

**10-15 TRANSIT BOARD  
MINUTES  
May 24, 2007**

**Present:** Ernie Greiner                      Lawrence Rouw                      Mike Pech  
Don Greenlee                      Bill Randolph                      Lawrence Rouw  
Jody McDanel

**Absent:** Mike Petersen                      Cathy Reece                      Dale Taylor                      Bob Woodruff

**Others:** Ed Mosbey                      Brenda Stevens                      Pam Ward

**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 April 26, 2007 were presented. Following review, Greiner moved and Pech seconded a motion to approve the minutes as presented. Motion carried.

**EXPENSES**

Expenses for the Month of April were presented in the amount of \$50,190.39.

The Board asked about the Wright Express bill. Pam explained that this is basically a universal credit card that enables Brenda to pay for all fuel purchased by all the drivers throughout the service area. The bill breaks down the charges by bus and by driver's code. This has reduced work, and eliminated the need for payment and refund on so much fuel tax.

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

**REVENUE/EXPENSE REPORT**

Reports were provided for April Revenue / Expenses.

Lee County revenues have increased by \$21,332 from a year ago. Expenses have decreased by \$2,210. Currently Lee County reflects \$27,190 more revenue than expenses.

10-15 Transit revenues have increased by \$193,998 and expenses have decreased by \$20,655. The current cash in the bank is \$175,752.

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

**RIDERSHIP REPORT**

In April 23,055 rides were provided; 88,174 miles were driven; and 4,529.50 hours were spent in delivering the services. Last year, 24,263 rides were provided, 93,432 miles were driven, and 4,349.50 hours were spent in delivering the services.

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

**STATUS REPORT**

Lee County

Pam reported that earlier in the Month, she had been invited to attend the Lee County Board of Supervisors meeting. At that time, Ryann Wood reported on the results of proposals submitted by Region 16 and Region 15. She presented the pros and cons of each systems proposal. Ultimately, Region 15's bid was significantly lower and by unanimous vote the Board accepted Region 15's proposal and authorized the execution of the documents presented.

### Drivers

Pam updated the Board on Al Gralapp. Openings remain in Lee County and Keokuk County.

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

### Assistant Administrator

Pam updated the Board on the current opening in the office. No action is needed by the 10-15 Transit Board.

### Personnel Policies

Pam updated the Board on the personnel policies updates.

No action is needed by the 10-15 Transit Board since this is related to personnel matters.

### Renewal Physicals

Pam updated the Board of renewal physicals. No action is needed by the Board.

### Buses

SCICAP has decided to allow us to sell Bus 04 and 05 for them. Tom has assembled the physical description of the buses, distributed them through Iowa Department of Education, and is in the process of sending information out to interested parties. He has conducted an on-line bidding auction for a two week period.

The final bid prices were both in excess of \$14,500. We will net \$5,825 for the work performed. SCICAP will net \$23,300 from the sale of the equipment. No action is needed by the Board.

### Copier Procurement

In accordance with our local procurement policy, quotes were requested for the replacement of our copier. Invitations to bid were sent to six (6) vendors. Three (3) vendors responded and provided a total of six (6) bids. The vendors included: Walker's, Bailey's, and InfoMax. Contact with the Department of Administrative Services was not checked for the copier. The staff was unsure where to begin in the long list of available units.

The spreadsheet showing the quotes follow. There are notes on the spreadsheet for reference and clarification that lead to the final recommendation. We believe the unit recommended meets all the specifications and is the lowest priced unit.

We are recommending the InfoMax bid on the Savin 8030 ep in the amount of \$5,826. This includes the stapler option. We have made this recommendation to Iowa DOT for concurrence along with a request to purchase 4 years maintenance agreements. The DOT denied this request. We have a federal contract that will pay for 80% of this purchase.

The staff recommended that this purchase be authorized by the Board.

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

### **IOWA DOT AGREEMENT**

Iowa DOT has offered us a contract for two buses. These are STP funds from Region 15 and Region 17. Pam reminded the Board we seek funding for 6 buses each year. We are not always successful, but we always try.

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

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

## **CONTRACTS FOR SERVICE**

As reported last month, contracts for service were extended to all our customers in March. These contracts reflect the rates that were adopted by the Board effective January 1, 2007. In transmitting these contracts, the cover letter states that we will attempt to hold these rates for the entire fiscal year and will provide notice if circumstances change that would require rates to increase.

At this writing, the following contracts have been returned for action by the Board:

Lee County Administrative Services (3 years)  
Seneca Area Agency on Aging

Lee County  
Seneca (Meals)

Upon execution of the contracts, one copy will be returned to the customer, one to Iowa DOT, and one maintained in our files.

At this writing, contracts have not been received from Children First, Jefferson County CPC, Mahaska County CPC, and Van Buren County CPC. All others have been received and acted upon by the Board.

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

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

## **UPDATE ON TECHNOLOGY PROJECT**

Installation continues on the equipment in the buses. At this writing, 8 units have been activated through the Nextel service and 43 have been activated through Midwest. There are 17 units remaining to be installed.

Due to the continual delays in using the Nextel services, we have discontinued activation through Nextel. There have been no problems identified using this strategy. We will continue to monitor the reception.

Technology is always an interesting ride. At the end of April, an error appeared on one of the Rangers. It has now appeared on a second one. The problem was identified by the bus cleaners when they were fueling the buses and go in to park them.

The error message indicates the unit's inability to locate an IP address. The message is associated with another programming code. This error message has never been encountered by Mentor and they are baffled in trying to aid us in correcting this problem. After connecting to a new unit, the error message cleared. The diagnosis relates to a potential wiring problem. McCall Communication will be checking on this next week.

No action is needed by the Board.

## **PROGRESSIVE MAINTENANCE REPORT**

There was a question about spark plugs for one bus. Pam and Brenda will discuss with Ed and report back in June's meeting.

## **NEXT MEETING**

The next meeting was schedule for Thursday, June 28, 2007 at 10:15 a. m. at 2417 S. Emma.

## **SIX MONTH MEETING SCHEDULE**

Pam proposed the six-month meeting schedule. With the exception of the November date, all other dates seem to be fine. The November meeting time will be discussed closer to that time and the Board's availability should be clearer.

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

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Don Greenlee, Chairman

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Cathy Reece, Vice Chairman

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Ernie Greiner, Secretary