

**Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting**

12:00pm, Thursday, October 27, 2022

MET Board Room

1515 Black Hawk St.

Waterloo, IA 50702

THIS MEETING WILL BE HELD IN-PERSON

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 the Authority's public participation plan for Route Restructuring.
6. Motion to approve a revised contract with Hoglund Bus Co. of Marshalltown, Iowa for the purchase of a Light Duty bus for a total cost not to exceed \$151,176.
Agreement No. IA-2019-008-02-FY20
Contract No. 23223
7. Motion to approve a contract with Hogland Bus Co. of Marshalltown, Iowa for the purchase of a Light Duty bus for a total cost not to exceed \$151,176.

STAFF REPORTS:

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

DISCUSSION ITEMS:

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

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, October 27, 2022**

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 Chair Rudy Jones.

David Sturch did roll call. Present were Trustees: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Lon Kammeyer, and Sharon Droste.
Absent: Pat Becker, Dusky Steele, and Bonetta Culp.

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

Staff absent: Philip Golden; Incoming Para Transit Manager Dave Weigel; Lead Mechanic.

AGENDA

Rudy Jones informed the Board that an amendment to the agenda is needed in order to discuss the General Manager's pay increase. Motion made by Stephanie Sheetz and seconded by Lon Kammeyer that the amended agenda be approved.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

MINUTES

Motion made by Janna Diehl and seconded by Rose Middleton that the minutes of the September 29th meeting of the Board of Trustees be approved.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

PUBLIC COMMENTS:

None

ACTION ITEMS:

2305. Motion to enter Executive Session to discuss the General Manager's pay increase.

Motion made by Stephanie Sheetz and seconded by Sharon Droste to enter Executive Session.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2306. Motion to adjourn from the Executive Session and return to Open Session.

Motion made by Sharon Droste and seconded by Lon Kammeyer to adjourn from the Executive Session and return to Open Session.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2307. Motion to approve the General Manager's salary for FY23.

The Board made a motion to approve a 3.00% increase for the General Manager's salary for FY23 retroactive to July 1, 2022.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2308. Motion to approve the Authority's public participation plan for Route Restructuring.

David Sturch talked about MET's Route Restructuring Plan. According to our Title VI program, we solicit and consider public comments before implementing any major. We will have two public meetings in December to present the route restructuring plan to the public.

Motion made by Janna Diehl and seconded by Rose Middleton to approve the Authority's public participation plan for Route Restructuring.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2309. Motion to approve a contract with Hogland Bus Co. of Marshalltown, Iowa for the purchase of a Light Duty Bus for a total cost not to exceed \$151,176.

David Struch talked about the revised contract with Hoglund. Funding for this bus includes FTA 5339 funds.

Motion made by Rose Middleton and seconded by Janna Diehl to adjourn from the Executive Session and return to Open Session.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

2310. Motion to approve a contract with Hogland Bus Co. of Marshalltown, Iowa for the purchase of a Light Duty Bus for a total cost not to exceed \$151,176.

David informed the board the funding for this bus includes an insurance payment from the Bus 320 accident.

STAFF REPORTS:

General Manager, David Sturch reported that MET's Transit Access Management Plan (TAM) has been filed with Iowa DOT. The Title VI program has been forwarded to FTA Region VII for review. Bergan KDV is finishing up the FY22 audit and will be presented to the board in December.

Finance Manager, Mladen Gledic presented and reviewed MET's financial report for September. Revenue was 6.38% below budget and expenses were 9.25% above budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

Fixed Route Operations Manager, Cory Ernst reported on the May ridership numbers. Rides from August to September were down by 6.62% and the September 2022 rides were up by 165.83% from September of 2021. The school routes showed an increase from the previous month and on the paratransit side, the disabled rides were up by 1.42% from the previous month and 7.42% up from the previous year, and the elderly rides were 37.63% up from the previous month, and 22.76% up from the previous year. Reports on fuel usage and vehicle maintenance were also given.

Paratransit Operations Manager, Jim Nienkark reported on ridership and recruitment of new drivers.

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

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

Jim Nienkark's retirement gathering is on November 18th from 4:30 to 7:00. Janna explained a situation of misuse of a paratransit ticket. Robert will look into the situation and report back to the board.

ADJOURNMENT:

Motion made by Stephanie Sheetz to adjourn the meeting with a second by Janna Diehl.

Ayes: Rudy Jones, Janna Diehl, Stephanie Sheetz, Dave Glenn-Burns, Rose Middleton, Dusky Steele, Lon Kammeyer, and Sharon Droste.

Nays: None

Motion carried.

Meeting adjourned at 1:10 pm. The next Board meeting will be on Dec 15, 2022.

Robert Sneed, Office Manager