

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

ELECTRONIC MEETING

PHONE: US: 1-312-626-6799

ZOOM MEETING ID: 899 3539 3068

VIDEO PARTICIPATION: <https://us02web.zoom.us/j/89935393068>

CYRIDE CONFERENCE ROOM – September 23, 2020

1. CALL TO ORDER: 2:00 P.M.

Electronic Meeting Declaration Reading

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)

2. Approval of August 26, 2020 Minutes

3. Public Comments

4. 2020 Pavement Improvements Middle School Turnaround Project Closeout

5. Transit Asset Management (TAM) Plan, Status & Performance Targets Update

6. Proposed 2021 Spring Semester Changes

7. FY22 Service Planning – Informational

8. Monthly Report

9. Summer Meeting Dates/Times:

- October 28, 2020, 2:00pm
- November 25, 2020, 2:00pm
- December 23, 2020, 2:00pm

10. Adjourn

AMES TRANSIT AGENCY BOARD OF TRUSTEES

August 26, 2020

The Ames Transit Agency Board of Trustees met on August 26, 2020 at 2:00 p.m. via video conference. President Schrader called the meeting to order at 1:59 p.m. with Trustees Beatty-Hansen, Jeffrey, Ludwig, and Schainker present via video 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 JUNE 24, 2020 & JULY 1, 2020 MINUTES: Trustee Schainker made a motion to adopt the June 24, 2020 and July 1, 2020 transit board minutes as presented and Trustee Jeffrey seconded the motion. (Ayes: 5 Nays: None) Motion carried.

PUBLIC COMMENTS: None

ON-CALL ARCHITECTURAL & ENGINEERING SERVICES AWARD: Director Neal explained the need for on-call architectural and engineering services stating parts of the building are 40 years old, beyond their useful life and will be part of several capital improvement projects over the next five years. A Request for Qualifications (RFQ) for these services was released in June and received one response from ASK Studio, who is currently the firm providing on-call services. After reaching out to several firms that were sent the RFQ and did not respond, Interim Assistant Director of Fleet and Facilities, James Rendall, found that firms either did not hold the correct skills, had concerns about FTA clauses, or their workload did not allow a response.

Director Neal stated the FTA requires a two-stage process in order to award professional services. This process involved two CyRide employees evaluating the proposals based on criteria which rank the firm's professional qualities and price. It was determined that ASK Studio met the RFQ requirements and their rates are comparable to past architectural and engineering services. Trustee Schainker asked how the proposed rates compared to the current rates. Interim Assistant Director of Fleet and Facilities, James Rendall, said the rates are the same as the rate stated in the 5th year of the current contract. Trustee Schainker confirmed with Director Neal that the architectural and engineering services are included in the budget, specifically noted in the Capital Improvement Plan.

The Transit Director recommended approval of Alternative #1, to enter a contract with ASK Studio of Des Moines, Iowa for on-call architectural and engineering services.

Trustee Schainker made a motion to adopt Alternative #1, to approve the contract for On-Call Architectural and Engineering Services to ASK Studio of Des Moines, Iowa for a period of two years, with annual renewal options for up to three additional years. Trustee Jeffrey seconded the motion. (Ayes: 5 Nays: None) Motion carried.

2020 ICAAP GRANT APPLICATION: Director Neal asked for board approval to submit an Iowa Clean Air Attainment Program (ICAAP) grant through the Iowa Department of Transportation. She explained under this competitive grant, new transportation projects can be funded at 80 percent

of their actual cost for 3 years within the first 5 years of operation to mitigate congestion and improve air quality. The submission would include funding requests totaling up to \$415,555 for anticipated expenses for portions of the #1 Red, #6 Brown, #7 Purple, #11 Cherry and #12 Lilac services in FY2022. Director Neal said the grant submission is due October 1, 2020 but would be submitted to the Ames Area Metropolitan Planning Organization (AAMPO) before being submitted to the Iowa DOT. Trustee Schainker asked if the costs for the services were received whether these monies would be freed up in the budget, specifically the \$95,000 listed in the second-year request. Director Neal stated, yes, because the grant is competitive in nature it is not included as revenues in the budget. She also reminded the board this is an estimate of possible savings and any award would be based on actual operating expenses.

The Transit Director recommended approval of Alternative #1, to submit an ICAAP grant application to support the operating expenses for new/expanded services.

Trustee Schainker made a motion to adopt Alternative #1, to approve submission of an operating ICAAP grant application for approximately \$415,556 in operating expenses on four of the new/expanded routes under CyRide's 2.0 system and three additional night/midday services. Trustee Jeffrey seconded the motion. (Ayes: 5 Nays: None) Motion carried.

FEDERAL SECTION 5307 GRANT APPLICATION – FFY2021 STGB FUNDING: Director Neal requested board approval to submit a grant application under Section 5307 Surface Transportation Block Grant to the Federal Transit Administration in the amount \$225,000. She explained the money will be used to upgrade a 40-foot bus to an articulated, 60-foot bus and is the last funding component needed to complete the purchase, which was approved in the FY21 Capital Improvement Plan.

The Transit Director recommended approval of Alternative #1 and explained that proceeding with this application will allow CyRide to continue to expand its articulated bus fleet towards its goal of ten articulated buses to fully operate the #23 Orange Route.

Trustee Jeffrey made a motion to adopt Alternative #1, to authorize the Transit Director to execute and file a Section 5307 Surface Transportation Block Grant application of \$225,000 to the Federal Transit Administration. Trustee Ludwig seconded the motion. (Ayes: 5 Nays: None) Motion carried.

PUBLIC TRANSIT INFRASTRUCTURE GRANT (PTIG) ADDITIONAL FUNDING: Director Neal reviewed the action the board took at the May meeting to approve the state grant application that included two PTIG projects, maintenance bay ventilation improvements, and southwest bus storage projects. She stated due to the pandemic, the Iowa Department of Transportation (Iowa DOT) notified CyRide that both projects would be funded, but at a lower funding level, creating a deficit of \$51,827 from the board approved CIP.

Director Neal explained the Iowa DOT requested a response from CyRide by July 7, 2020, regarding which PTIG projects we recommended. Director Neal stated she contacted the board members via email and confirmed that all six board members would like to move forward with the two previously approved projects.

Director Neal said CyRide was later notified that it would receive \$390,000 from round two of the Volkswagen Settlement grant to fund a portion of the Battery Electric Bus project (BEB). She recapped previous board action, which delayed several capital projects pending the outcome of

the Volkswagen Settlement grant, to ensure funding for the Battery Electric Bus project was available.

Director Neal proposed using a portion of the \$71,457 savings, resulting from formula funding buses at 85% instead of 80%, be reallocated to the PTIG projects, maintenance ventilation improvements, and the southwest bus storage project. She explained this would still result in net savings of \$19,630 in the capital budget.

The Transit Director recommended approval of Alternative #1, which will authorize the use of Volkswagen settlement funding towards the BEB project, approve moving forward on previously delayed capital projects, and approve both PTIG projects. Moving the facility toward cleaner air exchanges in critical areas where employees work and walk through each day.

Trustee Jeffrey made a motion to adopt Alternative #1, to approve moving forward with Security System, Facility Improvements, and previously delayed Shop Equipment projects. Further, this motion approves utilization of the recently announced VW grant award of \$390,000 as a portion of the local capital match for the upcoming purchase of two battery electric buses and their charging stations. Moreover, this motion approves both PTIG projects with an additional local capital match of \$51,827 from the released 5339 Bus & Bus Facilities formula award savings. Trustee Beatty-Hansen seconded the motion. (Ayes: 5 Nays: None) Motion carried.

FACE COVERINGS: Director Neal stated face covering guidance has been continually monitored since the start of the pandemic. Measures to protect employees and passengers have been taken, including adjusting boarding and fare collection practices, installing protective barriers in the driver areas, and moving from the expectation of passengers to have face coverings, to the requirement of face coverings. She provided a history of events that led up to the requirement of face masks. Employees have been required to wear face coverings for some time, and, as boarding through the front doors resumed in July, the expectation for passengers to wear face coverings changed to a requirement after board approval of the language change was obtained via email. Director Neal said formal adoption of the face coverings requirement on all CyRide vehicles would set policy and support any possible ordinances that the City Council may approve regarding mandating face masks in Ames.

The Transit Director recommended approval of Alternative #1, as public health concerns associated with COVID-19 are expected to continue, and current guidance points to the benefits of wearing face coverings to protect one's self and those in close proximity. A face covering requirement on CyRide vehicles promotes a consistent, clear, and unified message throughout the community about healthy behaviors.

Trustee Ludwig made a motion to adopt Alternative #1, to approve a policy "requiring" face covering on all CyRide vehicles. Trustee Jeffrey seconded the motion. (Ayes: 5 Nays: None) Motion carried.

