

The Ames Transit Agency Board of Trustees met on April 30, 2015 at 3:45 p.m. in the CyRide Conference room. President Haila called the meeting to order at 3:47 p.m. with Trustees Haila, Goodman, Abbas, Schainker, and Patwa were present. Absent: Trustee Madden.

INTRODUCTION OF BOARD MEMBER: President Haila recognized Matthew Teubert as the new student government representative, whose term will begin on May 15, 2015. Mr. Teubert indicated that he is a junior at Iowa State in Criminal Justice and Sociology, with a minor in Political Science. He also stated that he is involved in many organizations on campus, active in his fraternity, and in student government.

OUTGOING BOARD MEMBERS: President Haila recognized two trustees whose terms will expire on May 15, 2015. He indicated that Trustee Goodman had served on the Ames Transit Agency Board of Trustees for four and half years in total, and most recently for the last two years. Trustee Haila indicated that Trustee Goodman had helped guide the board through many transit challenges, including the struggles related to its ridership growth. Further, he indicated that Trustee Goodman had a passion and enthusiasm for transit service in Ames. He also recognized Trustee Goodman for his determination to make HIRTA a better system for their passengers and stated that CyRide is a better agency because of his efforts.

President Haila also recognized Trustee Patwa's time on the transit board as a student government representative, indicating that he had helped CyRide through challenging issues, which have allowed it to provide the best possible service for to students at ISU. Trustee Haila stated that the transit board acknowledged and appreciates student involvement and stated the importance of having students on the transit board.

APPROVAL OF MINUTES: Trustee Goodman made a motion to approve the March 26, 2015 transit board minutes as presented. Motion seconded by Trustee Patwa. (Ayes: Five. Nays: None.) Motion carried.

RATE SETTING-FARES: Director Kyras shared with transit board members that each April the Transit Board approves a fare structure for the upcoming fiscal year. She reminded board members that CyRide increased some fares in 2012 to address additional expenses as a result of rapidly increasing fuel prices that year. She stated that cash and ticket revenues are lower for the past year (through March) by approximately 13% compared to the previous year. However, she indicated that this lower revenue was largely made up by higher pass revenues, indicating that more passengers switched to passes. She shared staff's recommendation to remain with the same cash and ticket prices this next year.

Trustee Schainker asked if this figure was decreasing for the year and Director Kyras stated that the information represented three quarters of a year, so the annual amount was fairly comparable to the previous year. However, she indicated that revenues from this source continue to slightly decrease each year, as it was around \$300,000 last year compared to an estimate of \$275,000 for the next year. She indicated that the weather impacts this revenue category, with last winter being very mild thereby reducing ridership and consequently revenue.

Trustee Schainker made the motion to approve the 2015-2016 rates, which reflects no change from the 2014-2015 rate structure. Trustee Abbas seconded the motion.

Trustee Goodman shared his belief that fares are a complicated issue, but at some point he believes that CyRide needs to “right the fares.” Further, he stated that this is a point of frustration for him in the current CyRide funding model and that he believes the University needs to address this imbalance between student and non-student ridership revenue and encouraged the transit board to closely monitor the fares in the future.

(Ayes: Five. Nays: None.) Motion carried.

RATE SETTING-PASSES: Director Kyras informed board members that revenue from pass sales were higher this year as monthly and semester pass revenue has increased. She indicated that it is believed that this change reflects customer needs for a more convenient form of fare payment.

Trustee Schainker made a motion to approve the 2015-2016 rates, which reflects no change from the 2014-2015 rate structure. Trustee Abbas seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

