

OTTUMWA TRANSIT AUTHORITY

April 27, 2010,

9:00 a.m.

**ROLL CALL:** Present were: Jo Kyhl, Dan Kent, Stan Kerr, and Bob King  
**ABSENT:** Carol Williams  
**STAFF:** Tom Jones, Brenda Stevens, Ricci Rush, Ed Mosbey and Pam Ward  
**GUESTS:** Chris Kukla, Area XV Regional Planning Commission

**MINUTES**

The Board reviewed the closed meeting minutes of March 23, 2010.

Following a discussion, Dan moved and Bob seconded a motion to approve the minutes as presented. Motion passed by unanimous vote.

The Board reviewed the minutes of March 23, 2010.

Following a discussion, Bob moved and Dan seconded a motion to approve the minutes as presented. Motion passed by unanimous vote.

**EXPENSES**

Invoices for the month of March 2010 were presented for the Board's review in the amount of \$27,907.75.

Items discussed included legal fees, payment for the deductible on an accident and the overhead door repairs.

Dan moved and Stan seconded a motion to acknowledge and file the expenses. Motion carried by unanimous vote.

**REVENUE / EXPENSE REPORT**

Staff presented the financial reports for the month of March for the four cost centers: JARC, OTA, OTA Coordination funded by State Transit Assistance Special Projects, and OTA New Freedom funded by Federal Transit Assistance. As a reminder, the OTA Coordination project funds activities defined as Ottumwa After 6; the OTA New Freedom funds Sundays and a third OTA LIFT van on Thursdays.

For review, financial information for March was reviewed for the Board. At this time during the fiscal year, we should be at about 75% of the expenses. The major cost centers are running significantly below that percentage.

The third quarter reports have been prepared and accepted. The draw down of additional federal and state operating assistance was received and will reflect in April's reports...

No action was needed.

**RIDERSHIP ANALYSIS**

The ridership continues to show improvement compared to last year. No action was needed. Riders' reactions to the new buses were discussed with the Board. Input has been favorable thus far.

No action was needed.

**DIRECTOR'S REPORT**

Drivers and Maintenance Tech

Interviews were completed for the following positions. At this time, we are including the recommendations

1 Miscellaneous / Substitute Drivers in Wapello County	Brian Dumond
1 OTA LIFT in Ottumwa, Thursdays/Fridays, rotating Saturdays/Sundays	Mike Vitetoe
1 South Residential 1 pm to 6 pm, rotating Saturdays	Pending

Stan moved and Bob seconded a motion to \_\_\_\_\_ the staff recommendations as presented. Motion carried by unanimous vote.

Tom noted that the Maintenance Tech, South Residential and Wayne Headstart positions are now open. No recommendations were made on these positions.

### Succession Planning

Attached for your review (as time allows) is an article from Cityscape Magazine about succession planning. The City of Ottumwa prepared a chart reflecting attrition data and retirement projections as recommended in the article. You will note that Transit was not included in that data. We have prepared a similar comparison for your reference.

It is probably significant to note that most of our drivers are over 50 years of age and somewhat tilts the data results; however, it is significant to note the data under Administration and Maintenance.

No action is needed on this information.

### OTA Policy and Procedure Manual and Personnel Policies – Suggested Revisions for 07-01-10

Amends to the Personnel Policies was reviewed with the Board. Staff is recommending these policies for revisions

The staff is recommending these changes be effective July 1, 2010, to coincide with the implementation date for the new collective bargaining agreement.

Further, the staff recommends that the Personnel Policies section of the manual provided to staff be re-printed, 3-hole punched, and distributed to all staff at the All Hand Staff meeting scheduled for June 1. The cost would be less expensive using Ottumwa Printing than doing this work in-house with our current equipment.

Dan moved and Stan seconded a motion to approve the staff recommendations as presented. Motion carried by unanimous vote.

### Summary of Job Bid Changes

The administrative staff has assembled a list of 11 changes to the job bid sheet that will be used in the job bidding conducted June 1. In accordance with the terms of the collective bargaining agreement, the job bid sheet must be available for review by the driver 10 days in advance of the job bidding or May 22. The staff would like to get the Board authorization to include these changes. Each change was explained including the cost implications.

There are two other pending changes that may impact routes. Chariton Tenco will be closing within the next 90 to 180 days. It is staff understands that another provider will re-open the workshop at an unspecified date. This may result in a slight service interruption.

SIEDA Headstart will be continued their limited bus service options in all 7 counties. At this time, the staff is preparing a proposal to expand hour of service in cooperation with the SIEDA Headstart program similar to the service expansion provided through Seneca. If accepted, this will be initiated in the fall of 2010 and will result in more hours for those drivers bidding on routes that include SIEDA Headstart services.

Following discussion and questions, the staff recommends the Board approve the changes to the job bid sheet.

Bob moved and Stan seconded a motion to approve the staff recommendations as presented. Motion carried by unanimous vote.

### Downtown Bus Shelter

In follow-up with the concern brought to the Board by Robert LaPoint, Gene Rathje, Parks Director, has arranged for Captain Clean to steam clean the downtown bus shelter. The cost is approximately \$250. Following this cleaning which was done the week of April 12, Ramsey Paint Contracting will paint the steel frames around the windows in the shelter. The cost is approximately \$600.

As an operating cost, we will be able to use these expenses to draw down FTA operating assistance to cover a portion of these costs.

No action is needed on this item.

### Office Equipment Update

As reported in March, staff continues to have problems with the office copier. The fax machine has repair issues that result in less expense to replace than repair. Staff has requested and received proposals from CWD-G, InfoMax and Bailey's for options to address the issues with the office machines.

Staff reviewed the similarities in the proposals, the differences, and provided a cost analysis for both the lease option and direct purchase option.

Following an extended discussion about the pros and cons of each proposal, the staff made two recommendations:

1. The staff recommended that the Board authorize the purchase of the Brother's 4100-E fax machine from Bailey's at a cost of \$379.00.

Dan moved and Stan seconded a motion to approve the staff recommendations as presented. Motion carried by unanimous vote.

2. The staff recommended that the Board authorize the lease of the Sharp Digital Imager MX-3100N (Color) copier at a lease price including full maintenance agreement of \$258.63/month or \$3,103.56/year.

Bob moved and Dan seconded a motion to approve the staff recommendations as presented. Motion carried by unanimous vote.

**MAINTENANCE SUPERVISOR'S REPORT**

Report on Disposal of Old Buses

We accepted sealed bids on 3 of the 10-15 Buses: Bus 981 for \$2,500; Bus 985 for \$2,185; and Bus 988 for \$1,801. We still have 4 of the 10-15 Buses to delete from the fleet.

Since this process concluded, we have had 7 additional individual express an interest in the remaining buses. We have, in fact, one sealed bid pending.

We accepted sealed bids on 1 of the OTA Buses: Bus 297 for \$4,025. We still have 7 of the OTA Buses to delete from the fleet.

Since this process concluded, we have one sealed bid pending. The bidder missed the submission by one day.

Maintenance has two bids for scraping any buses not sold. Courtney's in Ottumwa is at \$110/ton and the Scrap Dealer in Hedrick is at \$140/ton.

The staff recommended a second round of sealed bids for these buses. The more than 7 individuals interested in the 10-15 buses will be contacted as well. We will not be recommending the base price change. The opening date will be May 7 for OTA and May 10, 2010 for the 10-15 Bids.

Further, the staff recommended that any old buses remaining after Round 2 be sent to the scrap yard in Hedrick as the higher quote per ton provided.

Stan moved and Bob seconded a motion to approve the staff recommendations as presented. Motion carried by unanimous vote.

New Buses – 10-15 Fleet

The final bus was delivered on Tuesday, April 20. Maintenance staff is preparing to complete the work on this bus and get it out on the road shortly.

Maintenance staff has removed the lightly used camera equipment from the City Buses. There are 9 four-camera systems available for reinstallation. The staff will be recommending this equipment be transferred to the 10-15 Fleet for a cost of \$16,000. This covers about 60% of the local share invested by OTA in the initial purchase and saves 10-15 Transit 50% of the cost of 9 new four-camera systems.

No action is needed by the OTA Board.

New Buses – OTA Fleet

Once put into operation, Maintenance staff discovered that the purge valves had not been installed in all the 9 buses prior to delivery. This has been discovered on 2 or 3 units. The valve regulates many features including the kneeling feature on the buses.

Maintenance staff has been doing this work and Ed will be contacting Thomas Bus Sales for payment on this work. It takes about 4 hours per bus.

No action is needed by the OTA Board.

Hoist

Quotes on the hoists large enough to accommodate all sizes of buses in our fleet have been received from NAPA and Snap-On.

In summary, there is a significant price difference in the two hoists proposed. NAPA is proposing a unit that would require 3-phase electrical wiring and a \$7,000 converter box. The cost is \$34,685. Snap-On is proposing a unit under their governmental pricing that would require a standard 220 breaker. The cost is \$21,000.

Both quotes will be valid until the construction project is completed. Ed provided the details on the differences in the units.

The staff recommended that based on the information provided that Snap-On be awarded the hoist following the completion of the expansion and pending decision on the quantity needed.

Bob moved and Dan seconded a motion to approve the staff recommendations as presented. Motion carried by unanimous vote.

#### Maintenance Shop Expansion

Following is an update on the maintenance shop expansion based on key dates established in the bid documents.

Mar 31, 2010 Notice will be placed in the Ottumwa Courier and provided to the list of contractors on file in the Ottumwa Engineering Department.

PLANS PROVIDED TO ZLOGAR, BRIDGE CITY, PROLINE, WINGER, TURNER, FRASE

Apr 7, 2010 Protests on specifications due in writing to OTA.

NO PROTESTS WERE RECEIVED ON THE SPECIFICATIONS.

Apr 14, 2010 The OTA will hold a public hearing on the proposed Plans and Specifications, Form of Contract and Estimate of cost for the construction of said improvements at 1:00 pm at the OTA Office.

Apr 14, 2010 Request for clarifications, exceptions, and approved equals – Round 1

NO REQUESTS FOR CHANGES WERE SUBMITTED THROUGH ANY MEDIA.

Apr 15, 2010 The OTA will issue a written decision on any protests filed by Apr 7, 2010.

NO PROTESTS RECEIVED. NO RESPONSE DUE.

Apr 15, 2010 Responses will be provided to all contractors – Round 1.

NO REQUESTS RECEIVED. NO RESPONSE DUE.

Apr 21, 2010 A pre-construction meeting for all contractors will be held to discuss the project, gather information and develop responses to any questions / requests for changes.

Apr 21, 2010 Request for clarifications, exceptions, and approved equals – Round 2

STAFF REVIEWED ALL THE REQUESTED INFORMATION WITH THE BOARD.

Apr 27, 2010 OTA Board will approve plans, specs, and form of contract.

The staff recommended the OTA Board approve the plans, specifications, and form of contract.

Dan moved and Stan seconded a motion to approve the staff recommendation. Motion carried by unanimous vote.

#### Tires

We have been Michelin Tires supplied by Black's Tires in Ottumwa on the 10-15 fleet for some time. Expert Tire in Ottumwa has contacted us claiming they have a tire that will provide us with similar performance at a cost savings of \$600 per bus.

The tire will be tried on a couple of buses. A follow-up report will be provided to the Board on this tires performance.

#### Oil Supply

We are in the process of getting quotes on our oil supplies. The current supplier is Ottsen Oil. There is at least one other supplier interested in our business: Elliott Oil.

The quotes will be analyzed for best price. Change to the supplier will only occur if there is a significant difference in cost to Transit. Ed reported that the prices are very competitive. He and Brenda will continue to monitor the prices.

Battery Boxes

The 10-15 fleet comes with a fiberglass battery box. The gravel roads destroy them in a fairly short time. Maintenance staff has initiated a trial using fabricated metal boxes designed to our specifications. As part of the trial, we are installing boxes from Huffman Welding in Fort Madison and Ewart's Welding in Keokuk. Both provided a similar quote on the work, but slightly different designs. Once they are in place, the maintenance staff will decide which works best or if they are equally functional, will base future purchases on the price.

**BOARD COMMENTS**

No comments were offered.

**OTHER BUSINESS**

There was no other business.

**NEXT MEETING**

The next regular meeting was scheduled for Tuesday, May 25, 2010 at 9:00 a. m. at Conference Room.

**ADJOURNMENT** With no further business to conduct, the meeting was adjourned at 11:25 am.

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Hanna Jo Kyhl, Chairperson

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Stan Kerr, Vice-Chairman

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Carol Williams,

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Dan Kent,

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Bob King