

**AMES TRANSIT AGENCY BOARD OF TRUSTEES**  
**CYRIDE CONFERENCE ROOM**

May 3, 2018

1. CALL TO ORDER: 7:00 A.M.
2. Approval of March 19 and April 4, 2018 Minutes
3. Public Comments
4. Recognition of Outgoing & Incoming Board Members
5. State Grant & Public Transit Infrastructure Grant (PTIG) Applications
6. Proterra Electric Bus Analysis and Presentation – Part 2
7. HIRTA Customer Feedback & Contract
8. DMACC Contract for Gray Route Trips
9. Transit Director's Report
10. Set Tentative Meeting Dates/Times:
  - Move May 29, 2018, 3:30 PM to a date/time between June 11-14, 2018
  - Set up a permanent day of the month/time (beginning August 2018)
11. Adjourn

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 19, 2018

The Ames Transit Agency Board of Trustees met on March 19, 2018 at 5:15 P.M. in the CyRide Conference room. President Valentino called the meeting to order at 5:20 P.M. with Trustees Valentino, Bibiloni, Cain, Jeffrey, and Nelson. Absent: Trustee Schainker.

Guests in Attendance: Peter Hallock, City of Ames resident and Lauris Olson, Story County Supervisor.

**APPROVAL OF MINUTES:** Trustee Jeffrey made a motion to approve the February 15, 2018 minutes as presented. Trustee Bibiloni seconded the motion. (Ayes: Five. Nays: None.)

Trustee Schainker arrived at 5:25 pm.

**PUBLIC COMMENTS:** Director Kyras indicated that staff had begun receiving public comments on its CyRide 2.0 service changes and would be gathering these comments for inclusion in the April board meeting materials.

**QUARTERLY OPERATIONS REPORT:** President Valentino moved to agenda item #7 while preparations were being completed for the electric bus presentation. Director Kyras provided the following highlights regarding CyRide's performance for the second quarter of the year - October through December 2017.

- The ridership decline CyRide has been experiencing was significantly less for the second quarter, with fixed route ridership declining -0.4%, Moonlight Express service by -28.7% and Dial-Ride ridership increased more than 11%.
- With the decline in ridership, system-wide efficiency also declines.
- The average number of drivers CyRide is able to employ continues to be a challenge with driver employment levels being more than 9% less than one year ago. Director Kyras explained that increasing the lowest driver wage as of July 1<sup>st</sup> should help gain interest in the position.
- The total number of accidents has increased; however, the number of accidents that drivers could have prevented is lower. Director Kyras indicated that a large number of accidents have occurred where a passenger vehicle has collided with the back of the bus.
- Customer's comments have increased slightly with passengers requesting more service and commenting about driver performance.
- Farebox revenue had been trending upward; however, this revenue source declined in the second quarter, -15.3%.
- CyRide has experienced an increase in the number of road calls, but upon analysis there is not one specific factor that contributed to this increase. Staff will continue to monitor this maintenance issue.

- Varying staff levels have led to a smaller number of bus interiors being able to be cleaned in the second quarter; however, year-to-date, more have been cleaned.

**PROTERRA ELECTRIC BUS ANALYSIS AND PRESENTATION:** Director Kyras introduced Lauren Cochran, Regional Sales Manager with Proterra, who presented, via web-based technology, an analysis of the impact of operating electric buses at CyRide. Ms. Cochran indicated that a second, more detailed analysis would be presented at the April board meeting.

She briefly provided board members with background information regarding Proterra and its deployment of electric buses around the nation. She then provided the board with an analysis of the total cost of operating (TCO) an electric bus, based on CyRide's route specific data. In summary she indicated that:

- Over the 18-yr. life of a CyRide bus, the operating cost for 20 buses could be half of its diesel or hybrid counterpart – savings of \$6 to \$7 million dollars.
- Over the 18-yr. life of a CyRide bus, the emissions for 20 buses could be zero as compared to over 70-90 million pounds for its diesel or hybrid counterpart.
- Cost of an electric bus is approximately \$829,000 plus a \$65,000 in-depot charger, compared to a diesel bus at approximately \$450,000.
- Fuel savings over the 18-yr. life of a CyRide bus would be \$146,336 for a diesel bus and \$103,867 for a hybrid bus.
- Payback for the higher cost of an electric bus is a little less than 5 years due to the fuel savings and lower maintenance costs.

She indicated that this analysis was based upon their longest mile bus – E2 Max. - indicating that this style bus could operate approximately 200-250 miles on one, four-hour charge. Director Kyras shared that she had asked Ms. Cochran to provide costs on the bus with the longest miles per charge as this style bus would be able to operate on every CyRide route. Ms. Cochran also shared that the maintenance costs on electric buses are much lower due to fewer parts and no oil changes. She also indicated that the body of the bus was made up of a composite material, which allowed for quicker accident repairs.

Ms. Cochran then shared options for the purchase or lease of batteries for the buses, indicating that some transit systems chose to lease the batteries and pay for the lease through reduced maintenance/fuel costs. She then briefly discussed funding options, such as the Federal Transit Administration's LoNo bus replacement program, which allows for the competitive bidding of buses through the grant process.

Trustee Schainker asked about the cost and process to repair the composite body when a bus was in an accident. Ms. Cochran explained that the bus is assembled in pieces and

the piece with the damage is taken off and replaced, allowing for much less downtime of the bus. She also explained that there is very little damage in a low-impact accident with the composite material, which is similar to the material used for wind turbine blades.

Trustee Jeffries asked about Proterra's maintenance training program for the electric buses. Ms. Cochran indicated that they had an extensive training program, which included videos and manuals. She indicated that at first mechanics tend to be skeptical, but quickly become accustomed to the differences in an electric bus and in the end believe they are easier to maintain.

Trustee Bibiloni asked for Ms. Cochran to explain how the batteries can be used at the end of their useful life on a bus. Ms. Cochran indicated that at approximately eight years, the batteries would need to be replaced; however, she indicated that they still have approximately 75% battery power remaining. She indicated that other city services, such as the electric department have been able to use the batteries for a second use or that some transit systems have used the batteries for facility needs.

Ms. Cochran indicated that the April meeting would provide a CyRide specific analysis of electric bus technology using a modeling process.

**NORTH GRAND MALL PROPOSAL:** Director Kyras provided an update on CyRide's discussions with North Grand Mall personnel on relocating the bus stop on their property from the east to the west side of the mall. She presented four options that had been considered by both parties. For each location, she described the location of each stop, the infrastructure changes that would be needed and cost of the construction and then directed board members to the comparison chart with this information. Based on this information she indicated that both CyRide and the mall believe that the second option would benefit both organizations at a cost of approximately \$64,000; however, indicated that several changes had been suggested. First, the mall representatives indicated that one bus could stop at the mall with the remaining buses in the parking lot near Ferndale Dr. Second, CyRide indicated that only three buses would be at the mall at one time, instead of the four shown on the maps and included in the cost estimates. Based on this input, option #2A was developed reflecting these changes, which reduced the cost to \$37,575.

Director Kyras indicated that the next steps were to discuss the options with the Transit Board and the mall representatives would also be discussing the options with their owners group and then both parties would again meet to discuss how to proceed forward with the bus stop change. She then asked board members for their input on the cost, sharing of the cost, an agreement length and any construction parameters they would like to have included in finalizing the discussions.

Trustee Schainker asked for further clarification on right-of-way issues with several of the options. Brent Schipper of ASK Studio, the architectural firm assisting CyRide with the project, indicated that, after further investigation, there would be no right-of-way issues on any of the options. Trustee Schainker asked staff to confirm that the loss of parking spaces under each of the options would comply with city requirements.

Trustee Schainker indicated a concern with option #2A regarding the requirement for customers to exit the bus in the parking lot and walk through the lot to the mall. He indicated that a painted crosswalk or signage regarding pedestrians could help increase safety. Board members came to the following general consensus on priorities for future discussions between the two parties.

- Equal funding share of the improvements
- Formal agreement, in as long a term as possible, preferably 20 years
- One-time payment to the mall for their organization to complete the improvements

Director Kyras shared staff's perspective on the closing balance at the end of fiscal year 2018, stating that she anticipated approximately \$200,000 above the required 10% balance due to fuel costs remaining below budget estimates and that a portion of these funds could be used for purposes like this expense.

A concern was raised regarding truck traffic in the area of the bus stop and a location for customers to be sheltered while waiting for the bus. Director Kyras indicated that a majority of the truck traffic would be located just north of the bus stop at the truck dock, minimizing rider conflicts and that the mall representatives indicated they would be putting tables/seating in front of the entrance for riders to use.

**FACILITY EXPANSION OPTIONS 1 and 2:** Director Kyras explained that staff had developed two of the four facility expansion options requested by the transit board and that the remaining two options would be presented at the April board meeting.

Director Kyras then provided a brief recap of the current conditions of CyRide's two facility sites, indicating that approximately 25% of the fleet was currently housed outdoors and that its current facilities did not meet the space needs identified in the facility needs analysis completed last fall. She then recapped the four options staff had been directed to develop.

- **First option** - Remain at the current site; however, develop an off-site employee parking lot and reuse the existing parking lot for additional facility space needs for up to 95 buses.
- **Second option** – CyRide would maintain two permanent locations and have the second facility within a half mile of its existing site for up to 125 buses meeting the space needs requirements identified for this sized fleet.

- **Third option** – This option is the same as option #2, except that the second site would be located more than ½ mile from CyRide’s existing site.
- **Fourth option** – A large enough site where, over time, CyRide could consolidate its operations together at the new site.

Director Kyras shared that the analysis completed on each of the four options was conceptual and that each option was based on many assumptions, so that a fair comparison between options could be made and board members could determine the best option to further pursue. Further, she indicated that when an option is ultimately chosen as the preferred choice, staff would then refine this option into a “workable” solution for the transit system. She also indicated that none of the options included the new CDL required, training course for CyRide’s use only.

Director Kyras began the presentation by briefly illustrating the current bus parking configuration, with buses parked outside and in areas not typically designed for this purpose, which were indicated with an “x” in these locations on the facility illustration provided. Director Kyras then provided a basic description of option #1, which originally located the off-site employee parking at Brookside Park; however, after discussions with city staff, it was determined that this site would not be available. Staff then based this option’s analysis on an ISU site at Haber Rd, just north of the railroad tracks. Brent Schipper with ASK Studio described the current facility changes, as well as two parking options for the Haber Rd. site. Director Kyras then provided cost information (20-yr. cost of approximately \$25 million) for this option, which included an employee shuttle and the percent of CyRide’s current space needs addressed (41-44%). She also expressed two concerns with the site. First, that it was located in a floodplain and second that there was no walkable path between the Haber Rd. site and CyRide’s current facility. She indicated that employees would need to walk through Brookside Park and back to CyRide’s facility at approximately 1 mile each direction.

Mr. Schipper then explained the second option, utilizing CyRide’s current facility, as well as a second facility at the Haber Rd. site to meet the space needs for a fleet of 125 buses. He indicated that almost all of the construction would be on the Haber Rd. site, with only a small bus /tire and part storage addition to the current facility. The Haber Rd. site would include: second fuel lane, bus storage for approximately 68 vehicles, flood protection, administrative and maintenance bays per space need requirements and employee parking for 50 cars. Director Kyras then provided cost information (20-yr. cost of approximately \$30 million) for this option and the percent of CyRide’s current space needs addressed (100%). She also expressed the same two concerns with the site: floodplain and walking distance. An additional concern for this option would be that CyRide could not operate a portion of its fleet through the Haber tunnel, requiring a much longer distance to move buses between the two facilities.

Trustee Cain requested a side-by-side comparison of each of the options so that board members could fully understand and weigh the options being offered. Director Kyras indicated that this would be provided at the April board meeting.

Trustee Schainker asked how CyRide could afford the options presented. Director Kyras replied that the costs were conceptual only for comparison purposes between the options. Further, she indicated they would need to be refined, through architectural/engineering designs, and further refinement of how CyRide could operate with multiple buildings/sites. She also indicated that the costs provided at the meeting represented full build-out of the concepts and that CyRide would, most likely, be expanding facilities as it could secure funding through grants over time.

Trustee Schainker indicated that he would like the comparison to include the cost to repay FTA and a discussion on grant opportunities to pay for a new facility. Director Kyras indicated that the costs being discussed were only for comparison purposes between the options and that better cost estimates would need to be developed to be included in grant applications.

