

OTTUMWA TRANSIT AUTHORITY

January 16, 2007

9:00 a.m.

ROLL CALL: Present were: Jo Kyhl, Dick Schlegel, John Knight, and Carol Williams.
Also present: Stan Kerr (appointment pending City Council approval.)

OTHERS: Brenda Stevens, Ed Mosbey and Pam Ward

The Board welcomed Stan and look forward to working with him. His background and experience will add much to the discussions.

MINUTES

The Board reviewed the minutes of December 19, 2006. Following a brief discussion, Dick moved and Carol seconded a motion to approve the minutes as presented. Motion passed by unanimous vote.

EXPENSES

Invoices for the month of December 2006 were presented the Board’s review in the amount of \$101,665.76.

The Board inquired about the payment to Route Match. Pam explained that she had processed the invoices and the check has been cut, but not mailed. Federal funding for 75% has been drawn down and just received in early January.

The Board expressed major concern based on the performance reported by the staff. Following a lengthy discussion, John moved and Dick seconded a motion that payment be held until such time as the system’s performance problems are resolved. Motion carried by unanimous vote.

Following this discussion, it was clarified that if a return of federal funds is required, then staff will make sure that occurs. Further, the staff clarified that “improved performance” means that the 19 units installed all work for at least 4 weeks consecutively.

Dick moved and Carol seconded a motion to acknowledge and file the expenses as presented. Motion passed by unanimous vote.

REVENUE/EXPENSE REPORT

Pam presented the December reports for JARC and OTA.

Pam noted that fares on JARC are down \$424. JARC expenses are down \$7,527. Pam continues to stress the need to keep the overall expenditures within the budget for both revenues and expenses.

For OTA, Pam noted that overall revenues are up \$104,042 and expenses have increased \$3,605. The favorable financial picture is due to an early receipt of federal funding. Cash in the bank has improved slightly and is only temporary as we await the capital bills and incur the local share.

Following a discussion, the reports were accepted as presented.

RIDERSHIP ANALYSIS

Pam presented the Ridership report for December 2006. She noted that riders are down about 1,905 from a year ago. This is due primarily to one fewer day of service. The statistical data seems to be reported in a more accurately.

No action was needed on the Ridership report.

10-15 STATUS REPORT

Buses

There has been no change in drivers since the last Board meeting. We are currently attempting to set up an interview in Appanoose County for a sub driver and have a very likely candidate.

Service Changes

Meal delivery in Ottumwa was discontinued January 2, 2007, as planned. Seneca Area Agency on Aging has hired two (2) people to replace our drivers. They used the month's notice provided to get the replacement staff hired and trained on the routes. It seems to have been a pretty seamless transition.

No further communication has occurred between SCICAP and Transit regarding a service change. Pam and Jim Smith, Director of SCICAP have talked about eliminated their two (2) yellow buses and using vehicles from the 10-15 Transit fleet. This results in a cost savings for SCICAP since those vehicles are dual insured by both SCICAP and Transit. If the vehicles are sold, SCICAP would be able to bank that income, I suspect, gaining a little bit more revenue. Transit is not interested in buying that equipment. It is not ADA accessible and the configuration limits the vehicles use.

Lorraine Ramos, Appanoose County Transportation Committee, has notified us that one of the nursing homes has made a donation to underwrite some transportation costs for extended hours. Two other entities have come to the table and they are working to finalize the details that could result in a significant contribution, too.

We continue to have a pending proposal with Monroe County Hospital and Oakwood Nursing for extended hours of service in Albia. No action has occurred on this request for some time. A follow-up may be necessary in the near future.

No action is needed by the Board.

Buses

At this writing, we await notification on the delivery of the last two buses in the recent procurement. That should occur within the next 4 to 6 weeks.

No action is needed by the Board.

TRAVEL POLICY

Several months ago, we were advised that we would need to adhere to the City's Travel Policy for all trips unless optional procedures were adopted by the Board. The staff explained at that time that all the paperwork makes little sense when mileage is the only cost incurred.

There was action taken at that time, but the Finance Director has requested a formal resolution adopted by the Board that can be placed in the files. In response, the following draft Travel Policy is recommended for adoption:

TRAVEL POLICY
OTTUMWA TRANSIT AUTHORITY

Whereas the City of Ottumwa has an established travel policy that describes the procedures used for travel involving registration, air fare, hotel bills and other related travel costs;

And Whereas the Ottumwa Transit Authority staff is directed to follow such procedures when the particular staff member is involved in travel that involves registration, air fare, hotel bills and other related travel costs;

And whereas, the Ottumwa Transit Authority staff also travels and that travel does not involve the above mentioned costs. The only cost incurred is mileage. Example of such travel may be to one or more of the towns within the service area, meetings with the Iowa Public Transit Association or Iowa DOT that does not include a registration fee or other related costs except mileage.

