

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

April 29, 2010

The Ames Transit Agency Board of Trustees met on April 29, 2010 at 4:30 p.m. in the CyRide Conference room. President Anders called the transit board meeting to order at 4:30 p.m. Trustees in attendance were Anders, Heilman, Schainker, and Madden (via cell phone). Absent: Trustees Wacha and Pinegar.

APPROVAL OF MINUTES: Trustee Schainker made a motion to adopt the minutes from the March 29, 2010 Transit Board meeting. Motion was seconded by Trustee Heilman. (Ayes, 4, nays, 0. Motion carried unanimously.)

RECOGNITION OF OUTGOING BOARD MEMBER: President Anders thanked Trustee Heilman for his dedication, years of service and commitment to the Ames Transit Agency Transit Board, and wished him good luck in his future endeavors and presented Trustee Heilman with an appreciation gift.

President Anders recognized Byoungwood (Max) Choi, newly elected GSB Senator whose appointment on the Ames Transit Agency transit board begins May 15, 2010.

RATE-SETTING RESOLUTION – FARES (2010-1): Director Kyras reported the Fares Resolution includes a proposed increase in the 2010-2011 rate structure for Dial-A-Ride services. Heartland Senior Services raised their fare for passengers in Story County (including Ames) to \$5.50. Currently, CyRide's fare structure would be lower at \$5.00 and traditionally the Dial-A-Ride fare has been higher. CyRide staff proposed increasing CyRide's ADA fare to \$6.00.

Trustee Schainker asked what the fuel surcharge was used for. Director Kyras indicated that if any additional service is provided and fuel is higher than budgeted in the rate for this service, that a fuel surcharge would be added. It will be calculated on a case-by-case basis.

Trustee Schainker made a motion to adopt the Rate-Setting Resolution – Fares (2010-1) as presented. Motion was seconded by Trustee Heilman. (Ayes, 4, nays, 0; motion carried unanimously.)

Trustee Wacha arrived at 4:35 p.m.

RATE-SETTING RESOLUTION – PASSES (2010-1): Director Kyras proposed no changes for the 2010-2011 pass rates. The number of K-12 Student and Reduced Fare passes sold was 270 with fewer Adult passes being sold, 700 passes, which was attributed to the lower ISU subsidy of 30% compared to the 50% subsidy in previous years and Summer fare free when no passes were sold. The total number of passes sold, based on current trends, remains stable.

Trustee Schainker made a motion to adopt the Rate-Setting Resolution – Fares (2010-1) as presented. Motion was seconded by Trustee Heilman. (Ayes, 5, nays, 0; motion carried unanimously.)

NEW GRANT OPPORTUNITIES: Director Kyras introduced details for the new round of federal and state grant opportunities released with due dates beginning June and September 2010.

Trustee Pinegar arrived at 4:40 p.m.

Grants Related to Buses and Technology

- TIGGER 2 – CyRide received \$1.6 million with the first TIGGER funding with ten diesel buses upgraded to hybrid vehicles. CyRide could request additional 40’ hybrid buses or 60’ hybrid articulated buses in this second round of TIGGER. Applications are due August 11, 2010 and applicants can apply for 80 – 100% of the costs with preference going to applicants requesting a lower federal share.
- Clean Fuels – Bus and Bus Facilities Program – Transit systems in air quality attainment areas have not been eligible for this funding in the past, but now are eligible. The application deadline is June 14, 2010 and applicants can apply for 90% of the costs. A CyRide project for this grant could be diesel buses fueled with biodiesel, 40’ or 60’ articulated buses.
- Iowa Clean Air Attainment Program (ICAAP) – This is a state program designed to fund transit projects. One potential CyRide project that could be eligible is the scheduling package for the operations division, which would accelerate this project in the CIP. CyRide can apply for 80% of the costs with the deadline for applications on October 1, 2010.

Grants related to the Intermodal Facility

- Housing and Urban Development (HUD) Grant – This application would add components to the Intermodal Facility – parking and transit and includes \$2 million dollars available per project that would cover 80% of the costs. Applications are due by June 5, 2010.
- TIGER II - Pre-applications are due by July 16 with final applications due August 23. This program has a larger pot of money than the HUD grant, \$10 million minimum federal dollars for projects.
- State Intercity Program - CyRide recently became aware of an additional state program that could fund Intercity bus terminals, which could be used to pay for this portion of the Intermodal Facility allowing the TIGER funds to be spent on other parts of the project. It has an October 1 deadline.