COVID - 19 AND FALL SEMESTER - INFORMATIONAL: Director Neal reviewed the efforts that have been made to encourage healthy behaviors and the various marketing materials that have been put on buses in the forms of decals, digital signs, and interior advertisements. She stated that CyRide has been partnering with ISU to promote the Cyclones Care message and has put together a video that promotes healthy behaviors on the bus; it has been posted to CyRide's website and social media.

MONTHLY REPORT:

Volkswagen Settlement Grant (VW) 2020: CyRide received \$390,000 from the second round of Volkswagen Settlement grant opportunities, which will fund the battery electric bus project. Local funds for the project will only be about 5% of the total cost of the project and will enable CyRide to introduce zero emissions technology into the fleet. The Electric department received also received a VW grant for \$12,200 for charging stations at the Ames Intermodal Facility.

Bus and Bus Facilities Grant Award: Iowa Department of Transportation received \$5,541,710 from the federal Bus and Bus Facilities Grant program, of which CyRide received \$2,180,385 to purchase five heavy duty transit buses. The five buses will be funded at 85%, instead of 80%, for a savings of \$25,651 per bus and total savings of \$128,255.

Construction Update: The bus turnaround at the Ames Middle School is nearly complete. Jensen Builders is resolving a retaining wall slope issue, but final inspection, and close out will occur soon. The 2020 HVAC project, which replaces rooftop units and controls, has begun and should be completed in October.

Census Update: Currently, the 2020 Census only has a 65% self-response rate in Ames. If there is a large undercount, it could cost CyRide approximately \$1 million in federal funding. Director Neal contacted state and federal lobbyists regarding this potential undercount. CyRide is currently looking for ways to work with Iowa State University and the City of Ames to encourage students to claim Ames as their residence on the 2020 Census.

Two New Relief Vehicles: Two Ford Escape Hybrid driver relief vehicles were recently received. They will replace an existing, older Hybrid vehicle, and a standard gas driver relief vehicle.

CTAA Annual Small Urban Network (SUN) Conference: Director Neal was invited to speak at the Community Transportation Association of America's Small Urban Network (SUN) conference on August 6, 2020. The session focused on transit relationships with universities.

Severe Weather Response: The severe storm on August 10, 2020 cut power to the facility, but there were no major disruptions to service, injuries, nor damage to any CyRide property. Employees worked hard to restore service and have routes back to normal within a few hours.

Changes to Moonlight Express Service: Ridership on the Moonlight Express service has been declining for the past several years and will be more pronounced this year. Schedules have been redesigned after several under-utilized trips were identified.

Fourth Quarter Operations Report: A summary of the information is in the packet for the April through June 2020. Fiscal Year 2020 ended with 4.5 million passengers and is reflective of the current situation with the pandemic.

Fall Meeting Dates/Times:

- 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 approve adjourning at 2:31pm. Trustee Schainker seconded the motion. (Ayes: 5 Nays: None) Motion carried.

Jacob Schrader, President

Julie Brousard, Recording Secretary

September 23, 2020

2020 Pavement Improvements Middle School Turnaround Project Closeout

CyRide Resource: James Rendall

BACKGROUND: The CyRide 2020 Pavement Improvements Middle School Turnaround Project (Bid No. 2020-112) was released on March 10, 2020. Bid plans and specifications called for the replacement of deteriorated pavement and sidewalks along with improvements to an existing retaining wall. Detectable warnings strips in the crosswalks along Mortensen Road would also be improved.

Bids were due on April 2, 2020. Jensen Builders, LTD of Des Moines, IA submitted the low bid of \$139,700, and was awarded the contract.

Construction started in July 2020 and the project was substantially completed by August 5, 2020. There was a single contract change order resulting in a net contract charge of \$2,640. As of September 4, 2020, the project punch list is complete, all conditions of the contract have been met by Jensen Builders, LTD, and required documentation is on file.

The table below provides additional project budget detail.

Description	Amount
Original Contract Base Bid	\$139,700
Change Order 1 – Replace an additional ADA ramp on the south-east corner leading into Mortensen Road	\$2,640
Total Contract Sum	\$142,340
Payment Made to Date	\$135,223
Unpaid Balance – 5% Retainage	\$7,117

All but the remaining \$7,117 in retainage has been paid to date.

ALTERNATIVES:

1. Accept final completion and approve the release of retainage in the amount of \$7,117.00 to Jensen Builders, LTD of Des Moines, IA for the CyRide 2020 Pavement Improvements Middle School Turnaround Project.
2. Reject Alternative #1 and direct staff to modify the project to reflect Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, accepting the 2020 CyRide Pavement Improvements Middle School Turnaround Project as complete and releasing retainage in the amount of \$7,117.00 to Jensen Builders, LTD of Des Moines, Iowa. With all documentation and punch list items complete, all the conditions of the project contract have been completed to the satisfaction of CyRide staff as well as the A&E firm.



September 15, 2020

Mr. James Rendall
601 North University Boulevard
Ames, IA 50011

Mr. Rendall,

Upon final examination of the Cyride Bus Turnaround Replacement project, ASK Studio is satisfied that the work has been finished as specified. ASK Studio will consider this project completed so long as CyRide is also satisfied with the quality of the finished product.

Sincerely,

A handwritten signature in black ink that reads "Ryan Carter". The signature is stylized with a large, sweeping initial "R" and a long, horizontal flourish extending to the right.

Ryan Carter

September 23, 2020
Transit Asset Management (TAM) Plan
Status & Performance Targets Update
CyRide Resource: Shari Atwood

BACKGROUND: In 2015, the U.S. Department of Transportation (DOT) found that 40% of buses and 23% of rail transit assets were listed in marginal or poor condition with a backlog of \$90 billion in deferred maintenance and replacement. As a result of this backlog and significant accidents occurring across the nation due to failing equipment or vehicles, the U.S. DOT introduced additional safety oversight, with “Transit Asset Management” being the first requirement mandated for transit agencies. The Federal Transit Administration (FTA) will also require a Safety Plan by December 2020 for all transit agencies as well.

Transit Asset Management Requirement

According to the regulations, every transit agency, regardless of size, must:

- Create, maintain, and update a compliant transit asset management (TAM) plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53.
- Communicate this plan to our Ames Area Metropolitan Planning Organization (AAMPO) and State DOT staff.
- Self-certify compliance within annual certifications and assurances submissions during the grant making process.
- Submit an annual data report within the National Transit Database (NTD), including performance targets and performance status, as well as condition assessments and inventories.
- Submit an annual narrative report to the NTD.
- Participate in oversight during the triennial review process.

Previous work accomplished to date by CyRide for the TAM process is listed below.

- Affirmed designation of Accountable Executive –Transit Director.
- Set local useful life benchmarks (ULB).
- Developed first TAM Plan in October 2018; updated annually in October thereafter.
- Submitted initial FY2018 performance targets in January 2017; updated FY2019 targets in National Transit Database (NTD) in October 2018; updated/submitted FY2020 targets in NTD in October 2019; will be required annually moving forward.
- Submitted first NTD Narrative Report in October 2019; required annually moving forward.
- Communicated TAM Plan with Ames Area MPO for inclusion into planning documents such as the Long Range Transportation Plan (a.k.a. Metropolitan Transportation Plan) and Transportation Improvement Program. Although not required by FTA, the AAMPO has annually updated its initial FY2018 performance targets to match CyRide’s new targets thereafter. MPO’s can update their TAM targets every four years per regulation.
- Self-Certified annual Certifications and Assurance submissions in April 15, 2020.

CyRide is required to submit new performance targets for FFY2021 for relevant asset categories. Additionally, CyRide’s TAM plan and performance targets will be reviewed during the triennial review.

Useful Life Benchmark Information

Useful life benchmarks (ULB) for each asset class were set by CyRide and the Transit Board in previous TAM discussions. The FTA defines ULB to mean the “expected lifecycle or acceptable period of use in service of a capital asset for a particular transit provider’s operating environment.”

CyRide generally follows the recommended FTA ULB age of assets except for the 40’- 60’ buses and minibus (cutaway) categories. To review these differences, the FTA default ULB’s and CyRide’s ULB ages are below for each asset class category, on the FTA’s Transit Economic Requirements Model (TERM) scale.

Asset Class / Category	FTA ULB (Years) / TERM Scale	CyRide ULB (Years) / TERM Scale
40’-60’ Buses	14	15
Minibuses (Cutaways)	10	8
Minivan	8	8
Shop Trucks	10	10
CyRide Admin / Maintenance Facility	3.0 on TERM Scale	3.0 on TERM Scale
Intermodal Facility	3.0 on TERM Scale	3.0 on TERM Scale

The following provides justification regarding the ULB differences highlighted above.

- 40’-60’ Buses: CyRide does operate its large bus fleet significantly beyond the FTA recommended ULB age, so CyRide and the board determined to go beyond the FTA ULB.
- Minibuses (Cutaways): Funding for CyRide’s minibus fleet is derived through the Iowa DOT’s competitive process, the Public Transit Management System (PTMS). The Iowa DOT has designated minibuses to have a ULB of 8 years within the Statewide TAM Plan. CyRide has 6 9-year old minibuses that are frequently not operated due to maintenance issues. CyRide has lowered its minibus ULB to compete with other Iowa transit agencies for replacement.

FTA has not specified that discretionary grants will be awarded based on a transit agencies’ percentage past its ULB. However, FTA has communicated any ULB age that is significantly different from the FTA’s ULB value would need to be justified when submitting in the NTD. Therefore, significant differences in the ULB’s are not recommended. CyRide may need to return to the FTA recommended levels if discretionary grants are dispersed according to a transit agency’s ULB, or if it hinders CyRide’s ability to compete within the PTMS process.

Status of FY2020 Performance Targets

A target is a goal associated with performance that is used to track the progress of capital assets towards achieving a state of good repair. CyRide must set and update performance measures for assets on an annual basis. Performance measures/targets were required to be submitted through the NTD in FY2020 for the following assets.

- Rolling Stock – Revenue vehicles (all CyRide vehicles – minibuses/cutaways, 40’ HD Buses, 60’ articulated buses, and minivans)
- Equipment – Non-revenue support service and maintenance vehicles over \$50,000 in acquisition value with an expected life of at least one year (maintenance trucks and any maintenance equipment meeting this value)
- Facilities – Maintenance and administrative facilities, passenger stations and parking facilities. (facility at 601 N. University Blvd., Intermodal Facility at 129 Hayward Ave.); CyRide is required to calculate this condition every four years.

FY2020 Performance Targets Status

There have not been significant changes to the fleet over the past year. CyRide disposed of three buses in advance of three new Gillig buses being delivered in October 2020. This vehicle purchase was delayed due to a Volkswagen funding award in August 2019 and manufacturing issues due to COVID-19. Due to the Volkswagen grant award, the buses are 97% funded via state/federal funding. Once these vehicles are delivered in October 2020, CyRide will have 84 large (40'-60') buses within its revenue fleet.

Asset Class / Category	ULB (Yrs)	2019			2020			FY2020 Target
		# Vehicles Exceeding ULB	Total # Vehicles in Fleet	% of Assets Exceeding CyRide ULB/TERM	# Vehicles Exceeding ULB	Total # Vehicles in Fleet	% of Assets Exceeding CyRide ULB/TERM	
40'-60' Buses	15	30	84	36%	31	81	38%	33%
Minibuses (Cutaways)	8	6	9	67%	6	9	67%	67%
Minivan	8	0	1	0%	0	1	0%	0%
Shop Trucks	10	1	2	50%	0	2	0%	0%

Large Buses: As the data indicates above, CyRide did not meet its 33% FY2020 target as projected and ended 2020 at 38% of the fleet past its ULB. CyRide sold 3 buses before the end of 2020, lowering the fleet to 81 vehicles for a few months. These replacement vehicles will arrive in October 2020 during FY2021. As a result, 31 buses in CyRide’s total fleet of 81 large buses exceeded the ULB of 15 years at the end of FY2020.

Minibuses: There were no changes within the minibus category, with 67% of the fleet remaining past its ULB, in 2020. Recently, CyRide was awarded funding for 6 of the 9 vehicles within its fleet through a national discretionary grant award for Bus and Bus Facilities funding. Replacement of the 6 minibuses will occur during FY2021.

Minivan: For the minivan category, CyRide has designated that this vehicle be replaced during the FY2023 of CyRide’s capital plan when the van is 9 years old. CyRide will reassess this replacement schedule when determining projects for the 2022 Capital Plan when the minivan is 8 years old.

Shop Trucks: CyRide met its intended target of 0% for shop truck equipment category for 2020. While the replacement truck was purchased in February 2020, it is currently not in service due to COVID-19 related delays. CyRide is still operating the 2008 Ford-F-250 as our focus shifted in March 2020 towards equipping our facility, buses, and employees with personal protective equipment and barriers. After the new 2020 Ford F-250 truck is equipped the 2008 Ford will be disposed.

Facilities: CyRide is not required to collect condition data on its facilities annually. CyRide will be required to gather and report condition data on facilities again in October 2022 for the CyRide facility and the Intermodal Facility.

