

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

January 15, 2007

The Ames Transit Agency Board of Trustees met January 15, 2007, 8:00 a.m. at the CyRide Facility, 1700 W. 6th Street. President Kroeger called the meeting to order at 8:09 a.m. In attendance: Trustees Schainker, and Madden. Trustee Goodman arrived at 8:18 a.m. Absent: Trustees Spurgin and Stall. John Franklin, ISU student was present.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve the December 6, 2006 minutes as presented. Seconded by Trustee Schainker. (Motion carried unanimously.)

PUBLIC COMMENTS: None.

OFFICE BUILDING PLANS, SPECIFICATIONS AND COST ESTIMATE: Director Kyras brought the board up to date on the building plans that were last discussed with the transit board in November. CyRide staff is finalizing the preliminary drawings and indicated that board's approval was needed prior to sending the project to City Council. Director Kyras turned the meeting over to Brent Schipper of ASK.

Brent Schipper explained several meetings have been held with staff, drivers, and dispatchers asking for their input. CyRide staff met with ISU FPM (Facility, Planning & Management) to discuss the building and building site and have received their support. The boundaries for the site angle off where the outdoor terrace is to be built, but will be readjusted to accommodate the new building footprint. CyRide is using steam from ISU's cooling towers to run the heat pump in one portion of its storage building. At the time the storage facility was built, the pipe carrying the steam energy was sized to accommodate the proposed office expansion thereby allowing significant energy savings. Meetings have been held with City of Ames Information Technology Department regarding the building's phased construction process, and with the City of Ames Code Enforcement.

The current drivers' lounge area, which is being retained, will house the drivers and have access to the restrooms while construction is completed on the two-story building. Once the building is completed, the drivers will move to the new lounge area and the existing lounge will become a storage area and mechanical space. The main floor of the new office building will have an entry, lobby, and reception area that can be manned by dispatch or by the shift supervisor. Most traffic will be diverted to the second floor which will house offices for staff, a meeting room, copy room and room for two additional offices for expansion. One area that needs to be finalized is the dispatch area.

Total square footage for the building began at 12,000 square feet and has been reduced to a little over 10,000 square feet in order to meet the project budget. The look of the building was designed to blend with the existing building and at the same time have an office building that looks professional. Materials will be precast panels at the base and will provide flood protection for the building. Second floor will be zinc-covered panels and the lobby space will be channel glass. The exterior facade was designed to represent CyRide as a business entity while at the same time to be budget conscious. The reasons for the materials that were chosen is for their longevity and low maintenance. Original budget numbers came in about \$2.68 million dollars for construction costs and has been reduced to \$2.43 million with total funding for the project of \$2.8 million. Stecker-Harmson's cost estimate was about \$265/square foot. The costs still need to be reduced by approximately \$200,000 to \$300,000 to meet the budget. Some cost reducing changes being considered are: using lightweight panels for the connection between the existing building and new building; changing the upper level on the south side from the zinc panels to light weight concrete panels; and, eliminate the outdoor terrace on the upper level, which is an expensive terrace, to roof. Delete options will be placed in the bid to ensure budget adherence.

Costs for the Green building were not included in the budget presented to the board, but would add approximately \$150,000 to \$170,000. As an environmentally-friendly option, a rain water storage tank system is being considered as part of this project. Some discussion on Green Roof followed whether it is an intensive or extensive roof and if there if a life-cycle costing analysis was completed. Mr. Schipper had discussed this with Dean Morton, ISU, and indicated that, with the smaller intensive roof, which is only 6 inches, there would not be much energy savings. Dean Morton indicated using the rain water run-off system would be the best system for this building.

The schedule we would like to adhere to is City Council approval of Preliminary Plans & Specifications January 23, submit notice to bidders for publication February 14, project printing February 19, project release February 21, bids back by March 14, and notice to proceed by April 11.

Trustee Madden made a motion to approve preliminary plans and specifications for construction of an office addition to the CyRide facility and release of bid documents in February. Seconded by Trustee Goodman. (Motion carried unanimously.)

FY2008 BUDGET AND CAPITAL IMPROVEMENT PROGRAM: Director Kyras reviewed the FY2008 Budget and Capital Improvement Program presented in detail at the last transit board meeting.

Four areas that will increase in next year's budget are: Dial-A-Ride and fixed route services increased by \$136,821, fuel at \$2.50 a gallon for an additional

expense of \$65,120, administrative costs by 16.1% for a total dollar amount of \$47,548 due to funding of a Transit Planner and AM Supervisor, and three new services - midday service on #5 Yellow route, weekday evening service on #6 Brown route between campus and mall, increased frequency service on #6 Brown route during the summer, These new services increase the budget by \$55,000 which may be partially funded with grants.

On the revenue side, federal dollars are anticipated to be higher by 17.7% (\$169,300) and STA funding will decrease by 8.3% (\$50,000 lower). Contracts will be lower due to fewer shuttle events planned for Ames. ISU's Orange route contract will increase by 4.9%. Farebox revenue will increase 16.7% contributing \$36,200 to the budget.

Local funding which includes the City, ISU, and GSB will be uneven. The cities contribution will increase 5.9% by \$63,773; ISU 5.9% by \$27,949 and GSB 1.4% by \$36,021. Even though the percentage for GSB is lower, this still increases student fees from \$52.50 to \$56.35.

The closing fund balance will increase to 14.3% under the proposed budget and the GSB Trust Fund deficit decreasing from -\$282,520 to -\$226,242. This deficit is anticipated to be eliminated within two years.

There have been no changes to the FY2008 Capital Improvement Plan which was presented to the board at the last meeting.

There was some discussion on the benefit of articulated buses during peak hours. This question will be addressed through the Transit Feasibility Study group.

Other Trustee questions related to the price of fuel and the cost effective service improvement that allows for more service to be restored on the yellow route

Trustee Madden made a motion to approve the FY2008 Budget as presented with service improvement option #1 and the FY2008-FY2012 Capital Improvement Plan. Seconded by Trustee Goodman. (Motion carried unanimously.)

ISU 150th CELEBRATION: Director Kyras told the transit board about the meeting held with Tahira Hira who is coordinating ISU's 150th birthday/anniversary celebration. Director Kyras requested some direction from the board on the level of commitment CyRide should offer in support of this significant event in ISU history that will continue through the 2007-2008 school year. CyRide staff comprised five options with varying costs to help with sponsoring this event. They are: Electronic destination sign message; interior bus signage; two types of exterior bus signage; and CyRide's bus schedule cover. The costs vary from no cost, modest commitment and full commitment, which would need a sponsor to help pay for

the full commitment. Houck Advertising, who coordinates the advertising space on the sides of CyRide buses, indicated the exterior boards have been 100% full for the past several years. Following some discussion, the board indicated CyRide should not do anything for the celebration that would lead to a loss of revenue. Anything that does not add an expense to CyRide should be offered to ISU. Trustee Goodman indicated that ISU's Foundation is doing various projects throughout the year and might be willing to sponsor some advertisement.

PASSENGER TRANSPORTATION DEVELOPMENT PLAN (PTDP): Director Kyras introduced Sheri Atwood, Transit Planner who has been working on the Passenger Transportation Development Plan (PTDP). This item is for information only, but this plan is very important because it is tied to CyRide's funding.

Ms Atwood explained the PTDP is a coordinated plan between transportation providers and human services agencies to identify gaps in transportation funding within the community and to develop services to eliminate these gaps. Congress mandates this plan be completed and updated annually. The AAMPO technical and policy committee's will be required to approve the document in February or March. Any comments or revisions from the transit board will be incorporated into the preliminary draft submitted to the DOT and FTA by February 1, 2007. The DOT and FTA will then provide comments by March 1, 2007 and the AAMPO will have 30 days to make changes and resubmit the final document to the DOT and FTA by April 1, 2007.

Three areas the human service providers mentioned as transportation barriers was the unavailability of transit services where their clients live, the unavailability of transportation near their agency's office, and that transit services were too expensive.

Transportation providers identified the need to reduce fleet age, as well as improved frequency and geographic coverage of their services.

Specific areas of Ames or types of services were identified in a meeting held with Human Services agencies. These include: service to the Dayton industrial area and new mall, S. 16th Street area, the Duff commercial area, Brown route, earlier Sunday morning fixed route service, additional service in the evenings and weekday, better service outside the City of Ames, daycare to work transportation, and lower cost transportation because it was pointed out the cost of a family of four to ride CyRide one way is \$4.00.

Ms. Atwood indicated that the human services agencies identified the E. 13th area is the most important area that does not receive any service today.

CYRIDE TWO-YEAR VISION: Director Kyras presented the two-year vision plan that the staff has been developing which recognizes CyRide's successful foundation and strives to build upon this to move CyRide to the next level. For the short

term, CyRide staff developed a vision, key elements of the vision, goals, and strategies to move the organization forward in the near future.

Four key elements of the vision were: increasing customers, service coverage, customer experience, and CyRide's image. From these visions, goals were identified and strategies to achieve the vision. Director Kyras asked for feedback from board members if they felt CyRide is headed in the right direction for the future.

TRANSIT DIRECTOR'S REPORT: IPTA asked CyRide for federal discretionary funding requests. Staff submitted a request for 10 buses which reflects the CIP commitment to reducing the fleet age over the next three years.

Transit Feasibility Study Update – focus groups will meet to brainstorm. Trustee Madden suggested contacting the Tribune editorial group and media to have them become involved.

Renaming of Elwood Drive to University Boulevard - The discussion centered on the timing of this possible renaming and that it might be a good time for CyRide to change its address to make it easier for residents to locate CyRide offices.

SET TIME AND PLACE OF FEBRUARY AND MARCH MEETING: Transit board meetings were set for February 13th at 8:00 a.m. and March 16th at 8:30 a.m.

ADJOURN: Trustee Goodman made a motion to adjourn at 9:35 a.m. (Motion carried unanimously.)