

**10-15 TRANSIT BOARD  
MINUTES  
January 18, 2007**

**Present:** Ernie Greiner Dale Taylor Lawrence Rouw Mike Pech  
Bob Woodruff Michael Beary Don Greenlee Bill Randolph  
Mike Petersen arrived later.

**Others:** Ed Mosbey Brenda Stevens Pam Ward

**Absent:** Jody McDanel Cathy Reece

**AGENDA:** Greenlee reviewed the agenda, and the agenda was approved as presented.

**MINUTES** The minutes from the meeting of December 21, 2006 were presented. Following review, Greiner moved and Pech seconded a motion to approve the minutes as presented. Motion carried.

**EXPENSES**

Expenses for the Month of November were presented in the amount of \$46,758.96.

There were no questions about the expenses.

Following a review, Greiner moved and Beary seconded a motion to acknowledge and file the expenses. Motion carried.

**REVENUE/EXPENSE REPORT**

Reports were provided for December Revenue / Expenses.

Lee County revenues have increased by \$14,174 from a year ago. Expenses have decreased by \$2,307. Currently Lee County reflects \$7,619 more revenue than expenses.

The Finance Director has asked that the staff address the current deficit of \$131,547 in Cash in the Bank for 10-15 Transit. Pam explained that in November 2006, a check for \$234,778 for 4 buses was cut and held pending delivery and approval of the equipment and receipt of the federal share. The buses were received in December but the federal funds were not received until January. The federal funds were in the amount of \$192,590. This would have resulted in positive cash in the bank of about \$61,000.

Following a brief discussion, the report was accepted as presented.

**RIDERSHIP REPORT**

In December 21,282 rides were provided; 83,125 miles were driven; and 4,023.65 hours were spent in delivering the services. Last year, 20,728 rides were provided, 76,005 miles were driven, and 3,902.00 hours were spent in delivering the services.

Pam explained a couple of the reasons for the increased Ridership this year compared to last.

Following review and discussion, the report was accepted as presented.

**STATUS REPORT**

Drivers

There has been no change in drivers since the last Board meeting. We are currently attempting to set up an interview in Appanoose County for a sub driver and have a very likely candidate.

Service Changes

Meal delivery in Ottumwa was discontinued January 2, 2007, as planned. Seneca Area Agency on Aging has hired two (2) people to replace our drivers. They used the month's notice provided to get the replacement staff hired and trained on the routes. It seems to have been a pretty seamless transition.

No further communication has occurred between SCICAP and Transit regarding a service change. Pam and Jim Smith, Director of SCICAP have talked about eliminated their two (2) yellow buses and using vehicles from the 10-15 Transit fleet. This results in a cost savings for SCICAP since those vehicles are dual insured by both SCICAP and Transit. If the vehicles are sold, SCICAP would be able to bank that income, I suspect, gaining a little bit more revenue. Transit is not interested in buying that equipment. It is not ADA accessible and the configuration limits the vehicles use.

Lorraine Ramos, Appanoose County Transportation Committee, has notified us that one of the nursing homes has made a donation to underwrite some transportation costs for extended hours. Two other entities have come to the table and they are working to finalize the details that could result in a significant contribution, too.

We continue to have a pending proposal with Monroe County Hospital and Oakwood Nursing for extended hours of service in Albia. No action has occurred on this request for some time. A follow-up may be necessary in the near future.

No action is needed by the Board.

### Buses

We have been notified that the remaining two buses will be delivered in early February. Ford will honor the chassis order, but has increased the price by \$700 per unit. The federal funds should be available to cover 83% of that cost.

No action is needed by the Board.

### **IOWA DOT AGREEMENT**

Iowa DOT has offered a contract for action by the 10-15 Transit Board. These agreements relate to "New Freedom" funds. These monies were allocated to OTA and 10-15 Transit. The agreement is in the amount of \$29,674.

The amounts individually were relatively small, but together they would enable us to purchase another ADA accessible mini-van. Coupled with matching funds this would provide \$37,092 toward the cost of an ADA minivan. The most recently purchased ADA minivans by the OTA costs about \$31,000 in 2005.

This new vehicle will be assigned to trips out of town where only 1 or 2 individuals are traveling at the same time.

The New Freedom funds can only be spent to extend ADA accessible services and cannot be used toward existing services. Some thought will have to go into determining how future New Freedom monies can be programmed and spent.

