

OTTUMWA TRANSIT AUTHORITY

December 14, 2010,

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, Ricci Rush, Ed Mosbey and Pam Ward

PUBLIC COMMENT

On behalf of the OTA Board, Jo Kyhl welcomed Pat Swanson to her first meeting.

MINUTES

The Board reviewed the regular meeting minutes of November 15, 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 November 2010 were presented for the Board's review in the amount of \$159,527.63.

The Board asked about payment to Turner Concrete and Zlogar Construction. 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

Financial reports for October and November were provided to the Board for review. Staff noted that at the end of November, we should be at 41.25% 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 November were provided. The ridership continues to show slight dip compared to last year. Staff continues to monitor and report.

No action was needed.

DIRECTOR'S REPORT

Drivers

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

The staff recommended: Jim Bower, Airport Campus Shuttle.

Following a discussion, Robert King moved and Dan Kent 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 on the meeting with officials from TMS in November. There are notable differences between some of our colleagues and our systems. We continue to see 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.

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.

The staff recommends this petition be requested under the Opens Records Law and that the Chairperson be authorized to sign on behalf of the Board.

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

Planning Update

Improvements

- Advertise and promote services
- TMS and IME customer service access.
- Capacity for oversized wheelchairs and passengers
- Security

Maintain

- Existing bus services
- Extended hours of service
- Shopping Shuttle services
- Route Deviations
- Job Access Reverse Commute Services

Expand

- Information on the web site, especially in the counties.
- Job Access Reverse Commute to airport businesses

Next Opportunity for Input – January 19, 2011. The date for Chariton Valley has yet to be set but may be held during the January planning meeting.

No action was needed at this time.

Planning Update on Transportation Project Management System (TPMS)

A few months back, the staff participated in a beta test and training day for the implementation of the Iowa DOT's Transportation Project Management System (TPMS) for transit projects. Previously, Transit Projects had been compiled in a spreadsheet format, submitted to the appropriate planning agencies for inclusion in the Surface Transportation Improvement Plan (TIP) and Passenger Transportation Plan (PTP) and included in the consolidated grant application as we moved toward planning.

Under the new system, projects are entered through a web portal. Each project has to be individually entered making it possible to track each project from planning through completion. A sample format is provided with working notes included for FY 12 through FY 15. Going forward, projects can be easily amended and work to include the next fiscal year should be somewhat less work.

The staff recommended that these projects be reviewed and authorized for submission as part of the first steps in the planning process.

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

Applications for Surface Transportation Program (STP) Funds

On November 15, Chariton Valley's applications for STP funds were due. Staff prepared the application forms for replacement of two buses. The applications included replacement of Bus 054 in FY 13 and Bus 057 in FY 14. Due to the early deadline, a call was placed to Don Greenlee for his permission to sign the authorizing resolution pending action in December's meeting. Don gave that permission.

In addition, staff has prepared an application for replacement of one bus from Area XV. This application will replace Bus 072 in FY 15. The application forms are due in January.

10-15 Transit Board will take action on this item. No action needed by the OTA Board.

State of Good Repair Grant

Iowa DOT has notified 10-15 Transit that 4 bus replacements will be included in the \$5 million award to Iowa for the State of Good Repair Program. Iowa DOT has given advanced authority to incur costs as of October 4, 2010. No board action is needed on these bus replacements since they were pre-approved as part of the planning process.

At this time, three (3) steps must be taken to move this project forward.

1. A request for concurrence to procure buses from the state procurement managed by Iowa DOT must be submitted to Iowa DOT. The request will include buses under the State of Good Repair as well as a grant awarded previously for two buses bringing the total to 6 buses.
2. A pre-award certification form must be submitted under each grant.
3. An order form listing optional equipment has to be prepared and submitted.

Using the Iowa DOT procurement advances the delivery schedule by at least 4 months. The bus options we are looking at are 18-Passenger Gas Engine for a base price of \$54,215 plus options in the amount of \$8,793 for a unit price of \$63,008.

• Options include the wheelbase extension to 186".	\$400
• Rear suspension upgrade	\$840
• Front help bumper	\$500
• Delete remote and heated spring back mirrors	(\$125)
• Labeling	\$200
• Auxiliary defrost fan	\$75
• Power pedestal for driver seat	\$169
• Moisture barrier for seating	\$49
• 2 Fold up seats	\$175
• 7 two-position integrated child seats	\$905

In addition, in line with one of the identified priorities of on-board security cameras, the staff recommends that these vehicles be equipped with the 4-camera system from Verint at a cost of \$3,405 per bus for a total of \$20,430.

The staff recommends that the 10-15 Board authorize the staff to proceed with the above 3 steps and advance the procurement of the buses. No action is needed by the OTA Board. We hope to use this same process when we have funds to replace the JARC bus.

FTA/DOT Update

At this writing, the final report from FTA has not been received. Copies will be provided upon receipt. The preliminary exit interview showed:

1. Not all of the complaints were founded.
2. Any non compliance was unintentional and inadvertent.
3. No previous violations of school bus rules were cited.
4. There will be no fines or other administrative sanctions leveled on either OTA or 10-15 Transit beyond making the corrections noted.

Iowa DOT has directed us to modify 2010 year end reports based on the responses from FTA. This work has been completed.

In addition, we have notified current customers of the changes and in some cases they are exploring the questions from their end specifically on funding. Quite a few service requests have been cancelled and future ones declined.

We held a discussion with the Union's Business Representative and the Stewards. Certainly the biggest impact will be on drivers. On December 8th, we took this message and a few others to a mandatory All Hands Staff meeting. On December 10th, we forwarded our formal response to Iowa DOT and FTA.

No action is needed at this time.

FY 2012 Draft Budget

FY 2012 is the second year of a three-year agreement for bus drivers and cleaners. This agreement provides for a 2.75% increase for FY 2012. In the November meeting of the OTA Board, staff was directed to prepare budget figures reflecting on 4 options for increases for non-collective bargaining employees. Those options for non-covered employees included: 2.75% for all employees; 2% for non-covered employees; 0% for non-covered, but allowing for step increases and 0% (wage freeze) for non-covered employees. Historically, covered and non-covered employees have enjoyed the same increases.

A summary of costs is shown for each of these options. The costs range from \$36,945 to \$13,220. Ultimately, the wage question will be answered by the OTA Board as employer. However, their decision will impact the 10-15 Transit budgets as well.

Detailed draft budget worksheets were included for the Board’s review and consideration. For this review and consideration, the highest costs have been included. The draft requests are to be submitted to the City of Ottumwa Finance Department by December 16. At this time, revenue projections are not available for State and Federal sources. We will provide updates as the data becomes available.

The staff recommends that the draft FY 2012 budget be submitted with the understanding the updates will be required when additional data is finalized. This includes not only revenue projections but the decision on wages for non-covered employees.

Following an in depth discussion, staff was directed to recalculate the budget to reflect 2.75% wage increase for those covered under the collective bargaining agreement and 2% for employees not covered by the collective bargaining agreement.

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

MAINTENANCE SUPERVISOR’S REPORT

New Provider in Lee County

We have a new maintenance provider in Lee County based on a recommendation by Janet Fife-LaFrenz. Update will be provided.

Maintenance Shop Expansion

The maintenance shop expansion has been completed. Final payment has been issued to Turner Concrete. Progress payments have been issued to Zlogar Construction throughout the project. The final payment is pending receipt of certain documents that he is gathering at this time.

Upgraded Shop Lighting

The quality of shop lighting in the original area is far less efficient and dimmer than the lighting in the new area. The maintenance staff has researched the upgrade and related costs. There are 21 fixtures in the original space.

We have received a quote from Van Meter for the upgraded fixtures and bulbs. The unit cost, if purchase individually, is \$165.81 including bulbs. If we purchase all 21 fixtures at one time, the unit cost lower to \$144.99 resulting in a savings of \$437.31.

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 \$3,044.79.

Pat Swanson moved and Stan Kerr seconded a motion to approve 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.

Shortly after Board action in October’s meeting, two dealers of that hoist indicated an interest in providing quotes. The decision was made to allow bids until November 17, 2010.

Two bids were received. The bidders were Banner Auto in Fairfield and Arnold’s Motor Supply in Oskaloosa. The hoist manufacturer met with both dealers and maintenance staff at the same time. The quotes received were:

- Arnold Motor Supply \$23,104.39
- Banner Auto \$22,749.00

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

Banner Auto was higher on the hoist and jack, but waived all shipping fees amounting to about \$1,200. In addition, Banner was \$100 lower on installation.

Overall, by allowing two vendors provide quotes, a savings of \$1,235 will be realized. The hoist is on order from Banner and delivery is expected early 2011.

ADMINISTRATIVE STAFF REPORT

No additional administrative staff reports were provided.

BOARD COMMENTS

Dan Kent commented on the good stories in the newspaper and felt it reflected well on the Transit Department.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, January 25, 2011 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