

OTTUMWA TRANSIT AUTHORITY

February 22, 2011

9:00 a.m.

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

GUESTS: Chris Kukla, Area XV Regional Planning Commission
Joe Helfenberger, City Administrator

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

PUBLIC COMMENT

No public comments were offered.

MINUTES

The Board reviewed the regular meeting minutes of January 24, 2011. Dan Kent moved and Robert King seconded a motion to approve as presented. Motion carried by unanimous vote.

EXPENSES

Invoices for the month of January 2011 were presented for the Board's review in the amount of \$27,723.43.

The Board asked about payments for DOT physicals and the various providers. Staff provided the information.

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

REVENUE / EXPENSE REPORT

Financial reports for January were provided to the Board for review. Staff noted that at the end of January, we should be at 58.31% of the budget in each category. Consistently, all budgets are below that percentage on expenses.

No action was needed.

RIDERSHIP ANALYSIS

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

Staff noted the increase in general public riders on the Airport Campus Shuttle and increases in several other categories.

No action was needed.

DIRECTOR'S REPORT

Drivers/Dispatcher Supervisor

Pam updated the Board on the resignation of Ricci Rush.

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

No action was recommended at this time.

FY 2012 Draft Budget

Preparation of the FY 2012 budget continues. As one measure for minimizing the increased property taxes within the City of Ottumwa, the City Council has reduced the tax levy for Transit resulting in a decrease in funds of about \$52,800. Ultimately, this will result in a reduction in the fund balances going forward. No service reductions are planned.

No action is needed at this time.

FY 2012 Contracts between OTA and 10-15 Transit

A preliminary draft of the contract between OTA and 10-15 Transit has been prepared and submitted to Iowa DOT for review and concurrence. The draft is attached for Board review.

Besides some minor language changes, the following is a list of the more significant additions / amendments to the contract:

- Added under the preamble, notation that this agreement was entered into through a competitive process dating back to July 1, 1992.
- Added under the preamble that OTA has a desire to continue this relationship.
- Amended A. 2 – Contract Period shall begin on July 1, 2011 and have a perpetual duration and shall continue until terminated or amended pursuant to this agreement. Iowa DOT has rejected this so this will be a 3 year agreement with two one-year extensions approved.
- Added to B.7 – OTA staff will acquire and / or renew insurance coverage with Board approval.
- Added to B. 8 – Entire section related to inability to meet demand due to lack of drivers or buses. (NOTE: This has never happened, but Iowa DOT recommended this insertion.)
- Added to C. 1 – OTA staff will submit grants and funding requests.
- Added to C. 4 – Federal and state law prohibitions on vehicle use.
- Expanded C. 2– OTA responsibilities for personnel.
- Expanded C. 5 – Adding the use of paid and unpaid advertising for information dissemination (marketing).
- Expanded C. 6 – City of Ottumwa's role in accounting records.
- Expanded C.7 – Adding information on board reports and time lines for submission.
- Amended C. 8 – Noted audit is handled through City of Ottumwa procedures.
- Amended C. 11 – Noted additional rules with which we comply.
- Amended D. 1 – Adding in specific sources of state and federal funds by source. Iowa DOT has also requested that the amounts for FY 12 be inserted for STA and FTA funding.
- Added D. 4 – Indemnification clause between OTA and 10-15 similar to the one in C. 10.
- Added E. 1 – Contractual requirement for billing and timeline.
- Amended E. 1 – Specified fully allocated costs by hour, mile, and ride.
- Expanded F. 1 through 3: Specified the reporting by month, quarter, and annual.
- Added F. 5 – Statement about reporting incidental services.
- Added H.1 – To include Iowa DOT in those that must concur with changes.
- Added to K. 1 – 3: To include Iowa DOT to those that must concur with assignability / subcontracting.
- Amended: ADOPTED: To include Iowa DOT to those that must concur.

Staff is recommending no action on the amended draft enabling Iowa DOT time for review and comment. Once the board's input and Iowa DOT's input has been received and inserted, staff will request action in the March meeting.

Consolidated Grant Application for FY 2012

The first step in the consolidated grant application process is to prepare and publish a notice of the public hearing. The hearing will be held as part of the March meeting. The public notice must include a general list of funds that will be included in the application. The public must be given an opportunity to comment. Following is the public notice that has been prepared. No action is needed at this time.

A news release will be prepared regarding the public hearing. In addition, the opportunity for public input will be mentioned on the monthly radio talk show. The public notice will also be shared at Stakeholders' meetings for additional outreach.

PUBLIC HEARING NOTICE

Notice is hereby given that a public hearing will be held by the Ottumwa Transit Authority in the Conference Room, 2417 S. Emma, Ottumwa, IA 52501 at 9:00 a. m. on Tuesday, March 22, 2011. The purpose of the hearing is to discuss the application from the OTA to the Iowa Department of Transportation for financial assistance as follows:

OTA will request state transit assistance and federal transit assistance amounting to approximately \$212,350 and \$453,650 respectively, to support the day-to-day transit operations. The total day-to-day transit operating costs are projected to be \$1,021,914.

OTA will also request operating funds in the amount of \$7,367 from federal New Freedom money to expand bus service. If approved, these funds will be matched with local dollars on a 50% federal -- 50% local basis for a total operating cost of approximately \$16,034.

OTA will also request operating funds in the amount of \$25,000 from State Transit Special Projects money to expand bus service. If approved, these funds will be matched with local dollars on a 50% federal -- 50% local basis for a total operating cost of approximately \$51,300.

OTA will also request federal funding for expanded bus service totaling approximately \$85,000. If approved, these funds will be matched with local dollars on a 50% federal -- 50% local basis for a total operating cost of approximately \$137,000. These funds are used to provide access to work locations, including the Ottumwa Industrial Airport.

