

OTTUMWA TRANSIT AUTHORITY

November 15, 2010,

9:00 a.m.

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

GUESTS: Joe Helfenberger, City Administrator
Mitch Niner, City Council Member

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

PUBLIC COMMENT

No public comment was offered.

MINUTES

The Board reviewed the regular meeting minutes of October 19, 2010. Robert King moved and Dan Kent seconded a motion to approve as amended. Motion carried by unanimous vote.

EXPENSES

Invoices for the month of October 2010 were presented for the Board's review in the amount of \$67,726.95.

The Board asked about the costs of physical and providers used for those pre-employment. In addition, the Board asked about status of reimbursement to contractors involved with the maintenance shop expansion. Staff provided the information.

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

REVENUE / EXPENSE REPORT

Reports for October were not available for the Board. Information will be provided in December for October and November. No action was needed.

RIDERSHIP ANALYSIS

Reports for October were provided. The ridership continues to show slight dip compared to last year.

No action was needed.

DIRECTOR'S REPORT

Drivers

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

The staff recommended: Stanley Allman, Airport Campus Shuttle
Samuel Jackson, Wapello County Headstart
Jolyne Dyke, OTA LIFT #4
Lorna Campbell, South Commercial, PM

Tom discussed the job shadowing prior to next steps in the pre-employment process. Pam noted that this has improved our success rate in educating candidates about the services we provided.

Following a discussion, Robert King moved and Stan Kerr seconded a motion to approve the staff recommendation. Motion carried by unanimous vote.

TMS

An update on working through the TMS process was presented to the Board by Ricci Rush, Dispatcher Supervisor and Pam Ward.

Ricci and Pam reported that they will be meeting with officials from TMS on Thursday and will bring forth these same points. Overall, there have been more successes than failures. We will all continue to seek improvements.

No action was needed at this time.

IME

Pam reported on some of the recent challenges with IME due to the rate change. She and dispatch staff have been working to resolve these issues. There are many individuals help required to fully resolve. Staff will keep the Board apprised of the progress.

No action was needed at this time.

Planning Update

Listening sessions are scheduled in Ottumwa and Chariton on November 17 and 24 respectively. We are receiving a few suggestions through out website, in the mail, and from customers. Those suggestions will all be incorporated into the planning document.

In addition, we will begin the application process for Surface Transportation Program (STP) funds in both planning regions. These applications will be for bus replacements for 10-15 Transit. The applications will be submitted following the December board meetings when official action will be requested from the 10-15 Transit board.

In January, Ottumwa has designated January 19 as the follow-up session for the planning document. The meeting for the western counties has not been set yet but should be set soon.

It will be essential that the planning document reflect all the new services and service expansion opportunities in both Ottumwa and the surrounding 11 counties. This is the basis for the consolidated grant application for FY 2012 funding.

No action was needed at this time.

FY 2012 Budget Preparation

Pam updated the Board on discussions among the City Council members regarding the process for draft FY 2012 budget preparation along with the tentative time frames.

Joe Helfenberger noted that inflation is currently about 1.19% and the proposed cost of living adjustment is planned for 2%. Joe Helfenberger indicated that the City Departments will be honoring the collective bargaining agreements which average 3% wage increase. Non-collective bargaining employees may be held to 2%, although there are some discussions about market adjustments both up and down so that employees are not making more than supervisory staff.

Robert King noted that several groups have experienced wage freezes for the past two years. While he feels we must honor our collective bargaining agreement, it may be difficult to justify raises when other groups are not experiencing this.

Following a lengthy discussion, the Board took no action on the staff recommendation. The staff was directed to prepare two budget options. The first will reflect a 0% increase for those non-collective bargaining unit employees at top step. The second will reflect a 2% increase for all those employees not in the collective bargaining unit.

Staff was asked to also include revenue projections that support the budget options.

FTA/DOT Update

Pam updated the Board on the FTA/DOT meeting. No formal response to the review has been received. Pam reviewed the questions pending response from FTA/DOT.

Pam discussed the directive from Iowa DOT and the potential financial impact. The Board acknowledged that FTA/DOT viewed this as an error and not an intentional violation of policy. Pam noted that the two groups to be affected the most are customers and bus drivers who had been paid to perform this work.

Pam reported that an All Hands staff meeting is scheduled for December 8th. The union representative has been given a preview.

No action was needed at this time.

Election of Officers

Jo Kyhl requested me to research when election of officers is normally held. In the recent past, the election of officers has occurred in February. There are two offices on the OTA Board: Chair and Vice-Chair. The Board agreed to maintain this schedule.

MAINTENANCE SUPERVISOR'S REPORT

Maintenance Shop Expansion

Ed provided an update to the Board on the progress being made on the maintenance shop expansion. Ed noted the work is essentially

Hoists

Ed reported that NAPA, Arnold's Automotive, and the Rotary Hoist distributor met with him last week. Since more than one provider has indicated an interest in pricing the same identical unit to OTA, a quote sheet was developed. Quotes will be due on Wednesday, November 17. Approval to proceed within budget restrictions has already been acted upon by both OTA and 10-15 Transit.

Delivery is expected 6 to 8 weeks after the order is placed.

No action was needed at this time.

ADMINISTRATIVE STAFF REPORT

Brenda had provided an update on the National Safety Council and OTA Safety Incentive Program. Brenda noted that she had successfully completed the recent training on Wage and Hour regulations as well as the Family Medical Leave Act.

Tom provided the Board with a background report on a recent personal injury to an employee. The Accident Review Committee has recommended a change in policy. Tom presented a recommendation to the Board for consideration.

Following a discussion, Stan Kerr moved and Dan Kent seconded a motion to adopt the policy recommending (but not mandating) the use of protective gloves when handling garbage disposal. Motion carried by unanimous vote.

Ed indicated that he had the protective gloves on order and will do his best to assure the recommendation is followed by the maintenance staff.

BOARD COMMENTS

Joe Helfenberger asked the status of conditions at the downtown bus shelter. Pam reported that an official complaint has been lodged with the Iowa Department of Public Health. She explained the special circumstances that surround that area. A response has been prepared and submitted to Iowa Department of Public Health with a copy to SIEDA who provide local assistance.

Joe noted that Ottumwa Police Department has kept up their staffing although at a somewhat reduced level. Foot patrol continues in the area. Pam noted the impact a second complaint has and the potential for big fines.

Robert King asked about cameras in the downtown area. Joe indicated that the equipment is not yet installed. Mitch Niner indicated that this would provide video in cars as well as the dispatch center. Cameras currently available are private property and the quality is not good enough to provide positive identity of problem activities.

MEETING DATES

Staff recommended meeting dates for the next six months. There were no conflicts at this time. Staff will have these posted on the website.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, December 14, 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,

Pat Swanson