Now therefore be it adopted, that Ottumwa Transit Authority staff is authorized to submit reimbursement claims for travel that only includes mileage expense on a reimbursement claim form. This form may include a single trip or multiple trips covering a month or multiple months.

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

CONSOLIDATED GRANT APPLICATION TIMEFRAME

We have received notification by Iowa DOT that the Consolidated Grant Applications are due on the first business day of May 2007. That is May 1, 2007, this year.

There are a number of steps that have to be completed before the Consolidated Grant Application can be written. Following is a summary of those steps:

1. Using the estimates provided by Iowa DOT, projects have to be identified for each funding source. This may include Federal and State Operating funds, Federal Capital and Peerpool funds, Job Access Reverse Commute, and New Freedom funding. We will begin looking at these funding sources, but earlier discussions with the Board will limit some of those projects to Associated Capital Maintenance Projects that will aid in operating costs.

These projects must all be submitted to Area XV and XVII Transportation Planning Affiliations and included in the planning documents. These projects will have to be reviewed by the technical and policy committees. There will also be a public hearing on the planning documents.

2. In February (before February 20) a notice of our public hearing will be published in the Ottumwa Courier. Additionally, the notice will be given to Iowa DOT for circulation.
3. As part of our March 27 and March 29, 2007, Board meetings a public hearing will be held on the Consolidated Grant Application. Minutes and comments received will be incorporated in to the Consolidated Grant Application. The Chairman may also be required to sign off on certain forms for the grant application.
4. Early in April 2007, the grant will be submitted to Iowa DOT for review. As a result of that review, the Iowa DOT will issue contracts for the projects listed as funds become available. These contracts will be effective July 1, 2007.

The Board asked what types and amounts of funds were going to be included in the Grant Application. Pam reported on the sources and amounts for both OTA and 10-15 Transit. She stated that the amount available from New Freedom was not available. (That information was later provided.)

No action is needed at this time.

MAINTENANCE SHOP EXPANSION

Due to the holidays, shipment of the building has been delayed by about 2 weeks and is delivered January 8. Construction began immediately. As reported in the December meeting, the foundation, floor, and footings have been poured and completed. The structural framing has been erected at this time. The sheeting will begin shortly (after weather warms up a bit).

We received a request for a partial payment as provided in our contract. The federal funds (80% of the amount requested) has been requested and payment is pending.

No action is needed.

UPDATE ON TECHNOLOGY PROJECT

Weekly conference calls continue followed by reports containing action steps expected by all parties. Tom continues to be heavily involved with this projects implementation.

New problems have cropped up with units on the Midwest Wireless System. Efforts are underway to troubleshoot and correct those problems. To summarize, the problem is related to vehicles being able to connect to the Wireless system and this prevents the drivers from being able to log on to the unit.

In contrast, units on the Verizon System have been problem free up to this point. However, there is about 1 Verizon unit to every 5 Midwest units in the fleet.

Until this problem is corrected, the implementation plan reported in December remains on hold. Future payments will also be held until there is resolution.

No action is needed at this time.

PROGRESSIVE MAINTENANCE

Pam and Ed reported on problems on Bus 982L. Due to the construction design, the ceiling on the bus is collapsing. It is highly questionable whether this bus could withstand the roll-over test required by the Federal Motor Vehicle Safety Standards. Pam and Ed distributed photos of the problem.

Ed explained the work that is planned to make the repairs. The Board felt that repairs need to be made by a place that could certify that the vehicle as modified would meet the FMVSS standards.

Pam stated that due to the extent of the problem and the fact that there are 2 or 3 other buses with potentially the same problem, Iowa DOT staff needs to be appraised of the situation. The Board concurred.

Following a lengthy discussion, John moved and Carol seconded a motion to remove all buses with this potential problem from service until we know their status. Motion carried by unanimous vote.

The staff assured the Board that this would be addressed immediately.

The Progressive Maintenance report for December was presented. There were no additional questions. No action was needed.

OTHER BUSINESS

Pam presented a copy of the letter to Mark Sims regarding the IMWCA Inspection of December 27. No additional action or comments were provided.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, February 20, 2007 at 9:00 a. m. at 2417 S. Emma.

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

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Hanna Jo Kyhl, Chair

Dick Schlegel, Member

John Knight, Secretary

Carol Williams, Member

Stan Kerr, Member