

**10-15 TRANSIT BOARD  
MINUTES  
October 29, 2009**

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

**Staff:** Pam Ward              Brenda Stevens              Tom Jones              Ed Mosbey

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

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

**MINUTES** The minutes from the meeting of September 24, 2009 were presented. Following review Fife-LaFrenz moved and Randolph seconded a motion to approve the minutes as presented. Motion carried.

**EXPENSES**

Expenses for the Month of September were presented in the amount of \$47,682.15.

The Board asked how DOT physicals are handled and how often they are required. Staff advised the facilities being used. Further, the staff explained that renewals can be required after 1 or 2 years depending on the employee's physical conditions.

Fife-LaFrenz noted that Lee County Hospital has an occupational health department. Tom will see about setting something up to use them.

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

**REVENUE/EXPENSE REPORT**

Staff reviewed the financial reports for September.

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

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

Revenues have been requested for New Freedom, Coordination, and JARC. These will reflect in the October report and continue on through the fiscal year.

No action was needed.

**RIDERSHIP REPORT**

Pam noted that there were 24,721 rides provided in September compared to 24,757 in September last year.

Pam noted the changes in the report for the Board and how this will be carried forward to the Iowa DOT reports. The challenge is marrying the statistical data to the financial data. Brenda, Autum, and Pam are working hard to make sure this is reported completely and accurately.

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.

## Iowa DOT Audit

Iowa DOT has provided a list of about 10 comments for both OTA and 10-15 Transit's year-end report. In board terms, the questions deal with the following topics:

- Total vehicle mileage reported and the variance between those figures and the year end odometer readings. The variance was largely due to 10-15 Transit vehicles being used for OTA services and vice versa. Of the 62,000 mile difference, 50,000 was accounted for in this manner. The difference of 12,000 was unexplainable, but staff noted that this seemed insignificant out of 1,550,000 miles – it was less than 1%.
- Several services provided by both OTA and 10-15 Transit had to be "named" including JARC, New Freedom, and Coordination. For OTA, we have used OTA Ride to Work for JARC, OTA Sundays (although it also includes Thursdays) for New Freedom, and Ottumwa After 6 for the Coordination services. For 10-15 Transit, we have used Vermeer for JARC, 10-15 After 6 for New Freedom and Seneca for the Coordination services. These were minor changes but clarified for DOT staff the services provided with these new sources of money.
- There were financial records that had to be adjusted. This was largely due to the date of receipt of money. For example, FY 2009 funds received after August 15, 2009, are recorded by the City Finance Department as FY 2010 funding. The fiscal records for FY 2009 are closed for audit purposes on August 15. These were minor changes and should be okayed once the information is reviewed by DOT staff.
- The final and perhaps largest changes involved 10-15 Transit. We are now required to report separately on Fairfield Taxi and Hy Vee shopping shuttle. We have typically reported all "miscellaneous" service as miscellaneous. These rides are generated from individuals or entities that don't have a contract for service, but use 10-15 Transit incidentally. Now, we have to break miscellaneous out by several different groups, including rides, hours, and miles. We have to break out costs and revenues as well. We have amended our first quarter FY 2010 to reflect the following break-outs: senior citizen groups or nursing and rehab facility groups; medical trips; public fares; and finally schools or day care centers. This takes quite a bit of data entry, but we believe we can make the changes to comply with this requirement.

No action is needed by the Board.

## Advisory Committee Meeting

In order to comply with the planning requirements for the Passenger Transit Plan, we have to form an advisory committee to provide input on service needs. We have done this in past years using people who participate in the stakeholders meeting that work with mentally ill and retarded clients who use the bus services in Ottumwa and Region 15. In addition, we have solicited input from the Human Resources committee here in Ottumwa that also is made up of representatives from various human service type groups. The final segment is users of the service.

This year, we have also invited the Chariton Valley Planning staff who is responsible for providing this same information to the five western counties. We also intend to invite consumers of service from that area to attend.

Several new services are a direct result of that advisory group's input. This includes Sunday service, Ottumwa After 6, expanded hours for the senior centers and throughout the service area to name a few.

Two meetings are required annually. This year's first meeting will be November 25 at 10:30. The Board is invited to attend as your time and schedule allows. The second meeting will be in January to review the draft document, add any additional recommendations and submit to Iowa DOT. The importance of this document cannot be underscored enough. It is the basis for justification on all our grants over the next 3 to 5 years.

