

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

April 28, 2011

The Ames Transit Agency Board of Trustees met on April 28, 2011 at 5:00 p.m. in CyRide's Conference Room. President Ander's called the meeting to order at 5:04 p.m. Trustees in attendance were Pinegar, Schainker, Anders and Choi. Absent: Trustees Wacha and Choi.

Director Kyras introduced the 2011 – 2012 GSB appointees to the Transit Board; Anna Fox, GSB Senator, and Arjay Vander Velden, GSB Representative, whose terms begin May 15, 2011.

RECOGNITION OF OUTGOING BOARD MEMBERS: President Anders recognized Trustees Pinegar and Choi on their service and dedication to the transit board with help in maintaining a quality transit service. Trustee Pinegar is a senior and will graduate in May and Trustee Choi will study abroad this summer and return to his studies this fall at ISU.

Mayor Campbell reappointed Trustee Anders for a third term as the Mayor's appointee.

INTERMODAL FACILITY CONSTRUCTION TESTING CONTRACT APPROVAL:

Director Kyras explained that, Iowa State University under contract with CyRide, solicited proposals on behalf of CyRide/City of Ames for testing and inspection services for the Intermodal Facility. To comply with federal and city purchasing policies, the transit board would need to approve a contract for these services. The most qualified proposal received, based on evaluation criteria, was with TEAM services of Des Moines at a cost of \$52,328.65. The exact number of tests, and therefore the actual cost under this contract, will be determined upon the findings from their initial testing. Staff recommended an additional 15% for these services requiring approval of this contract with TEAM Services for a not-to-exceed amount of \$60,177.95. This additional 15% will allow staff to more quickly address testing that would need to be done if there are concerns with the initial tests.

Trustee Schainker made a motion to approve the contract with TEAM Services with the not-to-exceed amount of \$60,177.95. Trustee Pinegar seconded the motion. (Ayes: 4: Nays: 0.) Motion carried.

FY2012 STATE GRANT APPLICATION: Director Kyras presented information for the FY2012 State Grant application. Prior to submission of this application to the Iowa Department of Transportation, the Transit Board would need to approve the projects and funding.

The application includes a funding request from the STA operating assistance as well as funding from the Job Access Reverse Commute (JARC)/New Freedom program and Section 5310 Elderly and Disabled program. The JARC/New Freedom project would

fund the: Mid-Day South Duff, Brown route, and E13th/Dayton services. The total operating request is \$785,172.

Federal earmark requests included in the application are for: 13 – 40’ replacement buses w/cameras, two minibuses w/cameras, vehicle surveillance systems – 15 units, and replacement of CyRide’s boilers. The total federal earmark request is \$5,570,380. Inclusion in this grant will allow CyRide to take advantage of any possible state earmarks for buses.

Federal capital funding requests for the 5310, elderly and disabled program includes funding for bus stop transit amenities for a total of \$40,000.

The public infrastructure grant request is to reconstruct a portion of CyRide’s maintenance area (ceiling ductwork relocation, sprinkler systems upgrade and storage area air handling replacement for \$633,000). This will allow the Cybrids to be parked in all areas of the facility.

The total dollar amount for capital is \$5,570,380. Annual state operating assistance has decreased from previous years from \$550,000 to \$500,000.

Trustee Schainker made a motion to approve the FY2012 State Grant Application subject to public hearing comments. Motion seconded by Trustee Choi. (Ayes: 4; Nays: 0.) Motion carried.

Discussion on the next item FY2011-2013 budget constraints was delayed until Trustee Madden arrived.

RATE SETTING RESOLUTION – FARES: Director Kyras recommended moving forward with one change, which was to increase the shop rate from \$74 to \$80. Additionally, she recommended including verbiage that allows the transit board the possibility to raise fares during the 2011-2012 fiscal year in light of other agenda items regarding budget challenges.

Trustee Pinegar made a motion to approve the 2011-2012 rates, which reflects the Shop Rate change from \$74 to \$80 per hour, and subject to modification during the 2011-2012 budget year. Motion seconded by Trustee Schainker. (Ayes: 4; Nays: 0.) Motion carried.

RATE SETTING RESOLUTION – PASSES: Director Kyras recommended that the transit board approve the Rate Setting Resolution for passes based on current prices without changes, subject to modification within the 2011-2012 fiscal year if fuel prices remain high or federal funding is significantly reduced. This would allow prices to be re-examined at a later date.

Trustee Choi made a motion to approve the 2011-2012 rates as presented with no change from 2010- 2011 rates, subject to modification during the 2011-2012 budget year. Motion seconded by Trustee Pinegar. (Ayes: 4; Nays: 0.) Motion carried.

Trustee Madden arrived at 5:30 p.m.

TITLE VI REVIEW RESULTS: Director Kyras presented the findings on CyRide's Title VI Program review conducted from April 19 – 21, 2011. The bulleted areas included in the board packet identify the areas that were reviewed by the Federal Transit Administration (FTA). In summary, the reviewer indicated that there were no serious deficiencies and felt that CyRide's program, overall, was very good.

The two areas CyRide will need to modify include:

- Staff will need to complete additional outreach with the Chinese and Korean populations within Ames to better understand if there are any challenges that make using CyRide difficult because of language differences.
- CyRide will need to complete additional research to determine the number and percentage of Limited English Proficiency individuals within the Chinese population in Ames.

Modification to CyRide's Title VI Policy Statement reflects a new legal ruling eliminating the 180-day filing deadline.

CyRide will have 30-days from receipt of the draft document to comment and then 90 days after the final document is completed to correct and comply with all Title VI requirements.

FY2011-2013 BUDGET CONSTRAINTS: Director Kyras explained that since the Transit Board's approval of the 2011-2012 budget in January of this year, one significant change was impacting the budget – the price of diesel fuel. In the current year, 2010-2011, the closing balance will reflect an additional expense of \$55,000 in fuel, leaving the closing balance at 7.3%, a reduction from the approved budget of 8%.

Additionally, CyRide contracted for eight months of fuel during the FY2011 – 2012 budget year at an average of \$3.045 a gallon, which will be \$91,000 higher than approved in the budget. The four months that CyRide is not under contract, July 2011 and April – June 2012 could average \$3.30 per gallon based on current trends. The highest price per gallon CyRide has paid to date is \$3.42/gallon. The budget impact from the fuel contract will be approximately \$113,000. The possible budget impact from fuel expenses for the combined current and next year could be as high as \$259,000.

On top of fuel prices, the House of Representatives has proposed a 28% reduction in federal FY12 funding, which would further impact CyRide's FY2012-2013 budget. This level of cut amounts to \$392,000 less for CyRide.

To make this situation more challenging, Iowa State University enrollment projections continue to be strong indicating that ridership will increase at a time that it has fewer dollars to address the need for more buses to carry the additional riders.

The last time fares increased was in 2004.

Director Kyras explained a possible study that could be conducted to provide options for service cuts or fare increases to address this budget shortfall.

- Studies on fare increases and service reductions. The timeline for these studies could be May – public meeting, provide information from meeting to transit board in June, develop fare study and identify service reduction packages over the summer (based on public input), public meeting in August when students return and present this information to transit board, review options in September with possible service modifications in January.

Trustee Madden indicated that he expected that there could not be additional funding from the University. The discussion turned to the possibility of fare increases. CyRide staff indicated that staff had taken a preliminary look at cash fares at other systems in Iowa. They range from 75¢ to \$1.80. She indicated that a fare study would include similar transit systems around the nation as well as Iowa as well as an estimate of what an increase would do to ridership. She indicated that fare packages could be developed and then presented to the transit board for their consideration. It was discussed that this would be challenging with the increase of 500 students above next year. Trustee Schainker indicated that when the three-party funding agreement for CyRide was created, a portion of the students contribution was to pay for fares so any cash/pass increases would also need to be reflected in a higher amount of funding from the students.

Steve Schainker asked the Director what type of information could be gained from the public meeting. The Director indicated that criteria could be developed to look at service reductions such as where CyRide's heaviest ridership was generated; service delivery to all areas of the community (route coverage); weekdays versus weekends etc. The staff could ask the public what they want CyRide to maintain as well as areas of service that are less important.

After much discussion, transit board members felt it was important to have public input and maintain the quality of service and not leave passengers at bus stops. It is important to disperse the survey through e-mail to ISU students. President Anders indicated that he felt it was also important to educate the public on the cost of operating a motor vehicle. Board members requested that staff present the public meeting findings and begin analyzing services and fares.

CYRIDE PROJECT PRIORITIES Director Kyras discussed the pending projects as requested by the Transit Board at the April meeting. Staff divided its work into three areas: 1) Daily Service Delivery; 2) Required projects that are a result of federal, state, local obligations; and, 3) special projects such as contained in grants.

List of special projects staff is asking for the transit board to assist in prioritizing or give direction are:

- 1) RFP for Scheduling Software with beginning timeline of April 2011. Length of time to accomplish – 4 months.
- 2) TIGER III Grant Application that could fund the second phase of the Intermodal Facility. Length of time expected to complete – one month.
- 3) RFQ for Architectural/Engineering Service for building expansion, flood protection, ceiling height and reconstruction. Length of time to complete – 4 – 5 months.
- 4) RFP for Alternative Analysis – modification of Orange route into a Bus Rapid Transit Corridor for higher quality service. Length of time – 4 months.
- 5) Bus Shelter Implementation – Installation of bus shelters within the community. Portion of this funding lapses on June 30, 2011.
- 6) Fare Analysis – length of time 4 – 5 months.
- 7) Service Reduction Scenarios – length of time 4 – 5 months.
- 8) RFP for Bus Tracking System – length of time 4 months.
- 9) State Technology Grant Application for Bus Tracking System – goes hand-in-hand with previous project and is estimated to take one month.

Steve Schainker indicated that he felt the Fare Analysis and Service Reductions, # 6 and 7 were the highest priority and have significant impact to CyRide with #4 – Alternative Analysis being the lowest priority. Transit board members agreed on #4 being the lowest priority, but there was further discussion on the top priorities. Trustee Choi indicated that he believed the bus tracking project was a high priority. Trustee Madden indicated that project #3 for the flood protection was a high priority. Director Kyras indicated that there did not seem to be a consensus except for project #4, so staff would reexamine the remaining projects and staff workloads to try to move forward simultaneously on as many projects as possible.

TRANSIT DIRECTOR'S REPORT:

- EEO Plan submitted March 30, 2011 and approved April 1, 2011.
- Update on the Intermodal Facility, no major issues, schedule moved back.
- VEISHEA ridership grew approximately 3% from the previous year and went very smoothly.
- The new apartment complex, The Grove, has requested a proposal for additional bus service to this area to be paid by the Grove. Staff will complete this proposal.
- CyRide Bus Roadeo that has not been held for several years is being organized by employees with CyRide managers help and is scheduled for Saturday, May 14 at the Iowa State Center parking lot.
- The state has asked for revisions to the existing Heartland Senior Service contract. It is staff's hope to have this revision ready to present to the Transit Board at the June meeting.

TIME AND PLACE OF NEXT MEETING: June 9, 2011 at 11:30 a.m. at the CyRide Conference Room location.

ADJOURN: Meeting adjourned at 6:38 p.m.

Bob Anders, President

Joanne Van Dyke, Recording Secretary