



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 February 2026 Board Meeting

Thursday, 02/26/2026 at 9:00 a.m.

1. HIRTA Board Meeting Call to order
2. Roll call of members
3. Approve Agenda
4. Public comment
5. Public Hearing
 - A. Public Hearing for HIRTA Facility Title VI Equity Analysis
 - Public comment on Facility Draft Equity Analysis
6. Minutes
 - A. January 22, 2026
7. Financial report to receive and file
 - December 2025
 - January 2026
8. Action Items
 - A. Amoco Loan Agreement with Iowa DOT (Exhibit 1)
 - Consider Approval of Amoco Loan to cover the match on 6 minivans with no interest repayment due January 1, 2027
 - B. Bus Contract #1168 one Ford Transit \$116,806 (Exhibit 2)
 - Consider Approval of Bus Contract #1168
 - C. Bus Contract #2032 two Ford Transit \$134,236 (Exhibit 3)
 - Consider Approval of Bus Contract #2032
 - D. Bus Contract #7548 shortfall funds for Contact #1168 and #2032
 - Consider Approval of Bus Contract #7548 (Exhibit 4)
 - E. Open a checking account for Heart of Transit
 - Consider Approval of Opening a checking account for Heart of Transit (Exhibit 5)

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. Move to paying invoices via ACH (Exhibit 6)

- Consider Approval of moving invoice payments to ACH and only paying via check for those who don't have an ACH option.

G. Waiting List Policy for Aging Resources (Exhibit 7)

- Consider Approval of the Waiting List Policy required by Aging Resources

9. Discussion / Informational Items

- A. FY2027 Budget

10. Reports to the Board

- A. CIRTPA – Regional Planning Agency Director: Andrew Collings / Alyssa Schaeffer

- B. HIRTA – CEO: Julia Castillo

11. Other business

12. Next meeting: 03/26/2026

13. Adjourn

Public Hearing

PUBLIC HEARING

Public Hearing

DRAFT EQUITY ANALYSIS PUBLIC COMMENTS

HIRTA held a public comment period from January 12, 2026 through February 16, 2026 for people to review the Waukee 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 notice 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.

Meeting Minutes

Heart of Iowa Regional Transit Agency

January 22, 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, Steve McCombs, Brian Arnold
 - Employees:** Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer
 - Others:** Andrew Collings, CIRTPA Director; Alyssa Schaeffer
 - Absent:** Kim Chapman, Doug Cupples
3. **Agenda Approval:** Motion by Brian Arnold to approve agenda, seconded by Steve McCombs. Motion unanimously carried.
4. **Public Comment:** None
5. **Minutes:** Motion by Scott Longhorn to approve December 4, 2025 minutes, seconded by Steve McCombs. Motion unanimously carried
6. **Financial Report:** Motion by Steve McCombs to receive and file September and October 2025 Journal Entries, seconded by Brian Arnold. Motion unanimously carried. Motion by Lisa Heddens to receive and file November 2025 financial report, seconded by Scott Longhorn. Motion unanimously carried.
7. **Action Items:**
 - A. Motion by Diane Fitch to approve ISU AWD-026186 Agreement Extension 3, seconded by Steve McCombs. Motion unanimously carried.
 - B. Motion by Scott Longhorn to approve Acknowledgement of Investment CD Rollover, seconded by Diane Fitch. Motion unanimously carried.
 - C. Motion by Brian Arnold to approve Acknowledgement of Vehicle Disposals, seconded by Scott Longhorn. Motion unanimously carried.
 - D. Motion by Diane Fitch to approve Health Connector Agreement Amendment 3, seconded by Steve McCombs. Motion unanimously carried.
8. **Discussion / Informational Items:** None
9. **Reports to the Board:**
 - A. CIRTPA – Regional Planning Agency Director, Andrew Collings, and Alyssa Schaeffer
 - B. HIRTA – Chief Executive Officer, Julia Castillo
10. **Next Meeting:** 02/26/2026
11. **Adjournment:** Motion by Scott Longhorn to adjourn at 9:25AM, seconded by Brian Arnold. 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
Big Brand Tire & Service	82.24	0.00	0.00	0.00	0.00	82.24
Casey's Business Advantage	15,508.68	0.00	0.00	0.00	0.00	15,508.68
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
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
Flex Investors, LLC	4,263.56	0.00	0.00	0.00	0.00	4,263.56
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
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	0.00	0.00	0.00	16,530.14	0.00	16,530.14
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
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
Thomas Bus Sales	0.00	0.00	0.00	0.00	-33.56	-33.56
Time Management Systems, Inc.	197.79	0.00	0.00	0.00	0.00	197.79
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	71,149.96	2,349.93	0.00	16,530.14	-513.56	89,516.47

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/th late payments	14,475.00	0.00	14,208.26	11,366.74	15,981.37	56,031.37
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	15,970.71	0.00	0.00	0.00	0.00	15,970.71
Americorp	8,765.34	0.00	0.00	0.00	0.00	8,765.34
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 - ASSET Rec Qrtly	4,113.25	4,113.25	4,113.25	4,113.25	0.00	16,453.00
City Of Boone	0.00	-6,375.00	0.00	0.00	0.00	-6,375.00
City of Grimes Issue with billing because of Via	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)	1,485.00	0.00	0.00	0.00	0.00	1,485.00
Iowa DOT Recently billed Iowa DOT	0.00	1,247.33	0.00	1,247.34	8,175.37	10,670.04
IOWA DOT - FTA/STA Recently billed Iowa DOT	82,002.00	0.00	64,379.80	47,313.20	286,407.40	480,102.40
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	10,719.00	0.00	10,719.00	0.00	0.00	21,438.00
USDOT	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	221,565.00	-12,115.50	125,607.41	64,040.53	314,109.27	713,206.71

HIRTA Public Transit
Balance Sheet
As of January 31, 2026

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
10100 · Heart of Iowa Regional Transit	394,863.63
10200 · Petty Cash	50.00
10300 · Certificate of Deposit	
10301 · CD - ICS	22,809.49
10302 · CD - ARS	1,185,115.00
10303 · CD - UBI	507,544.62
	1,715,469.11
Total 10300 · Certificate of Deposit	
	2,110,382.74
Accounts Receivable	
11000 · QB - Accounts Receivable	713,206.71
	713,206.71
Total Accounts Receivable	
	2,823,589.45
Total Current Assets	
	1,640,946.56
Fixed Assets	
Other Assets	0.00
	0.00
TOTAL ASSETS	4,464,536.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	89,516.47
	89,516.47
Total Accounts Payable	
	-28,114.12
Credit Cards	
Other Current Liabilities	59,058.34
	120,460.69
Total Current Liabilities	
	120,460.69
Total Liabilities	
	120,460.69
Equity	
25000 · Fund Balance - Unreserved	1,507,955.62
26000 · Investment in Gen Fixed Assets	3,379,127.18
Net Income	-543,007.48
	4,344,075.32
Total Equity	
	4,344,075.32
TOTAL LIABILITIES & EQUITY	4,464,536.01

2:06 PM

02/20/26

Accrual Basis

**HIRTA Public Transit
Journal Entry Report
December 31, 2025 through January 31, 2026**

Type	Date	Num	Memo	Account	Amount	Balance
Dec 31, '25 - Jan 31, 26						
General Journal	01/29/2026	DONATION	ALYCE HOLLAND VIA DONATION	30301 · Passenger Re...	6.00	6.00
General Journal	01/29/2026	DONATION	ALYCE HOLLAND VIA DONATION	30302 · Passenger Do...	-6.00	0.00
Dec 31, '25 - Jan 31, 26					0.00	0.00

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

	Jan 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	0.00	81,000.00	-81,000.00	0.0%
30109 · FTA - STBG	16,666.00			
30100 · FTA - Other	0.00			
	<u>65,336.00</u>	<u>44,228.42</u>	<u>-44,228.42</u>	<u>0.0%</u>
Total 30100 · FTA	65,336.00	187,819.76	-122,483.76	34.8%
30200 · STA Grant	36,273.84	33,931.00	2,342.84	106.9%
30300 · Passenger Revenue				
30301 · Passenger Revenue	18,610.00	22,916.67	-4,306.67	81.2%
30302 · Passenger Donations	26.00			
	<u>18,636.00</u>	<u>22,916.67</u>	<u>-4,280.67</u>	<u>81.3%</u>
Total 30300 · Passenger Revenue	18,636.00	22,916.67	-4,280.67	81.3%
30400 · Contract Revenue				
30401 · Access2Care	14,475.00	15,666.67	-1,191.67	92.4%
30402 · Federal 3B	15,970.71	18,565.00	-2,594.29	86.0%
30404 · CICS	0.00	1,250.00	-1,250.00	0.0%
30405 · Accura	891.00			
30406 · Waiver	1,485.00	2,333.33	-848.33	63.6%
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	25,944.48	26,750.00	-805.52	97.0%
30416 · United Way Of Story County	729.17	729.17	0.00	100.0%
30418 · ITS4US	37,997.34	42,490.00	-4,492.66	89.4%
	<u>112,324.95</u>	<u>122,564.09</u>	<u>-10,239.14</u>	<u>91.6%</u>
Total 30400 · Contract Revenue	112,324.95	122,564.09	-10,239.14	91.6%
30600 · Fuel Tax Refund	0.00	2,500.00	-2,500.00	0.0%
30700 · Vehicle Capital Purchase	0.00	34,416.66	-34,416.66	0.0%
30900 · Vehicle Revenue	0.00	1,083.33	-1,083.33	0.0%
31100 · Fellowship and Training Income	0.00	3,750.00	-3,750.00	0.0%
31300 · Grant Income				
31301 · Grant - revenue	15,000.00	833.33	14,166.67	1,800.0%
31305 · United Way Of Boone County	2,000.00	500.00	1,500.00	400.0%
31306 · United Way Of Central Iowa	7,500.00	1,666.67	5,833.33	450.0%
31308 · United Way Of Marion County	253.13			
	<u>24,753.13</u>	<u>3,000.00</u>	<u>21,753.13</u>	<u>825.1%</u>
Total 31300 · Grant Income	24,753.13	3,000.00	21,753.13	825.1%
31400 · NSF Items	0.00	7.50	-7.50	0.0%
31500 · Interest				
31503 · Finance Charge - ICS	0.00	750.00	-750.00	0.0%
31504 · Finance Charge - CDARS	11,964.05	6,250.00	5,714.05	191.4%
31505 · Finance Charge - UBI	1,182.67			
31500 · Interest - Other	481.55	1,666.67	-1,185.12	28.9%
	<u>13,628.27</u>	<u>8,666.67</u>	<u>4,961.60</u>	<u>157.2%</u>
Total 31500 · Interest	13,628.27	8,666.67	4,961.60	157.2%
31600 · Local Taxes				
31601 · Donations	100.00	16.67	83.33	599.9%
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	8,812.75	2,937.50	5,875.25	300.0%
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	11,910.00	3,970.00	7,940.00	300.0%
31609 · City Of Norwalk	1,333.33			
31610 · City Of Waukeee	7,500.00	2,500.00	5,000.00	300.0%
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	6,375.00	2,125.00	4,250.00	300.0%
31622 · City Of Grimes	1,056.55	6,250.00	-5,193.45	16.9%
	<u>51,441.80</u>	<u>32,278.34</u>	<u>19,163.46</u>	<u>159.4%</u>
Total 31600 · Local Taxes	51,441.80	32,278.34	19,163.46	159.4%

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

	Jan 26	Budget	\$ Over Budget	% of Budget
31700 · Other Revenue				
31701 · Miscellaneous Income	3,690.00			
31703 · Fieldprint	1,143.00	833.33	309.67	137.2%
Total 31700 · Other Revenue	4,833.00	833.33	3,999.67	580.0%
31800 · RSVP				
31801 · Americorp	8,765.34	12,500.00	-3,734.66	70.1%
31802 · CDBG	1,247.33	1,247.33	0.00	100.0%
Total 31800 · RSVP	10,012.67	13,747.33	-3,734.66	72.8%
Total Income	337,239.66	467,514.68	-130,275.02	72.1%
Gross Profit	337,239.66	467,514.68	-130,275.02	72.1%
Expense				
40100 · Wage Expense	119,753.10	114,695.17	5,057.93	104.4%
40200 · Payroll Taxes	20,396.79	18,953.33	1,443.46	107.6%
40300 · Employee Benefits	19,190.75	17,345.84	1,844.91	110.6%
40400 · Professional Services				
40401 · CPA	300.00	58.33	241.67	514.3%
40402 · IT	565.00	2,083.33	-1,518.33	27.1%
40403 · Legal	204.00	54.17	149.83	376.6%
40405 · Audit	0.00	1,833.33	-1,833.33	0.0%
40406 · Cleaning Service	954.36	1,625.00	-670.64	58.7%
40407 · AOD	197.79	250.00	-52.21	79.1%
40409 · Translations	0.00	20.83	-20.83	0.0%
40410 · VIA	0.00	7,250.00	-7,250.00	0.0%
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	2,221.15	33,299.99	-31,078.84	6.7%
40500 · Office Supplies				
40501 · Office Supplies	531.00	1,125.00	-594.00	47.2%
40502 · Postage & Freight	0.00	83.33	-83.33	0.0%
40503 · Cleaning Supplies	0.00	83.33	-83.33	0.0%
Total 40500 · Office Supplies	531.00	1,291.66	-760.66	41.1%
40600 · Telephone				
40601 · Phone & Internet	2,017.24	2,666.67	-649.43	75.6%
Total 40600 · Telephone	2,017.24	2,666.67	-649.43	75.6%
40700 · Fellowship / Training Expense				
40701 · Training Expense	0.00	125.00	-125.00	0.0%
40702 · Fellowship - RTAP Approved Exp	1,485.44	3,750.00	-2,264.56	39.6%
Total 40700 · Fellowship / Training Expense	1,485.44	3,875.00	-2,389.56	38.3%
40800 · Insurance				
40801 · WC Insurance	-34,499.60	2,916.67	-37,416.27	-1,182.8%
Total 40800 · Insurance	-34,499.60	2,916.67	-37,416.27	-1,182.8%
40900 · Organizational Dues	0.00	691.67	-691.67	0.0%
41000 · Employee Expenses				
41001 · Medical Testing	0.00	125.00	-125.00	0.0%
41002 · Background Checks	561.40	41.67	519.73	1,347.3%
41005 · Drug Testing	47.00	91.67	-44.67	51.3%
41006 · Employee Events	0.00	250.00	-250.00	0.0%
Total 41000 · Employee Expenses	608.40	508.34	100.06	119.7%
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	3,000.00	2,083.33	916.67	144.0%
41104 · Minutes/Public Hearing Notices	107.57	66.67	40.90	161.3%
Total 41100 · Advertising	3,107.57	2,400.00	707.57	129.5%

