

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 4, 2020

The Ames Transit Agency Board of Trustees met on March 4, 2020, at 4:15 p.m. in CyRide's conference room. President Bibiloni called the meeting to order at 4:15 p.m. with Trustees Beatty-Hansen, Cain, Jeffrey, Schainker, and Schrader present.

Public in Attendance: Supervisor Lauris Olson, with the Story County Board of Supervisors and Vice Chair of HIRTA Board of Directors.

APPROVAL OF DECEMBER 20, 2019 MINUTES: Trustee Cain made a motion to adopt the December 20, 2019, transit board minutes as presented and Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: None) Motion carried.

PUBLIC COMMENTS: President Bibiloni recognized Story County Supervisor Lauris Olson, who is also the Vice Chair of the HIRTA Board of Directors. Supervisor Olson addressed the board, stating there was a recent press release regarding service changes at HIRTA Public Transit. She stated the service changes would not affect CyRide's Dial-A-Ride service, which HIRTA is the sub-contractor, but could generate some feedback from customers. She explained due to some financial difficulties, the 7 counties that HIRTA serves would see changes in their operations to make the service more cost-efficient by scheduling more pick-ups and drop-offs per trip. Director Neal reiterated that the service for Dial-A-Ride will continue to follow the FTA requirements and will not be affected by these changes. President Bibiloni confirmed with Supervisor Olson that if a member of the public has an issue with this change, they should contact HIRTA directly.

Director Neal stated additional public comments regarding the Peach route service change would be shared when the agenda item was presented later in the meeting.

FY2024 STBG GRANT: Director Neal stated that staff is requesting approval to submit a \$225,000 grant request to the Ames Area Metropolitan Planning Organization (AAMPO) through the Surface Transportation Block Grant (STBG) program for FY2024. Each year the AAMPO receives \$1.8 million yearly to fund transportation capital projects, which includes transit capital. She explained the grant request is due to the AAMPO by March 31, 2020 and could fund an upgrade from a 40 ft. bus to either an articulated bus or to a battery electric bus. Trustee Jeffrey asked if the option could remain open for the type of bus that was selected. Shari Atwood, Transit Planner, answered that the determination for the type of bus does not need to be made now and staff can assess needs later. Director Neal recommended approval of Alternative #1, to approve a grant request for \$225,000 in federal STBG federal funds from the AAMPO.

Trustee Schainker made a motion to approve Alternative #1, approving a grant request of \$225,000 in bus capital funds from the Ames Area Metropolitan Planning Organization in STBG federal funds for the FY2024 year. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

FY2020 SECTION 5339 BUS AND BUS FACILITY – FORMULA APPORTIONMENT AWARD:

Director Neal explained this item is informational and pertains to the formula portion of the federal funding for bus and bus facilities or 5339 Fund that is received through the Iowa Department of Transportation and addressed in the next agenda item. Each year, the Iowa Department of Transportation uses the Public Transit Management System (PTMS) process to assess buses that need to be replaced. CyRide typically receives between one and four 40' Heavy Duty buses through the replacement process, but this year nine buses are eligible. Director Neal said that the board previously approved to accept the replacement of four 40' buses in the FY 2022 Capital Plan. Staff planned for four buses with 80% federal funding in the Capital Plan, but has received notice that two 40' buses will be at 85% funding, one bus was 8/10 funded at 85% and 2/10 at 80%, and one bus at 80%. This resulted in a local match that is lower than what was budgeted, with a difference of \$71,457 unallocated local dollars.

Director Neal indicated no action is needed by the Transit Board at this time.

FY2020 SECTION 5339 BUS & BUS FACILITY NOTICE OF FUNDING OPPORTUNITY –

DISCRETIONARY FUNDING: Director Neal said she is requesting approval of a submission of a discretionary grant appreciation to purchase five additional 40' buses, committing up to \$384,755 in local match and a letter of support under the section 5339 Bus & Bus Facility funding opportunity submitted through the Iowa Department of Transportation. The application is due on March 30, 2020. She went on to explain the higher federal participation of this discretionary funding source, 85% as opposed to possible 80% funding. This higher award could save CyRide approximately \$25,651 per bus or \$128,255 for five 40' buses.

Director Neal explained local funding options to support the grant opportunity. CyRide would delay planned capital projects until the 2020 Volkswagen Settlement Grant has been announced. If CyRide received the fully funded application amount from the State's 2020 VW settlement grant, the local match would be reallocated toward Fleet & Facilities capital projects. If we were not awarded the State's 2020 VW grant, CyRide would delay the three capital projects identified to outlying years of the Capital Improvement plan. Rich Leners, Assistant Director-Fleet & Facilities, explained why these projects could be delayed, if necessary. He stated the security system upgrade is in the design phase and he is comfortable waiting to proceed, as there is new technology available for contacting Ames Police and ISU Police Departments at the same time that is being explored by the City of Ames. Additionally, the two other items are in the CIP until FY 2022 and would not be a problem to postpone. Director Neal reminded the board of the uncommitted amount of local match of \$71,457, discussed in agenda item five, would also go toward funding this purchase.

Director Neal said staff would also request transit board permission to submit a grant application for the third round of the Volkswagen Clean Air Settlement Grant, anticipated to be released in January of 2021. If the FY2020 5339 NOFO was approved by the transit board for five discretionary buses, the VW funding application would be written for the maximum grant award of \$500,000 to support the replacement of all nine buses. If fully funded under the third round of VW, CyRide would be able to purchase nine 40' buses for the local match requirement of approximately \$223,744.

Director Neal recommends approval of Alternative #1 to have the Iowa DOT submit an application for CyRide to purchase new buses leveraging federal dollars to replace five additional buses that are 19-20 years old.

Trustee Schinker made a motion to approve submission of a FY2020 Bus & Bus Facilities discretionary grant application for the purchase of new buses. This motion would be committing up to \$384,755 in local match for the grant and developing a letter of support to include within the Iowa DOT grant submittal. This commitment is made with the understanding that approximately \$385,000 in items for facility, security, and shop improvements will be delayed if the grant is not obtained. Trustee Schrader seconded the motion. (Ayes: 6 Nays: None) Motion carried.

REPORT OF BID AND AWARD OF CONTRACT FOR 2020 HVAC IMPROVEMENTS: Director Neal reviewed the parameters of the HVAC improvements project, stating this is the second time the project was released because project specifications were found to be overly restrictive after the first bids were received. Funding for the project will be through the Iowa Department of Transportation Public Transit Infrastructure Grant (PTIG) and local funds, which was previously approved in the Capital Improvement Plan. Director Neal recommends accepting the base bid from Mechanical Comfort, Inc., of Ames, Iowa for a total contract award of \$539,500 and reject alternate bids 1 and 2.

Trustee Beatty-Hansen made a motion to award a contract to Mechanical Comfort, Inc. of Ames Iowa for the base bid amount of \$539,500 and reject alternate bids 1 and 2. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

APPROVAL OF 2020 BUS TURNAROUND PROJECT PLANS AND SPECIFICATIONS: Director Neal stated the replacement of the deteriorating turnaround was unable to proceed last year due to an unanticipated legal matter with the property deed. The legal matter has since been resolved and staff would like to move forward with the project. Director Neal explained that a budget of \$150,000 was previously approved in the Capital Improvement Plan, with updated estimates coming in at \$132,211. Director Neal recommends approving the CyRide 2020 pavement improvements to the CyRide bus turnarounds project.

Trustee Jeffrey made a motion to approve alternative #1, which approves the plans and specifications for the CyRide 2020 Pavement Improvements CyRide Bus Turnaround

Project. Trustee Beatty-Hansen seconded the motion. (Ayes: 6 Nays: None) Motion carried.

ADMINISTRATIVE VEHICLES PURCHASE: Director Neal explained funding for two administrative support vehicles was being requested this year due to the purchase of a vehicle being delayed last year and funds in the Capital Improvement Plan for that purchase were moved to the current fiscal year. CyRide received seven bids, with Ames Ford Lincoln coming in at the lowest amount, \$26,920.14 per vehicle. Director Neal recommended approval of Alternative #1, to accept the bid of \$53,840 from Ames Ford Lincoln of Ames, Iowa for a total contract award of \$53,840.

Trustee Beatty-Hansen made a motion to award a contract to Ames Ford Lincoln of Ames, Iowa in the amount of \$53,840 for the purchase of two Ford Escape SE Hybrid 4x4 vehicles. Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

DRUG AND ALCOHOL POLICY UPDATE: Director Neal reviewed the history of updates to the Drug and Alcohol policy and stated the current revisions would update the identity of the Assistant Transit Director – Operations position, which was recently filled by Christine Crippen, as well as update the policy with gender neutral terminology. Director Neal recommends approval of Alternative #1, to adopt the Drug and Alcohol Testing Policy changes, allowing CyRide to be in compliance with federal regulations to be eligible to continue receiving federal funding.

Trustee Jeffrey made a motion to approve alternative #1, approving the revisions to CyRide’s Drug and Alcohol Testing Policy to reflect the Assistant Transit Director – Operations name change and to include gender neutral terminology. Trustee Schrader seconded the motion. (Ayes: 6 Nays: None) Motion carried.

EASE SERVICE UPDATE – INFORMATIONAL ITEM: Director Neal shared information about the flexible transit service, East Ames Service Extension (EASE). The service was implemented in May of 2018, during the launch of CyRide 2.0 and allows passengers to schedule rides to and from locations within the defined zone. She said in February, 61 people completed a survey that assessed the satisfaction with the service and approximately 90% of respondents indicated a neutral or positive opinion. Director Neal stated that ridership has decreased when it is compared to the same time period one year ago; however, it is comparable to Dial-A-Ride that carries 2.5 passengers per revenue hour. She said staff will continue to monitor ridership and follow up with the community that the service area covers. Trustee Beatty-Hansen asked if brochures were distributed to the hotels in the service area. Kevin Gries, Operations Manager, confirmed that the hotels and the businesses in the service area have received the marketing materials.

PUBLIC INPUT FOR 2020/2021 SERVICE CHANGES – INFORMATIONAL ITEM: Director Neal recapped the service modifications to the Blue route and reduction in service on the Peach route that the board previously approved at their December meeting. She

explained CyRide's Title VI policy requires that public input be received before any major service reduction is implemented. A public meeting was held on February 25, 2020, with no attendance from the public. Director Neal reviewed the comments about the Peach route that were received via email and phone. The comments received were about transfers from the Red route to Peach route not working, operating Peach on a 30 minute schedule in the morning and 40 minute schedule in the afternoon, and starting the route earlier. She stated shifting the Peach route to an earlier start time would be the only comment that could be accommodated without financial impact, as a 30 minute frequency would require an additional bus be added to the route in order to maintain the schedule. Full comments and a summary table were made available to the board.

TRANSIT DIRECTOR'S REPORT:

- 1) ICAAP FFY2021:** \$432,363 was awarded through the Iowa Clean Air Attainment Grant for FY 2021. This will finance additional service for the #1 Red, #7 Purple, #6 Brown, #11 Cherry, and #12 Lilac routes.
- 2) Federal Triennial Submitted:** Information was submitted in January and has produced several questions from the reviewer, who will be on-site in May.
- 3) Radio Update:** 109 radios were replaced in December and are working well.
- 4) 2020 Volkswagen Settlement Grant (VW) Funding Application:** A request for \$390,000 in funding was submitted in February for battery electric buses.
- 5) Ames Intermodal Facility Leases:** Executive Express, Jefferson Lines, and Ames Police Department Neighborhood Division are the current tenants. The two private lessees pay rent, with yearly increases based the Producer Price Index (PPI) and effective on July 1. Due to the PPI increasing by .02% for the past year, Director Neal is not recommending an increase for this year, unless otherwise directed by the board.
- 6) Second Quarter Operations Report:** Detailed performance information and a summary of key performance indicators show that miles between preventable accidents and major mechanical failures are up, while passengers per complaint and overall ridership are down. Ridership has decreased by 9% and is attributable to lower ISU enrollment.

Next Meeting Dates/Times:

- April 8, 2020 - Will be led by Rich Leners and will likely be a conference call
- May 13, 2020 - 4:15 p.m.
- June 10, 2020 - 4:15 p.m.

Adjourn: Trustee Schrader made a motion to adjourn the meeting and Trustee Jeffrey seconded the motion. The meeting was adjourned at 5:05 p.m. (Ayes: 6 Nays: None) Motion carried.

Juan Bibiloni, President

Julie Brouard, Recording Secretary