

OTTUMWA TRANSIT AUTHORITY

May 24, 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

STAFF: Brenda Stevens, Tom Jones, Ed Mosbey, Leo Hollingsworth and Pam Ward
Harold Brooks

PUBLIC COMMENT

No public comments were offered.

MINUTES

The Board reviewed the regular meeting minutes of April 26, 2011 Robert King moved and Dan Kent seconded a motion to approve as presented. Motion carried by unanimous vote.

EXPENSES

Invoices for the month of April 2011 were presented for the Board's review in the amount of \$21,468.23.

The Board asked about payments for legal fees. Staff stated the invoice was received in May and will be reflected in next month's report. Staff provided information about the Courier bill for public notices and job openings ads.

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

REVENUE / EXPENSE REPORT

Financial reports for April were provided to the Board for review. Staff noted that there were some errors due to report roll-over information. At the end of April, we should be at 83% of the budget in each category. Consistently, all budgets are below that percentage on expenses. Corrections will be reflected next month in the comparative information.

No action was needed.

RIDERSHIP ANALYSIS

Staff presented this information for April under the Director's report below.

No action was needed.

DIRECTOR'S REPORT

Staff presented the historical concerns reported over the past 24 months regarding ridership, noting the cause of the concerns. Staff reviewed the actions taken as a result of those concerns previously.

Staff reviewed April data (pure and unadjusted) noting the marked changes as a result of information supplied by drivers and verified during the process.

Discussion was initiated about a post training auditor. This person would observe all drivers to review safety practices like passenger securement, schedule adherence, accuracy of passenger reporting, and other practices. Following a discussion among the staff and Board, the consensus was to pursue this opportunity. Leo offered that this is a common position within UPS and has been very effective.

Drivers/Dispatcher Supervisor

Tom updated the Board on new driver status and recent driver changes. At this time, the staff is recommending Elmer Harms and Don Cowan for the position of bus driver.

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

DOT Letters Update

Staff noted that a reply has been sent to the Iowa DOT on May 19, but no follow-up word has been returned.

State Auditor Exit Interview Update

Staff noted that no public report has been received and reviewed by staff at this time.

FY 2012 Contracts between OTA and 10-15 Transit

In the February meeting, the Board had an opportunity to review the changes in the agreement between OTA and 10-15 Transit. The last communication with Iowa DOT was for one more insertion of the estimated Federal and State Transit Assistance funds for FY 2012. This has been accomplished.

Staff has recommended that Iowa DOT issue a statement of concurrence to proceed with this agreement as drafted. Concurrence has not been received following contact in March and April. Action was deferred to June's meeting.

Document Imaging

As you may recall, our new copier has the capacity to scan document. However, Transit staff has recently been advised to enhance our capacity for document imaging, storage, and management of archived files.

Contact has been made with several other city departments. There are two main products used: Microfiche and Paperport 12 Professional. We have also consulted with Andy Alderson who is the City's IT Consultant.

Based on the research performed, the staff is recommending the purchase of Paperport 12 Professional software for a cost of \$199. In addition, the staff is recommending the purchase of an Epson workgroup scanner capable of scanning both sides in one pass for a cost of \$485. Quotes were provided by Andy Alderson.

If approved, this process will begin July 1, 2011. The primary responsibility will be assigned to Leo Hollingsworth, although others in the department will be trained on the process, too. Pam reviewed categories of documents that will be scanned into the system.

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

Document Storage

In addition, Transit staff has been advised to expand our original document storage and management of time sheets. This will require additional file space for Brenda Stevens. Bailey's Office Equipment has provided a quote for an additional 3 drawer cabinet for \$745.

This would provide the storage space to file the staff's original time sheets with the dispatchers' spreadsheets used for billing and payroll verification.

The staff is recommending this procurement be approved. Stan Kerr asked if these purchases actually required Board action. Pam stated they were within the purchasing policy, however, due to recent questions arising about all purchases, she felt Board action would be appropriate.

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

Website Management

One final recommendation to help with keeping our website up to date is to bring all or part of the website management in-house. Currently the website is maintained by an outside provider. This creates an extra step or two in providing update and delays some of the immediate changes we would like to make.

In order to bring the work in-house, software called Front Page is required. The cost is \$225. This would enable us to add our Miscellaneous Shuttle Sheet and route detour due to construction notice often if not immediately. If approved, training and implementation will start immediately. The primary responsibility for this will be assigned to Autumn Wonderlin, although others in the office may be cross trained.

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

Transit Administrator's Personnel Action Form

Pam noted that the Board had approved a 2% wage increase for all non-collective bargaining employees last November as part of the budget development process. At this time, personnel action forms are being prepared for submission to the HR Department. Pam has worked with Brenda to complete the personnel action forms and has signed off on all positions.

Pam requested that the Chairperson sign off on her personnel action form.

Stan Kerr moved and Pat Swanson seconded a motion to approve this action. Motion carried by unanimous vote.

Vehicle Transfer Request

The OTA has requested and been approved to delay the disposal of two old minivans. These minivans were replaced with new equipment in 2010. The minivans were used to provide medical transportation and sheltered workshop transportation in Davis and Monroe Counties.

Iowa DOT objects to this arrangement. As a solution to this objection, staff has prepared a request to transfer and recommends the Chair be authorized to sign on behalf of the Board.

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

Pam will bring this forward to the 10-15 Transit Board on Thursday, May 26, and request action from them.

MAINTENANCE SUPERVISOR'S REPORTEIDorado Passport Warranty

Ed reported on problems with the air compressors on the new buses. He noted that EIDorado wanted \$1275 per compressor that functioned at a much lower rate. His research with a current supplier has discovered another supplier with a superior compressor that functions at a much higher rate. The unit price is substantially lower at \$255 each. He has ordered 3 of these units and will be testing them on vehicles currently experiencing problems.

No action is needed

Fuel Tank Monitoring

As a result of recent recommendations, Maintenance staff has been working with Brenda to develop a monitoring system for the fuel tanks. Specifically, we are tracking the fuel inventory, adding in fuel tank fills, and deducting fuel put into the buses. Refinements will be made as we move forward, but the initial work has been started. Samples of the audit sheets were distributed for Board review.

No action is needed.

10-15 Transit Buses

Six (6) new buses have been delivered. Maintenance staff is working on making these buses ready for service. This includes signage, camera installation, and routine inspections.

In addition, the entire fleet is being inventoried to assure that signage is in tip-top shape. Additional and replacement vinyl signs are in the process of being replaced and installed. An update will be provided at the meeting.

No action is needed.

ADMINISTRATIVE STAFF REPORT

Brenda shared comments from Danny Stubbs' exit interview survey. The comments were very positive and yet provided some good constructive observations. Staff also provided Cindy Hoch's thank you note and comments about her new position as an MSD driver.

BOARD COMMENTS

Stan Kerr asked about the annual self evaluation process. Pam noted that this will be done on June 14th. Under the category of "Wishful Thinking", Stan asked about wireless technology for Transit specifically about WIFI and other opportunities.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, June 21, 2011 at 9:00 a. m. at Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 10:20 am.

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Hanna Jo Kyhl, Chairperson

Stan Kerr, Vice-Chairman

Robert King

Dan Kent,

Pat Swanson