



Transit Board Meeting  
**AGENDA**

**AMES TRANSIT AGENCY  
BOARD OF TRUSTEES**

**CYRIDE CONFERENCE ROOM – January 18, 2024**

1. CALL TO ORDER: 4:00 p.m.
2. Approval of Minutes from December 21, 2023
3. Public Comments
4. Agency Safety Plan Revision and Certification
5. Federal Section 5307 Grant Application – FFY 2024 STBG Funding
6. Award of Contract for Security System Upgrade Phase II
7. Monthly Report
8. Spring Meeting Dates / Times
  - February 15
  - March 21
  - April 18
  - May 16
9. Adjourn



**DECEMBER 21, 2023**  
**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on December 21, 2023, at 4:00 p.m. in the CyRide Conference room. President Beatty-Hansen called the meeting to order at 4:00 p.m. with Trustees Clark, Janes, and Lee present. Trustees Norton and Schainker joined the meeting during the budget presentation.

**APPROVAL OF NOVEMBER 16, 2023, MINUTES:**

Trustee Janes made a motion to adopt the November 16, 2023, Transit Board minutes as presented; Trustee Clark seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

**PUBLIC COMMENTS:**

None.

**AWARD OF CONTRACT FOR RECONDITIONED REPLACEMENT ENGINES:**

Director Neal requested board approval to award a contract for the purchase of replacement engines. CyRide has three vehicles removed from regular service due to excessive crankcase pressure from cylinder wear. Trivista Companies Inc. was the low bid, with a total bid cost of \$116,737.78.

Director Neal recommended approval of Alternative #1 to approve the award of contract to Trivista Companies Inc., which will allow CyRide to make repairs to the three vehicles, return them to regular service, and keep the fleet in a state of good repair.

Trustee Clark inquired about what happens to the engines after switching them out. Assistant Director of Fleet and Facilities James Rendall answered that the engines are returned to the company for repair and reuse as part of the core costs. The replacement engines also come with a two-year warranty.

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

## **FY 2025 BUDGET:**

Director Neal presented the FY 2025 budget, which is required to be approved by January 21, 2024. CyRide will continue to work on increasing its large ridership base and connecting people to their community with safe and efficient transportation this next budget year. The budget also supports the goal of reducing carbon emissions and providing a sustainable community in which to live. Ongoing efforts to attract, hire, and retain employees will remain a high priority to ensure CyRide can deliver the services on which the community depends. Ridership is trending upward and is projected to be approximately 4.8 million passengers this year. CyRide is also seeing an increase in community riders. Focusing on the rider experience and delivering the highest level of customer service will be essential.

The current year's amended revenues, the 5-year pro forma detailing both operating and capital funds, the current year's amended expenses, and the three reserve fund balances were reviewed with the board. Director Neal then presented the FY 2025 operating budget, representing an overall increase of 3.6%, which includes an additional full-time employee mechanic position and expanded night and weekend bus service on the #6 Brown, #9 Plum, and #11 Cherry routes. This would be a 2.5% increase from the three local funding partners. The 5-year Capital Improvements Plan (CIP) was also presented, which included funding for vehicle replacements, building improvements, technology projects, bus stop renovations, and shop and office equipment.

Director Neal recommended approval of Alternative #1. Approving the FY 2025 budget as presented allows CyRide to continue offering the high level of transit services upon which the community relies at minimal additional costs to the funding partners.

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

## **MONTHLY REPORT:**

**Rudolph:** Rudolph has guided his sleigh on various routes, bringing holiday cheer.

**Mokhtee Ahmad's Retirement:** The FTA Region 7 Regional Administrator of 25 years, Mokhtee Ahmad, retired on December 6. Mokhtee made an indelible mark at CyRide and throughout the entirety of Region 7.

**RTAP Conference:** Christine Crippen and Barbara Neal attended the 5<sup>th</sup> National Rural Transit Assistance Program conference in early December. One of the topics of interest was the aging population and aging in place.

**Shop with a Cop:** On December 9, the Ames Police Department had its annual Shop with a Cop event. CyRide participated in the event by providing rides for the children and officers.

**HVAC Improvement Project Phase III:** Phase III of the HVAC Improvement Project is underway.

**2023 Shop Rehabilitation Project:** Construction began during the week of December 4. Metal work is set to start in early January, with the precast concrete panels being installed in mid-February.

**Spring meeting dates:**

- January 18, 4:00 p.m.
- February 15, 4:00 p.m.
- March 21, 4:00 p.m.
- April 18, 4:00 p.m.
- May 16, 4:00 p.m.

**Adjourn:** Trustee Janes made a motion to approve adjourning at 4:44 p.m.; Trustee Norton 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



**January 18, 2024**  
**Agency Safety Plan**  
**Agency Safety Plan Revision and Certification**  
**CyRide Resource: Kevin Gries**

**BACKGROUND:**

Operators of public transportation systems that receive federal funds under the Federal Transit Administration's (FTA) Urbanized Area Formula Grants program are required to develop and maintain Agency Safety Plans (ASP) that include processes and procedures to implement Safety Management Systems (SMS).

Since the last update, some minor changes were made to clarify how CyRide complies with the existing Public Transportation Agency Safety Plan rule 49 U.S.C. § 5329 (d)(1)(D) requiring the ASP document to include strategies consistent with the Centers for Disease Control and Prevention or a state health authority to minimize exposure to infectious diseases. The revision also simplifies the plan's review process and references adding ASP-related documents to CyRide's records retention policy. The full 2024 ASP document will be available at the Transit Board meeting.

**ALTERNATIVES:**

1. Approve and adopt CyRide's Agency Safety Plan as presented, effective January 18, 2024.
2. Direct staff to proceed according to Transit Board priorities.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. Adopting these revisions will continue to reinforce CyRide's existing safety culture, ensure compliance with FTA regulations, and maintain the organization's eligibility to receive federal funding.

**January 18, 2024**  
**Federal Section 5307 Grant Application –**  
**FFY 2024 STBG Funding**  
**CyRide Resource: Shari Atwood**

**BACKGROUND:**

The Surface Transportation Block Grant (STBG) program provides flexible funding from the Federal Highway Administration (FHWA) for use in transportation projects. Each year, approximately \$1.8 million is available in STBG funding for the Ames metropolitan area, which is dispersed through the Ames Area Metropolitan Planning Organization (AAMPO).

In March 2020, CyRide submitted an STBG application to the AAMPO to receive \$225,000 in funding for a partial bus, which is approximately 11% of Ames’s total annual allocation. The AAMPO approved CyRide’s STBG project and the Transportation Improvement Program (TIP) in July 2023. In October 2023, CyRide requested that the AAMPO begin the process to transfer the federal funds from the FHWA to the Federal Transit Administration (FTA), after which CyRide may formally apply for a grant. There is typically a three to six-month waiting period for the transference of funds to the FTA before CyRide may formally submit the grant. Additionally, the FTA’s review may take up to three additional months prior to award. CyRide will have pre-award authority to begin the procurement process during this time. The Transit Board of Trustees is required to authorize any grant application request prior to the Transit Director formally submitting the grant to the FTA.

At the November 2023 meeting, the Transit Board approved award of contract for five new battery electric buses, contingent upon formal approval of the STBG funding. It is the last funding component necessary for this purchase. CyRide’s grant application would request funding once it is formally transferred into the FTA’s Section 5307 account.

**ALTERNATIVES:**

1. Approve the Transit Director to execute and file a Section 5307 Surface Transportation Block Grant application in the amount of \$225,000 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1. Proceeding with this application would allow CyRide to expand its battery electric bus fleet to seven vehicles while keeping local costs to a minimum for this project.



**January 18, 2024**

**Award of Contract for Security System Upgrade Phase II**

**CyRide Resource: James Rendall**

**BACKGROUND:**

At the meeting on November 16, 2023, the Transit Board approved releasing plans and specifications for the second phase of CyRide’s security update project. On November 29, 2023, CyRide, in coordination with the Purchasing Department, released Invitation to Bid (ITB) #2024-079. The plans and specifications called for improvements in facility visibility, intrusion detection, and expansion of electronic access controls. The design also integrates with the security system recently deployed at City Hall, which will reduce costs, allow centralized system maintenance, and increase security coordination between CyRide and other departments. CyRide has \$200,000 of local funding programmed into the FY 2024 Capital Improvements Plan for Security System Upgrade Phase II.

The cost estimate for this project was \$225,280. To ensure the project could be maintained within budget, CyRide released a base bid with four alternates. The base bid and alternates are summarized below.

- Base Bid
  - Equip all facility doors (person and overhead) with position switches (open/closed status).
  - Install 21 new surveillance cameras inside and outside the facility.
  - Align the security system software and servers with the City Hall security system.
- Alternate #1
  - Add five additional cameras in the administration building.
- Alternate #2
  - Add five additional cameras throughout the maintenance shop and exterior of the building.
- Alternate #3
  - Add four additional cameras in the northwest bus storage area of the garage.
- Alternate #4
  - Equip five doors with electronic access control equipment.

Bids were due on January 10, 2023. A single bid from Commonwealth Electric of the Midwest of Des Moines, Iowa, was received. The bid response is detailed below.

Bidder	Base Bid	Alternative #1	Alternative #2	Alternative #3	Alternative #4
Commonwealth Electric of the Midwest	\$138,930	\$7,695	\$13,282	\$7,986	\$11,468

After evaluating the bidder's proposal with CyRide's on-call Architecture and Engineering firm, ASK Studios, it was determined to be fair and reasonable, and the bidder has demonstrated a good understanding of the project's scope of work. CyRide is recommending accepting the base bid, all bid alternates, and keeping the original project budget until final completion to ensure adequate funding. With the total cost of it less than the established budget, the full project could be awarded and maintain a project contingency fund of over 10%.

The final award of contract will be subject to approval by the City Council.

**ALTERNATIVES:**

1. Approve award of contract for the Security System Upgrade Phase II project to Commonwealth Electric of the Midwest of Des Moines, Iowa, for the base bid plus bid alternates #1, #2, #3, and #4, for a total cost of \$179,361.
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 the approval of Alternative #1, to award a contract for the base bid plus the four bid alternates to Commonwealth Electric of the Midwest of Des Moines, Iowa, for a total contract award of \$179,361. Implementing the Security System Upgrade Phase II project will help CyRide move forward with its goal of improving security in the facility.



CITY OF AMES, IOWA	5% Bid Bond	Bidders Status Form	Addendum #1					
<a href="mailto:amanda.moore@cityofames.org">amanda.moore@cityofames.org</a>								
BID NO. 2024-079								
CyRide Security System Upgrade Phase II								
BIDDERS				BASE BID	Add Alternate #1	Add Alternate #2	Add Alternate #3	Add Alternate #4
Commonwealth Electric of the Midwest Des Moines, IA	x	x	x	\$138,930.00	\$7,695.00	\$13,282.00	\$7,986.00	\$11,468.00



ARCHITECTS SCHIPPER KASTNER

January 11th, 2024

Ms. Barbara Neal, Director of Transit  
CyRide  
601 N. University Boulevard  
Ames, IA 50010

Ms. Neal,

There was one responsive bidder who submitted a proposal for the CyRide Security System Upgrade Phase II project. This bid was lower than the Opinion of Probable Cost valued at \$225,280.

We recommend the acceptance of the bid proposal from Commonwealth Electric of the Midwest to complete work associated with the base bid as described in the project specifications for \$138,930. We further recommend the acceptance of Add Alternates #1 - #4 that total an additional \$40,431.

We believe the low bid will bring good value to CyRide.

Regards,

A handwritten signature in black ink, appearing to read "Ryan Carter", with a stylized flourish at the end.

Ryan M. Carter, AIA, NCARB



**January 18, 2024**  
**Monthly Report**  
**CyRide Resource: Barbara Neal**

### **1. Rear Door Sensors**

As part of our commitment to continuous improvement, CyRide recently upgraded all low-floor buses equipped with touch bar handles on the rear doors to include a sensor that detects when passengers wave their hands. This change will make it easier for passengers to operate the back doors and reduce the potential for the doors to unexpectedly close when riders are deboarding. The Technology Coordinator and the maintenance division developed, tested, and installed these sensors. This project is an excellent example of multiple divisions within CyRide pooling their creativity and innovation to provide a low-cost solution to an ongoing issue.

### **2. Battery Electric Bus**

Since their delivery in April 2023, CyRide has been working to integrate the battery electric buses into daily revenue service. CyRide and Nova Bus, the manufacturer, have been refining the operation and functionality of the vehicles. The reception of the electric buses within the Ames community has continued to be positive, and the performance on-route has exceeded expectations. During the first snow event, CyRide verified the electric buses' performance and handling on slippery roads and received positive feedback from operators.

### **3. Battery Electric Bus Funding**

In November, the Transit Board awarded a contract for the purchase of five battery electric buses, with additional local funding included due to recent cost increases. The grant being utilized for these buses also has a portion of the total amount allocated to charging equipment and installation.

After further evaluation of the available funding, it was determined that reorganizing the grant to cover only the battery electric buses would allow CyRide to utilize the grant funding fully. With this change, the charging hardware and the associated installation cost will now be funded using only local dollars, maximizing the grant and allowing any remaining local funds to be returned to the closing balance once the project is complete. This change should not impact the total project budget.

### **4. B100 Pilot Project Status**

Work on implementing the B100 pilot project on the five 40' diesel buses has begun. Optimus Technologies had an engineering team onsite the week of January 8 to take measurements in preparation for ordering parts and installing their equipment on the buses. CyRide has been notified that the fuel storage tank has been assembled and is ready for installation once the vehicles have been modified, which is expected to be in early summer.

## **5. Jefferson Lines**

Chris and I met with Kevin Pursey, the director of sales for Jefferson Lines. Due to construction at the Des Moines station, Jefferson Lines and Burlington Trailways would like to increase the use of their rented Intermodal facility space starting in February. Jefferson Lines comes through Ames twice a day, and Burlington Trailways would also use the Intermodal Facility two times a day during this period. Having both buses come through Ames would offer customers better connections to different destinations. Jefferson Lines would have staff at the Intermodal office when the buses are scheduled to be in Ames, providing increased customer service.

## **6. Triennial Review**

CyRide received notification regarding the upcoming federal Triennial Review. This comprehensive evaluation occurs every three years and is required for CyRide to continue receiving federal funding. The desk audit phase of this review involves compiling documentation and responding to questions in 23 compliance areas by February 29, 2024. The onsite portion of this audit will be scheduled at a future date in 2024. CyRide looks forward to a productive conversation with the auditor during this important process.