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

	Jan 26	Budget	\$ Over Budget	% of Budget
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	262.78	1,333.33	-1,070.55	19.7%
41500 · Meeting / Mileage Expenses	40.59	1,295.83	-1,255.24	3.1%
41600 · Contracted Services				
41601 · Website - Domain Registration	0.00	29.17	-29.17	0.0%
41603 · Quickbook Expenses	419.63	375.00	44.63	111.9%
41604 · ITS4US - CTAA	0.00	1,458.33	-1,458.33	0.0%
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	20,807.74	39,166.67	-18,358.93	53.1%
41610 · ITS4US - Legal	0.00	20.83	-20.83	0.0%
41611 · ITS4US - ISU	0.00	9,583.33	-9,583.33	0.0%
41612 · ITS4US - KIOSK	448.88	83.33	365.55	538.7%
41613 · ITS4US - NaviLens	228.90	8.33	220.57	2,747.9%
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	21,905.15	53,808.33	-31,903.18	40.7%
41700 · Premise Expense				
41701 · Utilities	997.21	2,083.33	-1,086.12	47.9%
41702 · Building Maint & Repairs	0.00	16.67	-16.67	0.0%
Total 41700 · Premise Expense	997.21	2,100.00	-1,102.79	47.5%
41800 · Vehicle Expense				
41801 · Vehicle Repairs & Maint	25,082.57	20,833.33	4,249.24	120.4%
41802 · Op/Vehicle Supplies	29.94	125.00	-95.06	24.0%
41803 · Auto Insurance	0.00	29,166.67	-29,166.67	0.0%
41804 · Fuel	16,530.17	20,833.33	-4,303.16	79.3%
41806 · Radio	0.00	208.33	-208.33	0.0%
41807 · Tires	2,165.68	1,250.00	915.68	173.3%
41808 · Bus Washing	106.50	333.33	-226.83	32.0%
41809 · Deductible & Accident	0.00	1,666.67	-1,666.67	0.0%
Total 41800 · Vehicle Expense	43,914.86	74,416.66	-30,501.80	59.0%
41900 · Vehicle and Equipment Capital	0.00	42,750.00	-42,750.00	0.0%
41910 · Facilities	0.00	83,333.33	-83,333.33	0.0%
42000 · Bank Charges				
42003 · Returned Check	0.00	4.17	-4.17	0.0%
42004 · Merchant Service Merch Fee	197.25	666.67	-469.42	29.6%
42000 · Bank Charges - Other	6.25	6.67	-0.42	93.7%
Total 42000 · Bank Charges	203.50	677.51	-474.01	30.0%
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%
Total Expense	213,059.66	471,276.42	-258,216.76	45.2%
Net Ordinary Income	124,180.00	-3,761.74	127,941.74	-3,301.1%
Net Income	124,180.00	-3,761.74	127,941.74	-3,301.1%

**HIRTA Public Transit
Expenses by Vendor Summary
January 2026**

	Jan 26
1 It Source	565.00
Accident Fund Insurance Company	3,299.40
Ahlers & Cooney, P.C.	204.00
Big Brand Tire & Service	82.24
Casey's Businesss Advantage	16,530.17
Central Tire & Auto	69.00
CenturyLink	527.48
Cintas Loc 22M	54.36
City Of Boone Airport	4,702.71
Crystal Clear Water	55.50
Debbie Comito	900.00
Delta Dental	1,973.34
Downey Tire Service	104.04
DSI Medical Services, Inc.	47.00
Flex Investors, LLC	4,263.56
Flexlynqs LLC	20,807.74
Freedom Tire & Auto Center	2,165.68
Heart Of Transit	-24,853.13
ICW Group	-37,799.00
Indianola Municipal Utilities	88.00
IntelliCorp Records	69.60
Iowa State University	3,000.00
Iowa State University Parking	1,810.17
Jasper County Treasurer	500.00
LISCO	153.00
MCGowen, Hurst, Clark & Smith, PC	300.00
Mediacom	393.47
Merchant Service	-4,262.75
Midwest Office Technology	157.65
Moffitt's	24,827.29
Napa Auto Parts - Des Moines COJ	29.94
Navilens Projects Corp	228.90
Nick's Greenhouse	150.00
QuickBooks Payroll Service	419.63
RAMP	3,154.91
The Standard	1,794.03
Time Management Systems, Inc.	197.79
U.S. Cellular	1,199.37
Wellmark	21,200.62
Wild Water Car Wash & Pet Wash	106.50
Windstream Iowa Communications	150.42
TOTAL	49,367.63

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1 It Source	1,648.00	0.00	0.00	0.00	0.00	1,648.00
Barney's Services Inc	103.70	0.00	0.00	0.00	0.00	103.70
Bluefin	139.50	0.00	0.00	0.00	0.00	139.50
Braintree Funding	577.51	0.00	0.00	0.00	0.00	577.51
Casey's Business Advantage	0.00	-1,021.49	0.00	0.00	0.00	-1,021.49
Central Tire & Auto	23.00	0.00	0.00	0.00	0.00	23.00
CenturyLink	0.00	1,042.56	0.00	0.00	0.00	1,042.56
Community Transportation Assoc.	1,800.00	0.00	0.00	0.00	0.00	1,800.00
Dutch Clean Auto Wash	12.92	0.00	0.00	0.00	0.00	12.92
Flexynqs LLC	17,869.35	0.00	0.00	0.00	0.00	17,869.35
Freedom Tire & Auto Center	817.62	0.00	0.00	0.00	-480.00	337.62
Iowa State University Science & Tech	13,016.72	0.00	0.00	0.00	0.00	13,016.72
Jan Becker	137.20	0.00	0.00	0.00	0.00	137.20
Krisi Kranz	104.08	0.00	0.00	0.00	0.00	104.08
Language Link	63.26	0.00	0.00	0.00	0.00	63.26
Linda Akwa	48.00	0.00	0.00	0.00	0.00	48.00
McFarland Clinic	44.00	0.00	0.00	0.00	0.00	44.00
Merchant Service	165.62	0.00	0.00	0.00	0.00	165.62
Mid American Energy	379.35	0.00	0.00	0.00	0.00	379.35
Moffitt's	20,923.55	0.00	0.00	0.00	0.00	20,923.55
Napa Auto Parts - Des Moines COJ	83.85	0.00	0.00	0.00	0.00	83.85
NEORide	6,012.50	0.00	25,275.72	0.00	0.00	31,288.22
Newton Classic Car Wash	52.96	0.00	0.00	0.00	0.00	52.96
Ruth Altman	82.88	0.00	0.00	0.00	0.00	82.88
The Standard	-1,794.03	0.00	0.00	0.00	0.00	-1,794.03
Thomas Bus Sales	0.00	0.00	0.00	0.00	-33.56	-33.56
Time Management Systems, Inc.	190.85	0.00	0.00	0.00	0.00	190.85
WEX Bank	335.00	0.00	0.00	0.00	0.00	335.00
Wild Water Car Wash & Pet Wash	347.25	0.00	0.00	0.00	0.00	347.25
TOTAL	63,184.64	21.07	25,275.72	0.00	-513.56	87,967.87

**HIRTA Public Transit
A/R Aging Summary
As of December 31, 2025**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Access2Care-MTM	14,208.26	0.00	14,208.26	12,900.39	3,080.98	44,397.89
Accura of Knoxville	12.00	0.00	0.00	0.00	0.00	12.00
Accura of Newton - East	1,056.00	0.00	0.00	0.00	0.00	1,056.00
Accura Riverside North	129.00	0.00	102.00	0.00	0.00	231.00
Aging Resources of Central Iowa	17,919.45	0.00	0.00	0.00	0.00	17,919.45
Americorp	11,694.03	0.00	9,620.84	0.00	0.00	21,314.87
Behavioral Health & Disability Service	2,025.98	0.00	0.00	0.00	0.00	2,025.98
Boone - Westhaven	54.00	0.00	0.00	0.00	0.00	54.00
Boone County Auditor.	3,750.00	0.00	3,750.00	0.00	0.00	7,500.00
City of Ames - ASSET	4,113.25	4,113.25	4,113.25	0.00	0.00	12,339.75
City of Grimes	5,759.40	0.00	0.00	3,500.13	0.00	9,259.53
CyRide/DAR	25,172.90	22,466.04	0.00	0.00	0.00	47,638.94
Fieldprint Equipment Corp	1,022.00	0.00	0.00	0.00	0.00	1,022.00
HIPP (IME)	252.00	0.00	0.00	0.00	0.00	252.00
Iowa DOT	0.00	2,915.34	3,247.33	0.00	6,928.04	13,090.71
IOWA DOT - FTA/STA	48,440.00	0.00	47,218.00	50,686.00	219,891.00	366,235.00
IOWA DOT - FUEL TAX	1,948.38	0.00	1,948.39	0.00	1,948.39	5,845.16
Jasper - Newton Health Care Center LLC	330.00	0.00	350.00	350.00	0.00	1,030.00
Marion - West Ridge Nursing Home	66.00	54.00	0.00	0.00	0.00	120.00
Pamela Peterson	0.00	0.00	0.00	0.00	45.00	45.00
Story County Asset	10,719.00	0.00	10,719.00	0.00	0.00	21,438.00
USDOT	29,076.70	0.00	34,776.72	0.00	0.00	63,853.42
Warren - Park & Recreation	37.50	0.00	0.00	0.00	0.00	37.50
TOTAL	177,785.85	29,548.63	130,053.79	67,436.52	231,893.41	636,718.20

