

**10-15 TRANSIT BOARD  
MINUTES  
December 20, 2007**

**Present:** Mike Pech                      Lawrence Rouw                      Greg Kenning  
Dale Taylor                      Michael Beary                      Cathy Reece

**Absent:** Bob Woodruff                      Jody McDanel                      Ernie Greiner                      Bill Randolph

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

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

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

**MINUTES**                      The minutes from the meeting of November 15, 2007 were presented. Following review, Rouw moved and Peck seconded a motion to approve the minutes as presented. Motion carried.

**EXPENSES**

Expenses for the Month of November were presented in the amount of \$52,455.26.

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

**REVENUE/EXPENSE REPORT**

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

Revenues for Lee County are up \$3,976 from a year ago. Revenues for 10-15 are up \$96,263 from a year ago.

Expenses for Lee County are up \$9,609 from a year ago. Expenses for 10-15 are up \$84,652 from a year ago.

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

**RIDERSHIP REPORT**

In November 22,725 rides were provided; 87,648 miles were driven; and 4,165.15 hours were spent in delivering the services. Last year, 20,038 rides were provided, 86,928 miles were driven, and 4,280.70 hours were spent in delivering the services.

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

**STATUS REPORT**

Drivers

Openings remain in Lee County. Pam updated the Board on efforts to fill the openings.

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

Bus 975

Options were discussed regarding settlement. The staff will pursue these options and report in January.

Labor Negotiations

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

## Local Capital Projects

Attached is the chart depicting the progress on the local capital projects. At this writing, we have invested about \$61,000 in local capital projects. Our target is \$134,900. We will be able to meet that and may exceed that goal with the bus cameras.

At this writing, we have received the Best and Final Offer from the two vendors. Our next step is to recommend the final selection to Iowa DOT. It is important to note that the higher of the two vendors did significantly lower their final price. The difference between the two on cost is now within a reasonable range. If finalized, a recommendation will be made at the Board meeting with a request for action.

Pam stated that the recent power outage demonstrated a need for dependable back-up power. One estimate has been received. She and Ed will seek another estimate. This may delay the replacement of the service truck. The dollar amount is expected to be nearly the same.

## RouteMatch Deployment

As you know, Tom has been giving you regular updates on the RouteMatch deployment. On November 28, Tom and I participated in an Iowa Users Group meeting in West Des Moines. Participants included all users with two exceptions. Neither Iowa DOT nor any of the vendors were invited to attend. The purpose was not to gripe, but to candidly and without constraint discuss the implementation and deployment of both RouteMatch and Mentor Rangers' software.

Following is a summary of the universal findings:

- None of the deployments stayed within the initial budget. This was due to change orders, equipment upgrades, and software changes. The overages ranged from 10% (us) to 36% (Region 1). Others are in-between.
- All of the systems either have a dedicated dispatch staff to work with RouteMatch / Mentor or have had to create one to perform this work. NOTE: We have not taken this step, but must give this some hard consideration soon, if we are to utilize even a portion of the investment.
- None of the systems are using the full capacity of the TS RouteMatch software. There are functional problems, invalid conclusions offered to queries, or erroneous reports. We have the PM version, but have concluded that we will not be able to utilize the software for billing or automatic scheduling as anticipated. We hope to be able to use it for manual scheduling and rider verification. Much of the data entry work performed now will have to be continued to assure a level of accuracy now enjoyed.
- None of the systems report improved efficiencies like more rides in fewer hours. None report being able to reduce costs. Many report higher costs due to staffing requirements for example.
- None of the systems report full satisfaction. To quote one user: "I don't think expectation have (or will) come to fruition. But it's all we have. None of the systems feel it is appropriate to walk away from the investment.

Pam noted that this information is being compiled into a comprehensive report and will be presented to Michelle McEnany, Iowa DOT Director, Office of Public Transit and Bob Krause, Project Manager in the Office of Public Transit.