STATE GRANT APPLICATION: Director Kyras asked Shari Atwood, CyRide’s Transit Planner, to explain the grant state application process and funding opportunity. Ms. Atwood indicated that each year CyRide submits a grant to the Iowa DOT for state funding and, that this year, CyRide was applying for four projects - two operating and two capital projects. She indicated that the first project was for State Operating Assistance in the amount of \$764,383. The second one was for Federal Section 5310 elderly and disabled funding in the amount of \$205,163, which supports CyRide’s Dial-A-Ride service, contracted with HIRTA. The third project under the capital category is for a Federal 5339 Discretionary Grant in the amount of \$3,094,000 for eight buses with cameras. The fourth project, for \$40,000, is 5310 funding for elderly and disabled for transit improvements - bus stops. The total funding request for this state grant application is \$4,103,546. She indicated that no local funding match is required for the STA funding, but the 5310 funding is an 80 federal/20 local funding share. The Discretionary Grant for eight buses indicates CyRide’s need, but would only be funded if grant opportunities became available, such as an earmark or federal stimulus funding. If selected for funding under a discretionary grant, CyRide staff would come back to the board and

request approval of the local dollars at that time. Director Kyras added this is project is a wish list for buses and it is to CyRide's advantage to include a line item in this grant in case unanticipated funding becomes available or other transit system's pass on bus funding. Currently CyRide is 218th on the state's bus replacement list.

Trustee Goodman made a motion to approve Alternative #1 to approve the FY2016 State Grant Application subject to public hearing comments. Trustee Abbas seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

DIAL-A-RIDE ADDITIONAL BUS PROPOSAL: Director Kyras shared with transit board members the Additional Dial-A-Ride Bus Proposal developed in conjunction with HIRTA, United Way of Story County, Story County and the City. She indicated that one of the more common complaints received from the Dial-A-Ride survey was that buses were not as timely as customers would like them to be and that the bus schedules were too tight for the drivers to efficiently and safely get passengers between point A and point B. The proposal developed was to fund a bus that was unscheduled each day to help with any problems bus drivers/customers were having on route. Members of the four funding bodies listed above indicated that the proposal could benefit customers and recommended proceeding with grant applications and other funding requests for the project. She indicated that a state grant for the operating costs of the first two years of service could provide 80% funding the first year and 50% the second year. She indicated that the 20% local share for the first year could be requested in a United Way of Story County grant application with the 50% local dollar match required for the second year split between local parties, other than CyRide. She indicated that CyRide's contribution would be for the capital, a small van, using CyRide's federal Section 5310 elderly and disabled funding (\$46,000) and local dollars (\$11,000) from CyRide's closing balance and then potentially in the third year of the budget (\$6,121). Director Kyras explained that CyRide currently has a balance of over \$200,000 in the 5310 funding that CyRide could use 85% to pay for cost of the minivan. A three year proposed budget was identified and explained to board members.

Director Kyras explained how the service would operate as follows:

- 1) Service would be provided for DAR and HIRTA customers within the city limits of Ames only, using a minivan. This will also help Story County residents due to the nature of the way trips are grouped together – in-town and out-of-town on the same bus.
- 2) Service would operate weekdays only.
- 3) The bus would not have pre-assigned trips, allowing for it to assist drivers to keep their schedule on-time.
- 4) Additional administrative duties could be "fit" within this service's need to assist drivers and passenger trips.
- 5) Service to be implemented July 1, 2015 or as soon after as possible.

Trustee Schainker asked about the mobile supervisor inquiring about what a mobile supervisor job was and who that supervisor would assist. Director Kyras said it is a supervisor in a bus that assists by picking up one or two passengers allowing the bus to skip these trips and get the bus back on schedule.

Trustee Schainker expressed concern about the mobile supervisor as the proposal lists at “driver’s” wage. Director Kyras explained that the wages and benefits reflect a HIRTA supervisor’s wage. Trustee Schainker inquired about the specific duties of this position asking whether it was similar to CyRide’s Mobile Dispatcher. Director Kyras indicated the project was designed to work similarly to a CyRide Mobile Dispatcher, also stating that customers had this type of service when CyRide operated Dial-A-Ride service.

Trustee Goodman expressed his thoughts about the \$200,000 balance in 5310 funding, indicating that he liked the idea of using the balance to deliver services to the community if it could be sustained into the future.

Trustee Schainker requested further clarification on the local funding sources and CyRide dollars proposed in the three year budget. Director Kyras explained that the budget was currently be discussed among the local funding partners for funding commitments so specific dollars for each were not available at the time of the meeting. She indicated that \$9,653 in local, non-CyRide dollars would be needed the first year and \$11,000 from CyRide. In the second year, \$21,306 from local, non-CyRide funders would be needed and \$37,602 in the third year. Also in the third year, CyRide would need to begin contributing its proportional share for the number of Dial-A-Ride rides compared to total HIRTA rides (14%) when grant funding was no longer available.

Trustee Goodman raised a concern about the sustainability of the service using 5310 dollars. He indicated that HIRTA had required a 4% increase in its contract for Dial-A-Ride service, which is funded with 5310 dollars, and if this percentage increase occurs every year, sufficient funding may not be possible in the future.

President Haila shared a concern about the ownership of the vehicle purchased with CyRide’s 5310 funding, inquiring about if the service did not become viable and was eventually terminated, who would own the vehicle. Director Kyras indicated that the vehicle would be CyRide’s vehicle, just as the currently leased vehicle for Dial-A-Ride remains with CyRide if HIRTA no longer provides this service.

Trustee Goodman asked if funding of this proposal would guarantee an improved service level. Director Kyras indicated that there was no guarantee, but the funding partners and HIRTA had a vested interest in using this additional bus to relieve the pressure on the current service. There was a general consensus among board members that the proposal for the first year capital dollars was worth pursuing if the budget could be fully funded – grants and local, non-CyRide funding. Director Kyras indicated that she

would inform the board if this was accomplished and the project was able to be implemented.

Trustee Goodman made a motion to approve Alternative #1 to support the addition of an unscheduled bus for HIRTA to provide Dial-A-Ride and demand response rides within Ames by committing \$46,000 in Federal 5310 funding and \$11,500 in local funding, as well as, a Letter of Support for the project to be included in the state grant application. Procurement of the vehicle would be contingent upon grant and local funds for the first-year operating expenses. Motion seconded by Trustee Patwa. (Ayes: Five. Nays: None.) Motion carried.

ON-CALL ARCHITECTURAL-ENGINEERING SERVICES AWARD: Director Kyras explained to transit board members that there are four major facility rehabilitation projects which require professional architectural and engineering services as follows:

- Heating, Ventilation, Air Conditioning Replacement
- Pit Replacement
- Hoist Replacement
- Parking lot improvements

Rich Leners, CyRide's Fleet & Facilities Director, stated that, as a result of these projects, CyRide requested proposals for these services. Three proposals were received from: Ask Studios, Brooks, Borg, Skiles Architectural Engineering, and RDG Planning and Design. He indicated that all three firms were quality companies that could provide the services requested; however, as a result of the criteria established for the evaluation of the proposals, ASK Studios rated the highest due to their previous experience with CyRide projects and knowledge of its facility. Further, he stated that since it is an on-call service request, that there is no proposal cost, but that he had evaluated their hourly rates and found it to be competitive at \$40 - \$115 per hour rate.

Trustee Goodman made a motion to approve Alternative #1 for On Call Architectural and Engineering Services to ASK Studios. Trustee Patwa seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Trustee Madden arrived at 4:35 p.m.

FACILITY CONSTRAINTS DISCUSSION: Director Kyras explained to the Transit Board that the facility discussion board item was added to the agenda to seek policy direction on how to address vehicle storage within the next 18-month period. She began by explaining the new vehicles that were currently on order to be delivered in this time period and used buses that would be refurbished and ready for operation as well. She then focused on ridership, fleet and site constraints from 2008-current during a period of rapid growth in CyRide's system, indicating that in each of these areas CyRide has surpassed the 20-year planning criteria in less than seven years. A summary of the issues facing

CyRide are: that ridership has increased by 50%, that it will have 11-13 buses parked outside with no indoor storage available and that the site is land-locked on 4.5 acres when transit standards would require a minimum of 15-20 acres.

Director Kyras provided a Power Point presentation relating past studies, board decisions at the completion of these studies, and the impact that current enrollment projects would have on ridership, CyRide's fleet and its facility. In summary, CyRide has grown faster than planned in these studies, has exceeded ridership/fleet size that was included in the past studies and will be without sufficient in-door and outdoor parking at the current site by the fall of 2016. She also indicated that it was staff's belief that the agency should be planning sufficient storage space for a fleet of 125 buses in ten years.

