

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 11, 2013

The Ames Transit Agency Board of Trustees met March 11, 2013 at 5:15 p.m. in the CyRide Conference room. Trustee Madden, interim Pro Tem President, called the meeting to order at 5:19 p.m. Trustees in attendance were Madden, Schainker, Rediske, and Wacha. Trustees Leines and Anders were absent.

APPROVAL OF MINUTES: Trustee Wacha made a motion to adopt the February 14, 2013 and February 22, 2013 minutes. Trustee Schainker seconded the motion. (Ayes, four. Nays, none.) Motion carried.

PUBLIC COMMENTS: Public in attendance was Ames Tribune reporter, James Heggen.

INTERMODAL ARTWORK PURCHASE: Director Kyras explained previous actions that the Transit Board took at the January 17, 2013 Transit Board of Trustees meeting to purchase an art piece for the Intermodal Facility - up to \$30,000. Since then, the Federal Transit Administration has wavered on whether grant funds should be used to acquire an art piece for the Intermodal Facility. As of February 21, 2013, the FTA made a final decision and encouraged Director Kyras to proceed with the art purchase for the Intermodal Facility. A special Transit Board of Trustees meeting was held February 22, 2013 due to the necessity of the Transit Board to proceed with the negotiation and purchase the art piece through sole source procurement. A piece of art was available and located on the Iowa State University Campus named "Power Tennis" and could be purchased for the facility.

Director Kyras received approval of the sole source justification from the Federal Transit Administration on March 8, 2013. The Public Art Commission contacted and negotiated, with the artist William King, a purchase price of \$39,000, which meant the Transit Board would need to approve an additional \$9,000 in order to purchase the art piece. The approval would also need to be considered by the City Council. The sculpture currently sits on four pads on the Iowa State University campus, and there is one pad located at the Intermodal Facility.

Transit Board members were concerned as to whether sufficient grant dollars remained to spend on the art piece. Director Kyras stated that she believes that the \$158,000 sales tax refund and the reimbursement for CyRide's project management expenses are accurate; therefore, the remaining dollar should be sufficient to purchase the art piece, most likely with some grant dollars left over.

Transit board members questioned whether the "Power Tennis" piece was the appropriate piece for the facility. Director Kyras explained that with the grant expiring in September of 2013, that this was the only piece the Public Art Commission was aware of that could be procured in this timeframe. Director Kyras indicated that Allison Sheridan from Iowa State

University negotiated the purchase price and Trustee Madden felt it was a good price for this piece of art.

Trustee Wacha made a motion to increase the amount from \$30,000 to \$39,000 to purchase William King's "Power Tennis" art piece, contingent upon the approval of the sole source procurement by the Ames City Council; the Public Arts Commission agrees to pay for moving and installing the art piece and that it will fit on the site at the Intermodal Facility. Seconded by Trustee Rediske. (Ayes: Four. Nays: None.) Motion carried.

TRANSIT ADVERTISING POLICY REVISION: Director Kyras recapped previous Transit Board action to approve a new Transit Advertising Policy, which occurred at the December 20, 2013 meeting. She indicated that the new policy was then forwarded to Houck Advertising and that they requested a few modifications to reflect current practices in Section 3.03 of the policy.

The advertising company recommended deleting the language regarding the types of advertising available for a Public Service Announcement, the length of a contract and the word "free" as some PSA advertisements are purchased at a reduced cost.

Director Kyras said that the City's Legal Department had reviewed and approved the modifications.

Trustee Wacha made a motion to approve the modifications to the Policies and Standards for Advertising on Ames Transit Agency Transit Facilities, Section 3.03 Public Service Announcement, as recommended by CyRide's current transit advertising vendor and approved by the City of Ames Attorney's office. Motion seconded by Trustee Rediske. (Ayes: Four. Nays: None.) Motion carried.

TITLE VI SERVICE STANDARDS AND POLICIES: This item was deferred from the February 14, 2013 Transit Board meeting. Director Kyras indicated that the Service Standards and Policies is a new federal document each transit system is required to develop that fairly provide services and amenities to the entire community, regardless of race, color, or national origin, including individuals who are limited in their English proficiency. This document identifies service standards and policies recommended by CyRide staff. All changes to this document are to be completed by October 1, 2013. The policy can be approved now, or if the Transit Board would like more time, can approve the entire document in the fall of 2013.

Trustee Madden was uneasy to approve the service standards and policies that could have budget ramifications or create a budget issue if that cannot easily be changed.

Trustee Leines arrived at 5:32pm

Director Kyras shared the Transit Board's concerns, but indicated that CyRide needed to comply with the new FTA regulations. She also indicated that the policies and standards were guidelines and that not every aspect of CyRide's service needed to follow the policy or standard. Of concern to the Transit Board was the standard on missed trips with a recommended standard of 99.9%. Director Kyras indicated that CyRide's service is always higher than this standard as it does not miss trips. Director Kyras was concerned that a lower standard would impact CyRide's perception of a quality service. Director Kyras also shared with the Transit Board that CyRide was not required to monitor its compliance with these policies and standards, only that the Transit Board establish them. FTA does not require documentation other than approved policies and standards.

Director Kyras presented the following required standards and policies as established by staff and included in the packet of information provided to the Transit Board.

Standards:

- Vehicle load
- Vehicle Headway
- On-Time Performance
- Service Availability

Policies:

- Distribution of Transit Amenities
- Vehicle Assignment
- Transit Security

Transit Board members shared their hesitancy to approve the policies and standards, fearing that at some point in the future they would not be able to meet them due to funding limitations. Director Kyras again stated that CyRide would not need to report its achievement of these policies and standards to the Federal Transit Administration; however, she acknowledged that the regulation could always be changed and that their fear could become possible in the future.

The discussion then centered on the on-time performance standard of missed trips. The consensus of the Transit Board members was the 99.9% does not leave much room for error.

Trustee Wacha requested that staff look at, and set, a minimum standard that could reasonably be achieved and would like clarification on how/when the policies and standards could be modified when situations changed. He requested staff to further review and modify these standards.

Trustee Madden made a motion to table this agenda item and have the staff recommend more options to the Transit Board. Trustee Wacha seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

BUDGET PROPOSAL TO ADDRESS ISU ENROLLMENT INCREASES: During the budget discussion process in December, the Transit Board asked Director Kyras to develop a strategy, outside of the budget process, to address year-after-year enrollment increases which impact CyRide ridership. Director Kyras then explained the reason for the gap between revenues and expenses that create the budget deficits when enrollment increases.

Director Kyras then explained the purpose and balance of the GSB CyRide Trust Fund. She indicated that it was meant to “smooth out” student fees over time as enrollment increases and decreases. She stated that the intergovernmental agreement language that creates this fund dictates how it is administered. Budget options provided to the Board each December do not include any level of ridership or ISU enrollment increases. When enrollment increases year after year, the trust fund grows, while CyRide’s operating budget does not, even though it requires additional services. Currently the trust fund balance, after paying for fare increases and NextBus, will be \$980,000 at the end of the fiscal year in June.

CyRide’s suggests tweaking the Three Party Agreement, which would permit CyRide access to the use of the GSB Trust fund to provide higher service levels when ISU enrollment increases. Director Kyras explained three possible methods to change the agreement to allow for additional funds to stay within CyRide’s operating budget when ISU enrollment increases. These are: amending the adopted budget each fall to address ridership/enrollment increases, capping the Trust Fund balance, capping the amount the Trust Fund could increase each year. After an extensive discussion about each option, transit board members requested staff to continue to work on options and to create a hybrid option of amending the budget each fall and capping the increase in the Trust Fund. Trustee Rediske shared that students realized that the budget issues were created by more students and were willing to look at options. Director Kyras shared that she believed that there needs to be an automatic adjustment tied to enrollment increases that does not require a lengthy approval process.

Trustee Madden felt it is difficult to develop one policy that will fit each situation as Board of Regents funding, federal funding and fees can change along with enrollment, which can create different solutions.

Director Kyras asked if there was additional information that would assist the Transit Board in identifying a direction. Trustee Anders shared that he liked solution #1, but wondered if there was a way to put a dollar on a head for the additional students and weigh that against our fuel costs.

Director Kyras said the Three Party Agreement currently allows for approval by the GSB to address these issues through the GSB Trust Fund; however, it would be beneficial to identify a model that GSB could support that would allow this to occur automatically with enrollment increases.

Trustee Wacha believes there is not much difference between solutions #1 and solution #3. He indicated that solution #3 could still allow for larger closing balances and was in favor of CyRide staff preparing a combination of solutions #1 and #3.

Trustee Madden authorized staff to continue discussion with the GSB and Fee Committee and come back to the Transit Board later this spring. Trustee Madden was uncomfortable to cap the balance – local contribution will be lower. He also understands it is a federal challenge to purchase more buses and shared that maybe a combination option should be considered.

TRANSIT DIRECTOR’S REPORT:

- Federal sequestration will have no impact on transit –transit funding comes from the federal gas tax and is congressionally protected.
- Orange route survey was scheduled for today, but rescheduled to Tuesday because of the snow.
- Approval of the facility construction contract will be on the City Council agenda that evening.

Next Transit Board meeting is April 11, 2013 at 5:30 p.m.

Transit Board meeting adjourned at 6:37 p.m.

Pro Tem President, Warren Madden

Recording Secretary, Joanne Van Dyke