



Heart of Iowa Regional Transit Agency HIRTA Public Transit

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

AMENDED Agenda

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

ID: 892 8108 5757 Password: 627357

Lisa Heddens, Board Chair, presiding

HIRTA March 2026 Board Meeting

Thursday, 03/26/2026 at 9:00 a.m.

1. HIRTA Board Meeting Call to order
2. Roll call of members
3. Approve Agenda
4. Public comment
5. Minutes
 - A. February 26, 2026
 - B. March Special 18, 2025
6. Financial report to receive and file
 - February 2026
7. Action Items
 - A. **Boone Human Services Grant FY2027 Application (Exhibit 1)**
 - Consider Approval of the Boone Human Services Grant for \$30,600 to provide public transportation in and around the City of Boone
 - B. **Jasper County Community Foundation Grant FY2027 Application (Exhibit 2)**
 - Consider Approval of the Jasper County Community Grant for \$10,000 to provide match funds to replace a Ford Transit within Jasper County.
 - C. **GASB 75 VALUATION / OPEB (Exhibit 3)**
 - Consider Approval for HIRTA staff to schedule a roll-forward update for FY2026.
 - D. **Heart of Transit Checking Account (Exhibit 4)**
 - Consider Approval to move \$1,000 from Heart of Transit Savings to Checking and authorize the CEO and Treasurer as signers on the new checking account.
 - E. **Attorney Engagement Letter for Consolidated Funding Plan (Exhibit 5)**
 - Consider Approval of Attorney Engagement letter to be signed by Vice Chair

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.

Action Items continued

F. Health Insurance (*Information will be presented at Board meeting*)

- Consider Approval of staff recommendations for Health plans and percentage changes to Employer/Employee cost.

G. Waukee Land acquisition (*Exhibit 6*)

- Consider Approval to purchase approximately 3.95 acres (172,105 square feet) of land, identified as Dallas County Parcels 1229377005 and 1229377006, located at 1635 and 1685 NW Vicksburg Court, Waukee, Iowa, at a total cost of \$971,777.00, contingent upon Federal Transit Administration (FTA) approval, and to authorize the CEO to execute the Purchase Agreement on behalf of HIRTA.

8. Discussion / Informational Items

9. Reports to the Board

- A. CIRTPA – Regional Planning Agency Director: Andrew Collings / Alyssa Schaeffer
- B. HIRTA – CEO: Julia Castillo

10. Other business

11. Next meeting: 04/26/2026

12. Adjourn

Meeting Minutes

Heart of Iowa Regional Transit Agency

February 26, 2026

1. **Call to Order:** Chair, Lisa Heddens, called meeting to order at 9:00AM
2. **Roll Call:**
 - Present:** Lisa Heddens, Diane Fitch, Scott Longhorn, Kim Chapman, Doug Cupples, Steve McCombs
 - Employees:** Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer
 - Others:** Andrew Collings, CIRTPA; Alyssa Schaeffer
 - Absent:** Brian Arnold
3. **Agenda Approval:** Motion by Scott Longhorn to approve agenda; seconded by Kim Chapman. Motion unanimously carried.
4. **Public Comment:** None
5. **Public Hearing:**
 - Motion by Scott Longhorn to open public hearing at 9:02AM; seconded by Steve McCombs. Motion unanimously carried.*
 - A. Public Hearing for HIRTA Facility Title VI Equity Analysis: open for public comment on Facility Draft Equity Analysis.*
 - Motion by Kim Chapman to close public hearing at 9:03AM; seconded by Scott Longhorn. Motion unanimously carried.*
6. **Minutes:** Motion by Diane Fitch to approve January 22, 2026 minutes; seconded by Steve McCombs. Motion unanimously carried.
7. **Financial Report:** Motion by Diane Fitch to receive and file December 2025 and January 2026 financial reports; seconded by Scott Longhorn. Motion unanimously carried.
8. **Action Items:**
 - A. Motion by Diane Fitch to approve Amoco Loan Agreement with Iowa D.O.T. to cover the match on six (6) minivans with no interest repayment until January 1, 2027; seconded by Scott Longhorn. Motion unanimously carried.
 - B. Motion by Steve McCombs to approve Bus Contract #1168 for one (1) Ford Transit at a cost of \$116, 806; seconded by Diane Fitch. Motion unanimously carried.
 - C. Motion by Scott Longhorn to approve Bus Contract #2032 for two (2) Ford Transit vehicles at a cost of \$134,236; seconded by Diane Fitch. Motion unanimously carried.
 - D. Motion by Diane Fitch to approve Bus Contract #7548 Shortfall Funds for Contracts #1168 and #2032; seconded by Scott Longhorn. Motion unanimously carried.
 - E. Motion by Steve McCombs to approve the opening of a checking account for Heart of Transit; seconded by Diane Fitch. Motion unanimously carried.

- F. Motion by Diane Fitch to approve moving invoice payments to ACH and only paying via check those who do not have an ACH option; seconded by Scott Longhorn. Motion unanimously carried.
- G. Motion by Diane Fitch to approve the Waiting List Policy as required by Aging Resources; seconded by Scott Longhorn. Motion unanimously carried.

9. Discussion / Informational Items:

- A. FY2027 Budget: Updates on future service changes and cost-cutting measures.
- B. Due to a change in ownership of the Urbandale office, the CEO reported that a lack of invoicing has prevented HIRTA from making regular monthly lease payments. In response, the Board directed that the corresponding funds be moved to the Heart of Transit savings account until this matter is resolved.

10. Reports to the Board:

- A. CIRTPA – Regional Planning Agency Director, Andrew Collings, and Alyssa Schaeffer
- B. HIRTA – Chief Executive Officer, Julia Castillo

11. Other Business: None

12. Next Meeting: 03/26/2026

13. Adjournment: Motion by Diane Fitch to adjourn at 9:43AM; seconded by Scott Longhorn. Motion unanimously carried.

Chair

Date

Meeting Minutes- Special Session
Heart of Iowa Regional Transit Agency

March 18, 2026

1. **Call to Order:** Chair, Lisa Heddens, called meeting to order at 2:01PM
2. **Roll Call:**
Present: Lisa Heddens, Diane Fitch, Scott Longhorn, Steve McCombs
Employees: Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer
Others: None
Absent: Kim Chapman, Doug Cupples, Brian Arnold
3. **Agenda Approval:** Motion by Diane Fitch to approve agenda; seconded by Scott Longhorn. Motion unanimously carried
4. **Action Items:**
 - A. Motion by Diane Fitch to authorize the CEO to proceed with land acquisition on 2.78-acre property in Boone County; seconded by Steve McCombs. Motion unanimously carried.
 - B. Motion by Diane Fitch to authorize the CEO to sign the Rental Agreement with Central Iowa Expo for parking buses in Boone; seconded by Scott Longhorn. Motion unanimously carried.
5. **Adjournment:** Motion by Chair to adjourn at 2:09PM. Motion unanimously carried.

Chair

Date

**HIRTA Public Transit
A/P Aging Summary
As of January 31, 2026**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1 It Source	565.00	0.00	0.00	0.00	0.00	565.00
Ahlers & Cooney, P.C.	204.00	0.00	0.00	0.00	0.00	204.00
Barney's Services Inc	706.90	0.00	0.00	0.00	0.00	706.90
Big Brand Tire & Service	82.24	0.00	0.00	0.00	0.00	82.24
Bluefin	152.46	0.00	0.00	0.00	0.00	152.46
Braintree Funding	678.87	0.00	0.00	0.00	0.00	678.87
Casey's Businesss Advantage	15,508.68	0.00	0.00	0.00	0.00	15,508.68
CenturyLink	0.00	874.67	0.00	0.00	0.00	874.67
Crystal Clear Water	27.75	0.00	0.00	0.00	0.00	27.75
Debbie Comito	225.00	0.00	0.00	0.00	0.00	225.00
Delta Dental	0.00	-1,973.34	0.00	0.00	0.00	-1,973.34
Donna Adams	52.00	0.00	0.00	0.00	0.00	52.00
Downey Tire Service	0.00	104.04	0.00	0.00	0.00	104.04
DSI Medical Services, Inc.	47.00	0.00	0.00	0.00	0.00	47.00
Dutch Clean Auto Wash	9.07	0.00	0.00	0.00	0.00	9.07
E3 Millennium	90.00	0.00	0.00	0.00	0.00	90.00
Flexlynqs LLC	20,807.74	0.00	0.00	0.00	0.00	20,807.74
Freedom Tire & Auto Center	540.20	817.62	0.00	0.00	-480.00	877.82
Heart Of Transit	0.00	4,263.56	0.00	0.00	0.00	4,263.56
IntelliCorp Records	69.60	0.00	0.00	0.00	0.00	69.60
Iowa State University	3,000.00	0.00	0.00	0.00	0.00	3,000.00
Iowa State University Science & Tech Pd 3/20	7,312.88	0.00	0.00	16,530.14	0.00	23,843.02
Joanne Nordengren	23.96	0.00	0.00	0.00	0.00	23.96
Libbe Bolton	67.84	0.00	0.00	0.00	0.00	67.84
Linda Akwa	168.04	0.00	0.00	0.00	0.00	168.04
MCGowen, Hurst, Clark & Smith, PC	300.00	0.00	0.00	0.00	0.00	300.00
Merchant Service	197.25	0.00	0.00	0.00	0.00	197.25
Mid American Energy	417.02	0.00	0.00	0.00	0.00	417.02
Moffitt's	24,827.29	0.00	0.00	0.00	0.00	24,827.29
Napa Auto Parts - Des Moines COJ	29.94	0.00	0.00	0.00	0.00	29.94
NaviLens Projects Corp	0.00	228.90	0.00	0.00	0.00	228.90
NEORide	6,448.48	0.00	0.00	0.00	0.00	6,448.48
RDG Planning Design	1,078.99	0.00	0.00	0.00	0.00	1,078.99
Stanley's Service LLC	0.00	51.99	0.00	0.00	0.00	51.99
Summit Companies	0.00	86.50	0.00	0.00	-9.86	76.64
Thomas Bus Sales	0.00	0.00	0.00	0.00	-33.56	-33.56
Time Management Systems, Inc.	197.79	487.50	0.00	0.00	0.00	685.29
U.S. Cellular	0.00	1,199.37	0.00	0.00	0.00	1,199.37
Wild Water Car Wash & Pet Wash	106.50	0.00	0.00	0.00	0.00	106.50
Windstream Iowa Communications	150.42	0.00	0.00	0.00	0.00	150.42
TOTAL	84,092.91	6,140.81	0.00	16,530.14	-523.42	106,240.44

**HIRTA Public Transit
A/R Aging Summary
As of January 31, 2026**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Access2Care-MTM Issues w/late pmnts	14,475.00	0.00	16,912.57	13,162.64	18,106.71	62,656.92
Accura of Knoxville	60.00	0.00	0.00	0.00	0.00	60.00
Accura of Newton - East	768.00	0.00	0.00	0.00	0.00	768.00
Accura Riverside North	63.00	0.00	0.00	0.00	0.00	63.00
Aging Resources of Central Iowa	15,970.70	0.00	0.00	0.00	0.00	15,970.70
Americorp	8,826.39	0.00	0.00	0.00	0.00	8,826.39
Boone - Westhaven	87.00	0.00	0.00	0.00	0.00	87.00
Boone County Auditor.	3,750.00	0.00	0.00	0.00	0.00	3,750.00
Boone County Hospital	27.00	0.00	0.00	0.00	0.00	27.00
City of Ames - ASSETPd 11,885	4,113.25	4,004.40	4,025.70	3,855.30	0.00	15,998.65
City Of Boone	0.00	-6,375.00	0.00	0.00	0.00	-6,375.00
City of Grimes	1,056.55	2,979.00	2,780.40	0.00	3,500.13	10,316.08
City of Newton -	0.00	-8,812.75	0.00	0.00	0.00	-8,812.75
City Of Norwalk	0.00	-2,666.67	0.00	0.00	0.00	-2,666.67
City Of Waukee	0.00	7,500.00	0.00	0.00	0.00	7,500.00
City Of Winterset	833.33	0.00	0.00	0.00	0.00	833.33
CyRide/DAR	25,944.48	0.00	0.00	0.00	0.00	25,944.48
Dallas County	0.00	-8,458.33	0.00	0.00	0.00	-8,458.33
Fieldprint Equipment Corp	1,143.00	0.00	0.00	0.00	0.00	1,143.00
HIPP (IME)	1,490.29	0.00	0.00	0.00	0.00	1,490.29
Iowa DOT Pd 2/1	2,680.00	1,247.33	0.00	1,247.34	8,175.37	13,350.04
IOWA DOT - FTA/STA Wait on Contract	82,002.00	0.00	60,897.00	44,228.00	270,894.00	458,021.00
Jasper - Newton Health Care Center LLC	350.00	0.00	330.00	0.00	0.00	680.00
Jasper Co. Auditor	0.00	1,125.00	0.00	0.00	0.00	1,125.00
Madison County Auditor	0.00	-2,833.33	0.00	0.00	0.00	-2,833.33
Marion - West Ridge Nursing Home	45.00	66.00	0.00	0.00	0.00	111.00
Pamela Peterson	0.00	0.00	0.00	0.00	45.00	45.00
Story County Asset Pd. 2/28	10,719.00	0.00	10,719.00	0.00	0.00	21,438.00
USDOT Pd 2/220	37,997.34	0.00	29,076.70	0.00	0.00	67,074.04
Warren Co	11,910.00	0.00	0.00	0.00	0.00	11,910.00
TOTAL	224,311.33	-12,224.35	124,741.37	62,493.28	300,721.21	700,042.84

HIRTA Public Transit
Balance Sheet
As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
10100 · Heart of Iowa Regional Transit	275,946.59
10200 · Petty Cash	50.00
10300 · Certificate of Deposit	
10301 · CD - ICS	22,874.08
10302 · CD - ARS	1,185,115.00
10303 · CD - UBI	508,615.33
Total 10300 · Certificate of Deposit	1,716,604.41
Total Checking/Savings	1,992,601.00
Accounts Receivable	
11000 · QB - Accounts Receivable	770,053.99
Total Accounts Receivable	770,053.99
Total Current Assets	2,762,654.99
Fixed Assets	
12000 · Radios and Equipment	40,471.82
12100 · Vehicles and Equipment	4,683,604.50
12200 · Accumulated Depreciation	-3,083,129.76
Total Fixed Assets	1,640,946.56
Other Assets	0.00
TOTAL ASSETS	4,403,601.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	105,875.01
Total Accounts Payable	105,875.01
Credit Cards	
20100 · Credit Card	-29,998.54
Total Credit Cards	-29,998.54
Other Current Liabilities	42,416.50
Total Current Liabilities	118,292.97
Total Liabilities	118,292.97
Equity	4,285,308.58
TOTAL LIABILITIES & EQUITY	4,403,601.55

HIRTA Public Transit Profit & Loss Budget vs. Actual February 2026

	Feb 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
30100 · FTA				
30101 · 5311	44,228.00			
30105 · FTA - Special	0.00	26,666.67	-26,666.67	0.0%
30107 · FTA - ICAM	4,442.00	35,924.67	-31,482.67	12.4%
30108 · FTA - Facility Grant	29,600.00	81,000.00	-51,400.00	36.5%
30109 · FTA - STBG	16,666.00			
30100 · FTA - Other	0.00	44,228.42	-44,228.42	0.0%
Total 30100 · FTA	94,936.00	187,819.76	-92,883.76	50.5%
30200 · STA Grant	26,569.43	33,931.00	-7,361.57	78.3%
30300 · Passenger Revenue				
30301 · Passenger Revenue	19,339.20	22,916.67	-3,577.47	84.4%
30302 · Passenger Donations	45.00			
Total 30300 · Passenger Revenue	19,384.20	22,916.67	-3,532.47	84.6%
30400 · Contract Revenue				
30401 · Access2Care	14,475.00	15,666.67	-1,191.67	92.4%
30402 · Federal 3B	14,334.26	18,565.00	-4,230.74	77.2%
30404 · CICS	0.00	1,250.00	-1,250.00	0.0%
30405 · Accura	876.00			
30406 · Waiver	1,603.11	2,333.33	-730.22	68.7%
30413 · Story Asset	10,719.00	10,666.67	52.33	100.5%
30414 · City Of Ames ASSET	4,113.25	4,113.25	0.00	100.0%
30415 · Dial A Ride	24,932.36	26,750.00	-1,817.64	93.2%
30416 · United Way Of Story County	729.17	729.17	0.00	100.0%
30418 · ITS4US	31,278.53	42,490.00	-11,211.47	73.6%
Total 30400 · Contract Revenue	103,060.68	122,564.09	-19,503.41	84.1%
30600 · Fuel Tax Refund	0.00	2,500.00	-2,500.00	0.0%
30700 · Vehicle Capital Purchase				
30701 · Vehicle Capital	0.00	33,333.33	-33,333.33	0.0%
30702 · Make Ready	0.00	1,083.33	-1,083.33	0.0%
Total 30700 · Vehicle Capital Purchase	0.00	34,416.66	-34,416.66	0.0%
30900 · Vehicle Revenue				
30903 · Salvaged Vehicle Revenue	0.00	250.00	-250.00	0.0%
30904 · Insurance Settlement - Vehicles	0.00	833.33	-833.33	0.0%
Total 30900 · Vehicle Revenue	0.00	1,083.33	-1,083.33	0.0%
31100 · Fellowship and Training Income				
31102 · Fellowship Reimbursements RTAP	0.00	3,750.00	-3,750.00	0.0%
Total 31100 · Fellowship and Training Income	0.00	3,750.00	-3,750.00	0.0%
31300 · Grant Income				
31301 · Grant - revenue	0.00	833.33	-833.33	0.0%
31305 · United Way Of Boone County	0.00	500.00	-500.00	0.0%
31306 · United Way Of Central Iowa	0.00	1,666.67	-1,666.67	0.0%
Total 31300 · Grant Income	0.00	3,000.00	-3,000.00	0.0%
31400 · NSF Items				
31410 · Returned Check	0.00	4.17	-4.17	0.0%
31420 · Returned Check Fee	0.00	3.33	-3.33	0.0%
Total 31400 · NSF Items	0.00	7.50	-7.50	0.0%
31500 · Interest				
31503 · Finance Charge - ICS	30.67	750.00	-719.33	4.1%
31504 · Finance Charge - CDARS	0.00	6,250.00	-6,250.00	0.0%
31505 · Finance Charge - UBI	1,070.71			
31500 · Interest - Other	408.94	1,666.67	-1,257.73	24.5%
Total 31500 · Interest	1,510.32	8,666.67	-7,156.35	17.4%