## DOT Agreement

Iowa DOT has offered us an amendment to an existing contract. This amendment changes the buses to be replaced with these funds.

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

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

## Monroe County Professional Management

Pam presented a contract for services between Monroe County Professional Management and 10-15 Transit. The staff recommended the Vice Chair be authorized to sign these documents.

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

## Seneca Proposal

Seneca has offered a request for proposals to 10-15 Transit for transportation. This is an annual process. The deadline for submission is before our January meeting. The funds available for transportation have been increased to \$123,090.

Because the Chair was not available and the Vice Chair, Cathy Reece, serves on the Seneca Board, the forms requiring the Chair's signature will be held until the January meeting with permission from Seneca.

Taylor moved and Kenning seconded a motion to authorize the submission of this proposal. Motion carried. Reece abstained.

### **DRAFT BUDGET FY 2009**

Attached are the two spreadsheets for Lee County and the other ten counties. Following are the noted changes between actual revenues / expenses incurred in FY 2007, budgeted revenues / expenses projected in FY 2008, and proposed revenues / expenses for FY 2009.

- The Federal Operating Assistance is projected to increase slightly with 11.78% allocated to Lee County and 88.22% allocated to 10-15 Transit.
- The State Operating Assistance is projected to decrease slightly with 7.8% allocated to Lee County and 92.2% allocated to 10-15 Transit. Both FTA and STA Operating are based on the percentage of rides generated.
- The Federal Capital Assistance is projected to buy a total of 6 buses: 4 from the statewide earmark and 2 from STP money. These buses have been incorporated in the planning documents.
- Salaries have been projected for both Lee and 10-15 Transit based on a straight 3% increase. This is merely a projection due to pending union negotiations. We are also pursuing additional funding to assist with costs for expanded services in Lee, Appanoose, Jefferson, Lucas, Monroe and Wapello Counties.
- Notations relative to the "New Look" have to do with staff changes and creating a dispatching staff for RouteMatch.
- The expenditure of \$58,000 reflects a portion of the cost for office expansion needed to accommodate additional staff and reorganization.

The staff recommended that the budget for Lee and 10-15 Transit be adopted as presented with the understanding that amendments may be needed when negotiations are complete.

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

### **FUTURE PLANNED PROJECTS**

Attached is a spreadsheet depicting the planned projects for FY 2009. The lower section shows those projects that will affect Lee and 10-15 Transit. The column noted with 2009 shows the total project costs. State and Federal funds included on the draft budget sheet shows the breakout.

Following is a line by line description of the planned projects:

- General / Operation / Maintenance / Administration includes all the operating costs to keep the buses on the road in the status quo. Federal and State Operating Assistance as well as contract revenues and fares go to offset the total costs.
- Operation / Maintenance / Administration Capital Equipment fulfill our local obligation since we no longer use Federal funds for small capital projects. This year's project joins OTA and 10-15 Transit funds to pay for an office expansion.
- Expand Bus Service Hours using both New Freedom and Coordination funding will assist in the costs in 6 of our 11 counties. Separate applications will be completed and presented to the Board for action at a later date.
- Replacement of four buses uses funding from the statewide capital earmark. This project is contingent upon receiving the funds.
- Replacement of two buses using STP funding reflects the applications authorized in the November meeting. Funding is assured on this project.

As with any planning project, the cost estimates are best guesses based on the known facts.

The staff recommended that the Board adopt these projects for planning purposes and staff direction. Separate action will be taken as these projects are initiated.

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

### **PROGRESSIVE MAINTENANCE REPORT**

Ed reported we had lost an engine on Bus 981. He is in the process of preparing to replace the engine and perform other work as needed.

### **OTHER BUSINESS**

Pam presented the proposed meeting dates for January – June, 2008. There were no known conflicts.

**NEXT MEETING**

The next meeting was schedule for Thursday, January 24, 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.

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Don Greenlee, Chairman

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Cathy Reece, Vice Chairman

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Ernie Greiner, Secretary