

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

January 15, 2010

The Ames Transit Agency Board of Trustees met on January 15, 2010 at 1:00 p.m. in the conference room at CyRide. President Anders called the transit board meeting to order at 12:58 p.m. Trustees in attendance were Anders, Pinegar, Schainker, Madden, Wacha, and Heilman.

APPROVAL OF MINUTES: Trustee Madden made a motion to approve the minutes of the December 14, 2009 transit board meeting and seconded by Trustee Schainker. (Six ayes; zero nays; motion carried unanimously).

PUBLIC COMMENTS: Leo Milleman, Ames resident, posed the suggestion to the transit board to consider painting or placing a shell on one or two of the new hybrid buses to give it the appearance of the Dinkey. He stated that he believed the Dinkey was a historical component, connecting the University and City, and that receiving the new buses was a great opportunity to bring this back to the community. He has discussed this option with citizens of Ames and they could visualize seeing Trolleys operating in Ames. The plan could begin with baby steps by adding this paint scheme to one or two of the new hybrid vehicles with the possibility of these vehicles tying into a route between the University and downtown or possibly the Aquatic Center. This would make it easy for the public to look for and identify this bus and route. It would be a good connection with the University and downtown and join with the “green environment”.

Trustee Madden pointed out CyRide has an established route system and it would be difficult to place one particular bus on a certain route. Director Kyras emphasized the Federal Transit Administration regulations on trolley and charter bus service. She further explained that CyRide would need to purchase this vehicle with 100% local dollars, house it somewhere else, and that it would have a capacity of 25 – 30 seats, where current bus standards are 42 – 48 seats.

Director Kyras introduced Tom Wacha who was appointed by Mayor Campbell to complete Jim Popken’s term through May 2010 and that his appointment will run through May 15, 2012.

BOARD OF TRUSTEES – VICE PRESIDENT ELECTION: Director Kyras asked the transit board for nominations from the floor to fill the position of Vice President that is vacant with Jim Popken’s departure. The term would run through May 15, 2010 when elections for the next term take place.

Trustee Madden encouraged one of the GSB representatives, Trustee Pinegar or Trustee Heilman, to fill the term left vacant by Trustee Popken. Trustee Heilman made a motion to nominate Trustee Pinegar. Motion seconded by Trustee Madden. (Six ayes; zero nays; motion carried unanimously).

2010/11 BUDGET PROPOSAL: Director Kyras reviewed the 2010/11 budget, which was discussed during the audio transit board meeting on December 9, 2009 where a quorum was not reached. The consensus among the board members present during that meeting was for the three funding bodies not to exceed 3.5% increase for the 2010/11 budget, but

the budget would need to be reviewed and approval at the January 15, 2010 transit board meeting.

Information presented shows a decrease in expenses and lower revenues. The state and federal revenues are lower due to the economy, sales from vehicles, and CyRide meeting only four of the STIC criteria.

Fuel - CyRide anticipates continuing to contract fuel at an average cost of \$2.30 per gallon, which is a decrease from the adopted budget of \$3.25. This fuel procurement method provides added stability to budget projections.

Wages and Benefits – CyRide had anticipated an increase of \$203,612 in the budget for health insurance for an increase of 10%; however, staff was recently notified that this increase will be only 5% for next year. Other benefits and wages will increase of 3.5%.

Funds Transferred to Capital – Operating funds, \$632,000, will be transferred to capital to provide funds to purchase buses, shop equipment, etc.

All possible budget options presented show the GSB Trust Fund remaining at a balance of \$670,601 at the end of the 2010/11 budget year. Additionally, each of the options requires a 3.5% increase from each of the funding partners. GSB could opt to increase their share by \$8,400 to fund additional service from the Towers to Campus on the weekend, which was discussed at previous board meetings.

Director Kyras explained the three budget options for the Board's consideration. The baseline budget, option 1, provides an increase of 3.5% for each funding partner with no service or staff changes and with the highest closing balance of 11.1% or \$814,666.

