



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

PHONE: US: 1-312-626-6799

ZOOM MEETING ID: 851 6008 3623

VIDEO PARTICIPATION: <https://us02web.zoom.us/j/85160083623>

CYRIDE CONFERENCE ROOM – June 17, 2021

1. CALL TO ORDER: 3:00 P.M.
2. Approval of May 21, 2021 Minutes
3. Public Comments
4. Interior LED Signs
5. APC and Independent Evaluation Award
6. Monthly Report
7. Summer and Fall Meeting Dates / Times
 - August 11, 2021, 4:30pm
 - September 15, 2021, 4:30pm
 - October 13, 2021, 4:30pm
 - November 10, 2021, 4:30pm
 - December 8, 2021, 4:30pm
8. Adjourn

May 21, 2021

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on May 21, 2021, at 2:00 p.m. via video conference. Vice President Jeffrey called the meeting to order at 2:03 p.m. with Trustees Cain, Jeffrey, Ludwig, Ríos Martínez, and Schainker present via video conference.

ELECTRONIC MEETING DECLARATION: This meeting is being held electronically because of the COVID-19 pandemic, and the Governor of Iowa's Public Health Disaster Emergency Declaration which included limits on public gatherings; therefore, it is impractical to hold an in-person meeting. (§21.8(1)(c) and §21.3)

APPROVAL OF APRIL 16, 2021 MINUTES: Trustee Schainker made a motion to adopt the April 16, 2021 transit board minutes as presented and Trustee Cain seconded the motion. (Ayes: 5 Nays: None) Motion carried.

PUBLIC COMMENTS: None.

RECOGNITION OF NEW BOARD MEMBER: Director Neal welcomed Natalia Ríos Martínez to the Transit Board as the new student board member. Natalia is a senior at Iowa State University, majoring in Political Science, International Studies, and Public Relations.

TRANSIT BOARD ELECTION OF OFFICERS: Director Neal stated that Chapter 26A of the City Code requires that the board elect a President and Vice President each year. Due to the timing of the meeting, the elected Trustees will take office immediately. Trustee Schainker made a motion to nominate Vice President Jeffrey for the office of President. Trustee Cain seconded the motion. Trustee Ríos Martínez made a motion to nominate Trustee Ludwig for the office of Board President. The motion was not seconded. Trustee Cain made a motion to nominate Jacob Ludwig for the office of Vice President. Trustee Jeffrey seconded the motion. Trustee Schainker made a motion to elect Vice President Jeffrey for the office of Transit Board President and Trustee Ludwig for the office of Transit Board Vice President. Trustee Cain seconded the motion. (Ayes: 5 Nays: None) Motion carried.

FREE RIDES FOR VACCINATION EVENTS: Director Neal said public transit agencies across the nation have been encouraged to utilize some of the emergency funding they received to provide free rides to vaccination sites. The Ames Public Library partnered with Mary Greeley Medical Center to host four vaccination events at the Library on May 15, May 18, May 22, and June 3, 2021. Director Neal explained informal board approval to provide free rides on the four days had already been obtained, but formal approval was being requested due to the revenue change that results from offering free rides. The estimated cost to provide rides on the four days is \$600 total.

Director Neal recommended approval of Alternative #1, allowing passengers to board for free these days. This supports the vaccination sites, encourages vaccinations, attracts non-traditional riders, and builds goodwill for the transit system at a minimal financial cost to the organization.

Trustee Schainker made a motion to approve Alternative #1, allowing passengers to ride fare-free on both fixed routes and Dial-A-Ride services for the Ames Public Library's vaccination events on May 15, May 18, May 22, and June 3, 2021. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

FY 2022 FUEL CONTRACT AWARD: Director Neal requested approval of the FY 2022 fuel contract. She reviewed the pricing provided by the responses to the request for proposal (RFP). The Purchasing Department and CyRide did a bid analysis, which identified Renewable Energy Group (REG) of Ames, Iowa, as the best overall price for the contract period. Director Neal pointed out an error in the board packet that displayed the bid price for #2 Dyed ULSD Diesel as \$0.0200 above market rate when it should be listed as -\$0.0200 or \$0.0200 below market rate for REG. This error did not affect the bid scoring. She said that 390,000 gallons have been budgeted at \$2.75 per gallon.

