

Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
12:00 pm, Thursday, July 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. Adopt revisions to MET Transit's Agency Safety Plan (ASP)
6. Motion to approve the Authority's FY24 Local Capital Plan

STAFF REPORTS:

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

DISCUSSION ITEMS:

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

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MET Transit meetings are open to all individuals. Any person requesting reasonable accommodations to participate in this meeting must contact MET Transit at least two (2) business days in advance of this meeting.

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, July 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 12:03 pm by Vice Chair Sharon Droste.

Sharon Droste did roll call. Present were Trustees: Dave Glenn-Burns, Rose Middleton, Janna Diehl, Lon Kammeyer, Rick Newlon, Dusky Steele, Sharon Droste and Shannon Bass.

Absent: Rudy Jones, Bonetta Culp, Bob Seymour, and Stephanie Sheetz.

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

AGENDA

Motion made by Rose Middleton and seconded by Dave Glenn-Burns that the agenda be approved

Ayes: Shannon Bass, Rick Newlon, Janna Diehl, Dave Glenn-Burns, Dusky Steele, Rose Middleton, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

MINUTES

Motion made by Lon Kammeyer and seconded by Rose Middleton that the minutes of the June 29th meeting of the Board of Trustees be approved.

Ayes: Shannon Bass, Rick Newlon, Janna Diehl, Dave Glenn-Burns, Dusky Steele, Rose Middleton, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

PUBLIC COMMENTS:

None

ACTION ITEMS:

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

David explained Met's updated Agency Safety Plan. He explained the safety risk management process to the board. Motion made by Rose Middleton and seconded by Janna Diehl to approve the revisions made to MET Transit's Agency Safety Plan.

Ayes: Shannon Bass, Rick Newlon, Janna Diehl, Dave Glenn-Burns, Dusky Steele, Rose Middleton, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

Motion to approve the Authority's FY24 Local Capital Plan

David explained to the board MET's local capital plan for the next year. David informed the board of the balances from the previous years. Motion made by Dave Glenn-Burns and seconded by Lon Kammeyer to approve MET's FY24 Local Capital Plan.

Ayes: Shannon Bass, Rick Newlon, Janna Diehl, Dave Glenn-Burns, Dusky Steele, Rose Middleton, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

STAFF REPORTS:

General Manager, David Sturch explained that we had two findings in our Triennial review. We get our final letter August 1st. We have 120 days to review and fix the findings. Our yearly audit is underway. The audit will be presented to the Board later this year.

Finance Manager, Mladen Gledic presented and reviewed MET's financial report for July. Revenue was .73% above budget and expenses were 1.14% below budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

Fixed Route Operations Manager, Cory Ernst reported on the July ridership numbers. Rides from June to July were down by 2.22%. The school routes showed an increase of 94.68%. The disabled rides were down by 8.21% in July. The elderly rides were up in July by 3.39%. Reports on fuel usage and vehicle maintenance were also given.

Paratransit Operations Manager, Philip Golden reported on the training of new driver. The new driver has started out on his own on para transit. Three new employees were added to the maintenance department.

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

Ayes: Shannon Bass, Rick Newlon, Janna Diehl, Dave Glenn-Burns, Dusky Steele, Rose Middleton, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

ADJOURNMENT:

The meeting concluded at 1:15 pm. The next Board meeting will be on August 24, 2023.

Robert Sneed, Office Manager