



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – June 22, 2022

1. CALL TO ORDER: 4:00 p.m.
2. Approval of May 25, 2022, Minutes
3. Public Comments
4. Award of Contract for Transit Advertising Services
5. Award of Contract for Fareless Transit System Study
6. Monthly Report
7. Summer and Fall Meeting Dates / Times
 - July 27, 2022, 4:00 p.m.
 - August 24, 2022, 4:00 p.m.
 - September 28, 2022, 4:00 p.m.
 - October 26, 2022, 4:00 p.m.
 - November 23, 2022, 4:00 p.m.
 - December 28, 2022, 4:00 p.m.
8. Adjourn



May 25, 2022

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on May 25, 2022, at 4:00 p.m. in the CyRide Conference room. President Jeffrey called the meeting to order at 4:01 p.m. with Trustees Beatty-Hansen, Ludwig, and Schainker present.

APPROVAL OF APRIL 27, 2022, MINUTES:

Trustee Beatty-Hansen made a motion to adopt the April 27, 2022, Transit Board minutes as presented; Trustee Ludwig seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

RECOGNITION OF NEW BOARD MEMBER:

Transit Director Neal welcomed Rachel Schnepf as the newest student board member. Rachel is a junior in the College of Engineering and is pursuing a degree in computer engineering. She is currently working on an internship this summer in Texas, so she will be joining remotely when able.

TRANSIT BOARD ELECTION OF OFFICERS:

The Transit Board of Trustees elects new officers each year for the positions of President and Vice-President, which is required by the Ames Municipal Code Chapter 26A. Director Neal opened the floor for nominations. Trustee Beatty-Hansen nominated Liz Jeffrey to continue as President; Trustee Schainker seconded. (Ayes: 4 Nays: 0) Motion carried. Trustee Beatty-Hansen nominated Jacob Ludwig to continue as Vice-President; President Jeffrey seconded. (Ayes: 4 Nays: 0) Motion carried. President Jeffrey nominated Jacob Ludwig to continue as the Ames Area Metropolitan Planning Organization (AAMPO) representative; Trustee Beatty-Hansen seconded. (Ayes 4, Nays: 0) Motion carried.

AWARD OF CONTRACT FOR FY 2023 FUEL PURCHASES:

Director Neal requested approval of the FY 2023 fuel contract. Since 2014, CyRide has been buying fuel on a market rate plus a markup or deduction basis using twelve-month contracts, with the current contract set to end on June 30. On May 16, 2022, CyRide and the City of Ames Purchasing Department released an invitation to bid for the purchase of diesel fuel for the next fiscal year. FTA clauses were added to the bid to allow using FTA money, if necessary, for fuel purchases due to fuel price volatility. REG submitted a bid at the same deduct rate as last year. CyRide conducted a bid analysis and found REG was the best overall value for this contract period. CyRide has budgeted \$1,072,500 for fuel, which anticipates utilizing 390,000 gallons of fuel at \$2.75 per gallon. Director Neal explained that typically the board approves the contract for a not-to-exceed amount equal to the budgeted amount. However, due to fuel price volatility, it is probable CyRide would reach that amount before the end of the fiscal year, and Assistant Director of Fleet and Facilities James Rendall would need to rebuild the fuel contract, which uses additional administrative time and resources and risks getting a less favorable bid. An alternative is to approve the contract for the fiscal year and direct staff to report back to the board if expenses are anticipated to exceed the current fuel budget.

Trustee Beatty-Hansen asked about the Climate Action Plan, and if CyRide buses could be outfitted with the same equipment REG had used on snowplows to run biodiesel in the winter. Assistant Director of Fleet and Facilities Rendall answered that one of the areas of concern with this is that it has not been done on a heavy-duty transit bus, and at this point, it is unknown exactly how well it would work. There was also a short discussion about the price of biodiesel and its affordability. CyRide will monitor the upcoming Fleet Services bid for biodiesel.

