$ 7,800.00	\$ 8,000.00	
42000 · Bank Charges - Other	\$ 80.00	\$ 80.00	
<b>Total 42000 · Bank Charges</b>	<b>\$ 7,930.00</b>	<b>\$ 8,130.00</b>	
<b>42100 · Grant Expense</b>			
42103 · Mobility For All	\$ -	\$ -	
New - Financial Sustainability Study	\$ 12,500.00	\$ 12,500.00	
42107 · NADTC	\$ -	\$ -	
42107 · Flex Connect-Mobility	\$ -	\$ -	
42100 · Grant Expense - Other	\$ -	\$ -	
<b>Total 42100 · Grant Expense</b>	<b>\$ 12,500.00</b>	<b>\$ 12,500.00</b>	
<b>42300 · Miscellaneous Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Expense</b>	<b>\$ 4,835,495.61</b>	<b>\$ 5,775,317.00</b>	

**Net Ordinary Income**

<b>FY 25</b>	<b>FY 26</b>	
<u>\$ (1,108,611.70)</u>	<u>\$ (156,172.00)</u>	
<u><b>\$ (1,108,611.70)</b></u>	<u><b>\$ (156,172.00)</b></u>	land acquisition local match est. \$200,000

# Exhibit 2



# **ACCOUNTING POLICIES AND PROCEDURES**

**Heart of Iowa Regional Transit Agency | HIRTA**

06-26-2025

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## I. Introduction

This manual puts in place basic accounting, billing and cash control policies and procedures designed to protect and secure the Heart of Iowa Regional Transit Agency (HIRTA), ensure the maintenance of accurate records of financial activities and conform compliance with both public and private funding reporting requirements. Where this manual conflicts with specific federal or state regulations. or with HIRTA's Board policies; the regulations or board policy shall prevail.

All financial statements are in conformity with GAAP (General Accepted Accounting Principles).

All personnel with a role in fiscal operations are expected to uphold the policies of this manual

### A. General

1. The Board of Directors formulates financial policies, delegates administration of fiscal policies to the CEO and reviews and approves annual budget and invoices/expense receipts before payment is processed. The CEO has management responsibilities, including financial management.
2. Current job descriptions are maintained for all employees, indicating their financial duties and responsibilities.
3. There are separation of financial duties and responsibilities so that no staff member has sole control over cash receipts, payroll, bank reconciliation, accounts payable or other accounting functions.
4. The Account will maintain a current and accurate log of the Chart of Accounts, Item list, and accounting classes.
5. Professional financials service providers are established annually. For FY2021, these include:
  - Accounting Software: QuickBooks
  - Payroll: QuickBooks
  - Banking: Freedom Financial Bank
  - Insurance Broker: Holmes Murphy
  - Audit: State of Iowa
  - CPA: McGown, Hurst, Clark & Smith, PC
  - Financial procedures are reviewed annually by the CEO
6. Times sheets are to be completed electronically using the attendance on demand software. Corrections to time sheets should be made timely and approved by a supervisor.
7. Passwords must comply with HIRTA standards. They are to be treated confidentially and are not shared with other employees. Polices may be established requiring the expiration of passwords where appropriate.

## II. Division of Duties

The following is a list of personnel who have financial responsibilities within HIRTA:

### A. Board of Directors: Check signing authority on all HIRTA accounts

- Review and approve all financial reports.
- Review and approve annual budget as well as budget amendments.
- Review all invoices and expenses receipts for those checks which require signature.
- Approve purchase and disposal of capital assets.

### B. Chief Executive Officer: Check signing authority on all HIRTA accounts

- Final approval of all expense receipts, invoices and checks.
- Receive electronic bank statements and unopened credit card statements.
- With input from the Board of Directors, develops the annual budget and budget amendments.
- Review all financial reports before board approval.
- Review and approve all check disbursements.
- Review and approve all expense receipts and invoices for checks which require signature.
- Review and approve all bank reconciliations.
- Review and approve direct report staff time sheets.
- Review and approve all reimbursement requests.
- Approve leave requests and determine if leave is to be paid.
- Manage all financial accounts.
- Manage the \$50.00 Petty Cash Fund.

### C. Chief Operations Officer:

- Initial review and approval of invoices.
- Review and approve employee direct report time sheets.
- Prepare National Transit Database monthly and year end reports.
- Review and approve data and reports for any contract service.
- Prepare reimbursement requests relating to capital purchases.

## **HIRTA - Accounting Policies and Procedures Manual**

- Oversee asset replacement and disposal process (IT assets must be disposed through IT consultant, ensuring all hard drives are properly destroyed).

### **D. Accountant:**

- Process invoices and payables.
- Record, process and collect receivables.
- Process payroll, including payroll tax returns, 941 and IPERS deposits and reports.
- Verify reimbursement requests against receipts provided.
- Prepare cash receipts and deposits.
- Generate invoices for services billed.
- Prepare quarterly fuel tax report and request for reimbursement.
- Prepare Iowa DOT Fellowship reimbursement requests.
- Reconcile all bank accounts.
- Prepare quarterly Iowa DOT funding reports and request for payment.
- Create initial draft of annual and amended budgets.
- Maintain capital asset listing.

### **E. Office Administrator:**

- Receive and open all incoming mail, except bank and credit card statements.
- Mail checks for payment.
- Electronically file check and invoice in appropriate vendor file.
- Reconcile monthly fuel statement with fuel receipts.

### **F. Operations and Fleet Manager:**

- Initial review and approval of invoices for maintenance.
- Review and approve all driver time sheets.

## III. Funds Received

### A. Duty Procedures

1. The Office Administrator receives all incoming mail addressed to HIRTA or without a specific addressee. All checks, money orders and cash are promptly recorded into a "Cash Receipts Log" maintained on a computer spreadsheet.
2. The Office Administrator will endorse all checks by stamp to read as follows:

For Deposit only  
Freedom Financial Bank HIRTA  
2002764

3. Checks and cash will be placed in a secure locked drawer each day at close of business
4. At the end of the week, the Office Administrator will complete a deposit slip in duplicate.
  - All receipts will be deposited intact. No disbursements will be made from cash or checks prior to a deposit.
  - No completed deposit should be stored for more than one business day. Exceptions must be approved by COO or CEO.
5. Receipts and deposit slips will be given to the Accountant.
6. The Accountant should make deposit weekly, in person, at Freedom Financial Bank.
7. The COO will receive a copy of all deposit reports for review before being filed.

### B. Funds Received by Automatic (Electronic/ Deposit):

1. The Accountant and/or CEO will monitor the transfer of funds.
2. The Accountant or the CEO reconciles these deposits and the total cash received at the end of the month.

### C. Fund Disbursements / Approvals and Authorization

1. Incoming invoices are date stamped and given to COO each week for approval. The Manager checks the validity of the invoice and approves the invoice by initialing. In the event an invoice for services or supplies is lost, a memo explaining the expense and detailing the cost should be submitted with a Request for Payment for approval by the CEO.
2. Accountant gives list of Board approved invoices to CEO to review, initial and date.
3. The COO scans all approved invoices and emails them to the Executive Committee, and CEO for Treasurer to approve prior to payment being made.

## **HIRTA - Accounting Policies and Procedures Manual**

4. Weekly payments are prepared by Accountant for authorized signature(s). There may be times when checks will need to be prepared more frequently than normal; this will be done under the direction of the CEO.
5. The Accountant is responsible for the preparation of disbursements from approved invoice or supporting documentation attached. The approved invoice(s) should include the account codes and department to which the expense will be applied.
6. The Accountant will print checks, with CEOs electronic signature, from list of invoices from C 2 above.
7. If Accountant is out, the CEO will assign these duties.
8. Office Administrator will prepare payments to mail within one business day of receiving.
9. The CEO will be notified of discrepancies which arise with vendors or other payees and instruct how discrepancy is to be handled.