The Transit Director recommended approval of Alternative #1, approving the contract award to Renewable Energy Group for a not-to-exceed amount of \$1,072,500. The bid reflects the lowest price for CyRide to purchase fuel at a deduction from market rate for FY 2021.

Trustee Cain made a motion to approve Alternative #1, approving award of the contract to Renewable Energy Group of Ames, Iowa, for purchases from July 1, 2021 until June 30, 2022 at a not-to-exceed amount of \$1,072,500. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

FY 2022 CUSTODIAL SERVICES CONTRACT AWARD: Director Neal requested approval of the FY 2022 Custodial Services Contract. She explained the contract was planned to be rebid last year, but due to the pandemic, it was extended for an additional year. She reviewed the scores calculated by the Purchasing Department and CyRide for the three companies that responded to the RFP. Nationwide was identified as the best value for CyRide. Trustee Schainker asked what the monthly costs were for each vendor. Director Neal reviewed the pricing and explained that the bid analysis weighted cost at 20 percent.

The Transit Director recommended approval of Alternative #1. Utilizing a third-party custodial contractor has proven to be a cost-effective way to keep CyRide's administrative facility in good condition. Awarding the contract to Nationwide Office Care will provide a needed service with the best value to CyRide.

Trustee Schainker made a motion to approve Alternative #1, awarding the contract to Nationwide Office Care of Clive, Iowa, for the initial contract period beginning July 1, 2021 through June 30, 2022 with the possibility of four (4) additional 12-month contract periods. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

TRANSIT DIRECTOR'S REPORT:

Conflict of Interest: The City of Ames requests that board members complete a conflict of interest form each year. An email was sent to all board members with information to complete this request via a link to the City of Ames website or via a form that can be mailed to or dropped off at CyRide for processing.

Emergency Preparedness: To prepare for any potential flooding, the maintenance department has done a review of the flood equipment and supplies. The operations department has reviewed the Flood Emergency Response Plan to ensure continuity of service.

Masks: Iowa State University, the Board of Regents, and the State of Iowa have changed the restrictions on mask requirements. CyRide will be required to follow the federal mask mandate for passengers in transit buildings, such as the Ames Intermodal Facility, and those using public transportation until September 13, 2021. CyRide will continue to follow the direction provided by the City of Ames for mask usage in the administration building. Trustee Cain added that Iowa State University has included the requirement of masks on CyRide buses in their messages about mask usage on campus. President Jeffrey asked if there have been any issues enforcing the mask requirement. Director Neal said most people have been very compliant and if there are any issues, a mobile dispatcher will go out to the passenger to explain the policy and provide a mask.

Management Class: A management class at Iowa State University (ISU) studied the effects of COVID-19 on CyRide. The study found students were not concerned about riding the bus and were satisfied with cleaning and safety protocols. Messaging directed at (ISU) students and more service to fraternity and sorority areas were the only areas of improvement requested.

Quarterly Report: A summary of the overall performance of the fixed route, Dial-A-Ride, and Moonlight Express was reviewed. Many of the statistics are influenced by lower ridership, which is down approximately 66%. FY 2021 ridership is estimated at 1.8 million. Fewer miles have been driven and total expenses are down, creating a savings that will likely increase the operating closing balance. President Jeffrey asked how funding will be affected if it is based on the number of passengers. Director Neal replied that the federal government will be allowing FY 2019 ridership statistics to be used for FY 2021 Small Transit Intensive Cities (STIC) funding. She is hopeful there will be a similar waiver for FY 2022.

Summer Meeting Dates/Times:

- June 17, 2021 at 3:00 p.m.

Adjourn: Trustee Cain made a motion to approve adjourning at 2:22 p.m. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

Liz Jeffrey, President

Julie Brousard, Recording Secretary

June 17, 2021
Interior LED Signs
CyRide Resource: James Rendall, Keith Wilbur

BACKGROUND:

CyRide receives Section 5310 grant funding suballocated from the Iowa Department of Transportation, which provides formula funding to improve the mobility of seniors and individuals with disabilities. In May 2020, the Transit Board authorized CyRide to submit a state grant application to the Iowa Department of Transportation, including a request for funding of interior LED bus signs. These signs will display information about upcoming bus stops, improving the ability of individuals with disabilities and the general public to orient themselves within the transit system. This signage supplements the audible announcement of upcoming stops already deployed throughout CyRide’s fleet. An example of this type of sign is shown below.



From this grant request, CyRide was awarded \$101,376 in federal funding for the LED sign project. This was provided at a federal share of 80%, requiring a local match of \$25,344. Local funding for this project is programmed in the FY 2021 Capital Improvement Plan.

In June 2019, the Transit Board approved entering into a contract with GMV Syncromatics of Los Angeles, California, to provide intelligent transportation systems (ITS) for CyRide. This contact included the option to purchase interior LED signs that integrate with other GMV Syncromatics technology already installed on the buses. Integration of the LED signs with the rest of the ITS system is crucial to maximize the information presented to passengers, reduce duplication of equipment, and minimize the likelihood of incompatibility. After consultation with the Purchasing Department, staff recommends that this project be pursued as a single-source procurement.

Due to the wide variety in fleet equipment at CyRide, the final number of LED signs to be installed is still being determined. Costs will be maintained within the project budget, listed below.

Item	Federal (80%)	Local (20%)	Totals
LED Signs	\$101,376	\$25,344	\$126,720

ALTERNATIVES:

1. Approve the single-source procurement of interior LED signs from GMV Syncromatics of Los Angeles, California, at a total not-to-exceed amount of \$126,720.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Installing LED signs on CyRide buses will expand access for individuals with disabilities and help passengers better orient themselves while utilizing the system.

June 17, 2021

APC and Independent Evaluation Awards

CyRide Resources: James Rendall & Keith Wilbur

BACKGROUND: In November 2020 and February 2021, the Transit Board approved submitting applications for two sources of federal funding to deploy automatic passenger counters (APCs) across CyRide’s large-bus fleet. In January 2021, CyRide received \$450,000 in federal Section 5312 Research Grant funding toward deploying APCs, supporting the installation of approximately 74 units. In March 2021, CyRide was awarded an additional \$19,037 in federal funding through the Iowa Developmental Disabilities Council (IDDC) to equip the remainder of the large bus fleet.

For the Research Grant, CyRide is required to conduct an independent evaluation of the project as part of the overall scope. The IDDC grant must be completed by the end of September 30, 2021, and the evaluation will require a longer timeframe to complete. Therefore, the independent evaluation of the additional four APCs is planned to be funded with local dollars to meet the deadline.

The combined budget for the deployment of APCs and the independent project evaluation is shown below. Local funding for this grant was included in the FY 2021 Capital Improvement Plan. The Research Grant funding will not be available until CyRide receives formal concurrence to proceed from the Federal Transit Administration (FTA), which is anticipated within the next few weeks.

Quantity of APCs	APC & Project Management (Syncromatics)	Independent Evaluation (Nelson\Nygaard)	Total Cost	Federal Share	Local Share
Research Grant (90%) 74 Units	\$458,715	\$41,284	\$500,000	\$450,000	\$50,000
IDDC Grant (75%) 4 Units	\$25,383	\$0	\$25,383	\$19,037	\$6,346
Local Funding		\$2,318	\$2,318		\$2,318
TOTAL	\$484,098	\$43,602	\$527,701	\$469,037	\$58,664

As part of efforts to strengthen the Research Grant submission and increase the likelihood of award, CyRide identified GMV Syncromatics and Nelson\Nygaard as project partners for the APC project. CyRide already has 14 APCs integrated with GMV Syncromatics, with live capacity information from that equipment reported from their system to the MyRide and MyState apps, the CyRide web portal at mycyride.com, and internal reporting tools for use by CyRide staff. CyRide has also worked previously with Nelson\Nygaard, who helped design the current transit system. Per the grant approval, GMV Syncromatics would supply the APC hardware and manage the project installation, while Nelson\Nygaard would conduct the required independent project evaluation as required by the grant.

