



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – April 27, 2023

1. CALL TO ORDER: 5:00 p.m.
2. Approval of Minutes from March 30, 2023
3. Public Comments
4. Executive Express Ames Intermodal Facility Contract Amendment
5. Monthly Report
6. Recognition of Outgoing Board Members
7. Spring Meeting Dates / Times
8. Adjourn

March 30, 2023

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on March 30, 2023, at 5:00 p.m. in the CyRide Conference room. President Jeffrey called the meeting to order at 5:07 p.m. with Trustees Beatty-Hansen, Ludwig, Schainker, and Schnepf present.

APPROVAL OF FEBRUARY 23, 2023, MINUTES:

Trustee Ludwig made a motion to adopt the February 23, 2023, Transit Board minutes as presented; Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

BIODIESEL B100 PILOT PROJECT DISCUSSION ITEM:

Jon Scharingson with Chevron REG provided the board with an overview of B100 and a proposal for CyRide to implement a Biodiesel Pilot Project. REG has been headquartered in Ames since 2007 and was acquired by Chevron in June 2022. The B100 pilot proposal would include retrofitting five buses with Optimus systems, leasing one 2500-gallon B100 tank for \$1.00 per year for the duration of the pilot, and selling B100 biodiesel for the length of the pilot at 10% above the Iowa DOT rack rate for #2 diesel. Chevron would also pay a portion of the capital expense cost. CyRide estimated the three-year pilot project to cost \$113,041. All board members present expressed interest in the project and requested a way to quantify savings at the end of the program and have a third party evaluate tail pipe emissions and general particulate. CyRide staff will work with Chevron Renewable Energy Group, the Purchasing Division, and the Legal Department to develop agreements for review at an upcoming board meeting.

AWARD OF CONTRACT FOR 2023 HVAC IMPROVEMENTS PROJECT:

Director Neal requested approval for award of contract for CyRide's 2023 HVAC Improvements Project, which would replace outdated heating, ventilation, and air conditioning equipment in the maintenance paint bay, body shop, and tire area. The total project budget for this project was \$452,770. The bid included two alternates. Alternate #1 added a fall protection railing on the roof edge in lieu of a roof-mounted fall protection tie-off point. Alternate #2 removed the HVAC control integration. Stein Heating and Cooling and Mechanical Comfort, Inc. submitted bids, with Mechanical Comfort, Inc. having the lower bid. Staff recommended accepting the base bid and rejecting both alternates. If approved, the new project budget would need to increase to \$588,225, including 10% in contingency funding.

Staff recommended using the \$76,201 remaining in the 2022 HVAC Improvements Project and \$97,589 from the Operations Fund. Trustee Ludwig inquired as to how often HVAC equipment would need to be replaced. Assistant Director of Fleet and Facilities James Rendall clarified that a rooftop unit's life span is typically 20 years.

Director Neal recommended approval of Alternative #1 to approve award of contract to Mechanical Comfort, Inc. of Ames, Iowa, for the base bid amount of \$534,750 and reject bid alternate #1 and alternate #2, and reallocate \$97,589 from the Operations Fund closing balance to support this project.

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

CENTER FOR TRANSPORTATION AND THE ENVIRONMENT CONTRACT AMENDMENT:

Director Neal requested approval of a contract amendment to support CyRide's battery electric bus (BEB) project. CyRide currently has a contract with the Center for Transportation and the Environment (CTE) to assist with the purchase and deployment of BEBs. The contract was set to expire on March 31, 2023. Due to the delays with the BEBs, an amendment was requested to extend the contract end date and reallocate funding from the On-Call task to the Key Performance Indicators task.

Director Neal recommended approval of Alternative #1 to approve the contract amendment with CTE, which will provide CyRide the support necessary to deploy BEBs and assist in gathering essential data to measure how well they perform in the community.

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

HIRTA CONTRACT AND ANNUAL CUSTOMER SURVEY:

Director Neal requested approval to enter into a new contract for CyRide's complementary paratransit service. The current contract with HIRTA to provide this service will expire on June 30, 2023. The annual Dial-A-Ride (DAR) survey results, performance measures, and the proposed contract rates were presented to the board. Passengers who rode in 2022 were contacted for the survey and, in summary, indicated they were satisfied with the service that HIRTA provided. HIRTA met most of the performance goals, and the ones not met were due to the increased ridership on DAR. It was noted that the quality and efficiency categories should probably be adjusted in future contracts to better reflect the increases in ridership. HIRTA's contract renewal rate proposal for FY 2024 is \$19.29 per trip (weekday trips) and \$51.38 per hour (weeknight trips and weekend trips). HIRTA has indicated an interest in continuing to provide DAR services under a new three-year contract with two additional one-year options.

Director Neal recommended approval of Alternative #1 to approve entering into a new contract with HIRTA for DAR services. It has proven to be a cost-effective approach to serving individuals who need specialized transportation. It keeps the service consistent for passengers and avoids the high cost of directly operating it.

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

MONTHLY REPORT:

Bus Shelter Requests for Proposals and Bus Stop Improvements: The contract with Colombia Shelter Co. to purchase the new style bus shelter with the red arch has expired, and CyRide will release an invitation for bid this spring. The plan is to install shelters at four bus stops in 2024 and 2025.

Iowa Public Transit Association (IPTA), Washington, D.C. Conference: On March 9 and 10, Chris Crippen and Barb Neal attended the IPTA Legislative Conference in Washington, D.C. They spent some time with Representative Feenstra and Senator Grassley's staff, and with FTA executive leadership.

State Legislative Conference: Shari Atwood, Chris Crippen, and Barb Neal attended the State Legislative Conference in March, as well. At Lobby Day, they discussed Iowa's Rebuild Iowa Infrastructure Fund, which is short over \$100 million this fiscal year.

Battery Electric Buses: Two mechanics are inspecting the battery electric buses in New York. An open house is being planned to introduce Ames to electriCY'd before the students leave for summer break.

Spring meeting dates:

- April 27, 5:00 p.m.

Adjourn: Trustee Ludwig made a motion to approve adjourning at 6:03 p.m.; Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Liz Jeffrey, President

Cheryl Spencer, Recording Secretary

April 27, 2023
Executive Express Ames Intermodal Facility
Contract Amendment
CyRide Resource: Barbara Neal

BACKGROUND:

The Ames Intermodal Facility (AIF) has two private tenants that operate public transportation services in the Ames community. One of the tenants is Executive Express, who began leasing space in the building in 2012 and is currently in a five-year lease agreement that started on July 1, 2019, and will end on June 30, 2024.

In 2020, Executive Express sought relief from some contract terms to support their business against the immediate impact of the COVID-19 pandemic. Following discussions with the Transit Board, Executive Express was granted a modification of their rent payment to \$750 monthly in a special July 2020 Transit Board meeting. The Transit Board approved an extension of this contract amendment in April 2021 and April 2022.

At the Transit Board meeting on February 23, 2023, staff recommended CyRide extend the contract amendment for Executive Express and maintain the current lease rates for another year. The proposed FY 2024 monthly lease amount was included in the projected FY 2024 budget provided by Mark Miller, ISU's Project Manager for the Ames Intermodal Facility. The proposed FY 2024 budget is attached.

Following informal Transit Board guidance, CyRide sought a contract amendment from the Legal Department to preserve the current payments made by Executive Express through June 30, 2024. The proposed contract amendment is attached.

ALTERNATIVES:

1. Approve the contract amendment for Executive Express for the FY 2024 lease year.
2. Do not approve the proposed contract amendments and direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. This contract amendment will allow Executive Express to continue adjusting its services for the future and help preserve important transportation links in the Ames community.

Ames Intermodal Facility - FY23

	Actuals												Forecast												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Sales & Services of Auxiliary Enterprises	\$ 113,785	\$ 1,535	\$ 19,615	\$ 4,046	\$ -	\$ -	\$ 1,052	\$ 1,912	\$ 20	\$ 140	\$ 110	\$ 1,290	\$ 114,842	\$ 4,999	\$ 23,865	\$ 7,614	\$ 4,036	\$ 2,929	\$ 3,786	\$ 4,965	\$ 3,162	\$ 3,342	\$ 3,675	\$ 3,783	\$ 143,505
Intramural Income	\$ 34	\$ 39	\$ 451	\$ 590	\$ 730	\$ 295	\$ 182	\$ 452	\$ 394	\$ 420	\$ 642	\$ 154	\$ 273	\$ 1,305	\$ 1,678	\$ 858	\$ 1,185	\$ 514	\$ 431	\$ 481	\$ 627	\$ 661	\$ 803	\$ 218	\$ 4,382
Other Revenues	\$ 750	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 750	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 9,032
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,079
Total Revenue	\$ 114,842	\$ 4,999	\$ 23,865	\$ 7,614	\$ 4,036	\$ 2,929	\$ 3,786	\$ 4,965	\$ 3,162	\$ 3,342	\$ 3,675	\$ 3,783	\$ 114,842	\$ 4,999	\$ 23,865	\$ 7,614	\$ 4,036	\$ 2,929	\$ 3,786	\$ 4,965	\$ 3,162	\$ 3,342	\$ 3,675	\$ 3,783	\$ 180,998
IT Services	\$ -	\$ 832	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ -	\$ 832	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 4,992
Supplies	\$ 961	\$ 230	\$ 694	\$ 707	\$ 719	\$ 2,990	\$ 730	\$ 730	\$ 730	\$ 730	\$ 730	\$ 730	\$ 961	\$ 230	\$ 694	\$ 707	\$ 719	\$ 2,990	\$ 730	\$ 730	\$ 730	\$ 730	\$ 730	\$ 730	\$ 10,681
Utilities	\$ 1,546	\$ 1,614	\$ 1,710	\$ 1,910	\$ -	\$ 4,321	\$ 3,046	\$ 2,966	\$ 2,675	\$ 2,420	\$ 1,939	\$ 1,506	\$ 1,546	\$ 1,614	\$ 1,710	\$ 1,910	\$ -	\$ 4,321	\$ 3,046	\$ 2,966	\$ 2,675	\$ 2,420	\$ 1,939	\$ 1,506	\$ 25,654
Services	\$ 2,017	\$ 5,296	\$ 2,111	\$ 2,062	\$ 2,049	\$ 12,275	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,017	\$ 5,296	\$ 2,111	\$ 2,062	\$ 2,049	\$ 12,275	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,075	\$ 38,260
Maintenance and Repair	\$ 3,965	\$ 11,292	\$ 5,088	\$ 4,627	\$ 8,643	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 3,965	\$ 11,292	\$ 5,088	\$ 4,627	\$ 8,643	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 71,416
Total Expenses	\$ 8,489	\$ 19,264	\$ 10,019	\$ 9,722	\$ 11,827	\$ 25,402	\$ 11,667	\$ 11,587	\$ 11,296	\$ 11,041	\$ 10,560	\$ 10,127	\$ 8,489	\$ 19,264	\$ 10,019	\$ 9,722	\$ 11,827	\$ 25,402	\$ 11,667	\$ 11,587	\$ 11,296	\$ 11,041	\$ 10,560	\$ 10,127	\$ 151,002
Net Profit / (Loss)	\$ 106,352	\$ (14,265)	\$ 13,845	\$ (2,108)	\$ (7,791)	\$ (22,473)	\$ (7,881)	\$ (6,622)	\$ (8,135)	\$ (7,699)	\$ (6,885)	\$ (6,344)	\$ 106,352	\$ (14,265)	\$ 13,845	\$ (2,108)	\$ (7,791)	\$ (22,473)	\$ (7,881)	\$ (6,622)	\$ (8,135)	\$ (7,699)	\$ (6,885)	\$ (6,344)	\$ 29,996

Activity	Y/E Balance
AIF System Fund at FY15	\$ 14,376
AIF System Fund at FY16	\$ 56,662
AIF System Fund at FY17	\$ 32,394
AIF System Fund at FY18	\$ 18,369
AIF System Fund at FY19	\$ 27,793
AIF System Fund at FY20	\$ 35,058
AIF System Fund at FY21	\$ 14,642
AIF System Fund at FY22	\$ 24,089
AIF System Fund at FY23	\$ 29,996
	\$ 253,379

Ames Intermodal Facility - FY24

	Forecast												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Sales & Services of Auxiliary Enterprises	\$ 120,809	\$ 675	\$ 1,583	\$ 20,223	\$ -	\$ -	\$ 1,085	\$ 1,971	\$ 21	\$ 144	\$ 113	\$ 1,330	\$ 147,954
Intramural Income	\$ 242	\$ 613	\$ 964	\$ 782	\$ 415	\$ 276	\$ 304	\$ 313	\$ 385	\$ 454	\$ 400	\$ 110	\$ 5,259
Other Revenues	\$ 498	\$ 1,264	\$ 1,987	\$ 1,612	\$ 854	\$ 569	\$ 627	\$ 644	\$ 794	\$ 936	\$ 825	\$ 226	\$ 10,838
Miscellaneous Revenue	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 2,121	\$ 25,452
Total Revenue	\$ 123,669	\$ 4,674	\$ 6,655	\$ 24,739	\$ 3,390	\$ 2,966	\$ 4,138	\$ 5,049	\$ 3,321	\$ 3,655	\$ 3,459	\$ 3,787	\$ 189,503
IT Services	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 433	\$ 5,192
Supplies	\$ 759	\$ 759	\$ 759	\$ 759	\$ 759	\$ 3,110	\$ 759	\$ 759	\$ 759	\$ 759	\$ 759	\$ 759	\$ 11,461
Utilities	\$ 1,608	\$ 1,678	\$ 1,778	\$ 1,986	\$ 1,976	\$ 1,976	\$ 3,168	\$ 3,085	\$ 2,782	\$ 2,517	\$ 2,017	\$ 1,566	\$ 26,137
Services	\$ 2,097	\$ 5,508	\$ 2,195	\$ 2,145	\$ 2,130	\$ 12,766	\$ 2,158	\$ 2,158	\$ 2,158	\$ 2,158	\$ 2,158	\$ 2,158	\$ 39,790
Maintenance and Repair	\$ 4,124	\$ 11,744	\$ 5,292	\$ 4,812	\$ 8,989	\$ 5,616	\$ 5,616	\$ 5,616	\$ 5,616	\$ 5,616	\$ 5,616	\$ 5,616	\$ 74,273
Total Expenses	\$ 9,021	\$ 20,122	\$ 10,457	\$ 10,135	\$ 14,287	\$ 23,900	\$ 12,134	\$ 12,051	\$ 11,748	\$ 11,483	\$ 10,982	\$ 10,532	\$ 156,853
Net Profit / (Loss)	\$ 114,648	\$ (15,449)	\$ (3,802)	\$ 14,603	\$ (10,897)	\$ (20,934)	\$ (7,996)	\$ (7,001)	\$ (8,428)	\$ (7,827)	\$ (7,523)	\$ (6,744)	\$ 32,650

Activity	Y/E Balance
AIF System Fund at FY15	\$ 14,376
AIF System Fund at FY16	\$ 56,662
AIF System Fund at FY17	\$ 32,394
AIF System Fund at FY18	\$ 18,369
AIF System Fund at FY19	\$ 27,793
AIF System Fund at FY20	\$ 35,058
AIF System Fund at FY21	\$ 14,642
AIF System Fund at FY22	\$ 24,089
AIF System Fund at FY23	\$ 29,996
AIF System Fund at FY24	\$ 32,650

**Fourth Amendment to the Ames
Intermodel Facility Commercial Tenant
Lease**

THIS IS THE FOURTH AMENDMENT to the February 1, 2019, lease agreement between the Landlord (City of Ames, d/b/a Ames Transit) and Tenant (Loghouse Enterprises, Inc., d/b/a Executive Express):

WHEREAS, the parties had previously amended the February 1, 2019, lease agreement and, among other items, had set the base rent from July 1, 2020, to June 30, 2021, at \$750 per month because of economic impacts of the COVID-19 pandemic; and

WHEREAS, the parties also amended the lease for a second time for the period ending June 30, 2022, and a third time for the period ending June 30, 2023; and

WHEREAS, the parties agree that it is appropriate to amend the lease for a fourth time for the period beginning July 1, 2023, and ending June 30, 2024, and agree that it is appropriate to maintain the status quo as described in the Third Amendment; and

THEREFORE, the parties agree that the February 1, 2019, lease agreement is amended a fourth time as follows:

1. Paragraph 1.4 (“Rental”) is deleted, and the following language is substituted in lieu thereof:

For the fiscal year beginning July 1, 2023, and ending June 30, 2024, the base rent for this period shall be \$750 per month. There shall be no PPI Adjustment or other increase to the base rent during the fiscal year ending June 30, 2024. After June 30, 2024, the parties shall renegotiate the base rent and any adjustments thereto, including PPI adjustments.

IN WITNESS OF THIS FOURTH AMENDMENT, Lessor and Lessee approve and agree to the terms of this Fourth Amendment as stated herein.

Dated _____, 2023.

CITY OF AMES, IOWA
(D/B/A AMES TRANSIT AGENCY)

LOGHOUSE ENTERPRISES, INC.
(D/B/A EXECUTIVE EXPRESS)

By: _____
SIGNATURE

NAME PRINTED

TITLE OF AUTHORIZED SIGNER

By: _____
SIGNATURE

NAME PRINTED

TITLE OF AUTHORIZED SIGNER



April 27, 2023
Monthly Report
CyRide Resource: Barbara Neal

1. Emergency Preparedness

With severe weather season here, CyRide has been reviewing and updating emergency plans. CyRide's Tornado/Severe Weather Response Plan was significantly upgraded to include more detailed procedures and ready-made resources like maps, communication templates, and decision-making guidelines. The maintenance department also met to review flood equipment and supplies. The operations department has been updating CyRide's Flood Emergency Response Plan to ensure the continuity of operations in the event of a flood. Contingency plans for other emergencies continue to be revised as time allows.

2. CDL Third-Party Testing Update

Kevin Gries, CyRide's Chief Safety Officer, received his CDL examiner certification this past fall. Since then, he has administered over 20 CDL tests for new CyRide employees. Internal testing is already providing significant benefits for CyRide. In addition to added test scheduling flexibility and faster turn-around time for re-tests, internal testing has improved communication between the examiner and the training department, giving trainers better insights into common mistakes and areas to focus on to reduce exam failures without compromising test integrity. CyRide also recently received approval from the IDOT for an alternate route on the road test portion of the exam, which takes less time and uses less fuel while still meeting all test requirements.

CyRide will soon begin conducting CDL exams for HIRTA employees, as well. Kevin met with Blake Hansen from HIRTA in March to discuss scheduling and expectations. Apart from the improved efficiency of the new drive route, the same benefits CyRide receives from internal testing regarding flexibility and communication will apply to HIRTA. Overall, adding third-party CDL testing has proved to be a very beneficial change for CyRide. The organization is grateful for support from the Iowa Legislature, Iowa Public Transportation Association, IDOT, and others that has made this possible.

3. BEB Open House

On April 29, CyRide will have an open house to celebrate the arrival of our battery electric buses from 11:00 a.m. until 12:30 p.m. There will be a short program and ribbon-cutting ceremony at noon. We will have one of the battery electric buses running a loop between City Hall and CyRide, so people can park at City Hall and ride the bus here for the open house.

4. Summer Meeting Dates and 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 dates if the board wants to change the meeting day and time for the Summer. The May meeting will need to be held on a different day of the month due to scheduling conflicts.

- May 18, 2023
- June 28, 2023
- July 26, 2023
- August 23, 2023



April 27, 2023
Recognition of Outgoing Board Members
CyRide Resource: Barbara Neal

BACKGROUND:

Under the City of Ames Municipal Code creating the Ames Transit Agency, three seats on the Transit Board of Trustees will expire on May 15, 2023. CyRide would like to recognize and thank our outgoing members of the board.

Liz Jeffrey joined the board in June 2017 as the mayoral appointee. During her time on the board, Liz has provided valuable community insight and a thoughtful approach to the direction of CyRide's growth. Liz has advocated for increasing ridership accessibility and being mindful of CyRide's environmental impacts. As a business owner, Liz brought an important perspective, especially during and after the pandemic, about ways to encourage and retain employees. Liz has served as both vice president and president of the board, and we will miss her leadership and sharing of ideas.

Jacob Ludwig joined the board in May 2020 as the ISU Student Government Senator. In addition to being an active board member, Jacob has also held the position of the AAMPO representative. Jacob is extensively involved in the ISU community and is the current president of the Student Government. He is also busy with local, state, and national government and has made multiple trips to Washington, D.C., during his time at Iowa State. Jacob's ability to listen to his fellow students and concisely convey those messages to the board has been invaluable. Jacob has served as the board's vice president, and we will miss the engaging questions and insight he provided regarding students' needs and wishes with transit in Ames.

Rachel Schnepf joined the board in May 2022. Although Rachel hasn't been with us for a long time, she's been an asset to the board and a valuable advocate for students' needs with CyRide. In addition to her time commitment to CyRide and the ISU Student Government, Rachel is a Computer Engineering student dedicated to learning her field of study. We have appreciated getting to know you and hearing your input on various projects CyRide has planned.

CyRide thanks each of you for your many years of service and we are incredibly grateful for the time you have provided to the Transit Board. We wish you the best!