

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

August 20, 2012

The Ames Transit Agency Board of Trustees met on August 20, 2012 in the conference room at CyRide. President Anders called the meeting to order at 5:15 p.m. Trustees in attendance were: Anders, Rediske, Leines, Schainker, and Wacha. Absent: Trustee Madden.

PUBLIC IN ATTENDANCE: James Heggen, Ames Tribune.

APPROVAL OF MINUTES: Trustee Wacha made a motion to approve two sets of minutes of the June 25 and July 6, 2012 transit board meeting. Trustee Leines made a motion to approve the minutes. Motion seconded by Trustee Rediske. (Ayes: Four. Nays: None). Motion carried.

PUBLIC COMMENTS: None.

Trustee Madden arrived at 5:17 p.m.

ELECTION –AAMPO REPRESENTATIVE: Director Kyras noted that a decision regarding the nomination of an AAMPO representative was tabled at the June 25, 2012 and that Transit Board representatives will need to elect a representative at this meeting.

Trustee Leines made a motion to nominate Trustee Rediske. Motion seconded by Trustee Wacha. (Ayes: Five: Nays: None). Motion carried.

FY12 FEDERAL OPERATING GRANT APPLICATION APPROVAL: Director Kyras explained that Congress has completed passage of a new Transportation bill and, as a result, CyRide has been provided an estimate of its federal funding level of \$1,530,000, which is an increase of \$10,702 over the budgeted amount for 2012-2013.

Shari Atwood, Transit Planner, explained CyRide submits a federal grant application every year. CyRide's formula dollars are based on six categories receiving STIC funding. For each performance criteria CyRide exceeds larger transit systems, CyRide receives a small stipend. One hundred percent of the funding request is for operating money, with a portion of that funding transferred to the capital budgets to pay for projects approved in the Capital Improvement Plan requiring a 50% local match. There was a smaller number of small transit agencies receiving STIC funding this year; therefore, transit systems received \$131,515 per criteria, overall CyRide achieved five criteria contributing to its \$1,540,702 federal share. The STIC funding will change dramatically next year due to the new transportation bill, MAP-21. Nationally, STIC funding will increase from 1% to 1.5% of the total formula dollars available.

Trustee Schainker made a motion to authorize the Transit Director to execute and file a Section 5307 grant application for \$1,540,702 to the Federal Transit Administration. Seconded by Trustee Leines. (Ayes: Five: Nays: None.) Motion so moved.

BOILER REPLACEMENT PROPOSAL APPROVAL: Director Kyras explained that, as part of the City's capital plan and CIP 2012-13 budget for building improvement, CyRide was scheduled to replace two boilers that are original to the building, are 29 years old, and have met their useful life. Their replacement will improve CyRide's energy efficiency. As part of the 2012-2017 CIP, their replacement cost is estimated at \$75,000 and will fund with 100% local money.

Rich Leners, CyRide's Director of Fleet and Facilities, distributed a Request For Proposal for a boiler that would best fit the facility with, which included an option to integrate with CyRide's maintenance software programming system. CyRide received three proposals with Mechanical Comfort being the lowest proposer and receiving the highest rating portion per the evaluation criteria. Total cost for the two boilers with optional interface was \$89,345. This cost is over the CIP budgeted amount and CyRide staff's recommendation to balancing the budget is to delaying another project, actuated shutoffs for fueling, one more year.

Director Kyras explained the decision to delay the actuated shutoffs indicating that if funds were available at the end of the year, CyRide staff would work through the process to complete the project.

Trustee Schainker made a motion to move forward to approve the award of the boiler procurement, including proposal alternate #1 for Solidyne interface, to Mechanical Comfort of Des Moines for a total of \$89,345. Motion seconded by Trustee Wacha. (Ayes: Five. Nays: None.) Motion carried.

INTERMODAL FACILITY UPDATE AND ADDITIONAL ELEMENTS: Director Kyras updated the transit board on the Intermodal Facility budget in its efforts to spend down the remaining funds on this project. The facility is fully open as of August 13, 2012 with the staircase completely finished both structurally and cosmetically. With the completion of the project under budget and the Federal Transit Administration's request to use 100% of the funding, the project team has added elements into the project.

Director Kyras checked with Mark Miller, ISU Parking Manager responsible for operation of the Intermodal Facility's daily operations, on the number of permits sold and as of today all surface and uncovered spaces are sold, 173 uncovered spaces at \$115 and 36 covered spaces are sold at \$345. There are approximately 150 more covered spaces available, not including the metered spaces, and there has been no interest to-date in the vanpool spaces. Director Kyras shared that she thought the vanpool spaces might be purchased but need to be advertised.

Director Kyras stated that a Letter of Substantial Completion, dated August 13, has been received. This means, that the warranty period began as of this date.

