

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

February 15, 2018

The Ames Transit Agency Board of Trustees met on February 15, 2018 at 3:30 P.M. in the CyRide Conference room. President Valentino called the meeting to order at 3:32 P.M. with Trustees Valentino, Bibiloni, Cain, and Jeffrey present. Absent: Trustee Schainker and Nelson.

APPROVAL OF MINUTES: Trustee Jeffrey made a motion to approve the January 12, 2017 minutes as presented. Trustee Cain seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

PUBLIC COMMENTS: Trustee Bibiloni indicated that he would be presenting at the student Town Hall meeting and asked Director Kyras to provide him the updated CyRide 2.0 summary and to include any other materials that staff would like to make sure students needed to be aware of.

Trustee Nelson arrived at 3:35 p.m.

Director Kyras indicated that she would provide the updated version of the summary and would recommend making sure students were aware that CyRide would not be able to guaranteed a ride if they waited until the last bus before class start times beginning next fall.

Trustee Bibiloni requested information regarding the implementation of the automated annunciator program. Barb Neal, Asst. Dir. Operations indicated that the project would start with a pilot program equipping four buses with the equipment (two articulated and two 40' buses) and then expand the program if it is successful. She also indicated that staff was looking to implement this pilot program next fall.

SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAM FUNDING 2021-2022: Director Kyras briefly explained the Ames Area Metropolitan Planning Organization's (AAMPO) annual process to distribute Surface Transportation Block Grant (STBG) federal funding. She then indicated that CyRide had prepared applications and was awarded \$225,000 for the past two allocation cycles. Applications for the 2018 allocation are due March 31, 2018.

Director Kyras then explained that the past two allocations, and if CyRide submitted and was approved for a third year, could be used to purchase new buses or to upgrade standard buses to electric or articulated buses with the additional funding of \$225,000. She indicated that the 2018 funding would be for FY2022 and that staff recommended applying for these funds.

Director Kyras shared that she had visited with Trustee Schainker prior to the meeting and that he would support CyRide applying for the FY22 STBG funds of \$225,000 to apply to a bus.

Trustee Cain made a motion to approve a grant request of \$225,000 in bus capital funds from the Ames Area Metropolitan Planning Organization in STBG federal funds for the 2021-2022 year. Trustee Bibiloni seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

RATE SETTING - FARES: Director Kyras indicated that each year CyRide must formally adopt the prices for its fares and passes and that typically this was done in conjunction with CyRide's budget approval. However, she indicated that this year, with consideration of the fare decrease, it was delayed until after the next year's budget was approved. She also indicated that the City Council would need to adopt the final fare structure.

Director Kyras provided a brief history of rate changes over CyRide's 42-year history and then presented the history of cash and ticket revenue over the past seven years, indicating that both had significantly declined after the fares were increased in 2011. She summarized the trend by stating that cash and ticket revenue had declined by 13.5% in the past seven years.

Director Kyras then referred to the January board action to reduce CyRide's cash, ticket and pass prices for the next budget year. She indicated that the board would need to formally approve the rate structure and then determine the effective date on this fare reduction. She indicated that there were three options. The first option would make cash and ticket prices effective on May 5, 2018 and would link with CyRide 2.0 summer service changes. She indicated that this option would make it easier for customers, as it would not require a mid-summer change, and that it would positively impact the success of the CyRide 2.0 changes; however, it would have an estimated \$5,400 loss in cash, ticket and pass revenue to implement it prior to the beginning of the next fiscal year on July 1, 2018.

She indicated that the second option would be to implement the fare reduction on July 1, 2018, which would be the typical time to change fares, but that additional expenses would be incurred to reprint materials such as the EASE brochure to include two different fares May 5 – June 30th and then July 1st on).

She indicated that the third option would be to implement the fare reduction with the fall changes on August 13, 2018, which would positively impact revenues next year by approximately \$1,200 due to the 1 ½ month delay in implementing lower fares.

