

Meeting Minutes

Heart of Iowa Regional Transit Agency

May 22, 2025

1. **Call to Order:** Chair, Lisa Heddens called meeting to order at 9:12AM
2. **Roll Call:**
 - Present:** Lisa Heddens, Diane Fitch, Scott Longhorn, Steve McCombs
 - Employees:** Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operations Officer; Andrew Collings, CIRTPA Director
 - Absent:** Kim Chapman, Doug Cupples, Brian Arnold
3. **Public Comment:** Comments received from Angie Landgrebe
4. **Minutes:** Motion by Diane Fitch to approve April 24th, 2025 minutes, seconded by Steve McCombs. Motion unanimously carried.
5. **Financial Report:** Motion by Steve McCombs to receive and file April 2025 report, seconded by Diane Fitch. Motion unanimously carried.
6. **Action Items:**
 - A. **Story County FY26 Contract:** Motion by Steve McCombs to recommend approval of FY26 Story County Contract, seconded by Diane Fitch. Chair Heddens abstained; motion carried.
 - B. **Updated Policies with Additions/Deletions:** Motion by Steve McCombs to recommend approval of the following updated policies: Procurement and Protest Policy; Vehicle Maintenance Policy; Employee Handbook; and Public Participation Plan, seconded by Scott Longhorn. Motion unanimously carried.
 - C. **Reviewed Policies:** Motion by Diane Fitch to recommend approval of the following reviewed policies: Title VI Program; Public Records Request; LEP Plan; EEO Plan, and Updated Job Titles, seconded by Steve McCombs. Motion unanimously carried.
 - D. **Waukee FY26 Contract:** Motion by Diane Fitch to recommend approval of Waukee FY26 Contract, seconded by Scott Longhorn. Motion unanimously carried.
 - E. **Authorization of Julia Castillo as Signatory for United Bank of Iowa:** Motion by Scott Longhorn to authorize Julia Castillo as signatory for new account at

United Bank of Iowa, seconded by Steve McCombs. Motion unanimously carried.

- F. **City of Ames FY26 Contract:** Motion by Diane Fitch to recommend approval of City of Ames FY26 Contract, seconded by Steve McCombs. Motion unanimously carried.

7. Discussion / Informational Items: None

8. Reports to the Board:

- A. CIRTPA – Andrew Collings, Director
- B. HIRTA – Julia Castillo, CEO

9. Other Business: None

10. Next Meeting: 6/26/2025

11. Adjournment: Motion by Diane Fitch to adjourn at 9:42AM, seconded by Steve McCombs. Motion unanimously carried.

Board Chair

Date