

## 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.

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**Chair**

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**Date**