

**10-15 TRANSIT BOARD
MINUTES
September 25, 2008**

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

Absent: Cathy Reece

Others: Pam Ward Ed Mosbey Brenda Stevens

Guests: Cara Wessling and Chris Kukla, Area XV RPC

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

MINUTES The minutes from the meeting of August 28, 2008 were presented. Following review, Beary moved and Greiner seconded a motion to approve the minutes as presented. Motion carried.

EXPENSES

Expenses for the Month of August were presented in the amount of \$58,727.61.
There were no questions on the expenses

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

REVENUE/EXPENSE REPORT

Pam presented the reports for July and August for 10-15 and Lee County accounts.

Pam noted that Lee County revenue was up \$14,616 from a year ago. Expenses are up \$8,843. The biggest increases are wages and fuel.

Pam noted that 10-15 revenue was up \$43,012 from a year ago. Expenses are up \$22,068. The biggest increases are wages and fuel.

Pam noted that at the end of the first quarter, she will apply for a portion of the federal funds. This will transfer into the accounts in either October or November.

RIDERSHIP REPORT

Pam noted that there were 15,608 rides provided in August compared to 18,328 in August last year. Mileage was down about 9,000 miles, and hours were down about 400 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.

Safety Seminar

The safety certificates were well received by the staff. Thanks for allowing us to provide that recognition.

As a part of the safety seminar, we surveyed the drivers about our performance as a company and dealing with customers. A summary of this work is attached for your review.

As a result of this work, we plan on surveying drivers about vehicle design and configuration. There were some very interesting comments offered about the current configuration and the ideas may enable us to make changes to our specifications at little or no additional cost.

We are also going to initiate a customer satisfaction survey that will be mailed to our customers along with their monthly invoice. It can be completed and returned with their payment.

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

Building Expansion

The plans and specification, including the footings have been finalized with Varco Prudent. Grooms had signed off on the final design and the order for the building has been placed.

Grooms and Company has applied for a building permit through the City. They estimate that foundation work will commence within the next 2 weeks.

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

Grant Application

As reported last month, the State Coordination grants have not been reported on by Iowa DOT. After pursuing various other avenues, I have finally received an affirmative response. The application has been funded. The contract is being drafted. If it is approved and received prior to the Board meeting, the staff will recommend that the Chairman be authorized to sign on behalf of the Board.

Contracts have been forwarded to our customers with the effective date of January 1, 2009.

Iowa DOT has also offered us an agreement for New Freedom funds. These funds were included and approved with our grant application.

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

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

Supplemental Information

On Friday, September 19, 2008, Brenda and Pam met with Ed, Richard and Travis to talk specifically about maintenance items. Following is a summary of the information exchanged:

- New Buses – 5 new buses have been received. Upon final inspection and preparation for service, the proposed assignments were discussed. This will probably happen within the next 8 to 10 weeks.
- Camera Installation – 10 cameras will be installed in the 10-15 Transit buses. Those buses were designated. The rotation and re-assignment was discussed and taken into consideration. 2 cameras remain for the city fleet.
- Bus Disposal – 3 buses will be disposed of through the Iowa DOT established process. Those buses were designated based on age, repair costs, mileage, and dependability.
- Lee County Big Buses – 2 of the 3 Big Buses we inherited from Lee County have been getting very little use. Because of this, the vehicles have routine problems with dead batteries and other maintenance issues. It has been determined that they will be brought to Ottumwa where they may get more use due to their capacity.

Because of driver input on the buses and their configuration, problems that were identified were discussed with maintenance. Several decisions were made:

- We will order the flat floor configuration on the next 2 buses. The cost increase is minimal and it may address the issue of seat spacing and available floor space. It also aids in cleaning.
- There is a barrier and stanchion near the interior lift. This will be moved forward to give passengers on that side of the bus more knee room. The other seats will be adjusted a little too. Again, this addresses the concerns on the new configuration.
- Driver's seats are a concern. Ed has figured out a fix and he will begin scheduling those buses in the 01, 03, and 04 series for that retrofit. Those that have been made are receiving favorable driver comments.
- There was some discussion about extending the bus body by 10". This increases the overhang, may result in dragging without driver's care, but on the positive side, may accommodate better seat spacing. Another down side is that the buses will not fit into the 10-15 garage in Ottumwa. They will be too long.

Input was requested on future capital projects to include in the planning process. Without much time, five projects were identified:

- Maintenance shop expansion through the State Infrastructure Program in FY 2010 or local funding in FY 2011.
- Tire machine and balancing machine replaced. The current one was purchased used for \$500 several years ago.
- Maintenance truck replacement in FY 2010 and FY 2011.
- Industrial vacuum for bus cleanings. Explore options available.

Finally, we decided to seek a bus cleaner replacement and discussed the schedule and possible changes. The order was placed with Iowa Workforce.

No action is needed by the Board.

PROGRESSIVE MAINTENANCE REPORT

There were no questions on the August 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. Tom Jones provided an example taken from the City Buses earlier in September.

No action was needed by the board.

OTHER BUSINESS

Pam noted that for some time, we have been using staff from Experience Works (Formerly Senior Employment) to assist with general shop and bus cleaning. They have assigned 2 employees to us. We have received a request for a contribution. Last year, we contributed \$250.

Greiner moved and Pech seconded a motion to approve the contribution for \$250. Motion carried.

NEXT MEETING

The next meeting was schedule for Thursday, October 30, 2008 at 10:15 a. m. at 2417 S. Emma. Based on construction progress, the location may change to the Haz Mat building.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 10:55 am.

Don Greenlee, Chairman

Cathy Reece, Vice Chairman

Ernie Greiner, Secretary