

OTTUMWA TRANSIT AUTHORITY

May 27, 2008

9:00 a.m.

ROLL CALL: Present were: Jo, Kyhl, Dick Schlegel (9:35), Carol Williams, Stan Kerr (Departed 9:55) 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 April 22, 2008. Following a discussion, Dan moved and Stan seconded a motion to approve the minutes as presented. Motion passed by unanimous vote.

Dan noted that as it relates to Fareway it may be good to make a contact to assure easy bus access. Changes would be at minimal cost now, but would be significant and maybe impossible at a later time. Pam will follow-up.

EXPENSES

Invoices for the month of April 2008 were presented for the Board's review in the amount of \$31,366.60.

Brenda noted that diesel is now over \$4.00 per gallon. This is a new all-time high. Jo asked about transmission repairs. Pam noted that these buses have been in use for 3 to 4 years since the original reconditioning was done. These repairs are significantly less than a new transmission would have been.

Dan 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 April for OTA and JARC.

Pam noted that JARC revenues are down \$67,490 from a year ago. For the same period, expenses are up \$48,110.

Pam noted that OTA revenues are up \$106,843 from a year ago. For the same period, expenses are up only \$25,472.

Pam noted that the JARC revenue was miscoded a year ago. In May 2007, there was a correcting journal entry. That will equalize the revenue side and make the balances more clear.

Pam discussed the challenges with JARC, New Freedom and the Coordination funding. She has responded to each request for information from Iowa DOT and will continue to do so. At this time, no decision has been made.

The report was accepted as presented.

RIDERSHIP ANALYSIS

Pam reported that there were 32,801 rides provided in April 2008, up 1,586 from a year ago. Pam noted that JARC rides are up 1,600 from a year ago. There is a direct correlation between JARC rides increasing and general pass usage on fixed route. A fair number of JARC riders use JARC route one-way and fixed route to return.

No action was needed on the Ridership report.

10-15 STATUS REPORT

Bus Cameras

All 20 – 4 Camera systems have now been received. There have been 3 – 1 Camera systems installed in 3 separate minivans. This has given the mechanics an opportunity for additional training. The pictures and clarify are really great! The pictures go from colors to shade of gray when lighting dims.

As part of the procurement on the 4-camera systems, Verint has agreed to provide 1 day training for the installation of the system. This is at no charge to the system. Since we have placed 2 orders, we will have the advantage of receiving 2 days of training. There are some differences between the light duty buses in the 10-15 Transit fleet and the OTA fleet of medium duty buses. One significant difference will be camera placement and focusing to maximize coverage.

A date for the on-site training has not been set at this time. We anticipate that within the next 30 days.

No action is needed at this time.

Building Expansion

Two contractors, Bridge City Construction and Grooms & Company Construction, have been provided the bid packet and follow-up changes for the office expansion project. Bids are due May 14. A summary report of the bids received is provided as a separate document.

Two bids were received. Grooms and Company bid \$137,000. Bridge City Construction bid \$177,619. Pam reviewed line item by line item each of the bids.

The staff recommended that the bid of \$137,000 submitted by Grooms and Company be accepted and that the staff be authorized to proceed accordingly.

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

Grant Application

As reported last month, additional information has been provided on the JARC, New Freedom's and State Coordination grant applications. No new information has been received. No action is needed at this time.

10-15 Buses

We are very excited and pleased to report that Iowa DOT has issued an agreement to 10-15 Transit for the purchase of five (5) additional buses. Two of the funded amounts will replace buses that are 1998 vintage. Three buses will be additions to the fleet and will be provide us with the ability to expand services using this equipment.

Continuing with good news, when we recently initiated the bus procurement, we "guaranteed" the purchase of 2 buses and requested quotes for 9 optional gas engine buses and quotes for 9 optional diesel engine buses. We have been notified that our "guaranteed" purchase of 2 buses will be delivered in about 2 weeks. Of the 18 optional units, we had assigned the right to purchase 13 of these buses to other transit systems in Iowa. This left 5 buses on the original procurement.

We have recently placed an order for those 5 buses. The vendor has notified us that it appears he will be able to reserve 2008 chassis and that the 5 additional buses will be delivered with identical equipment at the identical price of the two we should be received about 10 days ago.

No action is needed by the OTA Board.

Update on Local Capital Projects / Generator

Pam reviewed the list of capital projects that have been completed using local funds. A similar list will be developed after the exact funding is known for FY 2009. At this time, we have three (3) bids for generators. We do not want to launch this project until after the building is nearing completion.

A follow-up report will be provided at the next meeting. No action is needed at this time.

PERSONNEL REPORT

Drivers

At this writing, we are making final preparations for job bidding. Information has been provided to the drivers for review in accordance with our agreement with Teamsters. The job bidding is scheduled for Tuesday, June 3, at our Spring All Hands Staff meeting. We do not anticipate a great deal of change, but the opportunity does exist for change.

No action is needed by the Board.

Greg Neal

Pam updated the Board on the termination of Greg Neal.

No action is needed by the Board.

Personnel Reorganization and Expansion

Pam participated in the Job Fair hosted by Iowa Workforce Development. This event was fruitful and has resulted in a number of applications for several positions. In addition, this was an opportunity to remind local employers of the Job Access Reverse Commute service provided in Ottumwa. This is a no cost event that has yield some good leads. We will plan on participating in future events.

In follow-up the openings for dispatchers, dispatcher supervisor, and assistant to the finance officer as well as driver openings will be posted at Iowa Workforce Development.

No action is needed by the Board.

Administrative Staff Evaluation

The administrative staff evaluations have been included in the board packet. As required, the Board is requested to review these evaluations and authorize the Chairperson to sign on behalf of the Board.

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

IOWA DOT AGREEMENT

We have been advised that Iowa DOT may be offering us a final revision to the Iowa DOT Agreement that funded the RouteMatch Project. This would correct some line items and enable Iowa DOT to pay us for invoices that are way past due.

In addition, a future amendment may enable us to collect 75% of the costs for our wireless service that we purchase to transmit data. This amounts to about \$7,200 in federal funds.

The staff recommended the Chairperson be authorized to sign on behalf of the Board.

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

PROGRESSIVE MAINTENANCE

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

BOARD COMMENTS

The unanimous decision was to delay a significant amount of work on this until all Board members could be present.

Dan offered a couple of observations on the Mission Statement. Dan suggested a minor change in wording as follows: ... and thus enhancing the quality of all our customers lives. This would delete the remainder of the sentence.

Dan also felt that the final sentence should be deleted as it is redundant to the overall statement above.

Earlier in the meeting, Dan suggested that we promote intercity bus service for a Day in Ottumwa. This could bring people into Ottumwa for one fare and many locations. It could be geared to shopping, recreating, or dining – whatever the customer wants to participate in.

Carol offered a few ideas that would incorporate staff involvement to a greater extent. She suggested the following:

1. Driver of the month picked by staff and recognized.
2. Contest open to the customers. This would include parents of children, caregivers for the disabled customers, and any others. The theme could be "My favorite bus driver" or "Most Helpful / Courteous bus driver)
3. Advertise the extent of services offered; pick up locations; how to schedule a ride. All this can be very helpful.
4. Let people know how cost effective the service is – even in a small city.
5. Favorable impact on the environment.
6. Organize bus parties – like mystery trips.
7. Ask teachers to have the students enter an essay contest "Why I ride the bus" and send letters to the editor or other media.

All these projects draw back to quality of service concept.

OTHER BUSINESS

Pam presented the proposed meeting schedule for the next six months. Several conflicts were noted. Some dates may require amendment. No action was needed.

NEXT MEETING

The next regular meeting was scheduled for Tuesday, June 24, 2008 at 9:00 a. m. at 2417 S. Emma.

ADJOURNMENT With no further business to conduct, the meeting was adjourned at 10:25 am.

ooOOoo

Hanna Jo Kyhl, Chairperson

Carol Williams,

Stan Kerr,

Dick Schlegel

Dan Kent,