

OTTUMWA TRANSIT AUTHORITY

March 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
Lynne Sandegren, Crest Services
Brian Murray, Crest Services
Toben Garrett, Crest Services

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 February 22, 2011. Pat Swanson moved and Robert King seconded a motion to approve as presented. Motion carried by unanimous vote.

The Board reviewed the closed session meeting minutes of February 22, 2011. Dan Kent moved and Pat Swanson seconded a motion to approve as presented. Motion carried by unanimous vote.

EXPENSES

Invoices for the month of February 2011 were presented for the Board's review in the amount of \$35,018.77.

The Board asked about payments for hoist, wash bay lights and computer equipment. Staff provided the information.

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

REVENUE / EXPENSE REPORT

Financial reports for February were provided to the Board for review. Staff noted that at the end of February, we should be at 66.64% of the budget in each category. Consistently, all budgets are below that percentage on expenses.

No action was needed.

RIDERSHIP ANALYSIS

Reports for February were provided. The ridership continues to show slight decrease 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 applications status for the Dispatch Supervisor position.

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

No action was recommended at this time.

City Update

The mayor, city administrator, and 3 of the 5 council members have signed a letter and sent it to the FTA regarding the recent complaints lodged against the Transit Department. A copy of the letter is provided.

No action is needed at this time.

Contract Amendment

Iowa DOT has offered OTA an amendment to the State Transit Assistance Special Contract that funds Ottumwa After 6 services. This agreement will expire June 30, 2011.

The staff recommended that the chairperson be authorized to sign on behalf of the Board.

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

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. Action was deferred to April's meeting.

Sick Leave Use

Staff provided background information to the Board. Following a lengthy discussion, the staff was directed to issue a memo to all staff and to insert some language into the policies regarding use of any paid leave time for medical care and the management's expectations.

South Commercial Route

As part of our listening sessions and follow-up discussion, we have received another letter from John Hennen asking us to consider an amendment to the South Commercial Route. A copy of the letter was provided and also included in the public hearing for the consolidated grant application.

The staff recommended that service to the Good Samaritan Campus be provided by request. The Board stated that they were not in favor of changes along Quincy Avenue or Albia Road due to inconveniences for current customers. The Board did favor route deviations to accommodate these requests.

Staff was directed to communicate this to Good Samaritan Center and John Hennen personally. Staff will work with Good Samaritan staff to implement this change in service.

CONSOLIDATED GRANT APPLICATION FY 2012

This is the time, place and date set for a public hearing on the consolidated grant application for FY 2012 for OTA. At this time, no written or oral objections to the grant have been filed with the staff. Further, no e-comments had been received. Pam noted that prior to the meeting a letter was submitted by John Hennen. Information from that letter will be provided under other comments.

Pat Swanson moved to open the public hearing and Robert King seconded the motion. Motion carried.

Pam reviewed the various components contained in the consolidated grant application.

The application includes the following projects:

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.

Comments on the grant application are requested. The following input was provided and Pam noted that copies of the letters would be included in the grant applications.

Pam noted that John Hennen had requested service to the employees and residents at Good Samaritan Center's campus. He noted that there are about 200 employees and 200 residents at that location in various buildings. Since this was information previously provided, Pam noted that on Friday, March 18, she and a bus driver had gone to the campus, visited with the facility/ housing coordinator, Pamela Wilson, and toured the campus by bus.

Following that tour, it was the staff recommendation that service to the Good Samaritan Center campus be offered by request only. This would elongate the fixed route slightly, but provide some opportunities for the residents and employees.

Pam noted that Good Samaritan Center has also volunteered to place a bus shelter at the corner of Skyline and Chester, if closer access is not possible.

Lynne Sandegren provided letters for the public hearing from two consumers they work with: Matt C. and Tyrone Zimmerman. Pam read both of the letter and copies are provided in the grant application. Both men noted the importance of public bus service in their lives.

Lynne Sandegren explained that Crest Services is a multi-location facility with a 15 bed group home on Weller Street; 3 smaller homes; and about 30 independent residential sites supported by Crest staff and served by the OTA Bus Routes.

Lynne Sandegren thanked OTA for the cooperation with stakeholders. OTA has become a real team member in addressing needs for consumers who receive their services. For example, Crest works with OTA to assure that new locations are accessible by bus routes to accommodate work and recreational opportunities. The staff has assured that the consumers receive safe passage at all times.

Toben Garrett stated that on more than one occasion, Transit staff has worked with Crest staff to locate consumers when they aren't where they are supposed to be.

New rules governing Crest Services and other agencies like theirs prohibit providers from providing transportation to consumers, except in rare cases. That further emphasizes the importance of the OTA Bus Services.

Brian Murray noted that providing consumers with an opportunity to socialize is very important in their work. Clients attend meetings and vote on their activities, assured that OTA will be there to provide the transportation. It's been very helpful to have the OTA bus services for action club and coordinating activities with Tenco Industries.

Brian Murray continued to say that their consumer population is aging and experiencing more health issues like diabetes. This has prompted a walking club for the consumers and is supported by the OTA.

Lynne Sandegren noted that as a multi-county agency she has not experienced such good cooperation in any other location.

Concern was expressed by several present about the recent restrictions placed on service opportunities.

Pam Ward attempted to explain the issues surrounding some trips and the regulations that prohibit Transit doing the work. Joe Helfenberger stated that he hopes these concerns are made known to those who have the ability to make those changes. Tom Jones explained the process now being followed and the end results.

Lynne Sandegren expressed grave concern about the impact on consumers and their willingness to help anyway possible.

Jo Kyhl asked for any other comments.

Hearing no further comments, Pat Swanson moved and Dan Kent seconded a motion to close the public hearing. Motion carried by unanimous vote.

Bob moved and Stan seconded a motion authorizing the Chairperson to sign the documents and for staff to submit the grant on behalf of the board. Motion carried.

MAINTENANCE SUPERVISOR'S REPORT

EIDorado Passport Warranty

Just an FYI, the EIDorado Passport warranty will expire in April 2011. At this writing, the issues we have had with the vehicles have all been corrected. The retrofits and repairs all seem to be performing satisfactorily. No concerns exist at this time.

No action is needed.

Diagnostic Equipment

Several months ago, we discussed the need to upgrade and invest in diagnostic equipment to aid in the repair of vehicles in the fleet. The only option available is the GM Tech 2 Tool. This product is going through some changes and the existing software is reportedly going to be phased out. We are unclear whether there will be support after the phase out and if there is support, how long it will last.

The upgrade will be a transition to a web based service for diagnostic services. More research is needed.

No action is needed.

Wash Bay Lighting

The installation of the upgraded lighting in the wash bay is completed. This installation has required an installation of stainless steel chains to set the lights at the correct height. The entire inventory of the chain has been purchased and we had to wait inventory restock.

No action is needed.

10-15 Transit Buses

We have received a recall notice on the roof hatch on the EIDorado vehicles in the 10-15 Transit fleet. We have been working with Thomas Bus Sales, the EIDorado dealer, to make these repairs.

No action is needed.

ADMINISTRATIVE STAFF REPORT

Staff reported on the progress of the Employee Appreciation Dinner for April 4, 2011.

BOARD COMMENTS

Stan Kerr offered some suggestions for the further communications on our operating issues. Staff will work with the Board to follow-up on those suggestions.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, April 26, 2011 at 9:00 a. m. at Conference Room.

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

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Hanna Jo Kyhl, Chairperson

Stan Kerr, Vice-Chairman

Robert King

Dan Kent,

Pat Swanson