

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 13, 2019

The Ames Transit Agency Board of Trustees met on June 13, 2019 at 4:15 p.m. in CyRide's Conference room. President Bibiloni called the meeting to order at 4:15 p.m. with Trustees Cain, Jeffrey, Nelson, Schainker, Bibiloni and Schrader present.

Public in Attendance: Peter Hallock, Ames resident, Sarah Lawrence, Iowa State University Facility Planning and Management, and Cathy Brown, Facility Planning and Management.

**Approval of May 9, 2019 Minutes:** Trustee Jeffrey made a motion to adopt the May 9, 2019 transit board minutes as presented and Trustee Schainker seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**Public Comments:** Interim Director Neal reviewed an email from Kyle Poorman, sent to the transit board members, requesting a study on offering low-income residents no-cost rides on CyRide. Trustee Nelson asked if Interim Director Neal could add any input. She explained CyRide's currently fixed route system has some reduced fare options available for Medicare cardholders, persons over 65, and persons with disabilities. Individuals meeting these criteria can ride fixed route service for ½ the regular price, or \$.50 per ride. They can also purchase an unlimited rides monthly pass for \$17.00. She explained this is what several individuals currently do to make trips more affordable and have unlimited access. However, this discount is currently not available on Dial-A-Ride services. She stated if the board desires to do something similar for Dial-A-Ride service, this would require a subsidy from CyRide. Interim Director Neal stated if the board would like to direct staff to study this matter they could; however, she would suggest waiting until CyRide is fully staffed and a new transit director has been appointed.

Trustee Jeffrey asked staff to acknowledge the email and make the individual aware of the current half-priced fixed route fare options. Staff should also communicate they will reevaluate this suggestion at a later date.

**Consideration of Agenda Item #4 and Action Taken on March 12, 2019:** Interim Director Neal explained the next two agenda items stem from the March 12, 2019, board meeting where the completed facility study was presented. At that time, the board took action to move forward on Site #13, located on Lincoln Way by Country Plastics. Staff was directed to prepare a BUILD planning grant application with Site #13 selected as the preferred site. Since that board meeting, the federal government has released the notice of funding opportunity, which details the requirements for submitting a 2019 BUILD planning grant application. One requirement for grant submission is the completion of a Feasibility Study, which includes a Title VI Equity Analysis. It was discovered the Title VI equity analysis should have been completed prior to the selection

of a preferred site. Therefore, Interim Director Neal recommended the transit board take action on alternative 1, to rescind the previous board action from the March 12, 2019, transit board meeting. Doing so would allow CyRide to comply with the Federal regulations for a Title VI Equity Analysis.

Trustee Cain made a motion in favor of alternative 1, to rescind the previous board action as follows: Rescind the action taken in the March 12, 2019, board meeting to select Site #13 as the “preferred” site and second, to apply for the BUILD planning grant and third to complete an analysis on the utilities, water, sewer, with the City and, maybe, county, while waiting for the grant results. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**FY2019 BUILD Grant Application:** Interim Director Neal continued the discussion on the submittal of the BUILD planning grant application. She explained CyRide staff and the SRF consultant had been working to develop a competitive, national grant application when two challenges were discovered making completion of the application by the July 15, 2019, deadline difficult. The first challenge was the Title VI Equity Analysis, which is a federal requirement for public outreach; to ensure any location is selected is without regard to race, color, or national origin. She stated this analysis needs to engage in outreach to people potentially impacted by the site selection, specifically the low income and minority population. Staff could complete this analysis, but, in the spirit of the requirement, it would make more sense to wait until the full population of Ames is back residing in the community. The second challenge was the land-cost estimate for grant purposes. The grant application requires a budget with an itemized listing of activities and cost. In order to complete this requirement, CyRide needs a reasonably accurate cost estimate for land purchase. The Iowa State Foundation, current owner of site 13, needs an additional two weeks to complete an analysis for a budget estimate for the grant submission. She shared a preliminary analysis, which valued the land for Site 13 above the original \$350,000 estimate. This estimate was based on the listing price for Site 17. This delay will make it difficult to submit the grant on time. Based on the aforementioned challenges, staff suggests the board reconsider the Transit Board's desire to direct staff to submit a 2019 BUILD planning grant.

Interim Director Neal continued explaining that if the board desires to continue to move forward on a second facility site, there are steps they could take. These steps would also position CyRide better to submit a BUILD construction grant in the future. Neal briefly explained a two phased process the board could follow, if desired. Phase 1; complete the Title VI Equity Analysis for Site #13 and Site #17. This would require analysis and public meetings to gain input on the board’s two top sites. After completion, the transit board could then pick a preferred site and staff could complete the Feasibility Study and submit it to FTA for review and concurrence. Phase 2 could then begin working toward the purchase of land, if desired, following the federally required process outlined in the board packet.

Interim Director Neal recommended Alternative 1, to direct staff to not submit a 2019 BUILD planning grant and direct staff to complete the federally-required Title VI Equity Analysis on Sites #13 and #17 and meet with City/County officials regarding the two sites to determine utilities and other considerations of each property. Further, Alternative 1 directs staff to provide the Transit Board with the results of the Equity Analysis, Feasibility Study, and local government discussions for consideration of the board for further action.

Trustee Schinker asked if there would be any reason the board should not move forward with the analysis. Interim Director Neal stated she believed the board had unanswered questions regarding the sites, specifically the utilities and the ability to get city services. By moving for Alternative 1 the board could get answers to their concerns, while still moving the facility project forward. This option would allow more time to determine which site is best for CyRide and if services could be provided.

Trustee Schinker asked if CyRide staff had analyzed the current lower ridership to determine if this trend would continue and would the size of the facility need to be reevaluated.

Interim Director Neal said CyRide had not studied this trend, but it would be prudent to reevaluate space needs to determine if changes needed to be made. He asked if CyRide was going to use the old Feasibility Study for the size of the building or is there a way to complete that study before determining the size of building that would be needed.

Interim Director Neal said the Equity Analysis is the first step to ensure the facility location doesn't negatively impact individuals. Completing this study would be the final piece necessary to complete the larger Feasibility Study, where the size and amount of vehicles could be fine-tuned.

Shari Atwood added that the planning grant the board directed staff to submit included HIRTA. Selecting alternative 1 would give staff time to have conversations with them to determine their specific needs as well. She went on to say, if you look at the current facility, CyRide parks buses extremely close together. CyRide's completed Feasibility Analysis parked buses as tightly as they are parked on our current site.

Interim Director Neal explained an Equity Analysis would require additional staff time to complete and require outlay of any public outreach costs. She reminded the board that staff time is limited, so, if the board's desire was for staff to move forward, it may be best to utilize a consultant to help with this analysis. Trustee Jeffrey reminded the board this analysis should not happen until the students return in September, but she didn't see any reason to not allow the consultant, along with CyRide staff, to move forward with this phase.

Trustee Cain agreed moving forward with Alternative #1 with the Equity Analysis for sites #13 and #17 was appropriate.

Trustee Jeffrey-made a motion to move forward with Alternative #1, directing staff not to submit a 2019 BUILD planning grant, but complete the federal requirements of the Title VI Equity Analysis on Sites #13 and #1. Motion seconded by Trustee Schainker.

Trustee Nelson asked if it would be prudent to get a better idea of what the cost of completing the Equity Analysis would be before moving forward.

Trustee Cain suggested setting a not to exceed amount of \$10,000 for a consultant to assist with completing the analysis.

Trustee Jeffrey amended the motion to say moving forward with Alternative #1, directing staff to not submit a 2019 BUILD planning grant, but complete the federal requirements of the Title VI Equity Analysis on Sites #13 and #17 at a cost not to exceed \$10,000. Motion seconded by Trustee Schainker. (Ayes: Six. Nays: None.) Motion carried.

**Radio Replacement Project:** Interim Director Neal explained on January 10, 2019, the board approved CyRide's Capital Improvement Plan (CIP). Included in the plan was the purchase of a replacement radio system, which is obsolete and incompatible with the City of Ames' and Story County's new P25 communication system. Since CIP approval, CyRide staff discovered leasing radios was not an option. As a result, the final budget number was increased to \$320,000, creating a \$170,000 deficit. Recently, CyRide was notified it was the recipient of a \$170,640 VW Settlement grant. Interim Director Neal explained the VW grant could be used as the local capital match for the planned order of three new 40' buses. In turn, the local money allocated for the bus purchase could now fund the radio purchase.

Interim Director Neal recommended alternative 1, to amend the FY2020 budget to reflect the VW grant award of \$170,640 and amend the radio project to increase by \$170,640, for a total of \$320,640.

