

**10-15 TRANSIT BOARD  
MINUTES  
March 29, 2007**

**Present:** Ernie Greiner                      Lawrence Rouw                      Mike Pech  
Michael Beary                      Don Greenlee                      Bill Randolph  
Mike Petersen                      Cathy Reece

**Others:** Ed Mosbey      Brenda Stevens                      Pam Ward

**Guests:** Chris Kukla, Area XV RPC

**AGENDA:** Greenlee reviewed the agenda, and the agenda was approved as presented.

**MINUTES** The minutes from the meeting of February 22, 2007 were presented. Following review, Randolph moved and Rouw seconded a motion to approve the minutes as presented. Motion carried.

**EXPENSES**

Expenses for the Month of February were presented in the amount of \$185,150.19.

The Board questions the costs of repairs for Bus 986. Ed explained that this was a transmission replacement and the description referred to associated parts. This bus has also received a new engine. Pam noted that this should extend the life for about 5 years.

Following a review, Petersen moved and Rouw seconded a motion to acknowledge and file the expenses. Motion carried.

**REVENUE/EXPENSE REPORT**

Reports were provided for February Revenue / Expenses.

Lee County revenues have increased by \$13,678 from a year ago. Expenses have decreased by \$3,244. Currently Lee County reflects \$25,815 more revenue than expenses.

10-15 Transit revenues have increased by \$173,921 and expenses have decreased by \$7,255. The current cash in the bank is \$208,948.

Pech noted that there is still a large payment for buses due from that balance. Pam stated that this was correct, however 80% will come from the grant and the 20% will come from the cash reserves. In other words, the money is not without obligations.

Following a brief discussion, the report was accepted as presented.

**RIDERSHIP REPORT**

In February 19,231 rides were provided; 79,773 miles were driven; and 4,116.20 hours were spent in delivering the services. Last year, 20,171 rides were provided, 72,834 miles were driven, and 4,014.00 hours were spent in delivering the services.

Following review and discussion, the report was accepted as presented.

**STATUS REPORT**

Drivers

Pam updated the Board on Frank Hayes' resignation. No action is needed by the 10-15 Transit Board.

Assistant to the JARC Services

Pam updated the Board on Alba Anderson's termination. No action is needed by the 10-15 Transit Board.

#### Promise Job Work Site

Promise Job has contacted us for consideration as a possible work site for their clients. We have submitted a request for call taker / receptionist with other duties as assigned. The person would work 32 hours a week, Monday through Friday. There is no direct cost to Transit, and the person could only work for a maximum of 6 months. There would be an evaluation of work performance and some minimal paperwork required.

No action is needed by the 10-15 Transit Board.

#### Renewal Physicals

There has been an exchange of correspondence between Dale Walter, Business Manager for Teamsters and Renee Von Bokern, our Labor Negotiator regarding the renewal physicals.

The most recent complaint is that there are 16 drivers who cannot file this cost through their insurance company because the ORHC facility is not on the providers list. ORHC is in fact on the provider list for all insurance companies or is willing to do whatever to get on the approved list. That being said, renewal physicals are considered a "wellness visit". As such, most insurance companies do not reimburse for this type of medical care. ORHC stated that they consider this a condition of employment.

Renee advises that this type of issue is not a required negotiable point. This is supported by her research through PERB. Dale, of course, feels that it comes under Health and Safety. Renee has suggested that she and Dale could submit a joint Petition for Negotiability Resolution to PERB. That offer was extended on March 12.

At this writing, no response has been received. An update will be provided as new information becomes available.

No action is recommended at this time.

#### Buses

The buses have been received, inspected, and accepted. They are ready for assignment. SCICAP has decided to remove the little yellow buses from operation.

### Maintenance Shop Expansion

The maintenance shop expansion is nearing completion. A few minor items remain to be finished.

At this time, the staff has been purchasing shelving, shop equipment, computers, and work surface for the finishing touches.

In next fiscal year, some items that were unable to be funded this year will be procured to finish the project. The larger items include the mezzanine and mobile work bench.

Reimbursement from the federal grant has been requesting. This amounts to about \$8,000 and covers 80% of the purchases made.

No action is needed at this time.

### Contracts

The Center for Behavioral Services in Centerville has requested a contract to transport their clients to and from services Monday through Friday, as needed.

The staff recommended the Chairman be authorized to sign on behalf of the 10-15 Transit Board.

Greiner moved and Petersen seconded a motion to approve the staff recommendation. Motion carried.

Iowa DOT has offered us a Memorandum of Agreement for execution by the Board. As a reminder, 10-15 Transit had federal funds available for capital purchases. Execution of these agreements will allow 10-15 Transit to shift these funds for operating support, and to spend an equivalent amount of local funds on capital to fulfill our Peerpool commitment.

This agreement is in the amount of \$12,879. We have 2 years to fulfill this obligation. Failure to fulfill this obligation will disqualify 10-15 Transit from competing for future statewide capital funds.

The staff recommended the Chairman be authorized to sign on behalf of the 10-15 Transit Board.

Petersen moved and Greiner seconded a motion to approve the staff recommendation. Motion carried.

### **FY 08 CONSOLIDATED GRANT APPLICATION (Public Hearing Minutes)**

TEN-FIFTEEN REGIONAL TRANSIT AGENCY  
PUBLIC HEARING MINUTES  
FY 08 CONSOLIDATED GRANT APPLICATION  
March 29, 2007

Board Members Present: Mike Pech, Cathy Reece, Ernie Greiner, Lawrence Rouw, Michael Beary, Bill Randolph, Mike Petersen and Don Greenlee.

Guest Present: Chris Kukla, Area XV RPC

Others Present: Ed Mosbey, Brenda Stevens, and Pam Ward

This is the time, date, and place set for a public hearing on the Consolidated Grant Application for FY 2008.

Petersen moved and Greiner seconded a motion to open the public hearing. Motion carried.

Pam will review the list of projects as published in the Courier and reviewed for the Board's input in February. The notification of this public hearing had been published in a newspaper of general circulation throughout the service area. In addition, the projects have been listed in the Public Transportation Development Plan and Policies Committee will be reviewing the application in the draft format.

Notice is hereby given that a public hearing will be held by the Ten-Fifteen Regional Transit Agency in the Conference Room, 2417 S. Emma Street, Ottumwa, IA 52501 at 10:15 a. m. on Thursday, March 29, 2007. The purpose of the hearing is to discuss the application from the 10-15 Transit to the Iowa Department of Transportation for financial assistance as follows:

10-15 Transit will request state transit assistance and federal transit assistance amounting to approximately \$334,721 and \$440,985 respectively, to support the day-to-day transit operations. The total day-to-day transit operating costs are projected to be \$1,517,325.

10-15 Transit will also request capital funds from the Surface Transportation Program in the amount of \$94,400. These funds will be used to replace two light duty vehicles. If approved, these federal funds will be matched with local dollars on an 80% federal -- 20% local basis.

10-15 Transit will also request capital funds in the amount of \$236,000 from federal capital assistance. These funds will be used to replace four light duty vehicles. If approved, these federal funds will be matched with local dollars on an 83% federal -- 17% local basis.

10-15 Transit will also request local capital funds in the amount of \$110,246. These funds will be used to purchase capital items for general operations, administration, and maintenance.

10-15 Transit will also request capital funds in the amount of \$23,381 from federal New Freedom money to purchase an ADA accessible minivan. These funds will be coupled with \$7,309 New Freedom money from Ottumwa Transit Authority. If approved, these funds will be matched with local dollars on an 80% federal -- 20% local basis.

These projects will not have a significant detrimental environmental effect on the area and no person 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 and Chariton Valley Planning Affiliation.

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, contact Pam Ward at 641-683-0695 during office hours.

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Pam reported that no comments or objections to the grant application were received prior to the public hearing.

The Chairman must request comments at this time that will be reflected in the minutes to be included in the Consolidated Grant Application. No comments were provided.

Greiner moved and Petersen seconded that the public hearing be closed. Motion carried.

The staff recommended that the Board authorize the Chairman to sign the consolidated grant application forms as needed and further authorize the staff to finalize the consolidated grant application and submit to Iowa DOT on behalf of the Board.

Petersen moved and Greiner seconded a motion to approve the staff recommendation. Motion carried.

#### **LOCAL PROCUREMENT POLICY**

**Whereas**, the City of Ottumwa has adopted and implemented an Ordinance 2937-2004 establishing the policies and procedures governing purchase of materials, supplies, equipment, and contractual services using funds generated locally,

**And whereas**, the Ottumwa Transit Authority wishes to adopt and implement similar policies and procedures to govern purchases of materials, supplies, equipment, and contractual services for use in and by the Transit Department,

**Now therefore be it adopted,** that specific purchases will be made in accordance to the following procedures:

**Specific Purchases:**

(a) *Purchases of \$5,000 and under.* The transit staff is authorized to purchase on the basis of purchase order subject to the provisions of the City Code, state law, and the rules and guidelines established by the Board of Transit trustees, materials, supplies, equipment and contractual services costing no more than \$5,000.

(b) *Purchases of \$5,000 up to \$15,000.* Purchases of materials, supplies, equipment and contractual services costing over \$5,000 up to \$15,000 shall be made on the basis of purchase order subject to the provisions of City Code, state law, and the rules and guidelines established by the Board of Transit trustees, subject, however, to the provision that said purchases shall not be made until at least two quotations have been received, however, except as hereinafter prohibited, in any case where it is clearly to the advantage to the Transit Department to make said purchase without quotations or where two or more quotations have been solicited but not received, the Board of Transit trustees, upon recommendation of the Transit Administrator, may authorize said purchase be made in the open market.

(c) *Purchases over \$15,000 up to \$25,000.* Purchases of materials, supplies, equipment and contractual services costing over \$15,000 up to \$25,000 shall be made on the basis of purchase order subject to the provision of City code, state law, and the rules and guidelines established by the Board of Transit trustees, subject, however, to the provisions that said purchases shall not be made until at least two sealed bids have been received, or in the alternative negotiation has been completed after first obtaining two or more quotations without the formalities of sealed bids; however, except as hereinafter prohibited, in any case where it is clearly to the advantage of the Transit Department to make said purchase without sealed bids or quotations or where said bids or two or more quotations have been solicited but not received, the Board of Transit trustees, upon recommendation of the Transit Administrator, may authorize said purchase be made in the open market.

(d) *Purchases over \$25,000.* The purchasing agent shall issue formal specifications and solicit sealed bids for purchases of materials, supplies, equipment and contractual services costing over \$25,000. The Board of Transit trustees shall authorize the purchase or reject the bids as hereinafter provided.

**Procedures for bids and quotations.**

(a) The Transit Administrator may accept quotes at his/her discretion for items costing \$5,000 or less.

(b) Quotations made under this policy shall be solicited pursuant to the guidelines of the Transit Administrator and, once received, shall be reviewed and referred the quotes to the Board of Transit trustees with recommendations regarding the same.

(c) Sealed bids solicited under this policy shall be solicited by the Transit Administrator orally or in writing, directly, or by public notice, and upon receipt of the same the bids shall be opened at the date, time and place required in the bid invitation in the presence of the Transit Administrator and / or his/her designee(s), after which opening and review, the bids shall be referred to the Board of Transit trustees with recommendations regarding the same.

(d) Sealed bids solicited under this policy shall be solicited by the Transit Administrator by public notice, and upon receipt of the same the bids shall be opened at the date, time and place set out in the notice in the presence of the Transit Administrator and / or his/her designee(s), after which opening and review, the bids shall be referred to the Board of Transit trustees with recommendations regarding the same.

(e) Where bids or quotes are received by the Board of Transit trustees under (b), (c), and (d), the council may reject all bids or quotes, order new solicitations of bids or quotes, or award the purchase to the "best bid or quote." In addition, in the instances of where all bids or quotes are rejected and all bids were for the same unit price or total amount or the public interest will not permit a delay by re-advertising for new bids, the Board of Transit trustees may grant the Transit Administrator the authority to make the purchase of the commodities or the services by negotiations, which said purchase shall be approved by the Board of Transit trustees.

(f) In determining the "best quotation or best bid," consideration shall be given where applicable to price, service, delivery time, maintenance, warranties, quality of the product or service and past performance of the person submitting the quote or bid.

(g) In recognition that businesses may pay higher property taxes due to their location within the corporate limits and that such taxes may increase the cost of providing goods and services in comparison to businesses located outside the corporate limits and to encourage businesses to locate and remain in the City through the provision of a preference to local business in the awarding of transit contracts governed by this policy, the Transit Administrator shall give preference to a responsive bid from a business located within the corporate limits over an acceptable low bid submitted by a business located outside the corporate limits, where the city bidder's bid exceeds the acceptable low bid by no more than "one percent of the acceptable low bid". This preference is applicable only to goods and services purchased without the assistance of federal, state or county grants or funds.

Pam noted that an OTA Board member noted that this policy is complete with one exception. There is no statement that would prevent the purchase of unit items that would circumvent the open and competitive process. Pam acknowledged this deficiency. Following a brief discussion, the staff was directed to insert appropriate language and return the policy for action in April.

Pech moved and Petersen seconded a motion to table action pending the revisions. Motion carried.

**UPDATE ON TECHNOLOGY PROJECT**

We have initiated implementation again. Working with the local installers, McCall Communication, ten (10) additional units have been installed. They seem to be functioning without the problems noted last month.

At this writing, work is underway to schedule buses in from the counties and work out a training schedule. The training schedule will involve desk top training. In some instances, the staff feels a more hands-on approach will be needed for the drivers that are more reluctant to work with computers.

On concern that has arisen is related to the update for Daylight Saving Time. We were advised that this update could be provided through the BBX. This would be a remote update versus a hands-on update. The concern is that this would require 10 hours. We are unclear if this is a total of 10 hours or 10 hours per unit. This results in a significant overage on our data plan (similar to cell minutes). We are posing the question to Iowa DOT about the costs vs. benefits for having a BBX and the usability. Perhaps this particular update is just an extreme example and there are other applications that will make more sense. We just feel that it is essential to get a clear understanding of the benefit for BBX.

We have had problems with four (4) rangers. These units have been returned for repairs. Two have now been repaired and returned.

As noted, 9 new counties have been added into our system. The display will allow us to be completely aware of the buses location when they are out-of-area.

We continue to have concerns about the responsiveness from RouteMatch. For example, there is an issue pending on licensing. RouteMatch sent an e-mail on March 10 saying they intended to provide a response on the licensing early the following week. At this writing, the response has yet to be received. This will be noted with Iowa DOT and RouteMatch.

At this writing, we have requested and await receipt of \$78,041 in federal funds toward the outstanding invoice. Payment of that invoice will not occur until the federal share is received.

Along those lines, I have been working with Brady McFarland, Ottumwa's IT staff, to get quotes on two new printers. We have the federal dollars authorized, but have not moved forward. We have \$3,500 available for this procurement.

We continue to have minor but re-occurring problems with our black / white printer. We have not had access to our color printer for some time.

At this writing, we have two quotes to consider. The table below summarizes that information.

Vendor	CDW-G		Tiger Direct
	DAS Vendor		

Black / White	HP LJ 5200 TN		HP LJ 5200 TN
Specs	Laser Jet 35 Pages / Min 12 X 18 Max 67 lbs		Laser Jet 35 Pages / Min 12 X 18 Max 67 lbs
<b>Cost</b>	<b>\$ 2,045.00</b>		<b>\$ 2,139.99</b>
Color	HP LJ 3800 N		HP LJ 3800 N
Specs	Laser Jet 22 Pages / Min 8.5 X 14 Max 70 lbs		Laser Jet 22 Pages / Min 8.5 X 14 Max 70 lbs
<b>Cost</b>	<b>\$ 870.00</b>		<b>\$ 899.99</b>

Based on the bids received, a recommendation will be sent to Iowa DOT for purchasing these two printers from CDW-G. They are the lowest bid and are also on the Department of Administrative Services provider list for these units.

The staff recommended that the Board authorize the submission of this recommendation to Iowa DOT and subsequent purchase of the printers upon receipt of approval from Iowa DOT.

Petersen moved and Greiner seconded a motion to approve the staff recommendation. Motion carried.

**PROGRESSIVE MAINTENANCE REPORT**

**OTHER BUSINESS**

The Board meeting in June is scheduled for June 21. My family has an opportunity to go on a trip with some friends that week.

I would like permission to move the June meeting from June 21 to June 28.

If this is inconvenient or we are unable to have a quorum, I will prepare the board packet and provide necessary information so that Brenda and Ed can conduct the meeting in June.

The Board authorized the date change. Pam will post these changes on the website.

**PASSENGER TRANSPORTATION DEVELOPMENT PLAN**

Greiner requested Chris Kukla distribute copies of the draft PTDP to those members not in the Area XV Planning Affiliation. He commended Chris for the good work and the positive statements for OTA and 10-15 Transit.

Chris noted that this effort was recently reinstated and will be updated annually. Pam noted that her hope is that the document will give direction to the staff in terms of real planning rather than just programming purchases.

No action was requested of the Board.

**NEXT MEETING**

The next meeting was schedule for Thursday, April 26, 2007 at 10:15 a. m. at 2417 S. Emma.

**ADJOURNMENT** With no further business to conduct, the meeting was adjourned at 11:15 a. m.

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Don Greenlee, Chairman

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Cathy Reece, Vice Chairman

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Ernie Greiner, Secretary