

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

May 3, 2018

The Ames Transit Agency Board of Trustees met on May 3, 2018 at 7:00 a.m. in the CyRide Conference room. President Valentino called the meeting to order at 7:04 a.m. with Trustees Valentino, Bibiloni, Cain, Jeffrey, Nelson and Schainker present.

Guests in Attendance: New appointment to the Ames Transit Board of Trustees, Jacob Schrader, Student Government Senator. Public in Attendance: Peter Hallock and Cathy Brown, ISU University Planner.

**APPROVAL OF MINUTES:** Trustee Bibiloni made a motion to approve the March 19 and April 4, 2018 minutes as presented. Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**PUBLIC COMMENTS:** Director Kyras shared the CyRide 2.0 comments received to-date and indicated that staff will continue to add to the list so that it can provide information next fall as staff and the board considers modifications to the service for the next year. Trustee Cain asked about Vet Med service and Director Kyras indicated that she had heard from several customers and a Vet College representative concerning the 60-minute service level. She indicated that one change the board could consider along with next year's budget would be to add a bus to the Peach route, which would address this concern and concerns raised on this same route that services north Ames to North Grand Mall as well.

**RECOGNITION OF OUTGOING & INCOMING BOARD MEMBERS:** Director Kyras shared the Transit Board of Trustees changes for the next year, indicating that Trustee Valentino would be graduating at the end of the week and introduced Jacob Schrader, sophomore in Economics, indicating he would be representing the students interests for the next year.

Trustee Bibiloni, representing the Transit Board, thanked Trustee Valentino for the positive impact his decisions as a Transit Board member had on students and acknowledged the challenging issues he had assisted the organization with during his board tenure. He also thanked President Valentino for being a great mentor, for being known as "CyRide's biggest fan," and representing the board at student town hall meetings. Further, he indicated that President Valentino had provided him, personally, with great insight regarding his job on the board.

Director Kyras also shared with board members that elections for the President, Vice President and Ames Area MPO would be held at the next board meeting.

**STATE GRANT & PUBLIC TRANSIT INFRASTRUCTURE GRANT (PTIG) APPLICATION:** Director Kyras introduced Shari Atwood, CyRide's Transit Planner, who had prepared the

application and would provide information for the Transit Board. Ms. Atwood stated that consideration of a state grant application was an annual activity for the board each year. She indicated that the application would be submitted to the Iowa Department of Transportation (Iowa DOT) for formula operating assistance based on 5.512092% of the overall state funds available, which is estimated to equate to \$805,748 for CyRide. She indicated that the application also consists of a request for federal formula 5310 funds for service for disabled individuals utilizing CyRide's DAR service in the amount of \$150,000.

She indicated that capital funding was also contained in the application for \$3,354,440 in federal funds to purchase 8 – 40' heavy-duty replacement buses, \$111,086 for bus annunciators, and \$594,627 for discretionary funding to replace CyRide's bus wash and HVAC system.

She explained the buses, bus wash and HVAC would be competitively considered for funding by Iowa DOT, with the outcome of this decision unknown until later this year or next year. The total grant request is for \$5,015,901.

Ms. Atwood then explained the source of local funding for each type of purchase, indicating that buses could be funded at 80% to 85% and funding for buses would be approved by the board at the time that federal/state grant commitments are required and that the other capital projects were contained in the Capital Improvement plan and matched with local dollars.

Trustee Nelson made a motion to approve the FY2019 State Grant Application subject to public hearing comments. Trustee Bibiloni seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**PROTERRA ELECTRIC BUS ANALYSIS AND PRESENTATION – Part 2:** Director Kyras briefly described the result of the first part of the electric bus analysis where the Total Cost of Ownership was calculated, as well as the benefits quantified. She then described the new information Proterra had developed, which consisted of the results of simulating CyRide's routes using electric buses. In summary, the computer simulation indicated that electric buses could be utilized all day on the circulator routes under average conditions, hot and most of the routes in cold weather conditions; however, the local routes (operating through town) could operate all day on average and hot days, but that they would need to be utilized on shorter shifts during cold weather. Lauren Cochran, Regional Sales Representative for Proterra, was available via conference call to answer questions.

Trustee Cain asked if the electric buses were comparable to diesel buses in regards to height and weight. Ms. Cochran answered that the buses were 11' 2" in height, but were lighter weight than diesel buses due to the composite body being lighter. Rich Leners indicated that, at the above stated height, the buses would be able to fit within the facility. Director Kyras indicated that the only facility issue that staff was currently

aware of was in the electrical voltage to the building, which is at 208kv and 480kv is needed.

Trustee Schainker asked about whether staff had concerns regarding the inability for electric buses to be on a route all day. Rob Jennings, CyRide's Transit Scheduler/Budget Analyst, indicated that this would not create significant issues as some buses are not operated all day today and the electric buses could be put on these routes.

Trustee Jeffrey inquired about the seating capacity on electric buses. Ms. Cochran indicated that it was the same as diesel buses.

Trustee Bibiloni inquired about whether the Orange route could operate with electric buses. Director Kyras indicated that the goal for this route currently was to have all articulated buses on this route, which would require six more of this type of vehicle.

Director Kyras then explained to the board the four options that staff had identified for possible next steps in the electric bus technology. She explained that option #1 was to continue to monitor the status of the technology and bring information back to the board at a predetermined date to determine next steps.

She indicated that option #2 was to complete further research by hiring an independent consulting firm to do further research to assist CyRide in moving toward this technology. She stated that there are two non-profit firms in the United States that work with transit systems on this type of analysis - CTE and CALSTART. She indicated that CTE has prepared a possible scope of work and cost estimate to provide the board with the type of services that could be offered and the potential cost of \$30,000 for this option.

Director Kyras then identified how this option could be funded. She indicated that two possible funding sources had been identified – savings from the flood pump purchase (\$60,000) and from the new buses (\$47,000) as CyRide will only be able to purchase four instead of the planned five buses.

Director Kyras then explained option #3. She stated that CyRide could rent a bus from Proterra and complete a demonstration project over a seven month period testing the bus in hot and cold weather, as well as determine how it operated on CyRide services and gain a better understanding of the maintenance required on this new type of bus. She indicated that a side-by-side comparison could be made with one of CyRide's newer diesel buses and that InTrans (ISU Research firm) was interested in completing this independent analysis for CyRide. She indicated that this organization has submitted a state pre-application in case the board decided to select this option. She then detailed how the rental program could work and the estimated cost of this option of \$130,875 and possibly less due to lower bus rental costs and/or grant funding for a portion of the bus rental. She indicated that this option could be funded with the same revenues as identified in option #2, as well as diesel savings and possible grant funding.

Director Kyras indicated option #4 was to submit a LowNo Grant by June 18, 2018 for a board-specified number of buses, equipment and facility reconfiguration. She explained the advantages of applying this year – additional funding and emphasis on small urban systems. Staff would have to prepare the grant application within the next month and a half – answering questions presented in the packet. The time frame would require the need to have a special meeting to approve a grant budget committing local dollars and specific project for submission of the application in June.

Director Kyras shared that staff's recommendation was to proceed with either option #2 or #3 as the first option does not move CyRide forward on this technology and that she believes CyRide is not prepared to submit an application at this time, as significant questions need to be answered, such as how the facility would need to be modified to incorporate electric buses.

Trustee Jeffrey indicated she could support option #2, to hire a consultant for \$30,000 to gain more information before committing to the technology. Trustee Schainker agreed and believes there is value in an independent analysis. Director Kyras indicated that she could develop a scope of work under this option and send a Request for Proposal to both firms.

Trustee Schainker made a motion to adopt Alternative #2 to direct staff to develop a contract with CTE or other consulting firm to analyze the impact of electric buses in CyRide's fleet and on its facility. Motion seconded by Trustee Cain. (Ayes: Six. Nays: None.) Motion carried.

Trustee Nelson indicated that if the work the board approved could be completed by December- January, that it could then rent a bus from Proterra and still complete the demonstration project for a seven month period and gain information regarding cold and hot weather conditions.

**HIRTA CUSTOMER FEEDBACK & CONTRACT:** Director Kyras briefly summarized its contractual relationship with the Heart of Iowa Regional Transit Agency (HIRTA) for CyRide's Dial-A-Ride (DAR) service and the federal source of funding for this service. Further, she indicated that if CyRide did not contract for this service, it could not utilize federal funding and would need to fund 100% of its cost. She also indicated that HIRTA services for Story County and DAR customers are combined to provide an efficient, unduplicated door-to-door service. She indicated that CyRide's current contract with HIRTA for this service expires June 30, 2018.

Director Kyras provided information regarding a recent DAR customer satisfaction survey and a summary of the DAR service goals and current year results. Highlights of the survey were that the 25 respondents of 132 surveys distributed provided CyRide with information and that the results indicated a higher level of satisfaction, in general, with service this past year. In addition, there were a few opportunities to improve

service this next year through discussions with HIRTA – amount of time on hold to get a reservation and pick up time negotiations, as well as the condition of buses.

Director Kyras then recapped the goals established for the service and the actual performance over the past year. She indicated that all but one goal had been met and this goal reflected lower ridership for the service.

Director Kyras shared her opinion that the survey and performance measures were trending in the right direction. As a result, she asked HIRTA representatives if they were interested in entering into another three-year contract and they indicated they were. She then asked for a cost proposal for service during FY19, which was received and reflected a 5% increase in costs. This increase was higher than in past years and HIRTA indicated several factors had caused this higher proposal – low unemployment in Ames, which required paying drivers at a full-time rate/benefits and increased technology (on-line reservation and pay portals.) Director Kyras indicated that the price proposal was lower than CyRide could operate the same service.

Trustee Bibiloni shared a concern that he had been told from a student group on campus regarding late HIRTA buses. Director Kyras indicated that HIRTA's on-time performance was more than 95%, per a CyRide audit of their trips, and that she had not received a concern from the group regarding this issue. She shared that a trip is considered on-time if it is 10 minutes before or after the scheduled pick up time and wondered if this criteria was creating some confusion.

Trustee Nelson made a motion to approve entering into a new contract with Heart of Iowa Regional Transit Agency (HIRTA) and directing staff to prepare a new contract for board approval at a future meeting. Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**DMACC CONTRACT FOR GRAY ROUTE TRIPS:** Director Kyras shared the history of the CyRide-DMACC service contract. She indicated that the contract was for three years and due to expire May 10, 2019. However, with the implementation of CyRide 2.0 in August 2018, the route that DMACC is supporting (Gray Route) will no longer exist. She indicated that an alternate solution had been provided for DMACC consideration at less than half the price under the existing contract; however, DMACC had indicated its desire to end the contract due to low ridership. Director Kyras indicated that she had requested a City Attorney's office opinion on terminating this contract. Their opinion indicated that CyRide would technically be in breach of contract as of August 13, 2018 and that the Assistant City Attorney indicated that a separate letter of agreement to terminate this contract as of August 13, 2018 be developed and signed by both parties.

There was a discussion about this impact on CyRide and Director Kyras indicated that she believed it was in CyRide's best interest to terminate the contract as well, due to its driver shortage and the allocation of a driver for a service carrying typically 1 passenger per trip.

After a brief discussion, the transit board consensus was that it best to end the contract with a formal letter signed by both parties.

Trustee Bibiloni made a motion to terminate the contract between CyRide and DMACC for two trips on the #4 Gray route, effective August 13, 2018 and develop a Letter of Termination for signature by both parties. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

#### **TRANSIT DIRECTOR'S REPORT:**

- 1) Ames Intermodal Facility Leases** – Director Kyras provided the following update and history. CyRide is responsible for the facility as it was built with federal transit money. There are three tenants in the facility that have leases: Executive Express, Jefferson Lines/Burlington Trailways and the Ames Police Department (no cost lease). The two private lease increases are calculated annually, based on the Producer Price Index and last year there was an increase of 1.6% plus a parking rate increase. The result is that there is a \$25 increase per month for Executive Express (office and garage), and \$18 increase per month for Jefferson Lines/Burlington Trailways (office only), which equates to about \$500 more in revenue for the facility next year.
- 2) Labor Negotiations** – Director Kyras indicated that the city is in the beginning stages of discussing the next round of labor negotiations. However, with the change in state collective bargaining laws, the process will be different this next year. CyRide is exempt from a majority of the new state restrictions, as its collective bargaining requirements are governed by the federal government through grants. This difference within a single bargaining unit covering more than CyRide employees will be more difficult to negotiation. If there are changes that require board consideration as the new process is developed, staff will update the Transit Board.
- 3) Shelter Damage** – CyRide bus shelters were impacted by the recent bb gun vandalism and will cost \$5,800 plus labor for the shattering of 14 glass panes.
- 4) FY2018 Federal Funding Allocations** - Congress approved the FY2018 funding allocations in late March, but CyRide has not be notified of its specific allocation to-date, which will be for the current year ending June 30, 2018. CyRide believes its allocation will be higher than budgeted based on the recent actions taken by Congress. She also indicated that several discretionary grants would receive additional funds this one year only – Bus and Bus Facilities and TIGER. Cathy Brown inquired about the possibility of funding an expansion of the Campustown parking garage with this funding. Director Kyras indicated that eligible projects required a transit component, but that this could be explored further.
- 5) State Urban New Bus Grant Application** – Director Kyras indicated that the Iowa DOT's statewide bus replacement grant had been awarded Bus and Bus Facility funding;

however, CyRide did not receive funding for any of its buses. However, there are two additional funding opportunities administered by the Iowa DOT; however, they will be a combination of local funding requirements at 15% and 20%; whereas, the statewide Bus and Bus Facilities was at 15%. As a result, CyRide will only be able to purchase up to four buses under these other programs.

- 6) Affordable Care Act Update** –Director Kyras provided a brief summary of the challenges and direction the board had previously provided regarding the Affordable Care Act. She indicated that the last change that was required was the monitoring of part-time driver hours to ensure that health insurance was offered at the required time due to the variability in this portion of CyRide’s employee’s hours. She indicated that the newest cost estimates for an outside firm to assist CyRide with this effort was \$20,000 to \$30,000 per year. As a result, a Request For Proposal will be developed for these services, with the goal of having a firm begin this work July 1, 2018.
- 7) Facility Study** – Director Kyras had hoped to have completed the board-requested information on the four facility options for the current meeting; however, as staff and the architectural firm were working through the last two options, more time was needed to make sure that the four options were comparable, so that the board could determine which option was the best solution for CyRide. She indicated that this would be prepared for the next meeting. Director Kyras requested that the previously-scheduled May 29, 2018 at 3:30 PM be used to discuss this topic.

**Set Meeting Times and Place:**

- May 29, 2018, 3:30 PM
- June 28, 2018, 8:00 AM
- No July 2018 meeting
- Set up a permanent day of the month/time (beginning August 2018) – Third Wednesday of each month
- August 15, 2018 8:00AM

**ADJOURN:** Trustee Bibiloni made a motion to adjourn the meeting at 8:39 a.m. and motion seconded by Trustee Jeffrey. (Ayes: Six. Nays: None.) Motion carried.

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Steven Valentino, President

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Joanne Van Dyke, Recording Secretary