

**10-15 TRANSIT BOARD
MINUTES
April 24, 2008**

Present: Mike Pech Lawrence Rouw Greg Kenning
 Bill Randolph Jody McDanel Ernie Greiner
 Cathy Reece Michael Beary Dale Taylor
 Don Greenlee

Absent: Bob Woodruff

Others: Pam Ward Ed Mosbey Brenda Stevens

Guests: Chris Kukla, Area XV RPC

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

MINUTES The minutes from the meeting of March 27, 2008 were presented. Following review, Pech moved and Greiner seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of March were presented in the amount of \$53,380.49.

Pam and Ed discussed the cost of the battery box assembly kits and their design. Ed explained that the price is high, but the replacement options pretty much dictate what is used. The boxes have been damaged during winter weather driving conditions.

Pam mentioned the IHCC training expenses. She noted that IHCC allows us to use their facilities twice a year a no cost which is a real benefit.

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

REVENUE/EXPENSE REPORT

Pam presented the Revenue/Expense Report for the month of March.

Revenues for Lee County are up \$20,360 from a year ago. Revenues for 10-15 are up \$141,437 from a year ago.

Expenses for Lee County are up \$17,234 from a year ago. Expenses for 10-15 are up \$120,658 from a year ago.

Discussion followed regarding medical transports and how they are performed. The Board concluded that transporting and staying with the passenger was more efficient than deadheading twice to pick up passengers. This represents better quality service

The costs of gas prices and surcharges were discussed. Pam said that while gas surcharges are popular among the transit providers, they are not well received by the contractors. The contractors feel they are vulnerable to costs above their budget capacity.

The staff provided the Board with information on the relative impact of costs when rates increase. Pam noted several systems rates that she was familiar with and the differences among the counties within the service area. No decision or direction was made in this regard.

The Board asked Pam to prepare a rate recommendation and re-examine the amount budgeted in FY 09 for fuel for the next meeting.

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

RIDERSHIP REPORT

In March, 24,402 rides were provided; 101,446 miles were driven; and 4,938.65 hours were spent in delivering the services. Last year, 24,207 rides were provided, 95,940 miles were driven, and 4,791.25 hours were spent in delivering the services.

Pam noted that each month more service is provided than last year, partially due to fuel costs and partially due to other factors.

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

STATUS REPORT

Drivers

Pam updated the Board on the new drivers in Lee, Lucas and Wapello Counties. No action was taken.

Personnel Reorganization and Expansion

Pam updated the Board on the progress of the personnel reorganization and expansion.

Based on the outcome of those discussions, we will begin advertising to fill the remaining positions.

No action is needed by the 10-15 Transit Board.

Bus Cameras

The orders have been placed for bus cameras for both OTA and 10-15 Transit. Based on the revenues and contracts we have available to us, we will be equipping 10 OTA vehicles and 10 10-15 Transit vehicles with 4 camera systems. In addition, we are equipping 1 OTA vehicle with a 1 camera system and 2 10-15 Transit vehicles with a 1-camera system.

At this writing, camera equipment for the 1 camera systems has been received. To expedite installation, the first 1 camera system is scheduled for installation in the OTA vehicle on April 17 in Davenport. The remainder of the 4 camera systems and installation has not yet been set.

Due to our organizational structure, OTA and 10-15 Transit will be sharing the viewing station and software licenses. This is a significant savings.

No action is needed at this time.

Building Expansion

The plans, specifications and form of contract that were approved in March have been distributed to two possible contractors: Bridge City Construction and Grooms and Company. If others are requested prior to the meeting, an update will be provided. Key dates have been set in the specifications.

Bidders have been given two opportunities to request changes to the specifications. In addition, bidders have been invited to visit with the staff on Tuesday, April 15. An update on this process will be provided at the Board meeting. Bids are due May 14, 2008.

Grant Application

At this writing, Iowa DOT has requested a significant amount of additional information for the two New Freedom Grant Requests. The staff is in the process of assembling that information in response. Hopefully, the responses provided will assure aware of the \$25,000 requested for each system. An update will be provided at the Board meeting.

Job Bidding Process

In accordance with the Collective Bargaining Agreement, the staff is in the process of assembling the job bid sheet. This sheet lists all the jobs performed routinely by the driving staff. A draft copy will be provided to the Board for review. This will give you a very clear picture of all the routes staff and all the different types of work we perform in each of the 11 counties and within Ottumwa.

No action is needed at this time.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the March report.

NEXT MEETING

The next meeting was schedule for Thursday, May 29, 2008 at 10:15 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:05 a. m.

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary