

**10-15 TRANSIT BOARD
MINUTES
November 15, 2007**

Present: Mike Pech Lawrence Rouw Ernie Greiner
Bill Randolph Greg Kenning Don Greenlee
Dale Taylor

Absent: Michael Beary, Bob Woodruff Cathy Reece Jody McDanel

Others: 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 October 25, 2007 were presented. Following review, Greiner moved and Randolph seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of October were presented in the amount of \$59,740.41.

Pech asked about the payments to Pella Hospital for B. Schwab. Pam explained that this lady was injured on our bus. Our medical deductible was \$5,000. These claims will be significantly less than that amount requiring us to pay this anyway. We have, therefore, concurred with ICAP and are paying these directly.

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

REVENUE/EXPENSE REPORT

Pam presented the Revenue/Expense Report for the month of October.

Revenues for Lee County are up \$2,140 from a year ago. Revenues for 10-15 are up \$68,748 from a year ago. This is a cash flow matter due to receipt of first quarter federal operating assistance. We are working hard with several entities to collect past due revenues.

Expenses for Lee County are up \$4,092 from a year ago. Expenses for 10-15 are up \$41,761 from a year ago.

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

RIDERSHIP REPORT

In October 29,928 rides were provided; 155,773 miles were driven; and 5,538.50 hours were spent in delivering the services. Last year, 26,690 rides were provided, 106,811 miles were driven, and 4,954.25 hours were spent in delivering the services.

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

STATUS REPORT

Drivers

Openings remain in Lee County, Wapello County and Keokuk County.

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

Bus 975

At this writing, no response has been received after answering the second letter.

Labor Negotiations

Pam updated the Board on labor negotiations as of this meeting.

Legislative Priorities

Pam updated the Board on the federal legislative issues for FFY 07 and provided copies of correspondence from Congressman Braley, Senator Grassley, and James Simpson, Director, FTA.

She updated the Board on follow-up to contact with the state elected officials and intended meetings with them.

State Fuel Tax

Pam reported on the misrepresentation from Wright Express and the corrective action Brenda has taken to rectify the problem. No action was needed on this matter by the Board.

ICAP

Pam reported that the first of three refunds of the Cumulative Reserve Fund had been received and deposited in 10-15 Transit's account. The deposit will show up in November. One will be received annual for two more years.

RouteMatch Update

Tom provided an update on the problems that have occurred with Alltel and the actions being taken to correct these problems.

Fairfield Taxi Fares

Pam reported on a recommendation to consider raising the Fairfield Taxi Fares. In light of the fact that this is a contractual item, she will open discussion with Mayor Ed Malloy and explain the impact being seen by serving Vedic City. A further report will be made as new information is available.

Smithy Tool

Last month, the question was asked what tools will be required to use with the Smithy tool. Pam was unable to answer this question and Ed was absent. Ed has advised that he anticipates only minimal investments. The Smithy comes with a starter kit that should carry us forward on the jobs anticipated for its use.

LOCAL CAPITAL PROJECTS

In accordance with the purchasing policy, this update is provided on the projects listed on the attachment:

- **Bus Cameras** The 8 bids received have been narrowed down to the top 2 competitors. On 11-05-07, letters were sent to the top 2 competitors requesting clarifications on key items. Answers were received by or before November 12. The next step in the plan is to request the final and best offers. We will probably not be prepared with a final recommendation to the Board until the December meeting.

Rouw asked if the Board has the authority to reject all bids and consider another vendor, if there are concerns about the pricing. Pam indicated that they may be an option, but wants to see best and final offers before making that recommendation to the Board.

- **Buses** Bids were received on November 6, 2007. Out of a possible 8 vendors, 3 bids were received. At this writing, an analysis of those bids has been complete. A recommendation and request for concurrence has been sent to the Iowa DOT. When that concurrence is received, the staff will be in a position to issue an order. Notice of intent to award will also be sent to all bidders.

The three bids for our buses were from Master's Transportation at \$64,124; Thomas Bus Sales at \$58,850 and Minnesota Body at \$54,307. With that spread of almost \$10,000 it appears that Minnesota Body is the lowest responsible, responsive bidder. A full analysis has been completed.

At this writing, it appears that 9 of the optional diesel units in our bids will be purchased by five (5) other transit agencies. Two (2) of the optional gas units will be purchased by 1 other transit agency.

The staff recommended that Minnesota Body and Equipment be awarded the bid at the price of \$54,307 per bus plus options. Optional units and optional equipment will be added / deleted as appropriate. The federal contract is sufficient to pay for all the optional equipment on two buses.

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

- Minivan We have released the bid specifications, publicized the bid letting, and awaiting vendors request for those specifications. Three (3) vendors have requested and been sent the specifications.

No action is needed at this time. We anticipate action on this procurement during the December meeting. We will be buying 2 units.

PROGRESSIVE MAINTENANCE REPORT

Rouw asked if all spare tires were purchased from one Vendor. Pam reported that quotes had been requested and received. This vendor supplies Michelin tires at a very competitive rate. Ed has tested the Michelin brand against others and found that they extend the tire life by about 50%. Taylor indicated that this certainly shows an economic advantage.

OTHER BUSINESS

Pam reported that she and Tom have entered into discussions with a potential new customer in Monroe County. This could result in 20 passengers per day 5 days a week, as well as special evening and weekend requests. If this is a go, a contract will be developed and presented for Board action. No action is needed at this time.

NEXT MEETING

The next meeting was schedule for Thursday, December 20, 2007 at 10:15 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:10 a. m.

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary