

Meeting Minutes

Heart of Iowa Regional Transit Agency

March 26, 2026

1. **Call to Order:** Vice Chair, Diane Fitch, called meeting to order at 9:00AM
2. **Roll Call:**
 - Present:** Diane Fitch, Scott Longhorn, Kim Chapman, Steve McCombs
 - Employees:** Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer
 - Others:** Andrew Collings, CIRTPA Director; Alyssa Schaeffer
 - Absent:** Lisa Heddens, Doug Cupples, Brian Arnold
3. **Agenda Approval:** Motion by Scott Longhorn to approve agenda, seconded by Steve McCombs. Motion unanimously carried.
4. **Public Comment:** None
5. **Minutes:**
 - A. Motion by Steve McCombs to approve February 26, 2026 minutes, seconded by Kim Chapman. Motion unanimously carried.
 - B. Motion by Steve McCombs to approve March 18, 2026 special minutes, seconded by Scott Longhorn. Motion unanimously carried.
6. **Financial Report:** Motion by Steve McCombs to remove February 2026 Financial Report from agenda and move to next board meeting, seconded by Scott Longhorn. Motion unanimously carried.
7. **Action Items:**
 - A. Motion by Steve McCombs to approve Boone Human Services Grant FY2027 Application for \$30,600 to provide public transportation in and around the City of Boone, seconded by Scott Longhorn. Motion unanimously carried.
 - B. Motion by Scott Longhorn to approve Jasper County Community Foundation Grant FY2027 Application for \$10,000 to provide match funds to replace a Ford Transit within Jasper County, seconded by Steve McCombs. Motion unanimously carried.
 - C. Motion by Kim Chapman to approve GASB 75 Valuation / OPEB for HIRTA staff to schedule a roll-forward for FY2026, seconded by Steve McCombs. Motion unanimously carried.
 - D. Motion by Steve McCombs to approve transferring \$1,000 from Heart of Transit savings to new Heart of Transit checking account and authorize CEO and Treasurer as signers on new checking account, seconded by Scott Longhorn. Motion unanimously carried.
 - E. Motion by Steve McCombs to approve Attorney Engagement Letter for Consolidated Funding Plan to be signed by Vice Chair, seconded by Kim Chapman. Motion unanimously carried.

- F. Health Insurance Approvals:
 - 1. Motion by Scott Longhorn to approve New Health Insurance Plans, as presented, second by Kim Chapman. Motion unanimously carried.
 - 2. Motion by Scott Longhorn to amend Health Insurance Contribution Strategy, as presented, for the 2026 plan year, seconded by Steve McCombs. Motion unanimously carried.
- G. Motion by Scott Longhorn to authorize CEO to execute the Purchase Agreement for land acquisition for property located at 1635 and 1685 NW Vicksburg Court, Waukee, IA, at a cost of \$971,700, seconded by Kim Chapman. 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. **Other Business:** None
- 11. **Next Meeting:** 04/26/2026
- 12. **Adjournment:** Motion by Kim Chapman to adjourn at 9:55AM, seconded by Scott Longhorn. Motion unanimously carried.

Chair

Date