

**Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting**

12:00pm, Thursday, February 24, 2022

**MET Board Room
1515 Black Hawk St.
Waterloo, IA 50702**

This will be an online meeting only. Live audio and materials will be available using the following link:
<https://meet.goto.com/589746757> or dialing 1(646)749-3122 Access Code: 589-746-757

1. Roll Call and Establishment of a Quorum
2. Approval of Agenda
3. Approval of Minutes

PUBLIC COMMENTS:

4.

Board members who have an actual or potential conflict of interest should not participate in discussions or vote on matters affecting transactions between MET Transit and the other group.

ACTION ITEMS:

5. Motion to approve the Authority's revised FY22 Local Capital Plan.

STAFF REPORTS:

6. General Manager Report
7. Financial Report—Finance Manager
8. Operations/Maintenance Report- Operations Manager
9. Training/On Street Operations – Trainer/Supervisor
10. Motion to accept and file staff reports.

DISCUSSION ITEMS:

11. Old Business
12. New Business
13. Motion to adjourn

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, February 24, 2022
Virtual Meeting via GoToMeeting**

Due to the continuing COVID-19 pandemic, this meeting was held electronically in compliance with Iowa Code Sections 21.4 and 21.8.

The Board of Trustees of the Metropolitan Transit Authority of Black Hawk County met on the above date in regular session, according to law and the rules of said Board. The meeting was called to order at 12:01 pm by Board Chair, Rudy Jones.

Rudy Jones did roll call. Present were Trustees: Lon Kammeyer, Rose Middleton, Dusky Steele, Bob Seymour, Dave Glenn-Burns, and Stephanie Sheetz.

Absent: Pat Becker, Sharon Droste, Janna Diehl and Bonetta Culp.

Staff present: David Sturch, General Manager; Jim Nienkark, Paratransit Operations Manager; Mladen Gledic, Finance Manager; and Robert Sneed, Administrative Assistant.

Staff absent: Cory Ernst, Fixed Route Operations Manager, and Dave Weigel, Lead Mechanic.

Others present: None

AGENDA

Motion made by Rose Middleton and seconded by Stephanie Sheetz that the agenda be approved.

Ayes: Dave Glenn-Burns, Dusky Steele, Lon Kammeyer, Rose Middleton, Rudy Jones, Bob Seymour, and Stephanie Sheetz.

Nays: None

Motion carried.

MINUTES

Motion made by Bob Seymour and seconded by Dave Glenn-Burns that the minutes of the Dec 9th meeting of the Board of Trustees be approved.

Ayes: Dave Glenn-Burns, Dusky Steele, Lon Kammeyer, Rose Middleton, Rudy Jones, Bob Seymour, and Stephanie Sheetz.

Nays: None

Motion carried.

PUBLIC COMMENTS:

None

ACTION ITEMS:

2207. Motion to approve the Authority's revised FY22 Local Capital Plan.

The changes in the Local Capital Plan are listed in FY20 and FY21. MET developed a list of shop equipment that would be used for our Preventative maintenance. This would be purchased with federal PM Funds. Per our procurement policy, MET will obtain bids for these items.

Motion made by Dusky Steele and seconded by Stephanie Sheetz to approve the Authority's revised FY22 Local Capital Plan.

Ayes: Dave Glenn-Burns, Dusky Steele, Lon Kammeyer, Rose Middleton, Rudy Jones, Bob Seymour, and Stephanie Sheetz.

Nays: None

Motion carried.

STAFF REPORTS:

General Manager, David Sturch reported on the COVID cases throughout Black Hawk County in the month of January. Black Hawk County is in a downward trend for Covid positive cases. The federal mask mandate expires on March 18, 2022. Drivers maintain passenger limits on buses. It was recommended that we continue the Covid bonus through the month of March. MET updated the GPS units in our fixed-route fleet from 2G to 4G coverage. MET renewed the contract with US Cellular with new tablets in the Paratransit fleet to accommodate the 4G coverage.

Finance Manager, Mladen Gledic presented and reviewed MET's financial report for January. Revenue was 11.08% below budget and expenses were 5.77% above budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

Fixed Route Operations Manager, David Sturch reported on the January ridership numbers. Rides from December to January were down by 5.13% and the January rides were up by 10.76% from January of 2020. The school routes showed an increase from the previous month and on the paratransit side, the disabled rides were down by 9.26% from the previous month and 12.98% up from the previous year, the elderly rides were 11.27% down from the previous month, and 35.97% up from the previous year. Reports on fuel usage and vehicle maintenance were also given.

Para Transit Operations Manager, Jim Nienkark reports on the orientation and training of new drivers at MET.

There were no comments from the Board and a motion was made by Dave Glenn-Burns and seconded by Stephanie Sheetz that the Board accepts and places on file all staff reports.

Ayes: Dave Glenn-Burns, Dusky Steele, Lon Kammeyer, Rose Middleton, Rudy Jones, Bob Seymour, and Stephanie Sheetz.

Nays: None

Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

ADJOURNMENT:

Motion made by Lon Kammeyer to adjourn the meeting with a second by Rose Middleton.

Ayes: Dave Glenn-Burns, Dusky Steele, Lon Kammeyer, Rose Middleton, Rudy Jones, Bob Seymour, and Stephanie Sheetz.

Nays: None

Motion carried.

Meeting adjourned at 12:40 pm. The next Board meeting will be on March 31, 2022.

Robert Sneed, Administrative Assistant