



METROPOLITAN TRANSIT AUTHORITY OF BLACK HAWK COUNTY

Transit Asset Management Plan (TAM)



Approved and Adopted by the
MET Transit Board of Trustees
on September 29, 2022

METROPOLITAN TRANSIT AUTHORITY OF BLACK HAWK COUNTY
Transit Access Management (TAM) Plan

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Transit Access Management (TAM) Plan

Introduction

Background and Purpose

The transportation reauthorization legislation Moving Ahead for Progress in the 21st Century (MAP-21) contains several provisions impacting 49 U.S.C. §5335. Section 20025 of MAP-21 specifically adds “asset condition information” to the scope of the National Transit Database (NTD). It includes a definition of a “transit asset management plan” to be required of grant recipients, and a requirement that Secretary of Transportation develop an FTA Facility Condition Assessment Guidebook definition of “state of good repair” (SGR) that includes “standards for measuring the condition of capital assets of recipients, including equipment, rolling stock, infrastructure, and facilities.”

Mission Statement

To provide the highest level of service possible and to assure that transit plays an important role in contributing to the overall quality of life in the metro area.

Role of MET Transit

To provide public transportation, both Fixed Route and ADA Paratransit within the urbanized area of Waterloo and Cedar Falls, Iowa.

Account Executive

The Account Executive is responsible for overseeing practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their lifecycles to provide safe, cost-effective, and reliable public transportation.

As required by the rule, David Sturch, General Manager have approved and endorsed MET’s Transit Asset Management Plan as the Account Executive.

Transit Asset Management Plan Policy

This plan is to aid in:

- (1) **Assessment of the current condition of MET Transit's capital assets.**
- (2) **determine the condition and performance of its assets**
- (3) **identify the unacceptable risks**
- (4) **decide how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means**

Vehicle Maintenance

MET Transit shall follow the FTA guidance for bus and bus facilities to insure they are maintained in good condition and are safe to use. State of Good Repair (SGR) is the condition in which a capital asset can operate at a full level of performance. A capital asset is in a state of good repair when that asset: 1) is able to perform its designed function; 2) does not pose a known unacceptable safety risk; and 3) its life cycle investments must have been met or recovered. MET has adopted vehicle maintenance policies that outline the necessary steps to follow. These policies in general include the following items:

- 1) Pre-trip inspections of all bus equipment by the driver, each time they operate a bus.
- 2) Preventative maintenance schedules and inspection forms that are completed based on manufacturer's recommended schedules for bus maintenance. Preventative maintenance includes oil changes, lube and inspection of components such as tires, lights, brakes, etc.
- 3) Regular maintenance includes repair of items identified by the drivers during the pre-trip as well as defects found during the preventative maintenance inspections.
- 4) Record keeping requirements include retaining all pre-trip, post-trip, PM inspections, and all maintenance records with completed work orders and invoices for all buses for the life of the bus.

State of Iowa Public Transit Management System (PTMS) Process for Revenue Vehicles (Decision Support Tool for Revenue Vehicles)

Background: The PTMS is a prioritization process used to select revenue vehicles to be funded for replacement. All 35 Iowa's transit systems participate in this process administered centrally by the Iowa DOT Office of Public Transit.

Overall PTMS Funding Allocation

NOTE: In order to be considered under PTMS, capital projects must be programmed for Section 5339 funding in the current year of the approved STIP. Projects programmed for under \$5,000 federal participation are ineligible to compete for statewide funding.

Prioritization of Rollingstock

The Office of Public Transit maintains an extensive inventory on all existing vehicles in the state, which is updated annually. The Iowa DOT prioritizes vehicle replacement and rehabilitation/remanufactured projects annually on a statewide basis based on age and mileage of existing vehicles compared to useful life standards for the specific type of equipment. The following formula is used:

$$\frac{(\text{Accumulated Mileage} - \text{Federal Useful Life Threshold Mileage})/3,500^*}{\text{Actual Months Owned} - \text{Federal Useful Life Threshold Age (Months)}} = \text{Mileage Score} + \text{Age Score} = \text{PTMS Vehicle Score}$$

*The 3,500 is used to give a point for every 3,500 miles of service above the federal useful life threshold.

PTMS Useful life Standards

Vehicle Type	Useful Life Mileage	Useful Life Age
Sedans Station Wagons Std. Vans/Non-ADA Minivans Conversion & ADA Minivans	100,000 miles	4 yr. (48 months)
LD buses	150,000 miles	5 yr. (60 months)
MD buses	200,000 miles	7 yr. (84 months)
HD buses < 35'	350,000 miles	10 yr. (120 months)
HD buses 35' or more	500,000 miles	12 yr. 144 months)

The useful life for vehicles that have been rehabilitated/remanufactured is increased by 50% on both mileage and age.

Vehicles purchased used, with federal funds, will be pro-rated from the above, based on the ratio of sales price to original price. Vehicles purchased used, with no federal funds involved, may earn points from point of acquisition.

On-Board Security Systems

The PTMS Committee encourages Transit Systems to purchase vehicles with security systems. If feasible, pre-wiring should be considered. Replacement of vehicle security systems is not anticipated to occur through the statewide PTMS process for any security systems that are less than six years old. Local funds may, however, be used for this purpose.

Prioritization of Rehabilitated/Remanufactured vehicles

Prioritized alongside replacements (same points), individual transit systems decide whether to replace or rehabilitate/remanufacture. Second or (third) rehabilitations/remanufactures are allowed based on points.

Replacement of transferred vehicles and previously replaced vehicles still in service

Replacements of previous replaced vehicles that have been retained by the system or transferred from another system to support expanded public transit service are highest priority among expansion vehicles. Revenue vehicles retained or transferred in, after replacement may be treated the same as used vehicles purchased with local funds.

Replacement of Contractor-owned Vehicles

The PTMS rollingstock prioritization addresses the need to replace vehicles titled to the transit system and used for public transit. If public transit services are being operated with vehicles owned by others, a replacement can be prioritized under the PTMS ranking only after the transit system has successfully obtained the vehicle title. If the transit system cannot obtain title to the existing vehicle, the new vehicle must be programmed as an “expansion,” though it would be appropriate in the justification to note that it will replace an agency-owned vehicle currently in service, and list the age and mileage of that existing vehicle. Should a transit system obtain title of a contractor-owned vehicle, that vehicle will be treated as a “used” vehicle purchased with local funds and may begin to earn PTMS points at acquisition.

Like-kind Replacements

The PTMS rollingstock scoring serves as justification for replacement of an existing vehicle with a similar vehicle (same capacity/weight class). [For this purpose, non-ADA equipment can be replaced with larger units offering equivalent seating capacity.] Any other changes in type of size of vehicle must be separately justified and may require supplemental funds as an “expansion” under PTMS or from local funds.

Policy on Lemons

Lemons are the responsibility of the transit system that specified and purchased them. The transit system may sell and purchase equivalent unit to fill out useful life commitment.

Like-kind Substitution Policy

Vehicles with Existing Fleet: With the Office of Public Transit approval, a transit system may replace a vehicle over federal threshold in place of a similar vehicle (same capacity/weight class). For such like-kind replacements, the PTMS points will be swapped between the two vehicles.

For vehicles to be acquired with local funds: A transit system may substitute a similar vehicle (miles, age, passenger capacity, ADA features, and mechanical condition) purchased with local funds to continue service in place of a vehicle which cannot be maintained. When done with approval from the Office of Public Transit, and properly reported, the substitute vehicle will inherit the original vehicle’s PTMS points and then accumulate points from that time forward.

Replacement of non-ADA vehicles

No statewide funding will be permitted to be used toward vehicles programmed for replacement as non-ADA vehicles. Only ADA vehicles will be funded.

Replacement of vehicles with negative PTMS points

No replacement or rehabilitation/remanufactured vehicle projects should be submitted for programming if they will have a negative PTMS ranking.

Turn Back of Program Funds (between IPTA meeting and grant submittal)

If a transit system determines they no longer need, or have local match for, vehicle replacement funds, the funds will be used to proceed further down the PTMS listing, replacing the next highest-ranking vehicle(s). Vehicles whose total points are negative will not be funded. If the funds are turned back after a grant has been written and contracts issued, the funds will be carried over to the next years funding cycle.

Low vehicle usage

For those vehicles that have not met their useful life and have accumulated less than an average of 10,000 miles per year over a two-year period or for vehicles that have met their useful life and have accumulated less than an average of 3,000 miles per year over a two-year period, if no justification is provided or the provided justification is not considered acceptable by OPT after consulting with the Public Transit Advisory Council (PTAC),

- 12 age points will be removed from the vehicle for every year in which the minimum mileage was not accumulated.
- In addition, for every four low-mileage vehicles without acceptable justification, one, otherwise justified, eligible vehicle will be dropped out of the current year's PTMS selections, beginning from the top of the priorities list.