Director Neal recommended board approval of Alternative #2 to approve the award of contract to Renewable Energy Group of Ames, Iowa, for fuel purchases from July 1, 2022, until June 30, 2023, and direct staff to report to the Transit Board of Trustees if expenses are anticipated to exceed the current fuel budget. The board has been fiscally responsible, and CyRide has options to weather a short-term fuel volatility situation.

Trustee Ludwig made a motion to approve Alternative #2; Trustee Beatty-Hansen seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PART-TIME DRIVER ON-CALL COMPENSATION:

Director Neal requested approval to increase the part-time driver on-call wage structure. At the April meeting, the difficulties in hiring and retaining enough part-time drivers were discussed. This problem has continued into the summer schedule. It is estimated that CyRide will spend \$30,000 this summer in overtime to cover open shifts and on-calls until new drivers are hired and trained. In addition, the vacancy rate for on-call shifts over the summer is exceptionally high, with 36% open on weekdays, 88% open on Saturdays, and 100% open on Sundays. The vacancies create operational difficulties when a driver is sick, or if there is an open run. Currently, on-call shifts are paid \$5.00 per hour during the school year and \$1.00 per hour during the summer. Drivers are paid this amount only if they are not used for the on-call. If they are called in, they receive their regular hourly rate. Wages and benefits for drivers are set by a collective bargaining agreement with the International Union of Operating Engineers (IUOE) Local 234, and any changes made by the board would be brought to the Human Resources Director, the Union, and the City Council to ensure all required processes are followed.

Director Neal recommended board approval of Alternative #1 to increase the on-call pay to \$8.00 per hour year-round and add a \$2.00 shift premium, which is estimated to cost \$54,000 per year, improve on-call shift coverage, and help reduce overtime pay.

University Counsel Norton asked if scheduling a driver for a shift instead of an on-call was more advantageous than increasing on-call pay. Director Neal said many transit systems do this and call it an “extra driver” or “standby driver,” where the drivers are paid their regular hourly rate. Assistant Director of Operations Christine Crippen clarified that CyRide currently has some positions like this. Director Neal said that when interviewing some of the student drivers, the drivers said they appreciated the flexibility with on-calls because they could still schedule or go to a class since they are given an hour’s notice for an on-call shift. Assistant Director of Operations Crippen said that there are drivers without schedules during the summer, and incentivizing the on-call shifts would hopefully help motivate them to sign up for extra shifts and fill the gaps in the schedule. Trustee Jeffrey acknowledged that drivers would feel better when picking that type of schedule because they would get to choose what to work. Director Neal said it is financially better for CyRide not to have standby shifts because then drivers are getting paid their full hourly wage even if there are no driving shifts to cover.

Trustee Schainker made a motion to approve Alternative #1; Trustee Beatty-Hansen seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PART-TIME DRIVER AND LANE WORKER HIRING WAGE INCENTIVE:

Director Neal requested approval to extend the part-time driver and lane worker wage incentive for FY 2023. In August 2021, the Transit Board approved a temporary hiring wage incentive of \$750 for part-time transit drivers for FY 2022. In October 2021, the Transit Board approved extending this wage incentive to the Lane Worker position. Trustee Ludwig asked if the hiring incentive helped bring in new drivers. Director Neal said 22 drivers were interviewed and confirmed that the \$750 helped incentivize them to apply for the job. In addition, the wage gap is not as big as it used to be between CyRide and other businesses, so the incentive has helped motivate people to apply. Trustee Ludwig mentioned he felt hiring was one of the biggest challenges CyRide has faced over the last year.

Director Neal recommended board approval of Alternative #1 to extend the temporary part-time driver and lane worker incentive wage for next year. It would help improve CyRide’s ability to attract new applicants at a cost less than covering shifts with overtime pay.