HIRTA Public Transit
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
10100 · Heart of Iowa Regional Transit	325,202.38
10200 · Petty Cash	50.00
10300 · Certificate of Deposit	
10301 · CD - ICS	22,809.49
10302 · CD - ARS	1,173,150.95
10303 · CD - UBI	506,361.95
Total 10300 · Certificate of Deposit	1,702,322.39
Total Checking/Savings	2,027,574.77
Accounts Receivable	
11000 · QB - Accounts Receivable	636,718.20
Total Accounts Receivable	636,718.20
Total Current Assets	2,664,292.97
Fixed Assets	1,640,946.56
Other Assets	0.00
TOTAL ASSETS	4,305,239.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	87,967.87
Total Accounts Payable	87,967.87
Credit Cards	-29,422.95
Other Current Liabilities	58,800.55
Total Current Liabilities	117,345.47
Total Liabilities	117,345.47
Equity	4,187,894.06
TOTAL LIABILITIES & EQUITY	4,305,239.53

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02/16/26

Accrual Basis

HIRTA Public Transit Journal Entry Report December 2025

Type	Date	Num	Memo	Account	Amount	Balance
Dec 25						
General Journal	12/08/2025	DONATION	LINDA BRIGGS VIA DONATION	30301 - Passenger Re...	6.00	6.00
General Journal	12/08/2025	DONATION	LINDA BRIGGS VIA DONATION	30302 - Passenger Do...	-6.00	0.00
General Journal	12/09/2025	DONATION	DEE VIEIRA VIA DONATION	30301 - Passenger Re...	5.00	5.00
General Journal	12/09/2025	DONATION	DEE VIEIRA VIA DONATION	30302 - Passenger Do...	-5.00	0.00
General Journal	12/16/2025	DONATION	DEE VIEIRA VIA DONATION	30301 - Passenger Re...	5.00	5.00
General Journal	12/16/2025	DONATION	DEE VIEIRA VIA DONATION	30302 - Passenger Do...	-5.00	0.00
General Journal	12/22/2025	DONATION	WILLIAM RADEBAUGH VIA DONATION	30301 - Passenger Re...	4.00	4.00
General Journal	12/22/2025	DONATION	WILLIAM RADEBAUGH VIA DONATION	30302 - Passenger Do...	-4.00	0.00
General Journal	12/22/2025	DONATION	MYRENE BAKER VIA DONATION	30301 - Passenger Re...	6.00	6.00
General Journal	12/22/2025	DONATION	MYRENE BAKER VIA DONATION	30302 - Passenger Do...	-6.00	0.00
General Journal	12/22/2025	DONATION	JEFF MCCOMBES VIA DONATION	30301 - Passenger Re...	100.00	100.00
General Journal	12/22/2025	DONATION	JEFF MCCOMBES VIA DONATION	30302 - Passenger Do...	-100.00	0.00
Dec 25					0.00	0.00

HIRTA Public Transit
Profit & Loss Budget vs. Actual
December 2025

	Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
30100 · FTA				
30101 · 5311	44,229.00			
30105 · FTA - Special	0.00	26,666.66	-26,666.66	0.0%
30107 · FTA - ICAM	4,211.00	35,924.66	-31,713.66	11.7%
30108 · FTA - Facility Grant	0.00	81,000.00	-81,000.00	0.0%
30109 · FTA - STBG	16,668.00			
30100 · FTA - Other	0.00	44,228.41	-44,228.41	0.0%
Total 30100 · FTA	65,108.00	187,819.73	-122,711.73	34.7%
30200 · STA Grant	34,777.73	33,931.00	846.73	102.5%
30300 · Passenger Revenue				
30301 · Passenger Revenue	20,748.80	22,916.66	-2,167.86	90.5%
30302 · Passenger Donations	126.00			
30305 · Knoxville Raceway	0.00	0.00	0.00	0.0%
Total 30300 · Passenger Revenue	20,874.80	22,916.66	-2,041.86	91.1%
30400 · Contract Revenue				
30401 · Access2Care	14,208.26	15,666.66	-1,458.40	90.7%
30402 · Federal 3B	17,919.45	18,565.00	-645.55	96.5%
30404 · CICS	2,025.98	1,250.00	775.98	162.1%
30405 · Accura	1,197.00			
30406 · Waiver	252.00	2,333.34	-2,081.34	10.8%
30413 · Story Asset	10,719.00	10,666.66	52.34	100.5%
30414 · City Of Ames ASSET	4,113.25	4,113.25	0.00	100.0%
30415 · Dial A Ride	25,172.90	26,750.00	-1,577.10	94.1%
30416 · United Way Of Story County	729.17	729.17	0.00	100.0%
30418 · ITS4US	29,076.70	42,490.00	-13,413.30	68.4%
Total 30400 · Contract Revenue	105,413.71	122,564.08	-17,150.37	86.0%
30600 · Fuel Tax Refund	1,948.38	2,500.00	-551.62	77.9%
30700 · Vehicle Capital Purchase				
30701 · Vehicle Capital	0.00	33,333.34	-33,333.34	0.0%
30702 · Make Ready	0.00	1,083.34	-1,083.34	0.0%
30703 · Capital Grant Funds	0.00	0.00	0.00	0.0%
Total 30700 · Vehicle Capital Purchase	0.00	34,416.68	-34,416.68	0.0%
30900 · Vehicle Revenue				
30903 · Salvaged Vehicle Revenue	0.00	250.00	-250.00	0.0%
30904 · Insurance Settlement - Vehicles	0.00	833.34	-833.34	0.0%
Total 30900 · Vehicle Revenue	0.00	1,083.34	-1,083.34	0.0%
31100 · Fellowship and Training Income				
31102 · Fellowship Reimbursements RTAP	1,668.00	3,750.00	-2,082.00	44.5%
Total 31100 · Fellowship and Training Income	1,668.00	3,750.00	-2,082.00	44.5%
31300 · Grant Income				
31301 · Grant - revenue	0.00	833.34	-833.34	0.0%
31305 · United Way Of Boone County	0.00	500.00	-500.00	0.0%
31306 · United Way Of Central Iowa	0.00	1,666.66	-1,666.66	0.0%
31307 · Flex Connect-Mobility	0.00	0.00	0.00	0.0%
Total 31300 · Grant Income	0.00	3,000.00	-3,000.00	0.0%
31400 · NSF Items				
31410 · Returned Check	0.00	4.16	-4.16	0.0%
31420 · Returned Check Fee	0.00	3.34	-3.34	0.0%
Total 31400 · NSF Items	0.00	7.50	-7.50	0.0%
31500 · Interest				
31503 · Finance Charge - ICS	33.87	750.00	-716.13	4.5%
31504 · Finance Charge - CDARS	0.00	6,250.00	-6,250.00	0.0%
31505 · Finance Charge - UBI	1,179.91			
31500 · Interest - Other	653.29	1,666.66	-1,013.37	39.2%
Total 31500 · Interest	1,867.07	8,666.66	-6,799.59	21.5%

HIRTA Public Transit
Profit & Loss Budget vs. Actual
December 2025

	Dec 25	Budget	\$ Over Budget	% of Budget
31600 · Local Taxes				
31601 · Donations	750.00	16.66	733.34	4,501.8%
31602 · Boone County	3,750.00	3,750.00	0.00	100.0%
31603 · Dallas County	4,229.16	4,229.16	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	1,416.66	1,416.66	0.00	100.0%
31607 · Marion County	3,000.00	3,000.00	0.00	100.0%
31608 · Warren County	3,970.00	3,970.00	0.00	100.0%
31609 · City Of Norwalk	1,333.34	0.00	1,333.34	100.0%
31610 · City Of Waukee	0.00	2,500.00	-2,500.00	0.0%
31618 · City Of Ogden	0.00	83.34	-83.34	0.0%
31619 · City Of Winterset	833.33	833.34	-0.01	100.0%
31620 · City Of Pleasantville	0.00	41.66	-41.66	0.0%
31621 · City Of Boone	0.00	2,125.00	-2,125.00	0.0%
31622 · City Of Grimes	2,780.40	6,250.00	-3,469.60	44.5%
31623 · City of Pella	1,803.34			
Total 31600 · Local Taxes	24,991.23	32,278.32	-7,287.09	77.4%
31700 · Other Revenue				
31701 · Miscellaneous Income	939.04	0.00	939.04	100.0%
31703 · Fieldprint	1,022.00	833.34	188.66	122.6%
Total 31700 · Other Revenue	1,961.04	833.34	1,127.70	235.3%
31800 · RSVP				
31801 · Americorp	11,694.03	12,500.00	-805.97	93.6%
31802 · CDBG	1,247.34	1,247.34	0.00	100.0%
Total 31800 · RSVP	12,941.37	13,747.34	-805.97	94.1%
Total Income	271,551.33	467,514.65	-195,963.32	58.1%
Gross Profit	271,551.33	467,514.65	-195,963.32	58.1%
Expense				
40100 · Wage Expense	121,812.32	114,695.16	7,117.16	106.2%
40200 · Payroll Taxes	20,643.67	18,953.34	1,690.33	108.9%
40300 · Employee Benefits	21,164.09	17,345.82	3,818.27	122.0%
40400 · Professional Services				
40401 · CPA	0.00	58.34	-58.34	0.0%
40402 · IT	1,648.00	2,083.34	-435.34	79.1%
40403 · Legal	0.00	54.16	-54.16	0.0%
40405 · Audit	0.00	1,833.34	-1,833.34	0.0%
40406 · Cleaning Service	942.00	1,625.00	-683.00	58.0%
40407 · AOD	190.85	250.00	-59.15	76.3%
40409 · Translations	63.26	20.84	42.42	303.6%
40410 · VIA	6,012.50	7,250.00	-1,237.50	82.9%
40411 · Insurance - Broker Fees	0.00	2,083.34	-2,083.34	0.0%
40412 · Architecture	0.00	17,916.66	-17,916.66	0.0%
40413 · Actuary	0.00	125.00	-125.00	0.0%
Total 40400 · Professional Services	8,856.61	33,300.02	-24,443.41	26.6%
40500 · Office Supplies				
40501 · Office Supplies	612.32	1,125.00	-512.68	54.4%
40502 · Postage & Freight	495.97	83.34	412.63	595.1%
40503 · Cleaning Supplies	0.00	83.34	-83.34	0.0%
Total 40500 · Office Supplies	1,108.29	1,291.68	-183.39	85.8%
40600 · Telephone				
40601 · Phone & Internet	2,931.73	2,666.66	265.07	109.9%
Total 40600 · Telephone	2,931.73	2,666.66	265.07	109.9%
40700 · Fellowship / Training Expense				
40701 · Training Expense	0.00	125.00	-125.00	0.0%
40702 · Fellowship - RTAP Approved Exp	723.39	3,750.00	-3,026.61	19.3%
Total 40700 · Fellowship / Training Expense	723.39	3,875.00	-3,151.61	18.7%
40800 · Insurance				
40801 · WC Insurance	11,844.40	2,916.66	8,927.74	406.1%
Total 40800 · Insurance	11,844.40	2,916.66	8,927.74	406.1%

HIRTA Public Transit
Profit & Loss Budget vs. Actual
December 2025

	Dec 25	Budget	\$ Over Budget	% of Budget
40900 · Organizational Dues				
40901 · Membership Dues	1,250.00	691.66	558.34	180.7%
Total 40900 · Organizational Dues	1,250.00	691.66	558.34	180.7%
41000 · Employee Expenses				
41001 · Medical Testing	44.00	125.00	-81.00	35.2%
41002 · Background Checks	0.00	41.66	-41.66	0.0%
41005 · Drug Testing	0.00	91.66	-91.66	0.0%
41006 · Employee Events	0.00	250.00	-250.00	0.0%
Total 41000 · Employee Expenses	44.00	508.32	-464.32	8.7%
41100 · Advertising				
41101 · Advertising	234.50	166.66	67.84	140.7%
41102 · Employment Ads	0.00	83.34	-83.34	0.0%
41103 · Marketing Campaign	0.00	2,083.34	-2,083.34	0.0%
41104 · Minutes/Public Hearing Notices	200.49	66.66	133.83	300.8%
Total 41100 · Advertising	434.99	2,400.00	-1,965.01	18.1%
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	0.00	291.66	-291.66	0.0%
41400 · Subscriptions	5,579.07	1,333.34	4,245.73	418.4%
41500 · Meeting / Mileage Expenses				
41501 · Travel expense	108.31	0.00	108.31	100.0%
41502 · Meeting Expense	0.00	12.50	-12.50	0.0%
41503 · Mileage Reimbursement	64.68	33.34	31.34	194.0%
41504 · Meal Expense	116.05	250.00	-133.95	46.4%
41505 · Volunteer Mileage Reimbursement	372.16	1,000.00	-627.84	37.2%
Total 41500 · Meeting / Mileage Expenses	661.20	1,295.84	-634.64	51.0%
41600 · Contracted Services				
41601 · Website - Domain Registration	0.00	29.16	-29.16	0.0%
41603 · Quickbook Expenses	369.63	375.00	-5.37	98.6%
41604 · ITS4US - CTAA	1,800.00	1,458.34	341.66	123.4%
41605 · ITS4US - Arcadis	0.00	0.00	0.00	0.0%
41606 · ITS4US - VIA	0.00	416.66	-416.66	0.0%
41607 · ITS4US - Capture Management	840.00	2,083.34	-1,243.34	40.3%
41608 · ITS4US - Flexlynqs	17,869.35	39,166.66	-21,297.31	45.6%
41610 · ITS4US - Legal	0.00	20.84	-20.84	0.0%
41611 · ITS4US - ISU	13,016.72	9,583.34	3,433.38	135.8%
41612 · ITS4US - KIOSK	388.04	83.34	304.70	465.6%
41613 · ITS4US - NaviLens	0.00	8.34	-8.34	0.0%
41614 · ITS4US - Events	0.00	291.66	-291.66	0.0%
41621 · GVSS	0.00	291.66	-291.66	0.0%
Total 41600 · Contracted Services	34,283.74	53,808.34	-19,524.60	63.7%
41700 · Premise Expense				
41701 · Utilities	1,329.76	2,083.34	-753.58	63.8%
41702 · Building Maint & Repairs	0.00	16.66	-16.66	0.0%
Total 41700 · Premise Expense	1,329.76	2,100.00	-770.24	63.3%
41800 · Vehicle Expense				
41801 · Vehicle Repairs & Maint	21,403.18	20,833.34	569.84	102.7%
41802 · Op/Vehicle Supplies	83.85	125.00	-41.15	67.1%
41803 · Auto Insurance	0.00	29,166.66	-29,166.66	0.0%
41804 · Fuel	16,049.55	20,833.34	-4,783.79	77.0%
41806 · Radio	260.00	208.34	51.66	124.8%
41807 · Tires	4,920.40	1,250.00	3,670.40	393.6%
41808 · Bus Washing	413.13	333.34	79.79	123.9%
41809 · Deductible & Accident	0.00	1,666.66	-1,666.66	0.0%
Total 41800 · Vehicle Expense	43,130.11	74,416.68	-31,286.57	58.0%
41900 · Vehicle and Equipment Capital	0.00	42,750.00	-42,750.00	0.0%
41910 · Facilities				
41911 · Facilities Acct 1	6,400.00	83,333.34	-76,933.34	7.7%
Total 41910 · Facilities	6,400.00	83,333.34	-76,933.34	7.7%

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02/16/26

Accrual Basis

HIRTA Public Transit
Profit & Loss Budget vs. Actual
December 2025

	Dec 25	Budget	\$ Over Budget	% of Budget
42000 · Bank Charges				
42003 · Returned Check	0.00	4.16	-4.16	0.0%
42004 · Merchant Service Merch Fee	882.63	666.66	215.97	132.4%
42000 · Bank Charges - Other	6.87	6.66	0.21	103.2%
Total 42000 · Bank Charges	889.50	677.48	212.02	131.3%
42100 · Grant Expense	0.00	1,041.66	-1,041.66	0.0%
Total Expense	294,010.60	471,276.41	-177,265.81	62.4%
Net Ordinary Income	-22,459.27	-3,761.76	-18,697.51	597.0%
Net Income	-22,459.27	-3,761.76	-18,697.51	597.0%