Acceptable justification includes: 1) evidence of low usage is temporary, and 2) the mileage reported for the second year shows a significant increase, particularly if it goes over the threshold. Contingency fleet vehicles are exempt from this policy as long as an approved Contingency Fleet Plan is on file with the Iowa DOT, including the vehicle ID numbers and justification of need. A vehicle delayed disposition request must also be approved by OPT each year. It is strongly suggested that Contingency Fleet Plans be submitted to OPT by July 1 of each year.

Individual Federal Funding Awards

In any Federal Fiscal Year, a transit system that individually receives federal funding from a nationally competitive program for revenue vehicles, is not eligible for participation in the statewide PTMS process for bus replacement that fiscal year. The Iowa DOT will permanently remove the equivalent dollar amount of the transit system's grant or earmark received in buses from the statewide vehicle inventory PTMS list, starting at the top of the list with the highest point buses, and the transit system will not be allowed to participate in that year's statewide programmed vehicle PTMS federal funding process. The PTMS process is the process the Iowa DOT uses to allocate all federal funding awards to the Iowa DOT. A copy of the application submitted by the transit system for the nationally competitive program must be submitted to the Iowa DOT.

The vehicles removed from the statewide vehicle inventory list will no longer be eligible to accumulate PTMS points for future replacement. Affected transit systems can request, with proper justification, that OPT approve those buses be allowed to be retained as expansion buses which will begin accumulating points starting at zero.

Please note: While the transit vehicles on the programmed PTMS list will not be considered for funding from the state's federal grant that year, they will remain on the programmed list as long as they were not removed from the statewide vehicle inventory list and remain in the TIP. Those vehicles will be eligible in the next fiscal year the transit system does not receive a federal grant award.

Enhancements to Decision Support Tool

The Iowa DOT will continue to use the well-established PTMS process described above to prioritize revenue vehicle prioritization. However, as defined above, the system allows transit agencies flexibility by allowing like-kind-substitutions for vehicles that are up for replacement.

Facilities and Equipment Decisions

MET facility assessments were performed in the summer of 2022 and recorded in good condition. No facility was rated below a 3 on the TERM scale and most rate 4 or higher. Thus, there are no pending major facility renovations planned for the upcoming four years. Decisions will be based primarily on meeting demands created by industry changes, as MET continues to monitor facility and equipment needs on a quarterly basis and when a need is identified, they will explore the feasibility and impact of said piece of equipment or facility on our system and provide appropriate recommendations to our board.

For equipment needs the decisions will be based on the following criteria:

1. Mileage on Equipment
2. Age of Equipment
3. Condition of Equipment (2 or 1 on TERM scale)
4. Current Cost to Maintain Equipment
5. Availability of local funds

For facilities, investment decisions for are based on:

1. Need/Demand for Facility to Sustain Operations
2. Condition of Existing Facility
3. Cost to Build or Acquire Facility
4. Availability of local funds

Facility Maintenance

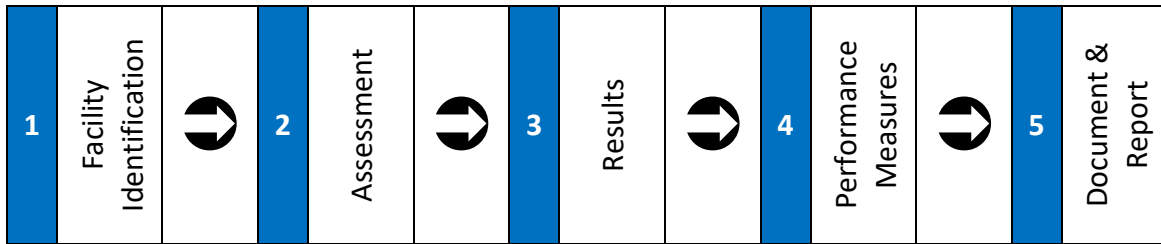
All transit systems are required to have a documented plan on file covering vehicle, equipment, and facility maintenance. The plan should address the goals and objectives of the systems maintenance program. MET Transit will follow the FTA guidance on bus and bus facilities maintenance. When accepting the funding the MET Transit (grantee) agrees to maintain the facility in good operating order and in compliance with any applicable State or Federal regulation. MET Transit agrees to keep satisfactory records pertaining to the use of project property, and to submit to FTA upon request such information as may be required to assure compliance with Federal requirements. MET Transit is required to have a written vehicle maintenance plan and facility/equipment maintenance plan. These plans describe a system of periodic inspections and preventive maintenance to be performed at certain intervals.

Facility Condition Assessments

The Federal Transit Administration (FTA) requires transit agencies to inventory and assess the condition of all assets for which they have direct capital responsibility.

The Iowa DOT directed the transit agencies to conduct facility assessments. MET Transit closely followed the guidance in Federal transit Administration's TAM Facility Performance Measure Reporting Guidebook (<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/asset-management/60361/tam-facility-performance-measure-reporting-guidebook-v1-2.pdf>), on buildings owned by transit systems.

The following chart was used to assess MET’s facility conditions and performance measures:



MET Transit is responsible for the maintenance and upkeep of three (3) separate facilities. MET’s primary building is a large concrete and steel structure that houses the management staff (GM, Paratransit Manager, Fixed Route Manager, Finance Manager and Office Manager), shop/maintenance department and bus barn. This building is considered our **administrative facility**. MET’s bus vacuum and wash facilities are located in a secondary building, behind the administrative facility. This building is similar in design as our administrative building that is considered a **maintenance facility**. The third building is MET’s Central Transfer station located on a separate property in downtown Waterloo. The dispatch personnel, bus drivers’ room, lobby and public restrooms occupy this building. This structure is considered a **passenger facility**.

Asset Condition Assessments

This TAM plan will use the five-point TERM scale. The FTA’s Transit Economic Requirements Model or TERM scale has the following values:

Rating	Condition	Description
5	Excellent	No visible defects, new or near new construction, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
3	Adequate	Moderately deteriorated or defective, bust has not exceed useful life
2	Marginal	Defective or deteriorated, in need of replacement, exceeded useful life
1	Poor	Critically damaged or in need if immediate repair, well past useful life

Assets with a 3, 4 or 5 rating is deemed to be in good repair. An asset with a rating of 1 or 2 is not in good repair. MET staff, along with the Account Executive inspected the aforementioned facilities (Administrative, Maintenance and Passenger facilities) and assessed the following primary and secondary components of these structures.

No facility scored below a 3 on the TERM scale.

Administrative, Maintenance and Passenger Facility: Ratings Level

ID#	Primary Level	Secondary
A	Substructure	<ul style="list-style-type: none"> • Foundations: walls, columns, piling, etc. • Basements: materials, insulation, slab, floor underpinnings
B	Shell	<ul style="list-style-type: none"> • Superstructure/structural frame: columns, pillars, walls • Roof: roof surface, gutters, eaves, skylights, chimney surrounds • Exterior: windows, doors, finishes • Shell appurtenances: balconies, fire escapes, gutters, downspouts
C	Interiors	<ul style="list-style-type: none"> • Partitions: walls, interior doors, fittings, signage • Stairs: interior stairs and landings • Finishes: materials used on walls, floors and ceilings
D	Conveyance	<ul style="list-style-type: none"> • Elevators • Escalators • Lifts
E	Plumbing	<ul style="list-style-type: none"> • Fixtures • Water distribution • Sanitary waste • Rain water drainage
F	HVAC	<ul style="list-style-type: none"> • Energy supply • Heat generation and distribution systems • Cooling generation and distribution systems • Testing, balancing, controls and instrumentation • Chimneys and vents
G	Fire Protection	<ul style="list-style-type: none"> • Sprinklers • Standpipes • Hydrants and other fire protection specialties
H	Electrical	<ul style="list-style-type: none"> • Electrical service and distribution • Lighting and branch wiring (interior and exterior) • Communication and security
I	Site	<ul style="list-style-type: none"> • Roadways/driveways and associated signage, markings and equipment • Parking lots and associated signage, markings and equipment • Pedestrian areas and associated signage, markings and equipment • Site development such as fences, walls, and miscellaneous structures
J	Equipment	<ul style="list-style-type: none"> • Equipment related to the function of the facility, including maintenance or vehicle service equipment, does not include supplies
K	Fare Collection	<ul style="list-style-type: none"> • Items including turnstiles, ticket machines, and any other major equipment requiring capital request for replacement

Facility Information – Combined Administrative and Maintenance Facility

1	Type of Facility	Combined Administrative and Maintenance Facility
	Address	1515 Black Hawk Street
	Primary Mode of Facility	MB – Bus
	Is this facility federally funded	Yes
	What percentage of the facility is federally funded	50%
	Year Built	1978
	Square Feet	27,000
	Facility Contact	David Sturch, General Manager
	Date of Assessment	August 25, 2022

Condition Assessment
Combined Administrative and Maintenance Facility
Overall Condition Rating: 3.54625

Substructure Subtotal	3
Shell Subtotal	3
Interiors Subtotal	3.67
Conveyance Subtotal	Not Applicable
Plumbing Subtotal	4
HVAC Subtotal	4
Fire Protection Subtotal	3.5
Electric Subtotal	4
Site Subtotal	3.5
Overall Conditional Rating	3.54625

A. Substructure

Foundations	Adequate (3)
Basement	Adequate (3)
Substructure Subtotal	3

B. Shell

Superstructure/ structural frame	Adequate (3)
Roof	Adequate (3)
Exterior	Adequate (3)
Shell Appurtenances	Adequate (3)
Shell Subtotal	3

C. Interiors

Partitions	Adequate (3)
Stairs	Good (4)
Finishes	Good (4)
Interiors Subtotal	3.67

D. Conveyance

Elevators	Not Applicable
Escalators	Not Applicable
Lifts	Not Applicable
Conveyance Subtotal	Not Applicable

Facility Information – Combined Administrative and Maintenance Facility – (cont.)

E. Plumbing

Fixtures	Good (4)
Water Distribution	Good (4)
Sanitary Waste	Good (4)
Rain Water Drainage	Good (4)
Plumbing Subtotal	4

F. HVAC

Heating Generation and Distribution Systems	Good (4)
Cooling Generation and Distribution System	Good (4)
Testing, Balancing, Controls and Instrumentation	Good (4)
Chimneys and Vents	Good (4)
HVAC Subtotal	4

G. Fire Protection

Sprinklers	N/A
Standpipes	Adequate (3)
Hydrants and Other Fire Protection Specialties	Good (4)
Fire Protection Subtotal	3.5

H. Electrical

Electrical Service and Distribution	Good (4)
Lighting and Branch Wiring	Good (4)
Communications and Security	Good (4)
Other Electrical Systems-Related Pieces	Good (4)
Electrical Subtotal	4

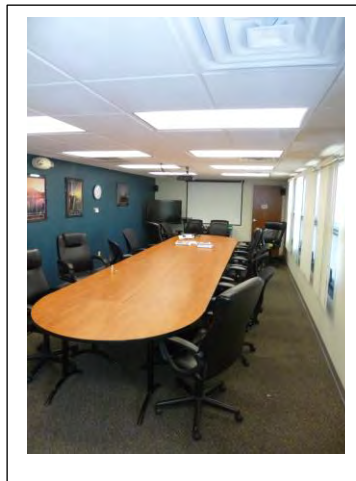
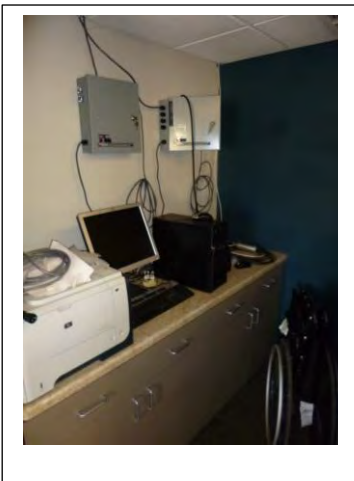
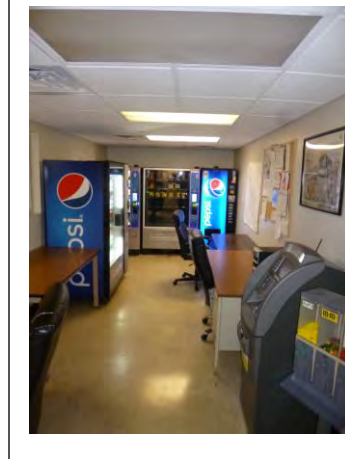
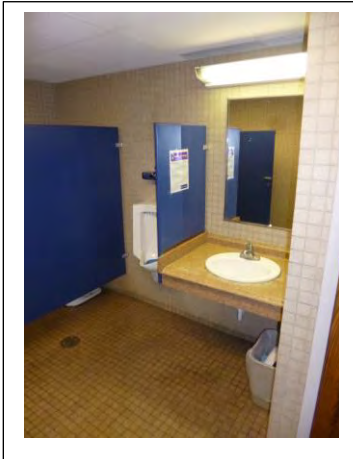
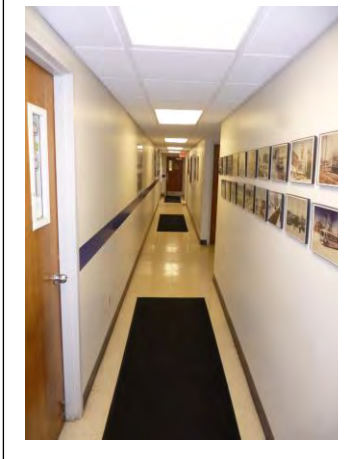
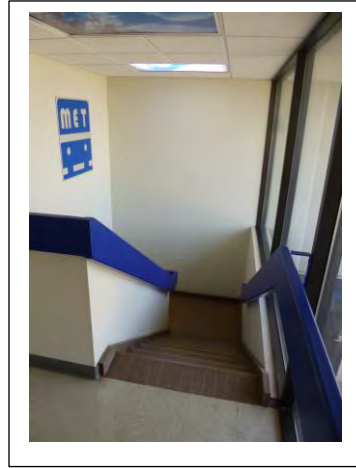
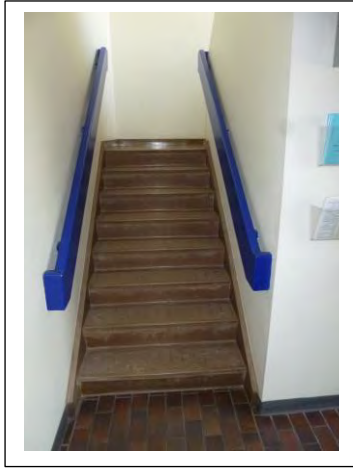
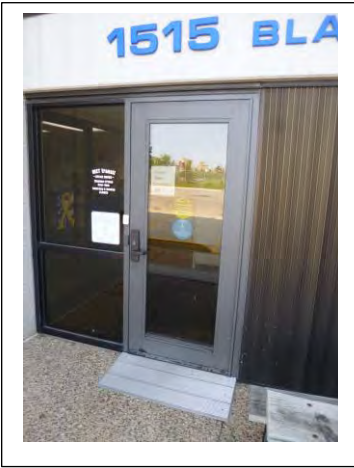
I. Site

Roadways / Driveways	Adequate (3)
Parking Lots	Adequate (3)
Pedestrian Areas	Adequate (3)
Site Development	Good (4)
Landscaping and Irrigation	Good (4)
Site Utilities	Good (4)
Site Subtotal	3.5

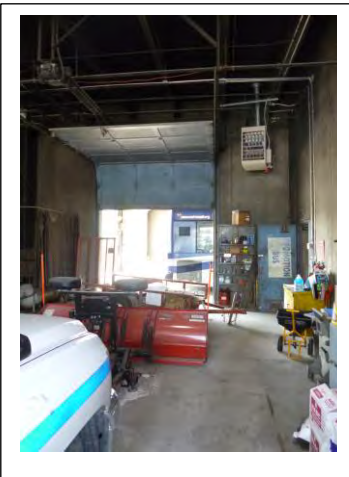
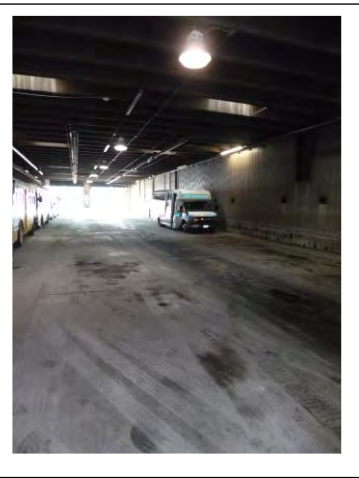
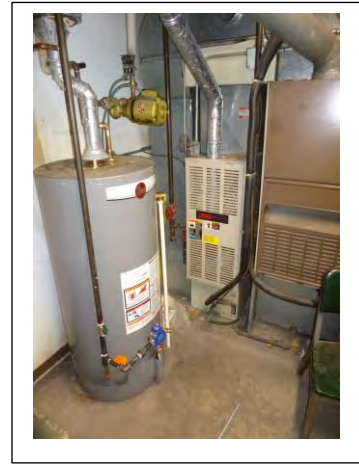
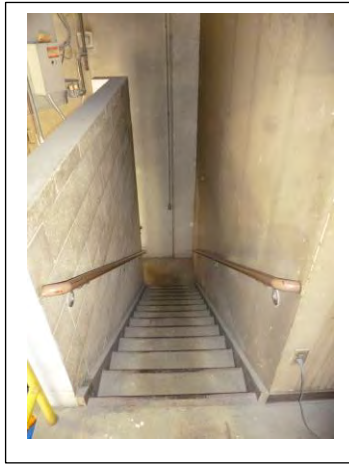
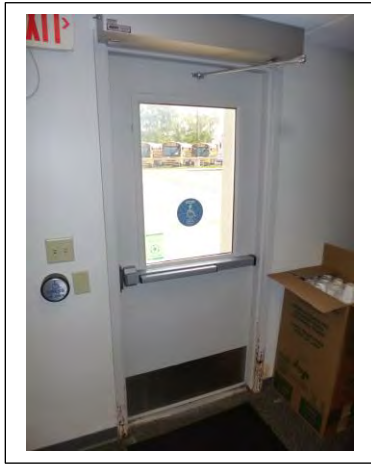
Combined Administrative and Maintenance Facility – Photos



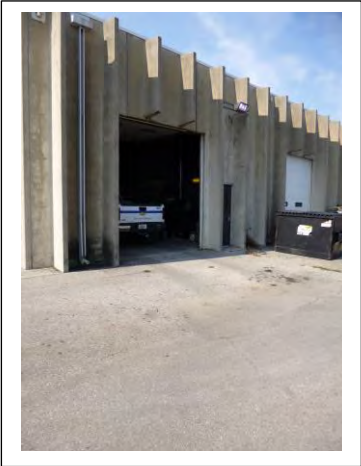
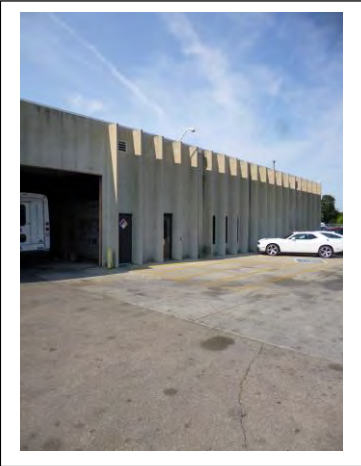
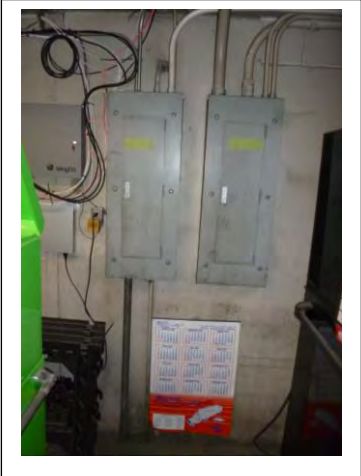
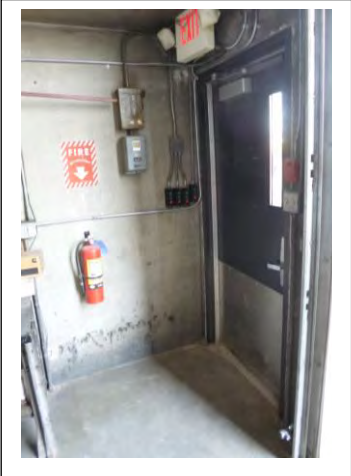
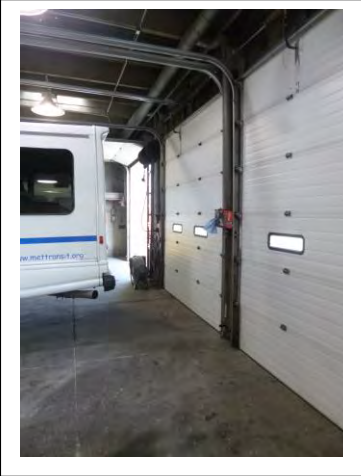
Combined Administrative and Maintenance Facility – Photos (cont.)



Combined Administrative and Maintenance Facility – Photos (cont.)



Combined Administrative and Maintenance Facility – Photos (cont.)



Facility Information - Bus Vacuum and Bus Wash Facility

2	Type of Facility	Bus vacuum and bus wash (Maintenance Facility)
	Address	1515 Black Hawk Street
	Primary Mode of Facility	MB – Bus
	Is this facility federally funded	Yes
	What percentage of the facility is federally funded	50%
	Year Built	1980
	Square Feet	2,625
	Facility Contact	David Sturch, General Manager
	Date of Assessment	August 25, 2022

**Condition Assessment
Bus Vacuum and Bus Wash Facility
Overall Condition Rating: 3.35714**

Substructure Subtotal	3
Shell Subtotal	3
Interiors Subtotal	Not Applicable
Conveyance Subtotal	Not Applicable
Plumbing Subtotal	4
HVAC Subtotal	Not Applicable
Fire Protection Subtotal	3.5
Electric Subtotal	4
Site Subtotal	3.5
Equipment Subtotal	2.5
Overall Conditional Rating	3.35714

A. Substructure

Foundations	Adequate (3)
Basement	Adequate (3)
Substructure Subtotal	3

B. Shell

Superstructure/ structural frame	Adequate (3)
Roof	Adequate (3)
Exterior	Adequate (3)
Shell Appurtenances	Adequate (3)
Shell Subtotal	3

C. Interiors

Partitions	Not Applicable
Stairs	Not Applicable
Finishes	Not Applicable
Interiors Subtotal	Not Applicable

Facility Information – Combined Administrative and Maintenance Facility (cont.)

D. Conveyance

Elevators/Escalators	Not Applicable
Lifts	Not Applicable
Conveyance Subtotal	Not Applicable

E. Plumbing

Fixtures	Good (4)
Water Distribution	Good (4)
Sanitary Waste	Not Applicable
Rain Water Drainage	Good (4)
Plumbing Subtotal	4

F. HVAC

Heating Generation and Distribution Systems	Not Applicable
Cooling Generation and Distribution System	Not Applicable
Testing, Balancing, Controls and Instrumentation	Not Applicable
Chimneys and Vents	Not Applicable
HVAC Subtotal	Not Applicable

G. Fire Protection

Sprinklers	N/A
Standpipes	Adequate (3)
Hydrants and Other Fire Protection Specialties	Good (4)
Fire Protection Subtotal	3.5

H. Electrical

Electrical Service and Distribution	Good (4)
Lighting and Branch Wiring	Good (4)
Communications and Security	Good (4)
Other Electrical Systems-Related Pieces	Good (4)
Electrical Subtotal	4

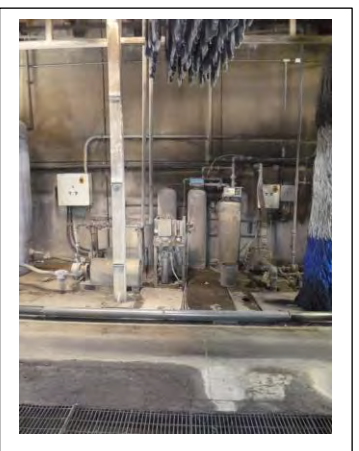
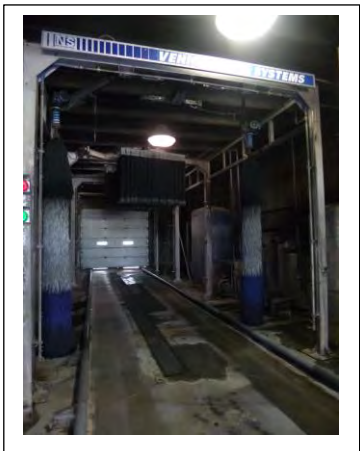
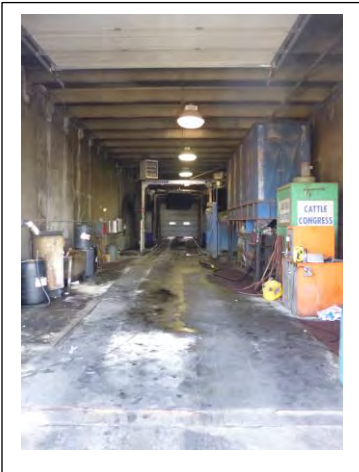
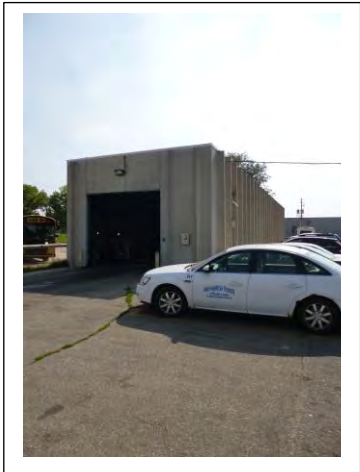
I. Site

Roadways / Driveways	Adequate (3)
Parking Lots	Adequate (3)
Pedestrian Areas	Adequate (3)
Site Development	Good (4)
Landscaping and Irrigation	Good (4)
Site Utilities	Good (4)
Site Subtotal	3.5

J. Equipment

Bus Vacuum	Marginal (2)
Bus Wash	Adequate (3)
Equipment Subtotal	2.5

Bus Vacuum and Bus Wash Facility - Photos



Facility Information Central Transfer Station

3	Type of Facility	Central Transfer Station (Passenger Facility)
	Address	416 Sycamore Street
	Primary Mode of Facility	MB – Bus
	Is this facility federally funded	Yes
	What percentage of the facility is federally funded	50%
	Year Built	1986
	Square Feet	2,860
	Facility Contact	David Sturch, General Manager
	Date of Assessment	August 25, 2022

Condition Assessment Central Transfer Station Passenger Facility Overall Condition Rating: 3.65625

Substructure Subtotal	3
Shell Subtotal	3.5
Interiors Subtotal	3.5
Conveyance Subtotal	Not Applicable
Plumbing Subtotal	3.75
HVAC Subtotal	4
Fire Protection Subtotal	4
Electric Subtotal	4
Site Subtotal	3.5
Fare Collection Equipment	Not Applicable
Overall Conditional Rating	3.65625

A. Substructure

Foundations	Adequate (3)
Basement	Adequate (3)
Substructure Subtotal	3

B. Shell

Superstructure/ structural frame	Adequate (3)
Roof	Good (4)
Exterior	Adequate (3)
Shell Appurtenances	Good (4)
Shell Subtotal	3.5

C. Interiors

Partitions	Adequate (3)
Stairs	Not Applicable
Finishes	Good (4)
Interiors Subtotal	3.5

Facility Information Central Transfer Station (cont.)