HIRTA Public Transit Profit & Loss Budget vs. Actual February 2026

	Feb 26	Budget	\$ Over Budget	% of Budget
31600 · Local Taxes				
31601 · Donations	0.00	16.67	-16.67	0.0%
31602 · Boone County	3,750.00	3,750.00	0.00	100.0%
31603 · Dallas County	4,229.17	4,229.17	0.00	100.0%
31604 · Jasper County	1,125.00	1,125.00	0.00	100.0%
31605 · City Of Newton	0.00	2,937.50	-2,937.50	0.0%
31606 · Madison County	1,416.67	1,416.67	0.00	100.0%
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	1,333.33			
31610 · City Of Waukee	0.00	2,500.00	-2,500.00	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%
31620 · City Of Pleasantville	0.00	41.67	-41.67	0.0%
31621 · City Of Boone	0.00	2,125.00	-2,125.00	0.0%
31622 · City Of Grimes	3,500.13	6,250.00	-2,749.87	56.0%
Total 31600 · Local Taxes	19,187.63	32,278.34	-13,090.71	59.4%
31700 · Other Revenue				
31701 · Miscellaneous Income	836.00			
31703 · Fieldprint	1,119.50	833.33	286.17	134.3%
Total 31700 · Other Revenue	1,955.50	833.33	1,122.17	234.7%
31800 · RSVP				
31801 · Americorp	11,307.37	12,500.00	-1,192.63	90.5%
31802 · CDBG	1,247.33	1,247.33	0.00	100.0%
Total 31800 · RSVP	12,554.70	13,747.33	-1,192.63	91.3%
Total Income	279,158.46	467,514.68	-188,356.22	59.7%
Gross Profit	279,158.46	467,514.68	-188,356.22	59.7%
Expense				
40100 · Wage Expense				
40101 · Hourly Wages	89,768.92	77,936.67	11,832.25	115.2%
40102 · Holiday Pay	0.00	2,060.00	-2,060.00	0.0%
40103 · Overtime	1,626.80	3,570.67	-1,943.87	45.6%
40104 · Floating Holiday	2,358.32	1,236.00	1,122.32	190.8%
40105 · PTO	4,113.95	8,240.00	-4,126.05	49.9%
40106 · Jury Duty Pay	0.00	11.00	-11.00	0.0%
40107 · Bereavement	0.00	10.83	-10.83	0.0%
40108 · Salaries	26,147.84	21,630.00	4,517.84	120.9%
Total 40100 · Wage Expense	124,015.83	114,695.17	9,320.66	108.1%
40200 · Payroll Taxes				
40201 · IPERS Employer Match	11,632.01	10,463.33	1,168.68	111.2%
40202 · FICA & Medicare	9,069.73	8,380.00	689.73	108.2%
40203 · Iowa Unemployment	364.08	110.00	254.08	331.0%
Total 40200 · Payroll Taxes	21,065.82	18,953.33	2,112.49	111.1%
40300 · Employee Benefits				
40301 · Health Insurance	16,151.80	14,216.67	1,935.13	113.6%
40302 · Dental Insurance	1,520.10	1,441.67	78.43	105.4%
40303 · Vision Insurance	5.82			
40304 · Life, Disability	1,513.03	1,500.00	13.03	100.9%
40306 · EAP	0.00	187.50	-187.50	0.0%
Total 40300 · Employee Benefits	19,190.75	17,345.84	1,844.91	110.6%
40400 · Professional Services				
40401 · CPA	0.00	58.33	-58.33	0.0%
40402 · IT	485.00	2,083.33	-1,598.33	23.3%
40403 · Legal	132.00	54.17	77.83	243.7%
40405 · Audit	4,700.00	1,833.33	2,866.67	256.4%
40406 · Cleaning Service	981.54	1,625.00	-643.46	60.4%
40407 · AOD	194.32	250.00	-55.68	77.7%
40409 · Translations	0.00	20.83	-20.83	0.0%
40410 · VIA	6,682.50	7,250.00	-567.50	92.2%
40411 · Insurance - Broker Fees	0.00	2,083.33	-2,083.33	0.0%
40412 · Architecture	0.00	17,916.67	-17,916.67	0.0%
40413 · Actuary	0.00	125.00	-125.00	0.0%
Total 40400 · Professional Services	13,175.36	33,299.99	-20,124.63	39.6%

HIRTA Public Transit
Profit & Loss Budget vs. Actual
February 2026

	Feb 26	Budget	\$ Over Budget	% of Budget
40500 · Office Supplies				
40501 · Office Supplies	541.23	1,125.00	-583.77	48.1%
40502 · Postage & Freight	176.30	83.33	92.97	211.6%
40503 · Cleaning Supplies	0.00	83.33	-83.33	0.0%
Total 40500 · Office Supplies	717.53	1,291.66	-574.13	55.6%
40600 · Telephone				
40601 · Phone & Internet	1,591.04	2,666.67	-1,075.63	59.7%
Total 40600 · Telephone	1,591.04	2,666.67	-1,075.63	59.7%
40700 · Fellowship / Training Expense				
40701 · Training Expense	0.00	125.00	-125.00	0.0%
40702 · Fellowship - RTAP Approved Exp	682.78	3,750.00	-3,067.22	18.2%
Total 40700 · Fellowship / Training Expense	682.78	3,875.00	-3,192.22	17.6%
40800 · Insurance				
40801 · WC Insurance	3,299.40	2,916.67	382.73	113.1%
Total 40800 · Insurance	3,299.40	2,916.67	382.73	113.1%
40900 · Organizational Dues				
40901 · Membership Dues	695.00	691.67	3.33	100.5%
Total 40900 · Organizational Dues	695.00	691.67	3.33	100.5%
41000 · Employee Expenses				
41001 · Medical Testing	0.00	125.00	-125.00	0.0%
41002 · Background Checks	138.85	41.67	97.18	333.2%
41005 · Drug Testing	0.00	91.67	-91.67	0.0%
41006 · Employee Events	0.00	250.00	-250.00	0.0%
Total 41000 · Employee Expenses	138.85	508.34	-369.49	27.3%
41100 · Advertising				
41101 · Advertising	0.00	166.67	-166.67	0.0%
41102 · Employment Ads	0.00	83.33	-83.33	0.0%
41103 · Marketing Campaign	147.08	2,083.33	-1,936.25	7.1%
41104 · Minutes/Public Hearing Notices	0.00	66.67	-66.67	0.0%
Total 41100 · Advertising	147.08	2,400.00	-2,252.92	6.1%
41200 · Rent				
41201 · Rent	10,923.73	11,583.75	-660.02	94.3%
Total 41200 · Rent	10,923.73	11,583.75	-660.02	94.3%
41300 · Office Equipment				
41301 · Office Eq Maint/Repairs	0.00	291.67	-291.67	0.0%
Total 41300 · Office Equipment	0.00	291.67	-291.67	0.0%
41400 · Subscriptions	479.74	1,333.33	-853.59	36.0%
41500 · Meeting / Mileage Expenses				
41502 · Meeting Expense	0.00	12.50	-12.50	0.0%
41503 · Mileage Reimbursement	55.56	33.33	22.23	166.7%
41504 · Meal Expense	0.00	250.00	-250.00	0.0%
41505 · Volunteer Mileage Reimbursement	746.48	1,000.00	-253.52	74.6%
Total 41500 · Meeting / Mileage Expenses	802.04	1,295.83	-493.79	61.9%
41600 · Contracted Services				
41601 · Website - Domain Registration	0.00	29.17	-29.17	0.0%
41603 · Quickbook Expenses	412.63	375.00	37.63	110.0%
41604 · ITS4US - CTAA	2,700.00	1,458.33	1,241.67	185.1%
41606 · ITS4US - VIA	0.00	416.67	-416.67	0.0%
41607 · ITS4US - Capture Management	0.00	2,083.33	-2,083.33	0.0%
41608 · ITS4US - Flexlynqs	22,975.00	39,166.67	-16,191.67	58.7%
41610 · ITS4US - Legal	0.00	20.83	-20.83	0.0%
41611 · ITS4US - ISU	11,924.11	9,583.33	2,340.78	124.4%
41612 · ITS4US - KIOSK	460.51	83.33	377.18	552.6%
41613 · ITS4US - NaviLens	0.00	8.33	-8.33	0.0%
41614 · ITS4US - Events	0.00	291.67	-291.67	0.0%
41621 · GVSS	0.00	291.67	-291.67	0.0%
Total 41600 · Contracted Services	38,472.25	53,808.33	-15,336.08	71.5%

HIRTA Public Transit
Profit & Loss Budget vs. Actual
February 2026

	Feb 26	Budget	\$ Over Budget	% of Budget
41700 · Premise Expense				
41701 · Utilities	1,541.37	2,083.33	-541.96	74.0%
41702 · Building Maint & Repairs	0.00	16.67	-16.67	0.0%
Total 41700 · Premise Expense	1,541.37	2,100.00	-558.63	73.4%
41800 · Vehicle Expense				
41801 · Vehicle Repairs & Maint	46,380.71	20,833.33	25,547.38	222.6%
41802 · Op/Vehicle Supplies	34.68	125.00	-90.32	27.7%
41803 · Auto Insurance	0.00	29,166.67	-29,166.67	0.0%
41804 · Fuel	14,822.42	20,833.33	-6,010.91	71.1%
41806 · Radio	0.00	208.33	-208.33	0.0%
41807 · Tires	545.08	1,250.00	-704.92	43.6%
41808 · Bus Washing	309.20	333.33	-24.13	92.8%
41809 · Deductible & Accident	5,797.45	1,666.67	4,130.78	347.8%
Total 41800 · Vehicle Expense	67,889.54	74,416.66	-6,527.12	91.2%
41900 · Vehicle and Equipment Capital				
41901 · Vehicle Capital	0.00	41,666.67	-41,666.67	0.0%
41902 · Make Ready	0.00	1,083.33	-1,083.33	0.0%
Total 41900 · Vehicle and Equipment Capital	0.00	42,750.00	-42,750.00	0.0%
41910 · Facilities				
41911 · Facilities Acct 1	2,200.00	83,333.33	-81,133.33	2.6%
Total 41910 · Facilities	2,200.00	83,333.33	-81,133.33	2.6%
42000 · Bank Charges				
42003 · Returned Check	0.00	4.17	-4.17	0.0%
42004 · Merchant Service Merch Fee	1,022.34	666.67	355.67	153.4%
42000 · Bank Charges - Other	5.83	6.67	-0.84	87.4%
Total 42000 · Bank Charges	1,028.17	677.51	350.66	151.8%
42100 · Grant Expense				
42109 · Financial Sustainability Study	0.00	1,041.67	-1,041.67	0.0%
Total 42100 · Grant Expense	0.00	1,041.67	-1,041.67	0.0%
42420 · Donation	15.00			
Total Expense	308,071.28	471,276.42	-163,205.14	65.4%
Net Ordinary Income	-28,912.82	-3,761.74	-25,151.08	768.6%
Net Income	-28,912.82	-3,761.74	-25,151.08	768.6%

7:16 AM

03/23/26

Accrual Basis

HIRTA Public Transit Journal Entry Report February 2026

Type	Date	Num	Memo	Account	Amount	Balance
Feb 26						
General Journal	02/05/2026	DONATION	PAM FOY KREITZ VIA DONATION	30301 - Passenger Re...	20.00	20.00
General Journal	02/05/2026	DONATION	PAM FOY KREITZ VIA DONATION	30302 - Passenger Do...	-20.00	0.00
General Journal	02/06/2026	DONATION	RODNEY SWENSON VIA DONATION	30301 - Passenger Re...	20.00	20.00
General Journal	02/06/2026	DONATION	RODNEY SWENSON VIA DONATION	30302 - Passenger Do...	-20.00	0.00
General Journal	02/27/2026	DONATION	SHIRLEY BOWMAN VIA DONATION	30301 - Passenger Re...	5.00	5.00
General Journal	02/27/2026	DONATION	SHIRLEY BOWMAN VIA DONATION	30302 - Passenger Do...	-5.00	0.00
Feb 26					0.00	0.00

HIRTA Public Transit
Expenses by Vendor Summary
February 2026

	Feb 26
1 It Source	485.00
Accident Fund Insurance Company	3,299.40
Ahlers & Cooney, P.C.	132.00
Amy Gadbaw	312.00
Barney's Services Inc	178.00
Big Brand Tire & Service	139.20
Bluefin	150.86
Braintree Funding	688.19
Casey's Businesss Advantage	14,822.42
Central Tire & Auto	205.00
CenturyLink	1,378.48
Chris Grabrian	4,700.00
Cintas Loc 22M	81.54
City Of Boone Airport	4,809.58
Community Transportation Assoc.	2,700.00
Crystal Clear Water	64.75
Debbie Comito	900.00
Delta Dental	1,973.34
Donna Adams	26.00
Dutch Clean Auto Wash	31.70
Flex Investors, LLC	-836.00
Flexlynqs LLC	22,975.00
Freedom Tire & Auto Center	545.08
Heart Of Transit	4,263.56
Indianola Municipal Utilities	88.00
Iowa Communities Assurance Pool	5,797.45
Iowa State University Parking	1,810.17
Iowa State Univiersity Science & Tech	11,924.11
Jasper County Treasurer	500.00
Krisi Kranz	40.88
Larry Lubinus	35.36
Libbe Bolton	110.76
Linda Akwa	221.48
LISCO	153.00
Mediacom	393.47
Merchant Service	-3,567.08
Mid American Energy	305.92
Midwest Office Technology	157.65
Moffitt's	45,858.51
Napa Auto Parts - Des Moines COJ	34.68
Nelsen Appraisal Associates, Inc	2,200.00
NEORide	6,682.50
Nick's Greenhouse	150.00
QuickBooks Payroll Service	412.63
RAMP	2,619.92
Shred-It	77.50
The Standard	1,794.03
Thomas Venner	55.56
Time Management Systems, Inc.	194.32
U.S. Cellular	53.54
Volunteer Iowa	416.67
Wellmark	21,200.62
Wild Water Car Wash & Pet Wash	277.50
Windstream Iowa Communications	150.42
TOTAL	164,174.67

Exhibit 1

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Exhibit 1

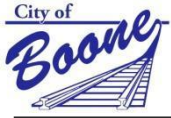
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Human Services Grant Application

Submit to: e-mail clerk@city.boone.ia.us or deliver to City Hall

The Human Services Committee will consider requests for funding from agencies determined to be human services agencies by the following guidelines. Recommendations for funding will be made to the City Council. City Council holds final authority of approval.

A human service agency is defined as:

- **Must hold a 501c(3) status** – letter of certification must be included (*letter not counted as one of application pages*).
- Must serve citizens of the city of Boone and Boone County
- An agency that provides services to the citizens of the city of Boone who are experiencing personal, economic, social issues.
- The primary purpose of the agency should be to help individuals and families become self-sufficient and productive, to help them with problems and to improve the well being of the citizens of the city of Boone.
- The agency should meet the basic human needs such as food, shelter, clothing, utilities, transportation, counseling, education, legal aid, rehabilitation of person, health, and basic support needs services in the community.

**Your completed application must be returned to City Hall
(923 8th Street, Boone or via e-mail to clerk@city.boone.ia.us)**

Deadline - 5:00 pm April 15 (*if the 15th falls on a weekend the application due date is the following Monday*).

All applications shall be no more than 5 pages in entirety.

Applications with more than 5 pages will be automatically denied.

If your request is significantly different from last year or your agency is applying for the first time, you may be contacted to schedule a time to appear before the board.

The Committee will make recommendations to the City Council on the first Monday of June.

Application Checklist:

Application – no more than 5 pages	<input type="checkbox"/>
501 c (3) letter of certification (<i>does not count towards 5 page limit</i>)	<input type="checkbox"/>
Financial Audit (<i>upon request only</i>)	<input type="checkbox"/>

HUMAN SERVICES COMMITTEE

APPLICATION AND FINANCIAL REPORTING FORM

Date/time Received by city of Boone _____

Applicant -

Heart of Transit		515-309-9282
Agency 2824 104 th Street, Urbandale, IA 50322	Phone Number bramsey@ridehirta.com	
Mailing Address Brooke Ramsey	E-mail 515-309-9282	bramsey@ridehirta.com
Primary Contact	Primary Contact Phone	E-mail

Grant Request Overview -

Amount Requested	\$30,600
How will allocation of funds be used? \$30,600 to provide public transportation in and around the City of Boone	
Non-profit Certification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached	
This application and accompanying budget has been considered and approved for submission by the requesting agency's Board of Directors – Date of approval: (<u>3/26/2026</u>)	
Signature: Chairperson or other authorized person	Attest: Executive Director Signature
<u>3/26/26</u>	<u>3/26/26</u>
Date	Date
<u>Lisa Heddens</u>	<u>Julia Castillo</u>
Print Name	Print Name

Basic Program Information

1. What is this agency's mission?

Heart of Transit: To help central Iowa transportation providers create new programs, fund unique transportation services and implement on-going transportation options in central Iowa.

The Heart of Iowa Regional Transit Agency provides public transit service available to all citizens and visitors of Boone, Dallas, Jasper, Madison, Marion, Story and Warren Counties in central Iowa, enhancing quality of life, enabling access to employment and education, and promoting independent lifestyles for central Iowa residents.

2. List specific programs/services this agency provides-*indicate new programs*.

HIRTA provides transportation to the general public with an emphasis on older adults and people with disabilities. HIRTA continues to provide volunteer medical transportation even though the Boone RSVP has closed. We have submitted an expansion grant application for the volunteer program, and hope to have a larger volunteer presence in the coming year.

3. List specific program objectives.

To become the Transit provider of choice making a positive difference by enhancing community livability through safe, innovative, sustainable regional transportation options and promoting independent lifestyles for central Iowa residents.

4. What geographic area is served?

The grant will be used for City of Boone residents, however HIRTA does provide services in Boone, Dallas, Jasper, Madison, Marion, Story and Warren Counties.

5. Do you feel this is a duplication of services?

This is not a duplication of service. Per Iowa Code 324A, the State of Iowa has 35 designated transit providers, 16 are rural / regional transit systems. Only state designated transit systems can receive state and federal transit assistance, ensuring there is no duplication of services.

6. Indicate how this agency audits its services for effectiveness:

HIRTA uses a sophisticated scheduling software which allows us to track all services provided. We review services and key performance indicators on a monthly basis and analyze them against previous services provided to ensure our high service standards are being met. HIRTA also facilitates a transportation advisory group (TAG) comprised of local stakeholders and community partners, such as public health, education, economic development, employers, agency on aging and community action programs. The HIRTA Board is comprised of one county supervisor from each of the seven counties we serve, the Federal Transit Administration and Iowa DOT have oversight of HIRTA and ensure our compliance with regular reviews and we undergo annual audits with the State Auditor's Office.

7. Indicate the extent of volunteer utilization:

We currently have three volunteers providing transportation in Boone. The volunteers utilize their own vehicles to provide transportation to medical appointments and pharmacy trips. Trips are provided on a donation basis and volunteers are reimbursed for their mileage.

8. How will any City funds directed to this Agency be used?

The City of Boone funds will be directly applied to our operating budget, enabling us to provide essential transportation services within and around Boone.

Not unlike other sectors, we have experienced increased expenses in all areas of our agency, including payroll and related expenses, insurance, fuel, and vehicle maintenance, to name a few. Vehicle acquisition has been stalled, posing new barriers with our aging fleet. Nationally, Iowa has the second oldest public transportation fleet, and HIRTA has the second oldest fleet in Iowa. Our vehicles have a useful life of 5 years but are typically in service for 12-14 years due to a lack of adequate federal funding for replacements. With manufacturing delays, we are being advised to expect vehicle delivery to take 12-18 months. This means vehicles already at 14 years (or older) will wait another year or more before being retired. Parts for these aging vehicles are hard to find and are more expensive. The new vehicles have also increased in price. In 2020, we could order a new bus for a little over \$100,000; the same vehicle is now over \$210,000. Federal funds only cover so much, and a local match is required. We share this challenge with the City of Boone not because we are asking for matching funds for the vehicles, but rather to educate funders on how these large increases in capital expense will place an additional burden on HIRTA's operating budget, knowing there are few local resources for capital support.