HIRTA Public Transit
Expenses by Vendor Summary
 December 2025

	Dec 25
1 It Source	1,648.00
Accident Fund Insurance Company	3,304.40
Barney's Services Inc	103.70
Bluefin	139.50
Braintree Funding	577.51
Capture Management Solutions	840.00
Casey's Businesss Advantage	15,714.55
Central Tire & Auto	23.00
CenturyLink	1,570.04
Cintas Loc 22M	42.00
City Of Boone Airport	4,524.28
Community Transportation Assoc.	1,800.00
Crystal Clear Water	55.50
Debbie Comito	900.00
Delta Dental	3,946.68
Downey Tire Service	52.02
Dutch Clean Auto Wash	12.92
Flex Investors, LLC	4,263.56
Flexlynqs LLC	17,869.35
Freedom Tire & Auto Center	3,793.60
ICW Group	8,540.00
Indianola Municipal Utilities	88.00
Iowa Association Of RSVP	250.00
Iowa State University Parking	1,810.17
Iowa State Univiersity Science & Tech	13,016.72
Jan Becker	137.20
Jasper County Treasurer	500.00
KNIA	234.50
Krisi Kranz	104.08
Language Link	63.26
Linda Akwa	48.00
LISCO	153.00
McFarland Clinic	44.00
Mediacom	390.02
Merchant Service	-3,929.28
Mid American Energy	379.35
Midwest Office Technology	157.65
Moffitt's	20,923.55
Napa Auto Parts - Des Moines COJ	83.85
Nelsen Appraisal Associates, Inc	2,400.00
NEORide	7,012.50
Newton Classic Car Wash	52.96
Nick's Greenhouse	150.00
Pitney Bowes	495.97
QuickBooks Payroll Service	369.63
Rally Appraisal, LLC	4,000.00
RAMP	3,940.70
Ruth Altman	82.88
Shred-It	73.82
Stanley's Service LLC	1,427.71
The AlterNetWays Company, LLC	3,500.00
The Standard	1,794.03
Time Management Systems, Inc.	190.85
U.S. Cellular	1,206.37
Unplugged Wireless	260.00
Vicki Lynn	50.00
Wellmark	21,200.62
WEX Bank	335.00
Wild Water Car Wash & Pet Wash	347.25
Windstream Iowa Communications	150.43
TOTAL	153,215.40

Exhibit 1

Exhibit 1

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Exhibit 1

AMOCO Loan Agreement

Program Title: Capital Match
Revolving Loan

Agreement No. AL-26-070
Contract No. 00009706

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

Issuing Agency:
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

Project Manager:
Name: Julia Castillo
Title: Executive Director
Phone: 515-309-9281

Project Manager:
Name: Matthew Oetker
Title: Transit Programs Administrator
Phone: 515-239-1765

Fiscal Summary Estimate

Effective Date	Federal	State	Local	Capital Loan	Total	Expiration Date
02/01/2026	\$137,388	\$0	\$131,922	\$131,922	\$269,310	06/30/2027

Contract Description: Capital Match Loan

Source Agency/Law: Section 1, Senate File 587, 1985 Session, 71st General Assembly

Related Contracts: Contract **00008717** – Grant IA-2025-020-01-00

IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises and representations herein.

Transit Agency:
Heart of Iowa Regional Transit Agency

(hereinafter called the “AGENCY”)

Issuing Agency:
**Iowa Department of Transportation
Modal Transportation Bureau**

(hereinafter called the “DEPARTMENT”)

By: _____
Julia Castillo, Executive Director
Heart of Iowa Regional Transit Agency

By: _____
Tamara Nicholson, Director
Modal Transportation Bureau
Department of Transportation

Date: 02/17/2026

Date: 02/17/2026

AMOCO LOAN EXHIBIT

GENERAL PROVISIONS

1. PURPOSE OF AGREEMENT

The purpose of this agreement is to provide a no-interest loan of funds to be used as required non-federal match for capital grants from the Federal Transportation Administration which will assist the AGENCY in implementing the PROJECT ELEMENTS listed in Section 6.B.2 of this AGREEMENT and hereinafter collectively called the PROJECT. Such PROJECT ELEMENTS shall be capital improvements holding promise of increasing the energy efficiency of the AGENCY's public transportation program.

2. ITEMS COVERED BY THE AGREEMENT

Items covered by this AGREEMENT include the parties to the AGREEMENT, the terms, and conditions upon which; funding will be provided, and the understandings and promises made as to the manner in which the PROJECT will be undertaken and completed.

3. DEFINITIONS OF TERMS

The following terms when used in this AGREEMENT will have the following meanings:

- A. CAPITAL EXPENSES - all eligible PROJECT expenses related to the purchase or construction of transit equipment and facilities.
- B. PROJECT ELEMENT - specific element or task of this AGREEMENT described in Section 6.B.2 for which a CEILING AMOUNT AND PARTICIPATION PERCENTAGE has been established.
- C. CEILING AMOUNT - maximum amount assigned to PROJECT ELEMENTS of this AGREEMENT, or for this AGREEMENT as a whole.
- D. PARTICIPATION PERCENTAGE - the percentage which denotes the portion of the PROJECT ELEMENT which will be funded by any given funding source.
- E. AGENCY - Capital Match Revolving Loan recipient.
- F. DEPARTMENT - Iowa Department of Transportation.

4. ROLES AND RESPONSIBILITIES OF THE AGENCY

- A. The AGENCY shall purchase all capital equipment and construct all facilities in this AGREEMENT or amendments to this AGREEMENT according to the terms and conditions of the federal capital grant contract or joint participation agreement providing the federal share of the project funding.
- B. The AGENCY shall submit, in a timely manner, all reports and information required under the terms of this AGREEMENT.
- C. The AGENCY shall pay all loan funds as needed to provide matching funds for items listed in this agreement based on request for payment submitted by the AGENCY.

5. ROLES AND RESPONSIBILITIES OF THE DEPARTMENT

The DEPARTMENT shall advance loan funds as needed to provide matching funds for items listed in this agreement based on requests for payment submitted by the AGENCY.

6. FINANCES

A. Method of Payment

For each PROJECT ELEMENT OF THIS AGREEMENT the DEPARTMENT will, upon receipt of sufficient documentation and appropriate request, reimburse the AGENCY for the lesser of the following two amounts:

- 1) CEILING AMOUNT established in this AGREEMENT as denoted in Section 6.B.2; or
- 2) The amount corresponding to the PROJECT ELEMENT PARTICIPATION PERCENTAGE as denoted in Section 6.B.2 multiplied by the actual cost of the PROJECT ELEMENT.
- 3) Payment shall be made to coincide with the drawdown of federal funds from the related capital grant.

B. Financial Limits

- 1) The estimated total transportation CAPITAL SUPPORT NEED of the PROJECT is \$269,310.
- 2) The Capital Match Loan participation in the PROJECT cost will be limited to the following fund criteria:

PROJECT ELEMENT	MATCH LOAN CEILING AMOUNT	MATCH LOAN PROJECT ELEMENT PARTICIPATION PERCENTAGE*
Purchase 6 vehicles	\$131,922	100%
TOTAL MATCH LOAN CEILING AGREEMENT AMOUNT:	\$131,922	

*Loan amount cannot exceed match for reimbursable federal assistance that is detailed in agreements with AGENCY.

C. Payment of Loans

For any individual PROJECT ELEMENT not implemented by AGENCY prior to the expiration date of the related federal capital contract, there will be no reimbursement by the DEPARTMENT.

Reimbursement requests by the AGENCY to the DEPARTMENT shall be made by PROJECT ELEMENT. PROJECT ELEMENT overruns shall require an AGREEMENT amendment that has prior DEPARTMENT approval of the overrun.

D. Repayment of Funds

Funds paid by the DEPARTMENT under this AGREEMENT shall be repaid by the AGENCY without interest based on the following schedule:

****Payment will begin the first quarter following the disbursement of funds.**

<u>Due Date:</u>	<u>Installment Payment Amount or Percentage of Loan</u>
07/01/2026	\$32,980
10/01/2026	\$32,980
01/01/2027	\$32,980
04/01/2027	\$32,982
Total	\$131,922

- 1) Failure by the AGENCY to comply with the repayment schedule displayed above without a schedule amendment agreed to by the DEPARTMENT shall result in withholding of all future federal transit assistance payments administered by the DEPARTMENT until the delinquent loan payment is made current.

E. REPORTING REQUIREMENTS

F. Information with Requests for Reimbursement

- (1) The AGENCY may submit progressive requests for reimbursement to the DEPARTMENT covering those eligible costs by PROJECTS (S) which have been incurred by the AGENCY.
- (2) All requests for capital reimbursement must be itemized so as to allow the DEPARTMENT to verify that the costs conform to the PROJECT ELEMENTS and line items as outlined in Section 6.B.2 of this AGREEMENT.
- (3) All requests for capital reimbursement must be accompanied by a copy of the draw down request under the related federal capital contract.
- (4) The AGENCY agrees to submit any additional data and information as the DEPARTMENT may require to justify and support said PROJECT costs and payments.

Exhibit 2

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**TRANSIT JOINT PARTICIPATION AGREEMENT
 TO IMPLEMENT A FEDERAL TRANSIT ADMINISTRATION (FTA)
 NON-URBANIZED FORMULA PROGRAM (FLEX FUND PROJECTS)
 NON-URBAN SURFACE TRANSPORTATION PROJECT (STP)
 [CFDA 20.509]**

WHEREAS, the Iowa Department of Transportation (hereinafter called the DEPARTMENT) has, in accordance with Chapter 324A of the Code of Iowa, secured a grant under 49 U.S.C. 5311 from the Federal Transit Administration on behalf of Iowa public transit systems, and

WHEREAS, the **Heart of Iowa Regional Transit (Region 11)** (hereinafter called the AGENCY) has been duly designated as a public transit system by local officials, in accordance with Chapter 324A of the Code, and

WHEREAS, Grant 2019-016-00 (Executed by FTA on 5/7/2019) includes the STP project detailed below, programmed for the AGENCY:

Description of Project Element	FTA Code	Federal Funds Ceiling	% Federal Participation
1. Three non-ADA minivans (exp) One Conversion Van	11.13.15	\$ 116,806	80%
Total Federal Ceiling:		\$ 116,806	

NOW, THEREFORE, THE DEPARTMENT AND THE AGENCY HAVE AGREED THAT THE AGENCY shall proceed with implementation of the above-described project, subject to all terms, conditions and obligations connected with the federal grant, and also subject to such policies, procedures and conditions as have been established by the DEPARTMENT and which are documented in Part II of this AGREEMENT (found at http://www.iowadot.gov/transit/joint_participation.html).

BE IT FURTHER AGREED THAT THE DEPARTMENT shall reimburse the AGENCY for eligible costs of implementing each element of said project at the participation rate(s) and subject to the funding ceiling(s) delineated above.

THIS AGREEMENT TO BE IN EFFECT from May 7, 2019, through May 6, 2021, ~~May 6, 2022, June 30, 2023, September 30, 2026, June 30, 2027~~. [Any project element not obligated twelve months prior to the original expiration date of this AGREEMENT will be forfeited, unless prior written approval of other arrangements is received from the DEPARTMENT.]

IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises and representations herein.

For The AGENCY:

For the DEPARTMENT:

 Julia Castillo, Executive Director
 Heart of Iowa Transit Agency
 Date: 02/17/2026

 Tamara Nicholson, Director
 Transportation Modal Bureau
 Iowa Department of Transportation
 Date: 02/17/2026

Exhibit 3

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TRANSIT JOINT PARTICIPATION AGREEMENT
TO IMPLEMENT A FEDERAL TRANSIT ADMINISTRATION (FTA)
NON-URBANIZED FORMULA PROGRAM (FLEX FUND PROJECTS)
NON-URBAN SURFACE TRANSPORTATION BLOCK GRANT (STBG)
[CFDA 20.509]

WHEREAS, the Iowa Department of Transportation (hereinafter called the DEPARTMENT) has, in accordance with Chapter 324A of the Code of Iowa, secured a grant under 49 U.S.C. 5311 from the Federal Transit Administration on behalf of Iowa public transit systems, and

WHEREAS, the **Heart of Iowa Regional Transit (Region 11)** (hereinafter called the AGENCY) has been duly designated as a public transit system by local officials, in accordance with Chapter 324A of the Code, and

WHEREAS, Grant 2019-016-02 (Executed by FTA on 3/31/2021) includes the Surface Transportation Block Grant Program/Flex funding project detailed below, programmed for the AGENCY:

Description of Project Element	FTA Code	Federal Funds Ceiling	% Federal Participation
1. One conversion van (exp)	11.13.15	\$ 49,918 \$67,118	85%
2. One 176" LD bus (VSS) (exp)	11.13.04	\$ 84,318	85%
2. One conversion van (exp)	11.13.15	\$67,118	85%
	Total Federal Ceiling:	\$ 134,236	

NOW, THEREFORE, THE DEPARTMENT AND THE AGENCY HAVE AGREED THAT THE AGENCY shall proceed with implementation of the above-described project, subject to all terms, conditions and obligations connected with the federal grant, and also subject to such policies, procedures and conditions as have been established by the DEPARTMENT and which are documented in Part II of this AGREEMENT (found at http://www.iowadot.gov/transit/joint_participation.html).

BE IT FURTHER AGREED THAT THE DEPARTMENT shall reimburse the AGENCY for eligible costs of implementing each element of said project at the participation rate(s) and subject to the funding ceiling(s) delineated above.

THIS AGREEMENT TO BE IN EFFECT from **March 31, 2021**, through ~~March 30, 2023, September 30, 2026, June 30, 2027~~. [Any project element not obligated twelve months prior to the original expiration date of this AGREEMENT will be forfeited, unless prior written approval of other arrangements is received from the DEPARTMENT.]

IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises and representations herein.

For The AGENCY:

For the DEPARTMENT:

Julia Castillo, Executive Director
Heart of Iowa Regional Transit Agency
Date: 02/17/2026

Tamara Nicholson, Director
Modal Transportation Bureau
Iowa Department of Transportation
Date: 02/17/2026

Exhibit 4

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TRANSIT JOINT PARTICIPATION AGREEMENT
TO IMPLEMENT A FEDERAL TRANSIT ADMINISTRATION (FTA)
BUS PROJECT
[CFDA 20.526]

WHEREAS, the Iowa Department of Transportation (hereinafter called the DEPARTMENT) has, in accordance with Chapter 324A of the Code of Iowa, secured a grant under 49 U.S.C. 5339 from the Federal Transit Administration on behalf of Iowa public transit systems, and

WHEREAS, the **Heart of Iowa Regional Transit Agency (HIRTA)** (hereinafter called the AGENCY) has been duly designated as a public transit system by local officials, in accordance with Chapter 324A of the Code, and

WHEREAS, Grant IA-2024-027-01-00 (FTA execution date: 9/17/2024) includes the project detailed below, programmed for the AGENCY:

Description of Project Element	FTA Code	Federal Funds Ceiling	% Federal Participation
1. One 176" Light Duty Mid-Sized Bus (expansion)	11.13.04	\$39,371	85%
2. Three One Conversion Vans	11.13.15	\$80,732	85%
3. One Conversion Van	11.13.15	\$30,026	85%
4. One Conversion Van	11.13.15	\$30,026	85%
5. One Conversion Van	11.13.15	\$30,025	85%
Total Federal Ceiling:		\$120,103	

NOW, THEREFORE, THE DEPARTMENT AND THE AGENCY HAVE AGREED THAT THE AGENCY shall proceed with implementation of the above-described project, subject to all terms, conditions and obligations connected with the federal grant, and also subject to such policies, procedures and conditions as have been established by the DEPARTMENT and which are documented in Part II of this AGREEMENT (found at <https://iowadot.gov/transit/Funding-programs-and-applications/joint-participation-agreement-attachments>).

BE IT FURTHER AGREED THAT THE DEPARTMENT shall reimburse the AGENCY for eligible costs of implementing each element of said project at the participation rate(s) and subject to the funding ceiling(s) delineated above.

THIS AGREEMENT TO BE IN EFFECT from **October 1, 2024, through September 30, 2026, June 30, 2027**. [Any project element not obligated twelve months prior to the original expiration date of this AGREEMENT will be forfeited unless prior written approval of other arrangement(s) is received from the DEPARTMENT.]

IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises and representations herein.

For The AGENCY:

For the DEPARTMENT:

Julia Castillo, Executive Director
Heart of Iowa Regional Transit Agency
Date: **02/17/2026**

Tamara Nicholson, Director
Modal Transportation Bureau
Iowa Department of Transportation
Date: **02/17/2026**

Exhibit 5

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HEART OF TRANSIT CHECKING ACCOUNT

Staff has identified a new donor database system for Heart of Transit that meets our needs and is available at no cost. The system uses Stripe for payment processing and merchant services. Stripe requires a checking account to deposit donated funds.

Currently, Heart of Transit maintains only a savings account. Staff recommends maintaining the existing savings account and opening a checking account. This structure would allow donations to be deposited into the checking account through Stripe and then transferred to the savings account, preserving the ability to earn interest on funds held.

Staff recommendation: Open a checking account for Heart of Transit to support the new donor database system and payment processing requirements.

Exhibit 6

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HIRTA PAYMENT PROCESSING

Staff met with the Vice President of our bank to discuss proactive steps to strengthen HIRTA's financial controls in light of the documented increase in banking industry fraud. During that conversation, the bank outlined options to enhance payment security, including adding ACH services to our existing account. The bank has offered to implement this service with the setup fee waived and no transaction fees, meaning there would be no additional cost to HIRTA to utilize ACH payments.

Moving to ACH significantly reduces fraud risk. Paper checks contain sensitive banking information and are vulnerable to theft, alteration, and interception. Electronic payments provide stronger security controls and reduce exposure to check fraud.

This transition would also improve operational efficiency. ACH payments eliminate the manual steps involved in printing, stuffing, and mailing checks. It reduces staff time, streamlines workflows, and allows our team to focus on higher-value responsibilities rather than administrative processing.

There are also direct cost savings. By reducing or eliminating paper checks, we decrease expenses related to postage, check stock, envelopes, and printer supplies.

Importantly, this change would not alter our internal financial controls. The process for reviewing and approving invoices would remain the same. Invoices would continue to be approved and sent to the Executive Committee, with a final review by the CEO prior to any payment being processed. The only change is the method of payment — not the oversight or approval structure.

Staff recommendation: HIRTA transition from paper checks to ACH payments for vendor disbursements and routine bill payments.

Exhibit 7

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Exhibit 6

Exhibit 7

Heart of Iowa Regional Transit Agency (HIRTA) ADS-HHS Wait List and Service Unavailable List

REFERENCE: This policy and procedure addresses requirements for wait lists and service unavailable lists as required by 45 CFR 1321.83, 441 IAC 228.8, 441 IAC 228.9.

POLICY: A wait list for services funded through the Older Americans Act may need to be utilized due to HIRTA experiencing budget constraints, inadequate staffing, or other circumstances. A wait list is described as a prioritized list of eligible riders in need of a service that cannot be provided at the time the need is determined but is anticipated to become available within six months.

A service unavailable list is a list of riders eligible for a service that cannot be provided.

1. Heart of Iowa Regional Transit Agency (HIRTA) will provide written notification to the Aging Resources' Program & Provider Services Director of the need for a wait list.
2. This policy along with any criteria used to determine the wait list order according to statewide priorities, wait list reason, county affected, will be provided to Aging Resources of Central Iowa to receive approval from Health and Human Services, Division on Aging & Disability.
3. After receiving approval from Health and Human Services, Division on Aging & Disability and Aging resources of Central Iowa a wait list will be established and implemented.
4. A review of the frequency and amount of service units utilized by our current riders will be conducted (using the *Waiting List Notification Form*) to determine the appropriate order for riders most in need on the wait list.
5. The rider will be notified of the wait list and the estimated time of the wait list at the time of first contact. Heart of Iowa Regional Transit Agency (HIRTA) will report total riders, units needed, and reason for wait list on monthly reports in the wait list section of the report to Aging Resources of Central Iowa.
6. Wait lists will be actively monitored.
7. If the estimated wait list time is longer than six months, the rider will not be added to the wait list but will be listed as service unavailable. Total riders, units needed, and reason for service unavailable will be reported to Aging Resources of Central Iowa on the monthly report.
8. Heart of Iowa Regional Transit Agency (HIRTA) will utilize the wait list prioritization criteria included in the ADS-HHS Wait list and Service Unavailable list. This will ensure identifying riders in the greatest economic need, greatest social need or at risk for institutionalization.
9. Designated staff will share other transportation service options available to the rider including the option to temporarily purchase services on a private pay basis.

Heart of Iowa Regional Transit Agency (HIRTA) ADS-HHS

Wait List and Service Unavailable List

10. An individual's place on the wait list will be determined according the individual's score resulting from established wait list prioritization criteria. When multiple individuals have the same score, service will be provided according to the length of time on the wait list.
11. When the service becomes available, the rider will be notified. If the rider cannot be contacted through phone calls (after 3 attempts with messages left), within 3 business days the rider will be removed from the wait list. The unsuccessful attempts to contact the rider prior to wait list removal shall be documented in their rider record in the state database.
12. It is the rider's responsibility to keep the agency informed of changes in address or phone numbers.
13. The rider may request to be removed from the wait list at any time. The agency will document the rider request to be removed from the list.
14. The rider should report health status to the agency that would affect prioritization on the wait list.
15. Heart of Iowa Regional Transit Agency (HIRTA) will not exclude, deny, or refuse to provide services to recipients on the grounds of race, color, gender, sex, age, national origin or disability.
16. A copy of this policy will be made available upon request to the rider and/or public.

CEO Report

CEO Report

CEO Report

1. Admin / Maintenance Facility Update: **Title VI Equity analysis out for public comment. Closes Feb 16.**
2. Indoor Bus Storage (Boone) **FTA has moved NEPA to SHPO on both properties 12/28 once that happens we can begin land negotiations. Ask a special board meeting before the next board meeting.**
3. Still working on the Buy America waiver for the e-Jest small electric vehicle. Sent another letter to FTA headquarters to see if there has been any more movement on this waiver. Also was able to talk to Administrator Marc Molinaro at the APTA Conference on the importance of this waiver. Met the Deputy Assistant, Secretary for Intergovernmental Affairs and got more information about how we may be able to get more traction by getting some additional letters of support from the RPA and MPO's.

4. Conferences/Trainings/Events Attended or Upcoming
 - IPTA Washington DC Fly-in to meet with Iowa Legislative staffers and FTA March 4&5
 - IPTA State Legislative Meeting at the Capital March 11

5. Iowa DOT Yearend review finalized

	2025	2024	
Trips	124,737	108,802	14.65% Increase

6. Brooke and I presented to Jasper County BOS, Julia presented to Madison BOS and Brooke presented to Warren BOS for FY27 Budget. Funding request letter were sent to cities of Indianola, Knoxville, Perry, Pella, Newton, Norwalk, and Winterset.
7. Long time Insurance Broker Keith Kasp has left Holmes Murphy, so we will be putting out an RFP to see if we can get better pricing/commission than we have been before our policy renews Oct.1
8. Boone airport heard we would be vacating the building and contacted us that they have put it up for lease. We will give them our required 60-day notice once the Board approves the lease agreement.
9. Working on updates to the Accounting policy based on recommendations from the State Auditor.
10. HIRTA has been selected for a Case Study through a Transit Cooperative Research Program project titled *Enhancing Transit Organizational Culture to Improve Employee Psychological Health and Safety, Recruitment, and Retention*. They will be interviewing a few people at the leadership/management level, creating the case study and then publishing it through the Transit Research Board/TCRP project. It should be completed for publication later this year.
11. The Great Iowa Treasurer Hunt – HIRTA had money from when we contracted with Aureon for our HR \$3,094 an \$596 from Modivcare when Boone County Transportation went out of business.