## Impact of 10% Across the Board State Cuts

There is good news and bad news. The Good News is that the fund that allocates money to transit is exempt from the across the board state cuts. The Bad News is that this fund is fueled by tax revenues from auto sales. This fund is currently down 9% due to the decline in auto sales. It is possible that transit will have a heavier hit than the 10% across the board state cut recently announced.

No action is needed at this time.

## Standardized General Fares

Tom reviewed the public fares collected and the differences in each of the counties. The Board agreed that it would be helpful to have a standardized general fare schedule. Staff will produce signs and get them to the drivers to post in their buses.

No other action is needed.

### **IOWA DOT AGREEMENTS**

Iowa DOT has offered an amendment to an existing agreement we have already executed. This amends the funding available under one contract to fully fund the replacement of Bus 982.

This has resulted in the cancellation of an existing agreement. In compliance with established procedures, both these agreements must be signed to fully execute the action associated with each agreement.

The staff recommended that the Board authorize the Chairman to sign on behalf of the Board.

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

### **RSVP AGREEMENT**

The agreement with RSVP will coordinate funds to enable continued services to medical care for the residents in 8 of the 11 counties in Region 15. The funds are available to support this effort.

The staff recommended that the Board authorize the Chairman to sign on behalf of the Board.

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

### **MAINTENANCE SUPERVISOR'S REPORT**

#### **Back-up Generator**

As reported in September, 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.

Ed has followed up with Ridgeway who had indicated that they are waiting a response from MidAmerican Energy. As a matter of update, the generator is on order with delivery expected in 4 to 6 weeks. Installation will occur shortly thereafter.

#### **Service Technician**

As reported, Mike Foster has resigned as a bus cleaner due to health problems. As discussions have begun about filling this position, the staff would like to propose a change at this time from bus cleaner to service technician. The wage scale would remain the same with a starting wage of \$12.00.

A job description has been drafted by the maintenance staff including the people who have worked on bus cleaning. In summary, this change reflects the custodial work as well as maintenance work performed by a person in this position. Our former job description for bus cleaner did not completely reflect those responsibilities accurately. The physical requirements of the job have also been included.

The staff recommended that the Board create this position in the transit department and authorize the staff to fill the current vacancy using this job description.

Smith moved and Greiner seconded a motion to approved the staff recommendation. Motion carried.

#### **Vehicle Lifts**

At this time, the maintenance staff has been exploring various models of lifts that would be used in the shop to raise equipment above floor level for repairs and services. There are basically three different types of lift options. They are: 1) the parallelogram lift, 2) 4-column service lift and 3) portable mid-rise lift.

Ed reviewed the upside and downside of each option and related costs.

Each of these options is heavy enough to handle all the vehicles in the transit fleet. There is a broad range of prices and special accessories available for consideration ranging from the electrical requirements to auxiliary equipment like jack stands, lifting beams, and safety weight gauges.

The Iowa DOT has received more applications than funding available. Our project is among those being considered and carries a price tag of \$188,000. The plan is to have the staff recommendation to the Iowa DOT Commission in November with final action in December. Based on the outcome of this and our success (or not), we will better know what direction to take on the vehicle lifts.

In the mean time, the maintenance staff will continue to review the options and evaluation the financial implications of this procurement. A report will be presented in November or December based on information available.

#### Service Truck

The time has come to begin the replacement of the service truck driven by Ed. The vehicle is 7 years old with 145,000 miles. It will be maintained in the fleet to shuttle people around.

The staff recommended the Board authorize the purchase of a ¾-ton Chevy truck with the snow plow and heavy duty suspension option from Karl's Chevrolet.

The current state bids have expired. 2010 models will not be available until Spring. Karl's has priced a truck at \$32,700 with the snow plow and heavy duty options. This includes a \$5,000 GM rebate and a \$1,000 rebate on the snow plow equipment.

Pam stated that the funds are available.

Taylor moved and Smith seconded a motion to approve this recommendation. Motion carried.

#### **PROGRESSIVE MAINTENANCE REPORT**

There were no questions on the October report.

#### **OTHER BUSINESS**

None

#### **NEXT MEETING**

The next meeting was schedule for Thursday, December 17, 2009 at 10:15 a. m. at the Transit Conference Room.

**ADJOURNMENT** With no further business to conduct, the meeting was adjourned at 11:20 am.

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Don Greenlee, Chairman

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Michael Beary, Vice Chairman

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Ernie Greiner, Secretary