

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 18, 2010

The Ames Transit Agency Board of Trustees met on November 18, 2010 at 6:00 p.m. in City Hall, Conference Room 235. President Anders called the meeting to order at 6:02 p.m. Trustees in attendance were Anders, Madden, Wacha, Choi, Schainker, and Pinegar.

**APPROVAL OF MINUTES** – Seeing no additions or corrections to the minutes from the October 21, 2010 meeting, Trustee Wacha made a motion to adopt the minutes as distributed. Trustee Pinegar seconded the motion. Ayes: 6, Nays: 0. (Motion carried unanimously.)

**PUBLIC IN ATTENDANCE:** No public in attendance.

**FACILITY EXPANSION PRESENTATION - URS:** Director Kyras provided a brief summary of the July and August board meeting discussions regarding the status of the facility expansion. Included in this discussion was the Board's directive to develop an additional Option 12 and flood protection for the facility. Peter Styx from URS was introduced to present the conceptual designs and answer questions.

URS developed Option 12 alternatives along with CyRide staff's suggestions and input and then divided this ultimate build-out plan into three phases. The main or short-term goal for the first phase is to be able to park the entire fleet inside the facility. He briefly recapped Options 11 and 12.

- Option 11 was the soccer field and can still be considered if the transit board wishes to pursue that phase at a later date.
- Option 12 is the full build-out of the facility on the existing site at a cost of \$9.6 million.
- Phasing plans for Option 12, maximize the site for maintenance and bus storage.

In dividing Options 12 into phases, the first phase has three options, the first is called, "1A" and includes a new section of the building to the north totaling 3,750 square feet to accommodate six buses and two service vehicles currently parked outside plus the addition of a recirculation lane and restriping of the current employee parking area.

The second option for the first phase is called, "1B" and adds 4,960 sq feet to bus storage by extending the new construction farther to the north. Mr. Styx indicated that there was a small additional cost for this option. This option also includes reconstructing the parking lots and adding the recirculating route for the buses. He indicated that there is a "pinch point" in this design where the design begins to encroach on the "green area" requested by the university in one area.

The third option for the first phase called, "1C" adds 8,200 square feet with the building being extended as far north as it ultimately would be constructed. Eleven buses and all service vehicles could be accommodated in this larger expansion. Mr. Styx explained the

cost of each option compared to the full build-out option as follows: full build-out Option 12 would cost \$9.6 million dollars, Option 1A would cost \$832,250; 1B would cost \$1.3 million, and 1C would cost \$1.5 million.

Director Kyras indicated that the purpose of this discussion was to gain board direction on moving forward with an expansion option to complete final design so that construction could begin. She reminded the board of the October discussion with the FM Global representative, CyRide/City's insurance carrier, regarding the flood mitigation efforts that would be needed if a new portion of the building was constructed at the existing site. She also provided information on the funding available for this construction (\$4,851,000) and the four priorities that were discussed with the transit board at the November meeting – small expansion, flood protection, raising the ceiling height and structural repairs on existing building. She indicated that her recommendation would be to approve Option 12, 1C for \$1.5 million dollars so that all current vehicles could be stored inside and this would allow for future expansion of the fleet. She indicated that the federal grants would begin lapsing in 2011 if funds are not committed soon.

Trustee Schainker asked if it was wise to move forward with these plans before CyRide had more information regarding flood mitigation efforts that were needed. Trustee Schainker also asked the level of local financial commitment that would be required for the construction. Director Kyras indicated that this commitment was a small portion of the total dollars available, \$1.5 million of the approximately \$4.9 million dollars available, and that she believed that this left sufficient dollars to accomplish whatever is determined to be needed to further protect the facility. She also directed the board to the Capital Plan Summary included in the board packet to address the longer term local match question.

Trustee Madden suggested asking for FEMA's support and expertise with the flood mitigation to safeguard the building and asked if FEMA had inspected the facility since the flooding. Tom Davenport indicated that he had been working with FEMA representatives. Trustee Madden indicated that it would be wise to maximize sources and FEMA might reimburse and be players in this process. The question was asked if this could be combined in the Expansion RFP to have someone instruct CyRide on what to do with the flood mitigation. Trustee Schainker questioned whether it is wise to authorize this before knowing the cost of all the components. Director Kyras indicated that federal funding secured for the expansion and flood mitigation efforts require CyRide to begin showing forward movement in the next few months or the dollars to complete either construction project will lapse. She indicated that once an Architect begins work on the expansion, she felt comfortable that the firm hired or an outside firm could work together with this firm to ensure that the facility met expansion as well as flood protection needs.

Director Kyras' concern is the potential for losing federal funding if the transit board does not proceed so that staff can prepare a plan to the Federal Transit Administration in Kansas City indicating how the federal dollars will be spent. Currently, the FTA has placed a hold on all facility construction funding until they see a plan from CyRide. She indicated that this funding needs to be in a grant by February, otherwise a portion of it will lapse.

Trustee Schainker made a motion for approval of Option 12 – 1C to put out an RFP to take the basic concept for architect and design and turn it into a plan CyRide can build upon. Trustee Schainker will make that motion, but encourages CyRide personnel to include FEMA in the flood mitigation planning. He further explained that he would like to see a requirement in the RFP that addresses the flood mitigation needs to see what the experts can develop as part of the project.

Trustee Madden made a friendly amendment to the proposed recommendation to incorporate Iowa State University's staff comments regarding their evaluation of the plans and design for aesthetic appeal since this is an entrance to Iowa State University. Iowa State Architects have a concern about adequate landscaping along the roadway regarding the appearance of the outlying area and green space. Director Kyras addressed the memo Cathy Brown from ISU had submitted. She indicated that she was comfortable that all ISU concerns addressed in the email could be accommodated by the final design.

Trustee Schainker accepted the friendly amendment to his motion - consider flood mitigation involved with contractor or parallel contractor and comments from Iowa State. (Trustee Pinegar seconded.) President Anders asked the transit board members to adopt the motion on the floor. Ayes: 6: Nays: 0. (Motion carried unanimously)

**INTERMODAL FACILITY LAND LEASE AGREEMENT:** Director Kyras shared with the transit board the events that have transpired since March of 2010 to develop documents providing the legal structure for the facility. There are several documents involved and a couple of them have been completed, the Memorandum of Understanding in May and Grant Agreement in late September.

Currently in discussion, is the land lease and operating agreement. In September 2010, the Federal Transit Administration (FTA) changed their opinion on the legal entity for the Intermodal Facility TIGER grant. This significantly impacts the ensuing documents. FTA's legal counsel in Kansas City had previously determined that the City of Ames was the grantee, however, FTA headquarters in Washington later decided that CyRide was the grantee.

Included in the board packet is the draft Land Lease Agreement and a summary of the items contained in this document for the boards review. This agreement has been negotiated between the City of Ames and Iowa State University. A previous draft has been reviewed by the Federal Transit Administration in Kansas City with their comments included in the attached draft. Before the project can proceed to bidding, which is schedule to begin in mid-December and be completed in February 2011 so that construction can begin April 1, these two remaining documents need to be completed and signed - Land Lease and Operating Agreement. There are four agencies that must agree upon the final document – CyRide Board of Trustees, Ames City Council, State of Iowa Board of Regents, and the Federal Transit Administration.

Trustee Madden noted that Iowa State University has not completed their review of the draft document due to their workload.

Trustee Schainker shared with the board members that there was more discussion that would need to be completed before both agreements would be ready for signature and

that it should be done outside of the transit board meeting with legal counsel present. Director Kyras indicated that the Land Lease document would need to be completed by the end of December, in approximately one month, in order to proceed with the construction bid as planned. It was noted that the action requested of the transit board at the meeting was contingent upon approval by the City of Ames, State of Iowa Board of Regents, and Federal Transit Administration. Once approval has been accepted by the three entities, the final agreement can be brought back to the Transit Board with and changes that have been made to accommodate all parties.

President Anders asked if the two remaining pieces need to be done simultaneously. Director Kyras responded saying the FTA requires the land lease be completed before construction begins and the last date this can happen is the end of this year so that it can be placed on the Board of Regents agenda in February. Bids need to be accepted in February to begin construction in April. The operating agreement does not have a FTA deadline, but us guided by local processes. Trustee Schainker indicated that he believed both agreements should be done at the same time.

Trustee Wacha made a motion to approve alternative 1 to approve the lease agreement for the Intermodal Facility site located at Hayward and Chamberlain between the Ames Transit Agency, as an agency of the City of Ames, and Iowa State University as a Board off Regent University, contingent upon approval by the City of Ames, State of Iowa Board of Regents, and Federal Transit Administration and if there are major changes to the Lease Agreement presented to the transit board at this time, Director Kyras will bring it back to the transit board. Motion seconded by Trustee Pinegar.

President Anders asked for a review of the motion on the floor before voting. Ayes: 3: (Trustees Pinegar, Choi, and Wacha); Nays: 0; Abstaining: Trustees Schainker and Madden. (Motion carried.)

**2011-12 BUDGET ASSUMPTIONS:** Director Kyras summarized the service change options presented to the transit board at the October meeting and that will be narrowed down and prepared for discussion during the December 2010 meeting. She indicated that the options staff had begun preparing for this meeting included:

Option #1 – Baseline budget plus repayment of the DOT AMOCO Revolving loan for 1/5<sup>th</sup> of \$87,500, with required payments of \$17,500 per year.

Option #2 – Option #1 plus mid-day Gray route service to the Human Services area for \$33,800.

Option #3 – Option #1 plus additional Sunday service for Blue route for 20-minute service at a cost of \$38,400.

Option #4 – Option #1 plus mid-day Gray route plus additional Sunday service for Blue route at a cost of \$50,783. Tom Davenport, CyRide Transit Coordinator, shared a correction with the Transit Board that this option would cost \$72,200 more as opposed to \$50,000.

Transit Board members asked for clarification on the request for additional mid-day Gray route service to meet the Human Service Agencies request. Trustee Wacha asked whether the agencies had moved to this location knowing the lower level of transit services to this area, but decided to move anyway due to other reasons, like a location with lower overhead. Director Kyras indicated that each agency had been told by CyRide that existing service was minimal and that there were no immediate plans to increase service. A discussion ensued regarding possible grants or funds available for Human Service Agencies to pursue to help with funding their transportation needs.

Transit board agreed to include Options #1, #2 and #3 as options in the 2011/12 budget.

Director Kyras then requested direction from the transit board on the allocation of the State Revolving Loan (Amoco Loan.) A lengthy discussion considering the expense allocation followed. Trustee Madden pointed out all parties (GSB, City and ISU) will benefit, but that the City of Ames and Iowa State University should share this expense. He indicated that GSB will have other funding issues such as the TOWERS and new REC Center project costs. Trustee Schainker indicated that another consideration is that GSB does not own the land for the Intermodal Facility, but will benefit from the structure and for simplicity, splitting the \$17,500 three ways would make it easier.

Trustee Wacha made a motion to split the cost between two parties, City of Ames and Iowa State University at \$8,750 each. Motion seconded by Trustee Pinegar. Ayes: 6; Nays: 0. (Motion carried unanimously.)

**2011-2013 CAPITAL PLAN:** CyRide has received grant and earmark funds and the information prepared for the board packet provides the funding amount and local match of these capital purchases as well as all purchases anticipated for the next three years. Grants awarded were State of Good Repair (for buses and technology), Clean Fuels (two articulated buses).

After all purchases are made annually, the capital closing balance under this proposal will provide a positive balance for the next three-year period and allow for \$134,732 to be carried over into a fourth year.

**QUARTERLY OPERATION'S REPORT:** Director Kyras reported October ridership was down 4% associated to one less school day in the month, but year-to-date it remains stable. She indicated that after the first of the year, ridership is expected to increase slightly.

With the departure of the laneworker who cleaned the interiors of the CyRide buses, interiors are noticeably dirtier. CyRide will employ drivers, who have reduced hours during the Thanksgiving break, to clean the interiors.

The Cybrids continue to pose a challenge with the squealing brakes and mileage not meeting the criteria that was expected. This squealing brake problem has been addressed; however, the fuel mileage is not anticipated to be resolved until the hybrid systems are recalibrated in February 2011. She indicated that these issues were not uncommon in new buses with this technology.

**TRANSIT DIRECTOR'S REPORT:** Director Kyras reported **that** modifications to the TIGER grant performance measures were submitted to the Federal Transit Administration for their approval.

Federal Transit Administration officials notified CyRide that its EEO Plan was not in compliance with federal regulations. CyRide will work to meet the FTA's requirements and align as close as possible with the City of Ames EEO policies.

Reconstruction is progressing as scheduled with plans to move staff back to the first floor by Thanksgiving.

**TIME AND PLACE OF NEXT MEETING:** December 7, 2010 at 5:00 p.m. in the CyRide Conference Room.

**ADJOURN:** Meeting adjourned at 7:50 p.m.

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Robert Anders, President

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Joanne Van Dyke, Recording Secretary