

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

January 20, 2011

The Ames Transit Agency Board of Trustees met on January 20, 2011 at 11:30 a.m. in CyRide's Conference Room. President Anders called the meeting to order at 11:31 a.m. Trustees in attendance were Anders, Pinegar, Madden, Choi, and Schainker. Absent: Trustee Wacha.

APPROVAL OF MINUTES - Seeing no additions or corrections to the minutes from the December 7, 2010 meeting, Trustee Madden made a motion to adopt the minutes as distributed. Trustee Pinegar seconded. Ayes: Five, Nays: O. (Motion carried unanimously.)

PUBLIC IN ATTENDANCE: No public in attendance. Director Kyras distributed an e-mail from Julianne Bacon representing the Campus Crest Communities. The Campus Crest Communities plan to construct an apartment complex along S. 16 Street from the entrance of Coldwater Links extending behind the Ames Christian School. The 584-unit apartment complex would cater to college students and Ms. Bacon is asking for more, and more frequent, service to Campus.

BUS TRACKING TECHNOLOGY UPDATE: Director Kyras noted this agenda item is for discussion only and then reviewed the Transit Board's direction regarding the bus tracking technology discussed at the September transit board meeting. She indicated that GSB representatives had indicated possibility providing funding to implement the initial bus tracking system and for its maintenance cost up to three years. Director Kyras introduced Thomas Noyes with NEXTbus who answered questions on their bus tracking system.

Director Kyras stated that the bus tracking working committee of: CyRide staff, Kayla Pinegar, Max Choi, Luke Rolling, Nathan Dobbels, Anthony Maly, and Chris Strawhacker, had met the day before to determine what would be required to put the bus tracking system in place for CyRide. Director Kyras distributed materials that documented one of three options considered by the working committee. The cost to purchase the base system was \$162,250, which includes installation.

She shared with board members that the initial cost of the NEXTbus system was much lower than first anticipated with the current total price estimated at \$200,000. Recurring costs for the base system option would be \$74,400 per year including cellular service of \$20,400, ASP (software) service fixed route at \$43,200, support vehicles \$1,200; telephone information system of \$4,800 and SMS text messaging of \$4,800. Additional options include signage at bus stops. There are two options being considered a LED Variable Message Display with a 44" 2-line LED sign at a cost of \$9,400 and a less expensive, smaller signage option at a cost of \$5,400 per sign. She also shared with the board that the working committee had discussed the possibility of signage at 4 locations: Kildee, Bessey, Friley and Student Services.

The Director also shared with the transit board members that the next steps in determining if this technology should be deployed in Ames, was to meet with the GSB Senate and determine their interest in the technology and willingness to use the GSB Trust Fund to purchase a system. The Director shared the balance of this fund with the board members. Mr. Noyes indicated that if a decision could be made by mid-March, they could begin immediately working with CyRide on the project with the possibility that it could be implemented by the fall 2011 semester. Director Kyras indicated that it might take until

the Spring semester to complete. She also shared with the board that to purchase this specific technology would require a sole source purchase. She indicated that a discussion had taken place between the City's Finance Director, Purchasing Director and Legal Counsel regarding this possibility and they had indicated that a waiver from the purchasing policies would need to be approved by the City Council in order to move forward in this direction.

Director Kyras requested input on proceeding with further discussions with GSB on this technology.

Trustee Wacha arrived at 11:45 a.m.

Trustee Anders questioned the potential location of the four message boards. Trustee Pinegar and Trustee Choi explained the locations on campus are the busiest locations and with plans to build on this system. The ongoing expense is \$74,400 per year over the three years with the fourth year bill built into CyRide's budget and split between three providers.

Trustee Pinegar concluded that this system is eventually going to come, that Iowa State students need and want this to happen, that they are able to provide the funding for this system and that it serves a need by existing customers.

Some concerns of other board members were expressed. Trustee Schainker indicated that that all budget levels have an uncertainty and if after the three-year period, current enrollment levels drop, the transit system may not be able to absorb this into the general budget. He indicated that it would be very difficult to "turn the system off" at that point.

Trustee Madden reminded the transit board to think about the future in light of current pressure to cut expenses, but he indicated that the GSB account is generating more money. He also indicated that enrollment numbers should maintain the current level, which should help the financial situation. He indicated that he was supportive of the NEXTbus project.

Trustee Schainker asked the GSB representatives if they would consider possibly funding the project longer than the three-year period. This would give the transit board some freedom of not being committed to taking this expense on with the uncertain funding environment. Trustee Pinegar indicated that it was a possibility they could consider.

The board then discussed how the four signs would be connected – wireless, Ethernet or cell phone. The advantages and disadvantages of each option were discussed.

The consensus of the transit board was to proceed with discussions with the GSB and bring this discussion back to the transit board at the February meeting.

2011/12 BUDGET APPROVAL: Director Kyras indicated that the 2011/12 budget approval information was presented at the December meeting and action was deferred until the January meeting. She briefly recapped the budget increases and then discussed modifications to the budget since the December meeting. She indicated that the IUOE labor agreement had been ratified by the membership, which included a total package increase for CyRide of 2.5% for the 2011/12 budget year.

Director Kyras also reported the US House of Representatives has passed new budget rules that now allow the national gas tax funds to be used for non-highway or transit uses. This could affect the federal funds budgeted in the 2011/12 budget by reducing federal funding levels as much as 20%. She also shared that Congress was seriously discussing reducing

federal programs back to the 2008 funding level. This would significantly affect CyRide and could reduce revenues by \$170,000, which is equivalent to the amount of service CyRide operates on Sunday's. She also indicated that CyRide may receive the fifth STIC performance criteria and this could lessen the impact of any possible cuts or improve federal funding if this criterion is achieved. The range of federal funding possibilities is -\$170,000 to +\$125,000 in the 2011/12 budget.

Trustee Wacha made a motion to approve Option #1 providing existing service levels next year. Motion seconded by Trustee Pinegar. Ayes: 6; Nays: 0. (Motion carried unanimously.)

2011/12 CAPITAL IMPROVEMENT PLAN: Director Kyras noted this agenda item needed action at the January meeting so that the project could be included in the City of Ames Capital Improvement Plan. She reiterated the projects in the 2011-12 budget as these project would begin being implemented. The remaining projects would be brought back to the board next year for further consideration before any purchases were made.

Projects for the 2012/2016 were included in the board packet.

Trustee Pinegar made a motion to approve alternative one, Capital Improvement Plan as presented. Motion seconded by Trustee Wacha. Ayes: Six; Nays: 0. (Motion carried unanimously.)

FIVE-YEAR TRANSIT SERVICES AGREEMENT: Director Kyras provided the existing agreement between the City of Ames, Iowa State University and Government of Student Body that is set to expire on June 30, 2011. She indicated that the transit board and signatory agencies would need to consider a sixth, five-year agreement between the three entities.

Trustee Madden indicated that he did not see a need for any major changes to the agreement and suggested having the Iowa State University legal counsel and City of Ames Attorney look at the document, and possibly enter into a longer agreement if changes needed to be made in the agreement.

Trustee Madden made a motion to approve the transit agreement entitled "An Agreement for Joint Action In Support of Transit Services in the City of Ames" agreement subject to review by the legal counsel and extending the terms of the agreement. Trustee Schainker seconded. Ayes: 6; Nays: 0. (Motion carried unanimously.)

CYRIDE EEO POLICY STATEMENT: The Federal Transit Administration contacted Director Kyras regarding a need to update its Equal Employment Opportunity (EEO) plan.

CyRide staff held conversations with the Human Resources Department and the City Manager's office to discuss whether the City's plan could be changed to coincide with the specific language requirements of the Federal Transit Administration. Following these conversations, it was decided that it was best to separate CyRide in this area from the remainder of the city and develop a separate set of EEO/AA policies.

There are two steps to meet this requirement, the first is to develop a new EEO Policy Statement signed by the Transit Director and requiring Transit Board approval. The second step is to develop an EEO/AA Plan that addresses the federal guidelines. The Director indicated that the preparation of this document will require a lengthy analysis and documentation and when it is completed, will present it to the Transit Board later in the year.

The policy will require an EEO officer and because Director Kyras cannot be that person,

Director Kyras recommended Shari Atwood. Trustee Madden discussed the policy and EEO officer and the need for this person to be independent. The transit board provided staff with guidance on the procedures to be followed if an EEO/AA complaint were received that involved the Director. These complaints will be brought directly to the Transit Board by CyRide's EEO officer.

Trustee Madden made a motion to approve the Ames Transit Agency Equal Employment Opportunity Policy Statement and to make note of the board-directed procedure. Trustee Choi seconded the motion. Ayes: Six; Nays: 0. (Motion carried unanimously.)

INTERMODAL FACILITY BID REPORT: Director Kyras presented the Intermodal Facility construction bids, which were received on January 18, 2011 with the Weitz Company, LLC coming in as the apparent low bid. She indicated that additional investigation is needed to determine if the firms could be considered "responsive and responsible" per FTA regulations. Staff will contact the Federal Transit Administration to clarify if criteria have been met with the DBE (Disadvantaged Business Enterprise) and Davis Bacon requirements. The bids will be presented to the Ames City Council on January 25th and a special meeting with the Transit Board would be held to take action on the bids, before City Council approval on February 8.

Trustee Madden discussed the alternative of adding additional parking spaces to the facility. The addition of the parking spaces would be most cost effective to complete the construction, at the time of constructing the facility. Trustee Madden has had no discussion with the Department of Residence about promoting parking spaces as part of the housing package and whether they wish to support this. Further discussion needs to be held before any decision can be made.

TRANSIT DIRECTOR'S REPORT:

- Land Lease Agreement presented in the board packet, the highlighted sections indicate the changes between the City of Ames, Iowa State University, and the Board of Regents and is the final document approved by the Federal Transit Administration (FTA) in January. This will be on the February 3rd Board of Regents docket.
- Ames Public Art Commission contacted the Transit Director to propose options to display art at the Intermodal Facility. The staff asked for direction from the transit board if they wish the Transit Director to work with the PAC Commission. There will not be any transit out-of-pocket costs. The board consensus was to pursue this possibility.
- Weapons on buses are not permitted. After consultation with City legal counsel, it was determined that there would not need to be a change to CyRide's policy in light of the new state law.
- Director Kyras will participate in a meeting later today where a private operator is proposing transportation service between Ames and Des Moines. The discussion was that the option offered will not be attractive to Ames residents and not aid Ames businesses. This service was tried before and passengers are not willing to commit.

TIME AND PLACE OF NEXT MEETING: February 17, 2011 at 5:00 p.m. in the CyRide Conference Room.

ADJOURN: Meeting adjourned at 1:08 p.m.

Robert Anders, President

Joanne Van Dyke, Recording Secretary