Trustee Schainker made a motion to approve alternative 1, utilizing the recently announced VW grant award of \$170,640 as the local capital match for the upcoming planned purchase of three 40' heavy duty diesel buses. The \$170,640 local capital previously allocated to the bus purchase will be added to the \$150,000 budgeted to purchase a new P25 radio system for CyRide, at a total cost of \$320,640 in FY2020. Trustee Cain seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**AVL/AVA:** Interim Director Neal shared that the same type of capital project procurement that will replace our AVL (Automatic Vehicle Locator) will also include AVA (Automatic Voice Annunciation). CyRide has used a bus prediction (AVL) service since 2012 and it has proven to be very successful, having been utilized 5.4 million times through the MyState app. She went on to explain the current contract with NextBus ends June 30 and current hardware has become obsolete. Procuring a new system was determined to be the best

way to ensure that CyRide was getting the best value for the dollar. Because both systems rely on GPS equipment, staff has been working to procure both systems through a single proposal. The proposal was fast tracked to allow an award of contract before July 1, a grant obligation deadline.

The project budget is \$950,000 and is largely funded with Iowa DOT 5310 grant allocations. Funding is spread across two budget years and \$128,503 of the total project is not currently in grants. However, it is guaranteed formula funding. Awarding of the contract will be contingent on the Iowa DOT 5310 contract approval July 1, subject to concurrence with award by the Iowa DOT Office of Public Transit.

Four companies provided written proposals; two were invited onsite for presentations. Based on evaluations, staff is recommending award to GMV Syncromatics, based on the company's ability to meet the aggressive installation schedule, a thorough review of the hardware to be installed on the buses, experience level of the staff, and the three year total cost.

Interim Director Neal recommended alternative 1, to award to GMV Syncromatics, contingent upon Iowa DOT 5310 contract approval for FY2020. Contract award will also be subject to concurrence with award by the Iowa DOT Office of Public Transit.

Following a lengthy discussion on funding and the CIP presented in January, Trustee Cain made a motion to award a contract to GMV Syncromatics of Los Angeles, CA, for the proposed amount of \$941,730. This amount includes the first year of operating expense. Award of the contract is contingent upon Iowa DOT 5310 contract approval for FY2020. Contract award will also be subject to concurrence with award by the Iowa DOT Office of Public Transit. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**Statewide Bus and Bus Facilities Application:** Interim Director Neal explained she was anticipating an email with a current PTMS list from the IDOT to confirm moving forward on this agenda item, but the list had not been received. She explained the board could take action based on current assumptions or if they preferred they could wait until the official email was received. Interim Director Neal stated the Federal Transit Administration announced an opportunity to apply for a Bus and Bus Facilities grant program, due June 21, 2019. The Iowa DOT will be submitting a consolidated grant on behalf of the 35 Iowa public transit agencies. The purpose of this item was to determine board members opinions and support on the quantity and type of buses to submit to the Iowa DOT. Based on current assumptions, staff is recommending including in the grant submission the replacement of three minibuses because they do not rank well in the PTMS process. They are past their useful life and in need of repair. She went on to explain, in order to proceed with the number of buses CyRide would like to include in the grant submission, the Iowa DOT requires a Letter of Support and a financial commitment to be included in the grant application, due June 14<sup>th</sup>. This support would need board approval before it could be included. If CyRide receives the minibuses

under this grant, the local match requirement would be \$66,900. CyRide has \$135,000 allocated within the FY2021 year of the Capital Plan. The local match for these vehicles has been approved by the Transit Board of Trustees and the City Council in their respective January and February 2019 meetings.

The Interim Transit Director recommends approval of Alternative #1

Trustee Schainker made a motion to approve Alternative #1, including three minibuses in the State of Iowa's Statewide Bus & Bus Facilities Grant Application, funded with up to \$66,900 in local match and submission of a Letter of Support and Commitment to the Iowa DOT for these vehicles. Trustee Nelson seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

#### **Interim Transit Director's Report:**

1. **VW Grant Analysis** – Interim Director Neal shared CyRide staff has briefly analyzed the VW grant awards and shared a few takeaways for submission of future VW grants.
2. **Quarterly Report** - A chart was shared of key performance measures and a brief summary of the third quarter was graphically presented.
3. **Ames Middle School Turnaround Update** – All necessary paperwork has been completed on this item.
4. **Construction Update** – A brief update was given on the bus wash replacement project and the reconstruction of the Green endpoint turnaround.
5. **New Process to Report Any Potential Conflict of Interest** – Conflict of interest disclosure forms were distributed to the Board members to complete.
6. **Fall Meeting Dates/Times** - The Transit Board set dates and times for future board meetings.

**Adjourn:** Trustee Jeffrey made a motion to adjourn the meeting at 5:04 and Trustee Cain seconded the motion. The meeting was adjourned at 5:04 P.M. (Ayes: Six. Nays: None.) Motion carried.

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Juan Bibiloni, President

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Joanne Van Dyke, Recording Secretary