



**September 28, 2022**

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on September 28, 2022, at 4:00 p.m. in the CyRide Conference room. President Jeffrey called the meeting to order at 4:02 p.m. with Trustees Beatty-Hansen, Ludwig, Norton, Schinker, and Schnepf present.

**APPROVAL OF AUGUST 24, 2022, MINUTES:**

Trustee Ludwig made a motion to adopt the August 24, 2022, Transit Board minutes as presented; Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

**PUBLIC COMMENTS:**

None.

**FY 2022 OPERATIONS FUND TRANSFER:**

Director Neal requested approval to reallocate funds from the operations fund closing balance. During the August 2022 board meeting, board members discussed reallocating some of the above 10% operations fund to the operating budget and the capital project fund. The operating fund closing balance above the 10% directive reserve is approximately \$5,344,578. Option 1 is to add \$500,000 to the FY 2023 operations budget for wages and benefits, add \$500,00 to the FY 2023 operations budget for fuel, move \$1,000,000 to the capital fund for local match to purchase 40-foot buses, and move \$1,000,000 to the capital fund for a facility expansion/second building local match. Option 2 includes everything in Option 1 with an additional \$2,000,000 to the capital closing balance for uncommitted capital projects.

Director Neal recommended approval of Alternative #1. Reallocating the identified funds from the operations fund closing balance to the operating budget and capital programming will help meet the fund balance policy and enable CyRide to have the local match needed to proceed with future grant opportunities.

Board members discussed the budget and future needs, such as the Climate Action Plan.

Trustee Ludwig made a motion to approve Alternative #1 with a request to have a list of the capital projects provided to the board. Director Neal clarified that those items would be brought to the board in December as part of the budget. Discussion continued with board members about Option 1. President Jeffrey noted that there was a motion to approve Alternative #1 and inquired if there was a second; Trustee Schinker seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

## **FY 2024 BUDGET PLANNING - DISCUSSION:**

Director Neal presented staff recommendations and customer service requests to the board as part of the annual budgeting process. Administration is proposing additional service on the #11 Cherry route during the ISU break schedule, which would have an estimated annual cost of \$13,314. Administration is also recommending two staffing changes; .25 FTE for the Maintenance Principal Clerk and .5 FTE for the Technology Coordinator. Both roles have proven to be valuable in the organization. The customer service requests were also presented, which included changes to the #2 Green for additional trips by the Ames High School, adding a bus to #6 Brown, extending service on #7 Purple, adding Saturday service to #9 Plum, adding weekday route service during ISU break to #11 Cherry, adding 20-minute service to #14 Peach, and expanding service from ISU campus to DMACC for the ISU/DMACC partnership program.

Trustee Beatty-Hansen suggested CyRide reach out to AHS and DMACC to determine if they would be interested in becoming funding partners for the service changes that would affect them.

Director Neal informed the board that the three staff recommendations would be brought as part of the December budget discussions.

## **TITLE VI PROGRAM UPDATE:**

Director Neal requested approval of CyRide's Title VI program. The FTA requires it to be reviewed, updated, and approved every three years. The recommended change was to modify the curb-to-curb service type from operating every 60-minutes to operating "on-demand," such as EASE and MLX.

Director Neal recommended approval of Alternative #1. Adopting the Title VI plan and policy documents reflects CyRide's current practices in the daily delivery of service within the Ames community. It also allows CyRide to meet federal obligations and provide services regardless of race, color, or national origin.

Trustee Norton made a motion to approve Alternative #1; Trustee Ludwig seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

## **ANNUAL TRANSIT ASSET MANAGEMENT PLAN – PERFORMANCE MEASURES AND TARGETS UPDATE:**

Director Neal requested approval of CyRide's FY 2023 Transit Asset Management (TAM) plan performance targets. CyRide is required to annual update and submit TAM plan performance measures, demonstrating how the organization operates, maintains, and improves its public transit assets. CyRide did not meet the projected 30% performance target for FY 2022 and ended the year with 35% of the large bus fleet beyond its useful life due to supply chain disruptions with the articulated and two battery electric buses. CyRide did meet the 22% performance target for cutaway buses. CyRide did not meet the ULB performance target for the minivan category, but the asset will be disposed of, and the category will be eliminated in 2023. CyRide did meet the target for the shop trucks category.

Director Neal recommended approval of Alternative #1. Approving the FY 2023 TAM plan performance targets for each asset category allows CyRide to meet its federal obligations and help guide future capital replacement needs.

Trustee Ludwig made a motion to approve Alternative #1; Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

#### **AWARD OF CONTRACT FOR DEMAND RESPONSE SOFTWARE:**

Director Neal requested award of contract for demand response software. CyRide currently operates two demand response services: EASE and MLX. The board had previously approved \$50,000 to purchase software to help manage these services and improve efficiency and the customer service experience. A request for proposal was released in July and was due on August 26. Three bids were received and evaluated. Based on the evaluations, staff is recommending an award of contract to The Routine Company. TRC has been determined to be the best overall match and is robust with system efficiencies and fixed route interoperability. In addition, the timelines provided by TRC would allow CyRide to launch the system over ISU winter break. The contract is for two years, with the option to renew for up to three additional years.

Director Neal recommended approval of Alternative #1. Awarding the contract to The Routing Company will allow CyRide to increase efficiencies and improve customer service for demand response services.

Trustee Ludwig made a motion to approve Alternative #1; Trustee Schnepf seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

#### **MEMORANDUM OF AGREEMENT WITH IOWA DEPARTMENT OF TRANSPORTATION:**

Director Neal requested approval of a memorandum of agreement for CyRide to become a third-party CDL tester for the State of Iowa. CyRide has been working with the IDOT to become a third-party tester for the State of Iowa. Part of the agreement requires a Memorandum of Agreement (MOA) to be signed by both parties. The MOA allows CyRide to administer any knowledge and skills tests for which we are certified.

Director Neal recommended approval of Alternative #1. Approving the MOA will allow CyRide to begin administering the CDL knowledge and skills tests for our drivers, helping to streamline and shorten the training process.

Trustee Ludwig made a motion to approve Alternative #1; Trustee Schnepf seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

#### **MONTHLY REPORT:**

**Ridership Statistics:** The beginning of the fall semester ridership was similar to last year. CyRide will monitor ridership and report any significant changes to the Transit Board.

**ISU Enrollment:** ISU announced that total fall enrollment was slightly down from last year; however, there was a rise in new student enrollment. CyRide will adjust internal projections based on the data.

**2022-2023 ISU Student Fees and Trust Fund Balance:** CyRide has begun the budget process with an analysis to identify the 2022 – 2023 student fee rate necessary to operate service next year. Director Neal will meet with Trustees Ludwig and Schnepf to discuss this rate and attend a meeting with the Special Student Fee Committee. Additional information will be brought to the Transit Board.

**Bus Shelter on Mortensen:** An apartment company that manages the Madison apartments has owned a bus shelter at Mortensen and Miller for several years. The shelter was often in disrepair. Ownership of the shelter was transferred to CyRide, and the shelter has been repaired.

**Upcoming Board Meeting Dates:** Board members indicated issues with the November date and December board meeting dates. As a result, the November and December dates were changed to accommodate schedules better.

**Fall meeting dates:**

- November 30, 2022, 4:00 p.m.
- December 21, 2022, 4:00 p.m.

**Adjourn:** Trustee Ludwig made a motion to approve adjourning at 4:59 p.m.; Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

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Liz Jeffrey, President

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Cheryl Spencer, Recording Secretary