

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

October 15, 2012

The Ames Transit Agency Board of Trustees met on October 15, 2012 in the CyRide Conference room. President Anders called the meeting to order at 5:18 p.m. with Trustees Anders, Rediske, Leines, Madden, Schainker, and Wacha present.

**PUBLIC IN ATTENDANCE:** James Heggen, Ames Tribune.

**APPROVAL OF MINUTES:** Trustee Wacha made a motion to approve the September 20, 2012 minutes. Trustee Leines seconded motion. (Ayes: Five. Nays: None). Motion carried.

**PUBLIC COMMENTS:** None.

**FACILITY CONSTRUCTION PROJECT PLANS AND SPECIFICATIONS:** Director Kyras gave a quick overview of the four priorities involved in the construction project as well as the state and federal funding for this project.

- First area is bus and storage expansion and the expansion will include space for 11 vehicles to accommodate the nine buses parked outside the facility this fall.
- Second area is to raise the ductwork in the oldest portion of the building so hybrid buses have clearance to pass through the building freely.
- Third area is the flood protection of the facility.
- Fourth area is to complete repairs in the wash bay area that is deteriorating.

CyRide acquired \$5.9 million in state and federal funding to complete the four projects. Of the \$5.9 million, \$524,299 is for architectural fees, constructional testing needed for the project and a field survey to locate all underground lines. A construction contingency of 8% is built into the construction budget, \$430,848, is available, leaving \$4,954,754 available for the construction bid budget.

Director Kyras told the transit board that CyRide staff shared the same information and drawings with ISU FP&M staff prior to the board meeting. The addition and changes to the scope of the four areas were discussed extensively with URS Corporation and now it is up to the transit board to review the plans URS Corporation provided for the building's addition and flood mitigation. Director Kyras turned the meeting over to Peter Styx with URS Corporation, joining the meeting via conference call, and Brent Schipper, with ASK Studio, to continue with the presentation and to answer questions from the transit board. Peter Styx told the transit board what can be expected during each phase of the construction process during the slide presentation. He shared that the final estimate \$5.993 million is a little over the funding available, but that he felt that the scope of the work for the project was appropriate for the budget.

Flood mitigation is little under a million dollars and Peter Styx told the transit board what drove the cost up was the floodgate at a cost of \$552,000 that was not envisioned in the original concept. The floodgates chosen for the project rise automatically, do not require mechanical or electrical service, and are not dependent on CyRide staff to put in place. Peter Styx told the transit board to think of it as a piece of Styrofoam that actually rises and lowers with floodwaters and is virtually foolproof.

Trustee Madden shared a concern that the flood gates would not automatically rise when they needed. Trustee Madden questioned where it could be tested manually or periodically to make sure that it operates when the time arises. Mr. Styx said there is no way to test its operation other than raising it manually or creating a pool of water around it. He indicated that adhering to the manufacturer's maintenance schedule was the best method. Other transit board members questioned the reliability of this type of flood mitigation system if it can sustain the traffic volume from the vehicles driving over it and holding up under Iowa winter conditions. Mr. Styx told the transit board that there are several locations where these systems are installed in the United States, such as Rochester, NY, and did not know how or if they test their operation manually. Following a lengthy discussion, the transit board arrived at a decision that Mr. Styx would contact the manufacturer for answers to the transit board's questions and find other businesses that had this type of flood system installed.

CyRide's staff concern is how CyRide operates during the construction, as the challenge will be getting buses in and out during the expansion process. Mr. Styx was charged with setting up a phasing system so CyRide could operate during the construction period. Mr. Styx told the transit board typically a phase will be completed from start to finish before another section is started. There will be no access to the fueling lane for 30 days to allow the contractor to complete all the underground work. Buses will not have access to the bus wash and that a fuel truck will be located at the facility to fuel the buses. This will occur in the summer when fewer buses need to be serviced on a daily basis. Fueling off-site was discussed and explained that it would add time and cost to move the entire fleet through another location.

Trustee Madden asked if the new addition qualifies as a LEED Certified building. Mr. Styx indicated that the paperwork is together and designed to reach the standard to meet a "certified" level for the bus storage system.

Peter Styx explained to the transit board the proposed schedule to begin with release of the bid documents in the first part of January 2013 with bid opening the end of January; allowing 3 to 4 weeks to go through the contractor bids and city approval with notice to proceed. The contractor will then mobilize in March and begin construction the second week of April. He indicated that a majority of the disruptive work would occur from May 13 to the second week in August 2013. Substantial completion is set for ISU's 2014 fall session and gives CyRide the ability to get everything back in place before school resumes in the fall.

Trustee Madden suggested talking with Cathy Brown, ISU FP&M, because there could be a major connection to the gas line along University Blvd. and this might delay the expansion project if the west driveway, Phase 2C, is to be closed through the completion of this phase.

Director Kyras discussed with the transit board how ISU's wind turbine project and CyRide's construction project would be coordinated and any risk to the facility if the turbine was to fall over.

Peter Styx mentioned there are a couple of deductions - east side metal panels back to a regular wall deduction of \$40,000 to \$50,000 and electrical conduit panel with an approximate deduction of \$30,000. There is a possible total deduction of \$80,000, which is part of the \$4.954 million construction budget, which includes contingency.

Trustee Madden made a motion to approve Alternative #1, CyRide's construction plans and specifications for release of bid documents at the beginning of January 2013. Trustee Redinske seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**2013-2014 SERVICE REQUESTS:** Last month Director Kyras discussed the affect that MAP-21 had on CyRide's budget. Each year, CyRide staff prepares information for the transit board on staff's service suggestions and passenger service requests. From this list, CyRide staff asks the transit board to prioritize and determine what services they are or are not interested in including in budget options provided to the board in December. Director Kyras then briefly summarized each service request that had been received from staff or the public.

**Aqua Route** - There are two "legs" on this route and CyRide received complaints from passengers over the summer that the west leg from the Aquatic Center to Beyer Hall did not meet connections with other routes. However, the City Hall portion does meet connections with other routes, and CyRide's staff's recommendation is to continue the east leg of the Aqua route from City Hall and eliminate the west leg to Beyer Hall. There is no cost impact for this change, it provides better travel time for CyRide passengers and it doubles the amount of trips from City Hall to the Aquatic Center.

The next three service requests were recommendations from CyRide Staff with the other seven service requests received from passengers.

**Additional 2012-2013 Hours of Service** - The GSB Government of Student Body (GSB) budgeted up to \$238,500 in funding from the CyRide Trust Fund to cover the cost for the additional hours of service. This additional funding will provide up to 25 trips per day and CyRide expects to add 22 additional trips based on the current service level and trends from winter months. CyRide would recommend this be incorporated into the baseline budget option of the 2013-2014 budget.

**Impact of 2013-2014 Enrollment** - ISU is on an upward enrollment trend and instead of coming back to the GSB each year if enrollment increases; CyRide staff indicated that this impact could be built into the budget for next year by some dollar amount based on best estimations of enrollment changes. Trustee Madden indicated ISU's enrollment going forward is moderate and does not see the big enrollment jump like this year, but also does not see any decline. CyRide staff will look at the impact this plays on CyRide with the updated enrollment projections currently being assembled by ISU for the future.

**Sunday Blue Route** – The request for additional service for Sunday S. Duff Blue Route has been discussed for the past several years. Many of the trips on this route carry over 60 passengers per trip and CyRide's suggestion is to add one bus from S. Duff/S. 3<sup>rd</sup> to Friley, between the hours of 11:00 a.m. and 5:00 p.m. running every 20-minutes, to maintain the additional ridership.

The following service requests are requests by passengers or residents of Ames.

**Service to Northridge Heights Subdivision** – Residents have requested some type of bus service to Northridge Heights because there is no bus service within walking distance of this area.

**DMACC Evening Service** – CyRide receives requests annually for bus service after 5:30pm when transit service ends to DMACC and students have no way to get back home after evening classes. She indicated that driver's hours could be extended to provide service at 6:00 pm and then again after 9:00pm Monday through Thursday. This option has a low cost impact to the budget.

**Service to S. Duff after 6:30 at night**- Several new businesses and restaurants have opened along the S. Duff corridor and CyRide receives requests for service later in the evening. This would be a relatively low cost impact service enhancement by extending the Yellow route from City Hall, Monday through Friday, to 10:15pm and running every 40-minutes.

**Brown route (to Research Park) in the evening** – Residents who live at the Wessex Apartment complex cannot get home from evening classes at ISU. CyRide could extend this route to approximately 9:30pm so that passengers have transportation to get home at night.

**6A Brown Route Service for Wallace-Wilson** – When the Department of Residence reopened the Towers Residence Hall for students, they agreed to pay for transportation service. The ISU Department of Residence has asked if this service could be included in CyRide's budget.

**Gray Route Increased Service** – CyRide has received requests for more frequent service for the Gray Route. Service currently operates once an hour and has no evening service. Service could be extended through 9:30pm Monday through Friday, on either a 20 or 40-minute schedule.

**Cardinal Route in the summer** – CyRide does not operate the Cardinal route during the summer months and has received requests from the Department of Residence that they would like service added.

Director Kyras explained that further policy direction on which items the Transit Board might want to include in budget options would provide staff with the direction needed in the next several months to provide specific budget implications for the Transit Board's consideration in December. Director Kyras shared that CyRide Staff believes that, at a minimum, the additional 2012-2013 hours of service and the enrollment impact for 2013-2014 should be considered.

Trustee Madden talked about the 2013-2014 enrollment impact and asked if there was funding available from CyRide's GSB Trust Fund. Director Kyras said GSB has funded NextBus for the next three years and there is approximately an additional \$1.1 or \$1.2 million dollars that could be committed to service.

Trustee Schainker said the State of Iowa is proposing property tax legislation that would limit the amount of increased funding a city could levy. He indicated that this would impact the transit levy. He further stated that last year this increase would have been 1.8% and that this level would not keep up with expenditures. He suggested lobbying to exempt the transit levy from the proposed new legislation.

Director Kyras indicated that CyRide staff will bring the requested five-year proforma to the board next month. Trustee Madden indicated that next year's student fees have been set with no increase in CyRide's share of the fee. Board members indicated that they believed the Aqua route options should be further developed and that the other following options should be considered: Blue route on Sunday, 6A Brown route, current and next year's enrollment service levels.

Trustee Madden asked if CyRide was going to add dead week and finals week additional service from the Towers as was requested last spring. Director Kyras indicated that staff had reviewed the numbers and that just a few people had ridden during dead week so service would not be continued this year, but would add this additional service to finals week.

Trustee Madden asked if CyRide staff has received inquiries from the Aspen Heights Development and if it was potentially an issue. Director Kyras gave details on the meeting she and Barbara Neal, Operations Supervisor, attended with the City Development Review Committee for that site. She shared with the individual from

Aspen Heights, that as far as proximity to their development, the middle section closest to the ISU land, would not be convenient to current service and that additional riders from the other sections of the project would increase demand and the need for more buses on this route. Aspen Heights indicated that in other university towns, they have provided their own transportation.

**TRANSIT ADVERTISING POLICIES:** Director Kyras told the transit board the advertising displayed on the outside and inside of buses is under a contract with Houck Advertising that is expiring June 30 of 2013. The annual revenue from this contract is \$101,000 - \$120,000 with 51% of the revenue going to CyRide and 49% to Houck. This is a substantial amount of revenue for CyRide with the five-year average of \$108,000.

CyRide will begin developing an RFP in January 2013 for distribution to advertising companies that provide this type of service. The existing contract contains the following language in the contract that denotes "The Transit Director has the right to have controversial advertising removed based on public comments received". Transit Director Kyras also addressed contract language on what types of advertising could be placed on the buses. Advertising can be controversial as currently experienced in Chapel Hill, North Carolina and in a recent lawsuit involving New York City over controversial ads. She indicated that the Transit Board could request staff to have the City Attorney review the issue as well as staff determine how other transit systems address this issue and then bring this information back to the Transit Board before the Request for Proposals (RFP) will be let in January. Houck Advertising as agreed to adhere to any changes in the remainder of their contract.

Trustee Schainker made a motion to refer the issue of transit advertising restrictions to CyRide and the City Attorney's staff to research the topic for discussion by the Transit Board prior to release of a new Request for Proposal later this fiscal year. Trustee Madden seconded the motion. (Ayes: Five. Nays. None.) Motion carried.

#### **TRANSIT DIRECTOR'S REPORT**

- CyRide provided 22 additional trips per day through the end of September, but less than the \$238,500 the ISU-GSB Fee Committee approved from CyRide's Trust Fund for additional service. CyRide's highest ridership comes in January and February when the weather turns colder and will continue to modify the number of buses needed through August of 2013 to determine what the final number is for additional service. CyRide staff will come back to the transit board with the additional services/additional cost at that time.
- Director Kyras provided an update on the fuel contract to help with stabilizing fuel prices. Last February, CyRide locked into four, two month contracts just when fuel prices were rising. As a result, CyRide has paid more than the market rate. CyRide paid \$3.44 per gallon with the average market rate at \$3.25. CyRide budgeted fuel at \$3.50, so the price paid per gallon is under budget. The difference is \$16,232 and CyRide staff will keep the transit board updated throughout this contract. Trustee Anders inquired

about the length of the fuel contract and Director Kyras told him it would continue through March 2013.

- Labor Management Committee – The Union representing CyRide drivers and mechanics recommended this committee be set up and to this date, three meetings have been held. The topic being discussed is customer complaints and if any major changes are made, this will be brought back to the transit board.
- Director Kyras was asked by the Iowa Public Transit Association to present, to the Iowa DOT Commission at the October 9, 2012 meeting, the impact of the MAP-21 federal law and resulting federal funding has on the urban and rural transit systems. The Commission is considering revamping the Iowa Clean Air Attainment Program with the option of allocating \$3 million from this fund for bus replacement to cover the capital shortfall. A decision will be made later this fall.

Two items Director Kyras was made aware of after the transit board packet was distributed was that the articulated buses are delayed due to challenges NOVA, the manufacturer, is having building the bus to CyRide's specification and will be delivered in December. CyRide staff felt this was satisfactory, as it would give them time to test the buses on the road and train the bus drivers during ISU's winter break.

There art piece which was to be placed at the Intermodal Facility was sold to another entity by the artist so the Public Arts Commission is back to the beginning to choose another art piece for the facility.

**SET TIME AND PLACE OF NEXT MEETING:** November 15, at 5:30pm.

Meeting adjourned at 6:45pm

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Robert Anders, President

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Joanne Van Dyke, Recording Secretary