

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

Agenda

12:00 pm, Thursday, September 24, 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/243479781>

or dialing 1-646-749-3122 Access Code: 243-479-781

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 purchase of a new video surveillance system for the bus fleet on fixed route and paratransit service.
6. Motion to approve an employee consulting agreement with Peggy Trost for the continued training of the new Administrative Assistant.

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

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, September 24, 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 12:08 pm by Board-chair, Rose Middleton.

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

Absent: Amanda Goodman, Stefanie Hartel, Dusky Steele and Elle Boeding

Staff present: David Sturch, General Manager; Cory Ernst, Fixed Route Operations Manager; Jim Nienkark, Paratransit Operations Manager; Mladen Gledic, Finance Manager; and Peggy Trost, Administrative Assistant

Staff absent: Dave Weigel, Lead Mechanic

Others present: None

AGENDA

Motion made by Jana Diehl and seconded by Bonetta Culp that the agenda be approved.

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

Nays: None

Motion carried.

MINUTES

Motion made by Bonetta Culp and seconded by Janna Diehl that the minutes of the August 27th meeting of the Board of Trustees be approved.

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

Nays: None

Motion carried.

PUBLIC COMMENTS: None

ACTION ITEMS:

2105. Motion to approve the purchase of a new video surveillance system for the bus fleet for fixed and paratransit service.

David Sturch said MET's current video system is approximately seven years old. There have been problems with the current system when trying to viewing video in that the cameras have not recorded or there has been no sound. The new system will download video via a wireless connection or downloaded to a thumb drive. Four RFPs were requested but only Radio Communications responded with a bid of \$217,897.09. This will be funded through the CARES Act as an eligible security related expense.

Motion made by Janna Diehl and seconded by Stephanie Sheetz to approve the purchase of a new video surveillance system for the bus fleet for fixed and paratransit service.

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

Nays: None

Motion carried.

2106. Motion to approve an employee consulting agreement with Peggy Trost for the continued training of the new Administrative Assistant.

David Sturch explained that Peggy will continue helping her replacement as needed. Some duties are only done quarterly, some yearly and so she will assist when those come up.

Motion made by Stephanie Sheetz and seconded by Janna Diehl to approve an agreement with Peggy Trost for the continued training of the new Administrative Assistant.

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

Nays: None

Motion carried.

REPORTS

Staff Reports

***General Manager**, David Sturch reported on masks being used on Fixed Route. Some people have been pulling their masks down once they board the bus. In response, drivers will inform riders that they will be dropped off at the next corner if they don't comply. He also gave an update on the COVID spread and recommends continuing the COVID bonus. Additional signage will be placed in every bus with pictures and diagrams on how to properly wear a mask.

***Finance Manager**, Mladen Gledic presented and reviewed MET's financial report for August. Revenue was -12.30% below budget and expenses were 1.23% below budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

***Fixed Route Operations Manager**, Cory Ernst reported on YTD ridership; 46.78% decrease in fixed route ridership, a decrease of 37.84% in elderly rides on paratransit and a decrease of 43.5% 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. Two former drivers are coming back and are out on their own. The last new driver will start training with a driver on Monday.

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

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

Nays: None

Motion carried.

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT:

Motion made by Janna Diehl and seconded by Rudy Jones to adjourn the meeting at 12:38 pm.

Ayes: Bonetta Culp, Janna Diehl, Dave Glenn-Burns, Rudy Jones, Lon Kammeyer, Rose Middleton and Stephanie Sheetz

Nays: None

Motion carried.

Peggy Trost, Administrative Assistant