

**10-15 TRANSIT BOARD
MINUTES
April 30, 2009**

Present: Lawrence Rouw Ernie Greiner Lee Dimmitt
Janet Fife- LaFrenz Bill Randolph
Dale Taylor Greg Kenning

Absent: Michael Beary Jody McDanel Don Greenlee Dennis Smith

Staff: Pam Ward Brenda Stevens Tom Jones Ed Mosbey

Guests: Chris Kukla, Area XV Regional Planning, Lacey Gilworth, Chariton Valley Regional Planning

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

MINUTES The minutes from the meeting of March 26, 2009 were presented. Following review, Fife-LaFrenz moved and Kenning seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of March were presented in the amount of \$40,019.16.

The Board questioned the expenditure for Yellow Book. Pam explained that this was a contract obligation met yearly by subscribing to Yellow Book for 3 ads. This provides contact information to our entire service area.

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

REVENUE/EXPENSE REPORT

Pam presented the reports February for 10-15 and Lee County accounts.

Pam noted that Lee County revenue was up \$22,825 from a year ago. Expenses are up \$14,031. The biggest increases are wages, bus repairs but fuel is showing a decrease now.

Pam noted that 10-15 revenue was up \$203,992 from a year ago. Expenses are down \$18,088. The biggest increases are wages but bus repairs and fuel declined significantly.

No action was taken.

RIDERSHIP REPORT

Pam noted that there were 26,852 rides provided in March compared to 24,402 in March last year.

Pam noted that when ridership raises this significantly, but hours have a lowered. This is a sign of higher efficiency – more passengers in fewer hours.

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

STATUS REPORT

Drivers and Cleaners

Pam updated the Board on recent personnel activity. No action was needed by 10-15 Transit.

Buses

An order has been placed with Thomas Bus Sales for 7 light duty buses. These buses were purchased off the state bid. Six of the buses will be 100% stimulus funding. The seventh bus will be at 83% federal and 17% local.

The unit cost from the state bid was \$57,301 per bus resulting in a total order cost of \$401,107. The local share as noted above will be \$9,741.

We have enough funds remaining for any make ready expenses such as surveillance, stripping, and other related equipment.

Pam noted that on April 29, Region 15 was awarded an 8th bus. It will be awhile before that bus is ordered.

No action is needed at this time.

Bus 971 Accident

The staff updated the Board on the details of an accident on April 24 in Jefferson County with Bus 971. No action was needed.

Appreciation Dinner

We had about 55 people participate in the Employee Appreciation Dinner. As noted before, we will be more careful in scheduling next year to avoid training conflicts.

A thank you note was presented and shared at the meeting.

Fleet / Facility Maintenance Plan

We have recently spent a fair amount of time working with the Maintenance staff to develop our fleet and facility maintenance plans. This documents brings us into compliance with some of the new regulations coming down from the federal level to the state and then on to the local transit system.

Following is a draft of the opening statement in the plan. This is followed by a series of 12 questions that address how we assure quality maintenance and the care and upkeep of federal capital investments.

<u>Maintenance</u>
<u>Mission Statement</u> The Mission of Transit is to provide quality transportation services to the general public
<u>Maintenance Goal</u> To assure a safe, clean and dependable fleet that enable Transit to provide quality transportation services. To assure a safe, clean, efficient and comfortable environment in which the Transit staff works.
<u>Maintenance Objectives</u> <ol style="list-style-type: none">1. Develop and implement maintenance strategies that result in fewer unscheduled breakdowns and road calls.2. Develop and implement preventive measures that assure buses are safe and reliable for twice their useful life as established by Federal standards.3. Develop and implement preventive measures that result in cost efficiencies in the maintenance of the entire fleet and facilities.4. Develop and implement preventive measures that maintain the structural integrity of the facility.

Passenger Transportation Development Plan

The staff has been working with two planning agencies for the development and update of the Passenger Transit Development Plan.

This plan previews the historical perspective of services provided within the service area. It provides insight into existing operations provided by the public transit providers (OTA and 10-15 Transit) as well as services provided by human service organizations. There is a section that details the system performance and reviews costs and resources for delivering those services.

There is a fairly extensive section that deals with needs for public transportation. These have been identified through listening sessions and customer input from surveys. The section that follows includes information on the resources available along with strategies to meet those identified needs.

The final area deals with a one-year investment strategy, a three-year sketch plan, and a five year program of projects. These represent our goals and objectives over the five year course of the year.

A copy of the document from Area XV Regional Planning is included for your review. The document from Area 17 (Chariton Valley Transportation Planning Affiliation) contains much of the same information.

This document has had extensive input from staff and stakeholders. The Transportation Planning groups for both areas will be adopting this document in the near future.

No action is needed by the Transit Board.

Local Contribution

The Board noted that rates have increased effective January 1, 2009, to offset the cost of fuel and other operating expenses. Fuel prices have now decreased. As a sign of good faith, the Board requested that the assessment to counties be rolled back to the original amount of \$2,500 per county. The additional assessment has helped 10-15 Transit maintain a sound financial base.

Following a discussion, Dimmitt moved and Fife-LaFrenz seconded a motion to reduce the local contribution to \$2,500 for FY 2010. . Motion carried.

This will be reflected in the invoices to the counties issued in June 2009. It was noted that this will help if future assessments are needed.

Promotion on Service Availability

Pam was requested to develop a flyer and/or mail stuffer that lets the public know that "This Bus is for you!" Pam will work with the staff to develop this. A press release will accompany the June invoice to counties.

No additional action was needed.

AGREEMENT FOR SERVICES

Pam presented an agreement with Cargill Meat Solutions for the provision of public transportation to their employees.

The staff recommended that the Board authorize the acting Chairman to sign the agreement.

Dimmitt moved and Rouw seconded motion to approve the staff recommendation. Motion carried.

Pam noted that Seneca requested an application for the continued participation in the Elderly Waiver program. Pam has previously signed all documents except the Civil Rights certification.

The staff recommended that the Board authorize the acting Chairman to sign this certification.

Dimmitt moved and Kenning seconded motion to approve the staff recommendation. Motion carried.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the March report.

NEXT MEETING

The next meeting was schedule for Thursday, May 28, 2009 at 10:15 a. m. at the Transit Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:12 am.

Don Greenlee, Chairman

Michael Beary, Vice Chairman

Ernie Greiner, Secretary