

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 29, 2010

The Ames Transit Agency Board of Trustees met on March 29, 2010 at 4:30 p.m. in the CyRide Conference room. President Anders called the transit board meeting to order at 4:39 p.m. Trustees in attendance were Anders, Wacha, Schainker, and Madden. Absent: Trustee Heilman and Pinegar.

APPROVAL OF MINUTES: Trustee Wacha made a motion to adopt the minutes from the February 16 and March 12, 2010 Transit Board meetings. Motion was seconded by Trustee Madden. (Ayes, 4, nays, 0. Motion carried unanimously.)

CONSTRUCTION PROJECT CLOSEOUT: Director Kyras presented a status report on the 2009 facility upgrade construction projects: one funded by the Stimulus program, and one funded by the State. Both were substantially completed January of 2010. CyRide staff has received signed certificates of substantial completion from Shive-Hattery, Inc., project architect, but was hesitant at that time to complete closeout until the HVAC equipment was installed, punch list items were finished, lien waivers, which the City's Finance Department is reviewing, were received and the contractor's sworn statement received with the Final Pay Application.

Trustee Madden made a motion to approve contract closeout and final payment of \$63,377.90, including retainage, to Welker Construction, Inc. for the completion of 2009 Facility Upgrade Construction Projects contingent upon receipt of lien waivers and sworn statements from contractors, as well as a final pay application. Motion seconded by Trustee Wacha. (Ayes, 4, nays, 0. Motion carried unanimously.)

FACILITY EXPANSION STUDY SCOPE OF WORK: Director Kyras provided board members with an update on its process in hiring a consultant to complete the facility expansion study. This is important to ensure that earmarked federal dollars do not expire. The purpose of the consultant contract is to complete the needs study for the building expansion and to assure the transit board that the current site has been fully developed. If there is no room for additional expansion at CyRide's current site, another location that will be examined is the adjacent ISU Soccer Field to the south of the current location. The consultant will examine the existing site only as well as an option for both sites.

In order to expedite the consultant contract, the Transit Board granted approval of a contract not-to-exceed \$48,000 at the February Transit Board meeting. An RFQ requesting proposals from firms interested in providing professional services to conduct a site analysis for expansion of the Ames Transit facility was issued and URS Corporation was chosen from the firms who submitted RFQ's. Their proposal pulled together a team that was believed to have the best technical qualifications that matched the scope of work. After negotiating with URS, their final proposal was slightly higher than the approved \$48,000 cost at \$49,862.75. Director Kyras asked the Transit Board to approve

the additional amount \$1,862.75 to complete the study indicating that she believed it was a fair price for the amount of work requested in the scope of work.

Board member Schainker asked staff to explain why they felt that URS was preferred over other firms. Director Kyras indicated they were pleased with the Intermodal Facility work they had completed and believed that their technical expertise, key staff and team's strength made them the best fit for the project. Trustee Madden asked if it was part of their work to determine the wish list of facility components compared to the reality of what the budget can afford. The Director indicated that URS would forecast ridership as part of the scope of work to provide the board with more information regarding facility needs.

Director Kyras introduced Peter Styx, AIA, LEED AP, and Project Manager with URS Corporation who is one of several URS consultants working on this study and indicated that he would explain the tasks included in the scope of work. Mr. Styx described the URS teams are a strong, cohesive, creative team that's brings together the expertise of several firms and individuals who have expertise in maintenance facilities, expanding, bus shelters, and transportation. He listed key staff members for the project as: Brent Schipper with ASK Studio, who designed CyRide's current facility and Snyder & Associates, Ankeny, water and civil engineering.

Task 1 - will review the needs and assessment. URS will meet with CyRide staff and obtain detailed information on current maintenance operations, current vehicle parking, fleet size, service levels, how CyRide operates, and how it intends to operate in the future.

Task 2 - URS will draw upon information in PB America's earlier study and address the existing site to decide if its 4.5 acres has been maximized to meet the current and projected need for potential growth or expansion for the facility. Concerns of the transit board were to approach the study as if it had to work. There was discussion amongst the board members and staff about whether the study should only examine the existing site or whether it should also look at the two sites together.

Task 3 - would determine physical constraints and operational components that could be located on the adjacent soccer field site. Trustee Madden questioned if it was premature to be moving forward with the additional tasks since there are so many unknowns. Trustee Madden indicated that ISU's Athletic Department contract with RDG to analyze the track project could add a portion to relocate the soccer field and if \$6,500 is approved for this work, could be completed by mid April. The Transit Board might need to consider having that question answered before the Athletics Department moves ahead and indicates they are ready to relocate the soccer field. Director Kyras explained that CyRide also has to identify flood mitigation efforts that would be needed to determine if the Federal Transit Administration would consider allowing federal funds to be used on the site, which is currently in the flood plain. The pros and cons of initiating the soccer field relocation with RDG first or beginning with FTA and flood mitigation was debated. Director Kyras indicated that FTA funds would most likely not pay for relocating locker

rooms and concessions, which are currently not located on the possible expansion site. After a lengthy discussion, it was decided that both sites should be looked at, but with a preference to only expand on the existing site. It was believed that also looking at both sites would allow for better decisions on the existing site if further expansion in the future was needed. Mr. Styx indicated that both sites needed to be examined holistically.

