

**10-15 TRANSIT BOARD
MINUTES
July 19, 2007**

Present: Ernie Greiner Lawrence Rouw Mike Pech
Don Greenlee Mike Petersen Bill Randolph
Jody McDanel Dale Taylor Cathy Reece

Absent: Bob Woodruff Michael Beary

Others: Ed Mosbey Pam Ward 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 June 28, 2007 were presented. Following review, Pech moved and Petersen seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of May were presented in the amount of \$45,211.59.

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 June Revenue / Expenses.

Lee County revenues have increased by \$16,788 from a year ago. Expenses have decreased by \$2,715. Currently Lee County reflects \$22,819 more revenue than expenses.

10-15 Transit revenues have increased by \$164,777 and expenses have decreased by \$5,643. The current cash in the bank is \$72,332.

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. This has not resolved the problem, but Pam continues to work with IME on the issues.)

Pam noted that the year end reports have been filed and we are now officially doing work in FY 08.

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

RIDERSHIP REPORT

In June 16,891 rides were provided; 77,184 miles were driven; and 3,569.95 hours were spent in delivering the services. Last year, 18,191 rides were provided, 73,085 miles were driven, and 3,729.55 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.

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.

Bus 975

At this writing, no response has been received to the second demand. There was no new information.

Local Contributions for FY 07.

I prepared a letter for the two counties with outstanding balances on the FY 07 local contributions. However, before sending them out, I double checked with the Finance Department. Both counties were paid in full. The error was a coding mistake. It has been corrected.

No action was needed at that point.

An invoice for FY 08's local contribution in the amount of \$3,500 per county has been mailed out on 07-10-07. Pam reported that payments are already forthcoming from those invoices.

ICAP Credit

As has been the history, ICAP has approved special recognition to members who have fully funded their Cumulative Reserve Fund. This year's credit of \$4,207.16 will be applied toward the upcoming certificate year. Last year's refund was \$6,055.28. There will be an additional refund as the Cumulative Reserve Fund balance is decreased over the next 3-year period. I have notified ICAP that 10-15 Transit wishes that refund to be in a voucher to assure proper credit to the account.

No action is needed at this time.

LOCAL CAPITAL PROJECTS

As you may recall in February of 2007, Iowa DOT agreed to make some changes that would be very beneficial to the transit agencies throughout the state.

Simply stated, all federal funding that come to Iowa will be used for operating assistance at the discretion of the local transit agency. This in essence increases our funding by about 25%. However, those systems electing this option were required to sign a memorandum of agreement stating that they would spend a like amount plus the appropriate amount of match for future capital projects. The specific instructions span over two pages, and can be shared upon request.

The advantage to local transit agencies is greater flexibility on spending those local dollars on capital projects. Along these lines, OTA and 10-15 Transit both signed the memorandum of agreement thus increasing the federal operating assistance, but obligating both systems for local capital projects. In addition, we presented and adopted a local purchasing policy that will guide us in making those local capital procurements. Pam reviewed the local procurement policy that governs purchases in various price ranges.

10-15 Transit's obligation is \$110,246 including match. We are proposing \$39,090 be used toward Associated Capital Maintenance Items. OTA's obligation is \$91,369 including match. We are proposing \$35,684 be used toward Associated Capital Maintenance Items. Both of the ACMI targets are significantly below the 50% allowable targets under the new guidelines.

A summary list of projects proposed to be shared between OTA and 10-15 Transit was presented. In light of the fact that this is a draft list, we have not yet distribute the costs between OTA and 10-15 Transit unless the benefit is clearly identified by system. For example frames for the downtown bus shelter are clearly an OTA project.

The staff recommended that the Board authorized the staff to use this list of projects to guide procurement activities on behalf of the Board. NOTE: Before actual purchases are made, the Board authorization will be gained.

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

PROGRESSIVE MAINTENANCE REPORT

There were no questions about the June Progressive Maintenance Report.

NEXT MEETING

The next meeting was schedule for Thursday, August 23, 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