

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

May 13, 2020

The Ames Transit Agency Board of Trustees met on May 13, 2020 at 4:15 p.m. via video conference. President Biblioni called the meeting to order at 4:16 p.m. with Trustees Beatty-Hansen, Cain, Jeffrey, Schainker, and Schrader present.

ELECTRONIC MEETING DECLARATION: This meeting is being held electronically because of the COVID-19 pandemic, and the Governor of Iowa's Public Health Disaster Emergency Declaration which included limits on public gatherings; therefore, it is impractical to hold an in-person meeting. (§21.8(1)(c) and §21.3)

APPROVAL OF APRIL 8, 2020 MINUTES: Trustee Jeffrey made a motion to adopt the April 8, 2020 transit board minutes as presented and Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

PUBLIC COMMENTS: None

RECOGNITION OF OUTGOING BOARD MEMBERS: Director Neal recognized outgoing Board President Juan Biblioni and thanked him for being a valued member of the board since 2017, which included three terms, two of which he served as both president and the AAMPO representative. She recounted the many contributions he has made to the system through his ability to assess complex issues and his diligent work to address student and community concerns. President Biblioni said that his time on the board has been the highlight of his college career and he appreciates the great public service being provided as a result of the partnership between the city and the students.

CARES ACT FEDERAL GRANT APPLICATION: Director Neal requested board approval to execute and file a Section 5307 grant application, so CyRide is eligible to receive \$7,028,297 of the \$25 billion made available through the Federal Transit Administration to assist public transit systems with expenses due to the COVID-19 pandemic. She explained the funding would be provided at 100% federal share, with no local match required and would be available until exhausted. She added that the funding must be used to offset costs incurred due to the COVID-19 pandemic and would provide the board additional usage options, when the full effect of the pandemic is known.

Trustee Schainker inquired if the amount received could cover lost revenues for the funding partners and stated the city would need to prioritize their funds. Director Neal answered that it could fund transit specific lost revenues, but CyRide would need to show the lost revenue was a result of the pandemic. She added this agenda item is only to approve applying for the grant and would bring options for usage back to the board in the future. Trustee Cain shared that

there would be no summer activity fees assessed to Iowa State University students due to classes only being offered online, which could further affect revenues for CyRide.

Transit Planner, Shari Atwood, added the funding cannot be used if revenues were simply not received. She explained that service would have to be operated and revenues used to fund service would have to be short due to the pandemic in order to utilize the funding. Director Neal stated she would supply the board with more details about how the money could be utilized as more information from the FTA became available and confirmed that the grant money does not have an expiration.

The Transit Director recommended approval of Alternative #1, which authorizes staff to execute and file a Section 5307 grant application for federal operating assistance in the amount of \$7,028,297.

Trustee Cain made a motion to approve Alternative 1, authorizing the Transit Director to execute and file a Section 5307 grant application in the amount of \$7,028,297 to the Federal Transit Administration. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

STATE GRANT & PUBLIC TRANSIT INFRASTRUCTURE GRANT (PTIG) APPLICATIONS: Director Neal stated that a grant is submitted annually to the Iowa Department of Transportation to support operational and capital needs. Due to COVID-19, the submission date was delayed until June 1, 2020 for FY21. Director Neal shared some changes were being made to the typical application in order to maximize federal funding and would reduce the local match commitment by \$52,141.

Director Neal reviewed the operating budget portion of the application and explained the four types of funding being requested. She started with State Transit Assistance (STA), which assures funding with no local match, using a formula funding that is provided by new vehicle registration fees in the state of Iowa. Director Neal shared \$800,000 was originally budgeted in this category and prior to the pandemic, \$809,000 was expected to be received, but since that time she has been informed that the sale of motor vehicles may be down as much as 25% due to the pandemic. She stated this revenue source will continue to be monitored and updates will be provided to the board.

Director Neal reviewed the allocation of the Section 5310 Elderly and Disabled Funding, which is also a guaranteed formula funding. She explained that it is used for both the operating budget for the ADA service contract with HIRTA and the capital plan, which funds projects such as the automatic vehicle locating system, annunciators, and bus shelters. She shared this year the Iowa Department of Transportation has nearly doubled the normal apportionment due to the one-time reallocation of unused grant monies, awarding CyRide \$557,007, whereas in a typical year approximately \$265,000 is received. In order to utilize the \$557,007 awarded and reduce the local match, Director Neal is proposing moving savings from the operating budget to the capital plan budget for FY21.

Director Neal stated that the spreadsheet in the board packet explained the modification details. She said the ADA paratransit program, Dial-A-Ride, is seeing an increase in ridership because HIRTA increased their county-wide program price to \$2.50 per ride, making the \$2.00 per ride price of Dial-A-Ride more attractive to those using their service in Ames. In order to maximize usage of federal dollars, an additional \$15,000 would be allocated to the ADA paratransit program, with a local match of \$3750 needed.