Option 2 is the baseline budget plus additional hours of services each weekday from noon to 2 pm on the Red/Blue routes increasing the number of buses by two to meet demand and adding new service to the East 13th and Dayton area to meet grant guidelines. This option also includes staff realignment by: reducing one maintenance position, increasing three ¾-time to full-time in the Operations division, and a ½-time dispatcher added. The net effect was an increase of .25 full-time equivalent positions. The outside custodial services would increase \$8,000 to \$20,000. This would increase expenses by 5.2% to \$7,422,030 with revenues remaining the same as in Option 1. Closing balance would be 9.6% or \$712,966

Option 3 would include the baseline budget and additional services mentioned, staff reduction, no increase in the Operation's area and increased outside custodial services. This would increase expenses 5.2% to \$7,382,017 with revenues remaining the same and leaving a closing balance of 10.2% or \$752,979.

A lengthy discussion among transit board members and staff on the budget included:

Trustee Anders asked what the additional service to E. 13th and Dayton Road area would include. Director Kyras explained this service would include four morning trips and four afternoon trips.

Director Kyras indicated that by contracting for fuel, this large budget expense is able to be controlled, which lead to stabilizing the 2009/10 budget. Therefore, she was more comfortable in lower closing balances due to this procurement change.

Trustee Schainker asked what the cost of the additional staffing would be. Director Kyras directed him to a table included in the board packet which explained the change. She further stated that \$48,000 would be reduced in the maintenance area and \$60,000 increased in the operations area.

Director Kyras stated that if service is not provided to the E 13th/Dayton Road area, the Iowa DOT funding for two buses to operate on this route might be jeopardy. She indicated that she had not had discussions with the DOT staff about not implementing the service, but operating the vehicles purchased for the service. She indicated that if the board did not approve this service, she would have those conversations and determine if they were open to other options. Transit Board members discussed route options for this service including service to the NADC facility. They indicated the only way passengers have to travel to E. 13th Street area is to deboard the bus at Mary Greeley Hospital and walk the distance to the NADC area, which they have seen passengers do.

Trustee Madden mentioned that historically this is a difficult year for the University. He could not speak for the students or the City, but mentioned reserves cannot be spent forever, but was in favor of supporting the additional staff.

Trustee Schainker expressed his thoughts about the bigger picture and indicated he was not opposed to adding service, but not in support of adding staff when the City is asking all departments to do more with less.

Trustee Wachha stated that he realizes the tough budget year and addressing the need from the City, but the money is available in the closing balance to fund Option 2. He further stated that he would be opposed to this option if it had funded it with increased property taxes, but since it did not, he could support it.

Trustee Madden indicated the students have more resources and cannot speak for the City but is supportive of Option 2.

Barb Neal, Operations Supervisor, stated that with ridership growing as it has, more help is needed to keep operations running efficiently and safely as well as providing supervision on the weekend when Moonlight Express is operating. She further stated that CyRide is the only department within the city that has nine, front line supervisors that are part-time. These employees are full time in other departments.

Trustee Heilman discussed the prospect of the GSB funding the city's portion of the additional cost under option 2. Trustee Schainker responded that the City and transit board would not expect them to do that.

Trustee Pinegar made a motion to adopt the Option 2 budget, at an increase of 3.5% for each CyRide funding partner. Seconded by Trustee Heilman. (Six ayes; zero nays; motion carried unanimously).

2011/15 Capital Improvement Plan: Director Kyras reviewed the Capital Improvement Plan presented at the December 14, 2009 transit board meeting. Capital projects contained in the 2010/11 year, to ensure smooth operation, are included in the 2010/11 Budget Proposal. A large portion of the last four years of the CIP is identified for bus purchases. Specifically, approximately \$10 million dollars is programmed to purchase 18 new buses with federal earmarks funding 83% and 30 used buses. This will support the current ridership levels as well as increasing the spare ratio from 3% to the Federal Transit Administration recommendation of 20%. Currently, at peak time, CyRide typically has two spare vehicles for its maintenance staff to repair and to be available for service issues.

Building expansion includes approximately \$4.7 million dollars invested in CyRide facilities over the next four years with 80% of this funding secured through Federal funding. CyRide could purchase land and begin construction to secure added space for additional buses being parked outside.

Shop and Office Equipment includes the purchase of scheduling software to help with the 850 trips, 57 buses in operations and 120 driver assignments. The cost of the software is approximately \$200,000 and would be used to replace the process being completed manually by staff.

AVL technology is a project that is included as part of the Intermodal Facility grant and is an improvement to the transit system to meet the grant's livability requirement.

Trustee Schainker asked what the correct percentage of federal and local funding would be for the Resurface Commuter Lot project in the CIP. Tom Davenport, Transit Coordinator, explained that it should reflect 70% federal share not 80% as printed, which is based upon a past usage analysis.

Trustee Pinegar made a motion to adopt the CIP with satellite facility language changed to building expansion and a correction to the line item on Resurface Commuter Lots at ISC. Seconded by Trustee Madden. (Six ayes; zero nays; motion carried unanimously).

TRANSIT FACILITY – WEST WALL RECONSTRUCTION AWARD: Director Kyras explained that the reconstruction of the west wall was proposed by CyRide's Insurance carrier to reduce the risk of fire.

Bids were received, with the low bidder substantially lower than other bids. AZCON Construction out of Grimes was the lowest bidder. Shive Hattery, CyRide's Architectural/Engineering firm of record for this project contacted the firm to verify their bid and capabilities of meeting federal requirements.

AZCON confirmed their bid price and explained that their savings would come from purchasing materials from national suppliers and using their own employees and not contracting for employees. They also indicated that they were familiar with, and able to meet all federal requirements, including Davis-Bacon. Shive-Hattery also contacted references provided by the firm and these references agreed they were capable of completing projects on time and within budget.

Trustee Madden made a motion to approve the award of CyRide's West Wall Reconstruction bid to AZCON Construction of Grimes, Iowa for \$68,900. Motion seconded by Trustee Pinegar. (Six ayes; zero nays, motion carried unanimously.)

DIRECTOR'S REPORT: Director Kyras directed the transit board to the Director's Report to discuss the Satellite project before some board members needed to depart.

Director Kyras provided an update on where CyRide staff is with the satellite expansion project. She indicated that CyRide currently has \$1.7 million dollars in a grant that will lapse in September if a site has not been identified. She also directed the board members to a letter handed out at the meeting from the Federal Transit Administration which stated that the FY08 earmark for \$434,720 would lapse as well if not placed in a grant. She further explained that staff could not put it in a grant until a site has been selected. Therefore, she asked for direction from the transit board on how they wished to proceed with choosing a site.

Trustee Madden mentioned the possibility of expanding south of the current CyRide location where the ISU Soccer Field is located. He indicated that the Athletic Department was beginning discussions about moving the ISU Soccer field to a location by the Towers; same area as the ISU Track. He indicated that if CyRide was interested in this land, the transit system would need to cover the expenses of relocating the soccer field, the equipment/buildings associated with the soccer field, and unknown costs associated with this for the University.

Director Kyras said this site would present challenges because the ISU Soccer field property is located in a flood plain. The Federal Transit Administration would have concerns with putting a federally-funded facility within an area that could flood. Trustee Madden indicated that CyRide would probably be leasing the property instead of purchasing, but would need to consult with Cathy Brown from Iowa State. There would be many conditions that would need to be taken into account with Iowa State University, the Federal Transit Administration, and the City, but it is worth the conversation.

Director Kyras indicated that she would prepare a summary of the options examined to date for building expansion and present this information at the February Transit Board meeting. She also indicated that she would have conversations with FTA about the possibility of building at the Soccer field site.

HYBRID BUS DESIGN APPROVAL: Director Kyras updated the transit board on the process that CyRide staff had followed to identify and set apart the 12 hybrid buses CyRide is to receive. Proposals, using funds from the marketing grant, were solicited from marketing/advertising agencies and one firm, Trilix, was chosen. From the ten designs created by Trilix, the possibilities were narrowed to four and CyRide employees and transit board members were asked to choose their favorite, narrowing the field to three. At this point, the public was asked to vote for their favorite design via the website. The design that received the most votes is the Gold Leaf design.

Trustee Wacha made a motion to approve the Gold Leaf Design for the hybrid bus fleet. Motion seconded by Trustee Pinegar. (Six ayes; zero nays, motion carried unanimously.)

TIME AND PLACE OF NEXT MEETING: Transit board members to be contacted to schedule the next transit board meeting.

ADJOURN: Meeting adjourned at 2:43 p.m.

Robert Anders, President

Joanne Van Dyke, Recording Secretary