

**Meeting Minutes – May 26, 2022**

**MINUTES**

**REGULAR MEETING**

**TRANSIT AUTHORITY OF THE CITY OF OMAHA**

**2222 Cuming Street**

**Omaha, Nebraska, 68102**

**May 26, 2022**

**MINUTES**

The Transit Authority of the City of Omaha Board met in Regular Session on Thursday, May 26, 2022, at 8:30 a.m., in person at the Authority's Administration Building, 2222 Cuming Street, Omaha, Nebraska 68102, and virtually due to COVID-19. Notice was given in advance of the meeting by publication in the Omaha World Herald. For the benefit of the public in attendance, a copy of the Open Meetings Law is posted in the meeting room and the Agenda is published on the display in the facility lobby. The following persons were in attendance at the meeting:

**Authority Board:**

Ms. Amy Haase, Chair

Mr. Othello Meadows, Vice Chair

Mr. Jay Lund

Mr. Daniel Lawse

Ms. Julia Plucker

**Authority Staff:**

L. Cencic, CEO/Executive Director

I. Maldonado, Deputy Executive Officer

D. Grant, HR Director

E. Simpson, Legal Director

K. Pendland, IT Director (Absent)

W. Clingman, Finance Director

D. Kelsey, Operations Director

J. Willoughby, Senior Project Manager (Absent)

J. Rumery, Grant Administrator

**Others Present:**

Other Metro staff

Members of the public

## **Meeting Minutes – May 26, 2022**

### **Agenda Item #1: Call to order**

Ms. Haase called the meeting to order at 8:31 a.m. For the benefit of the public in attendance, a copy of the Open Meetings Law has been posted in the meeting room and is available online at ometro.com, and the agenda was published on the display in the facility lobby.

### **Agenda Item #2: Approval of Minutes of Previous Meetings**

Ms. Haase entertained a motion to approve the minutes of the Board Meeting on April 28, 2022.

Motion by Mr. Meadows; Second by Mr. Lawse

### **ROLL CALL:**

**UNANIMOUS; MOTION CARRIES.**

### **Agenda Item #3: Administrative Report**

(L. Cencic)

Ms. Cencic formally introduced to the Board Ms. Gomez who is filling in as Board Secretary. Ms. Gomez is one of Metro's recent promotions from within Metro that Mr. Grant shared in his last Board report. Ms. Gomez is now Metro's Legal Clerk. Ms. Gomez's help as Board Secretary is necessitated by the recent retirement of Ms. Barritt who was with the agency for almost 36 years. Ms. Barritt retired in May 2022 and Metro wishes her well. Metro will work to fill her position.

Ms. Cencic updated the Board that Metro recently announced the extension of the K-12 Rides Free program through the summer break. The program has been incredibly successful. Metro has had over 150,000 student rides over the year-long pilot project, which is over a 75% increase in student ridership, even pre-pandemic. Metro is actively seeking funding to make the program permanent but in the meantime, Metro wants to continue the program due to the success of it so far.

Ms. Cencic informed the Board that Metro staff participated in Earth Day. Staff spoke with hundreds of people regarding the new electric buses. It was a great event where people were able to enjoy and view one of the electric buses. Metro also has a number of promotional events that happened in May which Mr. Maldonado will share in his report.

Ms. Cencic shared with the Board that Mr. Sherring, Metro's Paratransit Manager, will be attending the Nebraska Public Transportation Managers Workshop in June in Norfolk, Nebraska. Metro is excited to have him attend that event.

Lastly, Ms. Cencic informed the Board that many projects continue including office construction. New offices are being created in the Administration area and eventually, audio-visual changes will be made to both the Board Room and the lower-level Training Room to better accommodate hybrid workspaces.

Discussion was had.

## Meeting Minutes – May 26, 2022

### Agenda Item #4a: Administrative Reports

(D. Grant)

In the Month of May, Metro had 14 people start new roles. Of those 14, five are bus operators, two are paratransit operators, two are mechanic helpers, one is a Buildings, Grounds & Equipment Fieldman, and two are custodians. Metro also started a Procurement & Contracts Manager on the Administrative team. In addition to this position, Metro recently extended an offer for a Senior Communications & Community Relations Manager and that offer has been accepted. Metro is excited to have these new people join as new staff and be a part of the current hiring efforts.

