

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

July 7, 2010

The Ames Transit Agency Board of Trustees met on July 7, 2010 at 5:00 p.m. in the CyRide Conference room. Trustee Madden acted as the chairperson in the absence of the President and Vice Presiding. Acting Chairperson Madden called the meeting to order at 5:02 p.m. Trustees in attendance were Madden, Choi, Schainker, and Wacha. Absent: Trustees Anders and Pinegar.

APPROVAL OF MINUTES – May 24, 2010 and June 10, 2010: Seeing no additions or corrections to the minutes from the May 24 and June 10, 2010 meetings, the minutes were adopted as distributed.

TIGER II GRANT APPLICATION: Director Kyras summarized the steps that have occurred, as well as the steps to complete, and to take formal action on, the TIGER II grant application to fulfill the vision of the Intermodal Facility. The pre-application is due July 26 and final application on August 23. The pre-application was a very simple process and has been completed. The focus from this point forward is on the full application. During the last month, the project committee contracted with URS for their technical expertise and continues to work on the first draft of the application. Current activities for the grant include: economic analysis, land appraisal and budget. First, discussions have been held with Iowa State University economists on separating the economic and cost/benefit ratio analyses from TIGER I to TIGER II.

Second area is the land appraisal. Director Kyras has met with Cathy Brown and Arlo Meyer from Iowa State University on the land appraisal and they have put together a scope of work and bid for these services, which is to be completed August 2. At that time, the community will know exactly how much the land is worth so the team will be able to determine if the 20% local match requirement can be met.

The last area is the budget. Since the last transit board meeting, a grant application has been submitted to the Iowa Department of Transportation for \$880,000 to support the facility's first phase construction. If approved, it could fund the transit terminal, which would allow the TIGER funds to support the possible construction of an additional half deck. CyRide recently received notification that this application was not approved. The Sheldon and Hayward signals were used as local match, and now will be used for other grant applications. Suggestions were to use the Hayward signal as local match in the TIGER II application allowing for the required 20% local match. The Sheldon signal would be used later this fall for another application to increase the first phase budget.

Budget information, included in the board packet, shows the local match (assuming the \$2.275 million is accurate for the land appraisal), which will be included with the pre-application officially submitted on July 26. Neumann Monson is updating the preliminary budget making sure the numbers are accurate. If an adjustment is required, it would be completed and included in the final application due August 23. The project committee will need the transit board's approval in the form of an authorizing resolution as well as letters of support from Human Service Agencies, developers, businesses, Government of the Student Body, Graduate Professional Student Services and others to show the community's commitment to this project.

Trustee Wacha made a motion to approve submittal of a TIGER II pre-application due July 26 and final application, due August 23, for the Ames Intermodal Facility Expansion. Trustee Choi seconded the motion. (Ayes 4; Nays 0. Motion carried unanimously.)

TRANSIT FACILITY – WEST WALL RECONSTRUCTION CLOSEOUT: Director Kyras reviewed the progress of the West Wall exterior improvements project, funded under a State Infrastructure grant. The City of Ames insurance carrier, FM Global, recommended the improvements due to the insurance carrier's concern of a fire risk from the cooling towers to the west. Their suggestion was for the exterior panels to be replaced with fire-proof metal siding. The row of skylights were removed and ventilation improvements were completed per their request as well. AZCON's, the contractor selected for the project, has substantially completed work on the project and the remaining balance to be paid on the contract is \$19,500, which includes retainage. The Director indicated that not all the paperwork has been completed to date as noted in the board packet.

The ventilation control problems were resolved and the aesthetics or appearance of the steel wall panels is still outstanding. There is nothing structurally wrong with the wall just the appearance of the panels. The manufacturer of the panels is currently addressing this issue. Other items shown in the board packet were completed or will occur with the final billing. The Director indicated that the transit board could take action at this time, contingent upon completing the items listed in the board packet, or they could defer action until all items were satisfactorily completed. In either case this item would not be taken to the City Council until finalized.

