

**10-15 TRANSIT BOARD
MINUTES
June 28, 2007**

Present: Ernie Greiner Lawrence Rouw Mike Pech
Don Greenlee Mike Petersen Lawrence Rouw
Jody McDanel Dale Taylor Bob Woodruff

Absent: Cathy Reece Bill Randolph

Others: Ed Mosbey Pam Ward

Guests: Chris Kukla, Area XV RPC

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

MINUTES The minutes from the meeting o May 24, 2007 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 May were presented in the amount of \$62,282.52.

Pam reminded the Board they had asked about the spark plugs for Bus 982 last month. She noted that Ed's research found that 10 went to Bus 982 and 10 went into Stock. Mystery solved.

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

REVENUE/EXPENSE REPORT

Reports were provided for May Revenue / Expenses.

Lee County revenues have increased by \$16,036 from a year ago. Expenses have increased by \$3,875. Currently Lee County reflects \$22,254 more revenue than expenses.

10-15 Transit revenues have increased by \$131,060 and expenses have decreased by \$10,761. The current cash in the bank is \$89,832.

Pam reported that no payment had been received from Iowa Medicaid Enterprises for the electronic invoices paid. (NOTE: There was a technical error and the bills were resubmitted on 06-28-07. Hopefully this resolves the problem.)

Pam also noted that it appears two counties did not pay the full amount of their local share. (NOTE: This was researched and found that a coding error had been made. It is being corrected and should reflect on June's report.)

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

RIDERSHIP REPORT

In May 21,906 rides were provided; 91,465 miles were driven; and 4,469.80 hours were spent in delivering the services. Last year, 23,734 rides were provided, 90,043 miles were driven, and 4,328.00 hours were spent in delivering the services.

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

STATUS REPORT

Drivers

Pam updated the Board on Al Gralapp. Openings remain in Lee County and Keokuk County. New openings in Lucas and possibly Jefferson County.

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

Assistant Administrator

Pam updated the Board on the current opening in the office. No action is needed by the 10-15 Transit Board.

Personnel Policies

Pam updated the Board on the personnel policies updates.

No action is needed by the 10-15 Transit Board since this is related to personnel matters.

Renewal Physicals

Pam updated the Board of renewal physicals. No action is needed by the Board.

Bus 975

Since the last Board meeting, I have had discussions with Michael Carpenter from the law firm of Webber, Emanuel, Gaumer, and Hester. On May 29, Michael drafted a letter to Allied Insurance demanding our original figure of \$21,500. This amount represents \$16,000 for the bus and \$5,500 for lost earnings.

A response rejecting that has been received from Allied. Michael requested and was provided additional information. Another letter is being prepared for submission to Allied.

At this writing, no response has been received to the second letter from Carpenter on our behalf.

ICAP Phased Return on CRF

Last November, ICAP Board voted unanimously to return a portion of the Cumulative Reserve Fund (CRF) to qualifying vested Pool members. The refunds will be made over a 3 year period.

Two options are offered for receiving the returned money: a voucher deducted from the insurance premium or a check payable to the member.

Following a brief discussion, the consensus was to request a voucher deducting the refund from the annual premium for 10-15 Transit.

Pam will notify ICAP accordingly.

CONTRACTS FOR SERVICE

As reported last month, contracts for service were extended to all our customers in March. These contracts reflect the rates that were adopted by the Board effective January 1, 2007. In transmitting these contracts, the cover letter states that we will attempt to hold these rates for the entire fiscal year and will provide notice if circumstances change that would require rates to increase.

At this writing, the following contracts have been returned for action by the Board:

Mahaska County CPC Jefferson County CPC Van Buren County CPC

The only outstanding contract is Children's First. They are awaiting notification of continued funding.

Along these lines, we have been notified that Econo Food in Fairfield will be closing and therefore not renewing their service contract.

Upon execution of the contracts, one copy will be returned to the customer, one to Iowa DOT, and one maintained in our files.

The staff recommended that the Chair be authorized to sign the contracts on behalf of the 10-15 Transit Board.

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

IOWA DOT AGREEMENT

Iowa DOT has offered us an agreement for the State Transit Assistance Formula Projects. These funding will be used to subsidize the operating expenses.

As you may recall, State Transit Assistance funds are granted on a formula that results in a percentage awarded to each Transit system in Iowa. The percentage reflected in this agreement is 3.263189%. The estimated formula allocation is \$334,721.

We have used that estimated amount for draft budget preparation. The actual amount may be less or more, but will be consistent with the percentage of the total fund collected.

The staff recommended that the Chair be authorized to sign the contracts on behalf of the 10-15 Transit Board.

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

Iowa DOT has also offered us an agreement for Federal Transit Capital Assistance. These funds will be used for camera surveillance on the back of the building.

Because of an earlier discussion on injury to passengers, the Board questions whether this could be used for one camera on a bus. Pam noted that this may take some procedural changes, but there may be some other funding available to help with this, too.

At this point, the staff recommended that the Chair be authorized to sign the contracts on behalf of the 10-15 Transit Board.

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

UPDATE ON TECHNOLOGY PROJECT

Installation continues on the equipment in the buses. At this writing, 8 units have been activated through the Nextel service and the balance has been activated through Midwest. There are 3 units remaining to be installed.

The staff continues to update the RouteMatch piece of the project, incorporating client information. This will be particularly important as full implementation occurs. Staff will work with the new assistant to bring her up to speed on this software.

Tom continues to work on the possible scenarios for training the drivers. He has taken advantage of time when out of county drivers come into the office to given them updated information and to refresh those whose equipment has been installed, but not fully implemented.

There are no known problems that continue to plague us at this time. We are hoping for full deployment by the time fall services begin.

No action is needed by the Board.

PROGRESSIVE MAINTENANCE REPORT

There were no questions about the May Progressive Maintenance Report.

NEXT MEETING

The next meeting was schedule for Thursday, July 19, 2007 at 10:15 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:00 a. m.

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary