

Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
12:00pm, Thursday, May 28, 2020
1515 Black Hawk St
Waterloo, IA 50702

CALL-IN ONLY

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 approved revisions to the Local Capital Fund.
6. Motion to approve a three-year agreement with REMIX for planning software per proposal.
7. Motion to approve and adopt the Authority's FY21 Operating Budget.
8. Motion to approve MET Transit's Public Health Emergency Policy

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, May 28th, 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 12:01 pm by Board-chair, Rose Middleton.

Present were Trustees: Pat Becker, Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Absent: Rudy Jones, and Elle Boeding

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

Staff absent: None

Others present: Mark Little, MET retiree; Stephanie Sheetz, City of Cedar Falls

AGENDA

Motion made by Jack Good and seconded by Dave Glenn-Burns that the agenda be approved.

Ayes: Pat Becker, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

MINUTES

Motion made by Stefanie Hartel and seconded by Penny Drew that the minutes of the April 30th meeting of the Board of Trustees be approved.

Ayes: Pat Becker, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

PUBLIC COMMENTS

None

ACTION ITEMS:

2022. Motion to approve revisions to the Local Capital Fund.

David Sturch reviewed the changes made to the Local Capital Fund.

Motion made by Jack Good and seconded by Janna Diehl to approve revisions to the Local Capital Fund.

Ayes: Pat Becker, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

2023. Motion to approve a three-year agreement with REMIX for planning software per proposal.

David Sturch explained that the current agreement would be expiring June 30th. The new agreement would allow MET to continue working INRCOG on the route restructuring project.

Motion made by Barb Prather and seconded by Jack Good to approve a three-year agreement with REMIX for planning software per proposal.

Ayes: Pat Becker, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

Bonetta Culp called in at 12:20

2024. Motion to approve and adopt the Authority's FY21 Operating Budget.

David Sturch presented the FY21 Operating Budget. He noted a 3% increase from the cities of Waterloo and Cedar Falls. The budget is based on past history but it will be reviewed through the year to make any amendments that might be needed.

Motion made by Barb Prather and seconded by Amanda Goodman to approve and adopt the Authority's FY21 Operating Budget.

Ayes: Pat Becker, Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

2025. Motion to approve MET's Public Health Emergency Policy

David Sturch reported on the new policy, highlighting the list of recommended items including social distancing, mask requirements for paratransit, bus and facility cleaning, barriers in fixed route buses, temperature checks on all employees, quarantine requirements for MET employees if needed, receiving guidance from BHC Health Board and the CDC, and employee bonus pay during a public emergency. Currently MET employees receive \$20 per day bonus when they complete their work shift. This bonus pay will end May 30th. It is MET's recommendation to continue this daily bonus through the end of June with increase of up to \$50 per day or perhaps a scheduled increase through the month of June. The bonus would be earned each time a work shift is completed. Discussion followed.

Motion made by Bonetta Culp and seconded by Jack Good to approve the daily bonus pay of \$50.

Ayes: Pat Becker, Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Rose Middleton, and Barb Prather.

Nays: Stefanie Hartel

Motion carried.

Motion made by Jack Good and seconded by Barb Prather to approve the Authority's Public Health Emergency Policy.

Ayes: Pat Becker, Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

REPORTS

Staff Reports

***General Manager**, David Sturch gave an update on the FY20 Operations Grant, FY21 State Operating Grant and the submission of the CARES Act application.

***Finance Manager**, Mladen Gledic presented and reviewed MET's financial report for April. Revenue was .36% above budget and expenses were 4.52% above budget. Reports on the Unrestricted Fund Balance and Local Capital Fund were also given.

***Fixed Route Operations Manager**, Cory Ernst reported on YTD ridership; 6.94% decrease in fixed route ridership, 53.61% decrease in school service, an increase of 9.83% in elderly rides on paratransit and a decrease of .25% in ADA paratransit. Reports on fuel usage and vehicle maintenance were also given. Cory also reported on a donation of masks, slight increase in ridership due to businesses reopening, cleaning of buses and facilities.

***Paratransit Operations Manager**, Jim Nienkark reported that one of MET's mechanics had gone back on active duty in the military and might be gone for up to a year. In his absence the current service person will be trained on bus inspections and the current bus cleaner will be getting his CDL and attending driver training. MET is still participating in Meals on Wheels on Fridays. There has been a slight increase in paratransit ridership as businesses reopen.

Motion made by Janna Diehl and seconded by Jack Good that the Board accepts and places on file all staff reports.

Ayes: Pat Becker, Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

ADJORNMENT

Motion made by Janna Diehl and seconded by Barb Prather to adjourn the meeting at 1:00 pm.

Ayes: Pat Becker, Bonetta Culp, Janna Diehl, Pennie Drew, Dave Glenn-Burns, Jack Good, Amanda Goodman, Stefanie Hartel, Rose Middleton, and Barb Prather.

Nays: None

Motion carried.

Peggy Trost, Administrative Assistant