## IV. Reconciliations

### A. Bank Reconciliations:

1. Bank statements are received electronically by the CEO, who will review the contents for any inconsistencies.
2. The Accountant reconciles each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 7 days after receipt of the monthly bank statements.
3. When reconciling bank accounts, the following items should be included in the procedures:
  - A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
  - A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
  - An investigation of items rejected by the bank, i.e., returned checks or deposits.
  - A comparison of wire transfers, dates received with dates sent.
  - A comparison of canceled checks with the disbursement journal as to check number, payee and amount
  - An accounting for the sequence of checks both from month to month and within a month.
  - An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
  - A review and proper mutilation of void check(s). Mutilated voids should be scanned and stored with the corresponding month bank statement.
  - Investigate checks which have been outstanding for more than 90 days.
4. The Accountant works with HIRTA's CPA, as needed, to prepare any general ledger adjustments.
5. CEO will provide a copy of Reconciliation reports to the Board Treasurer for review and approval.
6. Copies of the completed bank reconciliations will be filed with the monthly statements and stored in accordance with the HIRTA retention guidelines.

### **B. Reconciliations of Other General Ledger Accounts:**

1. Each month the Accountant and CEO review the ending balances on cash accounts, accounts receivable, accounts payable and deferred revenue.
2. Assets - These accounts will include cash, petty cash, pre-paids, property, equipment and fixtures, security deposits, and intangible assets.
  - Cash - The balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
  - Petty Cash - The balance in this account should always equal the maximum amount of all petty cash funds. The current amount equals \$50.00.
  - Prepaids - Amounts in these accounts should equal advance payments paid at the end of accounting period.
  - Property, Equipment & Fixtures - The amounts in this account should equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly.
  - Security Deposits - The balance in this account should equal amounts paid in escrow should not change frequently, but should be updated as applicable.
3. Liabilities - Accounts described as accounts payable, payroll tax liabilities, and due to others.
  - Accounts Payable - The balance in this account should equal amounts owed to vendors at the end of the accounting period and the aging report.
  - Payroll Tax Liabilities - The amounts in these accounts should equal amounts withheld from employee paychecks as well as the employers' portion of the expense for the period, which has not been remitted to the government authorities.
  - Due to Others - If there are any amounts owed to others at the end of the period they should be recorded and the correct balance maintained in the general ledger accounts
4. Income/Expenses - Accounts described as income from funding sources, contributions, etc. and other expense line items such as salaries, consulting fees, etc.
  - Income - The amounts charged to the various cash accounts should be reconciled with funding requests, funders reports, draw down schedules, etc.
  - Gross Salary Accounts - The balances in the gross salary accounts should be added together and reconciled with the amounts reported on quarterly payroll returns.
  - Consulting - The amounts charged should be reconciled to the contracts.

### C. Petty Cash Fund

1. The petty cash fund should never exceed \$50.00.
  - The CEO is the custodian of the petty cash fund.
  - A single disbursement from petty cash shall never exceed \$15.00.
2. When a request for petty cash reimbursement is made, the item will be listed on the Petty Cash Fund Reconciliation Sheet. A description of the item charged should be recorded together with the amount.
3. A vendor receipt must be received by the CEO for the amount of the request in order for the request to be approved.
4. The recipient of the petty cash funds must sign the sheet to indicate receipt of the funds. The paid receipt should be attached to the sheet. All paid information should remain in the locked petty cash box until it is time to replenish the fund. At that time, the Petty Cash Fund Reconciliation Sheet and associated receipts are attached to the check request voucher.
5. The petty cash box is locked in a safe maintained by the Executive.
6. At least once annually, the Auditor conducts a review of the fund. When this is done, they should count, while the CEO is in attendance, the total monies on hand and the total amount of receipts in the petty cash box. The two amounts should equal exactly \$50.00. Any discrepancies should be discussed and resolved immediately.
7. It is a policy of HIRTA not to cash checks of any kind through the petty cash fund.

### V. Purchases

#### A. Credit Cards

HIRTA authorizes credit cards for lead staff for the purpose of facilitating business purchases, including business travel not easily handled through normal disbursement processing. Due to the potential for theft and misuse, use of HIRTA credit cards is monitored carefully. The COO Reviews CEO purchases and the CEO reviews and approves all other credit card purchases. Credit cards for employees who resign or are terminated are cancelled immediately.

1. In every case of credit card usage, the individual charging a HIRTA account will be held personally responsible in the event the charge is deemed personal or unauthorized.
2. Credit cards should only be used for company-related expenses and for purposes relating to the employee's job commitments.
3. A credit card cannot be used to receive cash advances, bank checks, traveler's checks, and/or electronic cash transfers.
4. Employees that are required to attend business trips are allowed to use the company credit card for accommodation, transportation, and/or meals, as long as each purchase adheres to:
5. A HIRTA credit card cannot be used for personal expenses.
  - Travel expenses (at coach class or lower rates) for properly authorized business trips.
  - Lodging and meal charges which do not exceed the authorized reimbursement rate for persons traveling on official HIRTA business.
  - Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips.
  - Meal reimbursement rates as listed in the Employee Handbook
6. Unauthorized use of the credit card includes:
  - Personal or non-business expenditures of any kind.
  - Expenditures which have not been properly authorized.
  - Meals, entertainment, gifts or other expenditures which are prohibited by:
    - HIRTA budget and/or policies.
    - Federal, state, or local laws or regulations.

## B. Proper Documentation for all Purchases

Every instance of credit card or other purchase use must be documented with travel authorizations, receipts, individuals paid for, nature of business, etc. before the expense will be considered authorized and will be approved for reimbursement. See details below.

1. Lodging - Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.
2. Meals/Entertainment - Provide a receipt showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage was provided.
3. Other Expenditures - A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure. For example, Round-trip coach flight from Des Moines to San Diego for Public Transit Conference.

The CEO will check all reimbursement requests against receipts provided and approve for payment as appropriate.

## C. Fixed Asset Management

1. A permanent list of purchased fixed assets is maintained by the Accountant.
2. The log will contain the following information:
  - Date of purchase
  - Description of item purchased
  - Received by donation or purchased
  - Cost or fair market value on the date receipt
  - Donor or funding source, if applicable
  - Funding source restrictions on use or disposition
  - Identification/serial number (if appropriate)
  - Depreciation period
  - Vendor name and address
  - Warranty period
  - Inventory tag number (all fixed assets should be tagged with a unique identifying number)
  - Number of the HIRTA checks used to pay for the equipment
3. At least annually, a physical inspection and inventory should be taken of all HIRTA fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made.
4. HIRTA Board of directors will approve capital asset disposal prior to deletion.
5. All capital items which have a cost greater than \$5,000.00 will be capitalized and depreciated.

## **D. Capital Expenditures:**

Purchases, over \$10,000, may be required to undergo a competitive bid process. All bids, must be recorded and kept on file. When able, at least three bids should be obtained. Purchases shall not be fragmented or reduced to components of less than \$10,000 to avoid a bid process.

- Micro-purchases: All purchases under \$10,000 will be distributed equitably among qualified suppliers.
- Consultants: Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information as requested.
- Contracts: Contracts for purchasing products/services will be created and maintained on file.

## **E. Payroll Personnel:**

1. The Office Administrator is responsible for maintaining personnel files on all employees. These files are kept secure in an electronic format.
2. Each Employee should have on file the following information, at a minimum:
  - Employment application or resume
  - A record of background investigation
  - Date of employment
  - Direct Deposit authorization
  - Authorization of payroll deductions
  - W-4 Form, withholding authorization
  - 1-9 Immigration Form (separate from Personnel file)
  - Termination data, when applicable

## **F. Payroll Preparation and Timekeeping:**

1. Timesheets are prepared electronically using company provided time keeping software. Any adjustments to employee records are done in a timely manner to ensure proper pay.
2. Timesheets are to be approved by their manager prior to payroll processing.
3. The Accountant will process the payroll.
4. HIRTA offers and requires direct deposit of payroll through the employees own financial institution. Through direct deposit, payroll is deposited in the employees account on payday.

## **G. Payroll Taxes:**

1. Accountant will prepare and transmit payroll tax reports, W-2 forms and 1099's.

## **H. Benefits:**

1. Payroll will be prepared in accordance with the personnel policies and benefits plan. Benefits will be deducted from gross wages based on benefit plans selected by each employee.

### VI. Grant Compliance

1. When a new grant is received or renewed, a permanent file will be setup for the grant and contract maintained along with any other financial correspondence regarding the grant.
2. It is the responsibility of the COO or CEO to review the grant contract and extract any fiscal items for compliance.

#### A. Governmental Generally Accepted Accounting Principles:

1. It is a policy of HIRTA to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, HIRTA employees are expected to bring to the attention of management any instances of non-compliance.
2. When HIRTA is expending federal funds, prior written approval from funder agency is required for the purchase of:
  - Capital expenditures for land or buildings
  - Insurance and indemnification expenses
  - Pre-award costs
  - Public information service costs
  - Publication and printing costs
  - Rearrangement and alteration costs
3. HIRTA will never request federal funds to pay for the following costs:
  - Bad debt expense
  - Contingencies
  - Contributions or donations to others
  - Entertainment expenses
  - Fines and penalties
  - Interest, fundraising and other financial costs

## VII. Financial Reporting

### A. Fiscal Policy Statements

1. All cash accounts owned by HIRTA will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$5,000.00 are capitalized.
3. Neither paycheck or personal checks will be cashed through the HIRTA petty cash fund.
4. No salary advances will be made under any circumstances.
5. No travel cash advances will be made except under special conditions and preapproved by the Board of Directors. Reimbursements will be paid upon full expense reporting using the official HIRTA reimbursement request form within the normal disbursement schedule.
6. HIRTA personnel are required to take annual vacation which will not interfere with fiscal procedures. Employees are required to take five consecutive days per year. Variances to this policy shall be made in special circumstances, with permission from the CEO.
7. It is the policy of HIRTA to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
8. HIRTA will establish pay rates which equal or surpass the federal minimum wage.
9. It is the goal of HIRTA to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts at all times. In the event balances fall below the amount, the Board of Directors will be notified immediately.
10. All funds received by HIRTA for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system will be maintained.
11. The CEO is the signatory on all HIRTA bank accounts.
12. Bank statements are reconciled monthly to account for any outstanding or lost checks.
13. Expense reports are maintained to disclose the nature of expenses, and the dates incurred.
14. Separate files will be maintained for each bank account and vendor. Files will be kept separately for each fiscal year.
15. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the HIRTA fiscal year-end.

### B. Budgets:

## HIRTA - Accounting Policies and Procedures Manual

Budgets provide a standard by which to measure performance, encourage planning and allocate resources in accordance with the funding source requirements. Budgets should use reasonable assumptions of income and expenses. All budget assumptions should be documented to facilitate a thorough analysis and evaluation, not only of the budget, but of the actual revenue and expenditures as they relate to the budget.

1. The HIRTA budget is drafted by the Accountant.
2. The draft budget is amended and prepared by the CEO.
3. Budgets are submitted to the Finance Committee for review and approval prior to submission to the Board of Directors.
4. A separate schedule is made for each property / asset type. The schedule is maintained by the Accountant. As depreciable property is purchased, it is added to the depreciation schedule in the month following purchase/installation.

### **C. Internal Reporting:**

Reports assist the Board of Directors, CEO and funders, with managing and controlling of programs and financial resources. The CEO prepares a set of monthly financial reports for distribution to the Board of Directors. The reports include:

- Balance sheet
- Statement of Accounts Receivable
- Statement of Accounts Payable
- P&L budget-to-actual
- Month to Month Comparison

In addition, the monthly reports are submitted to the full board for their review and acceptance at the following board meeting. The monthly financial reports are finalized by the conclusion of the month following the statement period.

### **D. Amended Budget:**

During a monthly budget review, an amendment will be initiated if any of the following are found:

1. Funds need to be transferred from one line item to another line item.
2. Budget needs to increase or decrease in total.
3. A new service or capital project is established.
4. A new service or capital project budget line item needs to be increased or decreased.
5. Additional revenues received that are anticipated to be used to fund current operations.

### **E. Year-End Report/Audit:**

## **HIRTA - Accounting Policies and Procedures Manual**

There are specific rules regarding accounting cutoffs under U.S. Generally Accepted Accounting Principles (GAAP). HIRTA staff will adhere to strict observance of these rules. This means revenues and expenses must be matched to the periods in which they were earned and incurred. The end of the period serves as a "cutoff" for recognizing revenues and expenses.

1. The CEO will review and sign off on all year-end journal entries. They will be filed for audit trail purposes.
2. At the end of each fiscal year, the CEO will review all Statement of Financial Position (balance sheet) accounts including verification of the following balances: cash accounts match the bank reconciliations, capital asset accounts reflect all purchases, accounts receivable and payment accounts match outstanding amounts due and owed.
3. The revenue and expenditure accounts review will include a reconciliation to amounts received and expended.

HIRTA is required to have an A-133 Audit annually. At fiscal year-end, an Audit report should be prepared summarizing the total income and expense activity for the year. A balance sheet should be prepared as of June 30 and should be attached to the income and expense report. This report will be initially reviewed by the CEO, prior to distribution at the Board meeting.

If there is not an active contract for Audit, then bids for an independent auditor to conduct this review will be accepted between May 1 and June 15. In accordance with HIRTA policy, at least three proposals will be considered. The auditing process will begin on or about November 15.

Every 5 years, or more often if needed, a Request for Proposal (RFP) is sent to Audit firms qualified to provide the type of audit to meet HIRTA's need. The CEO is responsible for soliciting bids, interviewing firms and making recommendations to the Board.

The completed Audit is annually reviewed by the HIRTA Board, and action is taken to accept the Audit, which is then signed and dated by the Board Treasurer.

### **F. Annual Meeting Checklist**

During each annual meeting, the following procedures will be performed.

1. The Board of Directors shall approve new signers to each bank account, when applicable.
2. The Board of Directors shall approve any new and necessary bank accounts.
3. As required, new signers shall complete the appropriate signature card and corporate resolutions.
4. All financial institutions should be notified of any changes to the authorized signers of the accounts within three (3) business days following the annual meeting.

### **G. Accounting/Payroll System**

## **HIRTA - Accounting Policies and Procedures Manual**

- 1.** Access to the accounting/payroll System (QuickBooks) is controlled to assure accurate and confidential data. Only accounting staff responsible for accounting and payroll processing, and the CEO have access and is password protected.
- 2.** Computer System Backup Procedures will be followed as recommended by HIRTA's Information Technology (IT) firm. Procedures include:
  - An electronic, off-site copy of the server is captured daily.
  - Two external hard drives capture a local copy of the server, daily.
  - A daily notification is sent to the Business Development Manager, detailing the status of the offsite copy.
  - In the event the off-site copy failed, the notification is sent to the IT firm for prompt investigation and correction.
  - In the absence of the Business Development Manager, the CEO has access to the notifications and will monitor for any failures.

## Fare Increase or Major Service Reduction

Soliciting and Considering Public Comments Prior to raising fares or implementing a Major Service Reduction.

### DEFINITIONS:

1. A **Fare Increase** is defined as any increase in the basic fare structure. Fare decreases and special fares are specifically excluded.
2. **Major Service Reductions** are defined as decreases that represent a net loss of fifty percent (50%) or more of total service miles or fifty percent (50%) or more of transit hours on any individual service.

### IMPLEMENTING PROCEDURES:

#### Public Participation Process:

Upon determination of applicability of this procedure, the process for soliciting and considering public comment before raising fares or implementing a major service reduction are as follows:

- 1) Public transportation passengers will be notified of a proposed fare increase or major service reduction not less than forty-five (45) days before such changes are scheduled to take place. Such notification will take place by display of information on each bus on a posting of at least 8½" x 11". The posting will include the proposed change, the proposed date of the change, and will provide passengers with the opportunity to provide written comment. The address to which written comment may be sent will also be included in the posting. Finally, the posting will include the date, time and location of a Public Hearing where the HIRTA Board, will consider the proposed fare increase or major schedule reduction, inviting the public to attend,
- 2) A public notice will be placed in a local newspaper of general circulation, to reach the community in which the fare increase and/or service reduction is being considered, not less than forty-five (45) days before such changes are scheduled to take place. Such notification will include the proposed change, the proposed date of the change, and will provide the public with the opportunity to comment. The public notice will include the address at which written comment will be received, and a deadline for receipt of such written request. In addition, the public will be invited to attend the Public Hearing meeting when the proposed fare increase(s) or major service reduction(s) are considered.
- 3) Upon completion of the public comment period, HIRTA will compile all correspondence received regarding the proposed fare increase and/or major service reduction.

## **Fare Increase or Major Service Reduction**

Copies of any written comments regarding the fare increase and/or major service reduction will be prepared and

- a. Given to the HIRTA Chief Executive Officer, for review, comment and distribution to the HIRTA Board of Directors
  - b. Made available at the date and time stated in public notices as described above, along with specific information regarding the proposed fare increase and/or proposed major service reduction.
- 4) The HIRTA Board will review and consider written comment regarding the proposed fare increase and/or major service. The HIRTA Board will also offer the opportunity for public comment.
- 5) Upon receipt of all public comment and all written comment, the HIRTA Board will be asked to approve or reject the proposed fare increase or major service reduction. All public comment, whether in writing or verbal, shall be considered by The HIRTA Board in their decision.

# BY-LAWS

## HEART OF IOWA REGIONAL TRANSIT AGENCY (HIRTA)

### ARTICLE I – NAME and PURPOSE

**Section 1: Name:** The name of the organization shall be Heart of Iowa Regional Transit Agency, herein referred to as HIRTA, established under a 28E Agreement with the Iowa counties of, Boone, Dallas, Jasper, Madison, Marion, Story and Warren.

**Section 2: Purpose:** The purpose of HIRTA is:

- To identify and assess local and regional public transportation needs and changing conditions and to provide a forum of those changes.
- To provide and promote transportation for older adults, people with disabilities, people facing financial barriers, commuters and the general public in Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties.
- To solicit, accept and expend funds for the purpose set forth above and in accordance with the organization's 28E Agreement.

### ARTICLE II – MEETINGS

**Section 2: – Meetings:** An annual meeting of the board shall take place monthly, with no less than six (6) regular meeting per calendar year.

**Section 3: – Special meetings:** Special meetings may be called by the chair, the Executive Committee, or a simple majority of the board of directors.

**Section 4 – Notice of Meetings:** Printed notice of each meeting shall be given to each voting member by email, not less than 5 days prior to the meeting.

**Section 5 – Quorum:** The presence of four (4) HIRTA Policy Board members at any duly called regular or special meeting shall constitute a quorum.

**Section 6 – Voting:** All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

# BY-LAWS

## HEART OF IOWA REGIONAL TRANSIT AGENCY (HIRTA)

### ARTICLE III – POLICY BOARD of DIRECTORS

**Section 1: Board role, size, and compensation:** The board is responsible for overall policy and direction of HIRTA, and delegates responsibility of day-to-day operations to the Chief Executive Officer. The board shall be composed of one (1) Supervisor from each of the following counties: Boone, Dallas, Jasper, Madison, Marion, Story, and Warren. Each HIRTA Policy Board member shall be appointed on a yearly basis by their respective Board of Supervisors. Each member county may appoint an alternate, as needed, from among its members. The board shall not receive any salaries or compensation for their services as Board Members.

**Section 2: Vacancy on Policy Board:** Vacancies occurring due to resignation or other cause shall be filled by appointment of that county's Board of Supervisors. Any such appointment shall be for the duration of the unexpired term of the seat for which they are appointed.

**Section 3: Resignation and removal:** Resignation from the board must be in writing and received by the Chairperson. A board member may be removed for other reasons by a majority vote of the remaining directors.

**Section 4 – Officers and duties:** The officers of HIRTA shall be: Chairperson, Vice-Chairperson, and Treasurer. The HIRTA Policy Board shall elect said officers, and may elect or appoint such other officers, as it shall deem necessary.

- **Duties of the Chair:** The Chairperson shall preside at all meetings of the HIRTA Policy Board. They shall, when necessary, sign contracts, deeds and other instruments of the agency and perform all other duties incident to his/her office as are properly required of him/her by the HIRTA Policy Board.
- **Duties of the Vice Chair:** The Vice-Chairperson shall exercise the functions of Chairperson in the absence of the Chairperson.
- **Duties of the Treasurer:** The Treasurer shall monitor revenues and expenses. The Treasurer will also review financial records, including annual audits, for HIRTA.

### ARTICLE IV - COMMITTEES

**Section 1 – Committee formation:** The Board may create committees as needed. The board chair appoints committee chairs.

**Section 2 – Executive Committee:** The three officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

**Section 3: Advisory Committees:** The Policy Board shall create advisory members from their respective counties. Committee members may be representatives of transportation providers, social service agencies, local governmental units, or the general public. Advisory committee members shall serve without compensation for their services. Advisory committee members may attend the Policy Board meetings to provide advice and technical assistance to the Policy Board at the direction of the Policy Board.

# BY-LAWS

## HEART OF IOWA REGIONAL TRANSIT AGENCY (HIRTA)

### ARTICLE V - OFFICIAL SIGNATURES

- A. Contracts – The Chairperson is empowered to sign binding contracts subject to the affirmative vote of a majority of the Policy Board. The Chairperson is further empowered to sign contracts and applications as dictated by the general policies enacted by the Policy Board.
- B. Bank Accounts – In the conduct of HIRTA’s financial affairs, all checks, drafts, notes or orders drawn on the HIRTA bank account(s) shall require one (1) or two (2) signatures. Any two (2) of the following are authorized to sign:
- Chairperson
  - Vice-Chairperson
  - Treasurer
  - Chief Executive Officer
  - Policy Board Member, Policy Board as defined in Article II.

One (1) signature is required for checks written under \$40,000.  
Two (2) signatures are required for checks written for \$40,000 or over.

In order to expedite the payment of invoices, and other obligations of HIRTA, the Policy Board finds and determines that invoices and other obligations will be emailed to the Executive Committee on a weekly basis, to be reviewed and approved by the Treasurer. If the Treasurer is unavailable to approve, the Chair or Vice-Chair will review and approve. The invoices, and other obligations of HIRTA, may then be paid via check or online transaction.

Further, the Chief Executive Officer, shall provide a summary of the check numbers and total of all online payments made, to the Board at its regularly scheduled public Board meetings.

### ARTICLE VI - INDEMNIFICATION

HIRTA shall indemnify and hold harmless any member of the governing board, the administrative agency, or any other persons who serve at its request, whether such person is paid for his/her services or not, against judgments and expenses actually and necessarily incurred by that person in connection with the defense of or the results of any action suits or proceedings in which they is made a party by reason of his/her service to or for the entity.

### ARTICLE VII - FISCAL YEAR

**Section 1 – Fiscal Year:** The fiscal year of HIRTA shall begin on the first day of July and end on the last day of June each year.

### ARTICLE VIII - AMENDMENTS

**Section 1 – Amendments:** These By-laws may be altered, amended or repealed and new By-laws may be adopted by a majority of the Board members present at any regular or special meeting, if at least two (2) weeks written notice is given of the intention to amend, alter or repeal or to adopt new By-laws at such meetings, and provided that the amendment shall have been placed on the agenda for discussion at two (2) meetings of the Policy Board, including the meeting when the vote was taken.

Amended and adopted by Board of Directors:  
~~February 23, 2006~~  
~~February 27, 2014~~  
~~September 24, 2015~~

**July 27, 2023**

# Exhibit 3



**2025 - 2026**  
**PARTNER AGENCY AGREEMENT**  
**FOR ASSET-FUNDED AGENCIES**  
(hereinafter referred to as the “Agreement”)

between

**UNITED WAY OF STORY COUNTY (UWSC)**

**&**

**HEART OF IOWA REGIONAL TRANSIT AGENCY (HIRTA)**  
(the “Partner Agency”)

July 1, 2025 - June 30, 2026

Total UWSC Allocation through the ASSET Process for 2025-2026: \$8,750

Service	Service Code	UWSC Funding FY25/26
Transportation – City	2.13	\$6,500
Transportation – Story County	2.13	\$2,250
<b>Total Allocation:</b>		<b>\$8,750</b>

**The term of this Agreement shall be for a period of one (1) year, unless terminated earlier pursuant to Section III herein, commencing on July 1, 2025, and expiring at midnight on the 30<sup>th</sup> day of June 2026.**

**A Partner Agency is an organization that meets the United Way of Story County's Partner Agency eligibility requirements and has been approved for partnership by the United Way of Story County (UWSC) Board of Directors.**

### **ASSET-Funded Agencies**

#### **I. United Way of Story County (UWSC) agrees to:**

- A. Conduct the mission of UWSC.
- B. Conduct the purposes of UWSC as defined in its strategic plan:
  1. Provide leadership to identify community human service needs and to develop strategies to meet needs.
  2. Acquire and provide resources and develop partnerships for infrastructure support, financial support, and human capacity for meeting human service needs.
  3. Facilitate the planning, development, support, and evaluation of innovative human service programs that address identified needs, in the areas of health, education, and financial stability
- C. Help update Clear Impact Scorecard.
- D. Periodically review the operations and programs of funded Partner Agencies to ensure community needs are met and services are not needlessly duplicated.
- E. Participate in the ASSET process and help establish funding standards and criteria.
- F. Encourage a positive relationship among Partner Agencies and between Partner Agencies and the public.
- G. Establish a year-round communications program to inform community members of UWSC Partner Agencies and services.
- H. Promote active participation in community projects that support the mission of UWSC.
- I. Subject to availability of funding, distribute funding payments approved by UWSC Board of Directors to Partner Agencies (up to amounts listed on page one plus possible UWSC grants) according to Section III Method of Payment.
- J. Distribute donor designated payments where applicable. Donor designated payments will be adjusted for UWSC administrative costs and possible uncollectible pledges.
- K. Apply donor exclusions to funding payments consistent with donor requests and UWSC Exclusion Policy.

- L. Subject to availability of funding, offer grant opportunities, in-kind donation possibilities, educational programs, and other resources, as available, to Partner Agencies.

**ii. The Partner Agency agrees to the following:**

- A. Comply with Partner Agency's Articles of Incorporation and Bylaws and provide UWSC with updated copies of Partner Agency's Articles of Incorporation, Bylaws, list of Board members, and documentation of Board of Director meetings.
- B. Comply with UWSC Policies A-K (included in the Partner Agency 101 Document) and complete UWSC Partner Agency Eligibility Checklist annually.
- C. Comply with the following financial guidelines:
  - 1. Practice fiscal responsibility and operate under a budget approved by Partner Agency's Board of Directors.
  - 2. Provide copy of the current year's budget and monthly financial statements to UWSC if requested.
  - 3. Inform UWSC immediately if Partner Agency's financial viability is at risk.
  - 4. Account for funds in accordance with accepted accounting principles.
  - 5. If annual budget is over \$250,000, conduct an annual financial audit by an independent certified public accounting firm. Audit reports must be prepared using comparative financial statements. Provide an electronic document as required of the audit and a copy of the IRS Form 990 to ASSET within six months of the end of the fiscal year.
  - 6. If annual budget is \$250,000 or less, provide an electronic copy of the IRS Form 990 and a balance sheet prepared externally and independently to ASSET within six months of the end of the fiscal year. If an agency audit or IRS Form 990 is not submitted within six months following the end of the fiscal year, monthly allocation reimbursements will be withheld until the audit and/or IRS Form 990 is submitted. If an extension is needed, it must be submitted in writing to UWSC prior to the date the documents are due.  
(Attachment H)
- D. Comply with all the ASSET (Analysis of Social Services Evaluation Team) policies and requirements as outlined in the ASSET Reference Manual and in the ASSET Policies and Procedures.
- E. Record and maintain specified program information and performance measures, as outlined in Attachment L, in Clear Impact Scorecard at [app.resultsscorecard.com](http://app.resultsscorecard.com) meeting deadlines as established defined by UWSC.
- F. Inform UWSC if either of the following occurs:

1. Other fundraising activities produce sufficient revenue to meet the Partner Agency's program budget(s) without all or part of the annual UWSC allocation.
  2. Operational changes are made in the Partner Agency that result in lower operating costs that allow the Partner Agency to meet the Partner Agency's program budget(s) without all or part of the annual UWSC allocation.
  3. Funds that were allocated to the Partner Agency that are no longer needed because of one of the occurrences outlined above shall be returned to UWSC.
  4. Staffing changes are made in key positions.
- G. Attend annual Partner Agency meeting.
- H. Publicize UWSC affiliation by including the brand approved UWSC logo on letterhead, newsletters, brochures, and including UWSC partnership status in news releases and public service announcements. Provide letterhead, newsletters, brochures, to UWSC if requested.
- I. Comply with the following terms for the UWSC campaign:
1. Hold an internal campaign and encourage Partner Agency's employees to participate.
  2. Do not solicit designations
  3. Assist with the UWSC campaign as requested, including providing ideas for client speakers, letters to the editor and feature articles.
- J. Complete the agency data form online annually.
- K. Provide documentation of current licenses, permits, certification and/or accreditation to provide services to UWSC if requested.
- L. Post and maintain updated program and service information on the 2-1-1 Iowa Information and Referral Database for Health and Human Services at [www.211iowa.org](http://www.211iowa.org) at least semi-annually on or before January 1 and July 1 of each year, or more frequently as needed, or requested by UWSC.

### **III. Method of Payment**

- A. All allocation disbursements to be made by UWSC pursuant to this Agreement shall be made on a payment schedule for services provided in amounts not to exceed those outlined on the cover page.
- B. UWSC will disburse payment monthly beginning July 2025 through direct deposit to the bank account provided by the Partner Agency. Changes to the disbursement period must be approved by the President and CEO of UWSC.
- C. Documentation of all units claimed must be available for review by UWSC. UWSC reserves the right, at its sole discretion during the term of this Agreement, to require the Partner Agency to

submit claims, documentation or other evidence (“Verification Materials”) to verify that the services receiving allocations from UWSC are being delivered in accordance with the terms herein.

1. Upon written request from UWSC, the Partner Agency shall, within fifteen (15) business days, provide all requested Verification Materials demonstrating service delivery,
  2. Failure to provide requested Verification Materials within the specified timeframe, or provision of materials that demonstrate non-compliance with the terms of this Agreement, may result in actions including, but not limited to, withholding of allocation payments, requirement of corrective action plans, or termination of this Agreement.
- D. The maximum total amount payable by the UWSC under this agreement is summarized on the cover page, and no greater amount shall be paid.

#### **IV. Termination and/or withholding of funds**

- A. UWSC may terminate the partnership of the Partner Agency and cancel this agreement by written notice of termination stating cause for this action in accordance with UWSC By-Laws and Policies 30 days prior to the effective date of termination. Any unused dollars allocated to Partner Agency shall be returned to UWSC on or prior to the date of termination.
- B. Partner Agency may withdraw from partnership with UWSC and thereby terminate this Agreement by filing with the UWSC office written notice of termination of partnership. Any unused dollars allocated to Partner Agency shall be returned to UWSC with the Partner Agency’s written termination notice.
- C. UWSC may withhold funds until such time as UWSC is satisfied that the Partner Agency is meeting all terms and conditions of the Agreement and other concerns identified by UWSC.

#### **V. Miscellaneous**

- A. The Partner Agency may not assign this Agreement to any third party without the prior written consent of UWSC, and any such assignment shall be considered invalid.
- B. The Agreement constitutes the entire agreement between the parties with respect to the subject matter thereof and supersedes all prior representations and promises, oral or written. No addition to or change in the terms of this Agreement shall be binding upon the parties unless it is expressed in a writing that contains a reference to this Agreement and is signed by the parties.

**Attachments (included in the Partner Agency 101 document):**

- A. UWSC Designation Policy
- B. UWSC Exclusion Policy
- C. UWSC Grant Policy, Form and Guidelines for Funding
- D. UWSC Nondiscrimination Policy
- E. UWSC Partner Agency Campaign Policy
- F. UWSC Partner Agency Eligibility Policy
- G. UWSC Supplemental Fundraising Policy and Forms
- H. UWSC Partner Agency Audit Policy
- I. UWSC ASSET Participation Policy
- J. UWSC ASSET Appeal Policy and Form
- K. UWSC Name and Logo Policy

**Attachment included with the Agreement:**

- L. Specific Agency Program Information and Performance Measures – Clear Impact Scorecard

**[Signature Page Follows]**

**Please return the signed contract to United Way of Story County by Friday, July 11, 2025.**

We have read, understand, and agree to comply with this contract and attached policies.