We provide on-demand transportation with no additional cost to the rider(s). Our rider app is called HIRTA on Demand and is free to download on your smartphone. Riders can log in and request a trip for immediate service or for a future time. You can pay with a card in the app, set up a pre-paid balance, or pay as you board the vehicle. People can also call and email to schedule their rides.

Public transportation is a community asset, the conduit connecting people to essential services. Nine out of ten trips taken on public transportation are to earn or spend money. Transportation preserves the livability of communities by connecting people to the services they need and want. If our community members cannot get to an essential service, the service does not exist for them. One rider said public transportation is like a utility; everyone deserves access.

HIRTA understands the needs of our communities and the role we play in eliminating barriers, helping to improve healthcare outcomes, and increase access to education and income. With significant reductions in other revenue sources, Heart of Transit is seeking grant funding that will allow HIRTA to continue to provide this important and necessary service within the City of Boone at current service levels.

9. Provide numbers for the primary groups served;
Children Served: 2 unique riders aged 0-17

Senior Citizens Served: 113 unique riders aged 60-94

Low Income Served: unavailable

Other: 151 riders without a date of birth on file

311 total unique riders served.

10. The monies allocated to this agency last year (if any) were used for the following:

Funds were used as local match on federal funds. Federal funds are limited and do require every dollar is matched with a local dollar. No funding from the City is used towards administrative expenses, we use City funds to help cover payroll for the drivers and fuel.

Salaries of Employees				
Title	FTE/PTE	Last Year	Present Year	Next Year
Driver and Dispatchers	2FTE/6PTE	90,546	88,678	91,338
Total	2FTE/6PTE	90,546	88,678	91,338

Receipts and Expenses Information (Budget) *Use this form only*

An audit can be requested by the city of Boone if needed.

	Last Year	Present Year	Next Year
Revenues (All Sources)			
Allocation from Boone HSC	\$17,860	\$25,500	\$25,500
Contributions			
Legacies and bequests			
Allocated by Boone County United Way	\$7,200	\$7,200	7,200
Allocated by County of Boone	\$4,500	\$4,500	\$4,500
Fees and Grants from Government Agencies	\$87,030	\$96,712	\$96,712
Membership Dues			
Program Service Fees, Etc.	\$79,684	\$86,681	\$90,000
Sales of Materials			
Investment Income			
Miscellaneous Income	\$2,406	\$3,009	\$31,000
Total Revenues	\$198,681	\$223,603	\$254,912
Expenditures			
Salaries	\$90,546	\$88,678	\$91,338
Employee Benefits	\$13,556	\$17,535	\$18,100
Payroll Taxes, Etc.	\$16,055	\$16,957	\$17,500
Supplies	\$1,399	\$305	\$350
Office Rental/Lease	\$56,359	\$53,602	\$55,000
Equipment	\$128,710	\$178,170	\$183,000
Travel/ Conference/Meetings	\$573	\$783	\$850
Specific Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous	\$12,729	\$18,708	\$19,000
Total Expenses	\$319,932	\$374,741	\$385,138
Excess/Deficit	(\$121,250)	(\$151,138)	(\$130,226)
Restricted Funds Balance			

Exhibit 2

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2026 Grant Application

* Required

Organization Information

2. Organization's Name *

Heart of Transit

3. Organization's Address *

2824 104th Street, Urbandale, IA 50322

4. Contact Person *

Brooke Ramsey

5. Contact Person's Email *

Please enter one email address.

bramsey@ridehirta.com

6. Contact Person's Phone Number *

515-309-9282

7. What type of organization are you? *

501(c)(3) - tax-exempt, nonprofit organizations

170(c)(1) - component units of government organizations (Fire Department, Libraries, Parks, etc.)

501(c)(3)

170(c)(1)

Other

8. What is your tax ID (EIN) number? *

832734221

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2026 Grant Application

* Required

Funding Information

9. Have you received funding from the foundation in the past year? *

Yes

No

10. What amount are you requesting from the foundation? *

10,000

11. What is the total cost of your project? *

117,068

12. Please list matching funds (if any)

67,118

13. Please list any other dollars received (if any)

0

14. Where will you make up the difference of dollars received vs. total project cost? *

HIRTA Reserve Funds

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2026 Grant Application

* Required

Project Information

15. Your Project Title *

Transit Vehicle Replacement

16. Please provide a brief description of your project. *

HIRTA will purchase a Ford Transit to help replace an aging vehicle in its Jasper County fleet. Many vehicles currently in service are operating at two to three times their useful life, resulting in increased maintenance, difficulty sourcing replacement parts, and rising maintenance costs. The new Ford Transit will improve service reliability, reduce repair expenses, and increase fuel



17. What type of funding are you requesting? *

Capital Based (building of or physical improvement of something)

Program Based (activity/general support)

Operations Based (expenses)

18. What focus area will your project support? *

Arts/Culture/Humanities

Education

Environmental/Animals

Health

Human Services

Public/Society Benefit

Other

19. Please describe the need / problem being addressed and the population to be served by your project. *

The Heart of Iowa Regional Transit Agency (HIRTA) provides safe, reliable, and accessible public transportation in Jasper County. Our mission is to enhance quality of life by delivering transportation services that promote independence, access to opportunity, and community connection for residents of all ages and abilities. HIRTA serves older adults, individuals with disabilities, workers, students, veterans, and families. For many in Jasper County, particularly those without access to a personal vehicle, HIRTA is a vital lifeline.

HIRTA is seeking funding support to replace an aging transit vehicle currently used to provide daily service in Jasper County. While the majority of the vehicle's cost is covered by federal funding through the Iowa Department of Transportation, local match funding is required to complete the purchase. Securing this support is essential to maintaining safe, dependable, and equitable public transportation in the county.

The existing vehicle is at or beyond its useful life, leading to increased maintenance expenses, more frequent repairs, and reduced service reliability. As vehicles age, the risk of breakdowns grows, resulting in trip delays, cancellations, and disruptions for riders who depend on consistent transportation. Replacing this vehicle will improve safety, reduce downtime, and ensure uninterrupted service for those who rely on HIRTA to meet their daily needs.

Last year, HIRTA provided more than 16,000 rides in Jasper County, connecting residents to

20. Please describe how you will measure the impact and results of your project. *

HIRTA will track improvements in vehicle reliability by monitoring reductions in road calls, service interruptions, and maintenance costs compared to the retired vehicle. Operational efficiency will also be evaluated through fuel usage and overall cost per mile.

Service impact will be measured through on time performance and the number of times the vehicle is sent for maintenance. A newer vehicle reduces downtime for repairs, allowing HIRTA to deliver more reliable transportation for riders traveling to work, healthcare appointments, shopping, and other essential destinations.

By comparing maintenance records, operating costs, and service reliability before and after the

21. Do you have additional opportunities for funding should the foundation decide against funding your project? *

Yes

No

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JASPER COMMUNITY FOUNDATION

Applicant Board Approval Form

We approve submission of this grant request and certify that the purpose of this request is charitable and that monies received from the Community Foundation will be used solely for the project stated in this application.

Print Name

Signature

Date

Board Chairman

Exhibit 3

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Exhibit 3

GASB 75 VALUATION / OPEB

The Governmental Accounting Standards Board (GASB) Statement No. 75 requires public entities to report Other Post-Employment Benefits (OPEB) liabilities through an actuarial valuation. This report measures and discloses the agency's long-term obligations for post-employment benefits and must be included as part of the annual audit in accordance with State of Iowa requirements. While the GASB 75 disclosure is required annually, the board has discretion regarding the level of reporting completed each year. The agency may obtain a full actuarial valuation periodically and complete a "roll-forward" update in alternate years. For reference, the full actuarial report completed for FY2025 cost approximately \$4,700, while the most recent roll-forward update cost approximately \$700. These costs typically increase slightly each year.

Staff recommendation: Approve HIRTA staff to schedule a roll-forward update for FY2026.

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HEART OF TRANSIT CHECKING ACCOUNT

At the February 26, 2026 Board meeting, the Board approved opening of a checking account for Heart of Transit.

The checking account will require a minimum balance of \$1,000 which we can move from savings. HIRTA Bylaws require two signers on all bank accounts.

Staff recommendation: Have the Board approve moving \$1,000 from Heart of Transit Savings to Checking and authorize the CEO and Treasurer as signers on the new checking account.

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515.246.0314

kstone@ahlerslaw.com

March 2, 2026

Heart of Iowa Regional Transit Agency
2824 - 104th Street
Urbandale, Iowa 50322

Attention: Lisa Heddens, Board Chair

RE: FY2026 Transit Assurances and Certifications

Dear Ms. Heddens:

We appreciate being asked to represent Heart of Iowa Regional Transit Agency ("HIRTA") in connection with the submission of its FY2026 Assurances and Certifications (the "Assurances"). Because of the certification we are asked to make as part of the Assurances, and the fact that we have provided only infrequent advice to HIRTA on specific matters in the past, I am writing to outline what we understand the role and responsibilities of both our law firm and HIRTA to be in this matter.

Client:

The client for this engagement is HIRTA. This engagement does not create an attorney-client relationship with any related persons or entities, such as HIRTA members or their individual officials.

Scope of Engagement:

As your counsel in this matter, we will:

1. examine Iowa Code Chapter 28E;
2. confer with HIRTA staff regarding the Assurances, as may be necessary; and
3. review the Assurances for the limited purpose of certifying the following:
 - a. that HIRTA has authority under state and local law to make and comply with the certifications and assurances;
 - b. that the certifications and assurances made by HIRTA have been legally made and constitute legal and binding obligations of HIRTA; and

- c. that to the best of our knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of HIRTA's certifications and assurances.

