

**10-15 TRANSIT BOARD
MINUTES
May 29, 2008**

Present: Bob Woodruff Lawrence Rouw Greg Kenning
Bill Randolph Jody McDanel Ernie Greiner
Cathy Reece Michael Beary Dale Taylor
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 April 24, 2008 were presented. Following review, Greiner moved and Randolph seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of April were presented in the amount of \$54,346.09.

The question was asked about the differing charges for cleaning. Pam explained that the drivers are paid \$10 per cleaning. Generally, they are to clean their bus once a week. Some drivers clean less frequently resulting in charges of less than \$40. Some drivers are moved to a different vehicle and that often results in higher cleaning bills or they submit for multiple months.

The question was asked about the payment to Truck Repair for a jump start. Pam reviewed the invoice. Truck repair charged 2.5 hours for the early call out plus \$51 for mileage. The hourly rate is about \$64.00/hour for government service.

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

REVENUE/EXPENSE REPORT

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

Revenues for Lee County are up \$15,957 from a year ago. Revenues for 10-15 are up \$170,059 from a year ago.

Expenses for Lee County are up \$25,159 from a year ago. Expenses for 10-15 are up \$151,836 from a year ago.

Pam was asked to investigate and report on the bank account being insured and secured. She will speak to Mike Heffernan about this and report in June.

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

RIDERSHIP REPORT

In April, 28,129 rides were provided; 101,932 miles were driven; and 5,035.00 hours were spent in delivering the services. Last year, 23,055 rides were provided, 88,174 miles were driven, and 4,529.35 hours were spent in delivering the services.

Pam noted that each month more service is provided than last year, partially due to fuel costs and partially due to other factors. Two areas were highlighted – Fairfield Taxi and King's Kids as major increases. The addition of Monroe Professional Management also helps the overall picture.

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

STATUS REPORT

Drivers

Pam updated the Board on the upcoming job bidding. No action was taken.

Greg Neal

Pam updated the Board on Greg Neal. No action was taken.

Personnel Reorganization and Expansion

Pam updated the Board on the progress of the personnel reorganization and expansion.

Based on the outcome of those discussions, we will begin advertising to fill the remaining positions.

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

Bus Cameras

All 20 – 4 Camera systems have now been received. There have been 3 – 1 Camera systems installed in 3 separate minivans. This has given the mechanics an opportunity for additional training.

As part of the procurement on the 4-camera systems, Verint has agreed to provide 1 day training for the installation of the system. This is at no charge to the system. Since we have placed 2 orders, we will have the advantage of receiving 2 days of training. There are some differences between the light duty buses in the 10-15 Transit fleet and the OTA fleet of medium duty buses. One significant difference will be camera placement and focusing to maximize coverage.

A date for the on-site training has not been set. We anticipate that within the next 30 days.

No action is needed at this time.

Building Expansion

Two bids were received. Grooms and Company bid \$137,000. Bridge City Construction bid \$177,619. Pam reviewed line item by line item each of the bids.

The staff recommended that the bid of \$137,000 submitted by Grooms and Company be accepted and that the staff be authorized to proceed accordingly. Pam and Ed noted that we have worked and completed successful projects with both contractors.

Greiner moved and Woodruff seconded a motion to accept the staff recommendation. Motion carried.

Grant Application

As reported last month, additional information has been provided on the New Freedom's and State Coordination grant applications. No new information has been received.

Cell Phone

Pam noted that US Cellular has reassigned a new account rep for the cell phone account. With the pending changes, we should see a decrease in costs of about \$300/month for the same number of lines. No action was needed.

Skid Loader

Ed and Pam reported that the skid loader had been used almost exclusively for snow removal this past winter. It has saved innumerable hours. There are currently 35 hours on the engine. No action was needed.

IOWA DOT AGREEMENT

We are very excited and pleased to report that Iowa DOT has issued an agreement to 10-15 Transit for the purchase of five (5) additional buses. Two of the funded amounts will replace buses that are 1998 vintage. Three buses will be additions to the fleet and will be provide us with the ability to expand services using this equipment.

Continuing with good news, when we recently initiated the bus procurement, we “guaranteed” the purchase of 2 buses and requested quotes for 9 optional gas engine buses and quotes for 9 optional diesel engine buses. We have been notified that our “guaranteed” purchase of 2 buses will be delivered in about 2 weeks. Of the 18 optional units, we had assigned the right to purchase 13 of these buses to other transit systems in Iowa. This left 5 buses on the original procurement.

We have recently placed an order for those 5 buses. The vendor has notified us that it appears he will be able to reserve 2008 chassis and that the 5 additional buses will be delivered with identical equipment at the identical price of the two we should be receiving shortly.

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

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

Henry County Agreement

Henry County has offered us an agreement to transport clients who reside in one of the 11 counties served by 10-15 Transit. The rates are consistent with our current rates.

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

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

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the April report.

SIX-MONTH MEETING SCHEDULE

Pam proposed dates for the next six months for meetings. There were no known conflicts. Pam will send to Dave Sertterh and request that the Board be able to meet at the Haz Mat building during the construction months noted.

NEXT MEETING

The next meeting was schedule for Thursday, June 26, 2008 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.

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary