

Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
Agenda
12:00pm, Thursday, October 29, 2020
1515 Black Hawk St
Waterloo, IA 50702

This will be an online meeting. Live audio and materials will be available using the following link:
<https://global.gotomeeting.com/join/175643621> or dialing 1(646)749-3122 Access Code: 175-643-621

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 and place on file the Authority's FY20 Financial Audit
6. Amendment to the FY20 Local Capital Funds

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
 - Tentative date for the next Board meeting on December 17th
14. Motion to adjourn

METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, October 29, 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 12:00 pm by Vice Board-chair, Rudy Jones.

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

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

Staff present: David Sturch, General Manager; Jim Nienkark, Paratransit Operations Manager; Mladen Gledic, Finance Manager; Dave Weigel, Lead Mechanic; and Peggy Trost, Administrative Assistant

Staff absent: Cory Ernst, Fixed Route Operations Manager

Others present: Mark Little and Jane Bentley-Gadow

AGENDA

Motion made by Jana Diehl and seconded by Lon Kammeyer that the agenda be approved.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Dusty Steele and Stephanie Sheetz.

Nays: None

Motion carried.

MINUTES

Motion made by Stephanie Sheetz and seconded by Dave Glenn-Burns that the minutes of the September 24th meeting of the Board of Trustees be approved.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Dusty Steele and Stephanie Sheetz.

Nays: None

Motion carried.

PUBLIC COMMENTS: None

ACTION ITEMS:

2107. Motion to approve and place on file the Authority's FY20 Financial Audit.

Brian Aronson and Michelle Hekel from Bergan KDV presented the Audit Summary for FY20. MET Transit received an unmodified opinion in all three categories. There are no internal control issues along with the audit.

Motion made by Janna Diehl and seconded by Dusty Steele to approve the FY20 Audit for MET Transit.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Dusty Steele and Stephanie Sheetz.

Nays: None

Motion carried.

2108. Amendment to the FY20 Local Capital Funds.

David Sturch explained the change to the FY20 Local Capital. The garden tractor that is used to plow snow in the winter needs a new engine. There was also a change to the estimated cost of Bike Racks in FY17.

Motion made by Lon Kammeyer and seconded by Stephanie Sheetz to approve the changes made to the FY20 Local Capital Funds.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Dusty Steele and Stephanie Sheetz.

Nays: None

Motion carried.

REPORTS

Staff Reports

***General Manager**, David Sturch reported on finishing up the Agency Safety plan. In the near future there will be new health insurance quotes for the new Labor Contract. Cameras that were approved at the last board meeting are being installed in buses. David wants to send out a press release about mask wearing on the buses and talk about limiting the number of people on the bus. This is due to the increase of COVID positive cases in our area, staff recommends the COVID bonus plan for the next couple of months.

***Finance Manager**, Mladen Gledic presented and reviewed MET's financial report for September. Revenue was -10.68% below budget and expenses were 0.67% below budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

***Fixed Route Operations Manager**, David Sturch reported on YTD ridership; 56.47% decrease in fixed route ridership, a decrease of 37.30% in elderly rides on paratransit and a decrease of 42.44% in ADA paratransit. Reports on fuel usage and vehicle maintenance were also given.

***Paratransit Operations Manager**, Jim Nienkark reported on paratransit ridership, mask compliance on para buses. Jim informed the board that he was out on the road observing drivers. One new driver has finished training and is driving on their own. One driver had to go through safety training.

There were no comments from the Board and a motion was made by Janna Diehl 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, Dusty Steele and Stephanie Sheetz.

Nays: None

Motion carried.

OLD BUSINESS: None

NEW BUSINESS: Tentative date for the next board meeting is on December 17th.

ADJOURNMENT

Motion made by Janna Diehl and seconded by Dusty Steele to adjourn the meeting at 12:45 pm.

Ayes: Pat Becker, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Dusty Steele and Stephanie Sheetz

Nays: None

Motion carried.

Robert Sneed, Administrative Assistant