In addition, there is a contract amendment changing the hoist to a new copier in the amount of \$6,000. The request had been to change to Associated Capital Maintenance not a copier. Pam will try and get a correction made.

The staff recommended the Chair signature be authorized on both the agreements.

Pech moved and Petersen seconded a motion to approve the staff recommendation. Motion carried.

### **CONSOLIDATED GRANT APPLICATION TIMEFRAME**

We have received notification by Iowa DOT that the Consolidated Grant Applications are due on the first business day of May 2007. That is May 1, 2007, this year.

There are a number of steps that have to be completed before the Consolidated Grant Application can be written. Following is a summary of those steps:

1. Using the estimates provided by Iowa DOT, projects have to be identified for each funding source. This may include Federal and State Operating funds, Federal Capital and Peerpool funds, Job Access Reverse Commute, and New Freedom funding. We will begin looking at these funding sources, but earlier discussions with the Board will limit some of those projects to Associated Capital Maintenance Projects that will aid in operating costs.

These projects must all be submitted to Area XV and XVII Transportation Planning Affiliations and included in the planning documents. These projects will have to be reviewed by the technical and policy committees. There will also be a public hearing on the planning documents.

2. In February (before February 20) a notice of our public hearing will be published in the Ottumwa Courier. Additionally, the notice will be given to Iowa DOT for circulation.
3. As part of our March 27 and March 29, 2007, Board meetings a public hearing will be held on the Consolidated Grant Application. Minutes and comments received will be incorporated in to the Consolidated Grant Application. The Chairman may also be required to sign off on certain forms for the grant application.
4. Early in April 2007, the grant will be submitted to Iowa DOT for review. As a result of that review, the Iowa DOT will issue contracts for the projects listed as funds become available. These contracts will be effective July 1, 2007.

No action is needed at this time.

#### **UPDATE ON MAINTENANCE SHOP EXPANSION**

Due to the holidays, shipment of the building has been delayed by about 2 weeks was delivery on January 8. The crew immediately began work on the building. Erection of the framing being done in January and is estimated to take about 3 weeks to complete that work.

As reported in the December meeting, the foundation, floor, and footings have been poured and completed. We anticipate receiving a request for a partial payment as provided in our contract. This has been received, reviewed, and approved by the City's Engineer.

No action is needed.

#### **UPDATE ON TECHNOLOGY PROJECT**

Weekly conference calls continue followed by reports containing action steps expected by all parties. Tom continues to be heavily involved with this projects implementation.

New problems have cropped up with units on the Midwest Wireless System. Efforts are underway to troubleshoot and correct those problems. To summarize, the problem is related to vehicles being able to connect to the Wireless system and this prevents the drivers from being able to log on to the unit.

In contrast, units on the Verizon System have been problem free up to this point. However, there is about 1 Verizon unit to every 5 Midwest units in the fleet.

Until this problem is corrected, the implementation plan reported in December remains on hold. Future payments will also be held until there is resolution.

No action is needed at this time.

#### **PROGRESSIVE MAINTENANCE REPORT**

Pam and Ed distributed photos of a structural design failure that has developed on bus 982L. Bob Woodruff has done a physical examination of the bus and addressed his concern about the problem, its repairs, and the potential risk of this problem on two other buses in the fleet (981L and 012L).

Pam stated that the structural design appeared to be correct in the specifications provided by Iowa DOT as written by the former operator. The vehicle, however, does not appear to have been built to that design standard.

Pam reported that the OTA Board has directed the staff to do a visual inspection on the other buses. This has been done and there does not appear to be the same design failure taking place at this time. Bus 981L is from the same procurement. Bus 012L is 3 years newer and built by another vendor. There is no reason to suspect it has the same design omission.

Following a lengthy discussion, Woodruff moved and Randolph seconded a motion to taking the buses out of service and pursues corrective measures including the FMVSS standards. Motion carried.

There was strong support for performing the work in-house only if it would be certified by an outside inspector or the original vendor. Alternately, the staff is to pursue a sub-contract to the vendor or see if the vendor will stand behind the vehicle.

#### **NEXT MEETING**

The next meeting was schedule for Thursday, February 22, 2007 at 10:15 a. m. at 2417 S. Emma.

**ADJOURNMENT** With no further business to conduct, the meeting was adjourned at 11:15 a. m.

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Don Greenlee, Chairman

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Cathy Reece, Vice Chairman

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Ernie Greiner, Secretary