Since the last board meeting, we have created and started advertising for 4 new roles. Those roles include two Body Shop Mechanics, a Tire Specialist, and an Inventory Specialist.

In addition to recruiting updates, Mr. Grant updated the Board that the Equal Opportunity plan has been submitted. This is a 4-year plan that helps Metro ensure equity across recruiting, discipline, and training initiatives throughout the organization. The plan also helps us monitor and ensure that Metro's internal demographics resemble the community that Metro serves.

Lastly, Metro has developed and started rolling out a new performance management initiative and plan for the administrative team. Metro is excited to see how that can help coach and develop the administrative staff.

Discussion was had.

### Agenda Item #4b: Administrative Reports

(I. Maldonado)

Metro's team continues to work actively towards monitoring service delivery and enhancing customer experience. Our training team has been extremely busy training new operators and mechanics. Since our last Board meeting, we held graduation for 8 fixed route operators, 3 MOBY operators, and 1 mechanic. Tomorrow we will have 5 additional operators graduating.

To promote the use of transit and support our local elections, on Tuesday, May 10<sup>th</sup>, 2022, Metro provided free rides on all of its services. The Bus to Ballot initiative generated an 11% increase in ridership compared to a typical Tuesday during this month, for a total of 977 additional rides. On May 20<sup>th</sup>, 2022, Metro celebrated the national Bike to Work Day with customers using bikes to ride Metro were able to ride fare-free. This generated a 28% increase in bike rack usage onboard with 24 more bikes compared to a typical Friday during this month. On this day, Metro also noticed 450 additional riders.

On May 4<sup>th</sup>, 2022, during our Employee Appreciation & Safety Recognition Luncheon, Metro recognized 22 bus and MOBY operators for every 5 years of safe service. Nine operators were recognized for 5 years of driving safely, 5 for 10 years, 4 for 15 years, 3 for 20 years, and 1 for 25 years of safe driving. Also, 23 members of our fleet & facility maintenance and our custodial teams were recognized for not having any accidents.

On May 22<sup>nd</sup>, 2022, Metro started a new fixed route bus operator schedule and Mr. Maldonado is happy to announce that the changes did not cause any major difficulties or inconveniences to Metro customers.

Discussion was had.

**Meeting Minutes – May 26, 2022**

**Agenda Item #5: Request Appointment of New Member to Hourly Pension Retirement Committee**

(W. Clingman)

Staff is requesting appointment of one hourly retirement committee member because of a vacancy created by a staff retirement.

The Metro hourly pension plan requires a 6-member committee which is comprised of the following individuals:

- Two members appointed by the Transport Workers Union of America, Local 223; one from among the local membership and one from the International Union
- Two members appointed by the Metro Board of Directors; one from the Metro management personnel and one from the Metro Board
- Two members from the citizens of Omaha who are businessmen qualified in financial affairs; one is appointed by the Union and one is appointed by the Metro Board of Directors

Ivan Maldonado would fill the management personnel vacancy the was created with the retirement of Kelly Shadden.

Discussion was had.

Motion by Mr. Meadows; Second by Ms. Plucker

**ROLL CALL:**

**UNANIMOUS; MOTION CARRIES.**

**Agenda Item #6: Request Approval of Fiscal Year 2021 Audited Financials**

(W. Clingman)

Staff is seeking approval of the 2021 audited financial statements. Hamilton Associates performed the audit and produced the December 31, 2021 Audited Financial Statements. Representatives from Hamilton Associates reviewed the audit report with Lauren Cencic, William Clingman and the Finance/Procurement Committee. A copy of the audit report is included in the Board Packet. Assuming Finance/Procurement Committee concurrence, recommend approval.

Discussion was had.

Motion by Ms. Plucker; Second by Mr. Meadows

**ROLL CALL:**

**UNANIMOUS; MOTION CARRIES.**

**Meeting Minutes – May 26, 2022**

**Agenda Item #7: Request Approval of Revised Operating Policy 33 – Appearances Before the Board**

(L. Cencic)

Operating Policy 33 addresses appearances before Metro’s Board of Directors. The policy was last revised and approved by the Board in August 1988. The proposed revised operating policy was developed in conjunction with the Planning/Policy Committee. The proposed revisions are compliant with the Open Meetings Law and provide clarity on the rights of the public and stakeholders when making public comments at Board meetings. Under the proposed policy, a public comment period for items not on the agenda would be added to future Board meetings. A copy of the revised operating policy is being sent under separate cover.

