



August 24, 2022

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on August 24, 2022, at 4:00 p.m. in the CyRide Conference room. President Jeffrey called the meeting to order at 4:07 p.m. with Trustees Beatty-Hansen, Ludwig, Schainker, and Schnepf present. Trustee Norton arrived at 4:12 p.m.

APPROVAL OF JUNE 22, 2022, MINUTES:

Trustee Ludwig made a motion to adopt the June 22, 2022, Transit Board minutes as presented; Trustee Beatty-Hansen seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

AGENCY SAFETY PLAN – ANNUAL REVISION AND CERTIFICATION:

Director Neal requested approval to recertify CyRide's Agency Safety Plan, which is an annual federal requirement. The plan has been modified to comply with recent FTA changes and recommendations.

Director Neal recommended approval of Alternative #1 to approve the Agency Safety Plan. Adopting the plan and its revisions will reinforce our safety culture, ensure compliance with FTA regulations, and maintain our ability to receive federal funding.

Trustee Beatty-Hansen inquired if the plan covered disasters or climate preparedness. Chief Safety Officer Kevin Gries said the plan covers this in broad terms, and the organization has more specific policies for these types of situations.

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

LAND LEASE AGREEMENT – MEMORANDUM OF UNDERSTANDING:

Director Neal requested approval of a memorandum of understanding with Iowa State University for our land lease. The current lease states that transit vehicles are not permitted to be stored outside. This MOU is an exception to the lease and would allow vehicles to be parked outside the facility.

Trustee Norton arrived.

Director Neal recommended approval of Alternative #1 to approve the MOU with ISU regarding the land lease, which will allow us to continue to park buses outside of our facility until a more permanent solution for vehicle parking is identified.

Trustee Schainker made a motion to approve Alternative #1; Trustee Ludwig seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

SECTION 5307 FORMULA FUNDING – CAPITAL GRANT APPLICATION:

Director Neal requested approval to execute and file a Section 5307 grant application for CyRide's formula funding. To receive our federal funding, CyRide needs to submit a grant application detailing how this funding would be used. Administration is recommending allocating the funding toward wages and fuel, which will make the utilization and documentation of this funding easier to administer.

Director Neal recommended approval of Alternative #1 to authorize her to execute and file a Section 5307 grant application for federal funding. It will support CyRide's operations within Ames and help meet the demand for transit service within the community.

Trustee Ludwig made a motion to approve Alternative #1; Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

FY 2022 PRELIMINARY OPERATIONS FUND CLOSING BALANCE – DISCUSSION:

Director Neal held a discussion with board members regarding the reallocation of funds from the operations fund closing balance to prepare for budget discussions at the upcoming September board meeting. The board has an established policy that the operating fund closing balance should be between 7.5% and 10% of operating expenses, and excess funds can be reprogrammed. The preliminary operations fund closing balance is estimated to be \$10,378,740, and the anticipated uncommitted closing balance above the 10% directive reserve is estimated to be \$5,344,578. Possible fund reallocations discussed were: \$500,000 to FY 2023 Wages and Benefits, \$500,00 to FY 2023 Commodities – Fuel, \$1,000,000 to Local Match for new 40' bus purchases, and \$1,000,000 to Local Match for Facility Expansion/Building. Trustees discussed the need for local match money, upcoming budget concerns and constraints, fuel costs, and one-time money versus ongoing costs. The board requested administration lay out a couple of different reallocation models at the September board meeting for review.

CLOSED SESSION:

President Jeffrey asked if there was a legal reason to go into a closed session. Ames City Attorney Mark Lamber affirmed, citing section 20.17, subsection 3 of the Code of Iowa allows a governmental employer to go into closed session regarding strategy of collective bargaining. President Jeffrey asked if there was a motion to recess and reconvene in closed session. Trustee Ludwig moved approval for a closed session pursuant to Section 20.17, subsection 3 of the Code of Iowa, to discuss matters relating to contract negotiations. Trustee Norton seconded the motion. Rollcall vote: Trustee Schainker: Aye. Trustee Norton: Aye. Trustee Ludwig: Aye. President Jeffrey: Aye, Trustee Beatty-Hansen: Aye, Trustee Schnepf: Aye. (Ayes: 5 Nays: 0) Motion carried. Closed Session began.