D. Conveyance

Elevators	Not Applicable
Escalators	Not Applicable
Lifts	Not Applicable
Conveyance Subtotal	Not Applicable

E. Plumbing

Fixtures	Adequate (3)
Water Distribution	Good (4)
Sanitary Waste	Good (4)
Rain Water Drainage	Good (4)
Plumbing Subtotal	3.75

F. HVAC

Heating Generation and Distribution Systems	Good (4)
Cooling Generation and Distribution System	Good (4)
Testing, Balancing, Controls and Instrumentation	Good (4)
Chimneys and Vents	Good (4)
HVAC Subtotal	4

G. Fire Protection

Sprinklers	Not Applicable
Standpipes	Not Applicable
Hydrants and Other Fire Protection Specialties	Good (4)
Fire Protection Subtotal	4

H. Electrical

Electrical Service and Distribution	Good (4)
Lighting and Branch Wiring	Good (4)
Communications and Security	Good (4)
Other Electrical Systems-Related Pieces	Good (4)
Electrical Subtotal	4

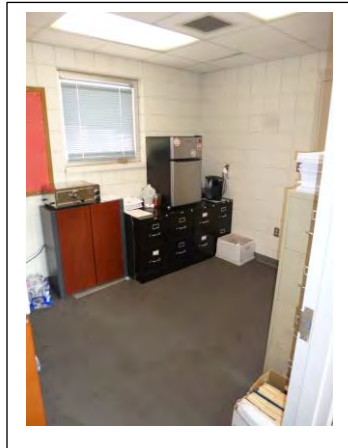
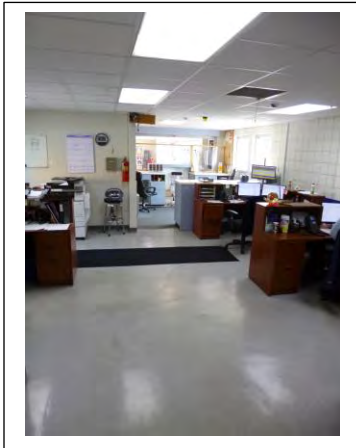
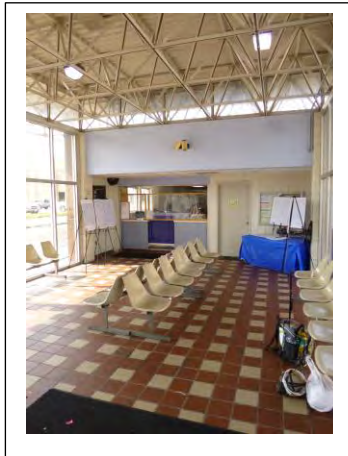
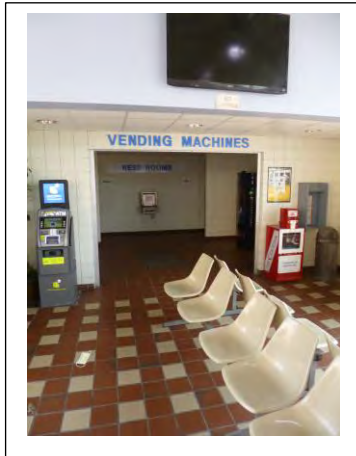
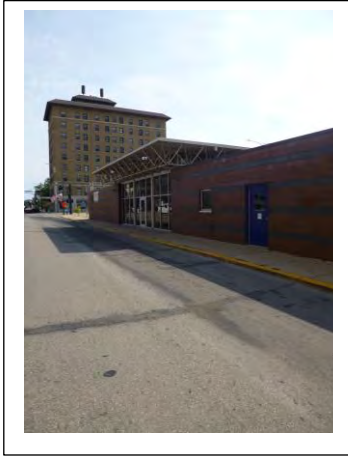
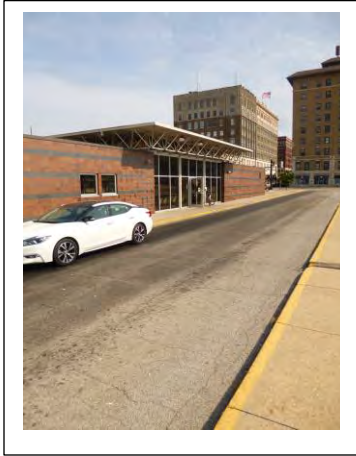
I. Site

Roadways / Driveways	Adequate (3)
Parking Lots	Not Applicable
Pedestrian Areas	Good (4)
Site Development	Not Applicable
Landscaping and Irrigation	Adequate (3)
Site Utilities	Good (4)
Site Subtotal	3.5

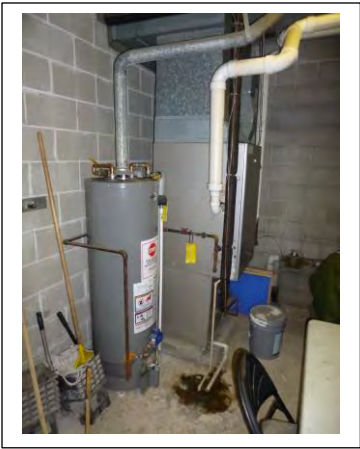
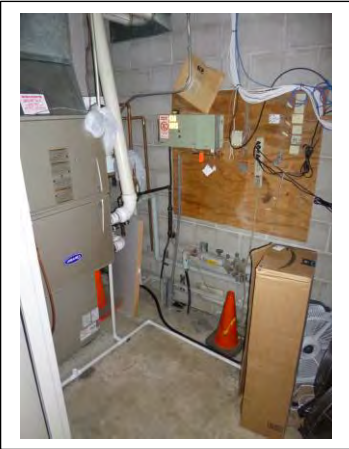
J. Fare Collection Equipment

Turnstiles/Ticket Machines	Not Applicable
Other	Not Applicable
Site Subtotal	Not Applicable

Central Transfer Station Photos



Central Transfer Station Photos (cont.)



Asset Information Tables

Table 1: Asset Inventory Summary

Table 2: Asset Condition Summary

Table 3: Facility Inventory and Condition Data

Table 4: Detailed Inventory of Equipment

Table 5: Proposed Investments for Revenue Vehicles

Table 6: Proposed Investment for Facility Improvement

Table 1: Asset Inventory Summary

Asset Category	Total Number	Total Replacement Value	Average Age in Years	Average Miles
Revenue Vehicles				
MV-Minivan				
VN-VAN	0			
CU-Cutaway Bus	21	\$2,995,116	5	101,910
BU-BUS	19	\$9,420,612	10.95	356,048
Trolley	0			
Equipment				
Non-Revenue /Service Automobile	2	\$70,000	14	77,492
Non-Revenue Van	2	\$80,000	12	24,706
Sport Utility Vehicle (1985 Tractor)	1	\$30,000	37	6,682 hrs.
Facilities				
Administrative and Maintenance Facility	1		44	
Administrative Office / Sales Office				
General Purpose Maintenance Facility/Depot	1		37	
Maintenance Facility (Service and Inspection)				
Vehicle Washing Facility	1		42	
Storage Facility				

Table 2: Asset Condition Summary

Asset Category	Under Benchmark Condition	Over Benchmark Condition	Total Number	Percent over Benchmark	Target for FY23
Revenue Vehicles	Not Over ULB	Over ULB	Total	Percent Over ULB	Percent Over ULB
MV-Minivan			0		
VN-VAN			0		
CU-Cutaway Bus	13	8	21	38%	45%
BU-BUS	10	9	19	47%	58%
Trolley			0		
Equipment	Not Over ULB	Over ULB	Total	Percent Over ULB	
Non-Revenue /Service Automobile	0	2	2	100%	75%
Non-Revenue Van	0	2	2	100%	75%
(SUV) Service Pick-up Truck	1	0	1	0%	0%
Facilities	Under 3.0 on TERM Scale	Over 3.0 on TERM Scale	Total	Percent Under 3.0 on TERM Scale	
Administrative and Maintenance Facility	0	1	1	0%	0%
Administrative Office / Sales Office	0	0	0	0%	0%
General Purpose Maintenance Facility/Depot	0	1	1	0%	0%
Maintenance Facility (Service and Inspection)	0	0	0	0%	0%
Vehicle Washing Facility	0	1	1	0%	0%
Storage Facility	0	0	0	0%	0%