There are six opportunities for CyRide and staff would like the transit board’s direction on which applications to pursue. The staff’s recommendation for consideration would be TIGER II, Clean Fuels – Bus and Bus Facilities Program, Iowa Clean Air Attainment Program (ICAAP) and State Intercity Program. These grants could fund: Clean Fuel – Bus and Bus

Facilities program for 40' or 60' biodiesel buses; ICAAP for the scheduling package; Intermodal for the Intercity terminal funding. If CyRide could obtain the Intercity funding, this would help the first phase of the project. Additionally, TIGER II could fund the remaining portion of the originally envisioned Intermodal project.

It is staff's belief that four of the six grants could be completed by their application dates. Transit board members discussed local match for the grant opportunities and if and where dollars would be available. CyRide typically budgets for three to five buses each year so the bus grants could be addressed through normal capital funds as well as the scheduling package. The land value could potentially match most of the TIGER II grant, the signals at Hayward and Sheldon could match the Intercity grant.

Trustee Schainker made a motion to apply for the following four grant opportunities: TIGER II, Clean Fuels – Bus and Bus Facilities Program, Iowa Clean Air Attainment Program (ICAAP), and Intercity Service Improvement. Motion was seconded by Trustee Wach. (Ayes, 6 nays, 0; motion carried unanimously.)

Trustee Madden arrived in person at 4:55 p.m.

FACILITY EXPANSION PRESENTATION: Director Kyras referenced the discussion from the March transit board meeting on the scope of work for the Facility Expansion and the consultant chosen for the study. At that meeting, the transit board requested that the results of the space programming task be relayed to the board to gain a better understanding of various space needs that would be incorporated into a study of the existing and adjacent soccer site. This would allow for a better understanding of the options available and what best suits the current and future needs of CyRide.

The consultants scheduled a session earlier in the month with staff members asking for their input on the existing facility components and estimate on space needs for the next 20 years. This gave the consultants an opportunity to discuss required space to meet growth, increased efficiency, and typical industry space standards with staff. Director Kyras introduced Bill Troe and Peter Styx with URS Corporation to present their findings from their session with CyRide staff members to gain board consensus on the standards to be used in the study.

The consultants began with an explanation of the two key questions that they needed agreement upon at the meeting in order to move the project forward:

1. Are the maintenance and operations functions provided at the current facility consistent with what the board wants to continue to operate out of the existing facility/site?
2. Based on several methods of estimating ridership that will be presented, what number of buses will need to be housed at a CyRide facility in 20 years?

What the consultants found in analyzing the existing facility was that CyRide uses every square inch of the facility and gets multiple uses from existing spaces, which uses the space very efficiently. However, the maintenance area blocks the vehicle flow through the building,

and the maintenance area exits are blocked when all vehicles return to the facility for the evening. There is no service or fire vehicle lane.

The consultants explained the APTA (American Public Transportation Association) recommended facility maintenance levels for a transit operating and maintenance facility – Level I (Primary Facility (rural service), Level II (Secondary Maintenance Facility) pursuing light maintenance, or Level III (Tertiary Maintenance Facility). Defining CyRide’s current level of maintenance relative to APTA guidelines, CyRide provides a level 2.75 between the Level II and III with many of those elements in Level III. The existing CyRide facility is very efficient for the fleet size and historical pattern of repairs and replacement. Transmission rebuilding is different every year with a small or large number of rebuilds depending on failures. Circulation through the building is nonexistent today.

The consultant further explained that if typical industry standards were applied, based on the number of buses in operation today at CyRide, that the square footage of bus storage should be 86,000 square feet and CyRide currently has 60,000 square feet, with no circulation. The consultant conclusion was that CyRide is already short on space and not all of the fleet is parked inside. The existing facility is about 35% short on space. The facility’s storage and circulation areas should be at least 86,000 square feet and could go as high as 140,000 square feet according to typical industry standards. The deficiencies lie in not enough adequate circulation area, nor adequate parking, and having adequate space to operate between the bus wash bay and fueling station.

The existing bus wash bay is adequate except when buses need to get into the facility and have to wait for buses to proceed through the bus wash.

With approximately a 35 to 58% shortage in the bus storage area, the question that will need to be answered through the study is what portion of this deficiency can be addressed on the existing land, as most likely all 58% cannot be accommodated at the existing site. The question is then whether the board is comfortable with the level that can be fit on the land.

The major deficiencies are in the storage and circulation areas. Very significant issues need to be addressed with life safety, incidents while maneuvering, and labor costs to jockey moving vehicles within the building with the lack of circulation within the facility.

The second question to be answered is how large CyRide’s fleet will grow in 20 years. Some of the issues surrounding this are: how many additional vehicles are needed for service every day and what is the appropriate number of spare buses to ensure a quality service so that buses can be maintained as well as available when ridership unexpectedly grows.

The consultants explained the different forecasting methods to determine future bus demand: historical trend extrapolation, region-wide growth rate, corridor-specific growth rates, and historic number of buses/riders based on linear and polynomial methods. Second, CyRide staff has estimated future ridership based on current per capita rides using future population, based on the Land Use Policy Plan’s city growth projections.

The results of each of these methodologies project that the current facilities capacity will be exceeded. Conservative estimates result in a total of 27 additional large vehicles over the current fleet size. Currently, CyRide has a peak bus requirement of 57 buses and, under this scenario, it would grow to 82 – 85 large buses in 2030. A fleet this size would require an additional maintenance bay and a minimum of 30,000 square feet more for bus storage. The consultant asked the question as to whether the board felt comfortable with using this as a basis for future study.

Looking at the ridership, population growth within the city and number of students enrolled, some transit board members thought maybe CyRide has reached the saturation point for ridership. The discussion centered on what portion of the trips made within the city would use transit. Some board members felt that 5% was reasonable. Tom Davenport shared with the transit board that after the students went fare free in 2002, the number of students riding rose to 55%. Additionally, it was believed that students are riding more to areas throughout the community as opposed to just to and from classes, which has generated more rides.

Concerns of the transit board centered on the fact that CyRide's peak number of buses drives the facility size, and right now there are enough buses to accommodate ridership. Board members expressed their doubt that substantial increases in ridership would occur. CyRide staff shared with the transit board that in the past 4 years ridership per capita has grown from 82 rides to 94 as of last June. It was also discussed that the residential areas for students will be located in different areas of town over the next decade. It was believed that areas around the campus, Mortensen road west and the Somerset area will experience growth. Growth into these other areas will be more non-students. It was also noted that the new NW development would not be a population base to increase bus riders. Services to East Ames could increase ridership, but that is not a factor currently. It was noted that the growth areas within the city are not areas where ridership will grow.

The consultants then turned to the question of the appropriate number of spare buses for CyRide. They shared with the board the spare ratio percentages typically experienced in Big 12 cities, which is 20%, while CyRide is currently at 3%, expressing their opinion that CyRide is a victim of its own efficiency. Additionally, CyRide's fleet has historically been older, which usually requires a larger spare ratio. Steve Schainker posed a question to the consultant that if the board could accept a total fleet size in the mid 70 range, could CyRide expand at this site, build all the space in one phase and deal with the next 10 years, and add more vehicles later? Peter Styx explained that this depended on what level of additional space could be accommodated on the site and how much the board was willing to give up; which will be determined in the next tasks in the Scope of Work.

Director Kyras suggested that the transit board agree upon a number of buses and then as the study moves forward, the consultant can tell the board how much can be accommodated on the site, with the option to reduce this number if it cannot fit the level on the site.

Steve Schainker asked if CyRide was overspending on the type of structure being planned and asked the consultants opinion on a bubble-type structure, not air conditioned. Peter Styx said he had never seen this type of structure used for public transit and that the northern

climate would make this difficult. The board also asked if the fueling and maintenance bays could be moved outside the existing building. Mr. Styx explained that an option to consider could be to leave the maintenance bay and fueling bay/wash bay and move storage into another facility that is cold storage, which might give more freedom on the current site. He further explained that this could be considered whether the additional square footage was located in a bubble or the current facility. The considerations of bubble type construction, which are less costly facilities upfront, tend to have a shorter life span and energy costs are typically higher.

During the discussion on what the appropriate number of buses to plan for in the future, Bill Troe explained that CyRide's existing peak bus requirement did not include the East University route to begin this fall or the Northwest growth area, Fieldstone. Additionally increasing the current bus fleet spare ratio to 20%, added nine buses. Therefore, factoring all of these in would cause CyRide to increase its fleet to about 85 buses. Warren Madden questioned whether CyRide at some point in the future could become a Regional Transit Authority which might need to be considered. The transit board then discussed a methodology to determine the fleet size: 59 existing buses + 9 buses for general growth in ridership + 13 buses for spares + 2 buses for E. University route + 2 buses for Fieldstone route = 85 buses. A question was raised about whether Fieldstone should be included in this calculation, but the board indicated that for planning purposes today, to continue to plan for a fleet of 85 buses.

Following a lengthy discussion, the consultants asked if the transit board accepts or is comfortable with 85 as the number of buses for planning and the Level of Service, 2.75 in the Maintenance area. The board consensus was to plan for these levels. The consultants agreed as they began identifying how the 85 bus fleet could fit on the site that they would consider scenarios where employee parking was not considered on the site. The consultants will come back to the next board meeting with alternatives on how they can make it fit on this site, and what it looks like. They will provide other options with expansion at the current site plus at the soccer field site to the south.