In making the above-referenced certifications, we shall rely solely and exclusively upon a review of Chapter 28E of the Code of Iowa as it appears on the date of our certification and a review of a certificate provided by HIRTA, such certificate to be in the form and manner of the certificate attached hereto. Furthermore, after the date upon which we make the above-referenced certifications (a - c), we disclaim any responsibility to investigate, monitor or report any circumstances that may change or alter the accuracy of the certifications or any portion of the Assurances. Rather, we will rely solely upon HIRTA to notify us if circumstances arise that may change the accuracy of the above-referenced certifications (a - c) or any portion of the Assurances and to direct us with respect to any notification to the Federal Transit Administration of such circumstances.

In addition to the engagement described above, the terms set forth in the balance of this letter shall apply to any other matters we may be asked to assist HIRTA staff with.

Other Counsel/Conflicts:

We understand and agree that this is not an exclusive agreement, and you are free to retain any other counsel of your choosing at any time. We recognize that we shall be disqualified from representing any other client (i) in any matter which is substantially related to our representation of you and (ii) with respect to any matter where there is a reasonable probability that confidential information you furnished to us could be used to your disadvantage. You understand and agree that, with those exceptions, we are free to represent other clients, including clients who may be members of HIRTA or whose interests may conflict with yours in litigation, business transactions or other legal matters. You agree that our representing you in this matter will not prevent or disqualify us from representing clients that may be adverse to you in other matters and that you consent in advance to our undertaking such adverse representations.

This engagement and our attorney-client relationship will be terminated when we have completed the services covered by this engagement letter and any written supplements to this engagement letter. If you later retain us to perform further or additional services, our attorney-client relationship will be established by another engagement letter.

Cooperation:

In order to enable us to render effectively the legal services contemplated, HIRTA agrees to disclose fully and accurately all facts and keep us informed of all developments relating to this matter. We necessarily must rely on the accuracy and completeness of the facts and information you and your agents provide to us.

Fees:

Services will be provided pursuant to the fee structure in place at the time the service is rendered. The hourly rates of the lawyers who may perform services on the matters described in

March 2, 2026

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this letter range from \$240 to \$360 per hour. Statements for services rendered will be forwarded on a monthly basis.

Withdrawal or Termination:

Our relationship is based upon mutual consent and you may terminate our representation at any time, with or without cause, by notifying us. Your termination of our services will not affect your responsibility for payment of fees for legal services rendered and of other charges incurred before termination and in connection with an orderly transition of the matter.

We are subject to the rules of professional conduct for the jurisdiction in which we practice, which list several types of conduct or circumstances that require or allow us to withdraw from representing a client, including for example, nonpayment of fees or costs, misrepresentation or failure to disclose material facts, fundamental disagreements, and conflict of interest with another client. We try to identify in advance and discuss with our client any situation which may lead to our withdrawal, and if withdrawal ever becomes necessary, we will give the client written notice of our withdrawal. If we elect to withdraw for any reason, you will take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to complete our withdrawal, and we will be entitled to be paid for all services rendered and other charges accrued on your behalf to the date of withdrawal.

If the foregoing correctly reflects your understanding of the terms and conditions of our representations, please so indicate by executing the enclosed copy of this letter in the space provided below and return it to the undersigned.

Please contact me if you have any questions. We are pleased to have this opportunity to be of service and to work with you.

Sincerely,

AHLERS & COONEY, P.C.

By *Kristine Stone*

Kristine Stone

Enc.

AGREED TO AND ACCEPTED:

Date: 3/26/26

Heart of Iowa Regional Transit Agency
By: Diane Fitch, Board Vice Chair

CERTIFICATE OF HIRTA

The undersigned, Lisa Heddens, hereby certifies that I am the duly appointed and acting Chair of the Policy Board of the Heart of Iowa Regional Transit Agency ("HIRTA"), and do hereby further certify as follows:

1. Attached hereto as Exhibit A is a true and complete copy of the 28E Agreement creating HIRTA and all amendments thereto, which is in full force and effect on the date hereof.

2. Attached hereto as Exhibit B is a true and complete copy of the Bylaws of HIRTA and all amendments thereto, which Bylaws are in full force and effect on the date hereof.

3. Attached hereto as Exhibit C is a true and complete copy of the Federal FY 2025 Certifications and Assurances for FTA Assistance Programs (the "Assurances").

4. The Assurances were duly and lawfully approved by HIRTA's Policy Board pursuant to its Bylaws at a meeting called on 3/26, 2026. A quorum of HIRTA Policy Board members were present at said meeting, and the Assurances were approved by a majority of the Policy Board members present and entitled to vote thereon.

5. HIRTA is an organization duly formed and validly existing in accordance with Chapter 28E of the Code of Iowa. HIRTA has authority under State and local law to make and comply with the certifications and assurances made, and such certifications and assurances have been duly authorized by the Policy Board of HIRTA, and constitute legal and binding obligations on the part of HIRTA.

6. After due investigation, I am aware of no legislation or litigation pending or threatened that might adversely affect (i) the validity of the certification and assurances set forth.

7. If I become aware of circumstances that may change the accuracy of the foregoing statements, I will either promptly notify the Federal Transit Administration in writing or promptly notify in writing the law firm of Ahlers & Cooney, P.C., 100 Court Avenue, Suite 600, Des Moines, Iowa 50309, and direct said law firm with respect to any notification to be made to the Federal Transit Administration.

Dated: 3/26, 2026

Diane Fitch, Vice Chair, Policy Board

Exhibit 6

Exhibit 6

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NAI IOWA REALTY COMMERCIAL
3521 Beaver Ave, Des Moines, Iowa 50310
(515) 222-0000

PURCHASE AGREEMENT: COMMERCIAL PROPERTY

Date of Purchase Agreement: March 30, 2026

TO: Owner of Record (Sellers). THE UNDERSIGNED Buyers hereby offer to buy the real property situated in Dallas County, Iowa, locally known as:

Parcel ID: 1229377005: 1685 NW VICKSBURG CT, WAUKEE, IA 50263, and legally described as: JAMES POINTE PLAT 1 LOT 17

Parcel ID: 1229377006: 1635 NW VICKSBURG CT, WAUKEE, IA 50263, and legally described as: JAMES POINTE PLAT 1 LOT 16

subject to and together with any reasonable easements of record, zoning restrictions, restrictive covenants of record and leases, if any, unless otherwise provided herein, and agree as follows:

1. **PURCHASE PRICE:** The Purchase Price shall be **\$971,777.00** and the method of payment shall be as follows:

\$10,000.00 cash earnest money upon acceptance of this Offer.

Upon acceptance of this offer, said **earnest money shall** be deposited in the NAI Iowa Realty Real Estate Trust Account for distribution to Sellers at closing, unless otherwise provided herein. The balance of the purchase price shall be payable as follows:

CASH. Buyers will pay the balance of the purchase price in cash at the time of closing. This agreement is not contingent upon Buyers' obtaining such funds.

2. **POSSESSION AND CLOSING:** Possession is to be given on or about June 26, 2026. Adjustment of interest, rents or any other charges attributable to the Buyers' possession are to be made of like date. Closing shall occur after approval of title and **PRIOR TO POSSESSION**. If for any reason the parties hereto agree to a possession date which is before or after the day of closing, the parties shall make a separate agreement with adjustments as of the date of possession. This transaction shall be considered closed upon filing of documents and receipt of all funds by the Broker.
3. **CONDITION OF PROPERTY:** The property as of the date of this Agreement, including buildings, grounds, and all improvements, will be preserved by the **SELLERS** in its present condition until the possession date, ordinary wear and tear excepted. The **BUYERS** shall be permitted to make an inspection of the property prior to possession or Closing, whichever is sooner, in order to determine there has been no change in the condition of the property. Within sixty (60) days after the final acceptance date, **BUYERS** may, at their sole expense, have the property inspected by a person or persons of their choice to determine if there are any deficiencies. Within this same period, the **BUYERS** may notify in writing the **SELLERS'** selling agent, as shown herein, of any deficiency. The **SELLERS** shall immediately notify the **BUYERS** in writing of what steps, if any, the **SELLERS** will take to correct any deficiencies before Closing. The **BUYERS** shall then immediately in writing, notify the **SELLERS'** selling agent that (1) such steps are acceptable, in which case this Agreement,



as so modified, shall be binding upon all parties; or (2) that such steps are not acceptable, in which case this Agreement shall be null and void, and any earnest money shall be returned to BUYERS.

4. **INCLUDED PROPERTY:** N/A

5. **RENTAL PROPERTY:** N/A

6. **NOTICE:** Any notice required under this Purchase Agreement shall be deemed given when it is received in writing either by hand delivery or by certified mail, return receipt requested. Persons designed for receipt of any notice for the purpose of this Agreement shall be as follows:

For the Sellers: Scott L Temple Property Management Trust
Address: U/A 11/08/2001
30565 200th St.
Dallas Center, IA 50063

For the Buyers: Heart of Iowa Regional Transit Agency
c/o Julia Castillo
Address: 2824 104th St.
Urbandale, IA 50322

Copies of such notices shall be also sent to the Listing Agent and Selling as designated in this Agreement, or their Brokers.

7. **CONDITIONS:** Buyers' duty to perform under this Agreement is contingent upon and subject to the following:

a) Buyer shall have sixty (60) days after the execution of this Purchase Agreement to perform its due diligence under this paragraph, and if any condition regarding the property is unsatisfactory to Buyer, in Buyer's sole discretion, the Buyer may terminate this offer and receive all monies paid hereunder.

Failure of any one or more of the conditions set forth in the subparagraphs above, shall give Buyers the right to terminate this Agreement in Buyers' sole and absolute discretion, without any liability whatsoever to Sellers; and upon written notice thereof, the earnest money shall be returned to Buyers, and upon such return, neither party shall have any further rights or obligations with respect to this Agreement.

8. **TAXES:** The Sellers shall pay all real estate taxes that are liens for prior years and all those that are due and payable in the fiscal year in which possession is given. The Sellers shall pay their pro-rated share, based upon the possession date, of the real estate taxes for the fiscal year in which possession is given due and payable in the subsequent fiscal year. The Buyers shall be given a credit for such pro-ration at closing based upon the last known actual real estate taxes payable according to public record. However, if such taxes are not based upon the full assessment of the present property improvements or the tax classification as of the date of possession, such pro-ration shall be based on the current millage and the assessed value as shown by the Assessor's records on the date of possession. In the event of such partial assessment, it shall be the duty of the Sellers to so notify the Buyers and Broker.

9. **SPECIAL ASSESSMENTS:** The Sellers shall pay in full all special assessments that are certified as liens on the public record at the time of delivery of deed or execution of formal installment contract. Any preliminary or deficiency assessment which cannot be discharged by payment shall be paid through an escrow account with sufficient funds to pay such liens when payable with any unused funds returned to the Sellers. All charges for solid waste removal, sewage, water, utilities and assessments for maintenance that are attributable to Sellers' possession shall be paid by Sellers. All other special assessments shall be paid by Buyers.
10. **HAZARDOUS WASTES:** At Closing, a Groundwater Hazard Statement shall be filed by the SELLERS regarding the following items:
- (1) There are no known wells situated on this property;
 - (2) There is no solid waste disposal site on this property;
 - (3) There is no hazardous wastes on this property; and
 - (4) There are no underground storage tanks on this property.

SELLERS warrant that the Property is not subject to any local, state or federal judicial or administrative action, investigation, or order, as the case may be, regarding wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks, and that the property does not contain levels of gas, asbestos, or urea-formaldehyde foam insulation which require remediation under current governmental standards, and that SELLERS have done nothing to contaminate the Property with hazardous wastes or substances.

SELLERS agree before the BUYERS date of possession to remove from the property and dispose of all solid wastes, industrial wastes and other wastes, and hazardous substances as defined in Iowa Code Chapter 455B.

The BUYERS may at their expense within sixty (60) days after acceptance of this Purchase Agreement, have the property inspected for the presence or suspected presence of any substances coming within the definition of hazard wastes or substances, pollutants or contaminants under any state or federal law, rule or regulation, including without limitation asbestos and polychlorinated biphenyls, or the presence of any underground storage tanks.

If any such substances, pollutants, contaminants or underground storage tanks are found on the property, then this Agreement may be terminated in BUYERS' sole discretion, upon written notice of termination and the earnest money shall be returned to the BUYERS and neither party shall have any further rights or obligations with respect to this Agreement.

11. **DUTIES OF PARTIES:**

- (A) The Broker, its agents, employees, and associates make no representations or warranties as to the physical or mechanical condition of the property, its size, value, future value, or income potential.
- (B) SELLERS and BUYERS acknowledge that the SELLERS of real property have a legal duty to disclose Material Defects of which SELLERS have actual knowledge in which a reasonable inspection by the BUYERS would not reveal.



- (C) SELLERS acknowledge that they have disclosed, with respect to the subject property, the existence of hazardous waste or substances, or underground storage tanks and wells to BUYERS and Broker. At Closing, SELLERS will make detailed acknowledgment of the existence or absence of hazardous wastes, underground storage tanks and wells pursuant to the required "Real Estate Transfer Groundwater Hazard Statement".

12. **AGENCY DISCLOSURE:**

NAI Iowa Realty Commercial and all licensees employed by or associated with NAI Iowa Realty Commercial represents BUYER in this transaction.

13. **SURVEY:** The Buyers may, within sixty (60) days after mutual acceptance of this Purchase Agreement, have the property surveyed at their expense. If the survey, certified by a Registered Land Surveyor, shows any encroachments on said property or if any improvements located on the subject property encroach on lands of others, such encroachments shall be treated as a title defect.
14. **INSURANCE:** Sellers shall bear the risk of loss or damage to the property prior to closing or possession, whichever first occurs. Sellers agree to maintain existing insurance and shall forthwith secure endorsements on the policies making loss payable to the parties as their interests may appear. Buyers may purchase additional insurance. In the event of substantial damage or destruction prior to closing, this Agreement shall be null and void in the sole discretion and at the option of Buyers. The property shall be deemed substantially damaged or destroyed if it cannot be restored to its present condition on or before the closing date. However, Buyers shall have the right to complete the closing and receive insurance proceeds regardless of the extent of damages.
15. **JOINT TENANCY:** If Sellers' title is held in joint tenancy, this contract shall not sever such joint tenancy. If Buyers are husband and wife, their interest hereunder shall be held in joint tenancy unless otherwise specifically indicated.
16. **DEED:** Upon payment of purchase price, Sellers shall convey title by warranty deed, with terms and provisions as per form approved by the Iowa State Bar Association, free and clear of liens and encumbrances, reservations, exceptions or modifications, except as in this instrument otherwise expressly provided. All warranties shall extend to time of acceptance of this offer, with special warranties as to acts of Sellers up to time of delivery of said warranty deed.
17. **ABSTRACT AND TITLE:** Sellers shall promptly provide an Abstract of Title continued to and including the date of acceptance of this Offer. Such abstract shall be delivered to an attorney for a title opinion for the Buyers, such attorney to be selected by the Buyers or their mortgagee. The Sellers agree to make every effort to promptly perfect the title in accordance with such opinion so that upon conveyance, Warranty Deed can be issued and title shall be deemed marketable in compliance with this Agreement, the land title laws of the State of Iowa and the Iowa Title Standards of the Iowa Bar Association. If closing is delayed due to Sellers' inability to provide marketable title, this Agreement shall continue in force and effect until either party rescinds the Agreement after giving ten (10) days' written notice to the other party and the Broker. The Sellers shall not be entitled to rescind unless they have made a reasonable effort to produce marketable title. The abstract shall become the property of the Buyers when the purchase price is paid in full. Sellers shall pay costs of additional abstracting and/or title work due to act or omission of Sellers, including transfers of death of Sellers or assigns.



18. **REMEDIES OF THE PARTY:** If the SELLERS are in default according to the terms and conditions of this Agreement, the BUYERS shall have the right to have all payments returned and to proceed by any action at law or in equity, and the SELLERS agree to pay the BUYERS reasonable attorney fees and any costs incurred by the BUYER to enforce the terms and conditions of this Agreement. Additionally, the BUYER shall have the right to seek the appointment of a receiver pursuant to Chapter 680 of the Code of Iowa. Additionally, if the SELLERS are in default under the terms and conditions of this Agreement, the SELLERS shall still be obligated to pay the Broker the real estate commission in full, as more particularly described in this Agreement. For purposes of collecting the Broker's commission, the Broker shall be deemed a third party beneficiary to this Agreement and may maintain an action at law or in equity against the SELLERS for the collection of the commission. In the event the Broker incurs attorney fees in pursuing the collection of this commission, the SELLER shall be obligated to pay the Broker's reasonable attorney fees and costs.

If the BUYERS are in default according to the terms and conditions of this Agreement, the SELLERS may forfeit this Agreement, as provided in Chapter 656 of the Code of Iowa, or the SELLERS may proceed by any action at law or in equity and the BUYERS agree to pay the SELLERS reasonable attorney fees and any costs incurred by the SELLER to enforce the terms and conditions of this Agreement.

19. **ATTORNEY FEES:** In the event either party incurs attorney fees in the process of enforcing the provisions of this Agreement, the prevailing party shall be entitled to receive the payment of their reasonable attorney fees from the other party.
20. **COURT APPROVAL:** If this property is an asset of any estate, trust or conservatorship, this contract is contingent upon Court approval unless declared unnecessary by Buyers' attorney. If necessary, the appropriate fiduciary shall promptly obtain Court approval and conveyance shall be made by Court Officer's Deed.
21. **FUNDS:** It is agreed that at time of settlement, funds of the purchase price, received from the Buyers and/or Buyers' lender, may be used to apply to the purchase price to pay taxes and other liens to comply with the above requirements, same to be handled under supervision of the Broker and subject to approval of Buyers' attorney on title questions involved and needed to produce marketable title. Sellers hereby appoint the Broker to receive such funds and make such payments and disbursements.
22. **RIGHTS OF INSPECTION, TESTING AND REVIEW OF PREMISES.** Seller shall deliver to Buyer within 10 days of this Purchase Agreement complete and accurate copies of all leases, appraisals, plats, surveys, engineering studies, soil test borings, environmental studies and other documentation pertaining to the physical condition, of the Premises and any other information reasonably requested by Buyer, to the extent that seller has the same in its possession (collectively the "Property Data"). Buyer shall maintain and shall cause its employees and agents to maintain the confidentiality of all Property Data furnished or disclosed to Buyer hereunder, unless such information has been or is subsequently made public by Seller. Buyer agrees that all Property Data is the sole property of Seller, and when in tangible form, shall be returned to Seller upon cancellation of this Agreement.

Upon reasonable notice to Seller, Buyer shall have full and continuing access to the Premises. Buyer shall also have the right to enter upon the Premises at any time after the execution and delivery hereof, including inspecting, surveying, engineering, test boring, performance of environmental tests and such other work as Buyer shall consider appropriate and Buyer shall have the further right to make such inquiries of governmental agencies and



utility companies, etc., and to make such feasibility studies and analyses as he considers appropriate (collectively the "Inspections"); provided, however, the Buyer shall, at Buyer's sole cost and expense, restore and/or repair the Premises to the condition the same was in prior to Buyer's Inspection. Buyer shall have a period of sixty (60) days following the full execution of this Agreement (the 'Inspection Period') to conduct due diligence. Buyer may, in its sole and absolute discretion, terminate this Agreement at any time prior to the expiration of the Inspection Period by providing written notice to Seller. Upon such termination, the Earnest Money shall be immediately returned to Buyer, and both parties shall be released from further liability hereunder. Buyer agrees to indemnify and hold Seller harmless from any liens, claims, or damages resulting from physical inspections conducted on the Property by Buyer or its agents.

