

SOUTHERN IOWA TROLLEY

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Board of Trustees

November 19, 2020

215 E. Montgomery St., Creston, IA

Conference Room – 1:00 p.m. – Minutes

Meeting minutes approved by the Southern Iowa Trolley Board of Trustees on:

Board Chairman or Board Member	Transit Director	Date
Members:	Ringgold/Kraig Pennington (absent) Adair/Steve Shelley/Vice Chair (absent) Clarke/Larry Keller (in person) Adams/Merlin Dixon (via zoom) Union/Rick Friday (via zoom) Decatur/Dan Christensen/Chair (via zoom) Taylor/Jerry Murphy (absent)	
Staff:	Leesa Lester, Transit Director (In office / zoom)	
Others Present:	Allen Lester/Safety & Training Manager (via zoom) and Jack Reed/INCS H.R. Consultant (via zoom)	

The Board of Trustees of Southern Iowa Trolley met in regular session on November 19th, 2020, in person and by electronic means pursuant to the provisions of the Iowa Open Law Meetings Law, Section 21.8, Code of Iowa, as a result of substantial community spread of COVID-19. The meeting was open to the public and the supervisors in attendance via zoom meeting were Dan Christensen, Merlin Dixon, and Rick Friday. Jack Reed/INCS H.R. Consultant and Allen Lester/SIT also attended via zoom. Larry Keller, Clarke County Supervisor attended in person. The meeting was called to order at 1:01 p.m. by Christensen. A motion to adopt the agenda was made by Keller, second by Friday. A motion to approve the September 24th and October 1st minutes was made by Keller and second by Friday. Motion carried. (Keller signed both minutes) Lester gave an update on the ridership and again that due to COVID-19, ridership in September and October were extremely low compared to a year ago. A motion to approve the ridership was made by Keller and second by Friday. Motion carried. Financial reports were reviewed and approved with the motion from Keller and second by Friday. Motion carried. Keller made the motion to approve disbursements from Oct 1-Nov 18, 2020. Friday second and the motion carried. Reed discussed the updated wording in the employee handbook reference firearms being allowed if an employee has a legal Permit to Carry Concealed Weapons. A motion was made by Dixon and second by Keller to approve the changes adhering to federal and Iowa laws. Motion carried. Lester then updated the board on the policy and procedures that had been updated with minor updates, the Title VI Program, Public Participation Plan, and the Limited English Plan were also discussed. A motion to approve all updated policies and procedures was made by Keller, second by Friday and motion carried. Keller advised he would sign all updated documents. Lester advised the board due to Covid-19 causing staffing issues and full-time staff unable to use accrued vacation, the need to payout 40-120 hours was needed to bring the accruals back down. Keller made the motion the approval to pay out hours and Dixon second the motion. Motion carried. Lester requested approval to provide employee appreciation gift cards for Christmas. Friday made the motion to approve \$50 for each employee. Dixon second the motion. Motion carried. Lester advised the board, the FY20 audit work had been completed and the final audit would be presented at the

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January meeting. She also updated them on the shortage of drivers due to Covid quarantines, Incentive pay being provided once a month, and the FY22 County Funding requests will be available at the December meeting. At 1:42, Keller made the motion to adjourn, second by Dixon, motion carried. The next scheduled meeting will be held Friday December 18th, 2020 at 1:00 p.m. An in-person meeting is planned at the office; however, due to COVID-19 CDC Social Distancing recommendations, a Zoom Meeting and call in number will still be provided on the Southern Iowa Trolley Web Site and via Facebook. This meeting is open to the public and accessible to individuals with disabilities. If you have special needs, please contact Leesa Lester, Transit Director at 641-782-6571.