



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – April 18, 2024

1. CALL TO ORDER: 4:00 p.m.
2. Approval of Minutes from February 15, 2024, and March 19, 2024
3. Public Comments
4. Drug & Alcohol Policy Update and Adoption
5. HIRTA Contract and Annual Customer Survey
6. Award of Contract for Bus Shelter Purchase
7. Monthly Report
8. Recognition of Outgoing Board Members
9. Summer Meeting Dates / Times
 - May 16
 - June 20
 - July 18
 - August 15
10. Adjourn



FEBRUARY 15, 2024
AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on February 15, 2024, at 3:00 p.m. in the CyRide Conference room. President Beatty-Hansen called the meeting to order at 3:00 p.m. with Trustees Clark, Janes, and Schainker present.

APPROVAL OF JANUARY 18, 2024, MINUTES:

Trustee Janes made a motion to adopt the January 18, 2024, Transit Board minutes as presented; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PUBLIC COMMENTS:

Grant Olsen presented a public comment about the timetable, requesting that it be more unified throughout the year.

APPROVAL OF AMENDED AAMPO ARTICLES OF AGREEMENT:

Director Neal requested board approval of the amendment to the 28E agreement. The Ames Area Metropolitan Planning Organization (AAMPO) has undergone several changes since its establishment, and The Transportation Policy Committee approved an amended and substituted Articles of Agreement 28E on January 23. All member agencies need to approve the amended Articles of Agreement within 60 calendar days of adoption from the AAMPO meeting.

Director Neal recommended approval of Alternative #1. Approving the amendment to the 28E agreement will improve overall clarity, better define the roles and responsibilities of the AAMPO and its member agencies, simplify the membership process, and modify the financial support and staffing responsibilities to better match how the AAMPO operates.

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

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FUNDING REQUEST FY 2028:

Director Neal requested Approval to submit a Surface Transportation Block Grant of \$400,000 in bus capital funds. The AAMPO's grant applications for the FY 2028 budget year are due March 31. The MPO has agreed to increase CyRide's allocation beginning in FY 2025.

Director Neal recommended approval of Alternative #1. If the grant is awarded, the federal funds will help CyRide continue to move toward a more efficient, sustainable fleet.

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

MONTHLY REPORT:

Spring Semester Ridership Update: For the first two weeks of the spring semester, ridership is up about 5.08% compared to last year. CyRide's highest ridership day during this span was 32,654.

Dial-A-Ride Survey and Contract: The annual Dial-A-Ride survey will start February 18. Results will be brought to a future board meeting.

Ames Intermodal Facility Leases: Executive Express' and Jefferson Lines' leases expire on June 30, 2024. CyRide has begun working with the companies and the Legal Department to negotiate new five-year lease agreements, which will be brought to the board for formal approval at a later date.

Second Quarterly Report: The second quarterly report was presented to the board. Ridership continues to increase, as do passengers per revenue hour and mile.

Spring meeting dates:

- 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 3:17 p.m.; Trustee Clark seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Bronwyn Beatty-Hansen, President

Cheryl Spencer, Recording Secretary

MARCH 19, 2024
AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on March 19, 2024, 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 Janes, Lee, Norton, and Schainker present.

PUBLIC COMMENTS:

None.

FY 2024 BUS & BUS FACILITIES:

Director Neal requested board approval to submit a bus and bus facilities discretionary grant application. On February 8, the Federal Transit Administration released the Notice of Funding Opportunity (NOFO) with applications due April 25. CyRide recommends submitting a Bus & Bus Facilities discretionary grant for a building expansion at the current site to improve vehicle storage, maintenance, and administrative areas. The expansion would allow for all vehicles to be parked inside, additional depot charging and dispensers for up to six battery electric buses, a fire suppression system to protect the facility, an expanded paint booth and body bay to accommodate the 60' articulated buses, additional conference room, training wing, and expanded employee breakroom. The estimated budget for the project is \$16,635,103, with \$13,368,083 in federal funds and a local match of \$3,267,020.

Director Neal recommended approval of Alternative #1. Applying for the grant would allow CyRide to expand the facility to address vehicle storage, maintenance, and administrative needs. It would also prepare us for a future battery electric bus fleet expansion and continue the path toward a more sustainable and cleaner bus fleet.

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

Spring meeting dates:

- April 18, 4:00 p.m.
- May 16, 4:00 p.m.

Adjourn: Trustee Janes made a motion to approve adjourning at 4:15 p.m.; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Bronwyn Beatty-Hansen, President

Cheryl Spencer, Recording Secretary

April 18, 2024

Drug & Alcohol Policy Update and Adoption

CyRide Resource: Christine Crippen

BACKGROUND:

The Transit Board of Trustees last approved revisions to the Federal Transit Administration (FTA) required Drug and Alcohol Policy on November 10, 2021. Since the last update, CyRide removed the dispatcher job responsibility from the Transit Technology Coordinator/Dispatcher position. Their job title is now Transit Technology Coordinator. This staff member performs safety-sensitive functions as listed in the Drug and Alcohol Policy and should be included in Attachment A: Covered Positions, which is reflected in the updated policy attached to the Transit Board packet. The current Transit Technology Coordinator transitioned into the new role from a covered position, ensuring that CyRide's testing procedures remained unchanged. However, the policy needs to be modified to reflect the position's responsibilities to comply with FTA regulations (49 CFR Part 655, as amended, and 49 CFR Part 40, as amended, see attached policy section 8).

Some minor changes were made to other sections of the Drug and Alcohol Policy to keep it compliant with FTA regulations. The full policy will be available at the Transit Board meeting.

ALTERNATIVES:

1. Approve the revisions to CyRide's Drug and Alcohol Testing Policy to reflect the addition of Transit Technology Coordinator under covered positions and as presented.
2. Do not approve the revisions to CyRide's Drug and Alcohol Testing Policy.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Adopting these revisions to the Drug and Alcohol Testing Policy will help keep CyRide in compliance with federal regulations and maintain the organization's eligibility to receive federal funding.

April 18, 2024

HIRTA Contract and Annual Customer Survey

CyRide Resource: Christine Crippen, Barbara Neal

BACKGROUND:

CyRide is required by the federal government to provide Americans with Disabilities Act (ADA) door-to-door bus service in the Ames community. In 2003, CyRide began contracting Dial-A-Ride (DAR) service to a third-party Story County transit provider to operate DAR in conjunction with their regular service. Since 2012, the contract for DAR has been with the Heart of Iowa Regional Transit Agency (HIRTA).

During the May 2023 Transit Board of Trustees meeting, the board approved a new three-year contract with HIRTA for DAR service, including an option to extend the contract for an additional two years. FY 2025 would represent the second year of this agreement if the Transit Board approves the continuation of DAR services with HIRTA.

Annual Survey

CyRide conducts a DAR survey annually to gain input on overall customer impressions and gather specific suggestions to improve service. Data from this survey is used to provide feedback to the contractor regarding performance issues. HIRTA provided a list of passengers who rode in 2023, and CyRide contacted those DAR passengers to complete a customer satisfaction survey. The survey was conducted by phone and e-mail starting February 23, 2024. In the previous year, 15 passengers completed the survey, and 14 passengers completed the survey for 2023.

The following are the general highlights from this year's survey and variations from last year:

- **Overall Satisfaction** - Overall satisfaction with the DAR service has decreased slightly over last year, with 92.85% "satisfied" or "very satisfied" compared to 93.3% in the previous survey.
- **Service Improvement** - This year, 21.4% of respondents believed the service "had improved," compared to 50.0% in the previous year.
- **Reservations** – Five questions were asked regarding different aspects of reserving/scheduling a trip. Call-taker professionalism had 85.7% responding "always," down from 100% last year. 42.9% of customers indicated they were "always" able to schedule within 1 hour of their requested time, and 50.0% indicated they were "usually" able to schedule within 1 hour of their requested time.
- **Driver Actions** – There was a slight decrease in driver satisfaction, with 85.7% satisfied this year compared to 86.7% last year. Drivers requesting the correct fare decreased from the previous year to 87.9%, from 100%.
- **General Comments / Suggestions** – Detailed comments about dissatisfaction with scheduling were voiced. Some comments mentioned that scheduling a ride was a problem due to getting the app to work or that the app should provide extra time for loading wheelchairs or passengers with mobility issues. Passengers also indicated concerns about buses arriving early.

In summary, customers overall report being satisfied with HIRTA’s service. Comments about scheduling issues and app use are part of ongoing conversations with HIRTA.

DAR Performance Goals

The Transit Board and CyRide have developed goals for DAR service with HIRTA. The performance measures help ensure passengers receive high levels of service from HIRTA. CyRide will continue to monitor these performance measures regularly and work with HIRTA to make necessary improvements. In FY 2023, HIRTA carried 13,783 passengers on the DAR service, compared to 13,089 in FY 2022 and 6,348 in FY 2021.

HIRTA Performance Measures

Type of Measure	Performance Measure	Goal	FY 2023	FY 2022	FY 2021
Financial	Cost/Passenger**	\$20.00	\$18.43	\$18.06	\$20.36
Quality	Passengers/Comment	1,000	13,783	6,545	2,116
Quality	Passenger Rides Before/After Pick-up Window	700	1,017	631	252
Efficiency	Passengers/Revenue Hour**	1.5	2.9	1.9	1.9
Safety	Passenger Injuries	0	0	1	0
Quality/Efficiency	On-Time Performance*	95.0%	92.6%	94.9%	96.1%

*Defined as 10 minutes before or after the scheduled pick-up time.

**Based on end-of-year quarterly reports.

Part of the contract with HIRTA allows for the annual re-evaluation and adjustment of performance goals, provided both parties mutually agree. CyRide is proposing adjustments to two measures. First is a reduction in the on-time performance target. While the ideal goal for on-time performance for DAR and fixed routes is 100%, factors such as weather, ridership, and traffic delays are beyond the control of either agency. Therefore, we recommend adjusting this minimum standard to 91%, allowing for external factors and aligning with CyRide’s on-time performance on fixed routes. Second, CyRide proposes extending the metric for the number of passenger rides before and after the pick-up window to 1,260 occurrences or less to accommodate the increased ridership on DAR services and the change in the on-time performance metric mentioned above.

Contract Renewal

CyRide has started discussions with HIRTA regarding renewing the DAR contract for the FY 2025 budget year. HIRTA has expressed interest in continuing to provide DAR service on CyRide’s behalf. The following table compares the current year rates versus the proposed rates.

HIRTA Contract Rate for DAR Service

Rate Category	FY 2025 Rate	FY 2024 Rate	% Change
Weekday Trips	\$20.15 per trip*	\$19.29 per trip*	4.5%
Weeknight Trips	\$51.65 per hour	\$51.38 per hour	0.5%
Weekend Trips	\$51.65 per hour	\$51.38 per hour	0.5%

**Per trip rates are used Monday through Friday during the day when DAR and HIRTA passengers are combined on one bus.
The per hour rate is used only when DAR service is operated on evenings and weekends.*

The proposed increases are in line with industry standards for transit operating contracts. This year's weekday percentage increase is lower than last year's, with a rise of 4.5% compared to 6%. This reflects HIRTA increasing the commercial automobile liability combined single limit from \$2.0 million in coverage to \$3.0 million based on the recommendation of the City's Legal and Risk Management departments. Furthermore, HIRTA's weeknight and weekend rates have not been increased since FY 2021. These costs per hour and per trip are lower than CyRide's direct cost to provide the service.

Federal Financial Support

CyRide anticipates receiving approximately \$540,000 in Elderly and Disabled (Section 5310) federal funding next year to support services benefiting seniors and individuals with disabilities, which includes operating costs for contracted DAR services. If CyRide were to operate the DAR service directly, Section 5310 funding could not be allocated for operating costs, requiring CyRide to finance services entirely with local funds. By continuing to contract the service, CyRide can utilize this federal funding to cover 80% of the operational costs, as well as to purchase any necessary capital equipment at 85% federal share to support operations.

If the board does not wish to continue contracting with HIRTA for the next fiscal year and prefers to operate the service directly, CyRide would need to hire additional staff and purchase a software program to schedule trips.

ALTERNATIVES:

1. Approve continuing the contract with Heart of Iowa Regional Transit Agency (HIRTA) for FY 2025 at a 4.5% increase for weekday trips and a 0.5% increase for evening and weekend trips.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to continue the contract with HIRTA to provide DAR service for the next fiscal year. Continuing this contract supports the federally required complementary paratransit system for the Ames community, maintains consistent service for passengers, and avoids the high cost associated with CyRide directly operating the DAR service.



Heart of Iowa Regional Transit Agency HIRTA Public Transit

Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties

3/19/2024

Barb Neal:

The Heart of Iowa Regional Transit Agency (HIRTA) is interested in continuing to contract with CyRide to provide Complimentary ADA Paratransit services in the City of Ames. We feel this is a successful partnership and look forward to continuing work with CyRide in fiscal year 2025.

HIRTA is requesting an increase in compensation as follows:

- 1) From \$19.29 for day time hours (6:30am-6:00pm) to \$20.15 which is a 4.5% increase.
- 2) From \$51.38 for evening/weekend hours (after 6:00pm and weekends) \$51.65 which is a .5% increase
- 3) No increase requested - Fuel surcharge to remain the same at a base rate for fuel being \$2.30 and monthly percentage based on fuel price range schedule.
- 4) No increase in the \$7.00 no-show fee.

The 2024 COLA is 3.2%, however, the public transit industry has been hit extremely hard with supply chain issues, and excessive cost increases in areas such as parts and maintenance. This is mainly because we cannot get new buses manufactured in a timely manner, so are forced to repair and maintain the safety of the older vehicles we operate. We've had to continue to increase driver wages, to ensure we do not experience a driver shortage that would affect service. Other increases such insurance benefits, both employee and vehicle are increasing, as well as, cybersecurity to ensure we keep all data secured.

In order to keep operating costs to a minimum, we do combine our HIRTA trips with CyRide paratransit trips to operate most efficiently.

Thank you for your consideration. We look forward to continuing our partnership with CyRide and jointly serving the City of Ames.

Sincerely,

Julia Castillo

Executive Director

Dial-A-Ride Survey Comparison of 2020, 2021, 2022

Question/Response	2024	2023	2022
1. How many times over the last 12 months have you ridden Dial-A-Ride services?			
1. I have not ridden	0.0%	0.0%	6.7%
2. Less than 4 times a year	14.3%	0.0%	13.3%
3. Once a month	14.3%	0.0%	6.7%
4. Twice a month	21.4%	6.7%	13.3%
5. Once a week	14.3%	20.0%	13.3%
6. Several times a week	35.7%	66.7%	46.7%
7. Daily	0.0%	6.7%	
2. Overall, over the past twelve months, how satisfied are you with the service you have been provided by DAR service?			
1. Very dissatisfied	0.0%	6.7%	0.0%
2. Dissatisfied	0.0%	0.0%	0.0%
3. Somewhat Satisfied	7.1%	0.0%	0.0%
4. Satisfied	35.7%	40.0%	40.0%
5. Very Satisfied	57.1%	53.3%	60.0%
3. Has Dial-A-Ride service improved this year?			
1. Improved	21.4%	50.0%	13.3%
2. About the same	71.4%	28.6%	86.7%
3. Not improved	7.1%	21.4%	0.0%
4. Please respond to the following questions by circling the number that best describes your experience in the last 12 months with service. (Respondents indicating "always")			
1. Reserve trips, professionally/politely greeted?	85.7%	100.0%	93.3%
2. When scheduling trips, received a busy signal?	7.1%	6.7%	0.0%
3. When scheduling trips, put on hold for more than 3 mins.?	28.6%	20.0%	28.6%
4. When calling on the weekend to reserve a trip, call returned by 8 pm on Sunday?	40.0%	12.5%	55.6%
5. Ride scheduled within 1 hour of time requested	42.9%	60.0%	66.7%
6. Bus/Van clean and in good working condition	71.4%	93.3%	92.9%
7. Bus driver polite and helpful	85.7%	86.7%	80.0%
8. Wheelchair is tied down and anchored securely to the floor	87.5%	85.7%	83.3%
9. Bus driver charged the correct fare	78.6%	100.0%	78.6%
10. ADA card processed promptly	80.0%	69.2%	83.3%
5. Do you utilize HIRTA's AMBLE app to schedule, cancel trips, manage trips or pay for trips?			
1. Yes	64.3%	26.7%	33.3%
2. No	35.7%	73.3%	66.7%
6. If the bus arrives early, do you feel that you are pressured to come out early to the bus?			
1. Yes	61.5%	20.0%	33.3%
2. No	38.5%	80.0%	66.7%

Dial-A-Ride Survey Comparison of 2020, 2021, 2022

Question/Response	2024	2023	2022
7. Has a request for a trip been turned down (excluding a same day ride request) by the HIRTA's staff this past year so that you were not able to take the trip using Dial-A-Ride? (ADA regulations allow trips to be negotiated in 1 hour blocks before/after the requested time. If the 'negotiated time' an hour before/after your request does not meet your expectations to book your trip, this is not a denial)			
1. Yes	0.0%	6.7%	13.3%
2. No	100.0%	93.3%	86.7%
8. If your trip request was turned down, what was the reason you were given by the person you talked with on the phone?			
Only had one issue on a Saturday several months ago somehow the scheduled time actually arrived about an hour early but then the scheduled time arrived again so it all turned out OK			
9. While requesting a ride or riding Dial-A-Ride service, have you ever felt you were personally being discriminated against because of your race, color, national origin (ancestry), or your lack of ability to speak English?			
1. Yes	0.0%	0.0%	5.6%
2. No	100.0%	100.0%	94.4%
10. If yes to the #9 question, please explain the situation below.			
11. Please check the reason you ride Dial-A-Ride service.			
1. Medical appointment	92.9%	100.0%	73.3%
2. Work/school	28.6%	13.3%	13.3%
3. Shopping (grocery or other)	57.1%	53.3%	60.0%
4. Personal appointments (such as to the beauty shop)	57.2%	40.0%	46.7%
5. Social trips (such as to visit a friend)	42.9%	40.0%	40.0%
6. Dining out	28.6%	20.0%	20.0%
7. Other (please list reason)	21.4%	33.3%	13.3%
Bank			1
Nursing home	1		
Church	1	1	1
Library, gym			
Library			
gym			
Volunteer	1	1	
Heartland Adult Day Center		1	
Heartland Senior Center		1	
Misc. Errands		1	
12. Please indicate your race.			
1. White	76.9%	93.3%	93.3%
2. African American	0.0%	6.7%	6.7%
3. Asian	23.1%	0.0%	6.7%
4. Native American or Pacific Islander	7.7%	13.3%	0.0%

Dial-A-Ride Survey Comparison of 2020, 2021, 2022

Question/Response	2024	2023	2022
5. American Indian or Alaskan Native	0.0%	6.7%	6.7%
6. Hispanic	0.0%	0.0%	0.0%
7. Does not wish to answer	7.7%	0.0%	6.7%
8. Other	0.0%	0.0%	0.0%

13. Please provide us with any comments/suggestions you have for improving Dial-A-Ride service.

I'm not exactly sure what happened, but my dad was eligible for dial a ride but we were charged a different fare. And about halfway through the year we lost the ability to schedule using the app. Drivers are always excellent and caring. Really wish the bus would cover a wider geographic range, because there were literally no other transport options for my father to visit surrounding towns (family, friends, appointments) since he is in a wheelchair.

Dial-aRide is a wonderful service. The buses almost always arrive on time, the drivers are always helpful and courteous, and they always make sure you are buckled in before they start to drive. I am so grateful for this service. Thankyou! Thank you! Thank you!

They need to have more drivers at night also, because sometimes they are up to 45 minutes late getting to you when they pile up riders on one driver and you have no way of knowing if they had an accident or held up by a train or what. That's when they need to call you and let you know that they are going to be late and then you're late to your function..... This shouldn't happen at all..... And it shouldn't happen that they come so early either, so that you miss the bus because of coming too early and they leave early also so your waiting on your bus and it doesn't show up. They also need to call you then also and let you know that they are going to be earlier.... That may be why they get a lot of no shows..... And certain drivers get a bit huffy if your a bit slow, well, older people can't move so fast, so they need to be patient. I find the more you rush someone, the slower it goes..... because they don't want to fall or trip.... This describes some of the issues I have had and probably more have had the same issues, and some of us had issues with someone at DesMoines using our debit card for their own purposes, so we either write checks or buy the yellow tickets..... I think that pretty well sums things up.....

. I am glad that Hirta has some new buses. Being in a wheelchair, every street pothole jolts my lower spine causing pain. That is the city's problem. Also the view from the new buses is more appealing than just seeing roof tops and sky. 2. Hirta still has a scheduling problem: getting a wheelchair person on the lift, loaded upwards, situated inside the vehicle, and fasten securely takes more time than whoever does it(not the phone operator) allows . Each additional wheelchair slows things down even more. And if the trip involves getting riders across town, 2-3 minutes is not enough. ?More drivers & buses; explore how other transport services in other states handle this could be beneficial? 3. In the years I have been using Hirta, I have not had any discourtesy problems, bad driver, or unpleasant help with your phone reps.

Later hours would be nice, as it is hard to have a meal at a restaurant finished by 5:30 so the drivers can be done with their shift at the 6:00 closing time. Perhaps have availability until 8:00pm? That would give people from 4-7 to arrive somewhere and eat instead of the current 4-5:30.

Dial-A-Ride Survey Comparison of 2020, 2021, 2022

Question/Response	2024	2023	2022
<p>It is becoming harder to get to work and other appointments on time because of the app usage. I commonly have to ride for an hour or more.both going to work and coming home. I live in west Ames and go to South duff walmart 4 times a week. I ask to be picked up an hour before I'm scheduled to start work every time. The problem is the on Demand app can send the bus all over the place at any moment so it's hard to judge what time to request now. A ride to work from my house with no pickups takes 15 minutes. I realize this is the cost of progress but it's almost like I live in New York City with 2 hour commutes across town. I schedule most rides by email 7 days early but that no longer means I will get places on time. My name is Jason Sorensen I realize how fortunate I am to have dial a ride and appreciate the service. I want it to continue . I hope the service can get better. The drivers have to work hard to keep up. I thank them when I think about it .</p>			
<p>Dial a ride has been amazing, and we love it very much.</p>			
<p>I would like to be able to set up appointments on my app on my phone.</p>			

April 18, 2024

Award of Contract for Bus Shelter Purchase

CyRide Resource: James Rendall

BACKGROUND:

CyRide currently has forty-six shelters installed at bus stops systemwide. Shelters at bus stops improve the rider experience by providing seating, route information, and protection from unfavorable outdoor conditions. Bus shelters typically have a long service life, with many in Ames dating to the 1980s. In 2012, CyRide introduced a new style of modern shelters, identifiable by the red arch with the CyRide logo. CyRide has fourteen shelters of this modern type, all constructed by Columbia Equipment Company of Manhattan, New York. The purchase of two shelters is programmed into the FY 2024 Capital Improvements Plan using the Section 5310 allocation, which is 80% federally funded.

CyRide has worked with the Purchasing Division and determined that a single-source procurement from Columbia Equipment Company would be appropriate to purchase additional modern shelters due to proven quality, commonality of parts, familiarity with construction, and a unified appearance within the system.

CyRide worked with Columbia Equipment Company to receive updated pricing for two additional bus shelters. The cost per shelter has been quoted at \$28,800. Based on this pricing, CyRide could purchase the two planned shelters this fiscal year for a total cost of \$57,600. The price does not include powder coating of the red arch. The maintenance division will paint the arches once delivered.

ALTERNATIVES:

1. Approve a single-source procurement to Columbia Equipment Company of Manhattan, New York, in the amount of \$57,600 for the purchase of two modern bus shelters.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Purchasing these two new bus shelters would provide additional amenities for our passengers and continue supporting a positive appearance for CyRide.



April 18, 2024
Monthly Report
CyRide Resource: Barbara Neal

1. APTA Marketing Workshop

Chris Crippen and Tom Budd attended APTA's Marketing Workshop in New Orleans in February. This workshop brought together a wide range of transit professionals, from marketing agencies to public information officers. It focused on promoting transit agencies and creating customer engagement. There was also a great deal of information and best practices sharing. We will be sharing marketing strategies with the board at a future meeting.

2. Odyssey of the Mind

Odyssey of the Mind (OM) World Finals, an educational program that fosters creative thinking and problem-solving competitions among elementary through university-level students worldwide, will be held in Ames from May 20 through May 25, 2024. This event is held in Ames every two years and draws many visitors to the community. CyRide looks forward to the excitement this will bring to the typically quieter summer schedule.

3. Fuel Contract

CyRide has a fuel purchase contract based on the market rate of fuels, plus mark-up/deduction, which has proven to be a cost-effective and efficient way to purchase the quantities of fuel required to operate CyRide's vehicles. The current fuel contract is with Renewable Energy Group (REG) of Ames, Iowa, and will expire on June 30, 2024. A new RFP will be issued to re-bid the fuel contract before the current contract expires.

4. IDOT Bus Replacement

As mentioned in previous board meetings, the Iowa DOT rescinded the FY 2022 Public Transit Management System (PTMS) bus replacement awards and reallocated funding to help address bus funding shortfalls and contract cancellations. This decision delayed the funding of seven 40' heavy-duty diesel buses that the Transit Board originally approved on April 27, 2022. CyRide was recently notified that these seven vehicles have now been approved for replacement through the Iowa DOT process. We will be bring an award of contract for these vehicles to the board at a future meeting.

5. IPTA State Legislative Conference

On March 27, Shari Atwood, Chris Crippen, and I attended the Iowa Public Transit Association (IPTA) legislative conference in Des Moines. The conference focused on upcoming legislative initiatives and goals for the association. On March 28, Chris Crippen and I attended IPTA's Legislative Lobby Day with several other public transit providers in Iowa. This gave us an opportunity to discuss our 2024 State legislative priorities, including fully funding Iowa's Rebuild Iowa Infrastructure Fund (RIIF) at \$1.5 million annually and fully allocating tax revenues for State Transit Assistance funding. RIIF is distributed through the Iowa DOT's Public Transit Infrastructure Grant (PTIG) program and has most recently funded CyRide's shop expansion project, roof replacement, bus wash replacement, and three HVAC (heating, ventilation, air conditioning) projects. We received a personal invitation to sit down and discuss these priorities with Representative Pat Grassley, Iowa Senate Majority Leader Jack Whitver, and Iowa Senate President Amy Sinclair. This was an excellent opportunity to talk candidly and more in-depth about transit funding needs.

6. IPTA and APTA Legislative Conference

From April 8 through April 12, Chris Crippen and I attended the American Public Transportation Association (APTA) and IPTA Legislative conferences in Washington, D.C. We met with staff members from Representative Feenstra, Senator Grassley, and Senator Ernst's offices to discuss our Federal legislative priorities. We reinforced the need for ongoing congressional support for federal transit funding for bus replacements and bus facilities. We also requested letters of support for our FY 2024 Bus and Bus Facilities Grant application. During our time in D.C., we had the opportunity to meet with FTA executive leadership, including Executive Director Matthew Welbes, Director of Office of Acquisitions Management James Harper, Jr., and Region 7 Acting Administrator Mark Bechtel, to discuss facility construction challenges, bus procurement and supply chain issues, spare ratio flexibility, and funding issues with increasing costs from inflation. These conversations are a crucial way for us to convey the complexities transit agencies are facing across America and more specifically in Iowa.

7. FY 2024 Bus & Bus Facilities Discretionary Grant Application

At the March board meeting, the board approved submitting an FY 2024 Bus & Bus Facilities discretionary grant application for \$16,635,103, designated for a facility construction project. At the time of approval, the grant application amount was an estimate, pending confirmation from the Federal Transit Administration (FTA) regarding potential reimbursement requirements for demolishing a small portion of the facility and parking lot.

Since then, we have received communication from the FTA indicating that expanding our office and storage capacity at the current site is unlikely to necessitate reimbursement to the FTA. This confirmation provides greater clarity regarding the financial implications of our project.



Ames Transit Agency
Board of Trustees

April 18, 2024

Recognition of Outgoing Board Members

CyRide Resource: Barbara Neal

BACKGROUND:

Under the City of Ames Municipal Code creating the Ames Transit Agency, two seats on the Transit Board of Trustees will expire on May 14, 2024. CyRide would like to recognize and thank our outgoing board members.

Jian Janes joined the board in May 2023 as the ISU Student Government Senator and Jeff Clark joined the board in September 2023 as the ISU Student Government Representative. CyRide is grateful for the time you've dedicated to being on the Transit Board of Trustees and appreciates the perspectives you've shared with the board about transit issues affecting Iowa State University students. CyRide thanks each of you for your service, and we are incredibly grateful for the time you have given to the Transit Board. We wish you the best!