



JULY 20, 2023

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on July 20, 2023, at 4:00 p.m. in the CyRide Conference room. President Beatty-Hansen called the meeting to order at 4:01 p.m. with Trustees Janes, Lee, and Schainker present.

APPROVAL OF JUNE 15, 2023, MINUTES:

Trustee Janes made a motion to adopt the June 15, 2023, Transit Board minutes as presented; Trustee Lee seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

2023 SHOP REHABILITATION PROJECT PLANS AND SPECIFICATIONS:

Director Neal requested the board approve plans and specifications for the 2023 Shop Rehabilitation Project. The shop was originally constructed in 1983 and is no longer fully meeting the needs of CyRide and its employees. The project aims to consolidate bus parts into one location, improve maintenance employees' work environment, support employee efficiency, and adjust workspaces to enhance safety. State PTIG and local funds have been set aside for this project and were included in the FY 2024 Capital Improvement Plan. Trustee Beatty-Hansen inquired how often we have shop projects. Director Neal answered that we have had smaller ones in the past, but this will be much larger. Trustee Janes asked if it will be expanding the footprint of the building. Clarification was provided that the project will connect the two upper mezzanines to each other, but it will not expand the actual footprint of the building.

Director Neal recommended approval of Alternative #1 to approve the plans and specifications for the 2023 Shop Rehabilitation project so it may be released for bid, which will allow CyRide to update the shop area to improve safety, air quality, noise pollution, storage space, and office layouts.

Trustee Schainker made a motion to approve Alternative #1; Trustee Janes seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

AWARD OF CONTRACT FOR FY 2024 FUEL PURCHASES:

Director Neal requested the board approve the award of contract for FY 2024 Fuel Purchases. CyRide's fuel contract ended June 30, 2023. At the June board meeting, the board rejected the single fuel bid and requested it go out for bid again to try and increase bid responses and ensure the best value for CyRide. CyRide worked with Purchasing to put out a new bid and recovered three bid responses from Renewable Energy Group (REG), Mansfield Oil Company, and New Century FS. REG was determined to be the lowest overall bidder due to a more substantial discount on biodiesel.

Director Neal recommended approval of Alternative #1 to award the fuel contract to REG, which will ensure CyRide can receive fuel in a timely manner, save administrative resources, and allow CyRide to meet the needs of the community.

Trustee Janes made a motion to approve Alternative #1; Trustee Lee seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

MONTHLY REPORT:

Driver Training Updates: The Operations Division has been providing refresher training for our drivers, including, but not limited to customer service, the dangers of distracted driving, and anticipating the unexpected. Ongoing training and development are essential to CyRide and emphasize our core goal of safety.

NOVA Update: NOVA, the manufacturer of CyRide's battery electric buses and articulated buses, announced they will close their Plattsburg plant in March of 2025 and will leave the United States transit bus market. NOVA will continue to have a large presence in Canada so CyRide should continue to get support for the current vehicles in the fleet. However, this will affect the three BEBs and two articulated buses programmed into this year's Capital Improvement Plan.

Fall meeting dates:

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

Adjourn: Trustee Lee made a motion to approve adjourning at 4:18 p.m.; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Bronwyn Beatty-Hansen, President

Cheryl Spencer, Recording Secretary