OTA will also request federal funding for replace the JARC bus totaling approximately \$60,000. If approved, these funds will be matched with local dollars on an 83% federal -- 17% local. These funds will be used to replace the light duty bus used in Job Access services.

These projects will not have a significant detrimental environmental effect on the area and no persons or business will be displaced by these activities. The projects are in conformance with the Transportation Improvement Plan prepared by the Area XV Regional Planning Commission.

Any interested person or agency is invited to attend this hearing and speak for or against this application for funding. Written comments will be accepted at the above address through the date and time of the hearing specified above. For additional information, you may call Pam Ward at 641-683-0695 during office hours.

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Planning Update

Chris Kukla noted that Iowa DOT has provided only minor comments and suggestions for changes. One change is more information on English as Second Language customers. Another is a status summary table on projects. The changes are due the end of March. Pam will assist as needed.

MAINTENANCE SUPERVISOR'S REPORT

Upgraded Wash Bay Lighting

The upgraded wash bay lighting has not been started at this writing pending the delivery of the fixtures. Current delivery is estimated to be by the end of February. Upon receipt, work will commence as schedules allow.

No action is needed.

All Weather Tires

As reported previously, an order has been placed for all weather tires with a tread design more conducive to handling snow and other hazardous weather conditions. The order was placed December 1. At this writing, the tires are sitting in Chicago awaiting local delivery.

It is anticipated that delivery will occur by the end of February and installation will begin as quickly as possible.

No action is needed.

Monster Storm

The monster storm that hit the service area the first week of February resulted in no damage to the fleet. Many of the buses were snowed in and service contractors cancelled weather. When service resumed, it was gradually done to accommodate snow removal and poor driving conditions.

During the worst days, one bus driver lost control and the bus ended up in a ditch but incurred no damages.

The Maintenance staff retrieved 6 buses that were stuck, digging them out and then pulling them with the service trucks saving Transit a lot of money for towing charges.

Floor Vacuum / Sweeper

In 2007, bids were taken for the skid loader. At that time, optional attachments were also bid including forks, bucket, and a floor sweeper. Ultimately, the skid loader was purchased from Altorfer Equipment with the forks and bucket. The floor sweeper that was offered at that time would sweep debris into windrows creating a dust storm but did not suck up the dirt. The quoted price from Altorfer was \$2,830. The alternate bid from Greiner was \$4,700.

Wilson Distributing has contacted our maintenance staff with a machine, Power Filtr that is both a sweeper and vacuum combination. This is a new machine and would normally sell for slightly over \$8,000. The customer that originally ordered the machine did not accept delivery when it arrived and Wilson Distributing has been left holding it in their inventory.

They now want to shed it from their inventory and are offering it to Transit for a price of \$4,500. This machine is equipped with multiple brushes and a vacuum system that dumps the debris into a holding bin. The operator sits on the machine above the holding bin. This machine can handle both dry and wet debris.

There are several key advantages to this machine:

- It does not create a dust cloud when operating and picking up either wet or dry debris. This eliminates a safety issue for employees.

- It is not difficult to operate and eliminates any possible workers comp injuries that may result from picking up heavy containers of debris or sweeping and straining arms and shoulders.
- It will keep debris from running into the drain systems causing clogs and excessive wear on the grinder pump.
- It will enable us to keep debris off the floor that can cause the floor to be slippery.
- It will reduce tracking into the buses keeping them cleaner.

The staff recommended that this machine is purchased and costs are split between OTA and 10-15 Transit. Revenues are available from the Cash in the Bank balances.

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

OTHER BUSINESS

Election of Officers

Dan Kent moved and Pat Swanson seconded a motion to maintain the same officers: Jo Kyhl, Chair and Stan Kerr Vice-Chair. Motion carried by unanimous vote.

Employee Appreciation Dinner

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

Home Expo

Pam reported that a new City Bus will be on display at the Home Expo. The booth will be staffed at all times with schedules and brochures on services available to the visitors.

ADMINISTRATIVE STAFF REPORT

Tom Jones presented information on the Driver Safety Awards and options available to recognize those drivers demonstrating safe driving practices.

Following a lengthy discussion, Dan Kent moved and Pat Swanson seconded a motion to recognize drivers with one or more non-consecutive years without a preventable accident. Those drivers with 5 years will receive a certificate in addition to the pin and those with 10 years or more will receive a monetary award in the amount of \$100. Motion carried by unanimous vote.

CLOSED SESSION

Pam recommended that the Board move into close session for further discussion on this agenda item: City Update under Director's Report.

Under the Iowa Code, Chapter 21.5, Item a. "A closed session may be held to review or discuss records which are required or authorized by state or federal law to be kept confidential..."

Staff and guests were excused from the meeting and the Board moved into closed session.

Robert King moved and Pat Swanson seconded a motion to move into closed session. Motion carried by unanimous vote.

At the conclusion of the closed session, Dan Kent moved and Stan Kerr seconded a motion to return to open session. Motion carried by unanimous vote.

BOARD COMMENTS

Jo Kyhl thanked Stan Kerr for the coverage of the January meeting.

Dan Kent offered suggestions as the staff continues discussion on the Dispatcher Supervisor position. He noted additional development at the Industrial Airport and encouraged staff to pursue funding that will help grow this service. Finally, Dan provided an interesting comparison to transit service he recently saw on his trip to Mexico.

Stan Kerr offered some suggestions for the public hearing. Staff will follow-up on those suggestions.

NEXT MEETING

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

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 10:40 am.

Hanna Jo Kyhl

Hanna Jo Kyhl, Chairperson

Robert King

Robert King

Pat Swanson

Pat Swanson

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Stan Kerr

Stan Kerr, Vice-Chairman

Dan Kerr

Dan Kerr,