

**10-15 TRANSIT BOARD
MINUTES
February 23, 2017**

Present Lee Dimmitt Dennis Smith Ted Nixon
 Mark Doland Deke Wood Greg Kenning

Staff: Jay Allison Stephanie Diveley

Guests: Bob Breckenridge, Chris Kukla,

AGENDA: The agenda was presented and accepted.

MINUTES

The minutes from the meeting of January 26, 2017 were presented. Lee Dimmitt moved and Deke Wood seconded. Motion carried.

EXPENSE REPORT

Expenses for the month of January, 2017 were presented. Ted Nixon moved and Mark Doland seconded a motion to approve the expense reports, Motion carried.

FINANCIAL REPORTS

The Financial reports for January, 2017 were reviewed.

RIDERSHIP

The January, 2017 ridership were reviewed.

PROGRESSIVE MAINTENANCE REPORT

The January, 2017 progressive maintenance report and full service reports were reviewed.

APPROVE POLICY: Priority Seating

Ted Nixon made a motion to approve, Lee Dimmitt seconded. Motion carried.

APPROVE POLICY: Code of Ethics for Procurement

Mark Doland made a motion to approve, Dennis Smith seconded. Motion carried.

APPROVE POLICY: Return-To-Work Policy

Ted Nixon made a motion to amend Policy from a 60-day Modified Duty Assignment to a 30-day Modified Duty Assignment, Deke Wood Seconded. Motion carried.

Mark Doland made a motion to approve amended Policy, Lee Dimmitt seconded. Motion carried.

APPROVE POLICY: Designated Healthcare Provider Policy

Lee Dimmitt made a motion to amend Policy to remove prior approval of IMWCA from Policy, Mark Doland seconded. Motion carried.

Lee Dimmitt made a motion to approve the amended policy, Deke Wood seconded. Motion carried.

APPROVE POLICY: Full Function capacity Physical Policy

Lee Dimmitt made a motion to approve, Dennis Smith seconded. Motion carried.

APPROVE POLICY: Credit Card Policy

Ted Nixon made a motion to approve, Mark Doland seconded. Motion carried.

OTHER BUSINESS

There was a recommendation to put a sign on the shop door saying "Authorized Personnel Only." The Board wants to make sure any vendor coming onto our premises has valid "Proof of Insurance" to cover themselves in case of any accident. Jay discussed an advertising idea of direct mail inserts or coupons sent to the general public to raise awareness of 10-15 Transit operations while providing a free ride to use our service. A recommendation by Ted Nixon was to do a trial run in an area and move into other areas of service. This will allow operations to see the impact on this initiative. Jay informed the board we recently purchased an enclosed maintenance trailer. Additional transportation into surrounding towns for North Hy-Vee Shuttle starts in March, Fremont is the 1st Friday, Agency is the 2nd Friday, Eldon is the 3rd Friday of every month. Jay stated he received contracts for 6 new buses and 2 new mini vans. Board made a request for operations manager and mechanic to leave credit cards at the office.

- No further business.
- **NEXT MEETING** - The next meeting will be March 23, 2017 at 10:15am at 612 S. Madison Avenue in the Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:45 a.m. with a motion by Lee Dimmitt and a second by Deke Wood at 11:45 a.m.

Greg Kenning, Chairman

Lee Dimmitt, Vice Chairman

Ted Nixon, Secretary