INTERMODAL FACILITY GRANT: Director Kyras explained the two Intermodal issues that required action at the April meeting. The first was to determine the source of local match for the \$350,000 earmark Iowa's Congressional delegation secured for the Intermodal Facility, which requires a match of \$87,500.

The second issue is a cash flow, timing issue to continue to move forward with design of the facility prior to an executed TIGER grant. The grant is anticipated to be completed by FTA in August. Work needs to continue on the design for the Intermodal Facility in order to meet the stringent grant timelines. While CyRide has grant authority to incur costs it cannot be reimbursed for expenses until the grant is executed - this leaves a gap of several months. The design services anticipated during this time could total as much as \$400,000 and Director Kyras relayed a hesitancy to reduce the closing balance to accommodate this project. Total design fee estimate is \$530,000.

Director Kyras explained the several options available to fund this gap and local match. One option would be to fund the Intermodal costs from the closing balance, which would reduce the balance for the local match by \$87,500 down to \$533,756 or 7.1%. The closing balance would temporarily be reduced by approximately \$400,000 until the grant was approved.

Director Kyras indicated that a second option for the local match would be for either the City or the University to fund the \$87,500 from their budgets. She then explained a third, new option which had just been identified for both the local match and cash flow issues. The Iowa DOT has a revolving loan program (AMOCO Loan) to cover expenses paid prior to federal grant approvals and for local match. CyRide has used this state fund in the past for local match of vehicle purchases, where CyRide borrowed \$200,000. It is a no interest loan that can be repaid over a 5-year period. In the case of the cash flow funding, the IDOT would loan the funds to CyRide for the months that CyRide needs to pay the design fee and then as soon as the grant is approved, CyRide would be able to draw that money down from the grant and repay the loan. In the case of the local match, CyRide could enter into a 5 year contract at \$17,500 per year and repay the local match.

Trustee Wacha made a motion to approve the new, third option presented by obtaining the AMOCO loan to fund cash flow for the design services until grant approval. Seconded by Trustee Schainker. (Ayes 6, nays 0, motion approved unanimously.)

Trustee Madden made a motion to include the \$87,500 into the AMOCO loan and budget amount to spread it out for the maximum amount of time. Seconded by Trustee Pinegar. (Ayes 6, nays 0, motion approved unanimously.)

TRANSIT DIRECTOR'S REPORT:

- Intermodal Facility Update – Redesign document has been submitted and an FTA letter received requesting that the bike lockers and bike path be included into the design. It was an alternate, and the FTA Administrator would like it in the design with the reasoning that it gives it a better feel as a multi-modal facility. The FTA response also asked Iowa State to look at its vanpool/carpool program and to consider parking those vehicles at the new facility.
- Draft of the petition from the SCAN neighborhood was discussed as well as the draft letter in response to their petition. Director Kyras is trying to schedule a meeting with the new president for the association to clarify any questions the association might have.
- Senator Harkin inquired if an additional \$1 to \$2 million were available for the Intermodal Facility, what these funds would be spent on and the project team came up with three options listed in the Director's Report for justification. This would be matching money and CyRide would need to come up with 20% local match.
- Neumann Monson included the bike path on the Intermodal site and did not realize the project included its extension through the Arboretum to State Street; therefore, the costs for the path increased from \$300,000 to \$500,000. As a result,

- VEISHEA – Ridership was up 45.7% from 2009 ridership with no major incident.
- Statewide Earmarks Result – The state received \$3.2 million and CyRide will receive one replacement bus and will need to come up with the 20% local match.
- Walmart – Bus stop solution has not been identified due to the amount of time spent on the Facility Expansion and Intermodal Facility projects.
- The BioBus Project is being developed by ISU students. The group has contracted with ISU’s Dining Hall for their waste oil to refined and be used in a CyRide bus. It will be promoted as the BioBus.
- State Legislation Affecting CyRide – Biodiesel mandate could have a significant negative impact on CyRide’s fuel budget if it had been passed.
- Due to the difficult budget year, transit in Iowa did not receive RIIF funding, but did receive \$2 million through the I-Jobs program. CyRide has submitted two applications to the Iowa DOT for \$880,000 for the Intermodal Facility and Facility Expansion for this funding.
- Earth Day promotion was successful.
- Small buses began being delivered in April and were put in service in May.

TIME AND PLACE OF NEXT MEETING: May 29, 2010 at 4:30 p.m. in the CyRide Conference Room.

ADJOURN: Meeting adjourned at 7:15 p.m.

Robert Anders, President

Joanne Van Dyke, Recording Secretary