

OTTUMWA TRANSIT AUTHORITY

September 28, 2010,

9:00 a.m.

ROLL CALL: Present were: Jo Kyhl, Dan Kent, Stan Kerr and Robert King

GUESTS: Chris Kukla, Area XV RPC, Joe Helfenberger, City Administrator

STAFF: Brenda Stevens, Ricci Rush, Tom Jones, Ed Mosbey and Pam Ward

PUBLIC COMMENT

No public comment was offered.

MINUTES

The Board reviewed the regular meeting minutes of August 24, 2010. Dan Kent moved and Robert King seconded a motion to approve as presented. Motion carried by unanimous vote.

The Board reviewed the notation from the special training session. Noting there was no action taken, the minutes were accepted as presented.

EXPENSES

Invoices for the month of August 2010 were presented for the Board's review in the amount of \$61,480.09.

The Board asked about repairs to newer buses. Ed provided information to the Board.
The Board asked about reimbursement on the building. Pam provided information to the Board.

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

REVENUE / EXPENSE REPORT

Reports for July and August were provided to the Board. Staff reviewed data from the month of August noting we were on track for revenue and expenses as budgeted.

No action was needed.

RIDERSHIP ANALYSIS

Reports for August were provided. The ridership continues to show improvement compared to last year.

No action was needed.

DIRECTOR'S REPORT

Drivers

Tom presented the list of candidates for driving positions in Wapello County and provided a brief background on each candidate. The staff recommended these individuals be added to payroll upon successful completion of their pre-employment tasks.

Following a brief discussion, Stan Kerr moved and Robert King seconded a motion to approve the staff recommendation.

Motion carried by unanimous vote.

Planning Process Training

The beta testing process has begun. There are a few glitches, but overall, it appears to be fairly easy to do. This should aid in managing planning projects for both OTA and 10-15 Transit.

No action is needed at this time.

TMS Status

TMS is the brokerage company that was chosen by the competitive process by Iowa Medicaid Enterprises to manage the non-emergency medical transportation requests throughout the state of Iowa. Effective September 20, all requests for non-emergency medical transportation for appointments after October 1 will be referred to TMS. Formerly, income maintenance

workers handled these requests and provided the approvals. In some cases, a blanket approval was provided, and clients (passengers) just called in their travel needs to us. This practice will take a lot of work by all parties involved.

Interested providers have had to send in a notice of interest. This has been followed by a formal application process. We have completed that process. Prior to finalizing the document, we requested a legal review based on Iowa DOT's recommendation following their review. All changes from those reviews have been incorporated in the final document.

Once approved, TMS will assign those trips to designated providers through a web portal. Invoices will also be performed electronically and payment is assured for any trips referred to a designated provider.

The staff recommended that the Board authorize the signing and submission of the final agreement and related documentation.

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

City Update

At this writing, there has been no word from the State Auditor's office about the re-audit of 2009 that has been requested. No action is recommended at this time

A replacement for Carol Williams on the OTA Board has not been recommended by the Mayor. No action is needed at this time.

Update on Route Match Software / Mentor Engineering Hardware

An update was provided on this project. Staff noted that three transit systems and possibly one vendor have an interest in the equipment.

Iowa DOT Regulatory Compliance Audit

On September 9th, Iowa DOT staff conducted a regulatory compliance audit for both 10-15 Transit and OTA. The enclosed letter provides the formal documentation of the results of the audit. The most important sentence states, "Overall, OTA and 10-15 are in substantial compliance with applicable state and federal requirements."

There were several areas that might require additional attention or offer improvements to existing practices. Staff provided Documents and responses in reply to the Iowa DOT letter. Staff reviewed and provided additional information to all the areas needing attention.

Following the review, the staff recommended that the Board authorize the submission of this material to Iowa DOT.

Dan Kent moved and Robert King seconded a motion to approve staff recommendation. Motion carried by unanimous vote.

Iowa DOT Agreement

Iowa DOT has offered OTA an agreement for the continued service of JARC employee shuttle.

In addition, Iowa DOT has offered OTA an agreement for the continued New Freedom services. This is the expanded OTA LIFT services.

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

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

MAINTENANCE SUPERVISOR'S REPORT

Diagnostic Scanner

The scanner has been purchased and put into use immediately. It has been very helpful in maintaining the fleet.

Buses

An update on maintenance on the buses was provided.

Maintenance Shop Expansion

At this time, the maintenance shop expansion is in full swing. Contractors are on site daily. Currently concrete and drain installation are being completed. The in-floor heating system has been installed and has been pressure tested. Notice has been provided by the builder that upon completion of the concrete work, they are prepared to start setting steel beams.

Hoist

It was noted that we will need to be confirming the procurement process is complete for the purchase and installation of the hoist. Delivery time from all vendors is anticipated to take 6 to 8 weeks. Pam and Ed will report in October.

Capital Improvement Projects FY 2012

Each year there is a joint effort to identify capital improvement projects that need to be pursued and appropriate funding identified to pay for those projects. Staff provided a minimal list of project ideas on the list at this time.

For FY 2011, the current projects in process include the maintenance shop expansion and the purchase of one or two hoists. For FY 2010, the project was the office expansion and equipment upgrade.

One project requested to be added was a sign at the Emma Street entrance and perhaps on at the facility.

No action is needed at this time.

ADMINISTRATIVE STAFF REPORT

Ricci and Tom have been busy with interviews, training schedules, and launching fall services.

Brenda presented information regarding the OTA Safety Incentive Program. The goals, criteria, evaluation, and Incentive ideas were shared with the Board.

Staff recommended joining the National Safety Council at a cost of \$365 to help launch this program. Following a brief discussion, Stan Kerr moved and Robert King seconded a motion to approve the staff recommendation. Motion carried.

Staff will provide some concrete recommendations on incentives in October.

BOARD COMMENTS

The Board urged Pam to continue to get our story in front of the media so that the public realizes the good job being done.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, October 19, 2010 at 9:00 a. m. at Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 10:45 am.

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Hanna Jo Kyhl, Chairperson

Stan Kerr, Vice-Chairman

Robert King

Dan Kent,

Open Position