**TRANSIT DIRECTOR'S REPORT:** Director Kyras reported on three topics of possible interest to the board. First, she indicated that the Iowa DOT had begun the process to determine which transit systems would receive new bus funding through the statewide allocations. She indicated from their data, that CyRide could anticipate funding for possibly 3-4 buses this year. She indicated that one last funding opportunity could possibly fund additional buses up to the transit board approved amount of 5 buses, which would be if the federal government approved the state's urban bus grant. She also indicated that the Iowa DOT predicted next year's funding and which buses might be eligible for replacement and CyRide could possibly receive funding for three buses; however, it only currently has one bus included in the Capital Improvement Plan. She indicated this plan would need to be modified in the next Capital Plan development process to be presented to the Transit Board in December of this year.

Second, Director Kyras indicated that she had attended the Iowa Public Transit Association's (IPTA) meeting in Washington, DC with congressional staff. She stated that priorities for the transit group were to ensure full-funding for the FY18 and FY19 transit appropriations and to return funds to the Bus and Bus Facilities grant program. She also indicated that the new Administration's focus is on public-private partnerships, so future grants may have this criteria included in their evaluation criteria, which could make receiving funds more difficult in Ames.

Third, Director Kyras updated the board on a CyRide 2.0 impact regarding its contract with Durham School Services. With significantly fewer "extra" buses in the CyRide 2.0 route structure, the "extra" school buses provided by Durham will no longer be needed. Therefore, CyRide gave this firm notice that the contract will be cancelled effective at the end of this school year.

**Set Meeting Times and Place:**

A special conference call for the transit board will be scheduled between April 4 and 6, 2018 to address a construction project and equipment purchase. Joanne Van Dyke, CyRide's Secretary, will coordinate a date/time for this meeting.

- April 19, 2018, 3:30 PM
- May 29, 2018, 3:30 PM

**ADJOURN:** Trustee Bilibioni made a motion to adjourn the meeting at 6:49 p.m. and motion was seconded by Trustee Nelson. (Ayes: Five. Nays: None.) Motion carried.

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Steven Valentino, President

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Joanne Van Dyke, Recording Secretary



## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

April 4, 2018

The Ames Transit Agency Board of Trustees met on April 4, 2018 at 4:30 P.M. via conference call. Vice President Bibiloni called the meeting to order at 4:32 P.M. with Trustees Bibiloni, Cain, Jeffrey, and Nelson present. Absent: Trustee Valentino and Schainker.

**CYRIDE BUS HOIT REPLACEMENT BIDS & AWARD:** Director Kyras briefly explained the reason for the hoist replacement project - age, condition. She then explained that the project was contained in the 2017-2022 Capital Plan at an estimated cost of \$430,000. She stated that after the architectural and engineering consultant completed the bid specifications and final pre-bid estimate the cost rose to \$506,261 due to facility construction that would be needed to accommodate the lifts. She indicated that the funding source for the project was 80% state and 20% local.

Director then recapped the two bids received for the project and detailed the base bid and two alternates. She indicated both bids were responsive and within the budget. She indicated that the Architectural firm recommended accepting the base bid and Alternate #1, rebidding alternate #2 work later.

After examining the base and Alternate bids, Henkel Construction was the low bidder at a total cost of \$473,750.

Trustee Jeffrey made a motion to award a contract to Henkel Construction Company of Mason City, Iowa for the bid amount of \$473,750. The motion was seconded by Trustee Nelson. (Ayes: Four. Nays: None.) Motion carried.

**CYRIDE FLOOD PUMP BIDS & AWARD:** Director Kyras provided a brief explanation of the flooding experienced at CyRide, the steps that had then been taken to flood protect the facility and that the last step in this process is to purchase flood pumps. She indicated that originally the pumps were included in the construction of the flood wall/gate system; however, due to cost issues could not ultimately be funded in this project. She indicated that the project was included in the Capital Improvement Plan at a total, local cost for two pumps of \$160,000.

She then recapped the seven bids received for purchase of this equipment. She indicated that the apparent low bid was not responsive, as it did not meet the bid specifications. The second lowest bid was from Iowa Pump Works and did meet the bid requirements. Staff's recommendation is to approve the bid to Iowa Pump Works for \$98,752.

Trustee Jeffrey made a motion to award a contract to Iowa Pump Works, Inc. of Ankeny, Iowa for the bid amount of \$98,752. Trustee Nelson seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

**Set Meeting Times and Place:**

- April 26, 2018, 3:30 PM
- May 29, 2018, 3:30 PM

Director Kyras noted the April board meeting date change.

Trustee Bibiloni asked about the request for bus service to the Cyclone Carnival. Director Kyras explained to board members that a request to provide bus service to the Cyclone Carnival, in conjunction with the spring football game on April 14, 2018, had been made by representatives of the student government. She indicated that the Orange route could be operated that day connecting campus with the Carnival on 4<sup>th</sup> Street in front of the stadium; however, the additional cost would be \$1,300. She indicated that the student government was currently weighing this option.

**ADJOURN:** Trustee Cain made a motion to adjourn the meeting at 4:43 p.m. and motion was seconded by Trustee Jeffrey. (Ayes: Four. Nays: None.) Motion carried.

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Juan Bibiloni, Vice President

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Joanne Van Dyke, Recording Secretary

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** May 3, 2018

**SUBJECT:** Public Comments

**BACKGROUND:** On March 19, 2018, CyRide initiated its public education campaign for CyRide 2.0 service changes to be implemented in two phases this year. This report will provide a summary of the comments to-date regarding these changes. Staff will continue to record customer comments throughout the summer and fall semesters and will provide a comprehensive report to the Transit Board in the fall 2018, prior to budget discussions, so that any potential changes based on customer feedback once the services are implemented can be considered in the 2019-2020 budget.

**INFORMATION:** Through April 18, 2018, CyRide has received 16 customer comments, some with multiple suggestions or service comments. The attached chart summarizes the comments.

## CyRide 2.0 Comment Summary

Route	Comment	Solution under CyRide 2.0	Student/Resident
Blue	Disappointed it will be eliminated, will not use service next fall	None	Faculty/Resident
Blue	Without Blue route, SUV residents can't get to campus	#25 Gold route weekdays, #6 Br. weekends	Student
Brown	30 min. service level will not work for riders schedule	None	Resident
Brown	From mall, schedule will get customer to campus as 7:28 for 7:30 am start time	None	Faculty/Resident
Gold/Peach	Need service to operate past 9 pm weekdays	None	Faculty/Resident
Lilac	Not enough service on Steinbeck	Walk 3 blocks to two other routes for more frequency	Student
Lilac	Bus does not travel through campus; inconvenient	Transfer to 5 other routes to north campus	Student
Lilac	Service needs to run later at night	None	Student
Orange	Service no longer goes to Vet Med	Orange to Peach or Plum route	Student
Peach	Service is not frequent enough at every 60 mins.	Plum route	Resident
Peach	Service is not frequent enough and does not run on the weekend	None	Resident
Peach	Service is not frequent enough; misunderstanding of why	None	Resident
Red (1A)	Bus does not travel through campus; inconvenient	Transfer to 5 other routes to north campus	Student
Red-Green	Transfer between Red-Green at City Hall not convenient; longer travel time	None	Faculty/Resident
Red-Green	Transfer between Red-Green at City Hall not convenient; longer travel time	None	Faculty/Resident
West Ames	Unknown; possibly buses not travelling through campus	Transfer to 5 other routes to north campus	Student
West Ames	Unknown; possibly buses not travelling through campus	Transfer to 5 other routes to north campus	Student
None	General comment that CyRide 2.0 was not positive	None	Resident
None	General comment that CyRide 2.0 service was positive	None Needed	Unknown

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** May 3, 2018

**SUBJECT:** Recognition of Outgoing & Incoming Board Members

**BACKGROUND:** Under the City of Ames Municipal Code creating the Ames Transit Agency, two of the Transit Board of Trustees six seats will expire on May 15, 2018 (student representatives). However, one of the seats will be extended for the next year allowing Juan Bibiloni to continue as a board member being selected by the Student Government President.

With President Steven Valentino graduating and leaving CyRide's board, this will leave one vacancy to be filled.

**INFORMATION:** President Valentino will be recognized for his contribution to CyRide's operation in the community.

CyRide's new board member, selected by the Student Government on April 11, 2018, will be Jacob Schrader, a sophomore in Economics.

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** May 3, 2018

**SUBJECT:** State Grant & Public Transit Infrastructure Grant (PTIG) Applications

**INFORMATION:** Annually, CyRide submits a grant application(s) to the Iowa Department of Transportation (Iowa DOT) to support operating and capital needs for the transit system. The following briefly summarizes the application to be submitted by May 1, 2018 for funding during the 2018-2019 budget year.

<u>Operating</u>	<u>State/Federal Share</u>
State Operating Assistance (Estimate based on 5.512092% ..... of available funding)	\$805,748
Federal Section 5310 Elderly and Disabled Funding..... Assistance for ADA Service Contract with HIRTA (Partial funding, as carryover funding from previous years will be used to provide a full year of funding anticipated to be approximately \$260,000)	<u>\$150,000</u>
<b>TOTAL Operating</b> .....	<b>\$955,748</b>

<u>Capital</u>	<u>Federal Share</u>
Federal 5339 Discretionary Grant Request ..... For 8 - 40' Heavy-duty Replacement Buses w/cameras (\$3,946,400 total)	\$3,354,440
Federal Section 5310 Elderly and Disabled Funding..... For Annunciators	\$111,086
Public Transit Infrastructure Grant ..... For Bus Wash Replacement and HVAC Equipment	<u>\$594,627</u>
<b>TOTAL Capital</b> .....	<b>\$4,060,153</b>

<b>TOTAL STATE GRANT APPLICATION</b>	<b>\$5,015,901</b>
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State operating assistance and Elderly and Disabled 5310 formula dollars are the only funding that CyRide is assured of receiving. All other funding sources for state bus replacements and

Public Transit Infrastructure grants are competitively selected at the state level and CyRide will be informed of the selection decisions during the 2018-2019 year.

The local match requirement for these projects are as follows:

- **State Operating Assistance** - No local match is required for State Operating Assistance
- **Section 5310** - The Section 5310 capital and operating projects are currently included in CyRide's 2018-2019 operating and capital budgets. The 20% local match is \$65,272.
- **PTIG** - The PTIG bus wash replacement project is currently included in CyRide's 2018-2019 capital budget and City of Ames Capital Improvement Plan at \$750,000 total. CyRide recently completed an independent cost estimate and the estimate is lower, which will be adjusted in the 2018-2019 capital budget. The total cost of this project is \$743,284 with a 20% local match of \$148,657. The bus wash is currently 16 years old and parts are no longer available for portions of the bus wash. The wash will be removed and replaced with a new system with HVAC improvements. Overall, the project includes:
  - Demolition of existing bus wash
  - Removal of existing bus wash equipment, including sprayer and brush assembly and frame
  - Removal of existing bus water reclaim system
  - Replacement of existing water service pipe and installation of new pressure reducer
  - Installation of new bus wash system, including new water reclaim, new reverse osmosis system and new blower system
  - Ventilation upgrades, included new exhaust fans and makeup air and ducts above the bus wash bay
  - Electrical upgrades to accommodate new bus wash equipment and HVAC improvements
  - Replacement of an existing corroded hollow metal door and frame
  - Refinish existing adjacent concrete block walls and ceilings
- **Section 5339** - Section 5339 funding is not currently in CyRide's 2018-2019 capital budget, as funding received by the State of Iowa for bus replacements is competitively selected. CyRide will not be informed if its buses are selected until later into the 2018-2019 budget year. Buses can be federally funded at 80% (ICAAP) or 85% (5339) depending on the type of funds available at the time. CyRide cannot speculate at this time whether funding will be available to replace buses since the new statewide bus replacement list has yet to be developed. However, requesting replacement of CyRide's oldest and most utilized buses is anticipated to provide one or two buses for replacement through this process.

A public hearing was held to discuss this application with the community on April 25, 2018 at 9:00 a.m. No written or oral comments from the public were received.

**ALTERNATIVES:**

1. Approve the FY2019 State Grant Application subject to public hearing comments that address requested state funding.
2. Modify the FY2019 State Grant Application, based upon board priorities.
3. Reject the grant application and do not submit a state funding request for the 2018-2019 budget year.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to submit an operating and capital application to the Iowa DOT, as this application supports the enhancement of transit services in the Ames community and contains projects previously approved in the operating and capital budgets and City of Ames Capital Improvements Plan.



