

**Metropolitan Transit Authority of Black Hawk County**  
**Monthly Board of Trustees Meeting**  
**12:00pm, Thursday, April 27, 2023**  
**MET Board Room**  
**1515 Black Hawk St.**  
**Waterloo, IA 50702**

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 revised local capital plan
6. Motion to approve a contract with Computer Worx of Cedar Falls for the purchase of two office computers including communications support, security and networking connectivity/consolidation in the amount of \$15,292.00. Cost for this service is from FY22 & FY23 Local Capital Plan.
7. Motion to approve the following roles for MET Transit’s FY24 designated MPO voting members:

Name	MPO Board/Committee	Role
	Policy Board	Voting Member
MET Chair	Policy Board	1 <sup>st</sup> Alternate
MET Vice Chair	Policy Board	2 <sup>nd</sup> Alternate
David Sturch	Transportation Technical Committee and Bicycle & Pedestrian Advisory Committee	Voting Member

**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, April 27, 2023**

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

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

Absent: Pat Becker and Jana Diehl.

Staff present: David Sturch; General Manager; Cory Ernst; Fixed Route Operations Manager; Mladen Gledic; Finance Manager Philip Golden; Para Transit Manager and Robert Sneed; Office Manager.

Staff Absent: Dave Weigel; Lead Mechanic.

**AGENDA**

Motion made by Lon Kammeyer and seconded by Bonetta Culp that the agenda be approved

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

Nays: None

Motion carried.

**MINUTES**

Motion made by Bob Seymour and seconded by Rose Middleton that the minutes of the March 30th meeting of the Board of Trustees be approved.

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

Nays: None

Motion carried.

**PUBLIC COMMENTS:**

None

**ACTION ITEMS:**

**2320. Motion to approve a revised local capital plan.**

David Sturch noted a couple of changes to the local capital plan. FY22 encompasses changes for new office computers and FY23 includes new cybersecurity and hardware.

Motion made by Rose Middleton with a second by Sharon Droste to approve a revised local capital plan.

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

Nays: None

Motion carried.

- 2321. Motion to approve a contract with Computer Worx of Cedar Falls for the purchase of two office computers including communications support, security, and networking connectivity/consolidation in the amount of \$15,292.00. The cost of this service is from FY22 & FY23 Local Capital Plan.**

David Sturch explained that the contract is for office computers, networking updates, and cybersecurity upgrades.

Motion made by Rose Middleton with a second by Stephanie Sheetz to approve a contract with Computer Worx of Cedar Falls for the purchase of two office computers including communications support, security, and networking connectivity/consolidation in the amount of \$15,292.00. The cost of this service is from FY22 & FY23 Local Capital Plan.

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

Nays: None

Motion carried.

- 2322. Motion to approve the following roles for the MET's Transit's FY24 designated MPO voting members.**

David Sturch explained who our voting members are on the MPO Policy Board. Rose Middleton and David Sturch would be voting members. Board Chair and Board Vice Chair would be alternates.

Motion made by Bob Seymour with a second by Sharon Droste to approve the following roles for the MET's Transit's FY24 designated MPO voting members.

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

Nays: None

Motion carried.

#### **STAFF REPORTS:**

**General Manager,** David informed the board he is working on the State and Federal Transit Assistance Applications. The public hearing to go over the projects is on May 12. The Triennial review will be the 3<sup>rd</sup> and 4<sup>th</sup> week of May.

**Finance Manager**, Mladen Gledic presented and reviewed MET's financial report for March. Revenue was 0.04% below budget and expenses were 2.30% above budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

**Fixed Route Operations Manager**, Cory Ernst reported on the March ridership numbers. Rides from February to March were up by 16.57%. The school routes showed a decrease of 9.77% over the previous month. The disabled rides were up by 11.83% in March. The elderly rides were up in March by 40.74%. Reports on fuel usage and vehicle maintenance were also given.

**Paratransit Operations Manager**, Philip Golden reported that he completed the Transit Bus System Certification class in Chicago. We had an increase in people applying to work at MET. Interviews will start next week. Phil asked the board if they could ride the bus and report on the service at the next meeting.

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

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

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

Nays: None

Motion carried.

The meeting adjourned at 12:44 pm. The next Board meeting will be on May 25, 2023.

Robert Sneed, Office Manager