

**10-15 TRANSIT BOARD
MINUTES
March 27, 2008**

Present: Mike Pech Lawrence Rouw Greg Kenning
 Bob Woodruff Don Greenlee
 Bill Randolph Jody McDanel Ernie Greiner

Absent: Cathy Reece Michael Beary Dale Taylor

Others: Pam Ward Ed Mosbey

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 February 28, 2008 were presented. Following review, Pech moved and Greiner seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of February were presented in the amount of \$120,643.31.

Pam noted the deductible paid for damage to property owned by Area XV Housing Authority. The accident occurred due to bad weather.

Pam also noted that there was also a re-manufactured transmission purchased for in-house installation.

Greiner asked about the cell phone bill. Pam stated that the entire bill was split between the other users: OTA and JARC. She reported there were 42 phones on the bill.

Greiner also asked about the Siebert payment for ADA minivans. Pam noted that the federal share had been received resulting in a local cost of \$5,355.85 each. These are expansion vehicles and are awaiting licenses to place into service. Ed noted that delivery had occurred in about 9 weeks from date of order. This should ease the load on the fleet since these are expansion vehicles.

Following a review, Greiner 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 February.

Revenues for Lee County are up \$16,144 from a year ago. Revenues for 10-15 are up \$143,681 from a year ago.

Expenses for Lee County are up \$14,880 from a year ago. Expenses for 10-15 are up \$97,460 from a year ago.

Pam noted that almost 50% of the increased costs are due to fuel prices.

Greiner questioned when we will determine the need to raise rates to offset fuel costs. Pam cautioned that raising rates almost always results in service cuts. She will be evaluating this in April and report back to the Board.

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

RIDERSHIP REPORT

In February, 19,609 rides were provided; 74,997 miles were driven; and 3,765.85 hours were spent in delivering the services. Last year, 19,231 rides were provided, 79,773 miles were driven, and 4,116.95 hours were spent in delivering the services.

Pam noted that it is always a positive indicator when rides increase, but miles and hours decrease.

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

STATUS REPORT

Drivers

Pam updated the Board on the new drivers in Lee County. No action was taken.

Bus 975

The maintenance staff has disassembled the bus. They have been able to salvage seats, the wheelchair lift, wheelchair securements, seat belts and mirrors. The engine and transmission were also salvages. The engine needs a new oil pan costing around \$125. The transmission is slated for placement in another bus. The value of this part alone is \$3,600. The damaged body and frame has been disposed of. Ed updated the Board on all the salvaged parts that have been used.

Personnel Reorganization and Expansion

Pam reviewed the job descriptions and reorganization plan for the 10-15 Board. She provided some details regarding the steps required for implementation and the projected time line.

Pam noted that two minor changes to the job descriptions had been made at the direction of the OTA Board.

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

Passenger Transportation Development Plan (PTDP)

Chris Kukla, Area XV RPC, made a presentation on the Passenger Transportation Development Plan outlining the steps taken to develop the plan and the resulting goals and objectives. The staff has reviewed and given input into the plan's development.

The staff recommended that the Board endorse the plan and recommend its adoption by the Policy Board for the planning process.

McDanel moved and Greenlee seconded a motion to approve the staff recommendation. Motion carried.

Iowa DOT Contract Amendment

We have been offered a contract amendment changing the purchase of facility surveillance to on-board surveillance equipment. This was discussed several months ago and the Iowa DOT has just now offered the amendment.

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

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

PUBLIC HEARING MINUTES ON CONSOLIDATED GRANT APPLICATION FY 2009 TEN-FIFTEEN REGIONAL TRANSIT AGENCY PUBLIC HEARING MINUTES FY 09 CONSOLIDATED GRANT APPLICATION March 27, 2008

Board Members Present: Mike Pech, Ernie Greiner, Lawrence Rouw, Bill Randolph, Greg Kenning, Bob Woodruff, Jody McDanel, and Don Greenlee.

Guest Present: Chris Kukla, Area XV RPC

Others Present: Ed Mosbey and Pam Ward

This is the time, date, and place set for a public hearing on the Consolidated Grant Application for FY 2009.

Greiner moved and Rouw seconded a motion to open the public hearing. Motion carried.

Pam reviewed the list of projects as published in the Courier and reviewed for the Board's input in February. The notification of this public hearing had been published in a newspaper of general circulation throughout the service area. In addition, the

projects have been listed in the Public Transportation Development Plan and Policies Committee will be reviewing the application in the draft format.

Notice is hereby given that a public hearing will be held by the Ten-Fifteen Regional Transit Agency in the Conference Room, 2417 S. Emma Street, Ottumwa, IA 52501 at 10:15 a. m. on Thursday, March 27, 2008. The purpose of the hearing is to discuss the application from the 10-15 Transit to the Iowa Department of Transportation for financial assistance as follows:

10-15 Transit will request state transit assistance and federal transit assistance amounting to approximately \$314,291 and \$454,178 respectively, to support the day-to-day transit operations. The total day-to-day transit operating costs are projected to be \$1,585,403.

10-15 Transit will also request capital funds from the Surface Transportation Program in the amount of \$118,000. These funds will be used to replace two light duty vehicles. If approved, these federal funds will be matched with local dollars on an 80% federal -- 20% local basis.

10-15 Transit will also request capital funds in the amount of \$236,000 from federal capital assistance. These funds will be used to replace four light duty vehicles. If approved, these federal funds will be matched with local dollars on an 83% federal -- 17% local basis.

10-15 Transit will also request local capital funds in the amount of \$58,000. These funds will be used to purchase capital items for general operations, administration, and maintenance.

10-15 Transit will also request operating funds in the amount of \$45,124 from federal New Freedom money to expand hours of service. If approved, these funds will be matched with local dollars on a 50% federal -- 50% local basis.

10-15 Transit will also request operating funds in the amount of \$31,250 from state Coordination money to expand hours of service. If approved, these funds will be matched with local dollars on an 80% state -- 20% local basis.

These projects will not have a significant detrimental environmental effect on the area and no person or business will be displaced by these activities. The projects are in conformance with the Transportation Improvement Plan prepared by the Area XV Regional Planning Commission and Chariton Valley Planning Affiliation.

Any interested person or agency is invited to attend this hearing and speak for or against this application for funding. Written comments will be accepted at the above address through the date and time of the hearing specified above. For additional information, contact Pam Ward at 641-683-0695 during office hours.

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Pam reported that no comments or objections to the grant application were received prior to the public hearing.

The Chairman requested comments at this time that will be reflected in the minutes to be included in the Consolidated Grant Application. No comments were provided.

Pech moved and Greiner seconded that the public hearing be closed. Motion carried.

The staff recommended that the Board authorize the Chairman to sign the consolidated grant application forms as needed and further authorize the staff to finalize the consolidated grant application and submit to Iowa DOT on behalf of the Board.

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

PUBLIC HEARING ON OFFICE EXPANSION 2009

This is the time, date and place set for a public hearing on the plans, specifications and form of contract for the OTA Office Expansion 2009. The Chairperson should request a motion to open the public hearing followed by a request for comments.

Pech moved and Rouw seconded a motion to open the public hearing and invite comments. Motion carried.

A notice has been published in the Ottumwa Courier detailing the expansion of the office by constructing a 12' X 85' addition to the existing office area. Plans and drawing has been made with help from the City's Engineering Department.

As a result of the publication, two companies have expressed interest in this project: Grooms Construction and Bridge City Construction.

At this time, no oral or written comments have been received on this project. Comments are welcome at this time and will be noted.

Pam noted that this item was not a separate agenda item, because the project is part of the Consolidated Grant Application for FY 2009.

There were no other comments offered.

Pech moved and Kenning seconded that the public hearing be closed. Motion carried.

The staff recommends that these specifications be distributed to potential vendors and that the project proceeds.

Greiner moved and Kenning seconded the motion to proceed with this project. Motion carried.

SENECA APPLICATION

Annually, Seneca Area Agency on Aging requests applications from service providers for the case manager / client based purchase of service. In our case, that service is transportation for clients of the senior living program. The application has been completed.

The staff recommends that the Chairman and staff be authorized to sign and submit the application on behalf of 10-15 Transit.

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

Pam noted that Seneca has notified 10-15 Transit that their Board and Advisory Council has funded transportation for FY 2009 in the amount of \$123,090. This is an increase over last year's funding.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the February report.

NEXT MEETING

The next meeting was schedule for Thursday, April 24, 2008 at 10:15 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:05 a. m.

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary