

**10-15 TRANSIT BOARD
MINUTES
December 18, 2008**

Present: Jody McDanel Lawrence Rouw Greg Kenning
 Michael Beary Ernie Greiner Mike Pech

Absent: Cathy Reece Bill Randolph Bob Woodruff
 Dale Taylor Don Greenlee

Others: Pam Ward Brenda Stevens

Guests: Chris Kukla, Area XV RPC

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

MINUTES The minutes from the meeting of October 30, 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 October were presented in the amount of \$346,825.08. Expenses for the month of November were presented in the amount of \$40,176.64.

The Board asked about the charges for physicals. Pam noted that the physical is \$80, but the Urine Analysis is an additional \$15 totally \$95. The Board also questioned the cost of drug testing. Pam explained that there is a charge for the test and a collection site charge as well.

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

REVENUE/EXPENSE REPORT

Pam presented the reports October and November for 10-15 and Lee County accounts. The November report was reviewed.

Pam noted that Lee County revenue was up \$24,436 from a year ago. Expenses are up \$13,120. The biggest increases are wages and fuel.

Pam noted that 10-15 revenue was up \$176,154 from a year ago. Expenses are up \$16,037. The biggest increases are wages and fuel.

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

RIDERSHIP REPORT

Pam noted that there were 29,269 rides provided in October compared to 29,928 in October last year. Mileage was down about 50,000 miles, and hours were down about 300 hours.

Pam noted that there were 20,902 rides provided in November compared to 22,725 in November last year. Mileage was down about 1,195 miles, and hours were down about 200 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

The progress made in the last 3 ½ weeks since the last Board meeting is remarkable. We have contacted both IT and phone contractors about establishing temporary phone and IT service during the remodeling process. It will be completed so the contractors are not delayed and service is not interrupted.

Furnishings

Furnishings for the Operations Manager's office (Tom's) and the Finance Officer's office (Brenda's) have been prepared by OSE. Prices were also quoted for disassembling and re-configuring the work stations for the three dispatchers using existing components.

The total cost is \$3,962.12. In light of the fact that the dispatchers work stations will be to be disassembled for construction to progress, and staff will do the dismantling, a discount of \$201.08 has been given. This will result in a total cost of \$3,721.64.

The staff recommended that the Board authorize this expenditure.

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

Paints and Floor Covering

Selection of paint color has been made. It will be very similar to the current wall color, with the exception that it will be an eggshell finish rather than flat. This should result in better "wash-ability", although the flat paint hasn't been bad.

Two quotes were solicited from local merchants: Richwell Carpet and Cabinet Center and Floor to Ceiling Store. A total of 3 different carpets were evaluated from each merchant. The spreadsheet following gives information on those carpets selected.

Each merchant estimated the quantity requirements at 72 square yards. Samples were brought into the office to compare color against wall color, tile, and furniture.

Two selections (Functional from Floor to Ceiling and Source One from Richwell's) were eliminated because of the color options. Valedictorian from Floor to Ceiling was eliminated because it was the same as Labyrinth from Richwell's but about \$150 more expensive.

Of the three remaining choices, the staff recommended the Town Meeting selection. It is the middle range in prices. The material is 58% Polypropylene and 42% Nylon. Both materials, individuals and in concert, reportedly have very high wearability. The Density Rating on this carpet is the highest among all six options selected. The density factor reflects the tightness of the yarn to the primary backing. The higher the number, the more dense the carpet. More density results in longer wear.

This carpet is not the lowest price, but it stands to offer the longest wear. The staff recommends that the Board authorize this expenditure.

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

Construction Oversight

As the construction project continues to progress, Ed has been providing general oversight. He has answered questions and generally observed to make sure that the project is being done according to our expectations.

At this time, the City's Electrical inspector has signed off on the rough in electrical work. The Contractors can now begin removing existing windows and relocating them to the new addition. Sheet rock will begin to be installed and mudded.

The weekend of December 13 and 14, the dispatcher workstations will be disassembled and stored until the work is completed. Ed will help coordinate this project and assist in relocating the furnishing needed to set up the dispatch and office area temporarily.

No action is needed by the Board.

Meetings on Service Expansion

Pam continues to meet with human service providers from the Ottumwa and surrounding counties. We hope to initiate an agreement with Salvation Army for service to their youth group after the first of the year. 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.

ICAP Refund

ICAP has issued the second return on the Cumulative Reserve Fund to 10-15 Transit. The amount issued was \$12,573.73. Pech asked if this was a check. Staff replied that it is and the check has been deposited in the account. No action was needed.

SERVICE CONTRACTS

Pam provided a list of all contracts that have been executed by our customers. The effective date is January 1, 2009 through June 30, 2009. In all likelihood, a rate increase will be necessary around July 1, 2009.

Following a brief discussion, Pech moved McDanel seconded a motion authorizing the Secretary to sign the contracts on behalf of the Board. Motion carried.

IOWA DOT AGREEMENT

Pam reported that Iowa DOT has issued an amendment to our existing agreement that corrects the problem with the fifth bus and allows us to pay the vendor.

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

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

FY 2010 BUDGET

The draft of the FY 2010 budget was provided. The following comments are offered for your discussion and consideration. The following information was provided:

Lee County Revenue

1. The Federal Operating Assistance at the same level of FY 2009 will be allocated, resulting in a 13% increase.
2. The budget reflects an increase due to rate increases.
3. The State Transit Assistance at the same level of FY 2009 will be allocated, resulting in an 8% increase.

Lee County Expense

1. The budget reflects a 3.5% increase in wages. This is the rate negotiated in our Collective Bargaining Agreement.
2. We have budgeted fuel at the same price as FY 2009, assuming favorable prices will continue, although not assured.

10-15 Revenue

1. No capital revenue (or expense) is presented in the draft. If and when we find out about federal appropriations, this budget may require amendment, if we receive any money for buses and intend to expend them in FY 2010.
2. An increase in State Transit Assistance is shown.
3. The budget requests a \$1,500 increase in our local tax. This will generate about \$50,000 in local taxes to be used for capital and operating.
4. The budget reflects an increase due to rate increases.

10-15 Expense

1. The budget reflects a 3.5% increase in wages. This is the rate negotiated in our Collective Bargaining Agreement.
2. We have budgeted fuel at the higher price as FY 2009, assuming favorable prices will continue, although not assured.

New Information

We have received the first draft estimates from Iowa DOT for Federal Transit Assistance and State Transit Assistance. Based on those projections, 10-15 is slated to receive an increase of 14% in Federal Transit Assistance and an 8% increase in State Transit Assistance. This will result in greater revenue over expense balances; however, our reserves are very low. This also includes the need for requesting the \$1,500 increase in our local tax from \$3,500 to \$5,000.

Beyond these factors, the federal and state transit assistance increases will allow us to set aside some local money for capital bus purchases, if and when, the federal capital funds become available.

The 3.5% increase proposed and other adjustments in distribution more than allowed for this increase.

The staff recommends that the FY 10 draft budget as presented be adopted, subject to amendment, and submitted to the City Finance Department, less the additional \$1,500 per county.

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

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the October or November report.

NEXT MEETING DATES

Proposed dates for the next six month's meetings were presented. There were no objections.

NEXT MEETING

The next meeting was schedule for Thursday, January 29, 2009 at 10:15 a. m. at the Haz Mat Building

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

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary