



**APRIL 18, 2024**

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on April 18, 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.

**APPROVAL OF FEBRUARY 15, 2024, AND MARCH 19, 2024, MINUTES:**

Trustee Janes made a motion to adopt the February 15, 2024, and March 19, 2024, Transit Board minutes as presented; Trustee Schainker seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

**PUBLIC COMMENTS:**

None.

**DRUG & ALCOHOL POLICY UPDATE AND ADOPTION:**

Director Neal requested board approval to adopt CyRide's updated Drug and Alcohol policy. The policy was last revised on November 10, 2021. Since then, the dispatcher job duties have been removed from the Transit Technology Coordinator's position. This position performs safety-sensitive functions; therefore, it needs to be added to the attachment A, covered positions, section. This is a clerical change, and additional grammatical changes were made to keep the policy compliant with FTA regulations.

Director Neal recommended approval of Alternative #1. Adopting the updated Drug and Alcohol policy will allow CyRide to be in compliance with federal regulations and continue to be eligible to receive federal funding.

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

**HIRTA CONTRACT AND ANNUAL CUSTOMER SURVEY:**

Director Neal requested approval to continue subcontracting CyRide's complementary paratransit service, Dial-A-Ride (DAR). CyRide is currently in a three-year contract with HIRTA for DAR services, with the option to extend the contract by two additional years. FY 2025 would represent the second year of the contract. Three areas were presented to the board to assist in the decision-making process: the annual DAR survey results, performance measures, and the proposed contract rates.

In summary, the DAR survey results showed that customers were satisfied with HIRTA's service overall. There were some comments about scheduling issues and the app, which CyRide will include in follow-up conversations with HIRTA to resolve.

For performance measures, CyRide is proposing modifying two performance goals. First is recommending the on-time performance target be adjusted to 91% to allow for external factors, such as weather ridership and traffic delays, and to match CyRide's current fixed route on-time performance. The other adjustment is to extend the number of passengers that can be picked up before and after the scheduled pick-up time to 1,260 occurrences or less. HIRTA was agreeable to these modifications.

HIRTA has expressed interest in continuing to provide DAR services on CyRide's behalf. They have proposed a 4.5% rate increase for weekdays and 0.5% on nights and weekends.

Director Neal recommended approval of Alternative #1. Continuing the contract with HIRTA has proven to be a cost-effective approach to serving individuals who need specialized transportation. It maintains consistent service for passengers, while avoiding the high cost associated with CyRide directly operating the service.

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

#### **AWARD OF CONTRACT FOR BUS SHELTER PURCHASE:**

Director Neal requested award of contract for bus shelters. CyRide currently has 46 bus shelters installed throughout the system. These shelters help improve the rider experience by providing seating, route information, and protection from the weather. The current bus stop improvement plan has two shelter replacements planned. The shelters are 80% federally funded and programmed into the Capital Improvements Plan. The Purchasing Division determined that a single-source procurement from Columbia Equipment would be the best value due to their familiarity with the construction of the shelter, proven quality, and commonality of parts. Board members discussed the cost difference between the older-style shelter and the newer one.

Director Neal recommended approval of Alternative #1. Approving 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 would provide additional amenities to our customers and continue to support a positive appearance for CyRide.

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

#### **MONTHLY REPORT:**

**Marketing Workshop:** In February, Christine Crippen and Tom Budd attended APTA's Marketing Workshop. Marketing strategies will be discussed at future board meetings.

**Odyssey of the Mind:** Odyssey of the Mind will be held in Ames the week of May 20. It will attract many visitors to Ames and riders to CyRide.

**Fuel Contract:** The current fuel contract with REG expires on June 30. CyRide is working with the Purchasing Division to issue an Invitation to Bid (ITB). The results of the ITB will be presented at a future meeting.

**IDOT Bus Replacement:** CyRide was recently notified by the Iowa DOT (IDOT) that seven 40' diesel buses the board originally approved for replacement in April 2022 have been approved for replacement through the DOT process. An award of contract for the vehicles will be brought to a future meeting.

**IPTA State Legislative Conference:** Shari Atwood, Christine Crippen, and Barbara Neal attended the Iowa Public Transit Association Legislative Conference in Des Moines to discuss upcoming legislative initiatives and goals. Chris and Barb also attended Lobby Day and were invited to discuss priorities with Representative Pat Grassley, Iowa Senate Majority Leader Jack Whitver, and Iowa Senate President Amy Sinclair, which provided an opportunity to have more in-depth discussions about transit funding needs.

**IPTA and APTA Legislative Conference:** Christine Crippen and Barbara Neal attended both conferences in Washington, DC. They met with staff members from Representative Feenstra, Senator Grassley, and Senator Ernst's offices to discuss priorities and reinforce the need for ongoing congressional support. They also had the opportunity to ask for letters of support for the facility expansion project.

**Informal Discussion of Statewide FY24 Discretionary Grant:** Late on April 17, CyRide was notified by the IDOT that they were developing a statewide bus replacement application on behalf of all transit systems in the state. The IDOT list included 12 40' heavy-duty CyRide buses that could potentially be replaced through this funding opportunity. Due to the timing of the notification being less than 24 hours from the board meeting, staff was unable to add it to the agenda and board packet for a formal discussion. The IDOT requested agencies provide them with numbers no later than April 24. If awarded, the Bus & Bus Facilities discretionary funding would guarantee federal funding at 85% instead of 80% through the statewide process, saving approximately \$29,587 per bus funded and maximizing federal dollars.

The list of 12 potential buses for replacement includes four 2008 buses, three 2010 buses, and five 2010 hybrids. If CyRide requests all 12 and they are approved, three of the 2010 hybrids would need to be replaced with battery electric buses. The local match requirement based on current programming guidance would be \$1,276,403. Currently, the bus replacement reserve is \$3,398,692. Shari Atwood and Barbara Neal are working with the IDOT to adjust the bus programming guidance and costs based on current replacement costs. There is no guarantee that CyRide will get all the buses requested since it is a grant for all transit agencies in the state, and the buses with the most points go to the top of the list.

Director Neal requested informal guidance from the board on providing a letter of support for the Iowa DOT for the grant submission and the number of buses the board would like to request. Formal approval will be brought to the May board meeting. Board members discussed what numbers with which they were comfortable. Based on feedback from the board members, CyRide will request 12 vehicles in the letter of support.

**Recognition of Outgoing Board Members:** Director Neal expressed her thanks on behalf of CyRide to our outgoing board members, Jian Janes and Jeff Clark. CyRide is appreciative of their contributions to the Transit Board. They have both shared unique viewpoints and advocated for the ISU Students' needs.

**Spring meeting dates:**

- May 16, 5:00 p.m.

**Adjourn:** Trustee Janes made a motion to approve adjourning at 5:26 p.m.; Trustee Lee 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