

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

CALL-IN ONLY
Call-In 1-844-801-3333 Code: 575612#

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 contract with Gillig Corporation for the purchase of one (1) Heavy Duty LF bus for a total cost not to exceed \$461,800.
Funding: FTA 5307 CMAQ funds (80/20)
Agreement No. IA-2019-004-01-FY19
Contract No. 22047
6. Motion to approve a contract with Hoglund Bus Company of Marshalltown, IA for the purchase of five (5) Light Duty buses for a total cost not to exceed \$522,500.
Funding: FTA 5307 CMAQ funds (80/20)
Agreement No. IA-2019-004-01-FY19
Contract No. 22047
7. Motion to approve a contract with Hoglund Bus Company of Marshalltown, IA for the purchase of one (1) Light Duty bus for a total cost not to exceed \$90,500.
Funding: FTA 5339 funds (85/15)
Agreement No. IA-2019-008-01-FY19
Contract Number 22318
8. Motion to approve an amendment to the Public Health Emergency Policy Action Plan regarding the required use of face masks for all passengers on the Fixed Route service.
9. Motion to approve an agreement with Kathy Plummer for worked performed at the direction of the Fixed Route Supervisor and Finance Manager.

STAFF REPORTS:

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

DISCUSSION ITEMS:

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

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, July 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 12:08 pm by Board-chair, Rose Middleton.

Present were Trustees: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Absent: Bonetta Culp, Amanda Goodman, Stefanie Hartel, and Elle Boeding

Staff present: 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: Stephanie Sheetz, City of Cedar Falls

AGENDA

Motion made by Jana Diehl and seconded by Rudy Jones that the agenda be approved.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

MINUTES

Motion made by Lon Kammeyer and seconded by Janna Diehl that the minutes of the June 25th meeting of the Board of Trustees be approved.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

PUBLIC COMMENTS

None

ACTION ITEMS:

2100. Motion to approve a contract with Gillig Corporation for the purchase of one (1) Heavy Duty LF bus for a total cost not to exceed \$461,800. Funding: FTA 5307 CMAQ funds (80/20). Agreement No. IA-2019-004-01-FY19. Contract No. 22047.

Motion made by Janna Diehl and seconded by Rudy Jones to approve a contract with Gillig Corporation for the purchase of one (1) Heavy Duty LF bus for a total cost not to exceed \$461,800. Funding: FTA 5307 CMAQ funds (80/20). Agreement No. IA-2019-004-01-FY19. Contract No. 22047

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

2101. Motion to approve a contract with Hoglund Bus Company of Marshalltown, IA for the purchase of five (5) Light Duty buses for a total cost not to exceed \$522,500. Funding: FTA 5307 CMAQ funds (80/20). Agreement No. IA-2019-004-01-FY19. Contract No. 22047

Motion made by Lon Kammeyer and seconded by Dave Glenn-Burns to approve a contract with Hoglund Bus Company of Marshalltown, IA for the purchase of five (5) Light Duty buses for a total cost not to exceed \$522,500. Funding: FTA 5307 CMAQ funds (80/20). Agreement No. IA-2019-004-01-FY19. Contract No. 22047.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

2102. Motion to approve a contract with Hoglund Bus Company of Marshalltown, IA for the purchase of one (1) Light Duty bus for a total cost not to exceed \$90,500. Funding: FTA 5339 fund (85/15). Agreement No. IA-2019-008-01-FY19. Contract No. 22318.

Motion made by Janna Diehl and seconded by Rudy Jones to approve a contract with Hoglund Bus Company of Marshalltown, IA for the purchase of one (1) Light Duty bus for a total cost not to exceed \$90,500. Funding: FTA 5339 fund (85/15). Agreement No. IA-2019-008-01-FY19. Contract No. 22

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

2103. Motion to approve an amendment to the Public Health Emergency Policy Action Plan regarding the required use of face masks for all passengers on the Fixed Route service.

David Sturch explained the addition in the Public Health Emergency Plan requiring all passengers to wear face masks on the Fixed Route bus service.

Motion made by Lon Kammeyer and seconded by Dusky Steele to approve an amendment to the Public Health Emergency Policy Action Plan regarding the required use of face masks for all passengers on the Fixed Route service.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

2104. Motion to approve an agreement with Kathy Plummer for work performed at the direction of the Fixed Route Supervisor and Finance Manager.

David Sturch explained that Kathy Plummer will be helping out with some financial duties during Mladen's extended absence.

Motion made by Lon Kammeyer and seconded by Janna Diehl to approve an agreement with Kathy Plummer for work performed at the direction of the Fixed Route Supervisor and Finance Manager.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

REPORTS

Staff Reports

***General Manager**, David Sturch reported on the UNI service contract, filling vacancies for a Class B Mechanic and Administrative Assistant and with the current COVID status and cleaning duties, the bonus pay will continue through the month of August. UNI did not budget for the Panther Shuttle this upcoming school year. David is working on a proposal for the NISG to consider. Updates will follow in the coming months. Finally, the mechanic position was listed in-house and in the Waterloo Courier. The administrative assistant position was listed in-house.

***Finance Manager**, Mladen Gledic presented and reviewed MET's financial report for June. Final June report will be presented at the August Board meeting. Revenue was 1.98% below budget and expenses were 2.84% 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; 14.19% decrease in fixed route ridership, a decrease of 1.71% in elderly rides on paratransit and a decrease of 10.83% in ADA paratransit. Reports on fuel usage and vehicle maintenance were also given. Cory also reported on mask requirements on Fixed Route, COVID shields in paratransit buses and the continued temperature checks on all employees.

***Paratransit Operations Manager**, Jim Nienkark reported on paratransit ridership, mask compliance on para buses, bus sanitizing and on street observations. He also added that MET will be looking to hire bus drivers in August.

There were no comments from the Board and a motion was made by Dusky Steele and seconded by Lon Kammeyer that the Board accepts and places on file all staff reports.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Motion made by Dave Glenn-Burns and seconded by Rudy Jones to adjourn the meeting at 12:39 pm.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton, and Dusky Steele.

Nays: None

Motion carried.

Peggy Trost, Administrative Assistant