Discussion was had.

Motion by Mr. Lund; Second by Mr. Lawse

**ROLL CALL:**

**UNANIMOUS; MOTION CARRIES.**

**Agenda Item #8: Request Approval of the 2023 Transportation Improvement Program**

(J. Rumery)

Staff requests approval of the 2023 element of the 2023- 2028 Transportation Improvement Program (TIP). This amendment is to program funds and create the 2023 Program of Projects (POP).

Staff recommends programming existing Capitalized Operations Apportionment Funds (5307) in the FY 2023 element of the TIP. Staff is also requesting to program

Staff is recommending approval of the 2023 Program of Projects in the following manner:

**Meeting Minutes – May 26, 2022**

PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
SUPPORT EQUIPMENT AND FACILITIES	5307	Fed: \$1,784,000  Local: \$446,000  Total: \$2,230,000	Funds will be used to procure A&E Services for projects, procure software for finance, purchase new office furniture and procure a new generator and associated switches and room remodel.
TRANSIT ENHANCEMENTS	5307	Fed: \$1,012,000  Local: \$253,000  Total: \$1,265,000	A&E Services for up to 50 new shelters and projects associated, procure up to 50 new shelters, procure signage for up to 50 new shelters
UNIFIED WORK PROGRAM & PLANNING	5307	Fed: \$798,816  Local: \$199,704  Total: \$998,520	Funds Management and planning activities for 2022 and 2023
CAPITALIZED OPERATIONS	5307	Fed: \$690,880  Local: \$172,720  Total: \$863,600	Partial ADA service, Employee Training and Project Management

**Meeting Minutes – May 26, 2022**

PROJECT	SOURCE OF FUNDS	AMOUNT	DESCRIPTION
PREVENTATIVE MAINTENANCE	5307	Fed: \$5,600,000  Local: \$1,400,000  Total: \$7,000,000	Preventative Maintenance for both Bus and Buildings, Grounds and Engineering

Board approval will allow the projects to be committed for FY 2023. Projects will be submitted to MAPA for consideration at the May 2022 MAPA Board Meeting. Total new local encumbrance of federal funds from these changes will be: \$9,885,696. Total new encumbrance of local funds from these changes will be: \$2,471,424. Total new encumbrance of all funds will be \$12,357,120.

Approval will ensure Metro’s compliance with FTA planning requirements.

This item will be reviewed by the procurement committee prior to the Board Meeting. Assuming committee concurrence, staff requests the Board approve the Resolution as presented.

Discussion was had.

Motion by Mr. Lund; Second by Ms. Plucker

**ROLL CALL:  
UNANIMOUS; MOTION CARRIES.**

**Agenda Item #9: Board Chair Report**

(A. Haase)

Ms. Haase shared with the Board that the Policy & Planning Committee has been focused on community and public engagement policy and discussed next steps for MetroNEXT. MetroNEXT will be a large portion of what this committee will focus on over the next few months. Big kudos to all of the staff. It was exciting to see the MetroNEXT plan approved last month.

Mr. Lawse reported that the Operations Committee discussed hiring updates and all the good work that is being done, the bus fleet, and the operational impacts of MetroNEXT. Mr. Lund thanked Metro for adding the streetcar to the ever-growing scope. That will be more work for Metro staff but it will also be part of a bigger transit goal for the city.

No updates were shared from the Finance Committee.

**Meeting Minutes – May 26, 2022**

**Agenda Item #10:      Date, Time and Place of Next Board Meeting**

**Thursday, June 23, 2022, at 8:30 a.m. to be held at Metro Transit Authority’s Administrative Building.**

**Agenda Item #11:      Adjournment**

There being no further business to come before the Board, a motion was entertained to adjourn the meeting at 8:59 a.m.

Motion by Ms. Plucker; Second by Mr. Lawse

**ROLL CALL:**

**UNANIMOUS; MOTION CARRIES.**

\_\_\_\_\_  
**Ms. Amy Haase – Chair**

\_\_\_\_\_  
**Recording Secretary**