At the end of the presentation, she provided three options on how to proceed forward to address this facility shortfall:

1. Secure land to construct a satellite parking facility owned by CyRide
2. Rent a bus storage building or lot for a satellite facility from a private owner
3. Relocate the entire facility to a new site

Director Kyras asked the transit board for direction on how to move forward as the staff's conclusion from this presentation was that CyRide should be securing land to construct a satellite facility with the ability to eventually relocate the entire facility over time. In the short term, until funding and construction could be completed, a private surface lot or building should be rented.

President Haila shared his thoughts about the physical constraints of roadways and university facilities surrounding CyRide's site, as well as the amount of space needed for employee parking. He also shared a concern about the reality of being able to fund new construction in light of the lack of capital grants and local funding constraints. He questioned whether the current building was efficiently designed for transit use. Director Kyras shared that with the site constraints of the building, that it was not designed as a typical transit facility would normally be planned. She indicated that typically a rectangular box is the best design so that buses can flow from one end of the facility to the other without obstructions. An L-shaped facility like CyRide creates more opportunities for accidents, which is what CyRide is experiencing with its current tight configuration.

Trustee Goodman encouraged sustainability by pulling back ridership demand. He indicated that he believes that the options presented are expensive and encouraged the board to try something non-conventional, such as parking equipment outside. He shared with other board members his desire to have customers pay at the farebox to discourage non-essential use of the transit system. Another suggestion he offered was to limit the number of rides per student by keeping track of how many times a person

rides. Trustee Goodman believes not paying at the farebox is what is driving the increasing volume of rides.

Trustee Madden shared with board members that a fare free model improves the overall community's economy as students are contributing to this economy through purchases within the community as a result of being able to ride to destinations outside of campus by bus – indicating it is a shared investment. Further, he stated that it becomes a political issue to constrain how people get on campus. He indicated that using transit is a good way to manage travel demand into a concentrated area like campus, but when demand is constrained, it can create unintended consequences.

Director Kyras reiterated her question requesting policy direction from the Transit Board on the three options presented regarding how to address the fall 2016 need for additional bus storage space.

The Transit Board continued a lengthy discussion on the additional operating cost to operate two facilities versus a single facility, and how CyRide could determine the market value of the existing facility.

Trustee Goodman shared that as he leaves the Transit Board, he would like see the board identify a three-party funding model that each party is able to afford into the future for operating and capital needs. He further shared concerns that operating buses up to 21 years requires additional maintenance to keep these vehicles operating and parking buses outside would increase this cost for failure, such as rubber components that become brittle due to the elements. He encouraged board members to look at other types of structures, such as bubble-type buildings or less costly buildings in the future. He also indicated that if a majority of CyRide's ridership is located in west Ames, then maybe this is where a satellite storage building should be located.

Following a lengthy discussion, the transit board requested that the Transit Director meet with incoming Trustee Gartin prior to the June Transit Board meeting to provide the PowerPoint facility information to him and then to have this item included on the June agenda for further discussion with the new transit board members.

Trustee Madden shared that finding a location for covered bus storage might be difficult, but that outside parking might be available on ISU property.

Director Kyras shared that off-site, covered storage was preferable for the longer term due to the need to address buses that do not start for mechanical reasons or adverse weather conditions. This is more difficult off-site without the proper equipment to address this issue. She suggested looking at both options.

Trustee Goodman made a motion to investigate other sites, university or non-university locations, preferably with indoor bus storage, but including covered and uncovered

options, for implementation within the next one to three year period. Trustee Abbas seconded. (Ayes: Five. Nays: None.) Motion carried.

TRANSIT DIRECTORS'S REPORT:

- Director Kyras updated board members on the city's development process and how CyRide could quantify the impact of these developments on its service. She indicated that if a project requires City Council action on the development (Land Use Policy Plan or zoning amendment) that the City of Ames Planning staff will notify CyRide staff so that information can be developed for consideration by the planning staff and City Council before approval of any development action. She indicated that the city had developed a planning "checklist" and that transit impacts were part of that checklist for consideration of the project.
- Director Kyras indicated that the Iowa DOT has denied CyRide's grant application for state funding of the Blue and Brown route service enhancements, indicating that CyRide had received funding for the first year of this service in addition to two buses from the Iowa Clean Attainment Program (ICAAP) and, therefore, could not fund this service from State Transit funding as well.
- Director Kyras shared the city staff's report on shopping carts at SE 5th and S. Duff with board members. This memo indicated that consideration of a cart containment system could not be considered by Walmart until the city's intersection project was designed and Walmart could consider the impact of this project on their property. CyRide staff will keep the board up-to-date on this issue as the city and Walmart resolve these two issues.
- Director Kyras indicated that as CyRide staff was scheduling the additional bus in the S. 16th Street area, it was determined that an express-type service from this area would provide the greatest benefit to customers on a new route that staff has named the "Plum route" as opposed to adding additional resources to the Gray Route. No additional resources will be needed, but this change will provide a greater benefit to CyRide customers.

Director Kyras provided an update on the Copper Beech contract status. She indicated that the contract that was sent to Cooper Beech was different than the signed copy that was returned and that staff had not noticed that changes had been made prior to city action on the contract. CyRide staff had received verbal concurrence with the contract as it was originally sent to Copper Beech, with no communication to the contrary after that discussion. Upon legal review, it was determined that Copper Beech had missed the required March 15, 2015 notification in writing to terminate the contract as indicated on the revised version of the contract and, therefore, would be required to pay the \$113,000 for the second year of the contract (2015-2016 budget year). However, if Copper Beech sends written notification by March 15, 2016, CyRide would need to honor their termination request for the third year of the contract (2016-2017 budget year).

During an in-person conversation with the new owner's representatives, Director Kyras learned that Copper Beech had sold their complex to the Grove in December 2014 and were asked by

the Director to put any questions they had regarding the contract in writing to her so that she could discuss this with the City's Legal Department. The representatives agreed to this request. She also shared her concern that this request might not be honored, based on past requests made during phone conversations on this subject, but not honored. Their representatives also indicated that they could, and were preparing to, operate their own bus for their residents at a lower cost.

Trustee Madden asked Director Kyras if they had indicated where they would be dropping off their residents. Director Kyras indicated they had not shared this information. Trustee Madden indicated he had corporate contacts for the Copper Beech development as the Director did not have a contact with the new owners.

According to the existing contract, the new owners will need to remit to CyRide the \$133,000 payment no later than July 1, 2015. Upon board discussion, there was a consensus that if payment was not received by this date, that service on the new Plum Route would need to be decreased from a 20-minute service level to 40-minutes to reflect that lower funding of this route. Another possibility would be for students to fund this deficit.

The Ames Transit Board of Trustees directed Director Kyras to discontinue service if payment is not received by July 1, 2015. A memo has been written by Director Kyras to inform CyRide's drivers, who chose the Copper Beech route during CyRide's run pick, that this service might not operate.

President Haila had a conversation with Rick Sanders, Story County Supervisor, and felt there was benefit in having Mr. Sanders attend the June Transit Board meeting to discuss transportation needs within the county from the Supervisor's perspective.

Trustee Goodman left the meeting at 5:50 p.m.

Set Summer/Fall Semester meeting Times:

- June 9, 2015 – 8 A.M. (Tuesday)
- July 30, 2015 – 8 A.M. (Thursday)
- August 25, 2015 – 8 AM (Tuesday)
- September 24, 2015 – 8 A.M. (Thursday)
- October 29, 2015 – 8 A.M. (Thursday)
- December 3, 2015 – 8 A.M. (Thursday)

President Haila will be on vacation for the August 25, 2015 Ames Transit Board of Trustees meeting.

Trustee Hamad made a motion to adjourn the Ames Transit Board of Trustees meeting at 5:59 p.m. Trustee Patwa seconded. (Ayes: Six. Nays: None.) Motion carried.