

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 21, 2007

The Ames Transit Agency Board of Trustees met June 21, 2007, 4:00 p.m. at City Hall Conference Room 135. President Goodman called the meeting to order at 4:10 p.m. by telephone. In attendance: Trustees Schainker, Madden, and Anders. Absent: Trustees Hynak and Ayers.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve the May 21, 2007 minutes as presented. Motion was seconded by Trustee Anders. (Motion carried unanimously.)

BOARD MEMBER RECOGNITION: President Goodman and members of the transit board acknowledged the many contributions Dennis Kroeger made as a member of the transit board during the past eight years. In appreciation for Dennis' many years of dedicated service, he was presented with a Certificate of Appreciation from the City of Ames Boards and Commission, a Certificate of Appreciation from the Transit Board and, a CyRide bus model.

PUBLIC COMMENTS: None.

CONSTRUCTION CHANGE ORDER PROCESS: Director Kyras referred to the discussion on the construction change order process at the May 21 transit board meeting. Doug Marek, City Attorney, attended the meeting to explain the legislative changes regarding the change order process and to clarify the process that is required. The Director asked the board for further clarification on the extent the board wants to play in the change order process during the construction of the administrative offices.

Mr. Marek indicated that in an upcoming meeting, the City would be discussing the modification of their change order policy to reflect the higher allowable dollar amounts by the Legislature. He further stated that he had discussed his process with CyRide's Architect on the office building construction process in light of concerns about possible delays this might cause.

The following process, effective July 1, 2007, was discussed. The Director will approve cumulative change orders up to \$25,000 with documentation to the City Council. For cumulative change orders from \$25,000 to \$50,000, the City Manager will approve with documentation to the City Council. For change orders exceeding the cumulative \$50,000, formal approval by the Council is required. After the first \$50,000 is reached, the cumulative amount will reset with the City Manager again approving change orders up to \$50,000.

After a lengthy discussion and clarification of the legislative requirements, board members agreed upon the process discussed which would not require CyRide board approval prior to approval of changes in the construction project unless the change modified the scope of the project. The board further stated that they would be comfortable in being notified of the changes, after the fact, at the board meetings as long as the City and legislative requirements were being met.

Trustee Madden made a motion to adopt the proposed approval following City policy. Motion was seconded by Trustee Schainker. (Motion carried unanimously.)

2007-2008 TRANSIT SERVICES CONTRACT: Director Kyras reported the transit services contract bids for the 2007-2008 year have been received and opened. The only bid received was from CIT (Central Iowa Transit) who performed the service for CyRide the previous year. The price last year was \$39.25 per trip and their bid for services for the 2007-2008 school year is \$41 per trip, which is an increase of 4%. CIT uses yellow school buses to provide the 5 – 6 trips per day on the CyRide routes.

Trustee Madden made a motion to approve the contract for supplemental transit services with CIT for \$41 per trip for the 2007-2008 school year. Motion was seconded by Trustee Schainker. (Motion carried unanimously.)

DIRECTOR PERFORMANCE REVIEW:

Trustee Schainker collected comments from board members in order to complete Director Kyras' performance review. The board members expressed their appreciation for the excellent job Director Kyras did during the past year and building a trusting relationship with everyone. Trustee Schainker will meet with Director Kyras at a later date to discuss the performance review and the raise will be determined following the City process for city merit pay distribution.

TRANSIT DIRECTOR REPORT: Director Kyras indicated the construction process has gone well and currently the project was ahead of schedule. There is a possibility of a potential change order within the next week and will be determined following an upcoming meeting. Construction pictures have been placed on the CyRide web site and will be updated periodically for viewing.

During a meeting in January, the CyRide staff presented their vision for the next twenty-four month period and some of the emphases and accomplishments are:

- discussion with interested parties on the possibility of bike racks on buses
- marketing plan to reach business community
- further dialog with interested parties regarding the intermodal facility
- customer experience, internally and externally
- accomplishment of CyRide's office move without customer interruption
- CyRide's image -- professional image by phasing in new uniforms over the next several years
- cleaning of CyRide bus shelters before VEISHEA and continuing with quarterly bus shelter cleaning
- establish a bus stop plan by identifying a standard look for each bus stop

Following the May transit board meeting, the decision was to enter into a one-year contact for the Airport shuttle with the ability to extend the contract up to four years

SET TIME AND PLACE OF JUNE MEETING: Next transit board meeting is scheduled for August 16 at 8:00 a.m. with notification of location at a later date.

ADJOURN: Trustee Madden made a motion to adjourn at 2:19 p.m. Seconded by Trustee Schainker. (Motion carried unanimously.)