---

Partner Agency Board President/Chair Name (Please Print)

---

Partner Agency Board President/Chair Signature

Date

---

Partner Agency Executive Director/President/CEO Name (Please Print)

---

Partner Agency Executive Director/President/CEO Signature

Date

---

United Way of Story County Board Chair, Karen Kiel Rosser – Signature

Date

---

United Way of Story County President and CEO, Ashley Thompson – Signature

Date

## | HIRTA

**March 2025:** To address concerns raised by the ASSET funders, HIRTA has agreed to collect and report a total of 9 quotations from surveyed riders in Story County each quarter (roughly 3 per month) and to report the top 3 destination addresses for City and County services quarterly. The CI Director will check in with HIRTA after a few quarters of reporting to get feedback on how time-intensive this data request is and/or if any changes are suggested to these new performance measures. - AM, 3/11/25 (following mtg with JC, BR, SM, and SK)

**August 2024:** HIRTA has requested an extension on their data due to a variance with the FY and monthly totals. Per BR, "We report monthly to the FTA and when I generated a year end total to balance the monthly data points, the year end numbers had variances. I had reached out to the software vendor and asked for an explanation and review, and they're still working on a final response to me." An extension has been granted until August 15, 2024. - AM

**November 2023:** In April 2022, additional impact measures were added for FY22-23 reporting; this was done with the cautionary "note" from HIRTA that they might not be able to continue to pull and report this data with the adoption of a new data system in summer 2022. Indeed, these data points - tagged with the label "May Archive" - are no longer available. Brooke stated that HIRTA could potentially add more narratives on their impact going forward but that there are not many additional data points that they can consistently pull. - AM, following mtg on 11/07/23

### Aggregate Data (DATA DUE ANNUALLY ON JULY 31)

#### P HIRTA Agencywide - HIRTA

	Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
<span>PM</span> <span>HIRTA</span> # of unduplicated Story County riders	FY23-24	972	↗ 3	6% ↗
<span>PM</span> <span>HIRTA</span> # of clients who responded to the survey	FY24-25	38	→ 1	31% ↗
<span>PM</span> <span>HIRTA</span> # of surveyed clients that reported improved access to needed services	FY24-25	35	↗ 1	25% ↗
<span>PM</span> <span>HIRTA</span> % of surveyed clients that reported improved access to needed services	FY24-25	92.1%	↗ 1	-5% ↘
<span>PM</span> <span>HIRTA</span> # of surveyed clients that reported improved quality of life	FY24-25	35	↗ 1	25% ↗
<span>PM</span> <span>HIRTA</span> % of surveyed clients that reported improved quality of life	FY24-25	92.1%	↗ 1	-5% ↘

#### R New Monthly Impact Quotations - HIRTA

### Funded by UW, City, County (DATA DUE ANNUALLY ON JULY 31)

#### P Well Transportation: City of Ames

	Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
<span>PM</span> <span>HIRTA</span> # of one-way trips in Ames	FY23-24	13,664	↗ 1	-48% ↘
<span>PM</span> <span>HIRTA</span> # of unduplicated riders from Ames	FY23-24	655	↗ 2	8% ↗
<span>PM</span> <span>New</span> Top 3 destination addresses (see narrative below) - City	-	-	-	-

### ASSET Mid-Year Update (DATA DUE ANNUALLY ON DECEMBER 15)

#### P Mid-Year Report HIRTA - Transportation City of Ames (2.13)

	Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
<span>PM</span> <span>Mid-Year Report</span> # of Story County clients served July 1-November 30	FY24-25	479	↗ 3	219% ↗
<span>PM</span> <span>Mid-Year Report</span> # of Story County clients turned away July 1-November 30	FY24-25	0	→ 1	0% →

### County, County Local Option, UW (DATA DUE ANNUALLY ON JULY 31)

**P** Transportation: Story County

Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
FY23-24	507	↘ 1	-85% ↘
FY23-24	317	↗ 2	146% ↗
FY23-24	2,527	↗ 1	218% ↗
—	—	—	—

- PM** **HIRTA** # of one-way trips in rural Story County
- PM** **HIRTA** # of unduplicated riders from rural Story County
- PM** **New** # of rides to/from Ames
- PM** **New** Top 3 destination addresses (see narrative below)

**ASSET Mid-Year Update (DATA DUE ANNUALLY ON DECEMBER 15)**

**P** Mid-Year Report **HIRTA - Transportation County (2.13)**

Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
FY24-25	76	↘ 1	322% ↗
FY24-25	0	→ 1	0% →

- PM** **Mid-Year Report** # of Story County clients served July 1-November 30
- PM** **Mid-Year Report** # of Story County clients turned away July 1-November 30

**Volunteers Used (DATA DUE ANNUALLY ON JULY 31)**

**P** Volunteers Used (Story County only)

Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
FY23-24	0	→ 4	0% →
FY23-24	0	→ 2	0% →

- PM** **HIRTA** # of volunteers used in fiscal year
- PM** **HIRTA** # of volunteer hours in Story County in fiscal year

**Agency Client Statistics for ASSET (DATA DUE ANNUALLY ON JULY 31)**

**P** Agency Client Statistics (former ABF-2) - HIRTA

Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
FY21-22	237	→ 0	0% →
FY23-24	972	↗ 3	6% ↗
FY23-24	972	↗ 1	6% ↗ ●
FY21-22	0	→ 0	0% →
FY22-23	1	↗ 1	0% →
FY22-23	2	↘ 1	-50% ↘
FY23-24	6	↘ 1	-85% ↘
FY23-24	53	↘ 2	-71% ↘
FY23-24	84	↘ 2	-67% ↘
FY23-24	829	↗ 2	1558% ↗
FY23-24	972	↗ 2	85% ↗ ●
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—

- PM** **HIRTA** UNDUPLICATED PROGRAM CLIENTS: Total continuing from previous year
- PM** **HIRTA** UNDUPLICATED PROGRAM CLIENTS: Total new for the year
- PM** **HIRTA** UNDUPLICATED PROGRAM CLIENTS: TOTAL
- PM** **HIRTA** AGE GROUP: Infants - under 5
- PM** **HIRTA** AGE GROUP: Between 5 and 12
- PM** **HIRTA** AGE GROUP: Between 13 and 17
- PM** **HIRTA** AGE GROUP: Between 18 and 29
- PM** **HIRTA** AGE GROUP: Between 30 and 64
- PM** **HIRTA** AGE GROUP: 65 and over
- PM** **HIRTA** AGE GROUP: Not known
- PM** **HIRTA** AGE GROUP: TOTAL
- PM** **HIRTA** RACE/ETHNICITY: Asian American
- PM** **HIRTA** RACE/ETHNICITY: Black or African American
- PM** **HIRTA** RACE/ETHNICITY: Native American or Alaska Native
- PM** **HIRTA** RACE/ETHNICITY: Native Hawaiian or Pacific Islander

PM	HIRTA	RACE/ETHNICITY: White	-	-	-	-
PM	HIRTA	RACE/ETHNICITY: Two or more	-	-	-	-
PM	HIRTA	RACE/ETHNICITY: Another descriptor not listed	-	-	-	-
PM	HIRTA	RACE/ETHNICITY: Hispanic/Latinx	-	-	-	-
PM	HIRTA	RACE/ETHNICITY: Not known	FY23-24	972	↗ 2	84% ↗
PM	HIRTA	LOCATION OF RESIDENCE: Ames	FY23-24	655	↗ 2	37% ↗
PM	HIRTA	LOCATION OF RESIDENCE: Story County, not including Ames	FY23-24	317	↗ 2	604% ↗
PM	HIRTA	LOCATION OF RESIDENCE: Outside Story County	-	-	-	-
PM	HIRTA	LOCATION OF RESIDENCE: ISU student, student's spouse, or student's dependent (do not count elsewhere)	-	-	-	-
PM	HIRTA	LOCATION OF RESIDENCE: Not known	-	-	-	-
PM	HIRTA	LOCATION OF RESIDENCE: TOTAL	FY23-24	972	↗ 2	86% ↗ ●
PM	HIRTA	INCOME LEVEL: Below 150% of Federal Poverty Guideline	-	-	-	-
PM	HIRTA	INCOME LEVEL: Between 150% and 200% of Federal Poverty Guideline	-	-	-	-
PM	HIRTA	INCOME LEVEL: 200% or more of Federal Poverty Guideline	-	-	-	-
PM	HIRTA	INCOME LEVEL: Not known	FY23-24	972	↗ 2	84% ↗
PM	HIRTA	INCOME LEVEL: Not known	FY23-24	972	↗ 2	84% ↗ ●
PM	HIRTA	OTHER: Clients with Emotional/Mental Disabilities	FY23-24	41	↗ 2	215% ↗
PM	HIRTA	OTHER: Clients with Physical Disabilities	FY22-23	55	↘ 1	-69% ↘
PM	HIRTA	OTHER: Clients with Fees Paid By Governmental Agencies	FY23-24	41	↘ 2	-80% ↘

### Impact Stories (STORY, PHOTO & RELEASE DUE ANNUALLY ON JULY 31 OR EARLIER)

#### Impact Stories What Works: Annual Impact Stories

#### Transportation: Iowa City

			Most Recent Period	Current Actual Value	Current Trend	Baseline % Change
PM	HIRTA	# of one-way trips provided to/from Iowa City	FY19-20	5	→ 0	0% →
PM	HIRTA	# of unduplicated riders to/from Iowa City	FY19-20	3		

# Exhibit 4



# Heart of Iowa Regional Transit Agency HIRTA Public Transit

Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties

6/26/2025

Iowa DOT  
Modal Transportation Bureau  
Matt Oetker, Transit Programs Administrator  
800 Lincoln Way  
Ames, IA 50010

Subject: Temporary Authorized Signatory for HIRTA

Mr. Oetker,

This letter serves to inform the Iowa DOT, due to the medical leave of our Chief Executive Officer (CEO), Julia Castillo, during June and July 2025, the Heart of Iowa Regional Transit Agency (HIRTA) Board of Directors has formally appointed a temporary authorized signatory.

