

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 27, 2013

The Ames Transit Agency Board of Trustees met June 27, 2013 at 4:00 p.m. in the CyRide Conference room. President Rediske, via telephone, called the meeting to order. Present: Trustees Drenthe and Murrell. Absent: Trustees Madden, Schainker, and Goodman.

At the request of Director Kyras, President Rediske moved to agenda item #8, the Transit Director's Report for explanation due to a lack of quorum.

- Director Kyras updated board members on the Orange Route study by identifying the service modification options that had been developed to improve service along this corridor. She explained the criterion that was used to evaluate the options, which were: rider experience, congestion/safety, community impacts/benefits, and capital/operating cost. She indicated that she and the consultant had held meetings with small groups of ISU administration and students during the month of June discussing these alternatives and determining which ones would benefit the respective groups. She indicated that GSB President Spencer Hughes will host a student focus group to gain input on how these options will impact students. This information will be brought back to the transit board to narrow down the number of options.

Trustee Schainker arrived at 4:10 p.m.

- Director Kyras met with the Student Fee Committee on June 10, 2013 to discuss CyRide's request for student fees for the 2014-2015 school year. She indicated that for the last four years, CyRide had not requested an increase in student fees as the fees generated were sufficient to provide the student's share of local dollars needed for the budget. She also provided the board with information regarding the GSB Trust Fund balance, which was a conservative estimate based on no enrollment growth after the 2013-2014 school year. Projecting expenses and fees generated for the next five years, she explained the fee level that would be needed to reduce the current \$1 million dollar balance down to approximately \$500,000. She also shared with board members the Fee Committee discussion on increasing bus service by 10 hours per day for the 2013-2014 school year to meet projected increases in demand. This would require an additional \$80,000 in student fees to be taken from the Trust Fund balance. The Fee Committee agreed to this increase; however, there was no consensus around permanent options to increase fee revenue when enrollment increases.
- Director Kyras provided follow-up information from a question raised at the May Transit Board meeting on whether property taxes need to be paid on the Intermodal Facility. Director Kyras was advised by the City Assessor that since CyRide was the owner and a governmental entity, it would not be a taxable property. Director Kyras indicated that the language in the tenant leases will be removed in future contracts to reduce confusion on this issue.

President Rediske called the meeting to order at 4:17 p.m.

APPROVAL OF MINUTES: Trustee Schainker made a motion to approve the May 9, 2013 minutes and seconded by Trustee Drenthe. (Ayes: Four. Nays: None.) Motion carried. Trustee Murrell made a motion to approve the June 12, 2013 minutes and seconded by Trustee Drenthe. (Ayes: Fours. Nays: None.) Motion carried.

TITLE VI SERVICE STANDARDS AND POLICIES: Director Kyras explained that the Transit Board had reviewed a preliminary draft of the newly-required Title VI Standards and Policies in February and March 2013, which had been drafted by staff for the transit system. She reminded transit board members that Title VI requirements addressed non-discrimination in the manner in which CyRide operates service. She indicated that the deadline for the standards and policies approval as well as the Title VI Plan is October 1, 2013. By that time, the Transit Board must review and approve all of these documents as they pertain to CyRide services.

Included in the Plan are four service standards (quantifiable) and two policies (procedure or action). She recapped the discussion on these requirements from the March 2013 Transit Board meeting indicating that the Transit Board had requested staff to identify standards and policies that were attainable, but more conservative. She indicated that the federal government requires establishment of these performance measures, but that CyRide is not required at this time to monitor them.

Trustee Schainker requested that additional study be completed on CyRide's current service coverage in order to better determine the appropriate service availability standard. Director Kyras indicated that she would work with the City's GIS Coordinator to establish the current standard.

Trustee Schainker made a motion to table approval of the service standards and polices and approve both within the Title VI document later this fall. Trustee Drenthe seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

CYRIDE FACILITY CONSTRUCTION CHANGE ORDERS: Director Kyras explained to the Transit Board that Henkel Construction Company was awarded a contract in March 2013 for CyRide's facility project at a total bid price of \$4,489,000. She indicated that the budget included an eight percent construction contingency of \$361,120, in addition to the contract award. Substantial completion of the project is scheduled for the end of May 2014. The project is phased with driveway and parking lot work completed by August 7, 2013, before school starts.

Director Kyras explained that numerous unexpected site conditions have occurred, which is quickly reducing the available contingency fund. First, she indicated that the driveway could not be completed under the wet weather conditions currently being experienced, which had put the project four weeks behind on a critical time schedule prior to school. She indicated that the solution to this issue was to place six inches of

rock on the driveway to be able to complete the driveway. She then explained the other construction issues as follows:

- **Waterline** – Current waterlines run under the building and ties to the power plant. During the expansion, they found that the current water lines are not six feet below the surface and not in locations they were to be. As a result, they will need to be relocated outside of the new building expansion’s geopier field.
- **Floodwall** – Unsuitable soils (organic materials) were found in the flood wall excavation.
- **Development Review Committee Changes** - Additional landscaping and enclosing of the dumpster is required.
- **Artic bus lift** - Manufacturer found that the pit for the lift would not accommodate a 40 foot bus headed into the lift and buses would need to be backed in. A change will be made to allow forward-facing buses to be maintained on the lift.
- **Waterproofing of the pits** - The original drawings did not include waterproofing of the lift pits.
- **Dual Fueling System** - CyRide’s existing fueling is a dual fueling system and the drawings indicate a single dispensing system.
- **Utilities at the floodgates** – A new tie in to the existing utility system will need to be added.
- **South Flood Wall** – This wall is too close to the paving and will need to be moved to the south to allow for buses to exit the property.
- **LEED** - There have been changes to the LEED building from what was originally planned, which could increase the cost to document the construction to gain LEED points.

After discussing all pending change orders, Director Kyras requested board review of change order #1 to place rock on the driveway in order to pave the road. She indicated that the driveway was critical to CyRide being able to meet its deadline prior to the start of school. She also indicated in order to meet this deadline that CyRide employees would be giving up their parking lot for the month of July and would be parking in ISU’s Lot 68.

Trustee Schainker made a motion to approve change order #1 to place rock on the new drive areas where buses will operate. Trustee Murrell seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

FY2013 FEDERAL SECTION 5307 GRANT APPLICATION: – Director Kyras explained that each year the board is asked to approve a federal Section 5307 grant that provides CyRide with federal operating funds needed for the next fiscal year. She indicated that the FY2013 Federal Section 5307 allocation that had been placed in the FY2014 budget approved by the Transit Board in January was \$1,938,460. However, the actual allocation was \$36,689 less for a total of \$1,901,771. Transit Planner Shari Atwood explained the Small Transit Intensive Cities funding allocation, which is a significant

portion of the total federal allocation. CyRide receives five of the six possible criteria and that each criterion achieved, netted CyRide \$180,000 in operating funds.

Trustee Goodman asked if CyRide was close to meeting the sixth criteria. Transit coordinator Tom Davenport indicated that this criterion would never be able to be met under CyRide's current route configuration. It requires long distance miles and routes in Ames are relatively short.

Trustee Schainker asked how the \$36,689 deficit could be made up. Director Kyras indicated that fuel prices were remaining under budget and she believed that the savings will more than be made up in this line item.

Trustee Drenthe made a motion to authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$1,901,771 to the Federal Transit Administration. Trustee Murrell seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

QUARTERLY OPERATIONS REPORT: Director Kyras informed new transit board members that the purpose of the quarterly operations report is to provide performance statistics regarding the quarter recently ended as well as a comparison to the previous year. The most recent quarter ending is January through March 2013.

She then highlighted significant trends:

- Ridership for the quarter is lower due to the variance in school year calendars. However, May ridership was 20% higher than a year ago so the year will end with higher ridership. CyRide surpassed last year's ridership on June 12, 2013.
- Farebox revenue is up +1.2% for the first three quarters.
- Operating expenses are up +5.7% year-to-date and 5.3% for the quarter because of additional bus trips added to address peaking demand.
- Maintenance trends continue to look good with mechanical problems lower, which can be attributed to the new bus fleet.
- Fixed route accidents were lower, damage to buses are down, customer comments are down, however, drivers reporting late to work were higher for the quarter and year-to-date.
- Dial-A-Ride is in the process of getting its reports caught up, however, to date ridership is lower, and operational costs are lower. HIRTA operates Dial-A-Ride for CyRide. HIRTA is working on improving service.
- Moonlight Express service was lower for the year because of one less weekend and the Iowa football game was not in Ames this year.
- Most accidents are on CyRide's facility. CyRide's safety program is focused on this challenge; however, most accidents are under \$50. The total number of accidents appears high, but the dollar amounts are very low.

Next Transit Board meeting is scheduled for August 28, 2013 at 4:00 p.m. in the CyRide Conference room.

Trustee Murrell made a motion to adjourn the meeting and the motion was seconded by Trustee Schainker. (Ayes: Four. Nays: none.) Motion carried. Meeting adjourned at 5:21pm.

President, Dan Rediske

Recording Secretary, Joanne Van Dyke