

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

February 17, 2011

The Ames Transit Agency Board of Trustees met on February 17, 2011 at 5:00 p.m. in CyRide's Conference Room. President Anders called the meeting to order at 5:08 p.m. Trustees in attendance were Anders, Pinegar, Choi, and Schainker. Absent: Trustees Madden, Wacha.

APPROVAL OF MINUTES: Trustee Pinegar made a motion to approve the minutes from the January 20, 2011 Ames Transit Agency Board of Trustees Meeting, as well as the minutes from the February 4, 2011 meeting. Trustee Choi seconded. Ayes: 4, Nays: 0. (Motion carried unanimously.)

BUS TRACKING: Director Kyras summarized a meeting held on February 2, 2011 with the GSB regarding three software/hardware package options available for the purchase of a bus tracking technology program with the vendor, NEXTbus. The three options reviewed were: 1- Base Option, 2- Base Option with 4 Smaller Signs and 3- Base Option with 4 Larger Signs. She indicated that she received positive and supportive feedback from those in attendance at the GSB meeting to purchasing the NEXTbus system. The GSB account balance was discussed at the meeting.

Trustee Madden arrived at 5:11 p.m.

Upon review, it was decided that any of the options could be supported by the GSB Trust Fund. Option 2, which includes four smaller signs on campus, was chosen by GSB.

Director Kyras discussed the next steps that could be taken if the Board decided to proceed with the purchase of this system. If the Transit Board decided to approve the purchase at this meeting, the next step would be to obtain a purchasing policy waiver from the City Council at the March 1, 2011 Council meeting, as NEXTbus is the only system that matches the demand for text messaging, telephone service and has more robust technology than other service providers. Director Kyras also stated that she obtained information from Iowa City regarding their selection of NEXTbus and the waiver of their purchasing policy. Iowa City found that NEXTbus was the only company able to meet the parameters that they were demanding. She indicated, after obtaining the waiver, the next step would be to have the City Council approve a contract from NEXTbus at their March 22, 2011 meeting.

Trustee Schainker discussed having signage off-campus, to show integration in the system. Trustee Choi voiced a concern for the additional costs in adding signs off-campus. Further discussion took place regarding the signs on-campus. Trustee Choi stated that the 4 signs/2stops on-campus could possibly serve as a pilot program, so that the costs could be better understood. Director Kyras added that the costs for each sign is

on-going, aside from the initial set up costs, and indicated that each signed added an estimated \$20 operating fee and a \$20 cell phone or Ethernet fee, for a total of around \$40 per sign, per month. There were additional concerns expressed about the funding beyond the 3rd year. Trustee Schainker asked if there were considerations by the GSB to go beyond the 3-year funding. Director Kyras referenced the GSB resolution, which states they will fund for at least the next 2 years, after the first year, citing the “at least” language. Trustee Anders added that at some point he would like to see a sign off-campus, to show commitment to the public’s needs as well. It was also discussed that more community presence could be obtained in places with existing signs in the community or campus that may be able to receive RSS feeds with the NEXTbus information, with no additional costs to CyRide. Trustee Pinegar added that every bus stop sign would have a sticker that could be scanned with a Smartphone to obtain the NEXTbus information.

Trustee Pinegar made a motion to approve alternative 1, approving implementation of the bus tracking system with a purchasing policy waiver to contract directly with NEXTbus. Motion seconded by Trustee Choi. Ayes: 5 Nays: 0. (Motion carried unanimously).

INTERMODAL FACILITY PROJECT/CONSTRUCTION MANAGEMENT

CONTRACT: Director Kyras reviewed the Project Management and Construction Agreement, noting that the most recent changes are in red type. Prior to the meeting, John Harvey, Project Manager, of ISU Facilities Planning and Management reviewed the agreement with Director Kyras. Both of these documents were presented for review to the City Attorney, Doug Marek. Director Kyras stated that City Attorney Marek’s changes are in red and that Marek wanted this in an agreement format with the compensation laid out more clearly. Specifically, requesting that additional documentation regarding the compensation and an invoice from Iowa State University for the cost.

Director Kyras shared that the FTA has requested several changes to the agreement as well. Mr. Harvey indicated that he concurred with the changes stating that Iowa State University already does the items they are requesting as part of their normal process.

Director Kyras also added that the most current agreement is fashioned after the Furman Aquatic Center Agreement. Further, she stated that the amount that was originally budgeted was \$440,000 for project/construction management services, but the project estimate has since been reduced to \$345,210.

Trustee Schainker made a motion to approve alternative 2, which includes the “not to exceed language”. Motion seconded by Trustee Choi. Trustee Madden abstained from voting. Ayes: 4 Nays: 0. (Motion carried.)

INTERMODAL FACILITY OPERATING AGREEMENT: Director Kyras indicated that the Federal Transit Agency had requested several changes to the agreement. She added that the original goal was to have this agreement complete before awarding the construction bids for the Intermodal Facility, for which the FTA’s deadline for award of the construc-

tion bid is March 15, 2011. Discussion ensued regarding certain clauses in the agreement. Trustee Madden expressed concern about clauses in the agreement that give the Ames Transit Agency Director sole discretion in terminating the agreement. He stated that he did not see that many of the clauses were relevant around the operating agreement under FTA provided money. Director Kyras provided an example of parking revenue that would be generated by the Intermodal Facility. She indicated that the FTA sees this as money generated by their asset. Trustee Madden explained that the revenue would not be realized unless it is being spent by the Transit Agency. He would like to see that the parties that have investment in the Intermodal Facility be reimbursed first, before being utilized by the Transit Agency.

Director Kyras stated that the contract values in the Operating Agreement were a determining factor in the clauses that the FTA was requesting within the agreement. She added that if the revenue is coming back to the Transit Agency, the board would decide how it is used. Director Kyras also stated that the FTA is requiring that the Ames Transit Agency Director be listed in the clauses because CyRide is the legal entity receiving the funds and the Director is the person who has been given the authority to sign on behalf of the agency and administering the grants on behalf of the Board of Trustees. She offered that an alternate person could be identified as the person administering the grants.

Trustee Schainker stated that according to the agreement, the Transit Agency is an ongoing entity with sufficient funds being verified or controlled by the City Manager and VP of Business Finance. Director Kyras confirmed that the FTA would like language in the agreement stating the account balances could be transferred to the Transit Agency more frequently than at the termination of the agreement.

Trustee Madden also pointed out an issue with the Ames Transit Agency Director having sole power in the Dispute Resolution clause, as it is not unbiased. Director Kyras indicated she would turn to the board for direction on a matter of this nature and not make a unilateral decision. Further discussions and a request was made by Trustee Madden develop a separate memorandum or Board of Director's Resolution about the steps to follow regarding the termination under this clause in the contract.

Trustee Madden motioned to accept the agreement, with the understanding that a clarifying memorandum or Board of Director's Resolution would be done to clarify the process. Motion seconded by Trustee Schainker. Ayes: 5, Nays: 0. (Motion carried unanimously.)

INTERGOVERNMENTAL AGREEMENT: Director Kyras shared that the City Attorney has reviewed this agreement. She explained that the length of the agreement changed from a 5-year agreement, to a 10-year agreement and that CyRide is now identified as an agency of the City of Ames. There were updated copies of the agreement distributed. Director Kyras added that the approval would be needed by the Transit Board, GSB, City Council and then the Board of Regents and ISU.

Trustee Pinegar made a motion to approve alternative 1, with the agreement effective from 2011-2021. Motion seconded by Trustee Madden. Ayes: 5, Nays: 0. (Motion carried unanimously.)

REGIONAL SERVICES: Director Kyras shared that she was prompted by an Ames City Council member to explore the regional transportation services available for commuters into and out of Ames. Statistics were reviewed regarding the employment dynamics of those who work in Ames and where they live, as well as where people live that work in Des Moines. She shared that expected fuel increases could cause more requests for an alternative transportation service. Trustee Madden stated that long-term strategies should include exploring Regional Services, but current workloads would limit short-term devotion of resources. Director Kyras stated that she attended a Des Moines Metropolitan Planning Organization meeting to review a proposal from a private carrier looking to provide service from Des Moines to Ames. At this meeting, Director Kyras shared her opinion that the private carrier may be looking at an incorrect business model to meet the needs of those commuting. She stated that she would like to continue to be a part of conversations regarding Regional Transit, in order to be aware of future plans, but would not actively analyze regional service options.

TRANSIT DIRECTOR'S REPORT:

- Director Kyras reported that the FTA is asking if Ames Transit Agency would be interested in seeking funding for the second phase of the Intermodal Facility. She shared that because of FTA stipulations, the construction of a surfaced parking lot in phase one would need to be demolished for phase two of the construction project and the value of the surfaced lot would need to be repaid to the FTA. Director Kyras said that John Harvey, Project Manager for Iowa State University, would be reporting back on the cost of the lot.

Trustee Madden expressed that the Ames Transit Agency should maintain interest in additional funding, since there is uncertainty on the timeline of such availability. Director Kyras shared that according to the FTA, there could be a significant amount of funding available in the near future, but it would most likely require a local match of twenty percent. The cost of repayment of the demolished surface parking lot would be in addition to the in-kind contribution of the land used to meet the 20% local match requirement. There were further discussions about the concern of availability of parking in the campus town area. Based on the conversation, Director Kyras determined that the consensus was that Ames Transit Agency would still be interested in additional funding for further construction of the Intermodal Facility Project and that she would conveyed this interest to the FTA.

- Performance Measurement for the Intermodal Facility will be done over the next 4 years to assess the number of passengers on the various carriers that will be using the Intermodal Facility. Director Kyras asked if the board would prefer a groundbreaking or a ribbon-cutting ceremony for the Intermodal Facility. The board consensus was to have a ribbon-cutting ceremony.

- Seven bids were received for fuel purchase contracts. Contracts will cover 4 time periods, at a rate between \$3.02 and \$3.07 per gallon. Only \$2.50 per gallon was budgeted for fuel. The contracts will make up 54% of the annual diesel consumption, with around 168,000 gallons. The total of the contracts is \$511,698, which averages \$3.05 per gallon. The contracted rates will begin in August and continue through this time next year.
- Director Kyras met with Congressional staff in Washington D.C. at the end of January. She found out that there were no earmarks for funding and that there will be Federal Transit cuts. The extent of the cuts could result in funding similar to that of 2008, or \$170,000 less than what is currently received.

QUARTERLY REPORT (OCT - DEC 2010): Director Kyras shared with board members the trends in statistics for the fourth quarter of 2010. Ridership remained stable, increasing .2%. System-wide trends show farebox revenues have increased 6.8% in the second quarter. Mechanical problems also rose due to issues with the new buses. A majority of the mechanical issues are a result of the sonar, used to open the doors, which has since been resolved. There was also an instance where the cleaning of several buses drained the batteries over the Thanksgiving Break, which skewed the number of mechanical issues.

Other trends included a decrease in negative customer comments and driver late arrivals, a decrease in Dial-A-Ride ridership, and an increase in Moonlight Express ridership.

Trustee Choi posed a question of the current mileage per gallon of the Hybrid buses. Director Kyras responded that the buses are currently operating as diesel buses because of the variance in how we drive and how the buses were programmed and tested. The manufacturer is currently gathering data to develop a new program to resolve mileage per gallon issues.

TIME AND PLACE OF NEXT MEETING: March 29, 2011 at 5:00 p.m. in the CyRide Conference Room.

ADJOURN: Meeting adjourned at 6:12 p.m.

Robert Anders, President

Julie Merges, Recording Secretary