

OTTUMWA TRANSIT AUTHORITY

February 20, 2007

9:00 a.m.

ROLL CALL: Present were: Jo Kyhl, Dick Schlegel, John Knight, Carol Williams, Stan Kerr.
OTHERS: Brenda Stevens, Ed Mosbey and Pam Ward

MINUTES

The Board reviewed the minutes of January 16, 2007. 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 January 2007 were presented the Board's review in the amount of \$15,941.81.

Jo asked about the expenses on ComElec Services. Pam stated that they removed all the old ITS equipment. She authorized payment for this service, but then (today) discovered that this was a trade for equipment provided to ComElec. The payment will be voided by the Finance Department.

John 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 January reports for JARC and OTA.

Pam noted that fares on JARC are down \$277. JARC expenses are down \$12,020. Pam continues to stress the need to keep the overall expenditures within the budget for both revenues and expenses. She said that with Alba's return, the expenses will be increasing to reflect those wages.

For OTA, Pam noted that overall revenues are down \$70,821 and expenses have increased \$7,324. Pam reviewed the pending federal capital and operating revenues amounting to almost \$150,000. This should significantly improve the financial outlook.

Pam had prepared and explained the Year to Date to Year End financial projections with the Board. Ultimately, OTA is projected to end with Revenue over Expense of \$102,358. This reflects the matching funds toward federal capital projects. From that balance, about \$48,625 is projected transfer to offset JARC federal funds that is matched 50-50%. That will leave a bottom line of \$53,733. JARC will be at break-even as is expected.

The Board discussed the OTA Cash in the Bank balance that is negative. The Board noted based on conservative revenue projections and liberal expense projections the end of the fiscal year balance should be healthy again.

Following a discussion, the reports were accepted as presented.

RIDERSHIP ANALYSIS

Pam presented the Ridership report for January 2007. She noted that riders are down about 1,186 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

We have been notified that the last two buses will be received at the end of February. No action is needed by the Board.

Consolidated Grant Application

As you will recall from last month's meeting, a time frame was established for the completion of the Consolidated Grant Application. Since that time, there has been a change in the distribution of Federal funds. It is important to note that this will not result in any more funding, but simply change the source of funds used for certain procurements and the procedures used to make those purchases.

Previously, only 80% of the federal funds were distributed by formula and applied toward operating assistance. The remaining 20% was used for capital purchases. Of that 20%, half was distributed by formula and half was deposited into a statewide pool and used to buy buses. (NOTE: From the amount distributed by formula, we have used the funds for small capital purchases and associated capital maintenance items like the bus remanufacturing and engine replacement projects).

Under the new procedures, Iowa DOT will distribute all the federal funds for operating assistance via formula. There will be no set-aside for capital purchases from federal funds. There are two basic reasons for this change: 1) ease of contract management by Federal, State and local transit officials; and 2) ease of purchase requirements. We will no longer be required to comply with federal procurement regulations for smaller purchases but will have to comply with local procurement rules.

To offset the change in federal allocations, transit agencies will be presented with a joint participation agreement that will allocate the federal funds. It will also stipulate the amount of local money, plus match that will have to be spent for capital items. Agreement has been reached that the set dollar amount will be based on a 3 year average so if a transit agency has a big project one year, it will be counted toward the local requirements in future years.

At this time, we are awaiting those new numbers to assure that our public notices and project descriptions are correctly reflected for the public meeting and in the grant applications. We anticipate that information within the next few days.

Based on estimates, the Public Hearing Notices for OTA and 10-15 Transit have been developed. These demonstrate the switch between federal and local funds for capital projects.

No action is required at this time.

Local Procurement Rules

Following this above discussion, the staff was directed to obtain a copy of the City's local procurement rules. Copies will be provided to the Board at March's meeting.

Bus Accident

Pam updated the Board on attempts to reach settlement with Allied Insurance on the January 9, 2007, bus accident. She will continue to pursue this issue and hopefully reach resolution in the near future.

No action is required at this time.

PERSONNEL REPORT

Drivers

The staff recommended Ron Davolt be added to the payroll upon successful completing his pre-employment procedures and training.

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

Renewal Physicals

In October, the OTA Board adopted a policy establishing Occupational Health as the designated located for renewal physical for all drivers. This was in direct response to a specific instance in Davis County and a couple of other suspicious certifications on fitness throughout the area.

On February 5, the Teamsters and stewards met with the staff to discuss this policy and the negative impact it has on at least 16 drivers. The claim, as understood by staff, is that these individuals cannot file for the cost of the physical through their own insurance. This may be due to the driver having a designate HMO or that they are filing the charge in conjunction with other care they are receiving for other issues.

The Union has petitioned the staff to amend this policy to allow drivers to use their own physicians or pay the full cost of \$79 for the physical. The current reimbursement is \$50. The staff has pointed out that a specific physical is a requirement of employment as determined by the US DOT. This requirement is not under local control very much like professionals who are required to meet certain standards to remain certified in their professions. Further the staff noted that we are unable to amend a personnel policy without Board authorization.

If the Board chooses to revert back to the former practice, it would be essential that if or when the staff questioned a doctor's certification on the physical to the drivers' fitness, that we exercise our option to "re-test" using the resources of Occupational Health.

As a note, the cost of reimbursing or paying the full \$79 would increase costs by \$1,595.

Following an extensive discussion, Dick moved and Stan seconded a motion to maintain the current policy. Motion carried by unanimous vote.

MAINTENANCE SHOP EXPANSION

The maintenance shop original bid was \$54,400. Our original funding was \$25,245 from the OTA Contract and \$16, 846 from the 10-15 Contract, for a total of \$42,091. The funding ratio was 80% Federal and 20% local. Based on the original bid of \$54,400, federal funds would cover \$42,091 or 77% and local funds would cover \$12,309 or 23%.

This bid resulted in a mere shell of a building measuring 20 X 45. At that time, we had a two contract amendments pending. Those were received and acted upon in January's 10-15 Board meeting. The contract amendments resulted in an additional \$18,472 in federal money or \$23,090 in total funding with the local share.

The available funding after the amendments was \$60,563 federal and \$15,140 local for a total of \$75,703.

After receiving the contract amendments, we were able to approve a change order based on the original specification in the amount of \$11,610. That change order included:

1. covering the three walls in the storage area,
2. installing a stud wall in the office area including a wall covering
3. building extension jams for the window and doors.
4. electrical work in the office and storage area.
5. installing an 8' drop ceiling in the office

The electrical work included installation of conduit and wire to a new subpanel located in the new addition. In the office area, 3 lights and 2 switches will be installed, as well as receptacles, baseboard heaters and thermostat, 2 phone jacks and 2 network jacks. In the storage area, lights will be installed we had and 3 switches as well as receptacles.

By meeting time, the final work by Bridge City Construction will be finished and ready for inspection by the Board.

Our financial obligation thus far on the project is \$66,010 or \$52,808 federal and \$13,202 local funds. That left a balance of \$9,693 for make ready expenses. Those purchases will have to be approved by Iowa DOT since federal funds are involved. Following is a summary list of items we hope to purchase:

1. Computer equipment (upgrading really old computers)
2. Office equipment including files
3. Work surface for manuals, etc.
4. Shelving
5. Pre-engineered mezzanine to "double" a portion of the storage surface.
6. Oil filter crusher
7. Air powered grease pump

We will be able to add additional equipment in future fiscal years, as needed.

UPDATE ON TECHNOLOGY PROJECT

In the past few months, we have vaguely described some of the problems. In conferring with Tom Jones, Bob Krause, and several of the staff members with our contractors, we felt a more definitive report was due to the Board. Hopefully, this will more completely describe the challenges we are facing and some of the resolutions we are working towards.

1. Odometers on the buses have been calibrated to provide us with mileage readings. There have been on-going challenges finding the exact wiring connections to make this function properly. The decision has been made to use GPS not "pulse" on the odometers to get the readings. This is within 15% accurate and the set up is not only less troublesome but requires significantly less time.

Ed questioned whether any variance would be experienced as high as 15%. The norm is 1 to 2%. Pam questioned whether this was supposed to be 1.5% rather than 15%.

2. One bus needs to have the odometer recalibrated. We need to find out whether this work can be done remotely with the XMM software and whether it will require so much time that it exceeds our data transmission plan on the cellular bill. If it exceeds the plan, we are trying to determine the costs versus having staff time involved in making that "hands-on" adjustment.
3. This year, Congress changed the start-up time for Daylight Savings Time. This affected all our mobile data computers time readings and scheduling data. Tom has been working on a "hands on" fix because using XMM will exceed our data transmission plan. There are 5 or 6 units awaiting that adjustment. In the future, we will use XMM to make that adjustment, if Congress dinks with the on-off schedule for daylight savings time again.
4. Two BBX units are missing. We are trying to determine whether they were shorted in shipping, have been mislaid in the shop, in the office or whether the installation tech may have picked them up in error.

Ed noted he had located these two missing units when moving around equipment disrupted by the construction.

5. In order to monitor a bus's performance, trips have to be assigned to the vehicle. Even after that work is done, the buses fail to "show up" in the system as available. However, if the system is powered off, exited, and re-started, the units become available. This is not only inconvenient, but a huge waste of time.
6. When a bus leaves the region on the computer screen, the system locks up. This may require us to buy up to 16 more counties. We pass through a great deal of these counties going to locations like Des Moines, Ames, Iowa City, Cedar Rapids, Pella and Grinnell for medical trips. Iowa DOT is investigating the cost of these "extra" counties. They would pay for 75% of that cost.

Pam has received a quote on the additional counties. The cost is \$895/county X 16 counties for a total of \$14,320. The federal share is 75% leaving the local cost at \$3,580 for the 16 counties.

7. The biggest concern is the timely response of the RouteMatch representative. For example, a question was e-mailed on 01-27-07. As of Monday, February 5, a response had not been received. Issues like those above, except #4, would be addressed by the person in this capacity. Iowa DOT is now aware of this problem with specific examples to share. In the mean time, answers are coming from those above this representative's level.

An update on these issues will be provided as we continue to seek resolutions of these issues. No action is needed at this time.

PROGRESSIVE MAINTENANCE

There are several developments that are encouraging. As directed, the other identical bus 981L has been removed from service. A note of encouragement on that bus: there is no sign of the structural problems as seen in 982L. Likewise, we have visually inspected 012L. It does not have any structural problems visible.

Ed and I have spoken with Leonard Stevenson, Thomas Bus Sales. In that conversation, we learned a valuable piece of information. El Dorado buses are not made with the steel rib-cage like the Supremes. They have a special material in the ceiling that Ed and I both have seen. This material is a honey-comb design that has been Altoona tested and meets the FMVSS 220 roll-over test. That is a huge relief.

In this conversation with Leonard, he advised us to bring in 981L sometime and remove the top hatch. If there is any moisture, we could be heading for the same problem, but as stated above, this has not been a reported problem and issue is not visible! We have picked up 981L, remove the hatch and do an intense inspection. If there is no problem, the top hatch will be reinstalled and chalked. The time investment would be about 6 hours or less.

At this time, Leonard has forwarded the pictures to El Dorado. Ed has been directed to a person in the StarTrans Corporation that is familiar with the problem. He feels that with our staff's expertise, he will be able to direct them in making these repairs in-house with materials supplied by StarTrans.

At this writing, we do not have a cost estimate. Richard has been on jury duty. Ed and Travis have been working on buses with problems created by the intense cold.

No action is recommended at this time.

There were no other questions on the Progressive Maintenance Report.

OTHER BUSINESS

The Board requested that election of officers be on the March Agenda.

The Board toured the new maintenance shop expansion.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, March 27, 2007 at 9:00 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:30 am.

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Hanna Jo Kyhl, Chair

Dick Schlegel, Member

John Knight, Secretary

Carol Williams, Member

Stan Kerr, Member