



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – July 20, 2023

1. CALL TO ORDER: 4:00 p.m.
2. Approval of Minutes from June 15, 2023
3. Public Comments
4. Approval of Plans and Specifications for 2023 Shop Rehabilitation Project
5. Award of Contract for FY 2024 Fuel Purchases
6. Monthly Report
7. Fall Meeting Dates / Times
 - August 17
 - September 21
 - October 26
 - November 16
 - December 21
8. Adjourn

June 15, 2023

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on June 15, 2023, at 4:00 p.m. in the CyRide Conference room. President Beatty-Hansen called the meeting to order at 3:59 p.m. with Trustees Janes, Lee, Norton, and Schainker present.

APPROVAL OF MAY 18, 2023, MINUTES:

Trustee Schainker made a motion to adopt the May 18, 2023, Transit Board minutes as presented; Trustee Janes seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

Award of Contract for FY 2024 Fuel Purchases:

Director Neal informed the board that the fuel contract with REG will end on June 30, 2023. CyRide worked with Purchasing to put out a bid and received one bid on fuel from REG. The other two prospective bidders were contacted and stated that timing was an issue, so they did not respond. The bid received from REG represented a markup over the market rate.

Director Neal recommended approval of Alternative #1 to reject all bids and direct staff to re-issue the fuel bid. Assistant Director of Fleet and Facilities James Rendall would work with Purchasing to purchase fuel once the contract expires and prepare a new fuel bid request. Rejecting the bid could result in a higher cost if REG doesn't submit a bid or if their bid and other bid responses are higher than this current bid. However, approving the bid would lock us into purchasing fuel that, on average, would be more expensive than fuel purchased without a contract off the market.

Discussion held among board members and staff. Trustee Janes asked how soon the next fuel bid would be released and for how long. Assistant Director Rendall said he would work with Purchasing to release it quickly and keep it out longer.

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

Award of Contract for Low-Floor Cutaway Bus Purchase:

Director Neal requested the board approve an award of contract for the purchase of three low-floor cutaway buses. Two of these buses would be used by CyRide, and one would be leased to HIRTA, our Dial-A-Ride contractor. In January, CyRide was informed that the IDOT worked with vendors to establish new pricing and execute new agreements at a substantial price increase. The IDOT also increased state funding levels for these buses to help address the funding shortfall. At the February board meeting, the board approved accepting the updated funding levels to purchase these vehicles and increasing the local match needed in addition to what was approved in the FY 22 and 23 CIP. Due to the additional funding made available by the IDOT, the three buses would be 85% state and federally funded.

CyRide has identified New England Wheels' Frontrunner as the best available vehicle for the low-floor cutaway design based on several criteria, including better accessibility, fewer maintenance issues, and better overall fuel economy. Hoglund Bus Company, the New England Wheels supplier, has provided pricing of \$202,975 per CyRide bus and \$198,243 for the HIRTA vehicle.

Director Neal recommended approval of Alternative #1 to approve purchasing the three low-floor cutaway buses from Hoglund Bus Company, which will allow CyRide to replace vehicles that have exceeded their useful life and improve accessibility on both CyRide's fixed routes and Dial-A-Ride services.

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

MONTHLY REPORT:

ROADEO and Professional Driver of the Year: The annual CyRide ROADEO was held on June 3. Paul Klimesh, Charles Long, Brian Grootveld, Adam Wiederholt, and Aidan Boyer were our top five finishers. At the state level, Charles placed 1st in the Small Bus competition, and Brian placed 2nd in the Large Bus competition. Natasha Harsh was recognized as our Professional Driver of the Year.

CTAA Conference Update: Charles participated in the Small Bus competition at the national level. Barb and Chris attended the conference and received excellent information about battery electric bus deployments.

TSI Conference Update: Kevin attended training covering administering transit safety and security audits.

Annual IPTA Conference: Barb, Shari, Chris, and Kevin attended the annual IPTA Conference. Kevin presented information on third-party testing. CyRide was awarded the Large Urban Transit System of the Year by the Iowa DOT.

BEB Update/Training/Deployment: NOVA personnel were on site to train mechanics, instructors, and fire personnel about the battery electric buses.

Spring meeting dates:

- July 20, 4:00 p.m.

Adjourn: Trustee Norton made a motion to approve adjourning at 4:20 p.m.; Trustee Janes seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Bronwyn Beatty-Hansen, President

Cheryl Spencer, Recording Secretary

July 20, 2023
2023 Shop Rehabilitation Project
Plans and Specifications
CyRide Resource: James Rendall

BACKGROUND:

In September of 2022, CyRide received \$581,566 in Iowa DOT Public Transit Infrastructure Grant (PTIG) funding for the Shop Rehabilitation project. The shop area was originally constructed in 1983 and is no longer fully meeting CyRide’s needs. This project aims to consolidate bus parts into one location, improve maintenance employees’ work environment, support employee efficiency, and adjust workspaces to enhance safety. The scope of this project includes the following improvements:

- Remove existing half walls within the maintenance fabrication area.
- Install new precast concrete floor panels to connect the east and west maintenance mezzanines, creating additional second-floor storage space adjacent to the shop.
- Construct a ground-level wall and add two doors to isolate the repair bays from the office and parts areas to help control sound pollution and vapors between the spaces.
- Move the mop sink, wash fountain, and supplies closer to the shop repair bays to improve the mechanics’ workflow.
- Move the eye wash closer to the repair bay work areas to improve safety.
- Switch the welding and fabrication area with the parts room to isolate airborne particulates, noise pollution, and visual welding hazards to improve safety. Additionally, this modification allows easier delivery of parts, with the parts room being directly inside the vendor delivery area.
- Rework the maintenance office area to create a more practical layout for the current number of employees and create a space for the Maintenance Coordinator to have supervisory conversations.
- Rework the fire alarm and suppression system to bring the reworked spaces up to code.

A full copy of the plans and specifications will be available at the Transit Board meeting.

CyRide has the following funding available for this project, which was included in the FY 2024 Capital Improvements Plan.

Description	State PTIG Funds	Local Funds	Total
Shop Rehabilitation Project	\$581,566	\$168,434	\$750,000

The current cost estimate from the architectural and engineering consultant is \$750,000, including an 8.7% contingency fund.

If approved by the Transit Board, CyRide will work with the Purchasing Division to bid the project. Listed below is the proposed schedule for this project.

Date	Project Element
July 27, 2023	City Council approval of plans & specifications
July 28, 2023	Project release
August 10, 2023	Prebid meeting
August 23, 2023	Bids due
August 31, 2023	Transit Board award of contract
September 12, 2023	City Council award of contract

ALTERNATIVES:

- 1. Approve the release of plans and specifications for the 2023 Shop Rehabilitation project.
- 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 update our outdated shop area to significantly improve safety, air quality, noise pollution, storage space, and office layouts.

July 20, 2023
Award of Contract for FY 2024 Fuel Purchases
CyRide Resource: James Rendall

BACKGROUND:

Since 2015, 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. CyRide previously released a fuel bid in June of 2023 which only received a single bid. As a result of the single bid response, the Transit Board directed staff to release the fuel bid again to solicit additional competition.

On June 29, 2023, CyRide, with the assistance of the Purchasing Division, released Invitation to Bid (No. 2023-228) for the purchase of diesel fuel from August 1, 2023, through June 30, 2024. The procurement documents set a contract not-to-exceed amount equal to CyRide’s fuel budget for fiscal year 2024. Bids were due July 13, 2023, and three responses were received. The bids are detailed in the below table.