Trustee Ludwig made a motion to approve Alternative #1; Trustee Beatty-Hansen seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

MONTHLY REPORT:

- **Secretary Position Hired:** Cheryl Spencer has been selected to fill CyRide’s Secretary I position.
- **Trademark Usage:** Iowa State University’s Trademark Licensing Office has cleared the use of “electriCY’d” on the battery electric buses. The City of Ames Legal Department has reviewed the contract, and their requested changes have been sent to the Licensing Office.
- **Quarterly Report:** Ridership is trending upward. Nationwide there is a slow rebound in ridership. CyRide is 2nd in the nation for rides per capita behind New York City based on the most current NTD report.
- **Rodeo:** CyRide had its Rodeo on May 21, and twenty-one employees competed. Paul Klimesh, Charles Long, Andrew Smith, Brian Grootveld, and Alex Maurer were the top five finishers. Andrew Smith is unable to compete because of his position as a dispatcher; however, the other four will compete in the State competition in Cedar Rapids in July.

Spring meeting dates:

- June 22, 2022, 4:00 p.m.
- July 27, 2022, 4:00 p.m.

Adjourn: Trustee Schainker made a motion to approve adjourning at 4:45 p.m; Trustee Beatty-Hansen seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Liz Jeffrey, President

Cheryl Spencer, Recording Secretary

June 22, 2022

Award of Contract for Transit Advertising Services

CyRide Resource: James Rendall

BACKGROUND:

CyRide’s current bus advertising contract will end on July 30, 2022, with all available annual renewals exercised. CyRide’s share of the contract’s gross advertising sales revenue has been 60%, with a \$250,000 minimum annual guarantee during this contract. In the last two years, the Transit Board amended the contract to remove the guaranteed minimum payment due to the impact of the COVID-19 pandemic.

In preparation for the contract expiration, CyRide, with assistance from the Purchasing Division, released Request for Proposal (RFP) 2022-171 on June 2, 2022, with proposals due June 16, 2022. CyRide expected at least two responses for this procurement; however, it received a single response from Houck Advertising of Shoreview, MN. A second firm indicated they would not respond due to the preferred advertising medium for CyRide’s bus system. The result of Houck Advertising’s bid is detailed below.

Houck Transit Advertising		
Year	CyRide Revenue Share	Minimum Annual Guarantee
Year 1	60%	\$175,000
Year 2	60%	\$185,000
Year 3	60%	\$195,000
Year 4 (Optional Renewal)	60%	\$200,000
Year 5 (Optional Renewal)	60%	\$205,000
Total Revenue end of 3 years		\$555,000
Potential Total Revenue end of 5 years		\$960,000

Based upon the evaluation of the bid and Houck Advertising’s revenue generated over the last two contract periods, Houck Advertising’s response was found to be favorable. Houck Advertising’s guaranteed revenue would generate CyRide \$175,000 in advertising revenue for the next fiscal year and \$555,000 over the next three fiscal years.

ALTERNATIVES:

1. Approve award of contract to Houck Advertising of Shoreview, MN, for a contract period of July 31, 2022, through June 30, 2025, with the possibility of two additional twelve-month renewal periods.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Awarding the contract to Houck Advertising for the exclusive rights to sell advertising on CyRide buses will maximize advertising sales revenue for CyRide. Houck Advertising is familiar with CyRide’s buses and advertising policies and has provided quality service to CyRide during the current contract period.

June 22, 2022

Award of Contract for Fareless Transit System Study

CyRide Resource: James Rendall, Barbara Neal

BACKGROUND:

At the April Transit Board meeting, board members approved releasing a Request for Proposal (RFP) for a Fareless Transit System Study based upon the presented scope of work and set a project budget of \$50,000. Accordingly, CyRide, with assistance from the Purchasing Division, released Request for Proposal (RFP) # 2022-160 on May 10, 2022, with proposals due May 26, 2022. CyRide received a single response from Nelson\Nygaard of Seattle, Washington. This response was scored by a team of CyRide staff, with the result of the evaluation process detailed below.