Trustee Wacha made a motion that the transit board approve the contract closeout and final payment of \$19,500, including retainage, to AZCON Construction, Inc. for the completion of 2009-2010 CyRide West Wall Exterior Improvements Project contingent upon approval of lien waivers, receipt of sworn statements from contractors and a final pay application. Trustee Schainker seconded the motion. (Ayes 4; Nays 0. Motion carried unanimously.) There was further discussion of the motion.

Trustee Schainker clarified the motion, alternative one, the assumption is the aesthetic issue is resolved. Everything that is a concern would be addressed and resolved before taken to City Council for their approval.

Rich Leners, Asst. Director – Fleet and Facilities, further explained the panel defects. He indicated that horizontal lines can be seen on the panels that are only noticeable at certain light levels. The manufacturer's goal is to replace the first ten panels that are viewable from the street and leave the rest. There is nothing structurally wrong with the panels, just an appearance problem.

Motion on the floor carried. (Ayes 4; Nays 0. Motion carried unanimously.)

DIRECTOR'S EVALUATION AND APPROVAL OF SALARY: In accordance with the transit board's wishes and feedback, Trustee Schainker developed an evaluation of Director Kyras, based upon input from the board members. The transit board felt very good about the past year and the leadership provided by Director Kyras. Some of the

comments were: Director Kyras is to be commended for her extra work as well as managing the CyRide team. These special projects such as the long-range facility effort and critical Intermodal Facility TIGER grant are important to the community. The fact that Ames was in a group of only 51 other communities who received a TIGER grant, speaks volumes about her leadership. She also secured a number of other federal and state grants and reduced the average age of our fleet in these challenging times. The transit board appreciates her steadfastness and long range facility planning efforts. The transit board realizes it faces a number of challenges in the future, but with confidence under Director Kyras' leadership, this will be achieved. Through the City of Ames system, Trustee Schainker recommended Director Kyras salary be \$122,876 effective July 1, 2010, a 3.6% increase.

Trustee Wacha made a motion to approve Director's Kyras' salary change effective July. Seconded by Trustee Choi. (Ayes 4; nays 0. Motion carried unanimously.)

FACILITY EXPANSION STUDY – URS PRESENTATION: Director Kyras reviewed the exchange of ideas from the previous transit board meetings where topics addressed were: the fleet size in 20 years, which was agreed upon as 91 buses; examined the type of maintenance; considered the existing site to see where additional space could be added; and looked at total space needs. URS consultants presented 11 options for the CyRide facility expansion project and through the board's discussion at their May meeting, chose three options to expand upon and bring additional information to the transit board. Director Kyras turned the meeting over to Bill Troe and Peter Styx with URS.

The consultants met with CyRide staff for their input and refined the selected options 6, 9 and 11. The consultants provided a technical memo documenting their analysis of these options. After talking with CyRide staff, URS prepared their recommendation and phasing for the project. The consultant added one note, since this documentation was prepared, a meeting with CyRide has identified another option, which will be referred to as a new hybrid concept.

Option 6 is an extension of the building to the north. It will encompass approximately 32,000 square feet to construct and will relocate the maintenance shop to the exterior side of the building increasing its space to approximately 18,000 square feet. This would allow the addition of the maintenance bay that was discussed. Visitor parking will be on-site, but employee parking would be relocated to off-site parking because the facility would be expanded into the current employee parking area. This option provides a considerable amount of circulation space that the current facility does not have. Currently there are no clear circulation isles and the facility is filled to capacity in the evening with no access to the maintenance facility or the capability to move vehicles. This is one of the main improvements added to option 6.

In option 9, the building would be extended to the north; employee parking would be located on-site on the upper level of this new building; maintenance would remain in its current location; and provides additional circulation to the facility. This option has less vehicle parking and vehicle circulation in the facility than Option 6. Ultimately, this is a smaller footprint and does not allow parking all vehicles in the facility and vehicles are packed in tighter, but this option does meet the board directive for all elements to be on the existing site.

