

Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
12:00 pm, Thursday, June 30, 2022
MET Board Room
1515 Black Hawk St.
Waterloo, IA 50702

This will be an online meeting. Live audio and materials will be available using the following link:
<https://meet.goto.com/434643685> or dialing 1(571)317-3122 Access Code: 434-643-685

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. Adopt revisions to MET Transit's Agency Safety Plan (ASP)
6. Motion to approve the Authority's Budget for FY23
7. FY23 Elections for Board Chairperson
(R. Jones has been nominated 2nd Term)
8. FY23 Elections for Board Vice Chairperson
(B. Seymour has been nominated 2nd Term)

STAFF REPORTS:

9. General Manager Report
10. Financial Report - Finance Manager
11. Operations/Maintenance Report - Operations Manager
12. Training/On Street Operations - Trainer/Supervisor
13. Motion to accept and file staff reports

DISCUSSION ITEMS:

14. Old Business
15. New Business
16. Motion to adjourn

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, June 30, 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 Vice Chair, Bob Seymour.

Bob Seymour did roll call. Present were Trustees: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Absent: Pat Becker, and Sharon Droste, Rudy Jones and Stephanie Sheetz

Staff present: David Sturch, General Manager; Cory Ernst; Fixed Route Operations Manager, Jim Nienkark; Para Transit Manager and Robert Sneed; Administrative Assistant.

Staff absent: Mladen Gledic; Finance Manager and Dave Weigel; Lead Mechanic.

AGENDA

Motion made by Lon Kammeyer and seconded by Janna Diehl that the agenda be approved.

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

MINUTES

Motion made by Rose Middleton and seconded by Janna Diehl that the minutes of the April 26th meeting of the Board of Trustees be approved.

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

PUBLIC COMMENTS:

None

ACTION ITEMS:

Adopt revisions to MET Transit's Agency Safety Plan (ASP)

David explained the updates to MET Transit's Agency Safety Plan.

Motion made by Janna Diehl and seconded by Dusky Steele to adopt revisions to MET Transit's Agency Safety Plan (ASP).

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

Motion to approve the Authority's Budget for FY23.

David explained MET's FY 23 budget and explained the changes.

Motion made by Lon Kammeyer and seconded by Janna Diehl to approve the Authority's budget for FY23.

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

FY23 Elections for Board Chairperson.

Rudy Jones was elected to a second term as Board Chairperson.

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

FY23 Elections for Board Vice-Chairperson.

Bob Seymour was elected to a second term as Board Vice-Chairperson.

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

STAFF REPORTS:

General Manager, David Sturch reported that MET is working with INRCOG and their On-Board transportation system to develop a cost-sharing employee position with the creation of a mobility coordinator. MET and INCOG are developing a Transit Plan. MET will develop a request for proposal later this summer for the consultant selection process. MET is moving ahead with the route restructuring plan that has been under development over the past couple of years. These routes have been vetted by staff and now it's time to gather public input starting with route displays down at Central Transfer. Over the next few months, public input will be sought, MET drivers will learn the routes followed by public meetings before the new routes begin in the fall of 2022.

Finance Manager, David Sturch presented and reviewed MET's financial report for May. Revenue was 2.76% below budget and expenses were 9.62% above budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

Fixed Route Operations Manager, Cory Ernst reported on the May ridership numbers. Rides from April to May were up by 2.33% and the May rides were up by 2.14% from May of 2021. The school routes showed a decrease from the previous month and on the paratransit side, the disabled rides were down by 7.44% from the previous month and 5.80% up from the previous year, and the elderly rides were 4.81% up from the previous month, and 14.84% down 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 Janna Diehl and seconded by Rose Middleton that the Board accepts and places on file all staff reports.

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

ADJOURNMENT:

Motion made by Lon Kammeyer to adjourn the meeting with a second by Bonetta Culp.

Ayes: Bonetta Culp, Jana Diehl, Dave Glenn-Burns Lon Kammeyer, Rose Middleton, Bob Seymour and Dusky Steele.

Nays: None

Motion carried.

Meeting adjourned at 12:50 pm. The next Board meeting will be on July 28, 2022.

Robert Sneed, Administrative Assistant