Criteria	Weight	Nelson\Nygaard
Understanding the Project	15%	1.35
Technical Competence – Key Personnel	15%	1.50
Project Management / Consultant Capability	20%	1.93
Past Performance	15%	1.45
Cost	25%	2.50
Ability to Meet Deadline	10%	0.97
Total Score (out of 10)	100%	9.70

Based upon the evaluation, Nelson\Nygaard was found to be a responsive bidder. Nelson\Nygaard performed CyRide’s 2016 System Redesign Study, and the firm is familiar with the City of Ames ridership and CyRide’s routes. In addition, the assigned Nelson\Nygaard team has worked on eight fareless transit system studies in the last four years. Following a positive evaluation result, CyRide staff believe Nelson\Nygaard can execute the Fareless Transit System Study within the budget and time restrictions of the project.

The proposed cost of \$34,961 and the final report delivery date of September 25, 2022, are within CyRide’s budget and timeline. The proposal pricing includes a single onsite presentation of the final report. Based on the proposed project timeline, that final report would be available to the Transit Board in time for the October meeting.

ALTERNATIVES:

1. Approve award of contract for the Fareless Transit System Study to Nelson\Nygaard of Seattle, Washington, for a total project cost of \$34,961.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, awarding the contract to Nelson\Nygaard. The firm's extensive experience with transit and innovation, as well as their previous work with and understanding of CyRide's systems, will help CyRide meet the requested deadline with the maximum benefit. In addition, they will provide the Transit Board with the necessary information to make decisions regarding possible system changes in time for the FY 2023/24 budget process.



June 22, 2022

Monthly Report

CyRide Resource: Barbara Neal

1. BEB Update

CyRide was recently notified of an ongoing labor dispute at the Nova Bus chassis plant in Saint-François-du-Lac, Quebec. Staff at the site are currently on strike, with no planned end date as of this writing. Prior to the strike, CyRide was awaiting an update from Nova Bus on vehicle delivery dates, with an expectation that supply chain disruptions would already place the buses several months behind schedule. Once the strike is resolved and production resumes, a more definite delivery estimate will be provided to the Transit Board.

2. Demand Response Software

CyRide is moving forward with the procurement of new demand response management software authorized as part of the FY 2023 budget. This software will allow passengers to self-schedule rides on the EASE and Moonlight Express routes and will support future flexible service zones elsewhere in the community. Staff plans to issue the Request for Proposal (RFP) in July, with a proposal for the award of contract brought to the Transit Board for consideration at the August meeting.

3. Odyssey of the Mind

Odyssey of the Mind (OM) World Finals, an educational program that fosters creative thinking and problem-solving competitions among elementary through university-level students worldwide, was held in Ames from May 25 through May 28, 2022. This event typically travels to Ames every two years, but due to the pandemic, had not occurred since 2018. CyRide, in coordination with Central Iowa Transit (CIT), helped provide transportation services for these participants. While the event was smaller this year, CyRide still carried over 50,000 passengers during the four-day event. CyRide staff received numerous compliments from attendees. I want to extend my sincere thanks to our employees who drove extra hours, assisted in guiding attendees to events, and helped make this a successful event.

4. CDL Third-Party Testing Bill Update (SF 2337)

On June 14, 2022, IPTA President and Executive Director of HIRTA Julia Castillo, Assistant Director of Operations Christine Crippen, and I were honored to be included in the signing ceremony for the CDL third-party testing bill at Governor Reynolds' office. We are appreciative of the work Representative Dennis Bush, Representative Brian Best, and Senator Waylon Brown put forth to get this bill passed. While the Administrative Rules still need to be formally implemented, this is an excellent opportunity for CyRide, and other transit agencies in the state, to help CDL testing become more efficient.

5. 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 that the fourth Wednesday of the month at 4:00 p.m. would likely be available. Listed below for your convenience are the relevant dates if the board wants to keep the meeting day and time for the Fall semester.

- August 24, 2022, 4:00 p.m.
- September 28, 2022, 4:00 p.m.
- October 26, 2022, 4:00 p.m.
- November 23, 2022, 4:00 p.m.
- December 28, 2022, 4:00 p.m.