

**10-15 TRANSIT BOARD
MINUTES
January 24, 2008**

Present: Mike Pech Lawrence Rouw Greg Kenning
Dale Taylor Michael Beary Cathy Reece
Bob Woodruff Jody McDanel Ernie Greiner

Absent: Bill Randolph

Others: Pam Ward Brenda Stevens Ed Mosbey

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 20, 2007 were presented. Following review, Reece moved and Kenning seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of December were presented in the amount of \$71,905.53.

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

REVENUE/EXPENSE REPORT

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

Revenues for Lee County are up \$9,339 from a year ago. Revenues for 10-15 are up \$92,006 from a year ago.

Expenses for Lee County are up \$8,050 from a year ago. Expenses for 10-15 are up \$68,184 from a year ago.

The Board expressed great concern about fuel prices and asked whether contract rates would require adjustment in FY 2009. Pam noted that the contract rate increase was not projected in the draft budget; however, this would have to be reviewed again before the contract agreements were issued for FY 2009. Another option is a mid-year adjustment as provided in the contract language. Pam stated that rates were adjusted a year ago (Jan 2007).

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

RIDERSHIP REPORT

In December 18,126 rides were provided; 69,788 miles were driven; and 3,633.90 hours were spent in delivering the services. Last year, 21,282 rides were provided, 83,125 miles were driven, and 4,024.25 hours were spent in delivering the services.

Pam noted the impact weather had on the services provided. Decreases were seen across the board.

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

STATUS REPORT

Drivers

Pam reported that openings in Lee County will be filled by Roy Jones, Nina Klesner, and Jim Cornelius as authorized by the OTA Board.

The opening in Wapello County will be filled by Roger Vaughn as authorized by the OTA Board.

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

Bus 975

Pam has notified our attorney that we want to proceed with mediation as stipulated by Iowa DOT. Pam has requested that Iowa DOT fully participate since the settlement demand is their call.

Labor Negotiations

Pam updated the Board on labor negotiations as of this meeting.

Bus Cameras

In July 2007, work began on the procurement process for on-board camera equipment. This procurement has been a consortium purchase for OTA, 10-15 Transit, and seven (7) other transit systems. Those systems include Waterloo, Clinton, and Regions 8, 9, 11, 13 and 3. Together, we have reviewed 13 proposals, checked references, scored and ranked the proposals. We have narrowed the field to a competitive range and in the end, there has been a consensus reached to recommend Verint as the successful vendor.

Letters of intent to award have been sent to the top 2 finalist. They will have until January 17 to file a protest, although no protest is expected. Copies of those letters are attached.

The equipment that must be purchased includes on-board cameras and secure boxes to hold the equipment on the buses. The unit price for the basic (4-camera) set is \$3,935.56. The unit price for the secure box is \$263.89. These prices include the related software. The installation fee will be minimal and directed toward training our mechanics to perform the work and maintain the system. The final piece of equipment is a "viewing station". We have a laptop that was purchased to manage the RouteMatch on-board equipment. There is adequate space on this machine to handle the software and viewing requirements based on information available at this time.

OTA has a contract for \$12,800 and has set aside \$16,000 in local money for the cameras. In order to equip all 9 buses, the staff recommends the Board increase that amount by \$9,200 or about \$38,000 total.

10-15 Transit has a contract for \$8,000 for facility surveillance. The staff recommends this agreement be amended to on-board camera surveillance. In addition, 10-15 Transit has dedicated \$20,000 in local money for cameras. Again, the staff recommends an increase of \$10,000 to equip 9 buses in the fleet.

At this time, the staff recommended that the Board authorize the purchase of the on-board cameras from Verint. Further the staff recommends an increase of \$9,200 from OTA and \$10,000 from 10-15 Transit for on-board cameras. Finally, the staff recommends the staff be authorized to request an amendment to the \$8,000 contract for additional on-board cameras.

The Board asked numerous questions about the operation of the system, the advantages and uses, and staff attitude about having cameras on board. Pam will continue to update the Board.

Following the discussion, Greiner moved and Reece seconded a motion to approve the staff recommendation. Motion carried.

DOT Agreement

Iowa DOT has offered us an amendment to an existing contract. This amendment extends the expiration date on this agreement.

The staff recommends the Chair be authorized to sign these documents.

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

FUTURE PLANNED PROJECTS

Office Expansion

We have begun working on the specifications for the office expansion. A really rough drawing has been created and taken to the City's Engineering Department for fine tuning. Their draftsman will create a drawing to scale showing the floor plan, windows and door openings. A rough drawing was provided for Board's review.

As to time frame, we hope to get that drawing from Engineering by the end of February 2008. A list of other key dates was presented for the Board's consideration. Our goal is to begin construction shortly after July 1 and have the expansion completed by March 1, 2009.

No action is needed at this time, but comments on the floor plan would be welcome. If there are no objections to this plan, we will move forward and request action in March.

Personnel Reorganization

Pam reviewed tables of organization displaying our current status, that of a Peer agency (River Bend Transit), and our proposed new look. She provided key comparatives and tasks accomplished under each organizational model.

Pam reviewed the proposed wage scale for the non-union positions. Due to contract negotiations no change has been recommended for the other positions.

The next step is implementation of the changes. This should begin in the spring and will probably span 6 to 9 months.

The staff was directed to begin drafting job descriptions for all the new positions and reorganized positions. These will be done over the two months and presented to the Board for acceptance.

No action was taken at this time. The Board directed Pam to report on grant funds and an amount for this staff expansion at the next meeting.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the December report.

OTHER BUSINESS

Election of Officers

Following a brief discussion, it was decided that the current officers (Don Greenlee, Chair, Cathy Reece, Vice-Chair, and Ernie Greiner, Secretary) would continue for 2008.

NEXT MEETING

The next meeting was schedule for Thursday, February 28, 2008 at 10:15 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:20 a. m.

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary