

Meeting Minutes
Heart of Iowa Regional Transit Agency

December 4, 2025

1. **Call to Order:** Chair, Lisa Heddens, called meeting to order at 9:05AM
2. **Roll Call:**
Present: Lisa Heddens, Diane Fitch, Kim Chapman, Steve McCombs, Scott Longhorn
Employees: Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer
Others: Andrew Collings, CIRTPA Director
Absent: Doug Cupples, Brian Arnold
3. **Public Comment:** None
4. **Public Hearing:**
A. Public Hearing for HIRTA Facility Title VI Equity Analysis:
Public Comment: None. Motion by Steve McCombs to approve Facility Draft Equity Analysis, seconded by Diane Fitch. Motion unanimously carried.
5. **Heart of Transit Annual Meeting:** Called to order at 9:07AM. Motion by Steve McCombs to Receive and File 2025 Annual Financial Report, seconded by Diane Fitch. Motion unanimously carried. Motion by Scott Longhorn to adjourn at 9:11AM, seconded by Steve McCombs. Motion unanimously carried.
6. **Minutes:** Motion by Diane Fitch to approve September 25, 2025, minutes, seconded by Steve McCombs. Motion unanimously carried.
7. **Financial Report:** Motion by Steve McCombs to receive and file September 2025 and October 2025 financial reports, seconded by Diane Fitch. Motion unanimously carried.
8. **Action Items:**

A. Motion by Scott Longhorn to approve Indianola Lease Agreement, seconded by Diane Fitch. Motion unanimously carried.

B. Motion by Scott Longhorn to approve Employee Handbook Policy Revisions: Tobacco; Meals; FMLA; PTO; and Floating Holidays, seconded by Diane Fitch. Motion unanimously carried.

C. Motion by Steve McCombs to approve Cyber Security Plan, seconded by Diane Fitch. Motion unanimously carried.

D. Motion by Steve McCombs to approve MPO Resolution and Representatives for 2026, seconded by Diane Fitch. Motion unanimously carried.

9. Discussion / Information Items: None

10. Reports to the Board:

A. CIRTPA – Regional Planning Agency Director, Andrew Collings

B. HIRTA – Chief Executive Officer, Julia Castillo

11. Other Business:

12. Next Meeting: 01/22/2026

13. Adjournment: Motion by Diane Fitch to adjourn at 9:34AM, seconded by Steve McCombs. Motion unanimously carried.

Chair

Date