Director Neal explained that 55% of Section 5310 funds can be used to fund traditional services or projects such as the contract with HIRTA for the Dial-A-Ride program and 45% can be used for non-traditional projects. She told the board FTA has confirmed the annual service contract fee for the automatic vehicle locating system and the annunciator service would qualify as a non-traditional project. Funding this contract with 5310 dollars at a rate of 80%, would decrease the local funding share by over \$65,000 per year.

The next section of the grant application using 5310 funds that Director Neal reviewed was the capital portion, which would fund the LED annunciator project that was previously delayed due to lack of funding. Director Neal explained that the project would coincide with the automatic vehicle system annunciator to display approaching stop information on a LED sign within the bus. She added that the 5310 funding would fund the 80% federal match for two, low-floor mini buses, saving \$15,520 in local match.

Director Neal reviewed the next sections of the grant, Section 5339 and Public Transit Infrastructure Grant (PTIG), which are competitive grants and not guaranteed forms of funding. She shared that Section 5339 funding replaces buses at a rate of 80-85% funding, with notification of award later in budget year 2021. CyRide typically is awarded 2-3 buses through this process and any local match requirements would be brought before the board for approval, if not already identified in the capital plan. She explained that the PTIG grant is funded through the Rebuild Iowa Infrastructure Fund (RIIF), which gets revenues from casinos in Iowa. These funds are allocated in the budget for the HVAC projects, which replaces units beyond their useful life. Due to the pandemic, the amount available will likely be less, so staff has reduced the PTIG amounts in the capital plan to reflect this likelihood.

The Transit Director recommends approval of Alternative #1, to submit an operating and capital application to the Iowa Department of Transportation that would reduce the local match commitment by \$52,141.

Trustee Beatty-Hansen made a motion to approve alternative 1, which approves the FY2021 State Grant and Public Transit Infrastructure Grant applications as presented. Trustee Schanker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

HIRTA CUSTOMER FEEDBACK & CONTRACT: Director Neal explained the requirements and history of the complementary paratransit service. In 2018, the board approved a 3-year contract with HIRTA (Heart of Iowa Regional Transit) that needs to be renewed each year. She

further explained that if the board wishes to discontinue contracting and have CyRide directly operate the service, additional drivers, dispatchers, new vehicles and software programs to dispatch trips would be needed and would incur a large expense, amounting to approximately \$1 million dollars the first year and \$600,000 each year thereafter. Director Neal also explained that the approximately \$265,000 in Elderly and Disabled federal funding from Section 5310 funds 80% of the Dial-A-Ride service and cannot be used if CyRide operates the service directly.

Director Neal stated that each year surveys are distributed to customers to assist the board in evaluating the service. In February, 124 surveys were sent to customers via mail and were followed up via telephone, resulting in 28 responses that were included in the board packet. Director Neal reviewed the performance goals set by the board and provided a comparison of the results from FY2019 to FY2018, stating results were similar. She added that HIRTA has committed to evaluate the on-time performance and passenger rides after the pickup window measures that were lower in FY2019 on a weekly basis and report to CyRide on a monthly basis.

Director Neal summarized the contract renewal, explaining that the details are in the letter of intent from HIRTA in the board packet. She pointed out that the rate increases of 3.1% and 3.125% are within the industry standard. She also shared the contract would be modified to reflect weeknight service that begins at 8 p.m., instead of 6 p.m. HIRTA operates their service until 8 p.m. and has been charging us that way, which saves CyRide approximately \$26,000 each year. Trustee Schrader asked for clarification on why a 6 p.m. start time was in the contract and how it would save money. Director Neal replied the time listed in the contract was never updated to reflect 8:00 p.m. as the time when HIRTA ends their service. She explained that trips after 8:00 p.m. are charged an hourly rate, which is higher than the per trip rate charged when HIRTA is running their service.

The Transit Director recommends approval of Alternative #1 to continue to contract with HIRTA to provide Dial-A-Ride service for the next fiscal year and amend the weeknight trip times to begin at 8:00pm.

Trustee Schrader made a motion to approve alternative 1, which approves continuing the contract with Heart of Iowa Regional Transit Agency (HIRTA) for the 2020-2021 budget year at a 3.125% rate increase on weekday trips, with a 3.11% rate increase on weeknight and weekend rates, and to amend the contract to reflect the 8:00pm change for the start of weeknight trips. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

APPROVAL OF PLANS & SPECIFICATIONS FOR THE 2020 INTERIOR IMPROVEMENT PROJECT:

Director Neal explained multiple HVAC improvements and office space improvements are needed, including replacement of rooftop unit 12 (RTU-12). The portion of the building that was constructed in 1984, was previously excluded from the 2020 HVAC Improvement Project due to budget constraints. She stated additional office space is also needed for the Chief Safety Officer position that is now required to be implemented by December 2020.

Director Neal said during a review of outstanding grants it was found there was \$95,000 of existing grant money left from the construction of the building that could be used to fund the proposed projects. She further explained \$35,000 for the local match portion was already included in the Capital Improvement Plan under facility improvements.

Director Neal went over the proposed timeline, stating the grant would have to be spent down by September to avoid losing the \$95,000 that was left. Bids would be due on June 17, 2020, with reports of the bids provided to the City Council on June 23, 2020. In order to complement this timeline, Director Neal asked that the date of the next Transit Board meeting be changed to June 24, 2020 to get board approval for the award of the contract, which could then be taken to the City Council for approval at the July 14, 2020 meeting.

The Transit Director recommends approval of Alternative #1, which approves the CyRide 2020 Interior Improvements Project plans and specifications, so they may be released for bid.

Trustee Beatty-Hansen made a motion to approve alternative 1, which approves the plans and specifications for the CyRide 2020 Interior Improvements Project. Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

FY21 FUEL PURCHASE BID: Director Neal reviewed the fuel bid contract for July 1, 2020 to June 30, 2021 that purchases fuel on a mark-up/deduct on market rate. She explained bids were due on May 6, 2020 and four bids were received. She shared that staff has analyzed usage for 2019 and based on the analysis, found Keck Energy of Des Moines to have the low bid for the 400,000 gallons of budgeted fuel. Trustee Cain asked how this compares to market rates. Director Neal explained this would be a contract rate and not a futures contract as in previous years. The proposed contract considers a deduction on the current market rate.

The Transit Director recommends approval of alternative #1, approving a contract award to Keck Energy of Des Moines, IA for fuel purchases from July 1, 2020 until June 30, 2021 at a not-to-exceed contract amount of \$1,100,000.

Trustee Jeffrey made a motion to approve alternative 1, which approves the award to Keck Energy as the overall lowest bidder for fuel purchases from July 1, 2020 until June 30, 2021 at a not-to-exceed contract amount of \$1,100,000. Trustee Schrader seconded the motion. (Ayes: 6 Nays: None) Motion carried.

BUS WASH: Director Neal reviewed the Bus Wash Renovation Project, which had a budget of \$646,303 awarded to Harold Pyke Construction (HPC). The project was started in May 2019 and was near completion by September 2019, with only two contract change orders totaling \$4793, due to a delay by the manufacturer for an overhead fire door. Director Neal stated that as of May 7, 2020, all contract requirements had been met by HPC.

The Transit Director recommended approval of alternative #1, accepting the CyRide Bus Wash Renovation Project as complete and releasing retainage in the amount of \$31,100.95 to HPC L.L.C.

Trustee Cain made a motion to approve alternative 1, which accepts the CyRide Bus Wash Renovation Project as complete and releases retainage in the amount of \$31,100.95 Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

TRANSIT DIRECTOR'S REPORT:

Conflict of Interest: Disclosure forms are needed from all City staff, council members and board members annually. Please use the information in the board packet to digitally complete the form by 5/31/20.

Ames Intermodal Facility (AIF) One-Time Parking Permit Refunds: Director Neal had previously asked board members for authorization via email for approval of a two-month refund for those that surrendered their parking permits. ISU Parking Director, Mark Miller, said refunds would total approximately \$1300 and would be covered by the AIF revenues.

Temporary Waiver of Municipal Code Section 26A.3(1)(b) Requirements: Due to the pandemic, a waiver was requested for the requirements of how Student Transit Board members are appointed for the 2020 year. The resolution was approved by the Ames City Council and is attached to the board packet.

On Call Architectural Engineering Services: A Request for Qualifications (RFQ) for an on call architectural and engineering services is being prepared to address the needs of the building. Staff will present the board with an award of contract after the receipt of bids.

Emergency Preparedness: Staff has been reviewing and updating plans for severe weather and flooding by checking supplies and updating operational response plans.

COVID-19 Update: Personal protective equipment has been replenished and all employees have been provided a fabric mask to wear when in close contact with other people. The #7 Purple route has been temporarily suspended with passengers directed to use the #1 Red or #11 Cherry routes. #11 Cherry and #23 Orange routes have had their frequency reduced due to significant decreases in ridership. Staff is continuing to monitor ridership and social distancing efforts. CyRide leadership is very proud of their team's hard work during this challenging time.

Next Meeting Date: Wednesday, June 24th at 4:15pm and future dates are to be determined.

Adjourn: Trustee Jeffrey made a motion to adjourn the meeting and Trustee Cain seconded the motion. The meeting was adjourned at 5:02 p.m. (Ayes: 6 Nays: None) Motion carried.

Juan Bibiloni, President

Julie Brouard, Recording Secretary