Table 3: Facility Inventory and Condition Data

#	Facility Name	Street Address	City	Zip	Type of facility	Primary Mode Served at Facility	Year Built	Square Feet	Date of Assessment	Overall Condition Rating
1	Administrative Maintenance	1515 Black Hawk St	Waterloo	50702	Combined Admin. and Maintenance Facility	MB-Bus DR-Demand Response	1978	27,000		3.54625
2	Bus Wash	1515 Black Hawk St	Waterloo	50702	Bus Vacuum and Wash		1980	2,625		3.35714
3	Central Transfer Station	416 Sycamore St.	Waterloo	50703	Transfer Station	MB-Bus	1985	2,860		3.65625
Average Overall Condition facilities:										3.51988
Median Overall Condition for all group member facilities:										3.54625

Table 4: Detailed Equipment Inventory

VIN NUMBER	ID	ETYPE	YEAR	PROPERTY DESCRIPTION	DATE ACQUIRED	COST	LAST DATE READ	LATE READING	AGE (YR.)
45XDB0189XAC05193		Sport Utility Vehicle	1999	Utility Trailer	1/19/1999	\$552.00			23
713704		Non-Revenue /Service Vehicle	1985	JD Tractor	1/31/1985	\$26,760	7/1/22	6683 hrs	37
MOX720A042267		Riding lawn mower	2009	Riding lawn mower	10/13/2009	\$11,950	7/1/22		13
1GBDV13W08D161501	801	Non-Revenue /Service Vehicle	2008	Chevrolet Mini-Van	6/5/2008	\$33,000	7/1/22	40,764	14
1FAHP24W28G157630	R-1	Non-Revenue /Service Vehicle	2008	Ford Taurus	6/16/2008	\$19,085	7/1/22	87,067	14
1FAHP24W08G141023	M-1	Non-Revenue /Service Vehicle	2008	Ford Taurus	6/16/2008	\$19,180	7/1/22	67,918	14
2C4RDGBG6CR264980	M-2	Non-Revenue Van	2012	Dodge Mini-Van	4/23/2012	\$36,049	7/1/22	19,290	10
1GC3KZCG9DF226318	213	Sport Utility Vehicle (Service Truck)	2013	Chevrolet Truck	5/30/2013	\$25,157	7/1/22	30,943	9

Table 5: Proposed Investment for Revenue Vehicles

Plan For Replacement				
Federal Funds Expected	\$1,234,115	\$1,763,585	\$1,697,609	\$4,471,042
Local Funds Expected	\$217,785	\$311,221	\$299,578	\$789,007
Total Funds Expected (4 years)	\$1,451,900	\$2,074,806	\$1,997,187	\$5,260,049
Number of Buses Anticipated to be Replaced	5	8	9	11

ID	ETYPE	SIZE	YEAR	PROPERTY DESCRIPTION	DATE ACQUIRED	LAST READING	AGE	PTMS PTS	TOTAL COST	OVER ULB	CUM. COST	2023	2024	2025	2026
503	HDB	30'	2005	Dam Chrysler	3/28/2006	210,073	17		\$451,800	Y	\$451,800	Y			
702	HDB	30'	2007	Opt Opus	5/27/2008	158,996	15		\$451,800	Y	\$903,600	Y			
412	LDB	176"	2012	Glaval Titan	10/8/2012	160,013	10		\$96,500	Y	\$1,000,100	Y			
320	LDB	176"	2020	Glaval Universal	11/11/2020	3,844	1		Insurance Cost	N	\$1,000,100	Y			
301	HDB	30'	2003	Bluebird	8/21/2003	268,657	19		\$451,800	Y	\$1,451,900	Y			
901	HDB	30'	2009	Gillig	4/20/2009	473,659	13		\$489,300	Y	\$1,941,200				Y
902	HDB	30'	2009	Gillig	4/20/2009	495,511	13		\$489,300	Y	\$2,430,500				Y
903	HDB	35'	2009	Gillig	4/20/2009	491,610	13		\$489,300	Y	\$2,919,800			Y	
110	HDB	30'	2010	Gillig	8/23/2010	389362	12		\$489,300	Y	\$3,409,100			Y	
210	HDB	30'	2010	Gillig	8/19/2010	430206	12		\$489,300	Y	\$3,898,400		Y		
310	HDB	30'	2010	Gillig	8/19/2010	446090	12		\$489,300	Y	\$4,387,700		Y		
410	HDB	35'	2010	Gillig	8/19/2010	477539	12		\$607,506	Y	\$4,995,206				Y
510	HDB	35'	2010	Gillig	8/19/2010	378776	12		\$607,506	Y	\$5,602,712				Y
112	HDB	30'	2012	Gillig	3/12/2012	441823	10		\$489,300		\$6,092,012				Y
212	HDB	30'	2012	Gillig	2/14/2012	383510	10		\$489,300		\$6,581,312				Y
312	HDB	30'	2012	Gillig	3/12/2012	441093	10		\$489,300		\$7,070,612				Y
512	MDB	176"	2012	Glaval Concord	12/17/2012	160,332	10		\$130,637	Y	\$7,201,249		Y		
113	HDB	30'	2013	Gillig	2/21/2013	437836	9		\$489,300		\$7,690,549				Y
114	HDB	30'	2014	Gillig	3/18/2014	330347	8		\$489,300		\$8,179,849				Y
214	HDB	30'	2014	Gillig	3/18/2014	399257	8		\$489,300		\$8,669,149				Y
115	MDB	176"	2015	Glaval Legacy	5/1/2015	152,960	7		\$234,765		\$8,903,914		Y		
215	MDB	176"	2015	Glaval Legacy	5/1/2015	162,697	7		\$234,765		\$9,138,679		Y		
315	MDB	176"	2015	Glaval Legacy	7/28/2015	131,945	7		\$234,765		\$9,373,444		Y		

ID	ETYPE	SIZE	YEAR	PROPERTY DESCRIPTION	DATE ACQUIRED	LAST READING	AGE	PTMS PTS	TOTAL COST	OVER ULB	CUM. COST	2023	2024	2025	2026
415	LDB	176"	2015	Chevy Turtletop	10/27/2015	119,850	7		\$130,637	Y	\$9,504,081			Y	
515	LDB	176"	2016	Chevy Turtletop	10/27/2015	141,701	6		\$130,637	Y	\$9,634,718		Y		
615	LDB	176"	2016	Chevy Turtletop	10/27/2015	130,870	6		\$130,637	Y	\$9,765,355		Y		
116	LDB	176"	2016	Chevy Turtletop	12/7/2016	128,810	6		\$130,637	Y	\$9,895,992			Y	
216	LDB	176"	2016	Chevy Turtletop	12/7/16	131,309	6		\$130,637	Y	\$10,026,629			Y	
117	LDB	176"	2017	Glaval Legacy	4/7/2017	101,120	5		\$130,637		\$10,261,394			Y	
118	LDB	176"	2018	Glaval Universal	6/13/2018	118,348	5		\$130,637		\$10,392,031			Y	
218	LDB	176"	2018	Glaval Universal	10/26/2018	94557	4		\$130,637		\$10,522,688			Y	
120	LDB	176"	2020	Glaval Universal	1/23/2020	69017	2		\$130,637		\$10,653,305			Y	
420	LDB	176"	2020	Glaval Universal	11/11/2020	31919	2		\$130,637		\$10,783,942				
520	LDB	176"	2020	Glaval Universal	11/11/2020	38293	2		\$130,637		\$10,914,579				
620	LDB	176"	2020	Glaval Universal	11/11/2020	36893	2		\$130,637		\$11,045,216				
720	LDB	176"	2020	Glaval Universal	11/11/2020	42291	2		\$130,637		\$11,175,853				
820	LDB	176"	2020	Glaval Universal	11/11/2020	56597	2		\$130,637		\$11,306,490				Y
220	HDB	30'	2020	Gillig	10/7/2020	69017	2		\$489,300		\$11,795,790				
121	LDB	176"	2021	Glaval Universal	8/6/2021	27326	1		\$130,637		\$11,926,427				
221	HDB	30'	2021	Gillig	8/19/2021	41548	1		\$489,300		\$12,415,727				

Table 6: Proposed Investment for Facility Improvement

Facility Subcomponent	Year Refurbishment Planned					Grand Total
	2023	2024	2025	2026	2027	
Electrical		\$2,000				\$2,000
HVAC			\$10,000	\$5,000		\$15,000
Interiors	\$6,000		\$6,000			\$6,000
Plumbing			\$5,000			\$5,000
Shell		\$50,000	\$150,000			\$200,000
Site		\$10,000	\$5,000			\$15,000
Substructure			\$50,000			\$50,000
Equipment		\$200,000	\$200,000			\$400,000
TOTALS	\$6,000	\$262,000	\$426,000	\$5,000		\$699,000

**IOWA Office of Public Transit
Vehicle Condition Ratings Guidance**

Grade 5 – Excellent Condition (Like new condition)

- PAINT & BODY
 - Only minor defects in panel surfaces requiring no conventional body or paint work
 - May have had limited high quality repairs performed
 - No missing, broken, or damaged parts that require replacement
 - No visible glass damage
- INTERIOR
 - No missing, broken, or damaged parts that require replacement
 - No cuts, tears, or burns that require repair
 - Shows no signs of wear
 - No noticeable offensive odor
- FRAME/UNIBODY
 - Frame/structure has not been repaired or altered
 - Expected to measure to published specifications
- MECHANICAL
 - Mechanically sound
 - All accessories are operable
 - All fluid levels full and clean
- TIRES
 - All match by brand, size and style
 - Near new condition.

