

**10-15 TRANSIT BOARD
MINUTES
September 24, 2009**

Present: Lee Dimmitt Dennis Smith Janet Fife- LaFrenz
 Jody McDanel Lawrence Rouw Greg Kenning
 Michael Beary Don Greenlee Dale Taylor

Absent: Bill Randolph Ernie Greiner

Staff: Pam Ward Brenda Stevens Tom Jones

Guests: Chris Kukla, Area XV Regional Planning Commission

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

MINUTES The minutes from the meeting of August 27, 2009 were presented. Following review Kenning moved and Taylor seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of August were presented in the amount of \$98,219.36.

Staff noted that this report contained the annual premium payable to ICAP for general liability, auto liability, property coverage and public officials' coverage. It was noted that the entire premium expenses will not be shown on the financial reports. It is prorated over a 12-month period from September through August annually.

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

REVENUE/EXPENSE REPORT

Staff reviewed the financial reports for August, noting that July reports are incorporated. Individual reports for July were also provided.

Staff noted that there are five reporting areas now that New Freedom, Coordination, and Vermeer JARC have been separated out.

Staff noted that revenues from local sources will be down due to the roll back in contributions from \$3,500 to \$2,500 per county. This results in \$11,000 less revenue throughout the year. Further, staff noted that revenues from State Transit Assistance is likely to be lower for the entire fiscal year due to the economic downturn and impact on the taxing source for that fund.

In Lee County, both revenues and expenses are decreasing.

In 10-15 Transit, both revenues and expense are decreasing.

No revenues have been requested for New Freedom, Coordination, or JARC. They will be requested after each quarter's data is ready for reporting. Expenses are beginning to be accrued in each of these accounts as demonstrated in the reports.

No action was needed.

RIDERSHIP REPORT

Pam noted that there were 18,841 rides provided in August compared to 15,608 in August last year.

Pam noted that several services have been changed this year that affected ridership. It appears that ridership will continue to grow as it has the past few months. The result of expanded hours and new services like JARC and New Freedom are contributing to the increases.

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

STATUS REPORT

Drivers and Dispatchers

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

Capital Projects

Every year or every other year, a set of capital projects is developed using staff and Board input. These projects are based on a combination of wants and needs measured against funding opportunities and priorities established by the Iowa DOT and Transit that have the greatest possibility for funding success.

Once the list is created, the next step is incorporation into the planning process that is set to begin in October and will be essentially wrapped up by March 2010.

Examples of past capital projects that have been successfully chosen, developed and completed were provided.

At this time, the staff has identified a short list of projects that should be pursued over the next fiscal year or two (FY 2010 and FY 2011). This is over and above the 1,600 square foot expansion to the maintenance shop. Those include:

- Hoist for the maintenance shop expansion
- Small tools purchases for the shop
- Additional bus cameras for both fleets
- Replacement of Maintenance Supervisor's service truck
- Frame replacement for the CBD bus shelter
- Replacement of servers
- Upgrade telephone system

The Board indicated no objection or concern with the potential projects listed.

Pekin Agreement

Pekin Schools has requested 10-15 Transit to provide transportation to several of their designated students during the FY 2010 – 2011 school year.

The staff recommended that the Chairman be authorized to sign these agreements on behalf of the 10-15 Transit Board.

Fife-LaFrenz moved and Dimmitt seconded a motion to approve the staff recommendation. Motion carried.

System Identification

10-15 Transit was established in July 1992 – 17 years ago. Yet today, the service continues to be referred to among local users, contractors, and others as the SIEDA Bus.

We need to do more to create our own identify. One thought is to put the numbers 1015 in reflective blue vinyl on the hoods of the buses in bold size and font. Other ideas would be welcome. Discussion is recommended.

Alternatively, we can continue to work on this one person at a time – which may be required anyway.

The Board generally supported a bold logo look. Staff will explore the cost. Other ideas included distribution of magnetic notes with 10-15 Transit contact information.

It was suggested the staff explore the cost of advertising periodically in the local "shoppers" that are provided to each household. Staff will provide a follow-up report.

Contract Adjustment

Projects funded by stimulus money like the buses required the equipment to be ordered by August 18, 2009. In reviewing the contracts, Iowa DOT identified a problem with buses authorized under the stimulus grant. Bus numbers have been realigned to meet the deadline. The end result is that we have funding for an 8th bus.

An order has been placed with Thomas Bus Sales to reflect these contract amendments.

No action is needed by the Board.

MAINTENANCE SUPERVISOR'S REPORT

General Maintenance

Routine maintenance on the buses continues in preparation for winter.

Additionally, in preparation for the delivery of the new buses, the plug ins for the diesel engines on the City Buses will be relocated. The new buses have front engines. The current buses have rear engines. Electrical outlets will be added to the front of the parking stalls so that cords can be located and stored in close proximity to the front of the buses where the engine heaters are located.

Camera and RouteMatch Equipment

Installation of the on-board cameras previously purchased has been completed. Routine maintenance for checking and adjusting will be scheduled as needed.

Installation of the RouteMatch equipment will be completed using staff from McCall's Communication. Under the original agreement McCall's have been paid for the installation of 2 or 3 units' installations. While McCall's is doing these installations, the plan is for the maintenance shop staff to shadow that staff and learn the fine techniques for installation. Future installations will be done in-house. Currently, adjustments to the RouteMatch equipment requires technical support from Mentor and generally has required return to the factory for repairs. More minor issues like wiring have been handled in-house.

Back-up Generator

The portable generator has been purchased along with the trailer as authorized last month. The cost for the two pieces of equipment came in at \$2,611. The unit has been delivered and is now ready and waiting to be called into service.

Ridgeway Electric has been on site to inspect the installation site. The main back-up generator will be located between the office and the maintenance storage unit on the north side of the buildings. This site currently houses the air conditioning unit and electrical panels.

Ridgeway has identified the need to relocate the gas meter and perhaps adjust the line size. It is currently on the front side (south side) of the Recycling Building. The decision to locate the meter there was made in 1999 by MidAmerican Energy during the construction of the original maintenance shop and parking garage. The charges have always been access to Transit, but the vision for future construction was fairly dim when the Transit projects first launched nearly 10 years ago. The need to relocate now is driven by the need for increased fuel pressure on the lines. The work will accomplish this.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the August report.

OTHER BUSINESS

Chris provided an overview of the new Public Transportation Planning requirements. This requires a certain amount of input from human service agencies. Due to the service area (11-counties and Ottumwa) spanning over 3 planning areas, the staff recommended a joint meeting with invitations to human service providers. Staff will request input from the Board on whom to invite.

NEXT MEETING

The next meeting was schedule for Thursday, October 29, 2009 at 10:15 a. m. at the Transit Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:25 am.

Don Greenlee, Chairman

Michael Beary, Vice Chairman

Ernie Greiner, Secretary