



SEPTEMBER 21, 2023
AMES TRANSIT AGENCY BOARD OF TRUSTEES

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

APPROVAL OF AUGUST 17, 2023, AND AUGUST 31, 2023, MINUTES:

Trustee Lee made a motion to adopt the August 17, 2023, and August 31, 2023, Transit Board minutes as presented; Trustee Schainker seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

FY 2023 OPERATIONS FUND TRANSFER – CLOSING BALANCE TRANSFERS:

Director Neal requested board approval to reallocate funds from the operations fund closing balance. The board has an established policy that the operating fund closing balance should maintain a balance between 7.5% and 10% of operating expenses. Funds in excess of that percentage can be considered for reprogramming to meet unfunded needs. At the August 17, 2023, meeting, the board directed CyRide to include in the committed funds the support necessary to offset the funding partner's system's subsidy for FY25-29. After those funds were included, the estimated operating fund closing balance above the 10% directed reserve is \$2,108,136.

The first recommendation was to transfer \$1,000,000 additional local match funding to the Facility Expansion reserve. The second recommendation was to transfer \$1,000,000 in additional funds for capital projects not currently programmed into the Capital Improvements Plan (CIP).

Director Neal recommended that the board approve Alternative #1 to reallocate \$2,000,000 of the FY 2023 operations fund closing balance to the capital fund, which will meet CyRide's fund balance policies and allow the pursuit of much-needed capital projects and support the local match requirement necessary to proceed with future infrastructure grant opportunities.

Trustee Janes inquired if the facility expansion project would occur before the Shop Rehabilitation Project. Assistant Director of Fleet and Facilities Rendall responded that the scale of such a project would take more time and require us to apply for grants, so it would not occur before the shop project. Trustee Beatty-Hansen asked about the fuel budget decreasing in future years on the pro-forma. Director Neal explained that the board approved moving \$500,000 to the fuel budget last year due to volatility. At the upcoming December board meeting, CyRide will request that the amount stays in the fuel budget for one additional year if volatility continues. If things stabilize, it may not need to stay there after that.

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

FY 2025 BUDGET PLANNING - DISCUSSION:

Director Neal presented information to the board about customer service requests and staff recommendations for possible inclusion in the FY 2025 budget. CyRide staff is recommending that three of the customer service requests be considered. The first is to extend the #6 Brown route to the Research Park in the evenings from 8:00 p.m. until 10:30 p.m. at an estimated cost of \$5,000. The second would be to add weekend service to the #9 Plum route, which would include one bus on weekends at a 40-minute service and would run on Saturdays from 7:15 a.m. until 10:00 p.m. and Sundays from 8:30 a.m. until 10:00 p.m. for an estimated cost of \$81,760. The third would be to add weekend service to the Cherry route, which would include one bus on the weekends at 40-minute service and would run on Saturdays from 7:00 a.m. until 7:00 p.m. and Sundays from 8:30 a.m. until 7:00 p.m. for an estimated cost of \$74,090. These changes would provide additional accessibility to passengers and help lay the infrastructure for the possibility of a fareless system.

One staff change was presented, which was the addition of a mechanic position. CyRide currently has five mechanics, which has not increased since 2014. When evaluating industry benchmarks, CyRide mechanics are responsible for maintaining nearly double the annual vehicle operating hours and more than twice the number of buses compared to peer agencies. The estimated annual cost is \$89,000.

The requested changes amount to an estimated \$250,000, which could be supported by a 2.5% increase from the local funding partners.

The board had no objections to these items being prepared as part of the baseline budget and presented in December for further consideration at that time.

ANNUAL TRANSIT ASSET MANAGEMENT PLAN – PERFORMANCE MEASURES AND TARGETS UPDATE:

Director Neal requested board approval of CyRide's FY 2024 Transit Asset Management (TAM) plan performance targets. Beyond meeting the regulation requirements, having our fleet in a State of Good Repair (SGR) supports CyRide's highest priority of safety and is critical to its ongoing success. The FTA classifies revenue and nonrevenue vehicles using a performance measure called useful life benchmark (ULB), which estimates how many years a vehicle can be in service and maintain an SGR. CyRide is required to set and update performance measures annually and report the TAM plan targets to the National Transit Database. CyRide met its goal in the large bus category. CyRide did not meet its goal in the cutaway bus category due to supply chain shortages and significant cost increases. CyRide met its goal in the shop trucks category. The facilities are rated on a Transit Economic Requirements Model (TERM) scale, with 5.0 as the highest and 1.0 as the lowest. A rating of 3.0 or greater means the facility has not exceeded its useful life, and both the administration/maintenance facility and the intermodal facility were analyzed and received a 4.0 rating.

