

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

January 10, 2019

The Ames Transit Agency Board of Trustees met on January 10, 2019 at 3:30 p.m. in CyRide's Conference room. President Bibiloni called the meeting to order at 3:37 p.m. with Trustees Bibiloni, Cain, Jeffrey, Schainker, and Schrader present. Absent: Trustee Nelson.

Public in Attendance: Peter Hallock and Sarah Lawrence, ISU Facilities Planning & Management.

Approval of December 12, 2018 Minutes: Trustee Jeffrey made a motion to adopt the December 12, 2018 transit board minutes as presented and Trustee Cain seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

Public Comments: No public comments.

Five Year Capital Improvement Plan: Director Kyras explained that the information contained in the staff report for the Five Year Capital Plan recommendations was the same as presented at the December 2018 transit board meeting, with one modification - reduction of \$5,000 from shop equipment. This change allows for a five-year, positive fund balance. Director Kyras also shared that the plan's expenditures emphasized facility expansion and bus replacement needs of the transit system.

Trustee Schainker made a motion to approve the Five Year Capital Improvement Plan as presented and Trustee Jeffrey seconded the motion. (Ayes: Four. Nays: None.) Motion carried.

Service Change Recommendations: Director Kyras explained the feedback that staff had received, via email, telephone calls, and surveys, from customers requesting modifications to its CyRide 2.0 service. She shared the results from the feedback, as documented in the staff report identifying the top five requests from each source of the comments. She shared the five general themes from this input:

- Previous service (comfort with old service level) – routes and campus circulation
- Additional Peach Route service to address Vet. Med concerns
- More evening service on Gold, Brown and Cherry service
- More service during breaks/summers on Gold and West Ames routes
- Earlier trips in the morning on various routes with better connections

Director Kyras then explained the ridership trends that were occurring on the new route structure, highlighting five patterns - #23 Orange route, West Ames, #25 Gold, other routes and peak passenger loads.

Director Kyras then provided staff's recommendation for service modifications to enhance its CyRide 2.0 service. She indicated that of the ten service changes proposed, five improvements and one reduction were recommended, which added less than the

board-directed \$200,000 in improvements. She then explained a staff idea to further reduce expenses, while still achieving improvement to serve ISU's Vet. Med. College. This idea consisted of deviating the #9 Plum route inbound to campus and shortening the #14 Peach route to offer more service in North Ames. She indicated that she had proposed the idea to Vet Med. staff and was waiting to receive input on this idea, but that she anticipated input after a January 15th meeting of the college's council.

Trustee Nelson arrived at 3:43pm.

She recommended that the Gold route summer schedule change be implemented on May 13, 2019 and the remainder of the service modifications in August 2019, if approved. The Gold route change would impact the current fiscal year budget by adding \$27,223 to expenses; however, she indicated that CyRide would be receiving additional federal funding in the current year that would more than offset this increase.

Trustee Cain asked staff for the difference in time in walking "up the hill" to Vet Med. from S. 16th Street on the #9 Plum route versus staying on the bus and being dropped off at the door of Vet. Med. on the bus' return trip to campus. Rob Jennings, CyRide's Budget Analyst/Scheduler, indicated the difference was approximately 7 – 9 mins. additional to stay on the bus versus walking.

Director Kyras then explained the three alternative actions that board members could take to establish service levels for the next year. – approve staff's recommendation, table action until the February board meeting on service improvements, but approved \$176,672 in additional expenses in the budget to address board-directed improvements or approve only the service reduction of \$76,000 .

Trustee Schainker shared his discomfort in the second alternative, indicating that he preferred to only ask for taxpayer dollars, for approved service changes.

Trustee Cain made a motion to approve alternative #1 for staff's recommendation to implement five service enhancements and one service reduction, as presented, effective August 19, 2019 and implementation of the #25 Gold summer/breaks recommendation effective May 13, 2019 at a cost of \$27,223 in the current budget year. Further, to investigate the Plum route option with the ISU College of Veterinary Medicine to determine their preference for the option (Plum Route) or original proposal (Peach Route) and provide information at a special board meeting in January to finalize the budget. Schrader seconded the motion. (Ayes: Five, Nays: None.) Motion carried.

2019-2020 Operating Budget: Director Kyras recapped the discussion from the December 12, 2018 board meeting regarding the 2019-2020 budget, indicating that the new information presented in the staff report reflected the board's direction to "include additional expenses for a Chief Safety Officer, labor negotiation proposals, up to \$200,000 in new services and reduced operating expenses, and, at the same time, do

not exceed a 5% local funding increase for the 2019-2020 budget.” She indicated this was labeled as “Option #2A” in the board’s materials. She then briefly discussed the specific expense reductions made to this option’s budget – Director’s wages/benefits, Chief Safety Officer wages/benefits - as well as increases in state operating funding. She indicated Option #2A resulted in a local funding partner increase of 4.8%.

Director Kyras then briefly recapped the specific service changes included in the budget option, which totaled \$176,672. The recommended routes impacted by these service improvements included the #14 Peach, #25 Gold, #11 Cherry and early morning trips.

Trustee Schainker asked what the difference was between serving ISU’s Applied Science College and ISU’s Vet. Med. College, as both were off-campus facilities. Trustee Cain shared her thoughts that the need for service to the Vet. Med. college was important to provide service for students between central campus and the college; whereas, there were no/few students at the Applied Science complex. She indicated the priority was for student transportation to classes. Additionally, Director Kyras shared past conversations where past board member Warren Madden had explained that the university’s portion of CyRide funding was meant, in large part, to provide transportation to Vet Med. via the #23 Orange route. Trustee Cain asked what route previously providing transportation to Vet. Med. Director Kyras indicated the #23 Orange route, which no longer provided this service under CyRide 2.0. Trustee Cain also explained that the staff-recommended changes totaled less than the \$200,000, which the board had indicated was the maximum service improvement expenses that could be considered for next year.

President Biblioni shared his thoughts about the funding level and Vet. Med. service request. He indicated that it was important to be at or below the 5% local funding partner increase, but that he supported getting the Vet. Med. college’s feedback before making a final decision on the services/budget for next year. He shared that he believes that funding for Vet. Med. is different than trying to improve service to an apartment complex.

Trustee Schainker made a motion to approve staff’s recommendation #3 to approve budget option #2A, but with a provision to adjust the alternative upon response from Vet. Med. at the special transit board meeting to be scheduled later in January. Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

CyRide Drug and Alcohol Policy: Director Kyras began the discussion with a general overview of the federally-required Drug & Alcohol Policy. Assistant Director Neal then summarized the new policy and the changes it represented from the previously adopted policy in January 2018. She indicated that the Federal Transit Administration (FTA) had recently raised the drug testing threshold from 25% to 50%, effective January 1, 2019. She indicated that CyRide had been testing at this rate since the first of the year, but that the board would need to approve the policy changes as the final step toward full compliance with the law. She indicated that the policy changes were developed based

upon a “policy builder” recommended by FTA and that CyRide-specific changes were indicated in bold letters in the policy. She indicated these requirements indicated CyRide’s policy that exceeds federal standards. She then briefly explained the CyRide-specific sections that were bolded.

Trustee Cain made a motion to approve the revisions to CyRide’s Drug and Alcohol Testing Policy. Trustee Schainker seconded the motion. (Ayes: Five, Nays: None.) Motion carried.

Transit Director’s Report:

- 1) Facility Update:** Director Kyras provided a brief update of the field site review for the facility expansion study and the resulting narrowing of sites to ten. She shared the next steps in the process, indicating that the list had been narrowed by staff to the top five to start and that these sites has been provided to ASK Studio for further analysis. She indicated that the results of this architectural/engineering review would be provided to the board at the February board meeting.
- 2) 2018 ICAAP Grant Submission:** Director Kyras shared that the CyRide 2.0 new services that the board approved for submission in an Iowa Clean Air Attainment (ICAAP) grant application had been approved by the Iowa DOT Commission. She indicated that the award was for \$702,848 dollars to support capital and operating expenses of this new service. She indicated that the operating dollars would create a budget savings and be reflected in a higher operating closing balance.

She also shared that CyRide will be able to reapply for these projects for the next two years. Shari Atwood, CyRide’s Transit Planner, indicated that the operating cost savings would begin in October 2019, reflecting the federal fiscal year.

Director Kyras also mentioned that there would be two presentations at the February board meeting - CTE electric bus presentation and the facility study results.

Adjourn: Trustee Jeffrey made a motion to adjourn the meeting at 4:45 PM and Trustee Cain seconded the motion. (Ayes: Five. Nays: None.) Motion carried.

Next Meeting Dates/Times:

- February 14, 2019 – 4:15 pm
- March 14, 2019 – 4:15 pm
- April 11, 2019 – 4:15 pm
- May 9, 2019 – 4:15 pm
- June 13, 2019 – 4:15 pm
- July 11, 2019 – 4:15 pm

Juan Bibiloni, President

Joanne Van Dyke, Recording Secretary