

OTTUMWA TRANSIT AUTHORITY

April 22, 2008

9:00 a.m.

ROLL CALL: Present were: Jo, Kyhl, Dick Schlegel, Carol Williams, Stan Kerr and Dan Kent.
OTHERS: Brenda Stevens and Pam Ward
GUEST: Chris Kukla, Area XV RPC

PUBLIC COMMENT There were no public comments offered.

MINUTES

The Board reviewed the minutes of March 25, 2008. Following a discussion, Dick moved and Stan seconded a motion to approve the minutes as presented. Motion passed by unanimous vote.

The Board reviewed the minutes of the closed session of March 25, 2008. Following a discussion, Dick moved and Dan seconded a motion to approve the minutes as presented. Motion passed by unanimous vote.

EXPENSES

Invoices for the month of March 2008 were presented for the Board's review in the amount of \$25,586.77.

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

REVENUE/EXPENSE REPORT

Pam reviewed the Revenue/Expense reports for March for OTA and JARC.

Pam noted that JARC revenues are up \$6,568 from a year ago. For the same period, expenses are up \$43,333. Pam noted that OTA revenues are up \$11,913 from a year ago. For the same period, expenses are up only \$19,930.

Pam noted that she has requested draw downs on federal grants for both OTA and JARC in the amounts of \$89,607 and \$18,626 respectively. In addition, Pam had communicated with Iowa DOT on draw down for RouteMatch in the amount of \$8,290 that are way past due. These funds have been promised within 30 days.

Pam also noted that since the financial side of RouteMatch has been completed, a line item transfer has been calculated for 10-15 Transit's share of the matching portion of this project. This was agreed to early on and the financial end is now complete.

The report was accepted as presented.

RIDERSHIP ANALYSIS

Pam reported that there were 28,549 rides provided in March 2008, down 1,628 from a year ago. Pam noted that JARC rides are up 1,407 from a year ago. Most other categories are down and this is largely due to unfavorable weather.

The Board requested the staff to explore options for Bus Stop signs along the bus routes. In addition, the Board wants staff to work with GO-TV to come up with some catchy ads about Save Gas \$\$\$ -- Ride the Bus messages.

The staff reported that front door service will be offered to Fareway, if the design allows bus access. This will need to be incorporated in the bus schedule.

No action was needed on the Ridership report.

10-15 STATUS REPORT

Bus Cameras

The orders have been placed for bus cameras for both OTA and 10-15 Transit. Based on the revenues and contracts we have available to us, we will be equipping 10 OTA vehicles and 10 10-15 Transit vehicles with 4 camera systems. In addition, we are equipping 1 OTA vehicle with a 1 camera system and 2 10-15 Transit vehicles with a 1-camera system.

At this writing, camera equipment for the 1 camera systems has been received. To expedite installation, the first 1 camera system is scheduled for installation in the OTA vehicle on April 17 in Davenport. The remainder of the 4 camera systems and installation has not yet been set. This initial installation has resolved the current issue at hand with our customer.

Due to our organizational structure, OTA and 10-15 Transit will be sharing the viewing station and software licenses. This is a significant savings.

No action is needed at this time.

Building Expansion

The plans, specifications and form of contract that were approved in March have been distributed to two possible contractors: Bridge City Construction and Grooms and Company. If others are requested prior to the meeting, an update will be provided. Key dates have been set in the specifications.

Bidders have been given two opportunities to request changes to the specifications. In addition, bidders have been invited to visit with the staff on Tuesday, April 15. An update on this process was provided at the Board meeting. Bids are due May 14, 2008.

Grant Application

At this writing, Iowa DOT has requested a significant amount of additional information for the two New Freedom Grant Requests. The staff is in the process of assembling that information in response. Hopefully, the responses provided will assure aware of the \$25,000 requested for each system. An update was provided at the Board meeting.

PERSONNEL REPORT

Board Appointment

The term of Transit Trustee, Dick Schlegel was due to expire on May 15, 2008. The mayor has recommended his reappointment for another term to the City Council. They should be taking action on that shortly. We thank Dick Schlegel and all board members for their dedicated service to the Transit Board of Trustees.

No action is needed by the Board. Dick reported that the City's action has been completed.

Drivers

Upon successful completion of the pre-employment tasks, the staff recommended that Terry Rader, Mary Whitam and Jason Rupe be added to the payroll.

Stan moved and Dan seconded a motion to approve the staff recommendation. Motion carried.

Personnel Reorganization and Expansion

Pam updated the Board on the progress made to date. No action was needed at this time.

Job Bidding Process

In accordance with the Collective Bargaining Agreement, the staff is in the process of assembling the job bid sheet. This sheet lists all the jobs performed routinely by the driving staff. A draft copy will be provided to the Board for review. This will give you a very clear picture of all the routes staff and all the different types of work we perform in each of the 11 counties and within Ottumwa.

No action is needed at this time.

JARC Services / Employment Sites

At last month's board meeting, the staff was requested to provide the Board with more information on the JARC services. The first shift begins at 3:00 am and end around 9:00 am; second shift begins at 11:30 and ends around 4:00 pm; third shift begins at 8:00 pm and ends around 1:30 am. Routinely, JARC feeds passengers to the fixed route system and vice versa. This enables the services to work together and not duplicate each others efforts.

Passengers using JARC pay the same fares as the OTA Fixed Route. The Cash fare is \$1.25; Bus Passes are \$20 or \$30 for elderly/disabled and general public respectively; and Tokens are \$1. The majority of the passengers buy a bus pass.

The service is demand-response and passengers call in to confirm their work schedules. A number of the passengers are "standing riders" – meaning they ride all the time on the same schedule. This allows their times to remain static and they do not have to call in to reserve their rides.

A list of the employers served was provided for the Board's review.

PROGRESSIVE MAINTENANCE

The Progressive Maintenance Report for March was presented. There were no questions.

BOARD COMMENTS

Stan provided the staff with some suggestions for incorporation in the specifications for the office expansion. Pam will be sure the contractors are aware of this.

Legislative Initiatives

At last month's meeting, the Board asked for information on the Legislative Initiatives the staff participates in to deliver our message and relate our need to elected officials at the State and Federal level.

Samples of the materials that have been developed and shared both in person and through the mail are attached for the Board's review.

Federal #1 and #2 are just a portion of a much larger and more detailed packet that was left with the staff and the elected officials. This was part of the face-to-face meetings in March in Washington DC.

State #1 through #4 were in the form of post cards that were put in the elected officials mail boxes every other week following our face-to-face meeting in January in Des Moines. State #5 was the "request" and was printed on each of the post cards to re-emphasize our position.

No action is needed at this time.

Goals and Objectives

Jo commented that there are some obvious new capital projects on the horizon, namely, the installation of on-board cameras on all buses. The goal would be to equip the entire fleet in incremental pieces as funds are available.

Another goal would be to incorporate the Mission Statement or Slogan in all printed materials, including the bus schedules and on the buses. This serves as a reminder for customers and staff alike.

Another piece may be financial budgeting.

Stan recommended that the mission statement adopted by the Board be dissected and used to create goals for the Board. No action was taken beyond this discussion.

OTHER BUSINESS

The Board suggested that the staff work with the Ottumwa Courier to do an article on legislative priorities and fast facts used with the legislature.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, May 27, 2008 at 9:00 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 11:00 am.

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Hanna Jo Kyhl, Chairperson

Dick Schlegel

Carol Williams,

Dan Kent,

Stan Kerr,