

Meeting Minutes

Heart of Iowa Regional Transit Agency

May 28, 2026

1. **Call to Order:** Chair, Lisa Heddens, called meeting to order at 9:01AM
2. **Roll Call:**
 - Present:** Lisa Heddens, Diane Fitch, Scott Longhorn, Kim Chapman, Steve McCombs
 - Employees:** Julia Castillo, Chief Executive Officer; Brooke Ramsey, Chief Operating Officer
 - Others:** Andrew Collings, CIRTPA Director; Alyssa Schaeffer
 - Absent:** Doug Cupples, Brian Arnold
3. **Agenda Approval:** Motion by Diane Fitch to approve agenda; seconded by Scott Longhorn. Motion unanimously carried.
4. **Public Comment:** None
5. **Minutes:**
 - A. Motion by Diane Fitch to approve April 23 and May 14, 2026 minutes; seconded by Scott Longhorn. Motion unanimously carried.
6. **Financial Report:** Motion by Scott Longhorn to receive and file April 2026 Financial Report; seconded by Kim Chapman. Motion unanimously carried.
7. **Action Items:**
 - A. Motion by Diane Fitch to approve FY2027 Iowa DOT Contract 00010109 for HIRTA Awareness Campaign Funding Agreement; second Steve McCombs. Motion unanimously carried.
 - B. Motion by Scott Longhorn to approve FY2027 Story County Provider Participation Agreement; seconded by Steve McCombs; Lisa Heddens abstained. Motion unanimously carried.
 - C. Motion by Kim Chapman to approve FY2027 Funding Agreement with the City of Newton; seconded by Scott Longhorn. Motion unanimously carried.
 - D. Motion by Scott Longhorn to approve Updated Accounting Policy; seconded by Diane Fitch. Motion unanimously carried.
 - E. Motion by Steve McCombs to approve Updated Expense Reimbursement Policy for Employee Handbook; seconded by Scott Longhorn. Motion unanimously carried.
 - F. Motion by Scott Longhorn to approve acknowledgement that some bank reconciliations were delayed due to unforeseen circumstances during FY2026; seconded by Steve McCombs. Motion unanimously carried.

- G. Motion by Diane Fitch to approve executive committee to serve as signatories on HIRTA and Heart of Transit bank accounts; seconded by Scott Longhorn. Motion unanimously carried.
- H. Motion by Diane Fitch to approve Board Chair to sign Temporary Authorized Signatory for HIRTA request letter to DOT; seconded by Scott Longhorn. Motion unanimously carried.

8. **Discussion / Possible Action Items:** Motion by Kim Chapman to engage Ahlers and Cooney Law Firm to review and provide guidance to Board on how to proceed with Kia minivans order from ICAM Grant; seconded by Scott Longhorn. Motion unanimously carried.

9. **Reports to the Board:**

- A. CIRTPA – Regional Planning Director, Andrew Collings, and Alyssa Schaeffer
- B. HIRTA – Chief Executive Officer, Julia Castillo

10. **Other Business:** 6/4/2026 @ 9:00AM to discuss construction loan.

11. **Next Meeting:** 06/25/2026

12. **Adjournment:** Meeting adjourned at 9:48AM

Chair

Date