

AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

June 24, 2020

The Ames Transit Agency Board of Trustees met on June 24, 2020 at 4:15 p.m. in CyRide's Conference room. Vice President Jeffrey called the meeting to order at 4:15 p.m. with Trustees Beatty-Hansen, Cain, Ludwig, Schainker, and Schrader present via web conference.

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 MAY 13, 2020 MINUTES: Trustee Cain made a motion to adopt the June 24, 2020 transit board minutes as presented and Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

PUBLIC COMMENTS: Larry Logeman of Executive Express addressed the board regarding his company, Executive Express, a tenant of the Ames Intermodal Facility (AIF). Mr. Logeman explained how the COVID-19 pandemic has negatively impacted his business in Ames. Mr. Logeman shared that his business is down over 90% when compared to the previous year and little to no travel for international students to and from the Des Moines Airport will continue to cause losses for his business. Mr. Logeman asked the board to consider a decrease in base rent, with a rate of \$750 per month and Executive Express would have to leave the AIF if the request could not be accommodated. Director Neal asked Mr. Logeman if an alternate arrangement could downsize the amount of parking stalls he needed; he confirmed he doesn't need the additional inside spaces that he currently pays for in addition to his rent.

ELECTION OF OFFICERS AND AAMPO REPRESENTATIVE: Director Neal explained the board is required to hold officer elections each year, as well as fill the AAMPO (Ames Area Metropolitan Planning Organization) Representative vacancy; the position was held by a previous board member, Juan Bibiloni. Trustee Schrader expressed interest in being the board President and Trustee Jeffrey expressed interest in remaining the board's Vice President. Transit Planner, Shari Atwood explained the role of the AAMPO Representative. Trustee Ludwig said he would be interested in serving as the board's representative on the AAMPO.

Trustee Jeffrey made a motion to elect Trustee Schrader as the board President. Trustee Schainker seconded the motion. (Ayes: 5. Nays: None)

Trustee Cain made a motion to elect Trustee Jeffrey as the board Vice President. Trustee Schainker seconded the motion. (Ayes: 5. Nays: None)

Trustee Shrader made a motion to elect Trustee Ludwig as the board's AAMPO Representative. Trustee Jeffrey seconded the motion. (Ayes: 5. Nays: None)

REPORT OF BID AND AWARD FOR CYRIDE 2020 INTERIOR IMPROVEMENT PROJECT: Director Neal reviewed the scope of the project, which includes the replacement of outdated and deficient HVAC equipment and the creation of an office space for the new Chief Safety Officer position. The bid was released on May 27, 2020 and due back on June 17, 2020. She explained a portion of the project would be funded with existing 5309 grant money and was listed in the FY 20 CIP (Capital Improvement Program). She further explained the bid included interior office amenities as separate bid alternates. Story County Construction came in with the lowest base bid. Director Neal explained that the favorable base bid would allow acceptance of Alternate #1 for \$3,400 and Alternate #3 for \$1,245 and that rejecting Alternate #2 would allow for project contingencies.

The Transit Director recommends approval of Alternative #1, including bid Alternates #1 and #3, awarding a contract in the amount of \$102,620 to Story Construction Company of Ames, Iowa.

Trustee Ludwig made a motion to approve Alternative 1 with bid Alternates #1 and #3, awarding a contract in the amount of \$102,620 to Story Construction Company of Ames, Iowa. Trustee Jeffrey seconded the motion. (Ayes: 6 Nays: None) Motion carried.

CYRIDE FACILITY NEXT STEPS: Director Neal referenced information included in the board packet regarding data and analyses that has been done for building an additional facility. She explained since 2017, facility standards were identified, space needs were calculated, some FTA required documentation has been done and two possible sites for expansion were identified by the board. Director Neal stated there are some outstanding items that are required by the FTA, including selecting a preferred site, National Environmental Policy Act (NEPA) documentation, and re-evaluating the space needs to reflect 2019 infrastructure requirements.

Director Neal explained the latest facility expansion project action approved by the Transit Board of Trustees in August 2019 was the Title VI Equity Analysis and Public Hearing. She went on to explain how the COVID-19 pandemic has caused significant declines in ridership. The economic impacts resulting from COVID-19 have not been fully realized but will likely result in significant revenue shortfalls in the immediate future and may create instability in outlying years as well. Director Neal asked the board for guidance on how to proceed.

Board members and staff discussed some proposed legislation and how various outcomes make it difficult to predict what will be available for future grant opportunities. Director Neal expressed her concern regarding costs associated with staffing another building and completing the necessary information in time to submit for FY21 grant opportunities. Trustee Schainker said the operating costs and declining enrollment are a concern and agreed the full impact of

the financial situation is unknown at this time and waiting would allow the Transit Board more options in the future.

The Transit Director recommends adoption of Alternative #1, suspending further examination of a possible CyRide facility expansion for one year to allow CyRide to develop better projections about future ridership and allow the extent of the financial situation to be better evaluated.

Trustee Schainker made a motion to approve Alternative 1, which suspends further examination of a possible CyRide facility expansion for one year. Trustee Cain seconded the motion. (Ayes: 6 Nays: None) Motion carried.

TRANSIT ADVERTISING CONTRACT EXTENSION: Director Neal explained she is requesting approval of a one-year contract extension with a contract amendment to the advertising contract with Houck Advertising, who provides advertising on the inside and outside of buses. She stated the 3-year contract, which expires on June 30, 2020, has provided above average revenues for CyRide with no direct costs to the local funding partners.

Due to the COVID-19 pandemic, Houck Advertising has contacted Director Neal asking for relief from the contract minimum annual guarantee and has proposed continuing the 60/40 revenue share for the remainder of the contract with CyRide receiving 60%. Director Neal had the Legal Department review the contract and proposal, when it was discovered that the contract language was ambiguous for the 4th and 5th year. This would likely not make Houck responsible for a minimum annual guarantee.

The Transit Director recommends approval of Alternative #1, which modifies and extends the existing contract, while preserving terms that are generally beneficial to CyRide and avoids the need to rebid the contract during a period of significant instability in the advertising market.

Trustee Jeffrey made a motion to approve Alternative 1, which approves a one-year contract extension with a contract amendment to Houck Advertising of St. Paul, MN, to expire June 30, 2021. Trustee Schainker seconded the motion. (Ayes: 6 Nays: None) Motion carried.

PROPOSED FALL SERVICE SCHEDULE CHANGES: Director Neal explained she is seeking board approval of modifications to a baseline service level and recommendation from the board on the level of service to operate on Labor Day as a result of the Iowa State University academic calendar changes. The proposed baseline service changes include shifting the start of the fall schedule to begin on August 10, 2020 with a break service schedule, then change to a full-service schedule beginning August 17, 2020 through November 25, 2020. After November 26, 2020, a break schedule would run through January 10, 2021. Director Neal explained that the proposed changes would result in a preliminary cost savings of \$88,090, due to the longer break service period.

Director Neal outlined service options for Labor Day, September 7, 2020, as Iowa State University will be holding classes that day and CyRide typically does not operate. Options included running a full-service weekday schedule at a cost of \$48,160, a weekday break schedule at a cost of \$27,407, and a Saturday break schedule at a cost of \$9,544. Director Neal pointed out that either a weekday or Saturday break schedule would not offer some routes that typically go to campus. Additionally, a Saturday break schedule would not offer the #23 Orange route from the commuter lot. There was discussion about whether students were expected to be on campus on Labor Day. Trustee Cain confirmed that attending class is the expectation, but class delivery will be modified with some large lectures online and 50% capacity in classrooms. Trustee Shrader said he would be in favor of offering full service on Labor Day, as many students will not be going home for the holiday and are reliant on bus service to campus. Trustee Cain added that about 2/3 of students come from off campus, so she would be supportive of service that gets them to class.

The Transit Director recommends approval of Alternative #2, modifying 2020 fall service modifications as described, with a weekday break schedule operating on Monday, September 7 (Labor Day).

Trustee Cain made a motion to approve Alternative #1, which approves baseline 2020 fall service modifications as described and adopting Option 1, operating regular weekday service on Labor Day, at an estimated savings of \$39,930. Trustee Ludwig seconded the motion. (Ayes: 6 Nays: None) Motion carried.

2020 FALL SERVICE PREPARATION - INFORMATIONAL: Director Neal shared changes to classes at Iowa State University for the Fall semester will have significant impacts on CyRide operations. Classes will have multiple delivery options which include in-person, online, and hybrid approaches. She stated staff will continue to monitor ridership patterns, refine plans, and continue to work with Iowa State University personnel as situations evolve.

Director Neal shared Iowa State University has launched a campaign called Cyclones Care, which encourages students, faculty, and staff to practice healthy behaviors on and off campus and CyRide will support this initiative. This initiative promotes staying home if you are sick and requires the use of masks and face coverings. CyRide will communicate any decisions which affect passengers on our website, social media, and postings inside buses.

TRANSIT DIRECTOR'S REPORT:

Ames Intermodal Facility (AIF) Contract Forbearance Update: Tenants of the Ames Intermodal Facility requested amendments to their leases that provides a 90-day forbearance for rent due during the COVID-19 pandemic at the April 8 Transit Board meeting. Director Neal has contacted both tenants, Jefferson Lines and Executive Express, about the amendments; Jefferson Lines will be signing the amendment for repayment of the forbearance over 2021 and will begin regular payments on July 1. Director Neal said she is working through the details of the repayment of the forbearance and the reduced rent amount of \$750 per month that Mr.

Logeman of Executive Express had requested. She will bring back details of these conversations for board action at the July board meeting.

COVID-19 Update: CyRide's maintenance department is working on equipping buses with a driver barrier. The goal is to have enough buses completed to resume fare collection on July 15, 2020 and have all buses equipped with barriers by August. Additional cloth face masks for employees have been received from the FTA and are being distributed.

Transit Student Government (SG) Trust Fund: In June, the Board of Regents froze student activity fees for the state universities for the 2020-21 academic year, so the previously approved \$9.50 fee increase for Iowa State University students will no longer be received. Due to COVID-19, Summer 2020 activity fees were not collected and will create a shortfall for the FY20. Since this is a direct result of the pandemic, it is eligible for CyRide to use CARES funding to reimburse the operating costs for services providing during this time.

INVEST in America Act Transportation Bill Summary – Informational: New transportation legislation is being considered by the House Committee on Transportation and Infrastructure called Investing in a New Vision for the Environment and Surface Transportation in America (INVEST in America Act). The current Fast Act transportation bill expires on September 30, 2020.

Quarterly Report: A detailed overview of CyRide's overall performance is generated each quarter. This information is used to track performance and observe trends in the system. For the previous quarter, January 2020-March 2020, ridership and preventable accidents were down and passengers per comment were up.

Fall Meeting Dates/Times:

- July TBD
- August 26, 2020 at 2:00pm
- September 23, 2020 at 2:00pm
- October 28, 2020 at 2:00pm
- November 25, 2020 at 2:00pm
- December 23, 2020 at 2:00pm

Adjourn: Trustee Jeffrey made a motion to adjourn the meeting at 5:34 p.m. and motion seconded by Trustee Ludwig (Ayes: Six. Nays: None.) Motion carried.

Jacob Shrader, President

Julie Brousard, Recording Secretary