

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 14, 2019

The Ames Transit Agency Board of Trustees met on November 14, 2018 at 8:30 a.m. in CyRide's Conference room. Vice President Jeffrey called the meeting to order at 8:29 a.m. with Trustees Cain, Nelson, Schainker, Jeffrey and Schrader present. Absent: Trustee Bibiloni.

Public in Attendance: Cathy Brown, ISU Facilities Planning & Management; Lauris Olson, Story County Supervisor; Abigail Andrews; Bob Kindred, Assistant City Manager and Bethany Jorgensen, City of Ames Human Resources Director.

Approval of October 24, 2018 Minutes: Trustee Nelson made a motion to adopt the September 17, 2018 transit board minutes as presented. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Public Comments: No public comments.

Transit Director Recruitment: Director Kyras introduced Bob Kindred, Asst. City Manager, and Human Resources Director, Bethany Jorgenson, who were present to discuss the Transit Director recruitment with board members. Mr. Kindred explained that there were two decisions the board would need to make. First, he discussed the options for searching for a new Director – in-house recruitment or hiring a recruiting firm. The second decision would require board members to determine the level of involvement the board desired in choosing the new Director. He indicated that the board is not in the business of hiring, therefore, board members could take a more active role in screening the applicants or have the city's Human Resources staff narrow the field of candidates to the finalist for board consideration. Mr. Kindred and Ms. Jorgensen then explained the options, as well as benefits, cost and time involved in each.

Trustee Cain asked if the quality and number of applicants would be the same if a recruiter was not used for the search. Mr. Kindred indicated that recruiters could contact others in the industry to potentially find additional candidates that were not actively searching for a new job. Director Kyras shared that she had provided Mr. Kindred with the name of a transit industry recruiting firm, if the board desired to take this approach.

Mr. Kindred inquired about whether Federal Transit Administration (FTA) rules would apply if a Request For Proposal (RFP) was issued to select a recruiting firm. Director Kyras indicated that CyRide staff would look into this question, but that Assistant Director Leners could help city staff if federal language in the RFP was required.

Trustee Schainker shared that the Director's position is not subject to Civil Service law, which allows more flexibility with the recruiting process.

Trustee Cain inquired about the type of person/experience needed to successfully fulfill the Directors position. Director Kyras shared her thoughts that candidates with a varying background could be successful – Chief Operating Officers (COO) with another transit agency, a Director from a university only transit system, Director or COO from an urban transit system.

Trustee Schainker shared his insight indicating that qualified candidates could be someone working for a larger transit system, but looking to move up in a management position. He also shared that it was a difficult time, with the holiday, to begin a recruitment, but that he believes that Director Kyras had provided significant notice to allow for a successful recruitment. He also mentioned that the recruiting pool for a Transit Director was smaller than other public sector positions, such as a Public Works Director.

Asst. City Manager, Bob Kindred, shared his perspective on a recent Director recruitment, indicating that the Library board discovered that a great deal of time was necessary for board members to select a new Director.

Trustee Schainker shared his belief that it was important for employees to be offered an opportunity to visit with the candidate, and that their opinions should be provided to the Human Resources staff, so that the best selection from all perspectives could be made. He also indicated that if the board desired to hire a recruiting firm, that the cost to hire the firm would need to be addressed in CyRide's current budget.

Trustee Schainker made a motion to begin the Request for Proposal (RFP) process to hire an executive search firm to perform the recruitment for a new Transit Director. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Trustee Nelson made a motion that Trustees Nelson, Jeffrey, and Schainker will serve as the board's subcommittee for this recruitment. Trustee Schrader seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Facility Site Analysis – Fatal Flaw Analysis: Director Kyras briefly recapped the board's discussion from the October board meeting and explained that staff's focus since that time had been on identifying potential sites west of the city limits. She then explained the criteria used to narrow the large number of potential sites, which added a new criteria for the site to be south/west of the city limits. She then explained a staff analysis that had been completed indicating that 70% of CyRide's buses began or ended in this area and, if a site could be identified in this area, CyRide's operating costs could be lower. She indicated that the west side analysis resulted in 16 potential sites, but that staff had identified an additional site just outside of this area that was currently for sale that would also meet the criteria and that staff recommended adding to the list of

possible parcels. She indicated that with these 17 sites, plus the original ten sites remaining, that there were a total of 27 sites still in consideration. She indicated that staff preferred ten or fewer for further analysis. She then provided staff's recommendation on how to further narrow the sites, which included elimination of three sites from the original list of parcels (1825 Dayton Ave., 1100 S. Dayton Ave. and 5699 Westfield Drive), contacting the owners of the privately-owned parcels to determine availability and completing a field review of the remaining sites. She also provided board members with other possible alternatives to proceed forward.

Trustee Schainker expressed his thoughts that parcels under consideration should be located near/outside of the city limits where CyRide's use will not conflict with properties nearby. He stated that he believes that CyRide's use of a property would be considered "industrial" and this should be located in the fringes of the community.

Director Kyras indicated that depending on the amount of time it would take to receive a response from private property owners, there could be a possibility of updating the board at the December board meeting.

Trustee Schainker asked how CyRide could pay for a private piece of land. Director Kyras indicated that the board had committed approximately \$750,000 for local match in the capital plan for the facility. She indicated that these funds could be used to purchase the land and then the land could be an in-kind grant funding source to allow CyRide to still have the local funds needed to match a grant.

Trustee Schainker asked that if the parcel had more than 15-18 acres available, if CyRide would purchase only a piece of the parcel. Director Kyras said it depended on the parcel, but that this situation would open up additional opportunities to coordinate with HIRTA, Story County's regional transit provider. She indicated that HIRTA is currently leasing property and CyRide could build and lease to HIRTA or HIRTA could provide local match and the grant request could be larger. She indicated that coordination of transit services would strengthen a grant application for facility funding. She indicated that she had had a preliminary conversation with the HIRTA Executive Director and that they indicated a preliminary interest in having conversations if this opportunity arose. Lauris Olsen, Story County Supervisor and HIRTA board member, said HIRTA currently rents space behind the strip mall on East Lincoln Way where they dispatch from, but that HIRTA is currently on conducting maintenance from this location. She said they prefer to keep the minibuses inside.

Lauris Olsen asked what the timing for the project would be. Director Kyras responded that the "best case scenario" would be approximately three years, depending on a site selection, submission and approval of a grant application, preparation of construction drawings, bidding and letting.

Trustee Nelson made a motion to approve the elimination of three sites from consideration (1100 S. Dayton Ave. 1825 Dayton Ave., and 5699 Westfield Dr.), contact

private land owners and conduct a field site review on the remaining sites. Trustee Schrader seconded the motion (Ayes: Five. Nays: None.) Motion carried.

Transit Asset Management (TAM) Plan: Director Kyras shared background information regarding the TAM Plan requirements and CyRide's completion of these requirements. She indicated that the plan could provide staff and board members with an additional data point in its decisions on capital needs and a funding plan to meet these need. She indicated that the board had previously approved TAM Performance Targets as a part of these regulations in 2017 and that staff had reviewed these targets in light of the full report required on October 1, 2018. She then provided a comparison of the previous performance targets with those established as part of this plan. Modifications included the elimination of one category (Bus Turnarounds), the addition of one (Minivans) and modification to another (Minibuses). She then provided a summary of the results of the condition assessment of the asset categories included in the TAM Plan. The results were that two categories were below the performance targets established – 40' and 60' buses and minibuses. She indicated that staff was in the process of developing CyRide's Five Year Capital Improvements Plan for the December board meeting and that purchases within these two categories would be addressed in that plan.

Trustee Cain requested more information about how CyRide would be able to reduce the percentage of 40' and 60' buses exceeding the standard (ULB) from 45% to 35%. Director Kyras indicated that CyRide would be receiving a new bus in 2019 and Shari Atwood, CyRide's Transit Planner, indicated that CyRide's fleet was in the process of being reduced from 103 to 93 vehicles as a result of lower bus needs with the CyRide 2.0 system and that older buses were being removed from the fleet. Director Kyras also pointed out that the categories are broad and incorporate specific pieces that exceed the standard, such as the Bus Wash was rated poor; however, the facility itself was rated acceptable. She indicated that these specific pieces would also be addressed in the Capital Improvement Plan.

Director Kyras indicated that there would be no board action needed on the TAM Plan; however, the results were informational prior to the board's discussion next month on the Capital Improvement Plan.

Transit Director's Report:

- 1) Electric Bus Update:** Staff is moving forward with the electric bus study with completion of the consultant contract, development of the project schedule and initial meetings with CTE. Director Kyras indicated that the results of the study are scheduled for presentation to board members at the February board meeting.
- 2) Public Meeting Recap/Online Survey Timeline:** Director Kyras gave a recap of the public meeting for CyRide's Fall 2019 Potential Service Changes held November 13, 2018 at the Ames Public Library. She indicated that there were 14 people in attendance and that had provided comments. She also indicated that they represented customers from a

variety of routes and interests - Yellow route; Peach route (Vet Med and 24th Street); Gold route (Schilleter Village and traveling to Mall and Walmart); west Ames on the Cherry and Lilac routes, and concerns regarding the elimination of some buses circulating through campus. She indicated that the online survey is available through December 3, 2018 and results to be provided at the January 2019 transit board meeting.

Trustee Schainker asked if there were any surprises from comments that the public had provided. Director Kyras indicated that there were a couple from her standpoint. First, a request for an EASE-type service be added that included the Southdale area. Second, that a customer had suggested switching the Red and Green routes from State Gym to City Hall, which would allow Red route customers from West Areas to be able to travel through campus. She indicated that both were worth considering, but also there were challenges that would negatively impact other customers and CyRide's efficiency.

Shari Atwood added that one customer suggested that a service be added that would allow customers at Schilleter Village to travel north to churches/mall/Walmart, etc. and that Brown route passengers want more southside service on Sunday, as service currently stops at the Towers.

Director Kyras indicated that one suggestion was a reduction in Orange route service; however, other customers disagreed with this suggestion.

Trustee Schrader mentioned he had received concerns from students regarding the time it takes to cross Ontario and Stange and a desire for a pedestrian crossing. Director Kyras indicated that two pedestrian crossing light requests had been forwarded to city and ISU personnel for consideration and the location at Stange and Blankenberg was one of those locations. Director Kyras said she would follow-up with ISU on the status of this request. She indicated the second location at S. Dakota and Steinbeck was a city project and that staff had indicated this crossing light could be implemented next spring. Director Kyras said the crossing at Steinbeck would not require additional CyRide funding to implement.

Fall Meeting Dates/Times:

- December 12, 2018 – 8:30 A.M.

Adjourn: Trustee Schainker made a motion to adjourn the meeting and Trustee Cain seconded the motion. The meeting was adjourned at 9:37 A.M. (Ayes: five. Nays: None.) Motion carried.

Liz Jeffrey, Vice President

Joanne Van Dyke, Recording Secretary