

**10-15 TRANSIT BOARD
MINUTES
December 17, 2009**

Present: Janet Fife- LaFrenz Jody McDanel Lawrence Rouw
Greg Kenning Dale Taylor Ernie Greiner

Absent: Lee Dimmitt Dennis Smith Michael Beary
Don Greenlee Bill Randolph

Staff: Pam Ward Brenda Stevens Tom Jones Ed Mosbey Ricci Rush

Guests: Chris Kukla, Area XV Regional Planning Commission

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

MINUTES The minutes from the meeting of October 29, 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 October were presented in the amount of \$77,545.10.
Expenses for the Month of November were presented in the amount of \$452,116.78.

Rouw requested information on the accident deductible paid and the medical care associated with the accident of 10-29-09. Later in the meeting, Tom provided that information.

Following a review, Taylor moved and Fife-LaFrenz seconded a motion to acknowledge and file the expenses. Motion carried.

REVENUE/EXPENSE REPORT

Staff reviewed the financial reports for October and November.

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. Using grant funds, we have been able to spread some costs that have been favorable for the Lee County and 10-15 Transit Budgets.

No action was needed.

RIDERSHIP REPORT

Pam noted that there were 26,427 rides provided in October compared to 29,269 in October last year. Trends in November returned to their normal state of increased services. Rides in November were 22,351 compared to 20,902 last November.

Rides provided by the cooperative agreement with RSVP for the several counties will be reflected in December for October and November. These reports were delayed as we launched this new service. This should level out in future months.

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.

Teamster's Communication and Bargaining Agreement

Pam updated the Board on the recent communications with Teamsters' and reviewed changes to the collective bargaining agreement. She noted that this is a 3-year agreement.

Pam noted that the OTA has taken action enabling this agreement to be signed upon receipt. No action will be needed by the 10-15 Transit Board.

Staff Report

Pam wanted to thank the Board for their role of support for the staff reorganization over the past year. This has enabled the staff to provide improved management of the system. Examples were provided.

Ricci, Dispatch Supervisor, reviewed for the Board work she has done on enhancing a training package and reference package that will be provided to all drivers, but especially designed for the new employee.

The Board was very impressed with this work. Pam noted that this type of effort was not possible before due to limited staff. Being full and properly staffed has resulted in many improvements like this example.

No action was needed by the Board.

FY 2011 DRAFT BUDGET

The review of the draft budget for FY 2011 was presented. At this writing, no revenue projections from federal, state, or local have been provided. Spreadsheets for all cost centers (5) were reviewed.

Each of the spreadsheets reflect the year end actual revenues and costs for FY 2009 that ended June 30, 2009; the projected budget for FY 2010 that we are working in at this time; and the request for FY 2011 based on our best estimates for revenue and expenses.

There are notes in the outer column that reflects changes that are likely to affect us.

The staff recommended that the Board authorize the submission of these budget figures for consideration. Amendments will be provided to the Finance Department once more definitive revenue projections are available.

The Board asked what wage increase was presented in this budget. The budget reflects the 2.5% increase agreed to in the collective bargaining agreement.

The Board asked if there was a possibility of federal funding reductions. The staff is unaware of any pending reductions, but that could happen after January 1.

With no further discussion, Kenning moved and McDaniel seconded a motion to approve the staff recommendation. Motion carried by unanimous vote.

MAINTENANCE SUPERVISOR'S REPORT

NEW Buses

All seven (7) new 10-15 Transit buses have been delivered.

The 10-15 Transit Board's discussed changes to the striping and lettering on the new buses. The goal is to improve the identify and visibility of the fleet. The Board agreed that a change was a good idea. They particularly like spelling out 10-15 Transit and placing it in multiple locations on the bus. Sites will be selected with input from our sign maker. The phone number will be included.

At this time, the exact delivery date remains unclear on the three (3) minivans. The last communication was mid-December.

The first city bus was delivered. Others will be following shortly.

Bus Cameras

The Verint camera equipment is on order and some shipped on December 10. Hopefully, the arrival will be within the next 10 days enabling maintenance to begin installation on the buses that have arrived.

No action is needed at this time by the Board.

Generator

The back-up generator has been delivered. The gas line has been moved. The next steps include pouring the pad, setting the generator, and the final installation. Ed is working to line up these steps along with the contractor, Scott Ridgeway.

No action is needed at this time by the Board.

Service Technician

At this time, due to the major work load, filling the position of service technician is on hold. Temporary help has been engaged to help with fueling and cleaning. The process to fill this position will begin after January 1.

Vehicle Lifts

Ed continues to explore options for the vehicle lift. Staff reported that Transit has been successful in receiving a grant for \$188,000 to expand the maintenance shop. That funding, with local match, should add a 40' X 40' expansion with higher walls to accommodate the vehicle lift.

Staff has already started work on the specifications and hopes to submit to Iowa DOT for review before the end of December. Once approved, bids will be solicited around the first of March. Construction could commence in the Fall 2010 with completion before next winter.

No action is needed at this time.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the November report.

OTHER BUSINESS

Kenning reported a possible conflict with the March meeting due to ISAC School. Staff was directed to poll the Board members in February to determine if a change in dates was needed.

NEXT MEETING

The next meeting was schedule for Thursday, January 28, 2010 at 10:15 a. m. at the Transit Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:15 am.

Don Greenlee, Chairman

Michael Beary, Vice Chairman

Ernie Greiner, Secretary