



Transit Board Meeting  
**AGENDA**

**AMES TRANSIT AGENCY  
BOARD OF TRUSTEES**

**CYRIDE CONFERENCE ROOM – June 15, 2023**

1. CALL TO ORDER: 4:00 p.m.
2. Approval of Minutes from May 18, 2023
3. Public Comments
4. Award of Contract for FY 2024 Fuel Purchases
5. Award of Contract for Low-Floor Cutaway Bus Purchase
6. Monthly Report
7. Summer Meeting Dates / Times
  - July 20, 4:00 p.m.
  - August 17, 4:00 p.m.
8. Adjourn



**May 18, 2023**

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on May 18, 2023, at 4:00 p.m. in the CyRide Conference room. Pro-Tem President Beatty-Hansen called the meeting to order at 4:04 p.m. with Trustees Janes, Lee, Norton, Roberts, and Schainker present.

**APPROVAL OF APRIL 27, 2023, MINUTES:**

Trustee Schainker made a motion to adopt the April 27, 2023, Transit Board minutes as presented; Trustee Norton seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

**PUBLIC COMMENTS:**

None.

**RECOGNITION OF NEW BOARD MEMBERS:**

Director Neal introduced our three new board members. Deb Lee is the mayoral appointee, Emily Roberts is the Student Government President, and Jian Janes is the Student Government presidential appointee.

**TRANSIT BOARD ELECTION OF OFFICERS AND AAMPO REPRESENTATIVE:**

Director Neal requested nominations from the floor for the president position. Trustee Schainker nominated Trustee Beatty-Hansen for the role of president. Trustee Norton seconded. No other nominations were brought forward. (Ayes: 6 Nays: 0)

Director Neal requested nominations from the floor for the vice president position. Trustee Norton volunteered himself for the position if there were no other nominations. Trustee Schainker seconded. No other nominations were brought forward. (Ayes: 6 Nays: 0)

Director Neal requested nominations from the floor for the AAMPO position. Trustee Roberts nominated Trustee Janes. Trustee Schainker seconded. No other nominations were brought forward. (Ayes: 6 Nays: 0).

**HIRTA DIAL-A-RIDE CONTRACT:**

Director Neal requested approval to enter into a new contract for CyRide's paratransit service, Dial-A-Ride. In March, the board approved entering into a new contract. A new three-year contract with options to extend the contract for two additional years was prepared and reviewed by Legal and Risk Management.

Director Neal recommended approval of Alternative #1 to enter into a new Dial-A-Ride (DAR) contract with HIRTA for a contract period of three years with an option of two additional years. Operating DAR services this way has proven to be a cost-effective way of serving individuals that need specialized transportation and keeps the service consistent for passengers.

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

**State Grant and Public Transit Infrastructure Grant (PTIG) Applications:**

Director Neal requested approval to submit the Iowa DOT State and Public Transit Infrastructure grant applications. Applications are due June 1, and if approved by the board, funding would be available for the FY 2024 budget year to support operating and capital needs. State Transit Assistance is expected to be \$1,027,333 and is guaranteed funding with no local match requirement. Section 5310 funding is included in the operating budget and capital plan and is anticipated to be approximately \$424,000. Section 5339 funding is for bus replacements and is competitively selected. If CyRide is awarded funding that exceeds the amount programmed into the CIP, it would be brought before the board for formal consideration. PTIG projects are competitively selected at the state level, and CyRide would be notified if selected during FY 2024. The funds would go toward a Fire Mitigation building improvement project for lanes 1 and 2 for \$400,000.

Director Neal recommended approval of Alternative #1 to submit the FY 2024 State grant and PTIG grant applications as presented. These applications support transit services in the Ames community and lower the overall local commitment to the funding partners.

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

**SECTION 5307 FORMULA FUNDING GRANT APPLICATION:**

Director Neal requested approval to file and execute CyRide's annual Section 5307 grant application to the Federal Transit Administration. The total Formula 5307 funding, including STIC funding, is \$4,226,994, up approximately 2.2%. In order to access this funding, CyRide needs to submit a grant application detailing specific operating projects being supported by the funding, which are payroll and fuel.

Director Neal recommended approval of Alternative #1 to allow CyRide to submit an application to access federal formula funding and continue to operate and provide the services upon which the community depends.

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

**MONTHLY REPORT:**

**Conflict of Interest form:** The city requests all board members fill out and submit a conflict of interest form by May 31.

**Fuel Purchase Contract:** CyRide is working with the Purchasing Department to release an invitation to bid for the purchase of diesel fuel for next year. The bid results and request for award of contract will be brought to the June board meeting.

**ROADEO:** CyRide’s annual ROADEO is June 3 from 9 a.m. to noon. Board members were invited to attend.

**Battery Electric Bus Open House:** The BEB Open House was held on April 29. There was an excellent turnout, and community members were able to ride the new vehicle and experience the quiet and clean performance. The buses are anticipated to be in service starting mid-June.

**Quarterly Report:** Director Neal presented the quarterly report. Ridership continues to rebound and improve and is almost 3.4 million passengers year-to-date.

**Summer meeting dates:**

- June 15, 4:00 p.m.
- July 20, 4:00 p.m.
- August 17, 4:00 p.m.

**Adjourn:** Trustee Lee made a motion to approve adjourning at 4:35 p.m.; Trustee Schainker seconded the motion. (Ayes: 6 Nays: 0) Motion carried.

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Bronwyn Beatty-Hansen, President

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Cheryl Spencer, Recording Secretary

**June 15, 2023**  
**Award of Contract for FY 2024 Fuel Purchases**  
**CyRide Resource: James Rendall**

**BACKGROUND:**

Since 2014, CyRide has been buying fuel on a market rate plus a markup or deduction basis using twelve-month contracts. Bidding fuel contracts for a twelve-month period reduces administrative costs while still allowing CyRide to take advantage of competitive bidding. On June 7, 2023, CyRide, with the assistance of the Purchasing Division, released Invitation to Bid (ITB) number 2023-214 for the purchase of diesel fuel from July 1, 2023, through June 30, 2024. Bids were due June 12, 2023. One bid response was received. CyRide reached out to prospective bidders and determined that the bid was not overly restrictive. One prospective bidder stated that timing was an issue. The bid received is detailed in the table below.

<b>Bid No. 2023-214 (7/1/23 – 6/30/24)</b>	<b>#1 Dyed ULSD Diesel</b>	<b>#2 Dyed ULSD Diesel</b>	<b>Biodiesel</b>	<b>Magellan's Cold Flow Improver</b>
<b>Renewable Energy Group (REG)</b>	\$0.04	\$0.03	-\$1.00	\$0.0100

After analyzing the bid received, CyRide is recommending that all bids be rejected. Unlike in previous years, the bid received represents a markup over the market rate. Staff believes there is an opportunity to adjust terms and re-issue the ITB, which could result in receiving additional bids. CyRide consumes less fuel over the summer due to the reduced service levels, and it would be feasible to purchase fuel on an ad-hoc basis until a new contract could be approved.

**ALTERNATIVES:**

1. Reject all bids and direct staff to re-issue the fuel bid.
2. Approve award of contract to Renewable Energy Group of Ames, Iowa, for fuel purchases from July 1, 2023, until June 30, 2024, at a not-to-exceed amount of \$1,572,500.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to reject all bids and re-issue the fuel bid. Reissuing the bid may result in more than a single bid. Additionally, with less favorable terms than in prior years, it could be in CyRide's best financial interests to re-issue the invitation to bid with modifications and purchase fuel on an ad-hoc basis in the intervening period.

**June 15, 2023**

**Award of Contract for Low-Floor Cutaway Bus Purchase**

**CyRide Resource: James Rendall**

**BACKGROUND:**

Transit agencies throughout Iowa have been experiencing rapid bus pricing increases due to financial conditions within the country, resulting in the standard programming guidance used to distribute new bus funding being insufficient to cover current bus prices. The Iowa DOT has recognized the funding shortfall and has redistributed funding above the established programming guidance to grantees to allow current bus grants to be completed, reducing the financial burden on local funding sources.

At the Transit Board meeting on February 23, 2023, the board approved accepting updated funding levels from the Iowa DOT to assist with purchasing three new low-floor cutaways. Two buses would be utilized within CyRide’s revenue fleet, and the third would be leased to HIRTA, the Dial-A-Ride contractor. The anticipated funding levels for these three buses are shown below.

<b>Vehicle Replacement</b>	<b>State/Federal</b>	<b>Local</b>	<b>Total</b>
Two Low-floor cutaway buses (CyRide)	\$345,058	\$60,892	\$405,950
One Low-floor cutaway bus (HIRTA)	\$168,506	\$29,737	\$198,243
<b>Total Funding</b>	<b>\$513,564</b>	<b>\$90,629</b>	<b>\$604,193</b>

These vehicles will be 85% state and federally funded, with the remainder coming from local sources. The local funding was included in the FY 2022 and FY 2023 Capital Improvements Plan, with additional funds approved by the Transit Board in February 2023.

The Iowa DOT has not provided a formal funding contract to CyRide. Typically, transit agencies cannot use grant funding until a contract is issued unless an advanced authority to incur cost request is approved. In recognition of the supply chain disruptions that have affected the bus market, the Iowa DOT has approved CyRide’s request for advanced authority to incur costs without a formal funding contract in place. The approval guarantees funding and allows CyRide to proceed with the procurement process.

The low-floor cutaway bus design would be new to CyRide and HIRTA’s fleet. CyRide has historically purchased high-floor cutaway buses with steps and a powered wheelchair lift. A low-floor cutaway design allows stepless boarding for all passengers and provides a quicker and more dependable wheelchair-loading experience for CyRide’s ADA passengers by using a manually deployable ramp.

CyRide has evaluated bus options and has identified New England Wheels’ Frontrunner model as the best available vehicle. The design includes a true flat floor between the passenger entrance door and the rear axle, bonded and screwed panels, and a manually deployable ramp with gas spring assist. The bus has a lower gross vehicle weight rating, allowing it to utilize a smaller engine that has improved fuel economy. The vehicle also has a fully composite body with a dip-galvanized chassis, providing longevity against corrosion.

CyRide has worked with Hogle Bus of Marshalltown, Iowa, the New England Wheels dealer, to determine pricing. There are additional equipment requirements to operate a bus on CyRide's fixed route services, such as destination signs, fareboxes, etc. As a result, the price has been quoted at \$202,975 per bus for CyRide and \$198,243 for the bus leased to HIRTA, for a total of \$604,193. The anticipated delivery timeline would be six to eight months after a purchase order is issued.

The costs for the low-floor buses reflect a white bus being delivered because New England Wheel does not offer paint or vehicle wrap services. The anticipated cost of adding paint or a vehicle wrap would be approximately \$10,000 per bus and is included in the CyRide operating budget.

**ALTERNATIVES:**

1. Approve award of a contract to Hogle Bus Company of Marshalltown, Iowa, in the amount of \$604,193 for the purchase of three new 176" wheelbase low-floor cutaway buses.
2. Do not approve the contract award for the purchase of new cutaway buses and direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1, to purchase three low-floor cutaway buses from Hogle Bus Company. Purchasing these buses would allow CyRide to replace three vehicles that have exceeded their useful life with new, more accessible vehicles on both CyRide's fixed route and Dial-A-Ride services. These vehicles will deliver a superior customer service experience for passengers with mobility concerns and support CyRide's goal of connecting people by improving accessibility.



**June 18, 2023**  
**Monthly Report**  
**CyRide Resource: Barbara Neal**

### **1. ROADEO and Professional Driver of the Year**

The annual CyRide ROADEO was held Saturday, June 3, at the CyRide facility. We had a great turnout of competitors this year, and everyone had a great time at the event. Our top four finishers were Paul Klimesh, Charles Long, Brian Grootveld, and Adam Wiederholt. Aidan Boyer, who finished fifth, took Adam's place at the state competition. On June 9, these drivers were recognized at the IPTA State Conference in Coralville, and on June 10, they competed in the state ROADEO. At the state ROADEO competition on June 10, Charles Long placed 1<sup>st</sup> in the Small Bus Competition and Brian Grootveld placed 2<sup>nd</sup> in the Large Bus Competition. Natasha Harsh was also honored with the Professional Driver of the Year award. Our drivers vote on whom they feel best deserves this recognition.

### **2. CTAA Conference Update**

Christine Crippen and I attended the Community Transportation Association of America Conference in Oklahoma City, OK. We had the opportunity to connect with other smaller transit agencies and attended some sessions about battery electric bus deployments in California and lessons learned, as well as the importance of building redundancy and resiliency in your bus fleet. One of our drivers, Charles Long, competed in the National Small Bus ROADEO competition for the first time. It was a great learning experience for him, and there was a lot of tough competition. He is looking forward to hopefully making it to that high level to compete again next year.

### **3. TSI Conference Update**

Kevin Gries attended training provided by the Transportation Safety Institute in Little Rock. The 3-day class covered administering transit safety and security audits. The Agency Safety Plan requires CyRide to monitor its transit system for compliance with and sufficiency of procedures for operations and maintenance through regular process reviews or internal audits. The training received in this class will help CyRide fulfill this requirement and ensure that our safety-sensitive processes continuously improve. It also fulfills the recurring training requirement of CyRide's Public Transportation Safety Certification Training Program (PTSCTP).



#### **4. Annual IPTA Conference and Iowa DOT State ROADEO**

The Iowa Public Transit Association's (IPTA) annual meeting and bus ROADEO was held in Coralville June 7 - 10. This conference provided an opportunity for Iowa transit agencies to collaborate on shared objectives, discuss strategies for improving service, and experience collective training to enhance employees' skills. CyRide was awarded the Large Urban Transit System of the Year by the Iowa DOT. They recognized our overall system efficiencies and the work that has gone into rebuilding our ridership base.

#### **5. BEB Update/training/deployment**

NOVA was at CyRide for four days to train the mechanics, instructors, and fire personnel about the battery electric buses. It was an excellent opportunity for employees to learn about these buses from the company and to receive detailed instructions about various safety features and areas of caution. It also provided the ability to include the Ames Fire Department in the training so they can be more familiar with the vehicles, batteries, and chargers should the need arise.