

Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
12:00pm, Thursday, March 2, 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 authorize the Authority's General Manager to apply for Federal and State Transit funding for FY24.
6. Motion to approve a contract with SRF Consulting Group, Inc. for the planning and preparation of a Comprehensive Transit Study for MET Transit. Cost not to exceed \$196,678.00 and provided through the MET CARES funds.
7. Motion to approve the recommendations from the General Manager on the route restructuring project.

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, March 2, 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.

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

Absent: Pat Becker, Dusky Steele, and Rudy Jones.

Staff present: David Sturch; General Manager; Cory Ernst; Fixed Route Operations Manager and Robert Sneed; Office Manager.

Staff Absent: Philip Golden; Para Transit Manager and Dave Weigel; Lead Mechanic.

AGENDA

Motion made by Rose Middleton and seconded by Stephanie Sheetz that the agenda be approved

Ayes: Bob Seymour, Jana Diehl, Dave Glenn-Burns, Stephanie Sheetz, Rose Middleton, Bonetta Culp, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

MINUTES

Motion made by Sharon Droste and seconded by Lon Kammeyer that the minutes of the January 26th meeting of the Board of Trustees be approved.

Ayes: Bob Seymour, Jana Diehl, Dave Glenn-Burns, Stephanie Sheetz, Rose Middleton, Bonetta Culp, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

PUBLIC COMMENTS:

None

ACTION ITEMS:

2317. Motion to authorize the Authority's General Manager to apply for Federal and State Transit funding for FY24.

David Sturch explained that is the time frame to apply for federal and state funding. The state application is due in early and we apply for federal funding in late May.

Motion made by Rose Middleton with a second by Stephanie Sheetz to authorize the Authority's General Manager to apply for Federal and State Transit funding for FY24.

Ayes: Bob Seymour, Jana Diehl, Dave Glenn-Burns, Stephanie Sheetz, Rose Middleton, Bonetta Culp, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

- 2318. Motion to approve a contract with SRF Consulting Group Inc. for the planning and preparation of a Comprehensive Transit Study for MET Transit. Cost not to exceed \$196,678.00 and provide through the MET Cares funds.**

David Sturch explained that SRF is a national consulting firm. This transit study covers route restructuring, public outreach, service changes, and evaluating the cost of adding new services.

Motion made by Dave Glenn- Burns with a second by Rose Middleton to approve a contract with SRF Consulting Group Inc. for the planning and preparation of a Comprehensive Transit Study for MET Transit. Cost not to exceed \$196,678.00 and provide through the MET Cares funds.

Ayes: Bob Seymour, Jana Diehl, Dave Glenn-Burns, Stephanie Sheetz, Rose Middleton, Bonetta Culp, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

- 2319. Motion to approve the recommendations from General Manager on the route-restructuring project.**

David Sturch explained the turnout for the public meetings on route restructuring. Then he explained there might be some slight route changes. David wants SRF Consulting to evaluate our new routes more and get more public outreach. After that, we will report back to the board in late spring or early summer.

Motion made by Sharon Droste with a second by Jana Diehl to approve the recommendations from General Manager on the route-restructuring project.

Ayes: Bob Seymour, Jana Diehl, Dave Glenn-Burns, Stephanie Sheetz, Rose Middleton, Bonetta Culp, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

STAFF REPORTS:

General Manager, David Sturch explained that our Triennial review is underway. The follow-up meetings will be in May.

Finance Manager, Mladen Gledic presented and reviewed MET's financial report for January. Revenue was .68% below budget and expenses were 2.62% above budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

Fixed Route Operations Manager, Cory Ernst reported on the December ridership numbers. Rides from December to January were up by 3.61%. The school routes showed an increase of 76.79% over the previous month. The disabled rides were up by 9.15% in January. The elderly rides were up in January by 16.55%. Reports on fuel usage and vehicle maintenance were also given.

Paratransit Operations Manager, David Sturch explained that MET is trying to recruit drivers and mechanics.

There were no comments from the Board and a motion was made by Rose Middleton and seconded by Jana Diehl that the Board accepts and place on file all staff reports.

Ayes: Bob Seymour, Jana Diehl, Dave Glenn-Burns, Stephanie Sheetz, Rose Middleton, Bonetta Culp, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

Lon Kammeyer explained the Letter Carriers' Food Drive is on May 13th and wanted MET to post the ad on the buses. Empty Bowl Fundraiser on March 24th at the Hilton Garden Inn from 5:30 p.m. to 9:00 p.m.

ADJOURNMENT:

Motion made by Lon Kammeyer to adjourn the meeting with a second by Bonetta Culp.

Ayes: Bob Seymour, Jana Diehl, Dave Glenn-Burns, Stephanie Sheetz, Rose Middleton, Bonetta Culp, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

The meeting adjourned at 12:50 pm. The next Board meeting will be on March 30, 2023.
Robert Sneed, Office Manager