

OTTUMWA TRANSIT AUTHORITY

January 24, 2011

9:00 a.m.

ROLL CALL: Present were: Dan Kent, Stan Kerr, Robert King and Pat Swanson

ABSENT: Jo Kyhl

GUESTS: Chris Kukla, Area XV Regional Planning Commission

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

PUBLIC COMMENT

Joe Helfenberger reported on recent comments from Mitch Niner. Staff will follow-up as needed.

MINUTES

The Board reviewed the regular meeting minutes of December 14, 2010. Pat Swanson moved and Robert King seconded a motion to approve as presented. Motion carried by unanimous vote.

EXPENSES

Invoices for the month of December 2010 were presented for the Board's review in the amount of \$32,071.76.

The Board asked about payments for furnace repair and hoist. Pam noted that effective January 21, Transit has a corporate credit card. This relieves her of the responsibility of paying for Transit expenses on her personal card.

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

REVENUE / EXPENSE REPORT

Financial reports for December were provided to the Board for review. Staff noted that at the end of December, we should be at 45.86% of the budget in each category. Consistently, all budgets are at or below that percentage on expenses.

No action was needed.

RIDERSHIP ANALYSIS

Reports for December were provided. The ridership continues to show slight increase compared to last year. Staff continues to monitor and report.

Brenda noted the increase in general public riders on the Airport Campus Shuttle.

No action was needed.

DIRECTOR'S REPORT

Drivers

Tom updated the Board on new driver status and recent driver changes.

No action was recommended at this time.

TMS

An update on working through the TMS process was presented to the Board. Generally, things are progressing nicely and ride referrals continue to increase.

No action was needed at this time.

City Update

As previously reports, a petition has been filed with the State Auditor to reaudit FY 2009 for the City of Ottumwa, including 10-15 Transit and Ottumwa Transit. On November 19, we received a notice from the Auditor's office that based on the petition and information provided; the Auditor has made a decision to proceed. The reaudit may involve a review of selected prior year and current year transactions and records as deemed necessary. The work is expected to begin in February 2011.

In response to the letter requesting information, the attached response and signatures were provided.

In addition, Pam noted that the re-audit would start January 31, with an opening session with board members invited to attend. Time and location will be provided when known. Members from the 10-15 Transit Board will also be invited to attend the opening meeting.

Planning Update

The draft Passenger Transportation Plan has been completed by Area XV and Area XVII for Ottumwa and 10-15 Transit. The draft documents are scheduled for final local review with the local advisory groups on January 18 in Centerville and January 19 in Ottumwa.

Comments received at this time have been very favorable. The next step will be review by Iowa DOT followed by revisions as needed.

Additional information may be provided at the meeting.

FY 2012 Draft Budget

The draft budget figures have been submitted in order to meet the deadlines. At this time, the review process has begun. As a matter of update, revised estimates for State Transit Assistance and Federal Transit Assistance for operating have been released by Iowa DOT. Until contracts are signed in the spring 2011, these amounts remain good estimates.

For 10-15 Transit revenue estimates, Federal Transit Assistance is projected to increase from \$526,195 to \$558,814 or \$32,619. State Transit Assistance is projected to increase from \$285,639 to \$330,270 or \$44,631.

For Ottumwa Transit revenue estimates, Federal Transit Assistance is projected to increase from \$403,779 to \$453,650 or \$49,871. State Transit Assistance is projected to increase from \$188,971 to \$212,350 or \$23,379.

Based on this information, Transit will not be requesting more than \$2,500 per county for FY 2012. These funds are local funds that will be used as match for the 6 new buses we have on order.

In addition, Transit will not be requesting any rate increases for our customers who continue to struggle with budget constraints.

FY 2012 Contracts

As part of the contractual oversight, Iowa DOT staff routinely reviews our contracts for service. To bring us into compliance with new state and federal regulations, Iowa DOT has recommended some fairly significant language changes in our contracts for service.

Staff has prepared draft contracts to reflect all those changes per Iowa DOT directive. There is one pending change regarding bonding of employees that handle cash. The exact requirement is not clear and we continue to work on that with the insurance agent. We hope to have this resolved by February 2011. These will not be prepared for transmission to contractors until March, with action requested and return needed until June 2011, for implementation July 1, 2011.

Based on revenue projections and contract revisions, the staff recommends that the Board retain the same rates for FY 2012, and authorize the staff to proceed with finalizing the contracts for FY 2012.

No action is needed by the OTA Board on this item.

Routinely, there has been an agreement between 10-15 Transit and Ottumwa Transit Authority for the administrative oversight and daily operation of 10-15 Transit that spans 5 years. This agreement is beyond the standing 28-E Agreement that has been in place since 1992 when 10-15 Transit was formed and Ottumwa Transit Authority entered the relationship.

Iowa DOT has suggested that 10-15 Transit and Ottumwa Transit Authority examine the need for this additional agreement. The 28-E agreement clearly sets out each party's role and responsibility including provisions for terminating the relationship by either party. In many ways, the 5-year agreement is duplicative and confusing when viewed individually from the 28-E Agreement.

Pam noted that the 10-15 Transit Board tabled action and will revisit this in February's meeting. She noted that the 28-E agreement does not provide all the needed information as original thought. In all likelihood, the agreement between OTA and 10-15 Transit will undergo the major revisions to clarify each agency's role and responsibility.

Following a discussion, Pat Swanson moved and Robert King seconded a motion to table the item. Motion carried.

Server and Workstation Upgrades

A while back, there was discussion about the need to upgrade our servers and expand workstations to accommodate training for drivers STOP classes.

Andy Alderson, PMS, has provided us with quotes based on 3 different configurations for the server. He has recommended a server (specs enclosed) at a cost of \$5,268.75. In his cover e-mail he notes that shipping may cause a fluctuation in the final cost.

This server has a number of features that will improve and update the performance of our existing machine.

In addition, Andy has provided us with a quote for a basic workstation that would meet several needs including the training capability for our drivers' STOP Classes. The machine being recommended is \$700.15 including shipping. Again, he notes that shipping may cause a fluctuation in the final cost.

It is the staff recommendation that the staff initiate steps to proceed, including purchasing the server and workstation; arrange for Andy Alderson to configure both machines, install and put the machines in operation.

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

The Board discussed the importance of effective back-up and off site storage in the event of a fire. Staff will pursue options beside the external hard drive now used including a thumb drive with 8 or 16 G. Staff will report back in February.

MAINTENANCE SUPERVISOR'S REPORT

Maintenance Shop Expansion

The maintenance shop expansion has been completed. Final payment is being prepared for Zlogar Construction at this writing. The final documents have been provided along with the building plans.

Upon receipt of the final state share of the costs, this project will be considered closed.

10-15 Transit Buses

The week of December 20, the order was placed for 6 new buses. Eight cameras removed from deleted city buses have been installed in the newer buses in the 10-15 fleet. One of those cameras has been installed to monitor activities in the facility specifically the office area. A spring delivery is expected.

Upgraded Shop Lighting

An upgrade in the quality of wash bay lighting has been requested since the maintenance shop project has been finished. We have received a quote from Van Meter for the upgraded fixtures and bulbs. These fixtures have to be able to operate in a moist / wet environment. The unit cost, if purchase individually, is \$226.83 plus bulbs at \$5.08 each. The wash bay has 12 fixtures.

Using existing wiring, the recommended upgrade would be performed in-house and Transit would not incur a cost for installation.

The staff recommended that staff be authorized to proceed with this upgrade for a cost of \$2,965.80.

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

Hoists

As you will recall, the hoist had been selected based on earlier quotes. The original low quote was \$23,984. The Board action in October enabled staff to invest up to \$25,000 for the hoist. The bid was awarded to Banner Auto in the amount of \$22,749 saving over \$1,200.

As authorized by the Board, a second hoist is being procured that is slightly smaller than the first hoist. This will work on the 10-15 Transit buses.

Two bids were received. The bidders were Banner Auto in Fairfield and Arnold's Motor Supply in Oskaloosa. The quotes received were:

- Arnold Motor Supply \$10,785.73
- Banner Auto \$11,252.69

Both offered one year warranty on labor and parts. Arnold's offered 2 years parts warranty if factory installed.

Based on the bids received, the staff is recommending the purchase be awarded to Arnold Motor Supply in the amount of \$10,785.73. This includes installation. We will provide the final wiring.

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

OTHER BUSINESS

Election of Officers

There are two offices: Chairman and Vice-Chairman. Election for those positions will occur in February 2011.

Employee Appreciation Dinner

Mark your calendar for Monday, April 4, for the second annual employee appreciation dinner 6:30 - ??? at Knights of Columbus.

ADMINISTRATIVE STAFF REPORT

No additional administrative staff reports were provided.

BOARD COMMENTS

Stan Kerr distributed materials for discussion in the February meeting with the purpose of establishing goals.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, February 22, 2011 at 9:00 a. m. at Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 10:22 am.

ooOOoo

Hanna Jo Kyhl, Chairperson

Stan Kerr, Vice-Chairman

Robert King

Dan Kent,

Pat Swanson