Grade 4 – Very Good Condition (Almost new with minor wear)

- PAINT & BODY
 - Minor chips or scratches in panel surfaces requiring minor conventional body and paint work
 - May require removal of small dents that have not broken the paint using Paintless Dent Repair
 - May have had high quality conventional repairs of cosmetic or light collision damage
 - May require replacement of minor missing or broken part
 - No visible glass damage beyond minor pitting of windshield
- INTERIOR
 - Clean, showing minimal wear
 - May require replacement of minor missing or broken part
 - No noticeable offensive odor
- FRAME/UNIBODY
 - Frame/structure has not been repaired or altered, no rust apparent
 - Expected to measure to published specifications
- MECHANICAL
 - Mechanically sound
 - All accessories are operable
 - Fluids may require service
- TIRES
 - All match by brand, size and style
 - Good or better condition.

Grade 3 – Good Condition (Average condition but usable and dependable)

- PAINT & BODY
 - May require conventional body and paint work for moderate body damage
- May require replacement of parts
 - May have sustained cosmetic or light collision damage and been repaired to collision industry standards
 - Windshield may be damaged and need repair or replacement
- INTERIOR
 - Shows signs of normal wear and usage
 - May require repair or replacement of parts
- FRAME/UNIBODY
 - Frame/structure has not been repaired or altered, some rust is apparent
 - Expected to measure to published specifications
- MECHANICAL
 - Mechanically sound
 - May require maintenance
 - May require minor repair of accessories
 - Fluid levels may be low or require replacement, may have some minor fluid leaks
- TIRES
 - Average or better
 - Match by size and style

Grade 2 – Fair Condition (Older condition but still safe and usable)

- PAINT & BODY
 - Dents, scratches, and body panels that may require replacement
 - Parts may be broken and missing
 - May have multiple prior repairs performed at substandard levels
 - May have repaired or unrepaired collision damage
- INTERIOR
 - Shows signs of excess wear
 - May have burns, cuts, tears, and non-removable stains
- FRAME/UNIBODY
 - May have repaired or unrepaired frame/structure damage
 - May not measure to published specifications
- MECHANICAL
 - May have repairable mechanical damage that prohibits vehicle from operating properly
 - Engine and/or transmission may be in poor condition
 - Operability of accessories is questionable
- TIRES
 - May be worn or mismatched

Grade 1 – Poor Condition (Near end of life, may or may not be usable, not dependable)

- May have sustained major collision damage, May or may not be drivable
- May be cost prohibitive to extensively recondition this vehicle by automotive industry standards
- Frame/Structure may not measure to published specifications, rusted or damaged
- This vehicle is near the end of its useful life
- Accessories may or may not operate
- May be able to be operated in normal service if properly maintained and it passes inspection, but age and condition may make it unreliable.

Annual Building Inspection Checklist

<i>Facility Exterior</i>	YES	NO	N/A
Is the building address or identification clearly visible?			
Are exterior lights in working order?			
Are the exits onto public streets free from visibility obstructions?			
Are all building sides accessible to emergency equipment?			
Does the building appear to be in good repair?			
Are exterior walls free from cracks or other damages?			
Are windows free from cracks or broken panes?			
Are paved surfaces inspected and repaired (i.e., lifts, cracks, etc.)?			
Are stairs, landings and handrails in good repair and fastened securely? (inspect the bottom of each step)			
Are facilities periodically inspected and documented?			
Are all sewer clean out caps in place?			
Are all irrigation covers in place?			
Do entrance doors close slowly to avoid hazards to fingers?			
<i>Facility Interior</i>	YES	NO	N/A
Electrical Systems			
Are all electrical panels secured?			
Have all electrical circuits been identified?			
Are all electrical switches and receptacles in good repair?			
Have Ground Fault Interrupter's been provided on circuits in proximity to water?			
Is there a "lock-out" procedure in place?			
Heating System:			
Is a 3' clearance provided around all heating equipment?			
Are furnace/boiler rooms kept locked?			
Are furnace/boiler rooms free from combustible storage?			
PM Schedule updated			

Has the unit been serviced regularly			
Has the filter been changed and clean?			
Has the unit been cleaned?			
Are the thermostats in good working order?			
Are vents clean?			
Check pipes or lines for leakage of fluids. Repair if needed.			
Check electrical supply for damage. Repair if needed.			
Are residents reminded to keep combustibles away from heaters?			
Air Conditioning			
PM Schedule updated			
Has the unit been serviced regularly			
Has the filter been changed and clean?			
Has the unit been cleaned?			
Are the thermostats in good working order?			
Are vents clean?			
Check pipes or lines for leakage of fluids. Repair if needed.			
Check electrical supply for damage. Repair if needed.			
Private Protection:			
Is building equipped with an automatic sprinkler system? If so, continue.			
Is the main sprinkler control valve accessible?			
Are all valves supplying water or air to the system open?			
Is system operation monitored by an alarm company?			
Is valve operation monitored by an alarm company?			
Is the sprinkler system tested on a quarterly basis and documented?			
Is the building equipped with a fire detection system? If so, continue.			
Does the system protect the entire building?			
Does the system provide an alarm signal in the building?			

Is system tested on a monthly basis and documented?			
Is the main alarm panel in normal operating condition?			
Are portable fire extinguishers provided?			
Are all extinguishers inspected on a monthly basis and documented?			
Do all extinguishers have a current inspection tag?			
Emergency Evacuation:			
Are all exits and travel paths identified with illuminated "EXIT" signs?			
Are travel paths leading to exits free of obstructions?			
Are exits unlocked and operational?			
Are working emergency lights provided in the building?			
Are emergency lights tested periodically and documented?			
Are evacuation diagrams posted throughout the building?			

Visual Roof Inspection	Comments			
<p>Visually inspect the roof for the following conditions:</p> <ul style="list-style-type: none"> • Debris • Drainage (no evidence of standing water) • Physical damage • Structural Deformation <p><i>For Flat/Membrane Roof:</i></p> <ul style="list-style-type: none"> • Condition of coating • Granular loss • Punctures • Cracks (Alligatoring) • Blisters (Fishmouths) • Ponding <p><i>For Sloped Roof:</i></p> <ul style="list-style-type: none"> • Roof Material • Surface Condition • Deformed edges • Shingle Condition <ul style="list-style-type: none"> ○ Buckled ○ Curled ○ Missing ○ Granular loss ○ Corrosion (metal) ○ Fasteners 				
<p>Visually inspect the following common roof features (if applicable) for visible signs of damage or repair:</p> <ul style="list-style-type: none"> • Fascia • Soffit • Flashing • Gutters / Drains, etc. • Skylights • Chimneys / Vents • Fall Arrest Anchors • Control Zone Access • Drains / Vents 				
<p>Roofing repairs may also become noticeable by observing the following conditions:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> <p><i>Ceiling Conditions:</i></p> <ul style="list-style-type: none"> • Cracks • Water Staining • Water Leaks • Seasonal Change </td> <td style="vertical-align: top; width: 33%;"> <p><i>Exterior Wall Conditions:</i></p> <ul style="list-style-type: none"> • Deformed Finish • Surface Deterioration • Staining </td> <td style="vertical-align: top; width: 33%;"> <p><i>Interior Wall Surfaces:</i></p> <ul style="list-style-type: none"> • Cracks • Water Staining • Water Leaks • Deformed Finish • Seasonal Change • Window Leaks • Door/Window Alignment </td> </tr> </table>	<p><i>Ceiling Conditions:</i></p> <ul style="list-style-type: none"> • Cracks • Water Staining • Water Leaks • Seasonal Change 	<p><i>Exterior Wall Conditions:</i></p> <ul style="list-style-type: none"> • Deformed Finish • Surface Deterioration • Staining 	<p><i>Interior Wall Surfaces:</i></p> <ul style="list-style-type: none"> • Cracks • Water Staining • Water Leaks • Deformed Finish • Seasonal Change • Window Leaks • Door/Window Alignment 	
<p><i>Ceiling Conditions:</i></p> <ul style="list-style-type: none"> • Cracks • Water Staining • Water Leaks • Seasonal Change 	<p><i>Exterior Wall Conditions:</i></p> <ul style="list-style-type: none"> • Deformed Finish • Surface Deterioration • Staining 	<p><i>Interior Wall Surfaces:</i></p> <ul style="list-style-type: none"> • Cracks • Water Staining • Water Leaks • Deformed Finish • Seasonal Change • Window Leaks • Door/Window Alignment 		