Due to the close coordination required between the vehicle hardware, vehicle software, and passenger-facing interfaces, GMV Syncromatics is the only feasible integrator of the equipment for this project. The Research Grant award is also contingent on award of contract to the named project partners as the grant was evaluated by FTA based on these named partners, collaboration strategies, and commitment of the project partners within the application. Consequently, after consultation with the Purchasing Department, the recommendation of CyRide staff is to proceed with this project as a single-source procurement with GMV Syncromatics and Nelson\Nygaard.

ALTERNATIVES:

1. Approve the single-source procurement of 78 automatic passenger counter units and their associated hardware, as well as project management, to GMV Syncromatics of Los Angeles, California in the amount of \$484,098 and approve the single-source procurement of an independent evaluation of the project to Nelson\Nygaard of Seattle, Washington for \$43,602, for a total project cost of \$527,701, subject to concurrence from the Federal Transit Administration.
2. Direct staff to proceed according to Transit Board priorities.

RECOMENDATION:

The Transit Director recommends approval of Alternative #1, to deploy automatic passenger counter units and hardware, project management and the independent evaluation of the project.

The addition of APCs will help improve public confidence in CyRide and gather important information for future service planning.



June 17, 2021
Monthly Report
CyRide Resource: Barbara Neal

1. ISU Off-Campus Behavior Collaboration Campaigns

CyRide has been invited to be part of a multi-disciplinary team from the City of Ames and Iowa State University that will be focusing on incoming college students this fall. With the success of the “Cyclones Cares” campaign there was further interest in developing unified messaging from the city and university. CyRide will be helping to distribute “Good Neighbor” and “Party Like a Cyclone” campaigns, and will work to include information about CyRide services such as Moonlight Express.

2. Battery-Electric Bus Exterior Design

The two new battery-electric buses are currently scheduled for delivery in the summer of 2022, with additional buses programmed in the Capital Improvements Plan. CyRide would like to equip these buses with an alternative design scheme to help advertise the arrival of all-electric green vehicles to our fleet. To develop the new appearance, CyRide is planning to select an outside design firm, using existing funding already budgeted for contractual work. As part of this process, CyRide would gain input from our community on final design choices. More information about this step will be developed once design firms are identified.

3. Federal 2021 Triennial Review Close Out

The Federal Transit Administration conducts a review every three years in a process called the “Triennial Review”. This was CyRide’s sixth Triennial Review since becoming an urban area, and the first time the review was performed virtually. CyRide provided its initial submission for the “desk review” in January 2020. Staff worked over 16 months with FTA’s review contractor to provide additional compliance documentation as requested, including a separate review focused on the CARES Act funding. The formal review of CyRide’s compliance with federal requirements was eventually completed on April 12, 2021.

CyRide’s Triennial Review has been officially closed out and we received no deficiencies throughout our programs. CyRide staff will continue to ensure that the organization meets all federal regulations as we move forward.

4. Fall Meeting Dates/Times

The Transit Board will need to discuss whether a different standard day and time of the month for future board meetings is warranted. CyRide has reviewed trustee calendars and determined the second Wednesday of the month at 4:30 PM would likely be available. The following dates and times are currently planned to be used by CyRide for scheduling Transit Board meetings during the fall semester.

Month	Date	Time
August	11 th	4:30 PM
September - Change	15 th	4:30 PM
October	13 th	4:30 PM
November	10 th	4:30 PM
December	8 th	4:30 PM