

**10-15 TRANSIT BOARD  
MINUTES  
September 27, 2007**

**Present:** Mike Pech                      Lawrence Rouw                      Bob Woodruff  
                  Don Greenlee                      Michael Beary                      Bill Randolph  
                  Jody McDanel                      Dale Taylor                      Cathy Reece

**Absent:** Ernie Greiner                      Wapello County Rep.                      Dale Taylor  
                  Michael Beary

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

**Guests:** Chris Bower, Area XV RPC

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

**MINUTES**                      The minutes from the meeting of August 23, 2007 were presented. Following review, Greiner moved and Rouw seconded a motion to approve the minutes as presented. Motion carried.

**EXPENSES**

Expenses for the Month of August were presented in the amount of \$47,697.12.

Pech asked for an explanation on Background Checks. Pam reported that these are done annually on every employee at a cost of \$13 each. The costs are assigned by accounting code for each service.

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

**REVENUE/EXPENSE REPORT**

Pam presented the Revenue/Expense Report for the month of August.

She noted that Revenue for Lee County and 10-15 Transit were down, primarily due to the slow payment for waiver claims. That issue has been resolved and funds are now flowing as they normally would.

Expenses are up slightly for both Lee County and 10-15 Transit; however, both are within slow range of the annual percentage of the budget.

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

**RIDERSHIP REPORT**

In August 18,328 rides were provided;84,160 miles were driven; and 4,062.65 hours were spent in delivering the services. Last year, 15,514 rides were provided, 73,881 miles were driven, and 3,671.90 hours were spent in delivering the services.

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

**STATUS REPORT**

Drivers

Openings remain in Lucas County and Keokuk County.

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

Bus 975

At this writing, no response has been received after answering the second letter.

## General Personnel Information

Pam updated the Board on upcoming negotiations. A more complete report will be provided in October.

Pam updated the Board on training that has been received by Brenda regarding personnel matters.

Pam updated the Board on current work with Gayla Harrison.

Pam updated the Board on Legislative priorities for 2007-2008.

No action was needed at this time on any of these topics.

## **LOCAL CAPITAL PROJECTS**

In accordance with the purchasing policy, this update is provided on the projects listed on the attachment:

- The mezzanine has been completed per the design specified. In addition, we added lighting above the second level and under the newly installed floor allowing clear visibility in the storage area. In addition to the wiring, light fixtures were purchased. The side walls were sheeted with particle board enabling additional storage opportunities. The final price was \$6,928.
- The canopy over the fuel tanks was quoted at \$4,897. In accordance with the purchasing policy, we proceeded with that construction and design. The work has been completed according to the design. At a later time, we may install a movable, locked gate in front of the storage area further securing the area.
- The roof has been repaired as authorized in the August meeting. All leaks have been stopped. The rains were timely enabling the work to be completed and tested within 10 days. The final cost was \$4,025.

At this time, no further projects have been initiated.

We await quotes on the skid loader. They are anticipated to be received on 10-08-07.

In addition, Tom and Pam are working on the bus camera procurement with several other Iowa transit managers. Eight firms submitted proposals. An initial meeting was held 09-14-07 to evaluate the proposals. At this writing, the final evaluations are in the works. We anticipate presentations from the top 3 firms prior to mid-October. At that point, we anticipate contract award and we will be ready to place the order. Prices are not available at this writing.

Pam also updated the Board on the procurement for 10-15 Transit buses.

No action is needed at this time.

## **IOWA DOT AGREEMENT**

Iowa DOT has offered 10-15 Transit an agreement for Section 5311 Federal Transit Operating Assistance in the amount of \$457,563.

This federal operating assistance includes \$444,684 for general operating assistance and \$12,879 for additional operating assistance.

These funds are split between 10-15 Transit account and Lee County account.

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

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

## **PROGRESSIVE MAINTENANCE REPORT**

Ed reported that Bus 012 will be getting an engine replacement soon. He explained the problems and costs associated with two options for repair. The Board concurred with the decision to replace the engine based on costs.

Ed also noted that we are now also recycling plastic containers.

Rouw asked about the lifts used in the buses. Ed and Pam provided that information and will provide additional information as needed.

**NEXT MEETING**

The next meeting was schedule for Thursday, October 25, 2007 at 10:15 a. m. at 2417 S. Emma.

**ADJOURNMENT** With no further business to conduct, the meeting was adjourned at 11:00 a. m.

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Don Greenlee, Chairman

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Cathy Reece, Vice Chairman

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Ernie Greiner, Secretary