23. **INTENTIONALLY DELETED.**

24. **SURVIVAL.** All agreements, terms, covenants, obligations, duties, representations and warranties contained in the offer and this Addendum shall survive the closing and shall not be merged into the Warranty Deed given by Sellers to Buyer.

25. **ASSIGNMENT TO QUALIFIED INTERMEDIARY.** Seller consents to the assignment by Buyer of its interest in the contract to a "Qualified Intermediary" as such term is defined under Section 1031 of the Internal Revenue Code and the regulations thereto. Such assignment shall create no remedies against the Qualified Intermediary beyond the forfeiture of its interest in this contract but shall in no way reduce or limit any remedies or claims which Seller may have against Buyer under this contract. Notwithstanding such assignment, Seller shall convey the property directly to Buyer at closing.

26. **SECTION 1031 EXCHANGE.** The provisions of this Agreement are intended to relate to an exchange of the Property, it being the desire and intent of Seller not to sell the Property but to exchange the Property for property of like kind in a deferred exchange that qualifies as a tax-free exchange under Section 1031 of the Internal Revenue Code of 1986. Buyer agrees to cooperate with Seller in Seller's attempt to qualify the Property as such an exchange, except, however, Buyer shall not incur any costs or liability in doing so; shall not take title to any other property and shall receive title to the Property directly from Seller. Consistent with the foregoing, Buyer consents to Seller's assignment of Seller's rights and obligations under this contract to a "Qualified Intermediary" pursuant to an Agreement to be executed by and between Seller and such Qualified Intermediary and agrees at Closing under this contract to deposit the purchase price of the Property with a "Qualified Escrow Agent" pursuant to an Agreement to be executed by and between Seller and such Qualified Escrow Agent.

27. **GENERAL PROVISIONS:** In the performance of each part of this Agreement, time shall be of the essence. This Contract shall be binding on and inure to the benefit of the heirs, executors, administrators, assigns and successors in interest of the respective Parties. The provisions of this Agreement shall survive the closing. Paragraph headings are for the convenience of reference and shall not limit nor affect the meaning of this Contract. Words and phrases herein, including any acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

28. **ACCEPTANCE:** When accepted, this Purchase Agreement shall become a binding contract for the sale and purchase of the subject property. If this Offer is not accepted on or before April 1, 2026, it shall become null and void and all payments shall be repaid to the Buyers without liability on the part of the Broker to either party. If accepted by the Sellers on a later date and such acceptance is ratified in writing by Buyers, then this Contract will be valid and



binding.

We, the Sellers, hereby accept this Offer this ____ day of _____, 2026, and agree to pay NAI Iowa Realty Commercial a commission as provided in the Listing Contract. If this property is not listed, the commission shall be three percent (3%) of the final purchase price, payable in full upon closing. Such commission shall be paid out of the purchase price to NAI Iowa Realty Commercial at closing.

THIS IS A LEGALLY BINDING CONTRACT. NAI IOWA REALTY COMMERCIAL RECOMMENDS THAT THE PARTIES SEEK LEGAL ADVICE REGARDING THE EFFECT AND SPECIFICS OF THIS DOCUMENT PRIOR TO SIGNING.

SELLER

BUYER

X

X

Scott L Temple Property
Management Trust

Heart of Iowa Regional Transit
Agency

Date

Date

X

X

Listing Broker

Salesperson

Date

Date

**ACKNOWLEDGEMENT OF DISCLOSURE
OF BROKER REPRESENTATION**

Iowa law requires real estate brokers and sales persons to make a written disclosure to all parties to the transaction identifying which party the real estate broker and sales person involved in the transaction represents. This disclosure must be made with respect to all real estate transactions of whatever kind, including, but not limited to, sales, exchanges, contract sales, options, transfers of an interest in a residential cooperative housing corporation, offers to buy, and offers to lease and leases (except leases for one year or less).

In connection with the following proposed transaction:

BUYER: Heart of Iowa Regional Transit Agency

SELLER: Scott L Temple Property Management Trust

Type of Transaction: X Sale Lease Exchange Option

Property Involved:

Parcel ID: 1229377005: 1685 NW VICKSBURG CT, WAUKEE, IA 50263, and legally described as: JAMES POINTE PLAT 1 LOT 17

Parcel ID: 1229377006: 1635 NW VICKSBURG CT, WAUKEE, IA 50263, and legally described as: JAMES POINTE PLAT 1 LOT 16

it is hereby disclosed and acknowledged as follows:

1) SELLER and BUYER understand and agree that

 ✓ NAI Iowa Realty Commercial and all licensees employed by or associated with NAI Iowa Realty Commercial represents SELLER BUYER X in this transaction.

 NAI Iowa Realty Commercial and all licensees employed by or associated with NAI Iowa Realty Commercial represent both SELLER and BUYER in this transaction and provides the disclosure to both parties in the attached Exhibit "A", which by this reference is incorporated herein. Both SELLER and BUYER hereby consent to NAI Iowa Realty Commercial representing each of them in this transaction and acknowledge that NAI Iowa Realty Commercial has made full disclosure of the type of representation NAI Iowa Realty Commercial will provide to each of them as generally set forth in Exhibit "A".

— Pursuant to the Iowa Administrative Code, a real estate brokerage agency entering into a brokerage agreement, through a designated broker, may notify a client in writing of those affiliated licensees within the real estate brokerage agency who will be acting as appointed agents of that client, to the exclusion of all other affiliated licensees within the real estate brokerage agency. It is hereby disclosed and acknowledged that _____ of NAI Iowa Realty Commercial represents, as the appointed agent, the BUYER in this transaction, and that _____ of NAI Iowa Realty Commercial represents, as the appointed agent, the SELLER in this transaction.

- 2) NAI Iowa Realty Commercial and its employees or associated licensees are the agents of the parties as stated above. They owe fiduciary duty of loyalty and faithfulness to the party they represent. However, they must treat the other party with honesty and fairness. Each must respond to all questions of the parties accurately and must disclose all material defects about the condition of the real estate and improvements about which they have knowledge. However, they are not required to discover hidden defects in the property or give advice on matters outside the scope of their real estate license.
- 3) BUYER acknowledges that the written disclosure of representation made in this Acknowledgment was provided to BUYER prior to BUYER's making an offer to SELLER (or accepting a specific offer from SELLER) with respect to this transaction.
- 4) SELLER acknowledges that the written disclosure of representation made in this Acknowledgment was provided to SELLER prior to SELLER's accepting an offer from BUYER (or making an offer specific to BUYER) with respect to this transaction.
- 5) This Acknowledgement has been executed by SELLER and BUYER in satisfaction of the requirement for disclosure and acknowledgement of who each real estate broker involved in this proposed transaction represents and shall not constitute agreement or acceptance by either BUYER or SELLER with respect to any terms, covenants, conditions or provisions of this proposed transaction. Any agreement between BUYER and SELLER with respect to the terms, covenants, conditions or provisions of this transaction shall be contained in a separate document or documents duly executed by BUYER and SELLER.

IN WITNESS WHEREOF, SELLER, BUYER, and NAI Iowa Realty Commercial have duly executed this Acknowledgment of Disclosure of Broker Representation in three (3) counterparts, each as of the date listed below.



SELLER

BUYER

X

X

Scott L Temple Property
Management Trust

Heart of Iowa Regional Transit
Agency

Date

Date

X

X

Listing Broker

Salesperson

Date

Date

EXHIBIT A – PARCEL AERIAL MAP



CEO Report

CEO Report

CEO Report

1. Admin / Maintenance Facility Update: **Land Negotiations started.**
 2. Indoor Bus Storage (Boone) **Land Negotiations started.**
 3. Still working on the Buy America waiver for the e-Jest small electric vehicle. Met the Deputy Assistant, Secretary for Intergovernmental Affairs and got more information about how we may be able to get more traction by getting a letter of support from the National Association of Counties.
-
4. Conferences/Trainings/Events Attended or Upcoming
 - Attended the Iowa Public Transit Association State Legislative Meeting at the Capital March 10-11, 2026
 - Attending American Public Transportation Association Legislative Conf in DC April 11-13, 2026
 - Attending FTA Drug & Alcohol Conf. April 13-16, 2026 in Portland, OR
 - HIRTA will be hosting the Transportation Safety Institute's training on Substance Abuse Management and Program Compliance, and Reasonable Suspicion and Post-Accident Testing Determination May 5-8, 2026
 5. Submitted grants to:
 - AARP to expand our volunteer driving program in Dallas and Boone
 - Warren County Philanthropy for replacement vehicle match
 - United Way of Central Iowa for Operations in Dallas and Warren counties
 - RSVP for expansion of our volunteer program to include Boone, Dallas, Polk and Warren Counties
 6. 2 Hybrid minivans from our ICAM grant will be delivered the week of March 22
 7. Working Accounting policy changes due to Audit recommendations
 8. Working on setting up ACH payments with the bank
 9. Working with the Iowa Regional Transit Systems (RTS) on setting up a state-wide driver training tool that would help automate processes and reduce cost and time burden on staff.
 10. Engaged attorney with ongoing Urbandale rent issues. We are having the attorney try and confirm who to pay, so we know it's legitimate. This should be resolved next week. We did get notice from Property Management group that they have waived January rent due to the difficult transition.
 11. Working on the Annual Consolidated Plan for the Iowa DOT. We will have a Public Hearing on this at our April HIRTA Board meeting.
 12. Lisa Heddens and I had the Exit Audit meeting. Audit will be done by the March 31, 2026 deadline. We had no Significant findings. Audit should be automatically sent to the Board when it is finalized. I will have it as an action to receive and file at our April Board meeting.