

Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
12:00 pm, Thursday, September 29, 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/967695645> or dialing 1(872)240-3212 Access Code: 967-695-645

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.

STAFF REPORTS:

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

ACTION ITEMS:

10. Motion to approve and issue a contract for cleaning services at the Central Transfer Building.
11. Motion to approve the Authority's Transit Asset Management Plan.
12. Motion to approve the Authority's Title VI Program.
13. Motion to enter into Executive Session pursuant to Iowa Code Chapter 21, for the purpose to discuss the annual performance evaluation of the General Manager.
14. Motion to adjourn from Executive Session and return to Open Session.

DISCUSSION ITEMS:

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

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, September 29, 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 David Sturch, General Manager.

David Sturch did roll call. Present were Trustees: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste. Absent: Pat Becker, Bob Seymour, and Bonetta Culp.

Staff present: David Sturch, General Manager; Cory Ernst; Fixed Route Operations Manager, Philip Golden; incoming Para Transit Manager; Mladen Gledic, Finance Manager and Robert Sneed; Administrative Assistant. Staff absent: Jim Nienkark; Para Transit Manager

AGENDA

Motion made by Dusky Steele and seconded by Lon Kammeyer that the agenda be approved.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

MINUTES

Motion made by Janna Diehl and seconded by Rose Middleton that the minutes of the August 25th meeting of the Board of Trustees be approved.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

PUBLIC COMMENTS:

None

STAFF REPORTS:

General Manager, David Sturch reported that MET is working with INRCOG in the development of a Transit plan. MET continues to move ahead with the route restructuring plan. David will present a plan to the Board at the October meeting for the public meeting schedule on the new routes.

Finance Manager, Mladen Gledic presented and reviewed MET's financial report for August. Revenue was 7.28% below budget and expenses were 14.81% 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 July to August were up by 17.20% and the August 2022 rides were up by 12.93% from August of 2021. The school routes showed an increase from the previous month and on the paratransit side, the disabled rides were up by 18.84% from the previous month and 11.43% up from the previous year, and the elderly rides were 21.36% up from the previous month, and 28.87% up from the previous year. Reports on fuel usage and vehicle maintenance were also given.

Paratransit Operations Manager, Philip Golden reported on ridership and recruitment of new drivers.

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

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

ACTION ITEMS:

2302. Motion to approve and issue a contract for cleaning services at the Central Transfer Building.

Due to the retirement of one of our cleaners, an RFQ was sent out to local janitorial services for the cleaning of the Central Transfer building. Met received one bid from Office Pride of Cedar Rapids in the amount of \$1,169.00 per month. This is a one-year contract with an option to extend for an additional year.

The Board had some questions regarding the proposed contract. Mr. Sturch provided a response.

Motion made by Sharon Droste and seconded by Janna Diehl to approve and issue a contract for cleaning services at the Central Transfer Building.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2303. Motion to approve the Authority's Transit Asset Management Plan.

David Sturch talked about MET's Transit Asset Management Plan (TAM). It is a 4-year plan that outlines the Authority's maintenance and bus replacement schedule. The Plan also includes building improvements, bush wash, and vacuum replacement.

The Board discussed the bus replacement plan and facilities maintenance/replacement plan.

Motion made by Stephanie Sheetz and seconded by Sharon Droste to approve the Authority's Transit Asset Management Plan.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2304. Motion to approve the Authority's Title VI Program.

David Sturch talked about MET's Title VI program. It is a 3-year document that outlines the Authority's civil rights program and public participation plan.

The Board had some questions regarding the authority's Title VI program and language barriers in our area. Mr. Sturch provided a response.

Motion made by Lon Kammeyer and seconded by Janna Diehl to approve the MET's Title VI Program.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2305. Motion to enter into Executive Session according to Iowa Code Chapter 21, for the purpose to discuss the annual performance evaluation of the General Manager.

Motion made by Sharon Droste and seconded by Lon Kammeyer to enter into Executive Session according to Iowa Code Chapter 21, for the purpose to discuss the annual performance evaluation of the General Manager

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2306. Motion to adjourn from the Executive Session and return to Open Session.

Motion made by Sharon Droste and seconded by Lon Kammeyer to adjourn from the Executive Session and return to Open Session.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

Rudy Jones talked about new salary adjustments. The board will discuss salary adjustment at next month's board meeting.

ADJOURNMENT:

Motion made by Stephanie Sheetz to adjourn the meeting with a second by Janna Diehl.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

Meeting adjourned at 1:10 pm. The next Board meeting will be on October 27, 2022.

Robert Sneed, Administrative Assistant