

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 28, 2018

The Ames Transit Agency Board of Trustees met on June 28, 2018 at 8:00 A.M. in CyRide's Conference room. President Bibiloni called the meeting to order at 8:05 A.M. with Trustees Cain, Jeffrey, and Schainker present; and via conference call, Trustee Schrader. Absent: Trustee Nelson.

Cathy Brown from Iowa State University's Facility, Planning & Management Department was also present.

**ELECTION OF AAMPO REPRESENTATIVE:** Director Kyras stated that the Board President and Vice President elections for the next year were completed at the May 29 meeting, but that the board has not taken action on the board's Ames Area Metropolitan Planning Organization (AAMPO) representative. She briefly described the time commitment and purpose of a board member representative on this committee. President Bibiloni indicated his interest in the position.

Trustee Cain made a motion to accept Trustee Bibiloni as the AAMPO representative. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**APPROVAL OF MINUTES:** Trustee Jeffrey made a motion to approve the May 29, 2018 minutes as presented and Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**CYRIDE INTERCEPTOR PIT UPGRADES 2016 PROJECT CLOSE OUT:** Director Kyras provided a brief history of the project indicating it's funding, inclusion in planning documents and history/results of the construction. She indicated the original bid increased by \$36, 577 due to change orders, for a total, final budget of \$266,492. She indicated that there were delays in the project due to project timing and rework that was required. She indicated that all work had now been completed and met the satisfaction of CyRide staff and the A & E consultant. Staff's recommendation is to approve Alternative #1 to proceed with issuing the unpaid balance (retainage) of \$13,325.

Trustee Jeffrey made a motion to accept final completion and approve the release of retainage/final contract amount of \$13,325 to Woodruff Construction LLC, Ames, IA for the completion of CyRide Interceptor Pit Upgrades 2016 Project. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**FY18 FEDERAL OPERATING GRANT:** Director Kyras provided background information regarding CyRide's federal formula funding. She indicated that the FY18 funding was recently passed by Congress and resulted in an allocation to CyRide of \$2,085,386, which is \$85,386 higher than budgeted. She briefly described the Small Transit Intensive Cities

(STIC) portion of the funding, which is based upon six performance criteria, of which CyRide is eligible for five of the criteria, contributing to more than \$1 million of the allocation. Further, she indicated that the FY19 allocation would be higher as Congress had increased the STIC program funding from 1.5% to 2% of the total transit funds. She estimated the increase for CyRide to be between \$200,000 and \$250,000, which was not included in the FY19 budget and could result in an increase in the closing balance.

Shari Atwood, CyRide's Transit Planner, shared recent information she had been provided at the state transit convention that indicated that the non-STIC allocation could be decreasing based on current Congressional discussions.

Trustee Schainker made a motion to authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$2,085,386 to the Federal Transit Administration. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**HIRTA DIAL-A-RIDE CONTRACT:** Director Kyras indicated that the contract provided to the board for Dial-A-Ride services was a result of the board's decision at the May meeting to enter into a new contract with the current provider, HIRTA, at their proposed 2019-2020 rate structure. She briefly recapped the changes, which consisted of a new contract period, compensation, federally-required language and current practice changes. She also indicated that the contract has been reviewed by City of Ames Legal Department, Risk Management, and verbally approved by HIRTA with one exception – annual audit deadline. She indicated that HIRTA's audit is not completed until March 31<sup>st</sup> of the following year, so Director Kyras recommended changing the date in Section E. 4 of the contract to “no later than May 1 of the following year.”

Trustee Schainker asked whether CyRide included its vehicles leased to HIRTA in CyRide's property insurance or if these vehicles were covered under HIRTA's property insurance. Director Kyras was unsure and indicated that she would check with the City's Risk Manager on this issue.

Trustee Schainker also asked how much HIRTA had increased their 2018-2019 rates. Director Kyras indicated it was higher this year at a 5% increase.

Trustee Schainker made a motion to approve a new three-year contract with Heart of Iowa Regional Transit Agency for the 2018-2021 time period. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**TARGET BUS STOP AGREEMENT:** Director Kyras explained that, as part of the CyRide 2.0 changes, staff had been negotiating with Target for the past six months regarding an agreement for a bus stop on their property. She briefly summarized the terms of the agreement as follows. It includes language regarding:

- Where and how CyRide will use the bus stop.
- Terms of the agreement, which is until either party desires its termination.
- CyRide not disturbing their business with this bus stop.
- That CyRide would bear the cost of improvement and, if terminated, CyRide will bear the cost to replace it to its presentation condition.
- That CyRide is to remove trash every week, which is consistent with CyRide's current bus stop maintenance procedures.

Trustee Schainker asked for clarification that the agreement did not include language regarding travelling on their property. Director Kyras indicated that she had received verbal agreement for Target to allow CyRide to travel in front of the Target entrance, but that the corporate office had required an agreement for the bus stop only. Trustee Jeffrey asked how often buses would operate through Target's parking lot. Rob Jennings, CyRide's Scheduler/Budget Analyst, indicated that buses operated every 10-15 minutes.

Trustee Jeffrey also inquired about whether there would be carts left at the bus stop. Barb Neal, CyRide's Asst. Director of Operations, indicated that there would most likely be carts left at the Target bus stop, but that Target had indicated that they would retrieve these carts and indicated that it was a short distance from their main entrance.

Trustee Jeffrey made a motion to approve the Bus Stop and Temporary Construction License Agreement between Target and CyRide for a bus stop on Target's property, as presented. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**STORY COUNTY HOSPITAL MOU REQUEST:** Director Kyras explained that CyRide received a request from the Story County Hospital in Nevada for an emergency transportation Memorandum of Understanding (MOU). She indicated that she had provided information in a previous email to board members regarding the request and provided a recap of the questions and responses provided previously to board members. She also provided additional information offered by the hospital regarding the type of services that might be needed, such as the distance CyRide would need to transport individuals, the number of persons, etc.

Trustee Jeffrey shared her thoughts that she could support the request and hoped that it would never need to be activated.

Trustee Cain offered that she had identified the two hospital sites where transportation would be needed from and that they were a distance apart.

Trustee Cain made a motion to approve the draft Emergency Services Agreement with Story County Hospital for emergency transportation services. Trustee Schainker seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

**CYRIDE ASSISTANT MECHANIC WAGE PROPOSAL:** Director Kyras provided background information regarding a request to consider a hiring bonus for an upcoming recruitment. She indicated that a Mechanic Assistant position had been open for more than one year with a failed recruitment and very few applicants. As a result, Rich Leners, CyRide's Asst. Director of Fleet & Facilities, researched the wages and hiring bonuses of firms competing for the same, mechanic labor market and found that that CyRide is fairly competitive for starting wages, however, competing firms typically offered a substantial hiring bonus. She indicated that the Mechanic Assistant position draws from a small labor pool and low unemployment magnifies the problem. As a result, staff recommends a \$2,000 hiring bonus, payable in three installments – first check (\$500), 6 months (\$500) and 18 months (\$1,000). Director Kyras indicated that the International Union of Operating Engineers (IUOE) who represents the mechanics approved of the bonus, as evidenced by the signed MOU. She asked for board member comments on the bonus.

Trustee Schainker indicated he could support the idea as a one-time trial to determine if the bonus made the job more attractive.

Trustee Schainker made a motion to approve the one-time \$2,000 hiring bonus, payable in three installments for the July 2018 Mechanic Assistant recruitment. Trustee Jeffrey seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

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

- **Odyssey of the Mind/RAGBRAI Summer Events.** Director Kyras indicated that there were two summer events that CyRide was supporting. First, was the Odyssey of the Mind event that was held at the end of the May, and which is travels to Ames every two years. She indicated that CyRide carried a little over 73,000 passengers on three routes and that ridership would have been higher if the fourth route could have been operated through campus. Summer construction prevented the route from operating. Director Kyras shared her thoughts that this was another successful event and that staff had received numerous compliments.

The second event will be RAGBRAI in July. She then explained that CyRide would be providing additional service between 3 and 8 pm on the #2 Green route to provide transportation between one of the main campground areas at Brookside and the events in the Downtown area.

- **Summer CyRide 2.0 Service Change Update (EASE and #5 Yellow Route).** Director Kyras provided board members with a recap for the first three weeks of the summer CyRide 2.0 changes – EASE and Yellow route. She indicated that the EASE route ridership was 9% higher than the services offered on the east side of Ames last summer and 25% from the first to third week. She also indicated positive customer comments regarding the

service. She then shared the busiest times on the service and most popular location individuals were traveling within the zone.

Director Kyras then indicated that similar experiences were occurring on the #5 Yellow route changes with ridership 10% higher than a year ago and 24% higher from the first to the third week. She shared that staff believes that the CyRide 2.0 changes to date have been positive.

- **CyRide Children's Tours.** Director Kyras provided a brief summary of the children's tours which CyRide provides each summer, indicating that year-to-date, CyRide had provided 665 compared to 565 last year and shared that the popularity of these tours continues to grow each year.
- **STIC Federal Funding Update.** Director Kyras explained the chart included in the board materials regarding STIC funding where CyRide's performance was compared to larger transit systems. She indicated that CyRide's performance is significantly higher (more efficient) on the five categories it receives and will most likely never achieve the sixth one due to the size of Ames.
- **ICAAP Grant Application Projects.** Director Kyras shared staff's thoughts on new services eligible for the next round of the Iowa Clean Air attainment Program (ICAPP) state applications due in October of this year. She indicated that staff would be preparing an application for approximately \$500, 000 in operating support for the new CyRide 2.0 services and one new bus. She indicated that the possible routes that could be eligible were the: #9 Plum Route (Summer/breaks only), #12 Lilac Route, #1 Red/#7 Purple Routes, #5 Yellow Route, #25 Gold Route. She indicated that staff would prepare its recommendation for Transit Board consideration at the August meeting.
- **2018-2019 Vision.** Director Kyras shared staff's vision, goals and performance measures for the first year of the CyRide 2.0 system. She indicated at the end of the year, staff would consider the changes positive if CyRide achieved no more than a 1/ ½ percent ridership decline (due to lower enrollment and development patterns not the service changes) and if it was able to deliver the service within ½ percent higher or lower than budgeted.
- **Electric Bus RFP Scope of Work – RFP.** Director Kyras indicated that staff had prepared a draft Request for Proposal (RFP) for a consultant to assist CyRide with evaluating battery electric buses (BEB) within CyRide's fleet and operations. Director Kyras shared the Scope of Work developed for the project with the board and asked for comments regarding the scope to ensure that the project would provide board members with the information needed to evaluate this new bus technology in Ames.

Trustee Schainker asked if the RFP would provide an unbiased assessment of the bus technology. Director Kyras indicated that there were two, non-profit firms in the nation

that provided BEB evaluations for transit systems and that they both relied upon some funding from bus manufacturers. Further, she explained that their expertise in the BEB industry could not be secured without some involvement by the firms with the BEB bus manufacturers. Through a consensus of the board members, staff was directed to include language that required the proposals to disclose the firm's involvement with BEB manufacturers. Director Kyras then provided the timeline for the study.

- **CyRide Security Access Project Plans & Specifications.** Director Kyras shared that CyRide had prepared plans and specifications for the second part of its building security plan to expand the security system to the maintenance and bus storage areas at an estimated cost of \$200,000. She indicated that the bids will be released soon and that the results of the bids will be presented to the board at the August meeting for consideration.
- **Student Fee Committee Recommendation.** Director Kyras shared that CyRide staff would be meeting with the ISU Special Tuition and Student Fee Committee later that day to present its proposal for the 2019-2020 student fee rate. She indicated staff's proposal would be a \$5.50 increase in the fee for that year due to potential decreases in enrollment and the need to maintain a \$500,000 balance in the student's Trust Fund. She also indicated this rate reflected the maximum 5% increase in local funding, which is the cap placed on increases by the Transit Board. The new rate would be \$85.10 per full time student per semester.

**FALL MEETING DATES/TIMES:** Director Kyras explained that, after further review, the pre-set date agreed upon by the Transit Board in a previous meeting would create conflicts and difficulty in getting quorum and for board members to attend. She asked if there were other set times/days of the month that might be more suited to full board participation. After a lengthy board discussion, it was determined that the August 15<sup>th</sup> meeting would be retained, the September meeting would be on the 17<sup>th</sup> at 8 am and the remainder of the meetings for the fall and spring semester would be on the second Wednesday of the month at 8 am.

**Set Meeting Times and Place:**

- August 15 at 8:00 am

**ADJOURN:** Trustee Schainker made a motion to adjourn the meeting at 9:06 a.m. and motion seconded by Trustee Jeffrey. (Ayes: Five. Nays: None.) Motion carried.

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Juan Bibiloni, President

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Joanne Van Dyke, Recording Secretary