



**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.

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Liz Jeffrey, President

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Julie Brousard, Recording Secretary