Effective June 26, 2025 through July 31, 2025, or until the CEO returns, whichever comes first, our Chief Operating Officer (COO), Brooke Ramsey, is authorized to sign all necessary financial instruments, contracts, agreements, and other official documents on behalf of HIRTA. This temporary authority includes all day-to-day operations, financial transactions, reimbursement requests, and contractual obligations to ensure the continued operation of HIRTA.

The COO will keep the Board informed of all significant actions taken under this temporary authorization.

Sincerely,

Lisa Heddens, Board Chair  
HIRTA Board of Directors

**2824 104th Street, Urbandale, IA 50322 | [www.RideHIRTA.com](http://www.RideHIRTA.com)  
Toll free: 1 (877) 686-0029 | Fax: (515)777-2745**

# Exhibit 5

**HEART OF IOWA REGIONAL TRANSIT AGENCY  
FUNDING AGREEMENT WITH THE CITY OF NEWTON**

This Agreement is made and entered into by and between the Heart of Iowa Regional Transit Agency, a transit agency formed pursuant to Iowa Code Chapter 28E (“HIRTA”) and Newton, a municipal corporation formed under Iowa law (“City”).

WITNESSETH:

WHEREAS, HIRTA was created for the purpose of providing and promoting transportation for older adults, people with disabilities, people facing financial barriers, commuters and the general public in Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties; and

WHEREAS, City is located in one of HIRTA’s member counties; and

WHEREAS, the City and HIRTA desire to promote continued economic development within the community, and seek to promote economic development by making transportation services available to individuals who may otherwise not have the ability to travel to and from businesses within the City, which in turn will increase the business and employment opportunities for the citizens of the community, increase tax revenues, and will continue the economic vitality of the community; and

WHEREAS, Iowa Code Chapter 15A provides that cities may provide grants and other financial assistance to private persons and businesses to advance economic development; and

WHEREAS, the City and HIRTA believe the fulfillment generally of this Agreement is in the best interest of the citizens of the City, and the City believes this Agreement is in accord with the public purposes and provisions of the applicable State and local laws and requirements under which this Agreement is being undertaken and under which HIRTA is being assisted, under the terms and conditions set forth herein.

IT IS AGREED AS FOLLOWS:

1. **TERM.** The term of this Agreement shall commence upon execution by both parties and continue through **June 30, 2026**.
2. **REPORTS.** HIRTA agrees to submit an annual report to the City by October 1 of each of the years during the term of this Agreement, commencing July 1, 2025. The annual report shall identify the number of trips provided within the City for **fiscal year 2026**, and an accounting of the expenditures of funds provided by the City pursuant to Section 4 of this Agreement.

3. **SCOPE OF SERVICES.** The Services to be provided by HIRTA to the City include, but are not limited to:
  - a. To identify and assess local and regional public transportation needs and changing conditions and to provide a forum of those changes.
  - b. To provide and promote transportation for older adults, people with disabilities, people facing financial barriers, commuters and the general public in Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties.
  - c. To solicit, accept and expend funds for the purpose set forth above and as authorized by HIRTA's 28E Agreement.
  
4. **FUNDING FOR SERVICES.** In exchange for HIRTA's provision of the services described herein, in furtherance of the goals and objectives of Iowa Code Chapter 15A, the City agrees, subject to HIRTA being and remaining in compliance with the terms of this Agreement, and subject to the terms and conditions of this Agreement, to provide HIRTA with funding as follows:
  - a. The Contractor shall be paid for the services described above as follows:  
**\$17,625.50 by July 15, 2025 and \$17,625.50 by January 15, 2026.**
  
5. **WAIVER OF WARRANTY.** HIRTA warrants and represents only that it will work diligently to perform the services required by this Agreement. HIRTA makes no warranty or representation that the services performed pursuant to this Agreement will produce results desired by the City.
  
6. **INDEMNIFICATION AND INSURANCE.** HIRTA shall provide adequate coverage to insure its operations. Further, to the extent permitted by law, HIRTA shall hold harmless, and indemnify the City, its elected officials, officers, directors, employees and agents from any and all claims, suits, actions, costs and fees, including but not limited to attorney's fees, interest and expenses growing out of or connected with the performance of this Agreement, or because of any act or omission, neglect, or misconduct of HIRTA, its officers, directors, employees, agents, volunteers, sub-recipients, independent contractors, or subcontractors. To the extent permitted by law, the City shall hold harmless HIRTA and its officials, officers, directors, employees and agents from any and all claims, suits, and actions growing out of or connected with the performance of this Agreement, except to the extent related to neglect or misconduct of HIRTA, its officers, directors, employees, agents, volunteers, sub-recipients, independent contractors, or subcontractors.
  
7. **CONFLICT OF INTEREST.** HIRTA shall establish and follow policies prohibiting its officers, directors, agents, and employees from using City funds for their own private use.
  
8. **GOVERNING LAW.** This Agreement shall be governed and construed by the laws of the State of Iowa both as to interpretation and performance.

**9. REQUIRED NOTICES OR REPORTS.** Any notices, reports, records, or documents required under the terms of this Agreement shall be deemed sufficiently livered if made in writing and sent by first class mail or personal service to:

**FOR THE CITY**

Evelyn George, Mayor  
City of Newton  
101 W 4 St S  
Newton, IA 50208

**FOR HIRTA**

Julia Castillo, Executive Director  
2824 104th St.  
Urbandale, IA, 50322

**10. TERMINATION.** Either party, upon ninety (90) days written notice to the other, may terminate this Agreement. Upon termination, the City agrees to pay HIRTA a prorated amount for all services performed pursuant to this Agreement prior to the effective date of termination. In the event the City has paid for services in advance, which were not rendered before the effective date of termination, then HIRTA shall return to the City the prorated portion of the advance payment for services not rendered before the termination.

**11. SUCCESSORS AND ASSIGNS.** Each party, and their respective successors, executors, administrators and assigns, shall be bound by the terms of this Agreement. Neither party shall assign nor transfer any interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of either party hereto nor shall it be construed as giving any rights or benefits hereunder to anyone other than the parties to this agreement.

**12. AMENDMENTS.** This agreement may not be amended or modified except by written agreement of the City and HIRTA.

**13. ENTIRE AGREEMENT.** This Agreement represents the entire agreement between the parties regarding the subject herein and supersedes all previous communications or understandings, whether oral or written.

**14. SAVINGS CLAUSE.** If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**15. NO JOINT VENTURE.** Nothing in this Agreement shall be construed as creating or constituting the relationship of a partnership, joint utility, joint venture, (or other association of any kind or agent/principal relationship) between the parties hereto. No party, unless otherwise specifically provided for herein, has the authority to enter into any agreement or create an obligation or liability on behalf of, in the name of, or binding upon another party to this Agreement.

16. **NON-WAIVER.** Failure of either party to take action to enforce compliance with any of the terms or conditions of this Agreement, or to give notice or declare this Agreement or any authorization granted hereunder terminated, or to exercise any right or privilege hereunder, shall not be construed as a continuing or future waiver of such term, condition, right or privilege, but the same shall be and remain at all times in full force and effect.

HEART OF IOWA REGIONAL TRANSIT AGENCY

\_\_\_\_\_  
Board Chair

Date \_\_\_\_\_

CITY OF Newton \_\_\_\_\_

Evelyn George  
\_\_\_\_\_  
Mayor

ATTEST:

Katrina Davis  
\_\_\_\_\_

Date 06/16/2025 \_\_\_\_\_

# Exhibit 6



**RATE AMENDMENT TO SUBCONTRACTOR AGREEMENT**

This Rate Amendment (“Rate Amendment”) to the Subcontractor Agreement is made between Access2Care, LLC (“A2C”) and HIRTA Public Transit (“Subcontractor”). A2C and Subcontractor may be referred to hereinafter collectively as the “Parties,” and individually, each a “Party.” This Rate Amendment is effective as of 7/1/2025 (“Effective Date”).

