

**10-15 TRANSIT BOARD  
MINUTES  
August 28, 2008**

**Present:** Jody McDanel                      Lawrence Rouw                      Greg Kenning  
                  Bill Randolph                      Ernie Greiner                      Cathy Reece  
                  Dale Taylor                      Michael Beary                      Bob Woodruff                      Don Greenlee

**Absent:** Mike Pech

**Others:** Pam Ward              Ed Mosbey              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 July 31, 2008 were presented. Following review, Kenning moved and Beary seconded a motion to approve the minutes as presented. Motion carried.

**EXPENSES**

Expenses for the Month of July were presented in the amount of \$57,899.69. There were no questions on the expenses. Pam noted that the payment to Verint was for final equipment needed for camera installation.

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

**REVENUE/EXPENSE REPORT**

The report for year end has been received and reviewed with the Board.

Pam noted that Lee County revenues increased \$15,440 while expenses increased \$32,421. Revenues exceeded expenses by \$5,838 at year's end.

10-15 Transit revenues increased \$161,956 while expenses increased \$192,812. Revenues exceeded expenses by \$31,437 at year's end.

Pam reviewed the major line items that resulted in the increased expenses. The reports were accepted as presented.

**RIDERSHIP REPORT**

Pam noted that there were 19,324 rides provided in July compared to 13,976 in June last year. Mileage was up about 25,000 miles, however hours were up about 8,000.

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

Follow-up has been made with Grooms and Company. They await final plans and specifications from Varco Pruden, building manufacturer. The footings cannot be poured until these are received so that the measurements can be precisely made.

In the mean time, Pam had made some contact with OSE, the office equipment supplier we have used for the past 8 years. They reclaim and rehabilitate office furniture components. This has resulted in good quality but less expensive options.

Additional office equipment will be needed for Brenda and Tom's offices. A request for a quote for a small conference table for Pam's office has also been requested. A more complete report will be provided if the quote is available prior to the Board meeting.

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

#### Grant Application

As reported last month, additional information has been provided on the New Freedom's and State Coordination grant applications. This will further justify rate increases as of October 2008.

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

#### Safety Seminar

In keeping with our priority of operating a safe and reliable bus service, we assembled some information to share with the staff at our all hands staff meeting on Tuesday, September 2. The slides prepared are attached for the Board's information.

At this meeting, we would like to provide safety recognition certificates to those who have been accident free or received no points for incidents.

The staff recommended the Chairman be authorized to sign these certificates on behalf of the 10-15 Board. We made a similar recommendation to the OTA Board for their Chairperson. Staff will purchase frames for these certificates.

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

Pam also reported on the ICAP Voucher Credits received over the past ten years. This has resulted in either reduced costs or returned revenues of almost \$122,000. A discussion followed on the policies of ICAP and operating philosophy.

#### **IOWA DOT AGREEMENT**

Iowa DOT has offered an agreement for Federal Operating Assistance in the amount of \$463,716. This is the amount used to calculate the FY 2009 budget for operating expenses.

The staff recommended the Chairperson be authorized to sign on behalf of the Board.

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

#### **PROGRESSIVE MAINTENANCE REPORT**

There were no questions on the July report.

Pam and Ed provided the Board with an update on the training installation of the bus cameras. The views and advantages of having that information were again reviewed with the board.

Beary questioned the vehicles showing past due full service work. Ed commented that generally these vehicles have received their full service but the entry has been missed for the report. Oil is changed every 4,000 miles.

No action was needed by the board.

#### **OTHER BUSINESS**

Pam described some concerns that she has about passengers who have been customers of 10-15 Transit, but are being referred to SIEBUS. She explained that in her opinion coordination policies really prohibit SIEBUS from operating in Lee County, but Iowa DOT has allowed this practice in both Fort Madison and Keokuk for the past 4 years. This would be similar to 10-15 Transit transporting customers in Muscatine, Des Moines or any other city outside our 11 county service area.

A full discussion occurred. Pam will do more research and will continue to report on developments in the monthly status report.

No action was requested.

**NEXT MEETING**

The next meeting was schedule for Thursday, September 25, 2008 at 10:15 a. m. at 2417 S. Emma.

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

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Don Greenlee, Chairman

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Cathy Reece, Vice Chairman

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Ernie Greiner, Secretary