Director Kyras further clarified that in Task 1, URS would be building upon the work that PB American had initiated 2 years before as opposed to starting completely from the beginning. The board members then discussed the project task to determine CyRide's future fleet size. The URS representative explained that they would study the collected information on the current facility and resident/enrollment projections to complete this task, to see if the CyRide's current operation over the next 20 years could be located on this parcel of 4.5 acres.

Trustee Madden asked if it was feasible to move forward in developing the adjacent site with FTA concerns building on a flood plain. He questioned if it was a worthwhile investment; cost of relocating the soccer field; locker rooms, bleachers, and other costs associated with the move.

Trustee Madden said it is not just about the expansion's capital costs, but that the study should also include operational costs as well. Mr. Styx agreed and indicated that their study would include this information.

Task 4 – Final Report - Mr. Styx indicated that this task would bring all of the documentation together and provide the board with a site recommendation.

Task 5 - Environmental Study – Mr. Styx indicated that this task would develop the environmental documentation needed for FTA on both sites. Director Kyras indicated that she did not believe that there was additional work that would need to be completed on the existing site, only if the soccer site was recommended.

Trustee Madden made a motion to adjust the budget for the building feasibility study, not to exceed \$50,000. Motion was seconded by Trustee Wacha. (Ayes, 4, nays, 0; motion carried unanimously.)

FY2011 STATE GRANT APPLICATION: Director Kyras explained that the state grant, in support of CyRide operations and capital, was due to the Iowa DOT by May 1. She indicated that the formula funds were based on ridership and local dollars contributed to the operations. The Job Access Reverse Commute (JARC) Yellow and Brown route applications were a continuation of existing service started with previous JARC funding. The state application also includes a request for funding of the E 13th/Dayton service, ADA service with Heartland Senior Services, and funding for operating assistance. The capital needs are projects that are listed in the Capital Improvement Plan. The total grant application is for \$14,059,768.

Trustee Madden made a motion to approve the FY2011 State Grant Application subject to public hearing comments to be held on April 26, 2010. Motion seconded by Trustee Schainker. (Ayes, 4, nays, 0. Motion carried unanimously.)

TRANSIT DIRECTOR'S REPORT:

- Director Kyras reported that the federal Jobs bill was not approved by the House and the Senate, but would have provided CyRide with 12 buses and a facility project. If another smaller Job's bill includes transit infrastructure, CyRide would fair well. Doubtful bill will be passed, however.
- CyRide set another all time ridership record by carrying 673,626 riders in February 2010; this breaks its record ridership from October 2009, 666,890. Close to 5.3 million passengers.
- Intermodal Facility Redesign meetings are scheduled for March 30 and 31 with the end result being a design to meet the TIGER budget. Results to be shared with the Transit Board at the April meeting.
- CyRide staff has received several complaints on the Super Wal-Mart stop and is addressing possible improvements for this bus stop on S. 5th. Solutions to improve this stop will be presented at the April Transit Board meeting that includes either moving or closing this bus stop and what the cost will be for each solution.
- Message from House Republicans in Washington, DC is there will be no earmarks for this year. If this comes about, CyRide's request for Facility Expansion and Intermodal funding will most likely not be realized.
- Director Kyras will be submitting Senator Grassley's transportation forms; however, he is requesting that each entity only submit one request for a maximum of \$3 million dollars. Director Kyras asked the transit board for their direction on which project, the Intermodal or building expansion, is best for CyRide to apply for. The transit board agreed the funds requested should be applied towards the Intermodal facility. The Intermodal facility will supply many other benefits and economic development.
- CyRide staff received approval from the Transit Board during the February meeting to purchase fuel from May 2010 through April 2011 with a not to exceed contract of \$483,000. Bids received came in considerably higher and CyRide chose to award only three 2-month contracts to cover the summer months up through November. With this projection, CyRide will see its fuel line item over budget in the first part of the next fiscal year.
- At the FTA training in Kansas City in March, awards in three categories were distributed and CyRide received one from each category.

TIME AND PLACE OF NEXT MEETING: April 29, 2010 at 4:30 p.m. is the next scheduled transit board meeting in the CyRide Conference Room.

ADJOURN: Meeting adjourned at 5:40 p.m.

Robert Anders, President

Joanne Van Dyke, Recording Secretary