



**JANUARY 18, 2023**

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on January 18, 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, Norton, and Schainker present.

**APPROVAL OF DECEMBER 21, 2023, MINUTES:**

Trustee Janes made a motion to adopt the December 21, 2023, Transit Board minutes as presented; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

**PUBLIC COMMENTS:**

None.

**AGENCY SAFETY PLAN REVISION AND CERTIFICATION:**

Director Neal requested board approval to adopt revisions to the Agency Safety Plan (ASP). Minor changes to the ASP were made to include strategies to minimize exposure to infectious disease, simplify the plan's review process, and add ASP-related documents to CyRide's records retention policy.

Director Neal recommended approval of Alternative #1. Adopting the revisions would reinforce CyRide's existing safety culture, ensure compliance with FTA regulations, and maintain the organization's eligibility to receive federal funding.

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

**FEDERAL SECTION 5307 GRANT APPLICATION – FFY 2024 STBG FUNDING:**

Director Neal requested authorization to execute and file a Section 5307 Surface Transportation Block Grant (STBG) application. The authorization would be the last funding component necessary for the purchase of the five battery electric buses approved by the board in November 2023. CyRide submitted an STBG application to the AAMPO to receive \$225,000 in funding for a partial bus in March 2020, and the AAMPO approved it in July 2023. The Transit Board is required to authorize the grant application request prior to the formal submission of the grant to the Federal Transit Administration (FTA).

Director Neal recommended 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.

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

## **AWARD OF CONTRACT FOR SECURITY SYSTEM UPGRADE PHASE II:**

Director Neal requested approval for award of contract for CyRide's Security System Upgrade Phase II project, which will increase building security by adding additional door sensors, cameras, and access control readers. It will also integrate with the City Hall system, centralizing maintenance with the Information Technology division and allowing credentials to be shared between City Hall and the CyRide facility.

On November 29, 2023, Invitation to Bid #2024-079 was released, and bids were due January 10, 2024. A single bid was received from Commonwealth Electric of the Midwest. The bid was determined to be fair and reasonable, and the contractor has a good understanding of the project's scope of work. The base bid and all four alternates totaled \$179,361.

Director Neal recommended approval of Alternative #1. Approving the award of contract for the Security System Upgrade Phase II project to Commonwealth Electric of the Midwest for the base bid plus bid alternates #1, #2, #3, and 4 for a total cost of \$179,361 will help CyRide move forward with its goal of improving security in the facility and integrating with the City of Ames' security system.

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

## **MONTHLY REPORT:**

**Rear Door Sensors:** Technology Coordinator Keith Wilbur designed a custom interface circuit board to address a sensor issue on the back doors of CyRide's low-floor buses. The sensors will make it easier for passengers to operate the back doors and reduce the potential for the doors to close unexpectedly. The maintenance division assisted with installing and testing the sensors.

**Battery Electric Bus:** CyRide employees verified the electric buses' performance and handling on slippery roads and received positive feedback from operators.

**Battery Electric Bus Funding:** After evaluating the funding available for the November award of contract for five battery electric buses, it was determined that to maximize the grant, it would be beneficial to use the grant to cover only the battery electric buses and local dollars for the charging hardware and associated installation costs.

**B100 Pilot Project Status:** Optimus Technologies had an engineering team onsite the week of January 8 to take measurements in preparation for installing equipment on the buses. The fuel storage tank has been assembled and is ready for installation once the vehicles are modified, which is expected to be in early summer.

**Jefferson Lines:** Jefferson Lines and Burlington Trailways would like to increase the usage of their rented Intermodal facility space starting in February due to construction at the Des Moines station. Jefferson Lines would have staff at the Intermodal office when the buses are scheduled to be in Ames, which would provide better customer service. Trustee Norton asked for additional information about the increase in traffic and passengers this will bring to the Intermodal. Director Neal said she would follow-up with him with the requested data.

**Triennial Review:** CyRide was notified that the Triennial Review will occur this year. The desk audit phase has begun and is due to the auditor on February 29. An onsite audit will be scheduled for a future date in 2024.

**Spring meeting dates:**

- 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 4:19 p.m.; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

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Bronwyn Beatty-Hansen, President

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Cheryl Spencer, Recording Secretary