

OTTUMWA TRANSIT AUTHORITY

February 26, 2008

9:00 a.m.

**ROLL CALL:** Present were: Jo, Kyhl, Dick Schlegel, Carol Williams, Stan Kerr and Dan Kent.  
**OTHERS:** Ed Mosbey, 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 January 22, 2008. Dick noted that Pam had failed to complete a sentence on Page 2 of the minutes. Pam reviewed her notes. This was a motion on the bus cameras. Following a brief discussion, Dick moved and Dan seconded a motion to approve the minutes as amended of January 22. Motion passed by unanimous vote.

**EXPENSES**

Invoices for the month of January 2008 were presented the Board's review in the amount of \$20,057.98.

Jo asked if the payment to Jim Bower for a physical reimbursement. Pam explained that this was in accordance with our policy. Stan stated that he felt all employees should pay for all their physical costs, including pre-employment and re-certifications. Pam explained that on the relatively low wages, this would create even a bigger road block to filling positions. Few people who are unemployed and looking for work have an extra \$250 to a physical.

Dick moved and Stan 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 January for OTA and JARC.

Pam noted that JARC revenues are up \$26,224 from a year ago. For the same period, expenses are up \$33,929. This should not be a problem since we have pending grants that have not been drawn down.

Pam noted that OTA revenues are up \$125,210 from a year ago. For the same period, expenses are up only \$3,884. Pam noted that cash in the bank seems low because the large federal operating is a receivable and is not "cash in the bank" yet. This should correct in next month's report since the funds were actually received and deposited in February.

Pam discussed a little bit about how State Transit Assistance was funded at the State level. She noted that this funding source is distributed on a formula and we are guaranteed a certain percentage of the taxes collected. Federal Transit Assistance is also distributed on a formula basis; however, since it is a fixed amount, we are assured a fixed amount of money.

The report was accepted as presented.

**RIDERSHIP ANALYSIS**

Pam reported that there were 30,922 rides provided in January 2008, down 213 from a year ago. Pam noted that JARC rides are up 753 from a year ago. Most other categories are down and this is largely due to unfavorable weather.

Jo noted that the trends seem to be reversing a bit. Hopefully this favorable trend continues.

No action was needed on the Ridership report.

**10-15 STATUS REPORT**

Bus 975

Iowa DOT finally authorized us to settle on Bus 975. We were able to negotiate a very favorable settlement in the amount of \$11,500. This includes \$10,000 for the bus; \$1,500 for loss of use; and we keep the damaged vehicle without cost.

Ed and Richard feel that the engine and may be able to be salvaged, but will not know until they are removed and examined. Further, the lift, seats, and air conditioning equipment can all be salvaged.

As part of the terms with Iowa DOT, we will be required to purchase a used bus (probably relatively inexpensively), and do some work to make it road-worthy. We will be exploring the options with other Iowa transit systems.

No action is needed at this time.

#### Bus Cameras

We are in the process of completing a Transit Vehicle Survey Form and taking digital pictures of all the buses' interior so that Verint can begin planning the installation.

We will be working with our sister systems and creating an installation schedule. Our intent at this writing is to still perform the installations in-house, although we have not closed the door on having an outside contractor involved due to time restraints in our maintenance shop.

No action is needed at this time.

#### ADA Minivan

The ADA Minivans were ordered before Christmas. We have been notified that they will be delivered within the next couple of weeks pending weather problems. These vehicles will be assigned specifically for trips where only a few people are transported at once.

No action is needed at this time.

#### ICAP Insurance

Pam reviewed the insurance information for March 2008 through 2009. She noted that the City's Membership Credit was \$20,519. In addition, like 10-15 Transit, the City received a Cumulative Reserve Refund in the amount of \$16,712. This is a total credit of \$37,232. A portion of this credit will be shared with OTA.

Pam reviewed our individual line item costs. We have had no claims on physical damages, although the annual premium is \$6,061. Pam recommended that physical damages coverage be discontinued. The next cost for our annual premium is then \$31,030 and provides coverage for general liability, public officials, property / buildings and auto liability. The limits are now at \$2 million.

Following a discussion, the Board through consensus agreed to drop the physical damages for a savings of \$6,000.

### **PERSONNEL REPORT**

#### Drivers

Pam updated the Board on the new drivers in Lee County. No action was taken.

#### Union Negotiations

Pam summarized the items agreed to during mediation with the Union. The revision to the Personnel Policies on Driver Physical Reimbursement will be presented in March's Board meeting. The entire wage scale for all employees will also be presented for adoption in March.

The staff recommended that the Board authorize the Chairperson and staff to sign the final document on behalf of the Ottumwa Transit Authority.

Dick moved and Carol seconded a motion to approve the staff recommendation contingent upon the collective bargaining agreement being in accordance with the items agreed upon. Motion carried by unanimous vote.

#### Alba Anderson

Pam updated the Board in regard to this situation.

#### Personnel Reorganization and Expansion

We have been working on job descriptions and gathering information from a variety of sources to use in the job descriptions. A presentation to the Board is planned for March or April.

**PREVIEW OF PUBLIC HEARING MATERIALS**

Pam noted that in March, we will be holding two public hearing. The first public hearing will deal with our Consolidated Grant Application for FY 2009. The notice has been sent to the newspaper for publication and to Iowa DOT as required. A copy of the notice was reviewed with the Board.

In March, we will also be holding a public hearing on the Plan, Specifications, and Form of Contract on the Building Expansion. This public hearing will be an opportunity to receive any comments and objections. The timeline presented last month will be followed.

No action was recommended at this time.

**PROGRESSIVE MAINTENANCE**

Ed discussed the structural status of the City Buses. He noted that there is some minimal structural deterioration and minimal weakness on cross members. The buses should be in fine shape until replaced.

**BOARD COMMENTS**

Dan questioned the possibility of adding an additional bathroom facility with the planned expansion. Ed explained the problems with the current arrangement. Staff will further explore this with the Engineering Department.

Stan asked the staff to explore the possibility of an Employee Recognition Program. This may include a certificate, a pin, or some form of recognition for each 5 years of service. Staff will present information for the Board's consideration.

**OTHER BUSINESS**

The Board conducted Pam's annual evaluation. The evaluation was a combination of each of their individual comments. Pam provided the Board with feedback and thanked the Board for such a good and positive evaluation. It will be submitted to the Personnel Department.

**NEXT MEETING**

The next regular meeting was scheduled for Tuesday, March 25, 2008 at 9:00 a. m. at 2417 S. Emma.

**ADJOURNMENT** With no further business to conduct, the meeting was adjourned at 11:25 am.

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Hanna Jo Kyhl,

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Dick Schlegel,

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Carol Williams,

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Dan Kent, Member

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Stan Kerr,