**Preliminary Statement**

- A. The Parties have previously entered into a Subcontractor Agreement (“Agreement”); and
- B. The Parties wish to amend and modify certain terms of the Schedule B to the Agreement updating the Rates.

In consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties incorporate the above recitals and agree as follows:

1. **Rates.** The Rates set forth in Schedule B of the Agreement shall be amended and restated as set forth below:

**SCHEDULE B – RATES**

Schedule B (Rates), attached hereto and incorporated into the Agreement by reference, where applicable, will solely apply to A2C Trip(s).

**Ratification of Agreement.** Except as modified by this Rate Amendment, the terms and conditions of the Agreement are ratified and confirmed and remain in full force and effect. In the event of any inconsistency between the terms of this Rate Amendment and the Agreement, the terms of this Rate Amendment shall govern and control.

By signing below, each Party acknowledges that they have carefully read and fully understands this Rate Amendment, and each agrees to be bound by the terms of this Rate Amendment.

<b>Access2Care, LLC, a wholly owned subsidiary of Medical Transportation Management, Inc.</b>	<b>HIRTA Public Transit</b>
By: Seth Johnson	By: Brooke Ramsey
By:	By:
(Signature)	(Signature)
Title: Program Director	Title: Business Manager
Date:	Date:
16 Hawk Ridge Circle Lake St. Louis MO 63367	Federal Tax ID: 42-1176997 Address: 2824 104th St. Urbandale, IA 50322 Phone: (877) 686-0029 Email: <a href="mailto:bramsey@ridehirta.com">bramsey@ridehirta.com</a>



An MTM Company

**Schedule B**  
**Rates**

**Section I - Rates**

Curb to Curb Service – Driver or Attendant generally assists Member to pick-up and drop-off location without assistance to the location entrance.

Mileage Band	Curb to Curb Loaded Business Hour Rates Per One-Way Trip				Business Hours Monday-Friday: 0700-1700
	Ambulatory	Wheelchair	Stretcher	Specialized	
0.01 -5.00 Miles (base)	\$14.25	\$16.25	N/A	N/A	
5.01 - Endless Miles (per mile)	\$2.75	\$2.75	N/A	N/A	
	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	

Waiver Transportation Specialty Service				
	Ambulatory	Wheelchair	Stretcher	Specialized
T2003	\$14.25	N/A	N/A	N/A
A0310	N/A	\$16.25	N/A	N/A
S0215 Dallas County 0.01-5.00	\$13.00	\$13.00	N/A	N/A
S0215 Dallas County 5.01- Endless miles	\$1.75	\$1.75	N/A	N/A
S0215 Marion County 0.01-5.00	\$13.00	\$13.00	N/A	N/A
S0215 Marion County 5.01- Endless miles	\$3.02	\$3.02	N/A	N/A
S0215 Boone, Jasper, Madison, Story, Warren 0.01-5.00	\$13.00	\$13.00	N/A	N/A
S0215 Boone, Jasper, Madison, Story, Warren 5.01- Endless miles	\$3.84	\$3.84	N/A	N/A

By executing this Schedule B, Subcontractor agrees to render transportation services as requested by A2C at the rates set forth herein. Subcontractor further agrees not to seek higher rates by requesting from or providing to A2C a rate quote for any Trip. This Schedule B may be executed in two counterparts.

<b>Access2Care, LLC, a wholly owned subsidiary of Medical Transportation Management, Inc.</b>	<b>HIRTA Public Transit</b>
By:	By:
Print: Seth Johnson	Print: Brooke Ramsey
Title: Program Director	Title: Business Manager
	Federal Tax ID# 42-1176997



An MTM Company

**Schedule B**  
**Rates**

Date:	Date:
-------	-------

## Certificate Of Completion

Envelope Id: ECF7D501-A1ED-4413-8373-4FA71CBD7676

Status: Sent

Subject: Complete with Docusign: HIRTA Public Transit (IA)- Schedule B & Waiver.pdf

Source Envelope:

Document Pages: 3

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Stacey Powell

AutoNav: Enabled

stpowell@mtm-inc.net

Envelopeld Stamping: Enabled

IP Address: 173.26.37.238

Time Zone: (UTC-06:00) Central Time (US & Canada)

## Record Tracking

Status: Original

Holder: Stacey Powell

Location: DocuSign

6/17/2025 10:32:07 AM

stpowell@mtm-inc.net

## Signer Events

### Signature

### Timestamp

Brooke Ramsey

Sent: 6/17/2025 10:35:54 AM

Bramsey@ridehirta.com

Viewed: 6/17/2025 10:38:42 AM

Business Manager

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Accepted: 6/17/2025 10:38:42 AM

ID: 8ca0668f-8757-49da-a12b-23eb3732c3cd

Seth Johnson

setjohnson@mtm-inc.net

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Accepted: 6/16/2025 2:38:02 PM

ID: b40e7938-cf9e-481c-b215-21d9816ccd71

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

## Intermediary Delivery Events

### Status

### Timestamp

## Certified Delivery Events

### Status

### Timestamp

## Carbon Copy Events

### Status

### Timestamp

TP Team

A2CTPinfo@mtm-inc.net

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Stacey Powell

stpowell@mtm-inc.net

Security Level: Email, Account Authentication  
(None)

#### Electronic Record and Signature Disclosure:

Not Offered via Docusign

## Witness Events

### Signature

### Timestamp

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	6/17/2025 10:35:54 AM
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Medical Transportation Management, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Medical Transportation Management, Inc.:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [jtook@mtm-inc.net](mailto:jtook@mtm-inc.net)

### **To advise Medical Transportation Management, Inc. of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [jtook@mtm-inc.net](mailto:jtook@mtm-inc.net) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Medical Transportation Management, Inc.**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [jtook@mtm-inc.net](mailto:jtook@mtm-inc.net) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Medical Transportation Management, Inc.**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [jtook@mtm-inc.net](mailto:jtook@mtm-inc.net) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Medical Transportation Management, Inc. as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Medical Transportation Management, Inc. during the course of your relationship with Medical Transportation Management, Inc..

# Acknowledgement of Treasurer as Signer

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## WAUKEE MAINTENANCE FACILITY – LAND ACQUISITION SUMMARY

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We have cleared the NEPA process and are eligible to move forward with purchasing the land for the Waukee maintenance facility. However, the grant tied to this project has not yet been approved, and there is no clear timeline on when a decision will be made. If we move ahead with the purchase now, we would take on the financial risk if the grant does not come through.

If we choose to wait, there's a risk the property owner could sell the land to someone else. In that case, we would likely lose the grant, as there would not be enough time to find a new property and land options in the area are limited.

We need to weigh the risk of moving forward without secured funding against the chance of losing the property and the grant altogether.

Staff recommends scheduling a special Board meeting to discuss next steps with the option to take action.

CIRTPA Director  
Andrew Collings

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## INFORMATIONAL UPDATES

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The City of Boone awarded a slightly higher this year than last year. FY2025 we received \$17,860 and FY2026 we're awarded \$25,500. The higher amount is included in the draft budget.

Staff has reached out to the Boone Airport Commission and requested a reduction in our monthly rent given our challenging budget. They were going to take the Commissioners to tour the building the week of 6/16 and take our request under consideration.

A Story County rider passed away and the family requested memorial funds be submitted to HIRTA, which raised \$755 in donations.

Heart of Transit transferred \$8,171.50 to HIRTA. These included a grant from the Bock Family Foundation (maintenance software), Marion County United Way, United Way of Central Iowa, United Way of Boone County and a grant from Lincoln Savings Bank (Match on RSVP).

HIRTA will be hosting an Operational Showcase on 7/11/2025 at the Waukee YMCA from 1-3. This event will be open to the public and family friendly. We've invited several of our Community Partners to have booths. There will be ice cream, demos of the various elements of Health Connector, and activities. Representatives from Iowa DOT and USDOT will be on site, we've also invited FTA Region VII to attend. Initiations were sent to the Board on 6/19, we hope to see you there.