

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

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

Absent: Dale Taylor

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 December 18, 2008 were presented. Following review, Randolph moved and Greiner seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of December were presented in the amount of \$30,995.09.

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

REVENUE/EXPENSE REPORT

Pam presented the reports December for 10-15 and Lee County accounts.

Pam noted that Lee County revenue was up \$21,004 from a year ago. Expenses are up \$11,283. The biggest increases are wages and fuel.

Pam noted that 10-15 revenue was up \$180,045 from a year ago. Expenses are up \$15,342. The biggest increases are wages and fuel declined somewhat.

Pam noted that requests for federal transit assistance were filed in January for the second quarter of the fiscal year.

RIDERSHIP REPORT

Pam noted that there were 20,144 rides provided in December compared to 17,837 in December last year. Mileage was up about 10,500 miles, and hours were up about 275 hours.

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

STATUS REPORT

Drivers and Cleaners

Pam updated the Board on the upcoming jobs and replacement staff. No action was taken.

Building Expansion

At this writing, the office area is nearing completion. Offices and the copy center have all been partitioned. Exterior windows have been installed, insulation is in place, and doorways have been framed. Pictures were provided.

The sheet rock has all been hung, taped and texturing is planned in the next several days. The electrical conduit has been placed and wiring is being pulled. The boiler has been hung (it's a wall unit) and plumbing has been completed. The plumbers are currently working on the thermostats and vent for the boiler.

The big remaining projects include: ceiling tile, painting throughout, tiling the floor, finishing the electric. When the carpenters and electricians are finished, we will have to contact our IT people to set up the computer plug in and the phone guy for phone service.

Pam has identified some small pieces of office equipment that will be added. This includes a bulletin board and mail station. The combined costs are less than \$700. Window coverings and other small items are being explored and will be reported on down the line.

The final work in the Conference Room will be laying the carpeting. This will not be done until all other work is finished.

In the mean time, we continue to work in the Conference Room.

Meetings on Service Expansion

Pam continues to meet with human service providers from the Ottumwa and surrounding counties. We have met with the Salvation Army and an agreement with Salvation Army for service to their youth group is in the works. Final details are being ironed out and service may initiate as early as mid-February.

In addition, we have initiated some discussion with American Gothic Home Care agency about service in Ottumwa and rural Wapello County.

These and other opportunities will be continually updated to the Board.

No action is needed at this time.

Clarification on FY 2010 Budget

Initially, the staff had recommended an increase of local tax dollars from each of the 11-counties for operating assistance. The amount was recommended to rise from \$3,500 to \$5,000. Based on federal and state revenue projections, that increase from local taxes will not be needed. These increases coupled with rate increases to customers should offset the projected expenses for FY 2010.

The Board requested staff to send letters to each county.

Legislative Activities

Attached to this report is a copy of the first "post card" that will be given to each elected official. Every other week during the legislative session a new post card will be inserted in their mail box. The "interesting facts" side of the post card will change, but the standard requests on side 2 will remain the same. This message will also be delivered in person on February 12 during the manager's site visit to the Capitol. Due to a schedule conflict, this year Transit will be represented by Tom Jones. Pam has been briefing Tom so that he will be prepared for this visit. In addition, personal invitations have been sent to the elected officials in all 11 counties.

On the federal level, preparations are underway for the site visit to the Congress and Senators in Washington, DC. Again, working with the Iowa Public Transit Association, our legislative agenda is being prepared. This will be presented in whole to the legislative staff, with a pocket agenda, for the elected officials.

This meeting is planned for March 9 through 11. Pam will be attending along with about 15 others from Iowa to deliver Transit's message.

No action is needed at this time.

Employee Recognition / Appreciation Dinner

The OTA Board has asked staff to explore the possibility of hosting an employee recognition / appreciation dinner. The purpose of the meeting would be to recognize drivers with 10 years seniority or more and to generally recognize and express appreciation for the dedication and quality customer services given.

The Knights of Columbus have offered to prepare and serve a dinner for drivers and one guest. The cost would be approximately \$11.25. The recommended date would be Tuesday, April 7, at 6:45 pm. We have 70 employees and 70 guests. Generally, 60% participation would be expected. With 100% participation the cost would be no more than \$1,575.00.

This would not be a mandatory event and thus drivers will not be paid to participate. We would recommend that the drivers be authorized to bring a bus and would further recommend that they travel together, if possible. Mileage for driving their personal cars will also not be paid.

The staff would recommend Board participation, if possible. If approved, the staff will prepare invitations and request an RSVP for final preparations.

The staff recommended that the Board authorize the staff to proceed with these arrangements.

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

PLANNING PROCESS

The likelihood of a Stimulus Package for transportation (both highway and public transit) is growing by the day. We have been inundated with information about the FY 10-13 Highway Stimulus package both from Iowa DOT and Area XV Regional Planning staff.

The timing and details for handing projects considered for Stimulus funding is complex. Peter Hallock's analysis from Iowa DOT provides the clearest overview. Key information from that report relative to transit only follows:

- It is projected that Iowa would likely receive about \$31.9 m, with \$19.9 m for urbanized projects and \$12 m for non-urbanized projects.
- These projects have to be ready-to-go construction or vehicle procurement. Half of the funds must be awarded within 120 days.
- Vehicle procurement is a high priority for Iowa DOT and Transit here as well.
- Vehicles replacements will be based on the PTMS rankings already in place as long as they are programmed in the TIP's and STIP and justified in PTDP's.
- There is no nonfederal match required for stimulus funded projects.
- It is recommended that we get everything worked up and schedule action for mid-February. Any draft amendments should be reviewed by Iowa DOT.
- Projects that are not already in a TIP or amended within a week or so of bill passage may not be considered in order to not jeopardize the remaining projects.

In that spirit, we have taken a look at the Transit Element of the STIP and the vehicles listed for FY 2010 through 2013. Following is a summary:

- There are a total of \$3,285,600 in vehicles planned for replacement in these 4 years using federal transit capital and Surface Transportation Program funds. The funding source for all of these has been changed to Stimulus funding.
- There are 23 10-15 Transit buses listed for a value of \$1,656,000. These are the upgraded low-floor buses we discussed about 2 months ago.
- There are 9 City buses listed for a value of \$1,530,000. These are the upgraded low-floor medium duty buses we discussed about 2 months ago.
- There are 3 OTA LIFT minivans listed for a value of \$99,600. These are similar to those in current operation.

The "before and after" spreadsheet with changes shaded is attached.

The staff recommends discussion of this information. Without taking action and making these projects ineligible for stimulus funding, the Board provided staff with direction.

SENECA PROPOSAL

This is the time and date for the annual preparation and submission of the proposal to Seneca for transportation services. The deadline was prior to this meeting. In light of the importance of this proposal and the long history of responding to this request for proposals, staff has finalized the documents and submitted them on behalf of the Board.

As a matter of documentation, however, it is important that the Board authorize the preparation and submission of these documents. This results in approximately \$120,000 annually for transportation to senior citizens in the 10-county served by Seneca.

The staff recommended that the staff be authorized to sign all documents and submit the proposal on behalf of the Board.

Beary moved and Greiner seconded a motion to approve the staff recommendation. Motion carried by unanimous vote.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the December report.

ELECTION OF OFFICERS

There are three officers on the 10-15 Transit Board: Chair, Vice-Chair, and Secretary.

Following a brief discussion, Rouw moved and Greiner seconded a nomination for Don Greenlee as Chair and Michael Beary as Vice-Chair. Motion carried.

Rouw moved and Kenning seconded a nomination for Ernie Greiner as Secretary. Motion carried.

NEXT MEETING

The next meeting was schedule for Thursday, February 26, 2009 at 10:15 a. m. at the Haz Mat Building

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:22 am.

Don Greenlee, Chairman

Michael Beary, Vice Chairman

Ernie Greiner, Secretary