Director Neal recommended that the board approve Alternative #1 to approve the FY 2024 TAM plan performance targets for each asset category, allowing CyRide to meet its federal obligations and help guide future capital replacement needs.

Trustee Janes inquired if the battery electric vehicles have a lower ULB. Assistant Director of Fleet and Facilities Rendall clarified that the batteries have a lower life, but CyRide has funds reserved for battery replacement or to support a grant, and the electric buses have the same ULB as diesel buses. Trustee Janes also inquired if the facility expansion discussions would affect the TERM rating. Director Neal and Assistant Director Rendall answered that the facility is evaluated as a whole, so expansions would be part of the score.

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

AMENDMENT TO TRANSIT ADVERTISING CONTRACT:

Director Neal requested approval of an amendment to the existing advertising contract with Houck Advertising to add language to all of CyRide's advertisements, stating, "CyRide does not endorse this ad."

Director Neal recommended board approval of Alternative #1 to approve the amendment. Doing so will add consistency and clarity to the fleet and make it clear that CyRide does not endorse any advertisements.

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

AWARD OF CONTRACT FOR ON-CALL CONCRETE SERVICES:

Director Neal requested approval of award of contract for concrete services. Throughout the year, there is a need to replace or repair concrete projects around the facility and at bus stops. To save administrative time and cost bidding on each project, in the past CyRide has awarded an on-call concrete contract to a firm that then performs the necessary work. Invitation to Bid #2024-038 was released on August 21, 2023, and due on September 12, 2023, and one bid was received from Pillar Inc. of Ames, Iowa.

Director Neal recommended board approval of Alternative #1 for award of contract to Pillar Inc. of Ames, Iowa, for the period of October 2, 2023, through June 30, 2024, with up to four additional 12-month renewal periods.

Trustee Schinker made a motion to approve Alternative #1 with a not to exceed amount of \$125,000 for the first year; Trustee Lee seconded the motion. (Ayes 5 Nays 0) Motion carried.

AWARD OF CONTRACT FOR AUTOMATIC TRANSMISSIONS:

Director Neal requested approval of award of contract for the purchase of transmissions. In 2010, CyRide purchased fifteen 40' buses that are now thirteen years old with an average mileage of over 340,000 miles, and the vehicles are showing signs of excessive transmission wear. In the August board meeting, the board approved award of contract for replacing three bus engines for units 126, 127, and 128. The maintenance division is recommending replacing the transmissions in these vehicles at the same time as the engine to take advantage of the engine being removed and save on overall labor costs. After evaluating replacement and repair options, it was determined that the best course of action was to replace the transmissions with rebuilt ones from Voith's X-Change program, which will provide a like-new transmission with a two-year warranty.

Director Neal recommended board approval of Alternative #1 to approve award of contract to Voith Turbo of York, Pennsylvania, which will allow CyRide to save labor costs, maintain reliable service, and keep the vehicles in a state of good repair.

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

MONTHLY REPORT:

Ridership Statistics – First two weeks of fall semester: Ridership is significantly higher than last year and was up 22.7% over 2022, discounting the disruption on Thursday and Friday of the first week of classes.

ISU Enrollment: ISU enrollment is 30,177, up slightly from last year.

Destination Iowa State and WelcomeFest: Members from CyRide attended Destination Iowa State and WelcomeFest to help welcome new students and provide valuable information about utilizing the bus system.

EASE Update: CyRide has been utilizing the Ride Pingo app for the EASE route. Passenger response has been very positive, and EASE has experienced a 42% increase in ridership year-to-date since the application's introduction.

Midwest Transit Conference: Members of CyRide attended the Midwest Transit Conference in Kansas City, MO, which brought together transit agencies from Kansas, Missouri, Nebraska, and Iowa. CyRide received two awards from the FTA Region 7 team.

Fall meeting dates:

- 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 5:10 p.m.; Trustee Janes seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Bronwyn Beatty-Hansen, President

Cheryl Spencer, Recording Secretary