

OTTUMWA TRANSIT AUTHORITY

July 27, 2010,

9:00 a.m.

ROLL CALL: Present were: Jo Kyhl, Dan Kent, Stan Kerr, Carol Williams and Bob King

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

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

PUBLIC COMMENT

There were no public comments offered.

MINUTES

The Board reviewed the regular meeting minutes of June 22, 2010. Dan moved and Bob seconded a motion to approve as presented. Motion carried by unanimous vote.

The Board reviewed the minutes from the special meeting of July 13, 2010. Bob moved and Carol seconded a motion to approve the minutes as presented. Motion passed by unanimous vote.

EXPENSES

Invoices for the month of June 2010 were presented for the Board's review in the amount of \$18,078.94.

Staff discussed the payment to Mobile Locksmith and the need to add and change various locks. There were no further questions.

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

REVENUE / EXPENSE REPORT

Staff presented the financial reports for the month of June for the four cost centers: JARC, OTA, OTA Coordination funded by State Transit Assistance Special Projects, and OTA New Freedom funded by Federal Transit Assistance. As a reminder, the OTA Coordination project funds activities defined as Ottumwa After 6; the OTA New Freedom funds Sundays and a third OTA LIFT van on Thursdays.

For review, financial information for June was reviewed for the Board. At this time during the fiscal year, we should be at 100.00% of the expenses. All cost centers are running below that percentage.

Staff reported that the majority of the fare variance that was discussed was due to a coding error that occurred in March 2009. That resulted in \$13,686 of the variance. It was corrected and now the variance is about \$2,224 more than last fiscal year.

No action was needed.

RIDERSHIP ANALYSIS

The ridership continues to show improvement compared to last year. No action was needed.

Staff noted that the advertising campaign for free student rides this summer has yielded twice the number of user as compared to 2009. Staff noted that this is being promoted throughout the day on all our major radio stations. We have also emphasized the free rides for IHCC students for the summer only.

DIRECTOR'S REPORT

Drivers

Pam reviewed and recommended the candidates for openings on the OTA and 10-15 Wapello routes. She noted that several other openings exist and we will continue to work on filling those openings as well.

Following a brief discussion, Bob moved and Dan seconded a motion to approve the staff recommendation. Motion carried by unanimous vote.

IME Status

Pam updated the Board on the IME problems. Copy of the letter to IME was provided along with a follow-up report. The largest impact is for 10-15 Transit. This report will be given to them on Thursday.

Following a discussion, the Board felt that staff should contact locally elected officials to assert pressure to force IME into discussion. If that fails, the Board felt the next appropriate step was suit. Staff will update as things progress.

Bob asked if there had been any staff reductions or lay-offs. Pam stated that there has not been any to date, but if the matter is not resolved, there will be no choices. Most senior staff will be maintained and the process would be handled in accordance with the Collective Bargaining Agreement.

On-Line Training

Each year, staff is responsible for making sure that new employees have a 12-hour STOP (Safe Transport of Passengers) class during their early days of employment. Iowa Department of Education is launching this training as an on-line course. Tom participated in the training. More details must be worked through; however, this opportunity can be used for our new drivers.

There are several advantages including flexible schedules, costs of training and in-house available of a resource that is easily accessible to new trainees.

Iowa DOT is paying 80% of the cost of participating through a state fellowship.

No action is needed at this time.

Meeting with Council Members and City Administrator

Pam provided a summary of notes from the meeting to the OTA Board.

No action is recommended at this time.

Iowa DOT Agreements

On July 13, Iowa DOT announced that the DOT Commission had awarded OTA and 10-15 Transit four new grants. These grants were competitive in nature among the 35 transit systems in Iowa. Those grants awarded were for OTA's Job Access Reverse Commute and 10-15 Transit's Vermeer Job Access Reverse Commute services, OTA's Sundays and OTA LIFT expansion, and 10-15 Transit's Over and Above services that provide services after hours and on weekends. This brings in about \$142,000 additional funds for services into the area. Agreements for these awards will be forthcoming and will be added to the agenda for action as appropriate.

Iowa DOT has offered OTA two agreements for execution at this time for FY 2011.

The first agreement is OTA's percentage of the formula of State Transit Operating Assistance. Our percentage is 1.901377% of the total revenue collected through the State taxes. This is estimated to be \$188,971 based on projections from the state. The amount may be more or less depending on the actual taxes collected.

The second agreement is OTA's Federal Transit Operating Assistance. This is a fixed amount based on the formula that measures our ridership, locally determined income, and miles of service compared to our peers. That amount is \$407,473. This includes the agreement to dedicate a percentage of local funds for capital improvements.

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

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

Central Business District (CBD) Bus Shelter

Staff updated the Board on the complaint regarding the downtown bus shelter. A copy of Geiger's attorney's letter is attached for your review. The City Administrator has advised them that this would be on the agenda for discussion and action as appropriate. Staff has provided the City with background information relative to the location and financial obligations.

The staff recommended that no action be taken by the OTA Board.

Update on Route Match Software / Mentor Engineering Hardware

Staff updated the Board on the issues and problems surrounding the RouteMatch Software and Mentor Hardware projects.

The staff evaluated the possibility of resolving all these issues and is not optimistic. The costs of continuing are unjustifiable and prohibitive. The staff is seeking permission to issue a notice of termination to Iowa DOT with copies to Route Match Software basically cutting our losses. There are several transit systems who are continuing and may be interesting in purchasing the Mentor Engineering Hardware. Further the staff requests permission to make a reasonable offer for this equipment to our colleagues.

Following an in depth discussion, Bob moved and Stan seconded a motion to approve the staff recommendation. Motion carried by unanimous vote.

MAINTENANCE SUPERVISOR'S REPORT

Report on Disposal of Old Buses

Ed updated the Board on the 3 remaining buses and one remaining 10-15 bus awaiting disposal. This transaction is now fully completed.

Update on New Buses

Ed updated the Board on the Passports. He stated that some of the bugs have been worked out. He noted some are getting their 5,000 or 10,000 mile servicing. The intense service work previously done at 20,000 will now be done at 50,000 – more than double the miles before work is required.

Maintenance Shop Expansion

Following is an update on the maintenance shop expansion:

- July 9, 2010 Met with Ed McDowell, Walter A. Zlogar Construction and Mike Turner, Turner Concrete. All paperwork has been filed along with the bonds
- July 12, 2010 Winger Electrical, Zlogar's subcontractor, began work on the power for the maintenance shop expansion.
- July 12, 2010 Building has been ordered and delivery is expected in 8 to 10 weeks. This will include the bolt plans needed for the concrete work.

Mid-August, 2010 Concrete work will begin.

Based on the conversations with the two contractors, all work is anticipated to be completed by the end of 2010.

No action is needed at this time.

BOARD COMMENT

Stan had visited with Steve Black about the Airport Campus service. Information will be mailed to him as requested. Pam noted that students have been identified by Ottumwa School personnel. Personalized letters will be sent out to them in the next few days to encourage use of the Airport Campus service. We will also begin contacting businesses who may have an interest in using the service.

Along these same lines, Pam reported on her meetings with a possible operator for the new Job Corp project.

Bob noted that the new buses are highly visible. He was particularly complimentary of the personalized services and door to door access. He encouraged staff to promote those features.

Carol noted that the 7-29-10 band concert is honoring Dick Schlegel for his years of participation and support.

Carol reviewed her time on the Board and acknowledged everyone's contribution. Carol will be recognized for her service on the Board at the August meeting.

OTHER BUSINESS

Joe Helfenberger and all Transit staff, except Pam left the meeting. The OTA Board conducted Pam's annual evaluation.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, August 24, 2010 at 9:00 a. m. at Conference Room.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:25 am.

ooOOoo

Hanna Jo Kyhl, Chairperson

Stan Kerr, Vice-Chairman

Carol Williams,

Dan Kent,

Bob King