The Arboretum bike path construction, as part of this project, began August 1 and is to be completed at the end of September. Because the Ames School District will be selling their land along State Street, there was concern raised about where the alignment of this path should go west of the Intermodal Facility. Director Kyras indicated that she had talked with Damion Pregitzer, City of Ames Traffic Engineer, to see if plans for the School District land had been developed so that the alignment of the two pieces of the path could connect. He indicated that the City would require the developer to line up with the Facility's bike path.

President Anders asked if there would be any formal crossing at the west side of the Facility because cars will enter from the east. Trustee Madden suggested a new study for this area to see if there is enough traffic to warrant a crossing. He also shared that ISU is developing a new access to the old Cross Country track area.

Director Kyras explained at this time, the facility has a total construction cost of \$7,545,668.75 and with pay applications and change orders that are pending, this raises the total to \$8,961,000. Total revenue for the project is \$9,200,500, leaving a little over a quarter million dollars to spend at FTA's request.

The three additional project elements the team feels comfortable moving forward on at this time are:

- First - Sheldon Avenue entrance monument sign at a price of \$10,000.
- Second - Furniture in the management office. Currently there is only a counter in this location and the Director suggests purchasing furniture for this area.
- Third is the artwork. The Ames Commission on the Arts has commissioned art for the art pad. Their intention is to contract for an art piece at this location for \$3,000 per year. FTA strongly encourages art in transit projects. The price of art piece, chosen by the selection committee, is called "Two Moons" and is \$25,000.

Trustee Madden does not have any problems with the three projects, but before the money is spent, Jerry Stewart, ISU Public Safety, brought another concern to his attention that needs to be addressed. ISU would like a fiber connection from the facility to campus, electronic locks on the restrooms (so transients are not living at the facility), and a different camera system installed. The fiber connection would need to tunnel under Lincoln Way to connect to the Black Engineering building on ISU's campus.

Trustee Madden's recommendation is to delay the artwork because the artwork is luxury not essential to the project. Director Kyras indicated that, in light of the Board's discussion, she would revise staff's recommendation to move forward with the first two elements and delay the artwork until a decision is made on the technology. In addition,

Trustee Schainker suggested adding the word “parking” to the monument sign because visitors need to know this facility is a parking ramp.

Director Kyras indicated the project team had worked through, what it thought was a resolution, on the technology for the facility. She indicated that the technology currently placed in the facility was a result of timing and what could physically be placed in the facility as it was designed. Further discussion took place and mentioned parties will resolve technology and electronics before additional funds are committed to other aspects of the project.

Trustee Wacha made motion to proceed with the Sheldon Avenue sign and the management office furniture. Motion seconded by Trustee Schainker. (Ayes: Five. Nays: None.) Motion carried.

Trustee Schainker made a motion to study the camera system and locks on the bathroom doors for Iowa State University and ISU Police Department as directed by Trustee Madden. Motion seconded by Trustee Wacha. (Ayes: Five. Nays: None.) Motion carried.

APPROVAL OF INTERMODAL FACILITY CHANGE ORDER: Director Kyras indicated that she had received another change order #55 for Fire Extinguisher Cabinets in the ramp that would require Transit Board and Council approval. Fire extinguisher cabinets were required in the parking ramp per city code.

Trustee Schainker made a motion to approve change order #55 to Weitz Company for an additional \$1,900 for fire extinguisher cabinets in the parking ramp. Motion seconded by Trustee Leines. (Ayes: Five. Nays: None.) Motion carried.

ORANGE ROUTE SCOPE OF WORK APPROVAL: At the June meeting, the transit board agreed to move forward on the Alternative Analysis study for the Orange route to provide a higher level of service to the route. Funding for this study is estimated to cost \$200,000 using 80% federal and 20% local match dollars.

List of initial questions that could be answered by this study were shared with transit board members in June for review and questions addressed at that time. From that discussion and board consensus to proceed with the study, a scope of work was put together that incorporated that information. Each proposer will be asked to develop a scope of work and tasks addressing these questions. This is a different format than typical proposals, which will include two public meetings. It is anticipated that the proposal requests can be distributed by September 15.

Director Kyras wanted the transit board to review the scope of work, which had incorporated these questions previously discussed with the board, to determine if the study would provide the answers that the board desired from the study. Look at the

questions and develop task one more time. Minor changes were suggested and will be made to the document before its distribution. Trustee Schainker suggested every resident on Beach Avenue, between Lincoln Way and Mortensen Rd, apartment complexes and private property owners who could be impacted, should be receive a personal invitation. City of Ames' Traffic Engineer should be involved too. He indicated that the city can provide a list of names and addresses.

Trustee Anders inquired if the study would include a review of whether there would be a cost to park at the ISC commuter parking lot. Trustee Madden shared that the university had looked this question last year and for the immediate future did not see the potential.

The articulated buses that will be used on the Orange route are to arrive mid-October. As with all new buses, there is a learning curve, but NOVA provided a demonstration bus to CyRide for training purposes. CyRide staff members traveled to the Champaign Urbana transit system a couple of weeks ago to observe their system and operation of their articulated buses. This system uses articulated buses for their commuter lot.

Director Kyras shared with board members the challenge of funding a bus rapid transit will pose to the community, but indicated that the answers about how to most efficiently provide service along the route with anticipated funding would benefit the community. The cost is \$12 million cost and the community would need to come up with \$6 million.

Trustee Madden motioned to move forward with changes/corrections to the Scope of Work. Trustee Rediske seconded. (Ayes: Five. Nays: None.) Motion carried.

President Anders acknowledged the CyRide staff for the excellent article in the ISU booklet and providing information on CyRide for Iowa State as the "key to Ames".

QUARTERLY OPERATIONS REPORT:

Highlights of the last quarter (year-end) for 2011-2012.

- Ridership up 5.5%. Odyssey of the Minds (OM) was a significant impact; otherwise, it would have been about a 5% increase without OM.
- Farebox revenue is up 24%, moving in the right direction.
- Maintenance - bus interiors cleaned up 58.5%.
- Mechanical problems significantly lower at year-end, -42.9% mainly due to the newer fleet.
- Average diesel miles per gallon remained the same; hoped for a decreased, but had more miles.
- Maintenance expenses 4.4% higher.

- Fixed route accidents lower, year-end -6.3%.
- Complaints are misleading because compliments included with complaints so carrying more passengers with fewer complaints.
- Dial-A-Ride ridership up 19%, but farebox revenue down.
- Operating cost is significantly higher.
- Experiencing some challenges with HIRTA providing service in Ames and have another meeting scheduled to work through the problems.
- Moonlight Express ridership is up 20.7% with year-end ridership, 80,748.

TRANSIT DIRECTOR'S REPORT:

- CyRide staff met with the ISU Special Student Fee and Tuition Committee to look at the student fee needed for the 2013-2014 budget year. The current fee of \$62.61 per full-time semester is adequate with no increase. Director Kyras indicated that CyRide staff had also discussed increased enrollment and the pressure that this would cause during the next school year. As a result, the committee approved an additional 25 hours of services and moving \$238,500 from the GSB Trust Fund to CyRide's operating budget to provide the additional service needed to carry more riders. She indicated that CyRide would not transfer all of the funds if not needed. Next couple of weeks will determine if CyRide needs the additional service and Director Kyras will report to transit board.
- Aqua route ridership through July was 42% higher than last year. Weather affected the ridership on the Aqua route. Staff reviewed the east portion (City Hall) and the west portion (Beyer) to see if there is any difference with ridership, but proved to be about equal. CyRide received several complaints on the schedule because the service is timed in both directions and City Hall meets the connection, but passengers from west side miss their connection. CyRide staff will look at this route in the fall during budget discussion.
- CyRide will host the IPTA annual meeting for June 2013 and the State Bus Roadeo. This will be a four-day event with approximately 150 participants.
- NextBus update: Last week installation of equipment was completed on buses. Staff is still working with Nextbus on the route software portion of the program, but hopes to have it working by the end of September. An unexpected challenge with the project with the Verizon network it will work on. Additional testing is required, which will delay the project. NextBus will install AT&T equipment for the fall and then replace, at their cost, the equipment with Verizon in December. Only wrinkle is the network is to be on Verizon coverage, but NextBus works only with ATT. Since ATT's coverage is not very efficient in this area, NextBus installed ATT and at NextBus cost, when testing is complete, will switch out with Verizon.
- Building expansion and flood protection update: Drawings are 95% complete; however, the original estimate was \$600,000 over budget. Project team will need to cut items from this project. Staff hopes to have this information for the September Transit Board meeting.

- URS has requested an increase in their fees for additional work. URS was to design a bus storage facility only and as discussions began, CyRide had no place to repair the articulated buses so this feature was added to the project. URS has requested another \$16,720, which is an increase of 3.2%.
- New Transportation Law passed and the new name is MAP-21. Director Kyras to provide information at the September meeting as she obtains a better understanding of the new law.
- Property Insurance: Director Kyras and Tom Davenport met with the City's Risk Manager to have a better understanding of what the coverage and premiums would be for the 2012-2013 budget. Different coverage – different premium – different philosophy. Coverage was reduced from \$28 million on the building to \$6 million on the fleet and building.
- The “unaudited” operating expense is down 2% because of lower snow removal and driver overtime down significantly. Also there was a fuel adjustment at year-end.
- Operating revenue: there was an adjustment with GSB fee revenue, it was \$185,000 lower due to overpayment in previous years. Closing balance at 8.2% because of reduced expenses 10.8%.
- Nine buses parked outside of the facility until the building expansion is complete, which will house eleven buses.

TRUSTEE ITEM: No information.

SET TIME AND PLACE OF NEXT MEETING: September 20, at 5:15pm

Meeting adjourned at 6:21pm.

Robert Anders, President

Joanne Van Dyke, Recording Secretary