**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees

**FROM:** Sheri Kyras

**DATE:** May 3, 2018

**SUBJECT:** Proterra Electric Bus Analysis and Presentation – Part 2

**BACKGROUND:** At the March Transit Board meeting, a representative from Proterra, an industry leader in electric bus manufacturing, presented preliminary results of its analysis regarding the average “Total Cost of Ownership” for a hypothetical 20-bus electric fleet compared to CyRide’s diesel or hybrid bus fleet. The results are summarized below:

- Over the 18-yr. life of a CyRide bus, the operating cost for 20 buses could be half of its diesel or hybrid counterpart – savings of \$6 to \$7 million dollars.
- Over the 18-yr. life of a CyRide bus, the emissions for 20 buses could be zero as compared to over 70-90 million pounds for its diesel or hybrid counterpart.
- Cost of an electric bus with a battery package able to operate on all CyRide routes is approximately \$829,000 plus a \$65,000 in-depot charger, compared to a diesel bus at approximately \$450,000.
- Fuel savings over the 18-yr. life of a CyRide bus could be \$146,336 for a diesel bus and \$103,867 for a hybrid bus.
- Payback for the higher cost of an electric bus is a little less than 5 years due to the fuel savings and lower maintenance costs.

Proterra has “calibrated” its initial analysis using CyRide route data to refine their initial analysis and CyRide staff will summarize their findings the April board meeting.

Additionally, as background information, the attached article from a national industry magazine on electric buses provides board members with information on the integration of electric buses into a fleet and the status of electric buses in other transit systems around the nation.

**INFORMATION:** Based on the presentation and board discussion, if there is interest to proceed forward in the direction of electric buses, the following options could be considered for next steps.

### **Option 1 – Monitor Electric Bus Technology**

Under this option, CyRide would not proceed further with an electric bus project at this time and instead continue to monitor the advances in this technology, particularly with the range of operation on a battery charge. Staff could bring back a discussion of a possible project based on a board-defined time period. For example, prepare a report in six months or twelve months for board direction at that time.

### **Option 2 – Further Research**

CyRide could hire a consulting firm to complete an independent analysis of the benefits, operating and capital costs for CyRide's service. One such firm is called, "Center for Transportation and the Environment (CTE)" housed in St. Paul, Minnesota. This firm could provide more detailed, balanced information regarding the impact of electric buses and how CyRide could best move toward this type of vehicle. The attached Scope of Work from CTE is based on a preliminary discussion with this firm on what they could provide for CyRide. CTE provided a rough cost estimate of \$30,000 to complete this work. This expense could be funded through the savings CyRide received in the flood pump capital project where the successful bid was \$60,000 under budget.

Under this option, CyRide would not be able to submit an application for the next round of LowNo federal grants just recently released and due in June 2018, but information gained from this project could strengthen a future application by demonstrating, through theoretical research, CyRide's commitment to this technology (grant requirement) and thoughtful consideration of how it impacts CyRide's transit system.

### **Option 3 – Electric Bus Rental**

If there is a desire to move forward more quickly, CyRide could rent (short-term lease) an electric bus from Proterra for seven months (July 15, 2018 through February 15, 2019 to operate the bus in both hot and cold conditions) and complete an operational and maintenance analysis comparing the electric bus with a newer diesel bus in CyRide's fleet. The specifics of this rental are detailed below and included in the attached *Letter of Intent*:

- **Lease Length** - 7 month lease for one E2 electric bus (150-200 mile range), charging station and generator
- **Project Start/End Date** – July 15, 2018/February 15, 2019
- **Project Cost** – Approximately \$130,000 (see cost breakout below)
- **Training** - 1-2 weeks of training for mechanics and drivers
- **Rent-to-Own** - Could apply rental to purchase of the bus CyRide rents at the end of the project
- **Insurance** - CyRide would need to add the bus and equipment to its insurance

- **Maintenance Costs** - Proterra would pay for warranty items and CyRide day-to-day maintenance on the vehicle

If the transit board chooses this option as CyRide’s next steps into the electric bus field, CyRide could fund this project as follows:

<b>Revenues/Expenses</b>	<b>Seven-Months</b> (July 15, 2018 - Feb. 15, 2019)
<b>Expenses</b>	
	<b>Dollars</b>
Bus	\$108,500
Charging Station & Generator	\$12,600
Transportation To/From CyRide	\$6,000
Building Accommodation for Charging Station (est.)	\$2,000
Est. Electrical Charging Cost	\$1,775
<b>Total</b>	<b>\$130,875</b>
<b>Revenues</b>	
	<b>Dollars</b>
Est. Fuel Savings	\$8,859
Savings Purchasing 4 instead of 5 new buses*	\$47,920
Flood Pump Savings (Local \$)	\$60,000
Potential Energy Grant for Rental	\$25,000
<b>Total</b>	<b>\$141,779</b>

\* The Transit Board approved \$359,400 in local match for new buses during the 2018-2019 budget year. The local match needed to purchase 4 buses is anticipated to be \$311,480, leaving a savings of \$47,920, which is not sufficient to fund for 5th bus (\$95,840 is needed).

Additionally, CyRide contacted InTrans (ISU’s Institute for Transportation), which is a Ames transportation research firm regarding this project and they indicated an interest in working with CyRide to complete an analysis comparing electric bus technology with other newer buses in CyRide’s fleet from a financial, operational, maintenance and environmental perspective. Additionally, they notified CyRide of a grant opportunity from the Iowa Energy Center that could assist in this analysis and fund a portion of the bus rental cost. This firm has assisted CyRide in the past with similar projects. Specifically, CyRide could operate the electric bus and one of its newer diesel buses on the same routes and under the same conditions for a seven-month period and InTrans could provide an analysis comparing the above metrics to determine the impacts of the electric bus technology in these areas.

Under this option, CyRide would not be able to submit an application for the next round of LowNo federal grants in June 2018, but information gained from this project could strengthen a future application by demonstrating, through hands-on research, CyRide’s commitment (grant requirement) to this technology and thoughtful consideration of how it impacts CyRide’s transit system.

#### **Option 4 – LowNo Federal Grant Application**

The next round of federal LowNo grant opportunities was released on April 18<sup>th</sup> with grants due June 18, 2018. CyRide could submit an application for 1-2 electric buses/charging stations and facility retrofit for these vehicles. A study would need to be completed to identify specifics of incorporating this new bus technology into the fleet prior to submitting a grant. Examples of the questions to be answered/costs identified would be:

- Which electric bus manufacturer CyRide would include in the application
- Which electric bus would best fit in CyRide’s fleet (shorter or longer range battery option)
- Purchase or lease batteries
- Cost of one or two electric buses and charging stations
- Cost to retrofit the facility to include charging stations
- Funding plan developed

This project would need to become a priority for CyRide in order to meet the short grant deadline. Staff could develop a grant application, including a budget identifying federal and local dollars needed, and provide the board with this information for approval prior to submitting the application. Potential funding sources for the local match on this grant could include the sources as identified in Options 2 and 3, as well as the Ames Area MPO Surface Transportation Glick Grant funds awarded to CyRide in 2019-2020 of \$225,000. The advantage of this option is that the federal transportation budget increased one-time funding to this program so more dollars are available this year only, theoretically easing the level of competition and potentially increasing chances of receiving funding in the next round of program awards.

#### **ALTERNATIVES:**

1. Direct staff to continue to monitor electric bus technology and bring opportunities to the board in the future, board specified time-frame.
2. Direct staff to develop a contract with CTE or other consulting firm, based on the scope of work submitted, to analyze the impact of electric buses in CyRide’s fleet and on its facility.
3. Direct staff to develop a rental agreement with Proterra for a seven-month period of time for one E2 electric bus and equipment for board approval.

4. Direct staff to begin preparing information for an anticipated federal LowNo grant application and provide board members with a specific project and budget for approval prior to submission of the grant.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #2 or #3 for the following reasons:

- Either option can be accomplished with current commitments to new bus funding and/or savings from other capital purchases.
- Either option can provide unbiased information about how electric bus technology will impact CyRide's operations, maintenance and the community.
- Either option will allow CyRide, over the next year, to determine if this is a viable strategy without long-term implications and, at the same time, provide valuable information that will set CyRide apart from other transit requests if a federal grant application is submitted in the future for electric buses.



CENTER FOR TRANSPORTATION & THE ENVIRONMENT  
730 PEACHTREE STREET  
SUITE 760  
ATLANTA, GA 30308  
P: 678-244-4150  
F: 678-244-4151

April 6, 2018

Ms. Sheri Kyras  
Transit Director  
CyRide  
601 N. University Blvd.  
Ames, IA 50010

Dear Ms. Kyras,

Thank you for your interest in Zero Emission Bus Smart Deployment services from the Center for Transportation & the Environment (CTE). It is our understanding that CyRide has been exploring options to integrate battery electric buses (BEBs) into its fleet and is interested in contracting a professional third-party planning analysis to gauge the feasibility of deploying BEBs and develop a strategic approach to fleet electrification. CyRide is requesting an analysis of deploying BEBs on five primary routes to ensure that the buses can meet their service requirements and to understand the logistics, requirements and sensitivities of operating BEBs as they relate to BEB procurement decisions, scheduling, charging, fleet management and facilities.

CTE proposes the following Statement of Work (SOW) for CyRide:

**1. Route Modeling**

This task includes bus modeling and route simulation. CTE shall model the proposed routes using a generic BEB model developed by CTE to predict the performance of BEBs on the selected routes. The model uses vehicle simulation software developed by Argonne National Laboratory called Autonomie. CTE shall collect data on route by logging existing CyRide bus operations with GPS data loggers. The loggers will capture time, distance, speed, acceleration, GPS coordinates, and grade. CTE shall use these data to develop a baseline model of BEBs operating on CyRide's routes. The results of this task will be estimated fuel efficiency, range, and daily energy requirements under various foreseeable weather, loading and battery degradation scenarios specific to the CyRide operating environment.

**2. Charge Modeling**

CTE shall develop charging models to assess options for charging equipment and charge strategy (e.g. twice per day vs. overnight only) to optimize the vehicles' ability to efficiently and reliably meet service demands in all conditions and maximize the benefits of electric drive systems.

CTE shall subcontract with a local engineering firm to estimate the cost to develop electrical infrastructure at the CyRide Depot to support the most promising charging options.



### **3. Rate Modeling**

CTE will develop an electricity rate model to assess the operational cost of the proposed service. Rate modeling uses the results of the Route Modeling and Charge Modeling tasks as well as applicable rate schedules of the utilities providing service to the CyRide depot to determine annual cost of electricity for each charging scenario and rate schedule.

### **4. BEB Technology Suitability Assessment**

CTE shall summarize and present the results of the Route, Charge, and Rate Modeling tasks to CyRide. The presentation shall include options, considerations and recommendations for bus operations and charging, providing information by which CyRide can make decisions to finalize their BEB deployment plans.

### **5. Vehicle & Equipment Requirements/Specifications**

Based on CyRide's decisions resulting from the BEB Technology Suitability Assessment, CTE shall summarize the charging system and bus requirements for CyRide's recommended deployment strategy. Proposed requirements will be based on results of the route and charge models. CTE shall help CyRide identify any impact to their operating service caused by the specified buses and charging strategy.

CTE has assisted, or is currently assisting, over 50 transit agencies with their analysis, evaluation, procurement and deployment of over 200 zero emission buses. In addition to the services provided above, CTE is available to assist you with complete ZEB project life-cycle activities, including:

- ZEB Transition Planning
- ZEB RFP Development and Proposal Evaluation
- Project Management and Technical Assistance during ZEB and Charging System procurement, design, build, and deployment
- Post-Delivery ZEB Validation
- Operational Data Collection, Analysis, and Key Performance Indicator (KPI) Reporting



Total fees for this Scope of Work is \$30,000, fixed fee, inclusive of labor and expenses. The duration of this project is approximately three months. We look forward to the opportunity to work with CyRide. Please contact me with any questions.

Best Regards,

A handwritten signature in black ink, appearing to read 'Steve Clermont', with a long horizontal line extending to the right.

Steve Clermont  
Director of Planning and Deployment  
Center for Transportation & the Environment  
730 Peachtree Street, Suite 760  
Atlanta, GA 30308  
404-606-3498





After a successful demo project, LA Metro is moving ahead with a full implementation of electric buses beginning with 40 New Flyers and 65 BYDs that will be used on its Orange and Silver BRT lines.

Heavily of America

# As Tech Matures, Transit Agency Usage of Electric Buses Evolves

With many early pioneers now moving to larger implementation, advances are making it more possible for the vehicles to be used in a variety of service applications, although how to install the infrastructure necessary for large-scale operations is a task that needs to be mastered.

BY ALEX ROMAN, Managing Editor

As sustainable practices continue to come into focus for counties, cities, and municipalities around the nation, transit agencies are continuing to focus on the potential of adding electric buses to their fleets.

Despite the promises of zero-emissions and being good stewards to the communities they serve, many transit agencies are going down the road of electric buses at a relatively slow rate.

“The state of the transit agency market right now is that you are seeing a lot more RFPs for electric bus pilots than the really large projects,” explains James Tillman, director, business development, for MaxGen Energy Services, a contractor that operates and maintains clean energy infrastructure.

For some early adopters, as well as those who have chosen to aggressively reduce emissions, though, electric bus

implementation charges forward, with transit agencies eyeing either going all-electric, or at the very least, 100% alternative-fueled.

METRO spoke to some early electric bus testers about the necessary infrastructure upgrades, training, and outreach that is needed before adding the vehicles to their fleet, as well as how those transit agencies are moving forward with the technology.

## TESTING, TESTING

The emergence of electric buses in the market brought with it much excitement and interest to the industry, especially those already trying to clean up their carbon footprint.

“Under the previous administrator, we began upgrading our bus fleet around 2008 with the purchase of some Gil-

lig diesel-electric hybrid buses, as well as some clean diesel buses, as we began looking at ways to meet air quality conformity here in the Worcester area,” explains Jonathan Church, administrator for the Mass.-based Worcester Regional Transit Authority (WRTA). “In 2012, we applied for a Federal Transit Administration (FTA) Clean Fuels Grant for the purchase of three electric buses and the overhead and depot chargers necessary to run those buses.”

Today, WRTA is running six Proterra electric buses across a variety of routes in its service area. Church explains that the agency is holding off on adding more units as it waits to see how the technology continues to evolve.

Indianapolis’ IndyGo also started its electric bus program with an FTA grant around 2012, opting for 21 refurbished



**Complete Coach Works (CCW)** battery-electric buses after first exploring a move to CNG that would have been too costly for the agency because its existing bus facility is on a historic site.

**Vicki Learn**, director of maintenance at IndyGo, explains the agency was bullish on the technology, as well as its evolution, and so it viewed the electric bus implementation as an opportunity to prove its viability.

"Since we started running those buses, we have seen a revolution with the technology's viability," she says. "Whether it's inductive or conductive charging, long-range or short-range, we are seeing there isn't just one way you can implement electric buses, but multiple solutions. IndyGo is continuing to evaluate which options will work best for specific applications within our agency."

IndyGo has contracted with **BYD** to provide electric buses for its Red Line BRT service set to launch in 2019. Beyond rapid transit applications, the agency plans to leverage more all-electric technology for regular local service. Recently they released an RFP for the purchase of up to 116 electric buses to replace vehicles in the agency's regular service.

"In 2018, IndyGo will be receiving what we expect will be the agency's last order of diesel buses, so within 12 years we will be all-electric," says Learn.

Calif.'s **Long Beach Transit (LBT)** began looking at electric buses as a way to demonstrate their viability, especially due to some of the environmental issues that are experienced in the area.

"We have an enormous port complex right next door to us, the **Port of Long Beach/Port of Los Angeles**, and a tremendous amount of diesel pollution come from that complex on a daily basis. So much so, that there is a well-established statistic out there that 15 percent of children in Long Beach suffer from asthma, which is roughly twice the national average," says **Paul Gonzales**, manager, external affairs/public information officer, at LBT. "We consider the emissions from diesel motors to be a significant causation to that. We believe that if we can show that large-scale adoption of battery-electric technology in public transit can make an impact on that pollution, it can

## 9 TIPS FOR PLANNING YOUR BUS CHARGING INFRASTRUCTURE

While adding a few charging stations to support pilot projects is relatively straight forward, transit agencies will need to consider several factors when planning to implement infrastructure that can support hundreds of electric buses, or more, explains **James Tillman**, director, business development, for **MaxGen Energy Services**. "The answers to the [first four basic] questions will drive the design component for the required infrastructure to support that fleet purchase."

**1 DETERMINE NUMBER OF BUSES TO BE CHARGED**

**2 WHAT IS BUS BATTERY CAPACITY (kWh)?**

**3 WHAT IS BUS RATE OF CHARGE (kW)?**

**4 WHAT IS ALLOTTED TIME IN WHICH BUSES HAVE TO RECHARGE?**

**5 SPLITTING THE RFP** "From the RFPs I've been reading, it's clear there is a lack of understanding in terminology and technology, as well as the general understanding of the charging infrastructure that needs to accompany the buses," says Tillman. "A lot of RFPs are pushing this responsibility onto the bus OEMs, and while those OEMs are great at making electric buses, they are not necessarily in the business of strategically designing infrastructure. I would recommend peeling off the vehicle purchase and the charging station design into two separate RFPs."

**6 UNDERSTAND BASICS** "There is still a misconception on the speed electricity can move from the grid into a battery system. If you look at some of the RFPs out right now, some transit agencies are looking for a 600-kilowatt solution, which currently is only deliverable through an overhead system. However, agencies are demanding this be done through a traditional connector — these standards just don't exist right now," Tillman says. "Getting a general education on why components are located where they are and can't really be relocated within a bus, as well as understanding the general underlying challenges to power, is important. We want these buses to perform like their traditional counterparts, and in almost every aspect they do, and sometimes outperform. However, keep in mind there is no benefit in

'refueling' an electric bus in 20 minutes at the barn when the rest time is five hours. While this may be possible, the cost to implement and ongoing operational expense will be astronomical with no real benefit."

**7 THINK AHEAD** While you may only be implementing a few chargers for your initial pilot, Tillman says it's smart to plan for future growth.

"The utility probably won't give you a transformer for 100 buses if you're only taking delivery of 10. But, there are certain things you can do like sizing the transformer, PME (Pad Mounted Equipment) switch, and capacitor pads appropriately for future upgrades and installing extra conduit so that when you do take delivery of those next 90-plus buses, you're already ahead of the curve," he says.

**8 CONSIDER "HYBRID" APPROACH** As charging infrastructure continues to mature, implementing a hybrid approach that includes both depot and on-route chargers may be the best path to choose.

"If you do go with a hybrid approach there are some creative solutions you can do with hub charging. For instance, you won't always need to fill your buses to 100-percent capacity, but that analysis really comes with more mature battery-electric bus deployment," he explains. "If you have several routes that come in and out of a major bus hub and you are able to install an overhead bus charging station there, as well as some other locations along your routes, it would reduce the amount of charging at the bus depot, the number of depot charging stations, and your overall demand charges."

**9 USE A CONSULTANT** A consulting firm can help transit agencies determine what charging options are best for their needs before adding electric buses to their fleet. In addition to the considerations mentioned, a strong consulting firm can also factor in operational procedures of the barn, future expansion needs, and integration of ultra-high powered in-route charging, amongst other unique circumstances of the agency.

"If agencies are working with a consultant, RFPs are significantly improved, which lead to stronger responses that meet the need of the agency," he says. "You will save much time and heartache if you are working with somebody who really understands the space."



be expanded to the commercial operations of the port, leading to a significant improvement in air quality.”

LBT began providing transit services with 10 BYD buses in March 2017 on its Passport Route — a free service that runs around downtown. Eleven months after launch, the agency saw a reduction of Co2 and NOx emissions of 353 metric tons, according to Gonzales.

Like IndyGo, LBT is also looking to phase out its diesel bus fleet, looking at 2020 as the year it will be 100% alternatively-propelled, with a mix of CNG and battery-electric buses.

Meanwhile, the **Los Angeles County Metropolitan Transportation Authority** (Metro), which already met a goal of being 100% alternatively-fueled in 2011, began exploring moving to 100% zero-emissions in 2013 and added its first of five BYD battery-electric buses in 2015. After a successful demonstration, the agency placed an additional three orders for electric buses, which includes five 60-foot and 60 40-foot BYD buses and up to 40 New Flyer 60-foot buses, for its Orange and Silver BRT services as part of its plan to be all zero-emissions by 2030.

“We have a two-phase plan,” explains **Jess Montes**, sr. executive officer for vehicle acquisitions at Metro. “The first phase is to do what we know we can reliably do with the existing technology, so we’ve



Long Beach Transit is looking to phase out its diesel bus fleet, looking at 2020 as the year it will be 100% alternatively-propelled, with a mix of CNG and battery-electric buses.

identified the Metro Silver and Orange lines as a good place to begin the transition with minimal risk. Phase two will be everything else.”

**TRAINING AND OUTREACH**

Prior to adding electric buses to their fleets, each of the transit agencies *METRO* spoke to worked with the OEMs for both operating and maintaining the buses.

“Proterra did individual training for every driver in our fleet,” says Church. “We

also had our maintenance staff attend numerous training classes with Proterra staff here on site, with the company also maintaining a mechanical technician at our site the whole time we have had the buses.”

Likewise, IndyGo, in partnership with CCW, is training its workforce on maintenance and HVAC electrician skills. The agency’s training department is directly training all 300-plus bus operators on electric propulsion systems as new equipment arrives.

“Training our operators on the way the electric buses drive and on the safety features is a critical step,” says Learn.

She adds that the agency brought in all of its local first responders to show them how to tell the difference between a diesel and electric bus and what to do in the case of a thermal event. The program went over so well that first responders in other counties that aren’t even running electric buses have since asked IndyGo for the training as well.

Looking down the road toward further implementation, Learn says that IndyGo is adding a maintenance training department that will soon be up and running.

“Our focus will be not only to have annual refresher training for all aspects of maintenance, but also a more continuing education when it comes to the ever-growing technologies moving forward so that we can keep our mechanics ahead >



In addition to training all 300-plus bus operators on electric propulsion systems, IndyGo also trained all local area first responders on what to do in the case of a thermal event.



of the curve," she says.

As for public outreach, transit agencies communicated to the communities they serve that electric buses were coming as were the many benefits that arrive with them, including zero-emissions and the promise of a cleaner environment in the long-term.

With that, they also had to communicate just how much quieter electric buses are compared to traditional diesel buses.

"We did hear stories that people at stops would be listening to music and otherwise be distracted and their bus would arrive and pull off without them knowing it was there," says Gonzales.

On that note, in addition to marketing the new buses to their community, WRTA also worked with advocates in the sight impaired community to help get the word out about the new buses, since many rely on the sound of the buses to know they have arrived at a stop.

"That campaign was very successful and I think really helped that community be aware of the changes that come with electric buses," says Church. "It also helped that all of our buses have automatic announcements on them, so that really provided another way to offset the engine noise and help the sight-impaired know that their bus was arriving or departing."

#### LOOKING AHEAD TO INFRASTRUCTURE

While developing charging strategies on a large scale may be complex, implementing charging stations for pilot buses is typically rather straightforward, although transit agencies do have to work with their partners closely as they move toward implementation.

One hurdle Long Beach found was that it had to upgrade its infrastructure to meet the demand of the new electric buses.

"The traditional home of Long Beach Transit was built in 1963 with all the needs

of 1963 in mind, so when it came to adding the electrical infrastructure it was a big project," explains Gonzales.

To upgrade its infrastructure, LBT teamed with its utility provider, **Southern California Edison**, to help problem solve.

"We were able to tap into the Edison vault catty-corner from our facility and run it underground to a corner of our facility, where we now have 10 charging units," Gonzales says. "We also have the capacity to expand, which we are planning to do."

LBT also teamed with its utility provider to install an inductive charging solution from **WAVE** near the **Long Beach Convention Center**, which will be inaugurated in June.

"The solution will enable our buses to charge while out on their routes, which should increase the performance of our battery-electric buses," says Gonzales.

Meanwhile, as it begins its transition to zero-emissions, Metro has put out an RFP to find a consultant to help develop its strategy for zero-emission buses.

"They will be looking at where the easiest places will be for implementation of electric buses, as well as the areas that will take a bit longer, or that may require some technological advances first," says **Marc Manning**, sr. director vehicle engineering and acquisitions for Metro.

Manning and Montes add that part of the consultants job will also be to identify the best charging technologies available to the agency as it moves into phase two. For now, the agency is working with **New Flyer** and **BYD** to develop strategies that will include both depot and in-route chargers.

"We don't know how the technology will evolve, if one type of charging solution will prove to be more effective than the others, so we are holding off on further modifying our infrastructure at this point," says Manning. "We are also trying to future-proof our facilities as much as possible, but since there isn't a standard for plug-in chargers, it is hard for us to plan a full facility upgrade at this point."

In Indianapolis, **IndyGo** has been working toward resilient operations even with the move to an electric fleet. Investing in renewable energy is a key strategy for the agency, but **IndyGo** is also identifying how to continue op- >

### SUPPLIERS RAMP UP ELECTRIC BUS PRODUCTION CAPABILITIES

**BYD** commemorated the addition of a new wing to its current Lancaster, Calif. space in October 2017, bringing the total manufacturing facility to nearly 450,000 square feet. The expansion nearly quadruples BYD's facility from its initial 2013 footprint.

**GILLIG** inaugurated its 600,000-square-foot main facility, as well as a 50,000-square-foot building used for fabrication and assembly and a 27,000-square-foot facility to prepare the buses for delivery, in Livermore, Calif., in 2017.

Additionally, Gillig will collaborate with **Cummins** to integrate and optimize new battery-electric technology from Cummins that will power Gillig zero-emission transit buses. Initial development work for the new bus reportedly envisions a 200-mile operating range on a single charge.

**NEW FLYER** successfully completed its first full build of an

**Xcelsior CHARGE** battery-electric bus in January at its Anniston, Ala., facility, which joined the company's other facilities in Winnipeg, Canada and Crookston and St. Cloud, Minn., in being capable to manufacture the company's electric bus offering.

The Anniston facility is also home to the Vehicle Innovation Center, which consists of five buildings that manufacture transit buses from part fabrication, to high-strength frame welding, to final assembly. In 2015, **New Flyer** invested \$20 million to transform the campus to a world-class **LEAN** manufacturing site capable of producing **New Flyer's Xcelsior heavy-duty bus platform**.

**PROTERRA** opened its new 100,000-square-foot Los Angeles facility in July, adding to its existing battery manufacturing facility in Silicon Valley and its East Coast vehicle production facility in Greenville, S.C.



erations in the face of a disaster or long-term power outage.

"We have one megawatt of solar energy set up on our roof already, which offsets some of our energy costs and basically fuels all 21 of our electric buses," says Learn.

"As we have more and more electric vehicles, we are developing facility and operational plans that will make sure we can keep service on the street," she adds. "We are looking at emergency operations facilities that could be used as a back-up location with portable generators to keep buses charged."

IndyGo is leveraging advances in battery range to keep capital costs down. The agency has no plans for in-route charging, but instead is developing charging solutions at the main facility, as well as back-up plans.

**TAKEAWAYS**

While those who have moved ahead aggressively are admittedly still in the learning process, they do have some

sage advice for those looking to add electric buses to their fleet.

■ **MAP OUT A PLAN**

IndyGo's Learn says a good idea is to map it all out with a pencil and paper and take into account all considerations, including your routes, fuel costs, and how your city operates, taking into account hurdles that may impact service, which for IndyGo includes the Indianapolis 500.

"There are so many options for zero emissions now than there were five years ago," she says. "We are going through a lot of change right now at IndyGo, and the opportunities to use new technology are really exciting, but anticipating that things won't go exactly to plan has to be recognized by everyone in the agency."

■ **MANAGE EXPECTATIONS**

"Clearly know what your needs are and what you are trying to do — if you are looking to do a demonstration project, make sure to manage your expectations," Metro's Montes says. "Everyone is

going through a learning curve, so don't expect to have the same level of service with a zero-emissions bus as with your normal in-service buses, whether they are diesel or CNG."

Montes adds that there will initially be a big learning curve on operations and maintenance, as well as on a transit agency's infrastructure, so agencies should methodically plan for the integration of electric buses into everyday service.

■ **HAVE A CHAMPION**

Montes and Manning also add that in addition to all the other factors involved in going electric that it's important to have an electric bus champion within your organization.

"It's really important because you need someone within your organization to get everybody excited about electrification," says Manning.

"It is definitely important, because you have to have buy-in from every element within the organization," adds Montes. "If you have any push back, it can really lead to huge issues." **M**

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# PROTERRA

## LETTER OF INTENT FOR RENTAL OF PROTERRA'S 40 FOOT CATALYST E2 ELECTRIC BUS

This Letter of Intent (“**LoI**”) dated as of \_\_\_\_\_, 2018 summarizes the key terms of the proposed rental arrangement between Proterra Inc, a Delaware corporation (“**Proterra**”) and CyRide, Iowa (the “**Customer**” and together with Proterra, the “**Parties**”). This LoI is non-binding and is intended solely as a summary of the terms that are currently proposed between the Parties, except for the paragraph below entitled “*Confidentiality*”. A binding agreement will not occur unless and until all necessary corporate approvals have been obtained and the Parties have negotiated, approved, executed and delivered the appropriate definitive agreements. This LoI shall be governed in all respects by the laws of the State of Delaware.

### Rental Terms

*Rental:* Customer will rent one (1) Proterra 40 Foot Catalyst E2 electric bus (the “**Bus**”).

*Term:* It is anticipated that Proterra will provide the Bus to Customer starting on or around \_\_ 2018, ending \_\_\_\_\_ 2018 (the “**Term**”).

*Pricing:* Cost for use of the Bus per month will be \$15,500.

Cost for optional use of a charger, if needed or desired by the Customer, will be \$950 per month.

Cost for optional use of a generator set to power a charger, if needed or desired by the Customer, will be \$850 per month.

Cost of bus transportation is \$3,000 one way.

Any partial month usage or rental of the Bus or the optional charger and/or generator will be pro-rated. Customer is required to provide all electricity for the Bus during the Term, and Customer will pay any make ready and/or installation costs for charging. All payments from Customer will be made in advance on a monthly basis.

*Charger/Generator:* If Customer intends to use a charger and/or generator, Customer will let Proterra know such at least thirty (30) days prior to commencement of the Term.

*Other:* Customer will, at its cost, maintain reasonable insurance on the Bus (and if rented, the charger and/or generator) during the Term. Customer shall take reasonable care of the Bus (and if rented, the charger and/or generator), ordinary wear and tear excepted. Proterra will at all times maintain ownership of and title to the Bus (and if applicable, the rented charger and/or generator) and any intellectual property in or related to the same, and Customer shall not directly or indirectly (1) grant or allow any lien or security interest in the Bus (and if applicable, the rented charger and/or generator) or (2) reverse engineer, disclose or misuse any of Proterra’s

[www.proterra.com](http://www.proterra.com)



# PROTERRA

intellectual property.

*Confidentiality:*

The existence and terms of this LoI and any related discussions shall not be disclosed and shall be kept confidential by Proterra and the Customer and shall be disclosed (i) only as required by law or (ii) to such parties who have a need to know, including any advisors who will assist with legal and due diligence and related usual and customary processes related to preparing

and executing the definitive agreements that will consummate the transactions contemplated hereby.

*[Signature Follows]*

Acknowledged and agreed:

**Proterra:**

PROTERRA INC

By: \_\_\_\_\_  
Name: Ryan C. Popple  
Title: Chief Executive Officer & President

**Customer:** \_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:

[www.proterra.com](http://www.proterra.com)

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** May 3, 2018  
**SUBJECT:** HIRTA Customer Feedback & Contract

**BACKGROUND:** CyRide is required by the federal government to provide ADA complementary bus service (door-to-door service for the disabled) in the Ames community. Since 2003, CyRide has contracted for this service, called "Dial-A-Ride," with Story County's transit provider to operate Ames service in conjunction with their Story County service. Currently, that provider is the Heart of Iowa Regional Transit Agency (HIRTA).

CyRide has conducted an annual Dial-A-Ride (DAR) survey every year since 2011 to gain input on customer's overall impressions, as well as specific suggestions to improve service. Input from this survey is used to provide feedback to HIRTA regarding performance issues, as well as for the Transit Board of Trustees to consider renewal of its contract for ADA-required complementary transit services.

At the May 2015 Transit Board of Trustees meeting, board members approved a new three-year contract with HIRTA for Dial-A-Ride service. This contract will expire on June 30, 2018. Therefore, board members will be asked to consider action on continuing Dial-A-Ride service under a new contract with HIRTA. This survey and a review of DAR service's performance, based on established goals, will provide input for this decision.

If the board does not desire to continue contracting with HIRTA and to directly operate service, CyRide staff will need to hire additional drivers and dispatchers, purchase new vehicles and a software program to dispatch trips. The additional cost is estimated at over \$1 million dollars the first year and approximately \$600,000 each year thereafter. CyRide will receive approximately \$260,000 during the 2018-2019 budget year in federal support to operate this service if contracted to another transit provider and to purchase capital needed to support its operation.

**INFORMATION:** The purpose of this board item is to determine if CyRide will continue to contract with HIRTA to operate DAR service on behalf of CyRide. Information obtained from the annual survey and performance measures will be provided to assist board members in determining actions to be taken regarding DAR service for the next contract year.



## Survey Results

All eligible Dial-A-Ride customers were mailed a customer satisfaction survey on March 28, 2018. Of the 132 survey's distributed, 25 were returned for a 18.9% return rate, which is statistically significant. In comparison, CyRide received 22 surveys in the previous year's survey, with a 16.7% return rate. The results from the 2018 survey (7<sup>th</sup> year of operation for HIRTA), as well as a comparison to the 2017 and 2016 surveys (5<sup>th</sup> and 6<sup>th</sup> years of operation) is attached and briefly summarized below. Also attached are the specific comments provided in the 2018 surveys by customers regarding service.

The following general highlights and variations from last year can be made:

- **Overall Satisfaction** - Overall satisfaction with the Dial-A-Ride service ("Satisfied" and "Very Satisfied") has increased significantly over last year, with 77.0%% satisfied in 2018 compared to 65.0% in 2017. In addition, there was a large increase in the percentage of respondents that indicated they were "very satisfied" (41% in 2018 compared to 25% in 2017) and a much smaller number that indicated they were "dissatisfied" or "very dissatisfied" (5% versus 25%) .
- **Service Improvement** - Customers indicated that there has not been as much improvement this year as in the previous year, with only 20% indicating that the service had improved this past year, compared with 30% indicating an improvement the previous year. However, this was a large increase in the number that indicated that it was about the same (72% compared to 45.0%).
- **Reservations** – There were four questions regarding different aspects of reserving a trip, with mixed results. The responses indicated a belief that call-takers professionalism was approximately the same as the previous year from 54.5% compared to 57.1%; however, less satisfaction was found in how often customers received a busy signal, were put on hold and a call returned on the weekend. The satisfaction in these areas was similar to the 2016 percentages and may reflect busy times for customers to call in, such as Monday mornings.
- **Scheduling** – Lower satisfaction was found in the responses this year compared to last year in negotiating a pick-up time, with 42.8% indicating that their trip was scheduled within one hour compared to 61.9% last year; however, this year's satisfaction level was higher than 2016.
- **Bus Condition** – Significantly lower satisfaction was found in the responses this year compared to last year on the cleanliness and condition of the buses, with 45% satisfied this year compared to 76.2% last year.
- **Driver Actions** – There was a significant increase in driver satisfaction with 59.1% satisfied this year compared to 26.3% and also a significant increase in drivers charging the correct fare.

- **Safety** – Greater satisfaction was found in the responses this year compared to last year in safety-related actions, such as ensuring that wheelchairs are tied down appropriately. 81.8% of all responses indicated this occurred last year compared to 66.7% the previous year.

In summary, the Dial-A-Ride survey responses are significantly more positive this year in general. Several areas to continue to have discussions with HIRTA and monitor would be in the reservation area and bus condition/cleanliness. However, regarding reservations, their on-line reservation portal is currently being tested with a small group of customers and should be available to all Dial-A-Ride/HIRTA customers within the next month. This should make reservations much easier for customers who are comfortable with online processes. One caution to point out is that the small total number of surveys returned (25) allows one negative/positive comment to hold significant weight.

**Dial-A-Ride Performance Goals**

The Transit Board directed staff to negotiate with HIRTA to mutually develop goals for CyRide’s Dial-A -Ride service. The measures below represent the board- approved goals for the current year. The table below details the results of the DAR service for the 2016-2017 year (FY2017) where 9,277 trips were provided over the year, as well as the previous year 2015-2016 (FY2016) where 11,923 trips were provided for comparison purposes.

In summary, HIRTA has met or exceeded all performance goals for last year, except for “Passengers/Revenue Hour,” which can be attributed to lower ridership.

**Contract Renewal**

Type of Measure	Performance Measure	Goal	FY2017	FY2016
Financial	Cost/Passenger	\$16.00	\$13.57	\$12.82
Quality	Passengers/Comment (12,000/12)	1,000	1,620	5,961
Quality	Passenger Rides Before/After Pickup Window	400	355	444
Efficiency	Passengers/Revenue Hour	3.0	2.7	3.0
Safety	Passenger Injuries	0	0	0
Quality/Efficiency	On-Time Performance*	90.0%	95.6%	94.5%

\*Defined as 10 minutes before or after the scheduled pick-up time.

CyRide staff began discussions with HIRTA regarding renewal of the DAR contract for the 2018-2019 budget year. In these preliminary discussions, HIRTA indicated an interest in entering into a new contract with CyRide to provide this service. A comparison of current year rates versus proposed rates is described in the table on the next page.

### HIRTA Contract Rate for DAR Service

Rate Category	2017-2018 Budget Rate*	2018-2019 Budget Rate	% Change
<b>Weekday Trips</b>	\$14.31 per trip	\$15.02 per trip	5%
<b>Weeknight Trips</b>	\$47.46 per hour	\$ 49.83 per hour	5%
<b>Weekend Trips</b>	\$47.46 per hour	\$ 49.83 per hour	5%

\* Per trip rates are used Monday through Friday during the day when Dial-A-Ride and HIRTA passengers are combined on one bus. The per hour rate is used when only Dial-A-Ride service is operated on evenings and weekends.

The above increases are within industry standards for transit operating contracts; however, the increase is higher than last year (2 to 3.5% versus 5%). Additionally, their new rates remain lower than CyRide’s cost would be to provide this service.

In inquiring about the reason for a higher increase, HIRTA indicated that the following reasons led to the higher rate request this rate:

- Decrease in ridership makes the cost more per person
- Additions to technology to provide a higher quality, more efficient service, comes with a higher cost for ongoing support
- Low unemployment rate in Story County, had to hire more full-time drivers as opposed to part-time drivers
- Full-time drivers have a higher benefit costs (health insurance, IPERS, etc.)

The action being requested by board members is whether CyRide should continue to contract with HIRTA for DAR service and for what time period. If the decision is to continue this service arrangement, staff would begin drafting a new contract for board approval in June.

**ALTERNATIVES:**

1. Approve entering into a new contract with Heart of Iowa Regional Transit Agency (HIRTA) for a board-determine time period and directing staff to prepare a new contract for board approval at a future meeting.
2. Do not enter into a new contract with HIRTA for Dial-A-Ride service and begin directly operating service on July 1, 2018.

**RECOMMENDATION:**

The Transit Director recommends approval of Alternative #1 to enter into a contract with HIRTA to provide Dial-A-Ride service. The operation of DAR service by HIRTA provides the most economical delivery of service within the community by combining DAR and HIRTA programs together as opposed to separate, at times duplicative services.

## Dial-A-Ride Survey Comparison 2016, 2017, 2018

Question/Response	2018	2017	2016
<b>1. How many times over the last 12 months have you ridden Dial-A-Ride services?</b>			
1. I have not ridden	12.0%	3.1%	33.3%
2. Less than 4 times a year	24.0%	4.6%	5.6%
3. Once a month	8.0%	13.6%	8.3%
4. Twice a month	4.0%	0.0%	13.9%
5. Once a week	12.0%	31.8%	8.3%
6. Several times a week	40.0%	40.9%	30.6%
<b>2. Overall, over the past twelve months, how satisfied are you with the service you have been provided by DAR service?</b>			
1. Very dissatisfied	5.0%	15.0%	11.6%
2. Dissatisfied	0.0%	10.0%	7.7%
3. Somewhat Satisfied	18.0%	10.0%	15.4%
4. Satisfied	36.0%	40.0%	23.0%
5. Very Satisfied	41.0%	25.0%	42.3%
<b>3. Has Dial-A-Ride service improved this year?</b>			
1. Improved	20.0%	30.0%	48.0%
2. About the same	70.0%	45.0%	32.0%
3. Not improved	10.0%	25.0%	20.0%
<b>4. Please respond to the following questions by circling the number that best describes your experience in the last 12 months with DAR service. (Respondents indicating "always")</b>			
1. Reserve trips, professionally/politely greeted?	54.5%	57.1%	76.9%
2. When scheduling trips, received a busy signal?	18.1%	4.8%	11.5%
3. When scheduling trips, put on hold for more than 3 mins.?	14.3%	4.8%	19.2%
4. When calling on the weekend to reserve a trip, call returned by 8 pm on Sunday?	18.1%	52.4%	23.1%
5. Ride scheduled within 1 hour of time requested	42.8%	61.9%	38.5%
6. Bus/Van clean and in good working condition	45.0%	76.2%	57.7%
7. Bus driver polite and helpful	59.1%	26.3%	84.6%
8. Wheelchair is tied down and anchored securely to the floor	81.8%	66.7%	36.0%
9. Bus driver charged the correct fare	76.2%	47.6%	73.1%
10. ADA card processed promptly	84.6%	35.0%	46.2%
<b>5. Has a request for a trip been turned down by the DAR staff within the past 12</b>			
1. Yes	30.0%	35.0%	28.0%
2. No	70.0%	65.0%	72.0%

## Dial-A-Ride Survey Comparison 2016, 2017, 2018

Question/Response	2018	2017	2016
<b>6. If your trip was turned down, what was the reason you were given by the person you talked with on the phone?</b>			
Schedule too short of notice on very busy day	1		
No vehicle available	2		
Full Bus	1		
I don't use this service as much as I did before	1		
Due to holiday, Fri. or Mon. trips are just for doctors visits only	1		
Had to have 2 days notice	1		
Same day trip, ono time on buses	1		
No transportation available. Routes/buses full.	1		
<b>7. While requesting a ride or riding Dial-A-Ride service, have you ever felt you were personally being discriminated against because of your race, color, national origin (ancestry), or your lack of ability to speak English?</b>			
1. Yes	5.0%	5.0%	4.0%
2. No	95.0%	95.0%	96.0%
<b>8. If yes to the #7 question, please explain the situation below.</b>			
Two drivers need help with English and one needs help with what his job is with us older people.			
I never get any care for being always on time, having correct change or calling if I wan't able to go.			
Due to my disability I speak softly and the driver doesn't take the time to listen to what I'm saying.			

## Dial-A-Ride Survey Comparison 2016, 2017, 2018

Question/Response	2018	2017	2016
<b>9. Please check the reason you ride Dial-A-Ride service.</b>			
1. Medical appointment	79.0%	85.7%	77.8%
2. Work/school	23.8%	38.1%	33.3%
3. Shopping (grocery or other)	47.6%	38.1%	48.2%
4. Personal appointments ( such as to the beauty shop)	42.9%	57.1%	37.4%
5. Social trips ( such as to visit a friend)	38.1%	42.9%	33.3%
6. Other	42.9%	38.1%	11.1%
Workshops, meetings, presentations	1.0%		
Nursing Home visits	1		
The Center	1		
No auto	1		
Occassional locations such as library, post office, bank, etc.)	1		
Hilton Collisium, ISU events	1		
Bank	1		
Work daily	1		
Taking child to caregiver	1		
<b>10. Please inidicate your race.</b>			
1. White	85.0%	95.2%	84.6%
2. African American	10.0%	0.0%	7.7%
3. Asian	0.0%	0.0%	3.8%
4. Native American or Pactific Islander	0.0%	0.0%	0.0%
5. American Indian or Alaskan Native	5.0%	0.0%	3.9%
6. Hispanic	5.0%	4.8%	3.9%
7. Other	0.0%	0.0%	0.0%
<b>11. Please provide us with any comments/suggestions you have for improving Dial-A-Ride service.</b>			
<b>Compliments</b>			
See attached responses			

# Dial-A-Ride Survey Comparison 2016, 2017, 2018

Question/Response	2018	2017	2016
11. Please provide us with any comments/suggestions you have for improving Dial-A-			
See attached comments.			



## Dial-A-Ride Survey Comments

### Q11 Please provide us with any comments/suggestions you have for improving Dial-A-Ride service (Be as specific as possible.)

Answered: 15 Skipped: 10

#### # RESPONSES

- 1 Des Moines (HIRTA office) needs to listen to the drivers more because they have a handle on what is going on more than those at Des Moines. When they get a new driver that person needs to look more closely at the I-Pad so they go to the correct places all the time.
- 2 Drivers are friendly and seem like they do a nice job of training new drivers.
- 3 N/A
- 4 Very satisfied (Thank You). We would be UNABLE to function without HIRTA (CY-RIDE). Survey taker's notes: Above the first question, this person underlined Dial-A-Ride in first question and wrote (HIRTA).
- 5 N/A
- 6 I only used once, but plan to use again.
- 7 Leave problems at home. Be nice. Be patient.
- 8 I now live at Waterford - free rides on Monday & Thursday. Now that I get free rides, I use this. The drivers were always good. I moved here after my accident on the bus ride, it was not our fault. (Persons name) only cared about a new bus, not me. I am okay, but could be better.
- 9 I don't like Trish cause she was rude to me and has hung up on me before. And I don't get same day cause not old enough.
- 10 Lately get time mixed up when to pick people up. Not giving people full time hours/ have to work elsewhere. Bus driver very polite and kind. Des Moines scheduling people and kindness could be better. Drivers are excellent. Bus not good shape, but are very old most and need repair. Ride and see. Getting a busy signal during weekday -I wait long long time - I do generally 1 week at a time - bus clean and working good:- They have some in bad shape. Some in fair, good shape. Always very clean. Not in good shape when riding inside.
- 11 I have never gotten a hold of any staff on Sat or Sun to cancel a ride or set up appts for the week. Staff doesn't call me back on Sat or Sun. Also during the week I've waited for 20-30 min. on the line before my call is answered. This is a good service that I would hate to see it end. This service helps so many people.

- 12 I have no complaints
- 13 I haven't used Dial-A-Ride this past year. Am glad it is available if I need it.
- 14 "Will Call" info not always relayed to dispatcher. One incident of "will be right there" became an almost 2 hour wait with 3 calls not answered by HIRTA & one driver reluctantly calling in for me. Followed by dispatchers saying he was not notified of my being ready for pick up.
- 15 Reduce wait times on calls – different computer/scheduling program? It is discouraging to be the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> caller in queue. I don't wait if I am the 8<sup>th</sup>. Once connected to computer scheduler, the time to find the rides is excessive. New music (on hold).



## Heart of Iowa Regional Transit Agency HIRTA Public Transit

Boone, Dallas, Jasper, Madison, Marion, Story, and Warren Counties

4/17/2018

Dear Sheri Kyras:

The Heart of Iowa Regional Transit Agency (HIRTA Public Transit) would like to indicate our interest in continuing the contract with CyRide for HIRTA to provide Complimentary ADA Paratransit services in the City of Ames.

We feel this is a successful partnership and look forward to continuing work with CyRide in Fiscal Year 2019.

HIRTA is requesting compensation as follows:

- \$15.02 for day time hours (6:30am-6:00pm)
- \$49.83 for evening/weekend hours (after 6:00pm and weekends)
- Fuel surcharge to remain the same at a base rate for fuel being \$2.30 and monthly percentage based on fuel price range schedule.

Thank you.

Sincerely,

Julia Castillo  
Executive Director

**CITY OF AMES, Iowa**

**MEMO TO:** Ames Transit Board of Trustees  
**FROM:** Sheri Kyras  
**DATE:** May 3, 2018  
**SUBJECT:** DMACC Contract for Gray Route Trips

**BACKGROUND:** In 2016, CyRide entered into a contract (attached) with DMACC for two additional trips on CyRide's #4 Gray route to provide an option for their students to travel to and from their campus on Bell Ave. in the evenings (6:05 and 9:05 pm trips) during the school year, Monday through Thursday. The contract began on August 22, 2016 and will expire on May 10, 2019. With the CyRide 2.0 service changes, the #4 Gray route, for which the contract is for, will no longer exist.

**INFORMATION:** CyRide contacted DMACC representatives to discuss the upcoming service changes for the fall of 2018, explaining that the new EASE zone service would provide service to DMACC students as opposed to the #4 Gray route. The hours the new zone service will operate will serve the students needing transportation for the 6 pm class times (CyRide's 6:05 pm trip), so that DMACC would only need to fund a trip on the new EASE service instead for the 9:05 pm trip needs. This change would reduce the cost of the contract from \$15,953 annually to \$6,824 for the one EASE trip.

After consideration of the new service option and review of the number of rides provided on the #4 ray route (0 to 1 person per trip, usually with no riders), DMACC has requested to terminate the contract at the end of this semester – May 4, 2018. At the time the contract was developed, the transit board requested that the service continue for the full, three-year term of the contract, without the ability for DMACC to cancel the contract; however, it was for the Gray route service, which will be eliminated on May 4, 2018. CyRide is able to terminate the contract; however, it did not anticipate DMACC's request, so did not provide written termination notice by the March 15<sup>th</sup> deadline, based on transit board approval.

In light of this request, CyRide has requested a legal opinion on whether DMACC may terminate the contract due to the service change and will provide information regarding their direction at the board meeting.

**ALTERNATIVES:**

1. Terminate the contract between CyRide and DMACC for two trips on the #4 Gray route, effective May 4, 2018.
2. Amend the contract for the remaining year to reflect the service being provided by the EASE route and a DMACC cost of \$6,824.

**RECOMMENDATION:**

The Transit Director recommends termination of the contract as the low ridership experienced on CyRide's current service to/from DMACC does not justify allocation of CyRide's resources to meet its commitment to quality service in the community. At a time when CyRide is short drivers, this does not seem to be a good use of this scarce human resource.

# Ames Transit Agency Transit Services Contract

## 1. BASIC PROVISIONS

1.1 Parties: This contract dated for reference purposes only, July 1, 2017, is made by and between the City of Ames, Iowa, d/b/a Ames Transit Agency (hereinafter referred to as "Transit Provider") and the Des Moines Area Community College (hereinafter referred to as "DMACC") (collectively the "Parties" or individually a "Party") for the financial assistance in providing bus service along S. 16<sup>th</sup> Street to Bell Ave., adjacent to the DMACC facility.

### 1.2 Term:

1.2.1 The term of this contract commences on August 22, 2016 (hereinafter referred to as "Commencement Date") and ends May 10, 2019 (hereinafter referred to as "Expiration Date") and is subject to annual approvals by the Transit Provider for service the second and third years, with notification to DMACC by March 15<sup>th</sup> of each year.

1.2.2 Annual Approval: If the Contract is still in force and effect, the Transit Provider shall annually have the option to opt out of the contract provided the Transit Provider has given written notice of its intent to opt-out to DMACC no later than March 15<sup>th</sup> of each year. Failure of Transit Provider to provide such written notice by March 15<sup>th</sup> shall be deemed approval by the Transit Provider of an additional year, subject to the same terms, provisions and conditions set forth in the Contract, but with base service cost increased as provided in 1.4b.

## 2. TRANSIT SERVICES

2.1 Route: The Transit Provider will increase service on its #4 Gray Route from Iowa State's campus to S. Duff (Exhibit 1) by providing two additional evening bus trips on this route (5:35 pm and 9:05 pm). This route is open to the general public and is provided as a part of the Transit Provider's overall transit system. This service will be published on CyRide's website, available via the Transit Provider's NextBus real-time bus tracking system and "Route Maps Timetables, and Riding Information" brochure.

2.2 Days/Hours of Operation: Service will be operated Monday through Thursday on days when DMACC is in session (as defined as DMACC Class Days and finals days only and herein referred to as school-year service). Service will not be operated during weather emergencies or other unforeseen circumstances where DMACC is not in session and when CyRide services are not being operated.

The Transit Provider will supply one bus trip at approximately 5:35 pm and another leaving DMACC at 9:05 pm as indicated by the yellow highlighted trips in Exhibit 2.

2.3 Service Revisions: The Transit Provider reserves the right to modify the route and hours of operation to address ridership demand along the route. If these changes alter Section 1.4 "Compensation," the Transit Provider will provide a request in writing to DMACC with a written response from DMACC to be received by the Transit Provider no later than ten working days from receipt of notification. The alterations will be made upon mutual consent of both parties.

- 2.4 Publication: Service under this Contract will be published on the Transit Providers website and available on the Transit Provider's NextBus real-time bus tracking system and "Route Maps Timetables, and Riding Information" brochure.

### 3. COMPENSATION

- 3.1 Base Service Payment/Schedule: The annual compensation from DMACC to the Transit Provider for services described in Section 1.2, "Transit Services," will be \$15,953 for the school-year service. The first year's contract payment will be due no later than September 1, 2016 and if contract extensions are agreed upon by both parties, by March 1, 2017 and 2018 for the next school year services.
- 3.2 Service Increases/Fuel Surcharge: Annual contract increases to address the Transit Providers rising operating costs will be applied to the "Base Service Payment" and shall increase by 3% in year two and 3.5% in the third year. Additionally, if fuel prices paid by CyRide exceed \$3.50/gallon during the year two or three, a 1% fuel surcharge will be added for every \$.25 above the base price/gallon. The fuel surcharge would not apply for the first year of the contract and would be annualized at the beginning of the renewal terms then after.
- 3.3 Payment: Service costs under this contract shall be payable to the Transit Provider and sent to the following individual and address:

Ms. Sheri Kyras  
Transit Director  
Ames Transit Agency  
601 N. University Blvd.  
Ames, Iowa 50010

Notice of change will be transmitted to DMACC as described in Section 1.2 of this Contract entitled, "Notices".

### 4. RIGHTS AND RESPONSIBILITIES

- 4.1 Transit Provider: The Transit Provider shall be responsible for the following functions under this Contract:
- Hiring and training of employees to operate the service
  - Scheduling and monitoring of trip loads to ensure a quality service within resources provided
  - Securing and maintaining vehicles to ensure that trips are not missed
  - Including service in Transit Provider's written materials, when possible and appropriate

4.2 DMACC: DMACC shall be responsible for the following functions under this Contract:

- Prompt payment for services as delineated in Section 3, "Compensation"
- Educating students/faculty on the availability of Transit Provider's service

### 5. INSURANCE INDEMNITY

- 5.1 Indemnity: Except as otherwise agreed upon herein, each party agrees to indemnify and save the other party harmless from any and all claims, demands, costs and expenses of every kind whatsoever, including reasonable attorney's fees for the defense thereof, arising from the indemnifying party's wrongful act or negligence in or about the Premises. In case of any action or proceeding brought against either party by reason of any such claim, upon notice from such party, the indemnifying party covenants to defend such action or proceeding by counsel reasonably satisfactory to the other party, unless such action or proceeding alleges the joining of concurring wrongful act or negligence of both parties, in which case both parties shall share equally in the defense of such action or proceeding.
- 5.2 Waiver of Subrogation: DMACC and Transit Provider and all parties claiming under or through them hereby mutually release and discharge each other and the officers, employees, agents, representatives, and customers of DMACC or Transit Provider from all claims, losses and liabilities arising from or caused by any injury to persons or property covered by third party insurance, even if caused by the fault or negligence of a released party, but only: (1) in the actual amount and to the extent that insurance proceeds are received by the agreed party from third party insurers, (2) if this provision does not void or render invalid any insurance coverage or policy, (3) if consent to this waiver of subrogation by a third party insurer is given after a request has been made therefore (if required under the terms of such policy in order not to void same) and/or an endorsement to the policy is obtained (if an endorsement can be obtained at no additional cost), and (4) applying, in the case of DMACC, to any amounts in excess of the amount of which DMACC may self-insure.
- 5.3 Insurance: The Transit Provider will insure the services under this contract in accordance with its general provision of transit services within the City of Ames.

## 6. ASSIGNMENT AND SUBLETTING

The Transit Provider shall not have the right to assign this Contract, or subcontract all or a part of the services described in Section 2, without notification and mutual agreement with DMACC. Any such assignment or subcontract shall not release the Transit Provider of its obligations, liability and responsibilities under this Contract.

## 7. DEFAULT; BREACH; REMEDIES

- 7.1 Default: The occurrence of any of the following events constitutes a material default of this contract by DMACC:
- 7.1.1 The failure by DMACC to make any payment required to be made by DMACC hereunder, as and when due, where the failure continues for a period of twenty (20) days after DMACC receives notice thereof from Transit Provider.
  - 7.1.2 The making by DMACC of any general assignment or general arrangement for the benefit of creditors; the filing by DMACC of a petition to have DMACC adjudged as bankrupt; the judicial declaration of DMACC as bankrupt.
  - 7.1.3 The appointment of a trustee or receiver to take possession of substantially all of DMACC's interest in this Contract, if possession is not restored to DMACC within thirty (30) days.
  - 7.1.4 The attachment, execution or other judicial seizure of substantially all DMACC's interest in this Contract, if the seize is not discharged within thirty (30) days.



- 7.2. Remedies upon DMACC's Default: In the event of any such material default by DMACC, Transit Provider may, after giving notice as provided above, terminate services provided under this contract.
- 7.3. Default by Transit Provider: Transit Provider shall not be in default unless Transit Provider or its Representative fails to perform any covenants, terms, provisions, agreements or obligations required of the Transit Provider within a reasonable time, but in no event later than thirty (30) days after notice by DMACC to Transit Provider; provided that if the nature of Transit Provider's obligation is such that more than thirty (30) days are reasonably required for performance, then Transit Provider shall not be in default if Transit Provider or its Representative commences performance within the thirty (30) day period and thereafter diligently completes performance.
- 7.4. Remedies upon Transit Provider's Default: If Transit Provider defaults in the performance of any of the obligations or conditions required to be performed by Transit Provider or its Representative under this Contract, DMACC may, after giving notice as provided above, either cure the default and deduct the cost thereof from the base service cost subsequently becoming due hereafter, or elect to terminate this contract upon giving thirty (30) days notice to Transit Provider of its intention to do so, at which time any prepaid balances for services not rendered shall be refunded by DMACC. In that event, this contract shall terminate upon the date specified in the notice, unless Transit Provider has meanwhile cured the default to the satisfaction of DMACC. In the event that any representations and warranties set forth in this contract (including but not limited to those set forth in Paragraph 4 herein) shall cease to be the case, and if Transit Provider shall have failed to commence to cure within sixty (60) days after notice from DMACC and thereafter diligently completes the cure of the same, then, except as specifically provided elsewhere in this Contract, DMACC shall have the right to terminate this Contract upon notice to Transit Provider. DMACC may also pursue those remedies available to it under the laws of the state in which the Premises are located.

## 8. SEVERABILITY

The invalidity of any provision of this Contract, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

## 9. TIME OF ESSENCE

Time is of the essence with respect to the performance of all obligations to be performed or observed by the Parties under this Contract.

## 10. SERVICE COSTS DEFINED

All monetary obligations of DMACC to Transit Provider under the terms of this contract are deemed to be service costs.

## 11. NO PRIOR OR OTHER AGREEMENTS

This Contract contains all agreements between the parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective.

## 12. NOTICES

12.1 All notices required or permitted by the Contract shall be in writing and may be delivered in person (by hand or by messenger or courier service) or may be by certified or registered mail or U.S. Postal Service Express Mail, with postage prepaid, or by a nationally recognized overnight courier (next day delivery) and shall be deemed sufficiently given if served in a manner specified in this Contract Section 12.2. Timely delivery of notices as specified in this Contract to the individuals and addresses noted below shall constitute the Party's sufficient delivery of notice. Either Party may, by written notice to the other, specify a different address or individual for notice purposes. A copy of all notices required or permitted to be given to Transit Provider hereunder shall be concurrently transmitted to such party or parties at such addresses as Transit Provider may from time to time hereafter designate by written notice to DMACC.

**Transit Provider**  
Sheri Kyras  
Transit Director  
Ames Transit Agency  
601 N. University Blvd.  
Ames, Iowa 50010

**DMACC**  
Jeff J. Kelly  
Coordinator Ames Hunziker Center  
Des Moines Area Community College  
1420 S. Bell Avenue  
Ames, Iowa 50010

12.2 Any notice sent by registered or certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, the postmark thereon. Notices delivered by United States Express Mail or overnight courier that guarantees next day delivery shall be deemed given twenty-four (24) hours after delivery of the same to the United States Postal Service or courier. If notice is received on a Sunday or legal Holiday, it shall be deemed received on the next business day.

### 13. WAIVERS

No waiver by Transit Provider of the Default or Breach of any term, covenant or condition hereof by DMACC, shall be deemed a waiver of any other term, covenant or condition hereof, or of any subsequent Default or Breach by DMACC of the same or of any other term, covenant or condition hereof Transit Provider's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of Transit Provider's consent to, or approval of, any subsequent or similar act by DMACC, or be construed as the basis of an estoppel to enforce the provision or provisions of this Contract requiring such consent. Regardless of Transit Provider's knowledge of a Default or Breach at the time of accepting payment, the acceptance of payment by Transit Provider shall not be a waiver of any preceding Default or Breach by DMACC of any provision hereof, other than the failure of DMACC to pay for services so accepted. Any payment given to the Transit Provider by DMACC may be accepted by Transit Provider an account of moneys due Transit Provider, notwithstanding any qualifying statements or conditions made by DMACC in connection therewith, which such statements and/or conditions shall be of no force or effect whatsoever unless specifically agreed to in writing by Transit Provider at or before the time of deposit of such payment.

### 14. CUMULATIVE REMEDIES

No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

### 15. COVENANTS AND CONDITIONS

All provisions of the Contract to be observed or performed by DMACC are both covenants and conditions.

**16. BINDING EFFECT; CHOICE OF LAW**

This Contract shall be binding upon the parties, their personal representatives, successors and assigns and be governed by the laws of the State of Iowa. Any litigation between the parties hereto concerning this Contract shall be initiated in Story County, Iowa.

**17. ATTORNEY'S FEES**

If any Party brings an action or proceeding to enforce the terms hereof declare rights hereunder, the Prevailing party (as herein defined) in any such proceeding, action or appeal thereon, shall be entitled to reasonable attorney's fees. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term, "Prevailing party" shall include without limitation, a party who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment or the abandonment by the other Party of this claim or defense. The attorney's fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorney's fees reasonably incurred.

**18. PERFORMANCE UNDER PROTEST**

If at any time a dispute shall arise as to any amount or sum of money to be paid by one party to the other under the provisions hereof, the party against whom the obligation to pay the money is asserted shall have the right to make payment "under protest" and such payment shall not be regarded as a voluntary payment and there shall survive the right on the part of said party to institute suit for recovery of such sum. If it shall be adjudged that there was no legal obligation on the part of said party to pay such sum or any part thereof, said party shall be entitled to recover such sum or so much thereof as it was not legally required to pay under the provisions of this Contract.

**19. AUTHORITY**

If either party hereto is a corporation, trust, or general or limited partnership, each individual executing this Contract on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Contract on its behalf. If it is a corporation, trust or partnership, DMACC shall, within thirty (30) days after request by Transit Provider, deliver the Transit Provider evidence satisfactory to Transit Provider of such authority.

**20. CONFLICT**

Any conflict between the printed provisions of this Contract and the typewritten or handwritten provisions shall be controlled by the typewritten or handwritten provisions.

**21. OFFER**

Preparation of this Contract by Transit Provider or its Representative and submission same to DMACC, shall not be deemed an offer to contract with DMACC. This Contract is not intended to be binding until executed by all parties hereto.

**22. AMENDMENTS**

This Contract may be modified only in writing, signed by the Parties in interest at the time of the modification.

**23. MULTIPLE PARTIES**

Except as otherwise expressly provided herein, if more than one person or entity is named herein as either Transit Provider or DMACC, the obligations of such Multiple Parties shall be the joint and several responsibility of all persons or entities named herein as such Transit Provider or DMACC.

**24. NO INTERPRETATION AGAINST DRAFTER**

Each party recognizes that this contract is a legally binding agreement and acknowledges that it has had the opportunity to consult with legal counsel. In any construction of the terms of this contract, the same shall not be construed against either party on the basis of that party being the drafter of such terms.

**TRANSIT PROVIDER AND DMACC HAVE CAREFULLY READ AND REVIEWED THIS CONTRACT AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THE CONTRACT, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO.**

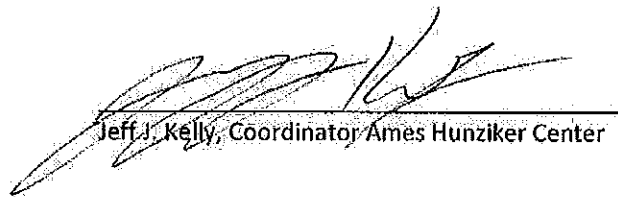
The parties hereto have executed this Contract at the place on the dates specified above to their respective signatures.

For City of Ames d/b/a  
Ames Transit Agency:



John Haila, President, Transit Board of Trustees

For Des Moines Area Community College:



Jeff J. Kelly, Coordinator Ames Hunziker Center

Date:

12/22/2016

Date:

12-14-2016

EXHIBIT 1

#4 Gray Route Map

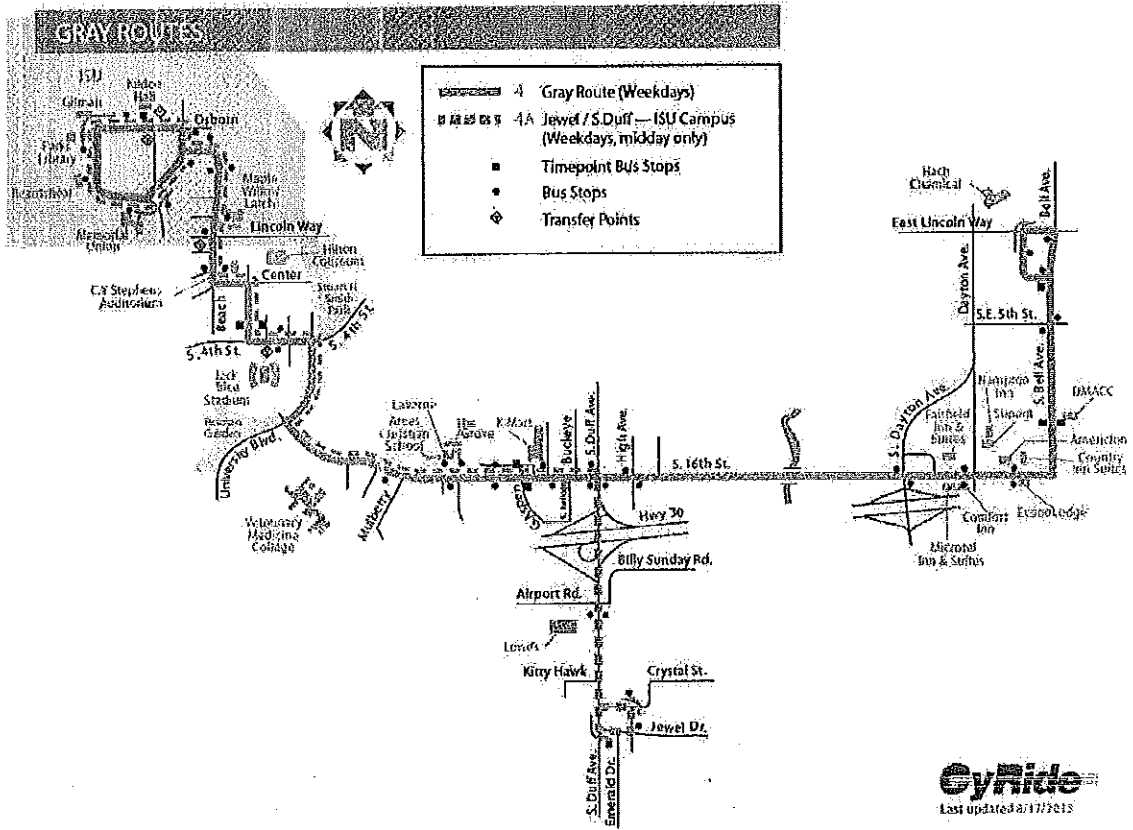


EXHIBIT 2

## #4 Gray Route Schedule

(DMACC Sponsored Trips Highlighted in Yellow)

### 4 Gray - S. 16th/S. Dayton

	S. 16th G.	Aspen	ISC	Kildee Hall	ISC	S. 16th G.	DMACC	Bell/ Graham
		7:22	7:31	7:38	7:49	Ends at ISC		
	DMACC	7:28	7:34	7:43	7:50	8:01	8:06	8:12
		8:28	8:34	8:43	8:50	9:01	9:06	9:12
		9:28	9:34	9:43	9:50	10:01	10:06	10:12
		10:28	10:34	10:43	10:50	11:01	11:06	+ +

For service to S. 16th/Golden Aspen during the midday, see the 4A Gray below.

			2:05	2:12	2:23	2:27	2:33	2:35
		2:51	2:57	3:05	3:12	3:23	3:27	3:33
		3:51	3:57	4:05	4:12	4:23	4:27	4:33
		4:51	4:57	5:05	5:12	5:23	5:27	5:33
		6:06	6:12	6:20	6:27	6:38	+ +	+ +
		9:05	9:11	9:19				

The shaded lines operate only when ESL is in session. They do not run on Wed, Fri, Sat, Sun, 10:00-11:00 AM, 12:00-12:15 PM, 12:45-1:00 PM, 2:15-2:30 PM, 4:15-4:30 PM.

+ Continues on request

# Transit Director's Report

April 2018

## 1. Ames Intermodal Facility Leases

The Ames Intermodal Facility is a responsibility of CyRide per Federal Transit Administration regulations since its construction was funded with federal transit dollars. As a result, CyRide staff develops contract with tenants for leased spaces with the facility. Currently, there are three tenants in the facility: Executive Express, Jefferson Lines/Burlington Trailways (shared office/lobby) and the Ames Police Department's Neighborhood Division. The two private companies pay a monthly rate; whereas, the Police Department's lease is a no cost lease, reflecting the safety benefit of having a police unit housed within the facility. The two private leases are calculated based on the Producer Price Index change from December to December each year. This past year a 1.6% increase in the PPI occurred and a parking rental rate increase will change their lease rates. Executive Express will be paying \$25 per month more (office/garage) and Jefferson/Burlington Trailways \$18 more (office only) per month. This will equate to approximately \$500 more this next year in lease revenue for the facility.

## 2. Labor Negotiations

CyRide and City of Ames employees are currently working on preparations for the next union contract negotiations, in advance of the current expiration date of June 30, 2019, to understand the changes that will be needed in the contract in light of the state's new collective bargaining law. While it should not have a significant impact on contract terms for transit employees due to the state's conflict with federal transit laws, CyRide employees are part of a larger bargaining unit, which will complicate the overall bargaining process and document. As CyRide and City staffs gain a better understanding on the impact this new law will have on this process/document, CyRide will provide board members with an update and gain direction on any potential modifications.

## 3. Shelter Damage

In March/early April, the city experienced a rash of vandalism with bb guns. CyRide shelters were part of this vandalism, which required replacing 14 panes of glass at a cost of approximately \$5,850 plus labor for cleanup and reinstallation. This is an unusually large amount of shelter damage. Typically CyRide experiences some shelter glass breakage at the beginning of the school year or in the spring; however, this year it has been significantly larger and more costly. The rash of vandalism has abated and is anticipated to be over.

#### 4. FY2018 Federal Funding Allocations

Congress approved FY2018 federal transit funding allocations in late March. While we do not have CyRide’s specific allocation, staff believes that there was an increase in the formula funds that will positively increase revenues in CyRide’s 2018-2019 budget approved by the transit board in January 2018. When the transit system’s individual allocations become available, staff will update the board on this impact. In addition, Congress enacted one-time increased funding in three nationally-competitive grant programs for which CyRide could submit applications. These are:

- **Bus and Bus Facilities Grant** – There is \$400 million more in federal funds in this program. CyRide could develop a bus, facility or combination of bus and facility grant as there are needs in both areas.
- **LowNo Bus Grant** – There is an increase of \$29 million dollars in federal funds in this program. CyRide could develop an electric bus grant as a demonstration project.
- **TIGER** – This program was increased from \$500 million to \$1.5 billion. CyRide could develop a facility grant if sufficient local funding could be secured for a \$12 million dollar project.

As this funding is for federal FY2018 and the fiscal year ends in September of this year, staff is anticipating notices of funding requests for these programs within the next several months as the LowNo program funding opportunity was announced in mid-April.

#### 5. State Urban New Bus Grant Application

The Iowa DOT’s bus grant was approved for both urban and rural transit systems, providing an additional \$3.9 million dollars in federal funding for bus purchases statewide. In allocating these funds based on the DOT’s prioritized bus replacement list (PTMS), CyRide did not receive funding for any new buses; however, there are two additional state funding programs that could fund the board’s authorization of local funds to purchase up to five new buses (see chart below for board commitment). Staff is anticipating at least three if not all five buses could be funded through these other programs. The DOT is anticipated to make these selections shortly. CyRide could anticipate delivery in two years, upon a grant/contract award and approval by the board.

Total Cost	Federal Share	Local Share
\$2,396,000	\$2,036,600	\$359,400

The sources of the local share committed were as follows:

- **2017-2018 CIP** - \$60,000 in five used buses local share
- **2018-2019 CIP** - \$125,000 in ten used buses local share
- **2018-2019 CIP** - \$71,880 in new bus local share
- **2016-2017 Closing Balance Above 10%** - \$102,520 (leaves \$212,250 uncommitted from this balance)



## **6. Affordable Care Act Update**

The City's Human Resources (HR) Department has continued to move CyRide forward in addressing the last impact of the Affordable Care Act – monitoring of part-time driver hours and insurance. In January the HR Department receive an estimate of \$15,000 to monitor CyRide's part-time employee's status as it relates to the offer of health insurance. Since the estimates were received after CyRide had completed its budget, staff was comfortable that this level of expenses could be absorbed within CyRide's \$11 million dollar budget. Within the last few weeks this estimate was increased to \$20,000 to \$30,000 per year for this work. Staff still believes that this cost can be absorbed within the budget as the federal allocation is anticipated to be higher than budgeted (federal allocations are due to be published shortly).

The HR Department is also working on a Request for Proposal (RFP) for a consulting firm to complete the work to monitor our part-time workforce hours and insurance benefits. It is anticipated that development of this RFP could cost up to \$20,000. Currently CyRide has budgeted in its 2017-2018 budget \$50,000 for ACA expenses. To date only \$5,000 has been expended on legal opinions; therefore, \$45,000 remains and could be used to pay for the development of this RFP. Staff is working toward having a consultant retained beginning with the next fiscal year July 1<sup>st</sup>.

## **7. Facility Study**

Staff had anticipated presenting the results of the third and fourth facility options to board members at the May meeting; however, in discussions with ASK Studio more questions were discovered that required additional time to make sure that the four options were as comparable as possible so that a true evaluation of the options could be developed for board consideration. The result will most likely require some modifications to the first two options as well, so that the same assumptions can be utilized for all options, where appropriate. It is anticipated that this information will be completed and be able to be presented at the next board meeting.

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b> Transit Board Mtg. 7:00 AM	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
		← Odyssey	of the	Mind	Event	→
<b>27</b>	<b>28</b>	<b>29</b> Transit Board Meeting 3:30pm	<b>30</b>	<b>31</b>	<b>2018</b>	

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>