CLOSED SESSION ENDED:

Trustee Beatty-Hansen made a motion to pursue the action discussed in the Closed Session. Trustee Ludwig seconded. (Ayes: 5 Nays: 0) Motion carried.

Trustee Beatty-Hansen left.

SERVICE REDUCTIONS:

Director Neal requested approval to temporarily reduce service until CyRide has sufficient staffing levels. CyRide has been experiencing unprecedented employment issues, and the shortage of drivers is beginning to affect how service is delivered. Administration has reviewed the number of open shifts and believes some service reductions will be necessary to ensure CyRide can run without unpredictable interruptions. The service reductions were presented as follows: Weekend Break Schedule affecting the #1 Red and #3 Blue Routes frequencies from 20 minutes to 40 minutes, #7 Purple Route changing to no service during the hours of 2:30 p.m. to 5:18 p.m., #12 Lilac Route changing to no service during the hours of 2:35 p.m. to 5:15 p.m., #21 Cardinal route reducing frequency from 8 minutes to 12 minutes during 12:00 p.m. to 4:00 p.m. and 12 minutes to 20 minutes during the hours of 4:00 p.m. to 6:00 p.m., and #25 Gold route reducing frequency from 25 minutes to 50 minutes during the hours of 7:00 p.m. to 10:00 p.m.

If implemented, these options will negatively impact passengers using the affected routes; however, with a plan in place, we can prevent unpredictable service interruptions for our passengers. Every effort will be made to ensure our passengers are aware of any changes.

Director Neal requested approval of Alternative #2 to authorize her to reduce weekend service to the break schedule and weekday service as presented if we do not have sufficient staffing. The board has already given informal approval of Alternative #1 to approve a temporary reduction of the school year weekend service to the break schedule. Alternative #2 allows the director the flexibility to implement weekday service reductions, but only if absolutely necessary and not all of the routes simultaneously.

Trustee Ludwig inquired if the MyState app could notify students of these changes. Transit Technology Coordinator Keith Wilbur confirmed it could and is also capable of sending out an announcement, as well. If the reduction is planned, it can be pushed out to MyState in a timely manner.

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

MONTHLY REPORT:

26A Modifications: Qualifications and terms of office for Transit Board Trustees are set by 26A.3 of the Ames Municipal Code. Effective July 1, 2022, the Ames City Council voted to change the 26A agreement to allow the qualification for the Iowa State University Administration Transit Board Trustee member to “be a Vice-President of Iowa State University or an equivalent-level position.”

Battery Electric Buses: Nova has provided an estimated delivery date for the two battery electric buses at the end of November. The buses are still waiting for some electric drive components and will need to be wrapped and have software testing before they can be delivered.

Demand Response Software: CyRide is in the process of procuring demand-response software to support EASE and Moonlight Express, along with a possible future expansion of curb-to-curb services elsewhere in Ames. Staff is planning on bringing the award of contract to the September board meeting.

IPTA Conference and IDOT State ROADEO: Glenn Crosswait was recognized as CyRide's Driver of the Year with an outstanding performance record and peer recognition. Paul Klimesh placed first in the large bus division, and Charles Long placed first in the small bus division for the ROADEO.

Public Transit Infrastructure Grants (PTIG) Funding: CyRide's PTIG funding request was approved for our Shop Rehabilitation project in the amount of \$581,566.

Low No Grant and Bus & Bus Facilities Grant Updates: CyRide did not receive the Low No discretionary grant. We will continue to evaluate options for future grant submissions and bring updates to the board as needed. The FTA approved the Statewide Bus & Bus Facilities grant submission by the Iowa DOT; therefore; CyRide will likely have one 40' diesel bus funded for replacement.

IDOT and Third-Party Testing: In August, administration met with the Iowa DOT to discuss administrative rules for third-party testing. There was a discussion about time delays in applicants being able to schedule a written test for their commercial learners permit and delays in getting people scheduled for driving tests. Iowa City's CAMBUS also shared the same experiences in the meeting. The Iowa DOT was receptive to the concerns and provided set appointment times for both agencies to use for applicants.

Quarterly Report: The quarterly report was presented to the board. Ridership is slowly rebounding, and CyRide finished the year with almost 3.7 million passengers.

Fall meeting dates:

- 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.

Adjourn: Trustee Ludwig made a motion to approve adjourning at 6:10 p.m.; Trustee Norton seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Liz Jeffrey, President

Cheryl Spencer, Recording Secretary