Annual Plumbing Inspection	Comments
Look for signs of leaks in all exposed pipes, and in areas where pipes run through the walls or foundation.	
Look for signs of corrosion, which could indicate a problem with the water, or with the pipe itself. Watch for green stains around brass and copper fittings and on shutoff valves, a sign of either corrosion or electrolysis caused by mismatched metals. This will cause leaks and bad connections if left uncorrected.	
Check the water pressure. Low pressure could mean a problem with the line or just sediment buildup in the faucet aerator.	
Check drains for speed of drainage - a slow drain may have a clog or a blocked vent pipe. Look for a full swirling drain; bubbling drains are a sign of a problem.	
Flush the toilets to make sure they operate properly. Open their tanks and look for worn or missing parts. Then wait around for a few minutes to see if the toilet runs after a pause, a sign of a slow leak.	
Look inside the burner chamber of the water heater for rust flakes. Check the flame; it should be an even blue, with no yellow. A yellow flame indicates soot or a problem with the gas-air mixture, meaning the jets need cleaning.	
Drain the water heater to remove sediment that has settled to the bottom. Sometimes leaks in faucets are caused by hard water wearing out the washers.	
Watch out for cracked tiles sinks. Tap on tiles looking for loose or hollow ones, which could be masking rotted backer-board behind them.	
Check on the state caulking to see if its time to replace it.	
Look for evidence of mildew where water has a chance to stand for longer periods.	
Manipulate the toilet base to be sure it doesn't rock, which might mean a leak has damaged the floor around it.	
Look for cracks on the toilet tank or bowl or on sinks.	
Turn on faucets and check for leaks around handles and valves. Are they easy to use, or harder to turn on and off?	

Address Inspected: _____

Date: _____

Inspected by: _____
 (print)

 (signed)

Annual Transit Facility Building Inspection Sheet

Mark items checked and if repairs need to be made record them on the back of the sheet.

- _____ Is the fire alarm system unobstructed, conspicuous and readily accessible?
- _____ Are all exits free of locks or fastening devices that could prevent free escape?
- _____ Is the fire detection in working order?
- _____ Is the sprinkler in working order?
- _____ Does the emergency lighting work?
- _____ Are all exits marked by proper sign and illuminated?
- _____ Is care taken to insure that no exit signs are obscured by decorations, furniture, or equipment?
- _____ Are aisles and doorways clear and unobstructed for movement of personnel?
- _____ Are portable fire extinguishers fully charged, operable and kept in designated places?
- _____ Are portable fire extinguishers readily accessible to employees without subjecting the employee to possible injury?
- _____ Is the clearance between stored materials and unit heaters, radiant space heaters, duct work, flues and hot water tanks at least 3 feet in all directions?
- _____ Are electrical distribution panels and entrance switches blocked or obstructed?
- _____ Is there an excess accumulation of paper and other flammable material?
- _____ Check air compressor for leaks, check oil and add if needed.
- _____ Drain air lines of moisture.
- _____ Check condition of all faucets for leaks and working condition.
- _____ Check hot water heaters.
- _____ Check GFI outlets.
- _____ Check all doors, check all hardware, tighten screws if necessary, and lube hinges and locks.
- _____ Change HVAC filters (30 days).
- _____ Check flooring: tile and carpeting.
- _____ Check building exterior including windows for damage and maintenance required.
- _____ Check rain downspouts.
- _____ Check sidewalks around the building for cracks and trip hazards.
- _____ Check condition of the bus staging area: curbs, drive, sidewalks, benches, and garbage cans.
- _____ Make a visual inspection of the canopy over bus staging area including lights.

Employee: _____

Date: _____

Board agenda and minutes from the regularly scheduled MET Board of Directors meeting on September 29, 2022.

**Metropolitan Transit Authority of Black Hawk County
Monthly Board of Trustees Meeting
12:00 pm, Thursday, September 29, 2022
MET Board Room
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://meet.goto.com/967695645> or dialing 1(872)240-3212 Access Code: 967-695-645**

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.

STAFF REPORTS:

5. General Manager Report
6. Financial Report - Finance Manager
7. Operations/Maintenance Report - Operations Manager
8. Training/On Street Operations - Trainer/Supervisor
9. Motion to accept and file staff reports

ACTION ITEMS:

10. Motion to approve and issue a contract for cleaning services at the Central Transfer Building.
11. Motion to approve the Authority's Transit Asset Management Plan.
12. Motion to approve the Authority's Title VI Program.
13. Motion to enter into Executive Session pursuant to Iowa Code Chapter 21, for the purpose to discuss the annual performance evaluation of the General Manager.
14. Motion to adjourn from Executive Session and return to Open Session.

DISCUSSION ITEMS:

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

**METROPOLITAN TRANSIT AUTHORITY
OF BLACK HAWK COUNTY
BOARD OF TRUSTEES Meeting
Thursday, September 29, 2022
Virtual Meeting via GoToMeeting**

Due to the continuing COVID-19 pandemic, this meeting was held electronically in compliance with Iowa Code Sections 21.4 and 21.8.

The Board of Trustees of the Metropolitan Transit Authority of Black Hawk County met on the above date in regular session, according to law and the rules of said Board. The meeting was called to order at 12:01 pm by David Sturch, General Manager.

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

Staff present: David Sturch, General Manager; Cory Ernst; Fixed Route Operations Manager, Philip Golden; incoming Para Transit Manager; Mladen Gledic, Finance Manager and Robert Sneed; Administrative Assistant. Staff absent: Jim Nienkark; Para Transit Manager

AGENDA

Motion made by Dusky Steele and seconded by Lon Kammeyer that the agenda 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.

MINUTES

Motion made by Janna Diehl and seconded by Rose Middleton that the minutes of the August 25th 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

STAFF REPORTS:

General Manager, David Sturch reported that MET is working with INRCOG in the development of a Transit plan. MET continues to move ahead with the route restructuring plan. David will present a plan to the Board at the October meeting for the public meeting schedule on the new routes.

Finance Manager, Mladen Gledic presented and reviewed MET's financial report for August. Revenue was 7.28% below budget and expenses were 14.81% 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 July to August were up by 17.20% and the August 2022 rides were up by 12.93% from August of 2021. The school routes showed an increase from the previous month and on the paratransit side, the disabled rides were up by 18.84% from the previous month and 11.43% up from the previous year, and the elderly rides were 21.36% up from the previous month, and 28.87% up from the previous year. Reports on fuel usage and vehicle maintenance were also given.

Paratransit Operations Manager, Philip Golden reported on ridership and recruitment of new drivers.

There were no comments from the Board and a motion was made by Dave Glenn-Burns and seconded by Rose Middleton 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.

ACTION ITEMS:

2302. Motion to approve and issue a contract for cleaning services at the Central Transfer Building.

Due to the retirement of one of our cleaners, an RFQ was sent out to local janitorial services for the cleaning of the Central Transfer building. Met received one bid from Office Pride of Cedar Rapids in the amount of \$1,169.00 per month. This is a one-year contract with an option to extend for an additional year.

The Board had some questions regarding the proposed contract. Mr. Sturch provided a response.

Motion made by Sharon Droste and seconded by Janna Diehl to approve and issue a contract for cleaning services at the Central Transfer Building.

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

Nays: None

Motion carried.

2303. Motion to approve the Authority's Transit Asset Management Plan.

David Sturch talked about MET's Transit Asset Management Plan (TAM). It is a 4-year plan that outlines the Authority's maintenance and bus replacement schedule. The Plan also includes building improvements, bush wash, and vacuum replacement.

The Board discussed the bus replacement plan and facilities maintenance/replacement plan.

Motion made by Stephanie Sheetz and seconded by Sharon Droste to approve the Authority's Transit Asset Management Plan.

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

Nays: None

Motion carried.

2304. Motion to approve the Authority's Title VI Program.

David Sturch talked about MET's Title VI program. It is a 3-year document that outlines the Authority's civil rights program and public participation plan.

The Board had some questions regarding the authority's Title VI program and language barriers in our area. Mr. Sturch provided a response.

Motion made by Lon Kammeyer and seconded by Janna Diehl to approve the MET's Title VI Program.

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

Nays: None

Motion carried.

2305. Motion to enter into Executive Session according to Iowa Code Chapter 21, for the purpose to discuss the annual performance evaluation of the General Manager.

Motion made by Sharon Droste and seconded by Lon Kammeyer to enter into Executive Session according to Iowa Code Chapter 21, for the purpose to discuss the annual performance evaluation of the General Manager

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.

OLD BUSINESS:

None

NEW BUSINESS:

Rudy Jones talked about new salary adjustments. The board will discuss salary adjustment at next month's board meeting.

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 October 27, 2022.

Robert Sneed, Administrative Assistant