Bid No. 2023-228 (8/1/23 – 6/30/24)	#1 Dyed ULSD Diesel	#2 Dyed ULSD Diesel	Biodiesel	Magellan’s Cold Flow Improver
Renewable Energy Group (REG)	\$0.0275	\$0.0300	-\$1.0000	\$0.0100
Mansfield Oil Company	-\$0.0071	\$0.0261	-\$0.5770	\$0.0300
New Century FS	\$0.3000	\$0.3000	\$0.3000	\$0.0400

Upon reviewing the three responses the bid was determined to be competitive and a reflection of current market conditions. CyRide performed a bid analysis using actual fuel usage quantities from July 1, 2022, through June 30, 2023. Based upon the analysis, Renewable Energy Group was determined to be the lowest overall bidder. While Mansfield Oil Company had the larger discount on #1 and #2 diesel, REG provided the best total price overall due to a more substantial discount on biodiesel. A copy of the bid tabulation and bid analysis is attached for reference.

ALTERNATIVES:

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

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to award the fuel contract to Renewable Energy Group of Ames, Iowa. While the responses received were not as favorable as previous fuel contracts, awarding the fuel contract will save administrative resources and ensure CyRide can receive fuel in a timely manner.

Bid No. 2023-228

Responses		#1 ULSD	#2 ULSD	5% Biodiesel	Magellan's Cold Flow Improver
Renewable Energy Group		\$0.0275	\$0.0300	-\$1.0000	\$0.0100
Mansfield Oil Company		-\$0.0071	\$0.0261	-\$0.5770	\$0.0300
New Century FS		\$0.3000	\$0.3000	\$0.3000	\$0.0400

Pro Forma Fuel Budget

			#1 ULSD	#2 ULSD	Biodiesel	Magellan's Cold Flow Improver	Total Gallons Diesel & Biodiesel	Total Budget Amount
Assumptions	Annual Gallons		20,000	260,000	16,000	84,000	296,000	\$814,000.00
	Price		\$3.20	\$2.70	\$5.89			
Renewable Energy Group			\$64,550	\$709,800	\$78,240	\$840		\$853,430.00
Mansfield Oil Company			\$63,858	\$708,786	\$85,008	\$2,520		\$860,172.00
New Century FS			\$70,000	\$780,000	\$99,040	\$3,360		\$952,400.00



July 20, 2023
Monthly Report
CyRide Resource: Barbara Neal

1. Driver Training Updates

The Operations division is taking advantage of the slower summer schedule to provide training development classes to our drivers. Several drivers have been trained on how to operate the new battery electric buses, with positive feedback being received on how the vehicles perform on the road. Training sessions have also been conducted with drivers to develop their customer service skills, review accident protocols, emphasize the importance of square turns, and discuss about the dangers of distracted driving. Additional training on wheelchair competency, ADA information, radio usage, CPR certification, and pre-trip/end-point procedures is also occurring. Our goal is to refresh our drivers on their skills and give them the opportunity to ask questions. Ongoing training and development are essential to CyRide and emphasize our core goal of safety.

2. NOVA Update

The manufacturer of CyRide's battery electric and articulated bus fleet, NOVA Bus, has announced that they will close their Plattsburg plant in March of 2025 and pull out of the transit bus market in the United States. NOVA Bus has a large presence in Canada, and CyRide can expect that support for the existing buses will continue without interruption. However, this change will impact future purchases for these vehicle types, including the three battery electric and two articulated buses in this year's Capital Improvements Plan. Staff is evaluating upcoming procurements and will bring recommendations for how to proceed at a future Transit Board meeting.

3. Fall Meeting Dates/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 third Thursday of the month at 4:00 p.m. would likely be available. Listed below for your convenience are the relevant dates if the board wants to keep the same meeting day and time for the Fall semester.

- August 17, 2023, 4:00 p.m.
- August 31, 2023, 4:00 p.m. (Special Meeting)
- September 21, 2023, 4:00 p.m.
- October 19, 2023, 4:00 p.m.
- November 16, 2023, 4:00 p.m.
- December 21, 2023, 4:00 p.m.