

**10-15 TRANSIT BOARD
MINUTES
December 19, 2019**

Present Mark Waits Alan Yanke Deke Wood Dale House
 Lee Dimmitt Dennis Smith Tom Swearingin

Staff: Jay Allison Stephanie Diveley

Guests:

AGENDA: The agenda was presented and accepted.

MINUTES

The minutes from the meeting of November 21, 2019 were presented. Deke Wood moved and Dennis Smith seconded. Motion carried.

EXPENSE REPORT

Expenses for the month of November, 2019 were presented. Mark Waits moved and Alan Yahnke seconded a motion to approve the expense reports, Motion carried.

FINANCIAL REPORTS

The Financial reports for November, 2019 were reviewed.

RIDERSHIP

November, 2019

PROGRESSIVE MAINTENANCE REPORT

The November, 2019 progressive maintenance report and full service reports were reviewed.

PERSONNEL REPORT

Reviewed.

APPROVE DRUG & ALCOHOL POLICY

Deke Wood made a Motion to Approve Drug & Alcohol Policy, Dale House seconded the motion. Motion carried.

RE-ADOPT CODE OF ETHICS FOR PROCUREMENT

Mark Waits made a Motion to Re-Adopt Code of Ethics for Procurement, Tom Swearingin seconded the motion. Motion carried.

APPROVE PROCUREMENT POLICY

Alan Yahnke made a Motion to Approve Procurement Policy, Mark Waits seconded the motion. Motion carried.

APPROVE FACILITY MAINTENANCE PLAN

Deke Wood made a Motion to Approve Facility Maintenance Plan, Dale House seconded the motion. Motion carried.

RE-APPROVE TITLE VI POLICY

Dennis Smith made a Motion to Re-Approve Title VI Policy, Tom Swearingin seconded the motion. Motion carried.

OTHER BUSINESS

- A. Meeting with City of Ottumwa 1-14-20
- B. Vehicles from the State, RPA15, RPA 17

- No further business.
- **NEXT MEETING** - The next meeting will be January 23, 2020 at 10:15am at 612 S. Madison Avenue in the Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:14 a.m. with a motion by Mark Waits and a second by Alan Yahnke at 11:14 a.m.

Lee Dimmitt, Chairman

Alan Yahnke, Vice Chairman

Deke Wood, Secretary