

Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
12:00pm, Thursday, April 30, 2020
1515 Black Hawk St
Waterloo, IA 50702

CALL-IN ONLY

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 a summer Fixed Route youth fare, ages 6-18, of twenty-five cents per ride for the months of June, July and August, 2020.
6. Motion to approve an agreement with Mark Little for work performed at the direction of the General Manager (Agreement attached).
7. Motion to approve a policy to require all passengers riding Paratransit to wear a face mask during their entire trip. (Policy attached).

STAFF REPORTS:

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

DISCUSSION ITEMS:

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

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, April 30th, 2020
Call-in meeting only**

The Board of Trustees of the Metropolitan Transit Authority of Black Hawk County met on the above date in regular session, pursuant to law and the rules of said Board. The meeting was called to order at 12:00 pm by Board-chair, Rose Middleton.

Present were Trustees: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Absent: Pat Becker, Jack Good, Amanda Goodman, Stefanie Hartel, and Elle Boeding

Staff present: Mark Little, General Manager; David Sturch, General Manager; Cory Ernst, Fixed Route Operations Manager; Jim Nienkark, Paratransit Operations Manager; Mladen Gledic, Finance Manager; Dave Weigel, Lead Mechanic, and Peggy Trost, Administrative Assistant

Staff absent: None

Others present: None

AGENDA

Motion made by Jana Diehl and seconded by Bonetta Culp that the agenda be approved.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

MINUTES

Motion made by Barb Prather and seconded by Jana Diehl that the minutes of the March 26th meeting of the Board of Trustees be approved.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

MINUTES

Motion made by Bonetta Culp and seconded by Jana Diehl that the minutes of the April 10th special meeting of the Board of Trustees be approved.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

PUBLIC COMMENTS:

None

ACTION ITEMS:

2019. Motion to approve a summer Fixed Route youth fare, ages 6-18, of twenty-five cents per ride for the month of June, July, and August.

Bonetta Culp asked if there would be any stipulations like wearing masks when riding the bus due to the COVID-19. Mark said the stipulations/rules would be the same as any riders using the fixed route service.

Motion made by Barb Prather and seconded by Bonetta Culp to approve a summer Fixed Route youth fare, ages 6-18, of twenty-five cents per ride for the month of June, July, and August.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

2020. Motion to approve an agreement with Mark Little for work performed at the direction of the General Manager.

David Sturch explained that the agreement with Mark would begin on Monday, May 4, would not exceed 15 hours a week, and would last for a couple of months. Mark would provide valuable guidance for Covid-19 activities for the new General Manager. There would be no employee benefits. Reimbursement for the contractor position would fund through the CARES Act.

Motion made by Bonetta Culp and seconded by Dave Glenn-Burns to approve an agreement with Mark Little for work performed at the direction of the General Manager.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

2021. Motion to approve a policy to require all passengers riding Paratransit to wear a face mask during their entire trip.

David Sturch explained that due to the close proximity between a paratransit driver and their riders, MET Transit would be requiring all riders to wear a mask. MET Transit will provide the first mask, but then it is the rider's responsibility to provide their own mask. At this time Fixed Route riders will not be required to wear a mask. MET will work with the FTA for continued guidance on this policy.

Motion made by Barb Prather and seconded by Jana Diehl to approve a policy to require all passengers riding Paratransit to wear a face mask during their entire trip.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

REPORTS

Staff Reports

***General Manager**, David Sturch gave an update on MET's Covid-19 activities that include participating in the daily call-in at the Black Hawk County Emergency Management meetings. Also, beginning on Monday, May 4th, temperature checks will be conducted on all employees. If an employee's temperature is 100.4 degrees or greater, they will be asked to return home and consult their doctor with no disciplinary action brought upon the employee. Elections of officers is coming in July and David requested that the current officers think about retaining their position for a third term. Finally, a public hearing will be on May 5th for the STA grant submittal process.

***Finance Manager**, Mladen Gledic presented and reviewed MET's financial report for March. Revenue was 1.85% above budget and expenses were 3.11% above budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

***Fixed Route Operations Manager**, Cory Ernst reported on YTD ridership; -.98% decrease in fixed route ridership, a 47.98% decrease in school service, an increase of 20.25% in elderly rides on paratransit and an increase of 9.66% in ADA paratransit. Reports on fuel usage and vehicle maintenance were also given. Cory also announced that a new Crossroads Special bus was being used to alleviate passenger crowding on Rt 5W11 and 5LP.

***Paratransit Operations Manager**, Jim Nienkark reported on on-street and on-board supervision for paratransit. He reported that since the pandemic only 4-6 routes are needed on paratransit instead of the normal 14-15. To make up their time drivers can clean and disinfect buses. They also have the option of staying home and using accumulated paid time off.

Motion made by Janna Diehl and seconded by Bonetta Culp that the Board accepts and places on file all staff reports.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

OLD BUSINESS

Rose Middleton inquired about the program for getting meals to school-aged children. Barb Prather said the Salvation Army had taken over that. Janna Diehl wanted to thank MET Transit and its drivers for helping to deliver Meals on Wheels on Fridays.

NEW BUSINESS

Mark Little informed the Board that he had spoken with a salesman from Gillig Bus who said that buses can now come with factory installed driver barriers. MET will be talking with drivers to get their input. Rudy Jones announced that yesterday was Lon Kammeyer's birthday. Lon is a retired paratransit driver. The Board wished Mark Little a happy retirement-well deserved after almost 40 years.

AJDORNMENT

Motion made by Janna Diehl and seconded by Barb Prather to adjourn the meeting at 12:45 pm.

Ayes: Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Rudy Jones, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

Peggy Trost, Administrative Assistant