Director Kyras shared that staff anticipated a budget savings this year and believes that the loss of revenues in option one would not significantly impact the closing balance at

the end of the fiscal year. She indicated that staff's recommendation was to implement the cash and ticket fare reduction on May 5, 2018.

Director Kyras shared with transit board members that she had spoken with Trustee Schinker prior to the meeting and that he was in agreement with the recommendation of a May 5, 2018 implementation date.

Trustee Bibiloni made a motion to approve lowering the 2018-2019 fare rates (cash and tickets) to the \$1.00 equivalent structure, effective May 5, 2018 in conjunction with the summer service changes, making these rates effective for the last two months of the 2017-2018 budget year (May 5, 2018 to June 30, 2018) and for the 2018-2019 budget year. Trustee Nelson seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

RATE SETTING – PASSES: Director Kyras indicated that the pass rate-setting discussion and action requirements were the same as for the previously-discussed fare rate-setting.

Trustee Nelson made a motion to approve lowering the 2018-2019 pass rates to the \$1.00 equivalent structure, effective May 5, 2018 in conjunction with the summer service changes, making pass rates effective for the last two months of the 2017-2018 budget year (May 5, 2018 to June 30, 2018) and for the 2018-2019 budget year. Trustee Bibiloni seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

TRANSIT DIRECTOR'S REPORT:

CYRIDE 2.0 MARKETING LAUNCH – CyRide staff has been working with its marketing firm to develop the CyRide 2.0 logo and website design. She indicated that there are several educational materials yet to be completed, such as exterior bus signs and hangtags. She stated that the goal is to launch the educational campaign to the public on March 1, 2018 using the following methods: press release, City of Ames Newsletter – City Side, social media and possibly radio.

REPORT OF BIDS – NEW TURNAROUND AT WALLACE/WILSON RESIDENCE HALL – Bids were received on January 31, 2018 for construction of the turnaround on the new Gold route. The low bid was under budget and awarded to Shekar Engineering. Construction will begin after the spring semester with a completion deadline of August 1, 2018.

BUS AND BUS FACILITIES GRANT APPLICATION UPDATE – Federal grant applications for Buses and Bus Facilities grant program were due last July where CyRide was a part of a state grant for this funding program. CyRide had five buses in their application. Typically transit systems will receive notification in three to four months regarding funding awards; however, result from last summer's applications have not been made almost eight months later. In a recent industry phone call, the reason for the delay was explained. The Federal Transit Administration (FTA) received grants for ten times the amount of funding it had to allocate and, due to delays in the FY18 budget appropriation, they are considering making

two years' worth of allocations at one time. She indicated that if the FTA takes this approach, that funding opportunities for this program would be skipped this year, which would delay a possible facility grant application for CyRide until 2019.

FACILITY STUDY UPDATE - Director Kyras indicated that this discussion was moving forward slower than anticipated and is looking toward the March board meeting to present information on the options. She briefly shared the four options the board had directed staff to analyze and indicated that the first option, of moving CyRide's employee parking to Brookside Park, was being discussed by the City to determine if this would be possible.

BUS HOIST PLANS & SPECIFICATIONS – CyRide staff is working with the City of Ames Purchasing Department on the bus hoist bids and specifications that is included in the current Capital Plan. The plans and specifications will be considered by the City Council at the end of the month, with bids due the end of March. Once the bids are received, the results will be brought to the transit board for consideration. She indicated that it is a state requirement that the City approve bid specifications; however, the Transit Board does not have that same requirement. She also indicated that a special conference call may be needed to review the bids received to keep the process moving forward expeditiously.

Set Meeting Times and Place:

- March 22, 2018, 3:30 PM – need to move this meeting date (**Meeting moved to March 20 at 3:30 PM**)
- April 19, 2018, 3:30 PM
- May 29, 2018, 3:30 PM

ADJOURN: Trustee Bibiloni made a motion to adjourn the meeting at 3:59 p.m. and motion was seconded by Trustee Jeffrey. (Ayes: Five. Nays: None.) Motion carried.

Steven Valentino, President

Joanne Van Dyke, Recording Secretary