Option 11 encompasses both the soccer field to the south and expansion to the north on CyRide's existing site. This option would relocate the maintenance area to the north expanding the bays as identified in the programming analysis. This option allows for efficient circulation through the building, plus the number of additional circulation isles needed into the future. This option allows surface parking on the existing site combined with additional parking along the satellite facility storage area to gain the 130 parking stalls needed. This allows all vehicles to be stored on site plus some extra capacity for another five or six vehicles that is not available in option 6 and 9.

Each of these options is estimated to cost between \$7 and \$10 million dollars with \$4.9 million available today through grants. Phasing can be done with Options 6 and 11. Area A in Options 6 and 11 is approximately 20,000 sq. ft. This phase could expand the facility and allow parking for an additional 15 buses relative to what can be parked within the facility today. This would provide immediate growth capacity and could accommodate anticipated growth over the next 3 to 5 years as well as accommodate minimum circulation needs.

The next phase would include the construction of a maintenance facility in a portion of the existing Phase A building. It is estimated to cost \$2.9 million dollars because the mechanical and electrical systems would be included in Phase A as its use as a bus storage facility only. In Option 6, additional bus storage would be construction east of the Phase A project and in Option 11 a new bus storage building would be constructed on the soccer field site.

Option 9 is more difficult to build in phases. The structure could be built with parking on top, open air underneath, until CyRide secures funding to enclose this portion and put in the mechanical and electrical elements. This would not be an ideal situation because of the open-air element of the facility. Buses do not start well in cold weather and could cause service issues.

The question URS asked the board was whether Option 11, using the soccer field site, was available or affordable. This option could be phased by constructing Phase A first on the existing site while discussions regarding the soccer field site's availability and cost was resolved. In a few years if the soccer field is a viable option, expansion to the south on the soccer field could be completed with relocation of the maintenance area to Phase A, once the soccer field building was constructed.

The new option discussed with CyRide staff would be a hybrid of Option 6 and 9. This option would include: expanding the facility to the north; divide it into an area for vehicle storage and an area around the perimeter for vehicle maintenance; parking on the roof with a ramp or helix to access this parking. This footprint is a little smaller; however, a cost analysis would need to be completed to determine if this is more cost effective. This hybrid option provides sufficient room for the maintenance function, vehicle storage, and fits on the existing site. Cost implications associated with this are preliminarily estimated to be \$35 square foot. There would be a premium to make the roof strong enough to accommodate vehicle parking. Therefore, the estimated cost is anticipated to be approximately \$1.2 million dollars higher for this alternative.

Built off option six, this option is about \$10.4 million dollars, close to option 11's cost of \$9.4 million. Option 11's cost does not include relocation costs to move the soccer field. Option 9 is \$7.3 million.

URS explained that they had been asked by CyRide staff to determine which elements in each option could be built with the existing \$4.9 million dollars. For Option 6, the 20,000 sq ft. Phase A building could be built initially as bus storage. For Option 9, the open-air structure could be built, but it does not provide a great benefit for the dollars spent. With option 11, the 20,000 sq. ft. building to the north could be built or the new bus garage on the soccer fields (excluding the cost to relocate the soccer program).

The hybrid option is about \$10.4 million, but the consultants have not had enough time to fully analyze its cost implications. For the \$4.9 million dollars, the Phase A, 20,000 sq. ft. addition could be built. The consultants clarified the hybrid option does not accommodate the articulated buses, just 40 ft. buses.

URS, the board and staff then discussed CyRide's growth anticipated this fall and in the short-term to further explore the benefits of the options presented. Director Kyras explained that it anticipates that the maximum number of buses to be used at one time this fall is 59 – 60. She further explained that a fleet of 68 buses would be needed to efficiently operate service to meet this maximum need. She further explained that the current facility can accommodate 60 buses, leaving 8 buses to be parked outside. These 68 buses represents a 13% spare ratio, so if CyRide we to achieve the industry and desired spare ratio of 20%, the fleet would increase to 72-74 buses leaving 14-16 buses in need of covered storage. In looking at the short term as opposed to the immediate need, she indicated that the fleet could grow to 78 buses in the next 5 years. Therefore, she indicated that once the Phase A expansion was constructed in the next several years, it most likely would be full.

Board members asked if conversations had taken place with the FTA on the soccer field location. Director Kyras indicated conversation has not taken place as the development of this option, until this meeting, had not been developed in sufficient detail to hold these conversations. Peter Styx indicated that it would require 8 feet of fill to raise the soccer fields out of the 500 year flood plain.

Mr. Styx further explained the Phase A construction and its coordination with further phases. He stated that the east wall of the Phase A expansion could be constructed with a metal panel or a concrete panel that would work the same way, but could be reused. These panels could be removed when the next phase began, which would expand the building to the east. He further clarified that any roof top parking in the options would be for employee parking, not bus parking.

Trustee Schainker asked if the \$4.9 funding could be carried over for 10 years. Director Kyras explained that it could not. Federal grants expire after 4 years and CyRide has one grant totaling \$451,000 that will expire in September 2011 with others to follow in subsequent years. She further explained that this was the reason staff requested action at the last board meeting to place an earmark in a grant so that CyRide did not have it revoked.

Director Kyras further explained that to place earmark funding into a grant there needs to be a location and a design that is workable. If Phase A was determined to be the best option, it could be placed into a grant and the final design process completed.

Director Kyras discussed the level of CyRide's capital fund balance over the next three year period. She directed the transit board to page 22 of the board packet, which showed opening and closing balances for each of the three years, including anticipated grants such as the State of Good Repair, Clean Fuel, plus all other capital revenues and expenses. She indicated that in each year with the possible grants included, CyRide's closing balance, including local match remained healthy. Trustee Schainker asked what percent would be requested from the funders and if the operating costs for each year were built into this table. Director Kyras responded that generally a \$700,000 annual commitment to capital from the budget would be required as it had been in the past, but that this could change in either direction depending on other variables such as federal and state support.

The transit board agreed the hybrid option, which was decided would be called "Option 12", would be kept with the benefit of parking on site as the main advantage. URS recommended that the first phase be bus storage only with the next phase, costing another \$5 or \$6 million dollars be added to accommodate the 91 bus fleet the board agreed on - 85 large buses and 6 small buses.

URS indicated that their comparison and ranking of the options (excluding option 12) would indicate that Option 11 will consistently receive the highest score as it has the largest building area, most flexibility and circulation, but assumes the challenge of acquiring the soccer field, so there are a lot of issues to address along this path. URS also discussed the advantages and disadvantages of the other options.

Director Kyras indicated that staff believes that Option 9 has several fatal flaws from an operational standpoint. It is land locked, no growth potential, another maintenance bay is needed, and several of the parking locations were not operationally functional reducing the total number of buses that could be parked in the expanded facility. Additionally, the roof top parking was challenging with snow removal, which could increase operational costs. She also indicated that Option 11 had numerous issues that would need to be addressed such as flood plain and relocation issues. Her recommendation was to examine Option 12 to the same extent as the other three options to determine if it could be modified to improve upon the other three options.

Trustee Wacha questioned whether the extra cost is worth having cars parked on the roof. He suggested adding parking on the west side of the entrance and then expanded parking to the adjacent gravel lot. Cathy Brown with Facilities Planning and Management for ISU indicated that ISU's Utilities division had long-term plans for their expansion in this area. Board members further discussed issues with designing the facility expansion with roof parking and the lack of onsite parking. The solution would be a shuttle service for employees from remote parking, but these shuttles would need to operate 18 hrs. a day from a site at an estimated operating cost of \$50,000 a year plus capital costs.

Following a lengthy discussion, the board agreed the viable options for further consideration are options 6, 11 and 12. The transit board agreed to have the consultants

develop Option 12 to the same level as the other two options and to bring it back to the board in August with its design and cost implications. They further directed staff to refine option 6 with Phase A as the first phase. If at some point in the future the soccer field are realistic, Phase A can be utilized by either option.

CyRide staff indicated that Phase A provides the necessary short-term bus parking. Director Kyras indicated that shuttles would be very difficult to make work as they would need to begin operating at 6:00 a.m. in the morning or end around 3:00 a.m. She indicated that this option would create a lot of employee issues, including employees being late and morale issues.

Board members asked if it were reasonable to consider bus storage at another location to help reduce the storage of buses at this location or consider purchasing five or six green vehicles to shuttle employees back and forth to the site. Director Kyras indicated that previous analysis had not identified a site that was workable.

Trustee Madden asked if additional funding would need to be added to the current URS contract to complete this refinement of Option 12 or if there was enough dollars left within their existing contract. Director Kyras will discuss this with the consultants and let the transit board know.

The transit board unanimously agreed Option 9, would be dropped from consideration. They further discussed that at this time, Option 11 would not be further considered unless other opportunities made this a viable option. It was discussed that building on flood plains will only get worse knowing what has happened in Iowa. Trustee Madden questioned whether an off-site location could be designed for vehicle storage of surplus buses versus having them all on site 24 hours a day. Director Kyras indicated that buses that do not operate daily in services are currently housed at the City's Fleet Services yard.

Cathy Brown indicated that when Option 12 and 6 are refined that she would like to have her peers at Iowa State take a look at these options. The consultants will be able to provide the height so Iowa State will know exactly where it is in conjunction with the railroad tracks and the curb appeal since it is the entryway to campus. The aesthetics of the building is one reason staff recommended examining Option 12 as Option 6 currently has all bus doors facing the north, which is not the most attractive portion of the building.

Director Kyras will work with Mr. Troe to see if the budget allows for the refinement of Option 12 and come back to the board in August.

Trustee Schainker made a motion to authorize further planning of Option 12 to bring back the information to the board in August. Trustee Wacha seconded. (Ayes 4; nays 0. Motion carried unanimously.)

TRANSIT DIRECTOR'S REPORT:

Update on the Intermodal Facility Phase I over the past month is:

- 1) Architectural/Engineering contract approved by City Council with initial kick-off meeting
- 2) Project management contract discussion held with Iowa State University
- 3) FTA required performance measures

- 4) Conditions on the grant require land lease completion and FTA approval prior to reimbursement of construction dollars.
- 5) FTA requires a grant contract, in addition to the MOU signed in May, before signing the grant contract, and will require a special Transit board meeting.

Federal Drug and Alcohol Program Audit

FTA held an audit of CyRide's Drug and Alcohol program June 21 and June 22 and the findings are included within the board packet. There are some modifications that will need to be made to CyRide's Drug and Alcohol policy. These findings need to be corrected in 90 days and documentation needs to be provided to the FTA. This process is moving smoothly and will be completed within the next 30 – 45 days.

Ridership

Dump The Pump promotion was celebrated June 17 with an 18 % increase in ridership. Since last year was Fare Free and there was nothing to compare it to, staff compared it to the three previous Thursdays in June and CyRide's ridership increased 18%.

Aquatic Center ridership is slowly building with the largest ridership found on Wednesday's.

North Grand Mall's General Manager contacted CyRide with concern regarding the pavement condition on the east side of the Mall where buses board passengers. The General Manager proposed minimizing the number of buses stopping at the east side location to reduce the damage caused by buses parked in this area and asked if buses, when time permits, could stage along the north side of Penney's. Transit Board members felt this was short sighted on the part of the General Manager as to the need to have public transportation to move people to this area for shopping. An agreement is being reviewed by the City of Ames Legal Department, which delineates each parties' responsibilities in the future. The General Manager for North Grand Mall will need to sign off on this document as well. Board members thought perhaps consideration should be given to rerouting the bus to another location in light of the Mall's concerns.

Hybrid promotion

Director Kyras reported that eight of the hybrid buses have been delivered and that they are parked in the garage. Staff is working on the celebration for the Hybrid promotion that has been delayed to the end of July/first part of August. CyRide staff would like to have the congressional delegation in attendance to show our appreciation for their support in procuring the hybrid buses.

TIME AND PLACE OF NEXT MEETING: August 19, 2010 at 5:00 p.m. CyRide Conference Room.

ADJOURN: Meeting adjourned at 6:42 p.m.

Robert Anders, President

Joanne Van Dyke, Recording Secretary