

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

November 14, 2019

The Ames Transit Agency Board of Trustees met on November 14, 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, Schrader, and Schainker present.

**APPROVAL OF OCTOBER 23, 2019 MINUTES:** Trustee Nelson made a motion to adopt the October 23, 2019 minutes as presented. Trustee Schrader seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

Public in Attendance were Sarah Lawrence and Cathy Brown ISU Facilities Planning & Management and Lauris Olsen, Story County Supervisor.

**PUBLIC COMMENTS:** None.

**RATE SETTING - FARES:** Director Neal said CyRide requires the transit board to approve fares for the next budget year. The Miscellaneous Revenue section of the CyRide fares structure has not increased since 2013-2014 and staff is proposing an increase to the shop and shuttle rates. CyRide staff is asking the transit board to consider a shop rate increase from \$86.00 to \$105.00, due to expenses increasing by 21% and expenses per mile increasing by 22% for work that CyRide maintenance bills back for warranty and accident restitution.

The second increase would affect the shuttle rates. Staff is recommending the shuttle rates be increased over the next two years to reflect increased operating costs. The first year increase would raise the rate from \$86.00 to \$95.00, which is an increase of 10%. Staff is also recommending honoring existing contracts at the current rate, so those utilizing the service can adjust their budgets in the future.

Transit Director Neal recommends approval of Alternative #1 that reflects changes to the Miscellaneous Revenue section and no changes to the fare structure from the 2019-2020 rate structure, with an effective date of May 9, 2020. CyRide will honor current pricing for existing shuttle commitments already made for the summer of 2020.

Trustee Schainker made a motion to approve the 2020-2021 rates, which reflect changes to the Miscellaneous Revenues section from the 2019/2020 rate structure. Trustee Jeffries seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**RATE SETTING - PASSES:** Director Neal told the transit board this rate reflects no changes to the fare structure. This item has the same requirement as the Rate Setting for Fares and requires transit board approval for next year's budget.

Director Neal recommends approving Alternative #1 with no changes in the fare structure.

Trustee Nelson made a motion to approve the 2020-2021 rates reflecting no changes from the 2019-2020 rate structure. Trustee Jeffries seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**FY20-21 BUDGET OPTIONS:** Director Neal said CyRide staff presented service options to the Transit Board as part of the budgetary process at the October board meeting. At that meeting, the transit board directed staff to redefine three service proposals: #2 Green route, #3 Blue route, and #14 Peach route for consideration in the December budget meeting discussions.

Director Neal explained the #2 Green Route currently only deviates to the high school six times per weekday; 3 times in the morning and 3 times in the afternoon. The board requested staff to further refine an option where #2 Green deviates to AHS in the mornings and afternoons. CyRide staff identified the peak times for #2 Green to deviate. It is from 6:30am – 9:00am and 3:30pm – 6:30pm. This would increase the number of trips deviating to the Ames high school from 3 to 13 trips in the morning and from 3 to 19 trips in the afternoon.

Transit board members said the estimated \$59,000 cost for additional trips to the high school is a relatively low amount and the service would be both inclusive and advantageous for passengers going to the high school. But, before the board takes action, they would like to have more historical data to determine the number of passengers this would affect and more information to determine if the level of service being recommended meets the need. Director Neal explained CyRide has ridership numbers into campus, but has no data as to the actual number of passengers boarding and alighting at the High School stop. Shari Atwood, Transit Planner, mentioned Nelson Nygaard consultants did gather stop level data when working on CyRide 2.0 and perhaps that data would provide some information, but it was a one day count and may not represent ridership on other days.

Trustee Nelson reminded the board that next year the parking lot at the Ames High School would not be available with the construction of the new high school, so this higher level of service might be quite advantageous to Ames High.

Trustee Jeffrey asked how we could better promote the Green route service and emphasized planning public outreach to promote riding the bus, if the board approves a higher level of service in the area. She would like to have staff come up with creative solutions to make it more attractive to ride the bus and increase ridership in the area.

Director Neal explained currently, the #3 Blue Route detours its route due to the road closure on Wallace Road. This detour shortens the Blue route from its CyRide 2.0 alignment that normally would travel back to the Lower Friley area. The board asked staff during the October board meeting to consider permanent modification of the #3 Blue Route to follow its current detour route after construction has ended, which would result in a \$30,000 savings.

Director Neal stated the #14 Peach Route is currently not able to maintain the schedule effectively due to heavy vehicular and pedestrian traffic. The board requested staff refine an option that modifies the #14 Peach Route from 30 to 40 minutes and adds an additional bus from approximately 7:30am until 10:05am, creating a 20-minute schedule during these hours to accommodate passengers traveling to campus.

Director Neal recommended approval of Alternative #1 or #2. Alternative 1 would include the #3 Blue route and the #14 Peach route into the baseline budget for the 2020-2021. She went on to state staff believes service modifications to the #3 Blue route and #14 Peach route need to be addressed next year to correct significant schedule issues, thus they should be added to the baseline budget. She went on to explain, alternative 2 directs staff to prepare an Option 1, in addition to the baseline budget, for the 2020-2021 to include the #2 Green Route additional service past Ames High School. Including the #2 Green route in the "a la carte" options and increasing the overall operating budget by \$59,382 would allow greater accessibility for passengers in need of closer transit service to the High School.

Trustee Schainker asked what happens if none of the options are included in the baseline. Director Neal explained returning the #3 Blue to the original CyRide 2.0 alignment would require an additional bus be added to the schedule all day at a cost of \$250,000. She stated this is why inclusion of the #3 Blue route modifications was recommended to be included in the baseline budget to permanently correct the Blue route timing issue, resulting in a cost savings to CyRide and its funding partners.

Neal explained at a minimum, she requests the #3 Blue route be included in the baseline. If the board would prefer for staff to prepare two options in addition to the baseline budget for the 2020/21 fiscal year staff could do this for the December meeting. Staff would present an option 1 to include 20 minute #14 Peach Route service in the morning and an option 2 to include the additional #2 Green Route service past Ames High School. Under this scenario the Board would have the detailed financial information with each option. Each option would detail the total local cost, each local funding partner's share in dollars, and the percentage increase in funding levels necessary.

A lengthy discussion regarding the level of service necessary to best serve the Ames High School occurred. Trustee Nelson suggested Director Neal reach out to Ames Community Schools, specifically Jeff Hawkins, to determine if the level of service being

proposed is appropriate and if this would fill the gap requested by customers and parents. Director Neal was also asked what she anticipated the baseline increase would be to the funding partners. She stated she had not finalized the budget, but she was not anticipating an increase greater than 4% for each funding partner. She reminded the board this was presented to the Student Government Fee Committee and was lower than the 5% maximum agreed to under CyRide 2.0 changes.

Trustee Nelson made a motion to direct staff to prepare the baseline budget to include #3 Blue route and option 1 that included the #14 Peach route and Option 2 the #2 Green route for additional trips past the high school for 2020-2021 for the next meeting. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**PARTIAL YEAR FUEL BID:** Director Neal said CyRide has previously purchased fuel on a calendar year basis but would like to change the bid process to the fiscal year to align with all of our other contracts. An RFP was released in October 28, 2019, for January 1 – June 30, 2020, with bids due November 6, 2019. Staff completed the bid analysis and Diamond Oil of Des Moines was the low bid.

CyRide performed a bid analysis using the quantities of fuel consumed from January 1, 2019 to June 30, 2019 which was approximately 187,500 gallons of fuel. The current budget amount for fuel is \$2.75 per gallon. CyRide staff is requesting a not-to-exceed amount of \$515,625 for fuel purchases from January 1, 2020 to June 30, 2020 to Diamond Oil based on past fuel usage and FY20 budgeted fuel pricing. Trustee Schainker inquired how much fuel CyRide has consumed to date this calendar year. Assistant Director, Rich Leners, stated he did not have that data currently but could research it and provide it at a later date, if the board desires.

Director Neal recommended approval of Alternative #1 to award to Diamond Oil as the overall lowest bidder for fuel purchases from January 1, 2020 until June 30, 2020 at a not-to-exceed contract amount of \$515,625.

Trustee Nelson made a motion to approve award to Diamond Oil as the overall lowest bidder for fuel purchases from January 1, 2020 until June 30, 2020 at a not-to-exceed contract amount of \$515,625. Trustee Schrader seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**2020 HVAC PROJECT PLANS AND SPPECIFICATIONS:** Director Neal said some original HVAC equipment is in poor condition and past its useful life, as defined by the Transit Asset Management (TAM) Plan. It has received the highest priority for replacement. Total project cost is \$652,373, with PTIG award of \$521,098 or 80% and 20% local match.

Director Neal recommends approval of alternative #1, approving the CyRide 2020 HVAC Project plans and specifications, so they may be released for bid.

Trustee Schainker made a motion to approve the plans and specifications that will allow CyRide to move forward with replacing several pieces of equipment that are past their useful life. Trustee Jeffrey seconded the motion. (Ayes: Six. Nays: None.) Motion carried.

**TRANSIT DIRECTOR'S REPORT:**

- 1) Federally required Title VI Equity Analysis for Sites 13 and 17 was completed; locations were found to be selected within the parameters. Public meetings revealed no fatal flaws and preference for site 13.
- 2) Electrical supply for the bus shelter at Lincoln way and Beach is being installed, since solar power is not an option with surrounding vegetation, weather permitting.
- 3) Resident Satisfaction survey results show satisfaction with CyRide has declined; 11% of respondents are very or somewhat dissatisfied and 89% said they were satisfied. Fortunately, many of the services that were requested have already been addressed or added. Other areas where responses indicated CyRide service could be improved will be addressed and reviewed by staff.
- 4) CyRide will use the contractor that the City Purchasing Department found to have the lowest bid, Property Service Agency, for snow and ice removal at bus stops.
- 5) Triennial review will be some time in 2020. CyRide staff will be attending training for the review December 12-13, 2019, in Kansas City, MO.
- 6) Bus wash close out has been delayed, as contractor is having trouble with the fire door supply.

**SET SPRING SEMESTER MEETING DATES/TIMES:** Second Thursday at 4:15 p.m. of every month: January 9, February 13, March 12, April 9, May 14, and June 11.

**FALL MEETING DATES/TIME:**

- December 20, 11:15 A.M.

**Adjourn:** Trustee Jeffries made a motion to adjourn the meeting at 4:59 p.m. and seconded by Trustee Nelson. Meeting adjourned.

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Juan Bibiloni, President

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Joanne Van Dyke, Recording Secretary