



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – January 26, 2023

1. CALL TO ORDER: 5:00 p.m.
2. Approval of Minutes from December 21, 2022
3. Public Comments
4. 2022 HVAC Project Closeout
5. 2023 HVAC Improvements Plans and Specifications
6. Federal Section 5307 Grant Application – FFY 2023 STBG Funding
7. Monthly Report
8. Spring Meeting Dates / Times
 - February 23, 5:00 p.m.
 - March 23, 5:00 p.m.
 - April 27, 5:00 p.m.
 - May 25, 5:00 p.m.
9. Adjourn



**DECEMBER 21, 2022
AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on December 21, 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, Norton, and Schainker present.

APPROVAL OF NOVEMBER 30, 2022, MINUTES:

Trustee Ludwig made a motion to adopt the November 30, 2022, Transit Board minutes as presented; Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

2023 HVAC IMPROVEMENTS PROJECT:

Director Neal reported that no bids were received in response to the 2023 HVAC Improvements Project (Bid No. 2023-074), which is believed to be due to a timing issue with multiple other projects prospective contractors were pursuing.

Director Neal recommended approval of Alternative #1. Accepting the report of no bids and approving the project for rebidding would allow CyRide to replace obsolete equipment and improve the working environment for employees without an additional financial commitment.

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

MEMORANDUM OF UNDERSTANDING RENEWAL WITH STORY COUNTY MEDICAL CENTER:

Director Neal updated the board on their request at the November 30, 2022, board meeting to have the language of the MOU more closely represent fire and police mutual aid agreements. CyRide worked closely with the Legal Department and modified the language under the Terms and Conditions as requested.

Director Neal recommended approval of Alternative #1. Approving the MOU with SCMC will support emergency preparedness with transportation services in the event of an emergency proclamation.

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

FY 2024 BUDGET:

Director Neal presented the FY 2024 budget, which is required to be approved by January 21, 2023. This next budget year, CyRide will continue to work on rebuilding its large ridership base while supporting the goal of connecting people to their community with safe and efficient transportation. The budget also supports the goal of reducing carbon emissions and providing a sustainable community in which to live. CyRide's FY 2024 initiatives are to attract, hire and retain employees to provide the highest level of customer service to our anticipated ridership of 4.1 million passengers. Technology will enable us to be more agile and responsive to changes in passenger demands and identify areas of inefficiencies while also rebuilding ridership.

The current year's amended revenues, the 5-year pro forma detailing both operating and capital funds, the current year's amended expenses, and the three reserve fund balances were reviewed with the board. Director Neal then presented the FY 2024 operating budget, representing an overall increase of 15.3% from the adopted and 3.7% from the amended FY 2023 budget and a 2% increase from the three local funding partners. The 5-year Capital Improvements Plan included vehicle replacement and rehabilitation, facility improvements and expansion, technology improvements, bus stop improvements, and shop and office equipment funding.

Director Neal recommended approval of Alternative #1. Approving the FY 2024 budget as presented allows CyRide to continue offering the high level of transit services the community relies upon at minimal additional costs to the funding partners.

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

MONTHLY REPORT:

Demand Response Software Update: The launch of the software to allow passengers to self-schedule rides for EASE and Moonlight Express services is planned for January 16, 2023, which will allow time to develop marketing materials and for staff to become familiar with the software.

Shop with a Cop: On December 10, CyRide provided bus service for Shop with a Cop. Providing transportation is an excellent way for CyRide to assist in this community outreach event.

Low-Floor Cutaways Update: CyRide, and many agencies around the state, were recently notified that their low-floor cutaway bus purchases were cancelled due to the original equipment manufacturer being unable to fulfill the order at the originally quoted price because of supply chain issues. The IDOT is working with vendors to update bus pricing and will also be reallocating funding to help agencies with the significant cost increases. Once the IDOT funding has been updated, CyRide will bring the item back to the board for consideration of a new award of contract.

Rudolph: Rudolph has been seen throughout town leading the buses and bringing holiday cheer to the community.

Spring meeting dates:

- January 26, 2023, 5:00 p.m.
- February 23, 2023, 5:00 p.m.
- March 23, 2023, 5:00 p.m.
- April 27, 2023, 5:00 p.m.
- May 25, 2023, 5:00 p.m.

Adjourn: Trustee Ludwig made a motion to approve adjourning at 4:32 p.m.; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Liz Jeffrey, President

Cheryl Spencer, Recording Secretary

January 26, 2023
2022 HVAC Project Closeout
CyRide Resource: James Rendall

BACKGROUND:

The CyRide 2022 HVAC Improvement Project (Bid No. 2022-012) was released on August 11, 2021. Plans and specifications called for replacing aging heating, ventilation, and air conditioning (HVAC) equipment in the maintenance repair bays and the southwest bus storage area. Using an Iowa Public Transit Infrastructure Grant, CyRide established a project budget of \$576,577. Bids were due on September 8, 2021. Stein Heating and Cooling Inc. of Webster City, Iowa, submitted a bid for \$499,600 and was awarded the contract at the Transit Board meeting on September 15, 2021.

Construction on the project started in January 2022 and was substantially completed on September 30, 2022. During construction, the project had five change orders resulting in a net cost increase of \$776.93. As of January 18, 2022, the project punch list is complete, the required project documentation is on file, and Stein Heating and Cooling Inc. has met all of the contract conditions to the satisfaction of CyRide staff and the A&E firm.

The table below outlines details of the final project costs.

Description	Amount
Original Contract Base Bid	\$453,300.00
Add Alternative #2 – Incorporate HVAC units into the Controls System	\$46,300.00
Contract Award Amount	\$499,600.00
Change Order No. 1 – Replace natural gas shutoff valve	\$1,236.20
Change Order No. 2 – Add insulation to HVAC curbs	\$631.17
Change Order No. 3 – Deduct: Remove ductwork painting from the Scope of Work	-\$6,133.30
Change Order No. 4 – Add walk pads around new units on the roof	\$3,967.47
Change Order No. 5 – Add wiring for destratification fans	\$1,075.39
Total Project Cost with Change Orders	\$500,376.93
Payment Made to Date	\$475,358.09
Unpaid Balance – 5% Retainage	\$25,018.84

All but the remaining \$25,018.84 in retainage has been paid to date. Payment of retainage is the last step needed to complete this project.

ALTERNATIVES:

1. Accept final project completion and approve the release of retainage in the amount of \$25,018.84 to Stein Heating and Cooling Inc. of Webster City, Iowa, for the 2022 HVAC Improvements Project.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. All documentation and punch list items are complete, and all conditions of the project contract have been finished to the satisfaction of CyRide staff and the A&E firm. Closeout of this project is the last step needed to complete this important upgrade to the CyRide facility.



January 18, 2023

Mr. James Rendall
Ames Transit Authority, CyRide
Assistant Director, Fleet and Facilities
601 North University Boulevard
Ames, IA 50011

Mr. Rendall,

Upon final examination of the HVAC Improvements, Phase II project, ASK Studio is satisfied that the work has been finished as specified. Closeout documentation has been received and ASK Studio will consider this project completed so long as CyRide is also satisfied with the quality of the finished product.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Carter". The signature is stylized with a large, sweeping initial "R" and a long, horizontal flourish extending to the right.

ASK Studio
Ryan Carter, AIA, NCARB

January 26, 2023
2023 HVAC Improvements Plans and Specifications
CyRide Resource: James Rendall

BACKGROUND:

At the October 26, 2022, meeting, the Transit Board approved project plans and specifications for the 2023 HVAC Improvements Project. In coordination with the Purchasing Division, the project was released for bid on November 8, 2022, with bids due on December 14, 2022. No bids were received in response to the invitation for bid. For CyRide to move forward with this project, the Transit Board would need to approve plans and specifications for the 2023 HVAC Improvements Project.

In September of 2021, CyRide received \$331,548 in Iowa DOT Public Transit Infrastructure Grant (PTIG) funding to replace obsolete heating, ventilation, and air conditioning (HVAC) equipment in the facility. The total budget for the project is \$414,435 and is programmed into the Capital Improvements Plan. The equipment being funded serves the maintenance body repair bay, paint booth, and tire repair area and has been identified in CyRide’s Transit Asset Management (TAM) plan as needing replacement. The plans and specifications would replace existing units with more efficient equipment and update the existing vehicle exhaust system. In addition, newer equipment would allow these areas to be incorporated into the existing HVAC controls and provide a healthier work environment through improved air exchanges.

The cost estimate from the architectural and engineering consultant is \$452,770, including a 15% contingency fund, which is higher than the available PTIG funding. To meet the anticipated budget shortfall, the Transit Board previously approved using the remaining funds from the 2022 HVAC Improvement Project.

The following budget is being proposed for this project:

Funds Available	Dollars
State PTIG Funds	\$331,548
Local Grant Match	\$82,887
Total Grant Funds Available	\$414,435
Carry Over from the 2022 HVAC Improvement Project	\$38,335
Total Project Budget	\$452,770

If the Transit Board approves the plans and specifications, CyRide and the Purchasing Division are planning a bid letting date of February 15, 2023, with bids due on March 15, 2023. Bid results will be reported at the March 2023 Transit Board meeting.

ALTERNATIVES:

1. Approve plans and specifications for the 2023 HVAC Improvements Project as presented and direct staff to release the project for bid.
2. Direct staff to work with the A&E consultant and refine the project plans in accordance with Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Accepting the plans and specifications would allow CyRide to replace obsolete equipment with modern, energy-efficient alternatives and improve our employees' working environment.

January 26, 2023
Federal Section 5307 Grant Application –
FFY 2023 STBG Funding
CyRide Resource: Shari Atwood

BACKGROUND:

The Surface Transportation Block Grant (STBG) program provides flexible funding from the Federal Highway Administration (FHWA) for use in transportation projects. Each year, approximately \$1.8 million is available in STBG funding for the Ames metropolitan area, which is dispersed through the Ames Area Metropolitan Planning Organization (AAMPO).

In March 2019, CyRide submitted an STBG application to the AAMPO to receive \$225,000 in funding for a partial bus, which is approximately 13% of Ames’s total annual allocation. The AAMPO approved CyRide’s STBG project and the Transportation Improvement Program in July 2022. CyRide has already requested that the AAMPO begin the process to transfer the federal funds from the FHWA to the Federal Transit Administration (FTA) beginning in October 2022, after which CyRide may formally apply for a grant. There is typically a three to six-month waiting period for the transference of funds to the FTA before CyRide may formally submit the grant, and the FTA’s review may take up to three additional months prior to award. The Transit Board of Trustees is required to formally authorize any grant application request prior to the Transit Director submitting the grant to the FTA.

CyRide plans to replace a 40’ heavy-duty Orion VII bus that is currently 17 years old with a new 60’ heavy-duty articulated bus. All federal and local funding identified in the table below was approved in the FY 2023 Capital Improvements Plan to support purchasing an articulated bus for up to \$850,000. The STBG funding indicated below is the last funding component needed before beginning this purchase. Once all funding is in place, this purchase will increase CyRide’s articulated bus fleet to ten vehicles.

	Funding Type	Federal Share	Local Share	Total Cost
Base 40’ HD Bus* (85%)	5339	\$483,437	\$85,313	\$568,750
Articulated Upgrade** (80%)	STBG/5307	\$225,000	\$56,250	\$281,250
Total Available		\$708,437	\$141,563	\$850,000

*The base bus funding is in a directly approved FTA grant IA-2022-024 at 85% federal.

**AAMPO approved STBG funding in 2019 at 80% federal

CyRide’s grant application would request the STBG funding of \$225,000 once the funding is formally transferred into the FTA’s Section 5307 account to support the purchase of one articulated bus.

ALTERNATIVES:

1. Approve the Transit Director to execute and file a Section 5307 Surface Transportation Block Grant application in the amount of \$225,000 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Proceeding with this application would allow CyRide to expand its 60' bus fleet to ten, and operating the #23 Orange Route with all articulated buses will increase capacity on this route without increasing operating costs.



January 26, 2023
Monthly Report
CyRide Resource: Barbara Neal

1. Demand Response Software

On January 16, CyRide launched new demand response management software in partnership with The Routing Company. This system allows passengers to self-schedule rides on the East Ames Service Extension (EASE) and Moonlight Express (MLX) routes, using either the Ride Pingo app or calling the CyRide dispatch center.

The EASE route has fully transitioned to the new system, and the passenger response to the app and changes has been encouraging. With MLX not operating over the winter break, the first opportunity to test that service under the new demand response system was on Friday and Saturday, January 21-22. Following information from that first weekend, CyRide plans to distribute additional marketing materials to inform MLX passengers about the system in time for the following weekend of service.

2. Update on Iowa DOT Funding

At the last meeting, the Transit Board was notified that the vendor had cancelled the contract to purchase two low-floor cutaway buses because they could no longer honor the originally quoted price. Multiple other transit agencies in the state have also been affected by this issue, which is caused by supply chain issues. The Iowa DOT has been working on reissuing contracts with additional Federal funding to address the financial burden this has caused to transit agencies.

Earlier this month, CyRide staff received preliminary information from the Iowa DOT regarding the funding situation. To address the capital shortfall, the Iowa DOT is proposing to increase CyRide's funding amount for the two low-floor cutaway buses and add more funding for the two 40' heavy-duty diesel buses and the additional Dial-A-Ride low-floor cutaway included in the FY 2022/23 Capital Improvements Plan. Based on available information, staff believes that a nominal amount of additional local funding will be needed for these buses, with most local support already having been reserved through separate approvals.

Additional planning steps must be completed before this funding proposal can be brought to the Transit Board for consideration. Staff plans to address these items and bring a formal proposal for consideration at a future Transit Board meeting.

3. Bus Passes for Ames High School

We have been working with Ames High School to help ensure that access to transportation isn't a barrier to education. Currently, Ames High has approximately 25 students who are homeless and ten students that need transportation to DMACC Academy on S. Bell Avenue as part of their education plan. CyRide reached out to the Ames Police Foundation to secure funding to purchase bus passes for the remainder of the school year for these individuals. CyRide is extremely grateful to the Foundation and its generous support.