Updated Performance Targets

The TAM plan and performance targets are required to be shared with the AAMPO for inclusion into the Long Range Transportation Plan and Transportation Improvement Plan. Additionally, the Iowa DOT’s

Public Transit Bureau, who recommends funding via PTMS, has also requested this document. Furthermore, if the TAM plan requirements are not completed, it might impact future funding.

CyRide recommends the performance targets in the following table for FY2021. CyRide anticipates receiving 3 40' HD buses in FY2021 but has already disposed of the vehicles they will replace in FY2020. Therefore, the large bus fleet will increase from 81 to 84 buses during FY2021, with 4 additional 2006 Orion VII buses moving past the ULB. This will increase the number of vehicles past the ULB from 31 (38%) to 35 (42%) in FY2021.

Currently, CyRide's spare ratio for the revenue fleet is over the required 20% preferred by the FTA, but selling buses when ridership is in flux is not recommended. Transit demand could change overnight, and the investment into spare buses would be lost.

CyRide will replace 6 of the 9 minibuses in FY2021 which will result in only 2 (22%) minibuses in the fleet being past the ULB of 8 years.

Category	Class	CyRide ULB	% Fleet Exceeding ULB	2021 Performance Target
Rolling Stock	40'-60' Buses	15	38%	42%
	Minibuses (Cutaways)	8	67%	22%
	Minivan	8	0%	0%
Equipment	Shop Trucks	10	0%	0%
Facilities	Admin / Maintenance Facility	3.0 TERM Scale	0%	0%
	Intermodal Facility	3.0 TERM Scale	0%	0%

CyRide has updated its TAM plan which includes updating its out-year performance targets for 2022-2025 as shown on the following page. The future performance measures/targets were made in line with replacement vehicles scheduled under the approved 2021 Capital Plan and any grants authorized since then by the Transit Board. Replacement vehicle projects will also be included in the upcoming 2022 Capital Plan that is formally developed by January 2021.

The "out-year" performance targets (2022-2025, listed in the following table) will be submitted to the AAMPO formally through the updated TAM plan. Replacement buses are estimated to arrive as documented in the TAM plan the year after they are placed in the capital plan. When projecting performance targets out in future years, the percentage of fleet past the ULB does not significantly improve.

CyRide recommends revising the performance targets, as the large fleet will now range between 26% and 42% past the ULB in the TAM out-years. As buses are delivered, other portions of the fleet will pass the ULB of 15 years. With the current available funding programmed in the capital plan, CyRide will replace 10 large buses in 2022, 1 in 2023, 6 in 2024, and 2 in 2025. In FY2025, the 15 vehicles that CyRide purchased under the American Recovery and Reinvestment Act of 2009 are slated to pass the ULB. At that point, CyRide will be back to 42% of the fleet past its ULB.

Category	Class	% Fleet Exceeding ULB	2021	2022	2023	2024	2025
Rolling Stock	40' - 60' Buses	38%	42%	30%	33%	26%	42%
	Minibuses (Cutaways)	67%	22%	0%	0%	0%	0%
	Minivan	0%	0%	100%	0%	0%	0%
Equipment	Shop Trucks	0%	0%	0%	0%	0%	0%
Facilities	Admin / Maint. Facility	0%	0%	0%	-	-	-
	Intermodal Facility	0%	0%	0%	-	-	-

CyRide should continue to maximize funding when Notices of Funding Availability are announced to limit the percentage of the fleet above the ULB.

ALTERNATIVES:

1. Approve CyRide's recommendation for the establishment of FY2021 TAM performance targets to submit to FTA.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to approve FY2021 TAM performance targets for each FTA required asset class/category. Approval of this alternative will allow CyRide to meet its federal obligations and help guide future capital need assessments.

September 23, 2020
Proposed 2021 Spring Semester Changes
CyRide Resource: Barbara Neal

BACKGROUND: On September 14, 2020, President Wintersteen announced that Iowa State University’s spring semester will begin on Monday, January 25, and ISU will hold classes over spring break, March 15 through March 19. This announcement affects CyRide services, which are currently planned to operate according to the originally published ISU academic calendar.

CyRide is recommending modifying the schedule as follows for this time period.

Monday, January 11 through Sunday, January 24, 2021 – ISU’s spring semester will not resume on January 11, 2021, as planned. The published schedule has CyRide operating regular school year service during this time. With Iowa State students not being in classes, CyRide recommends operating a school year break schedule instead. This will continue to accommodate community riders, but provide less service on ISU specific routes. The anticipated savings for this option is \$132,934.

Saturday, March 13 through Sunday, March 21 – CyRide normally operates school year break service during spring break. With classes being held, CyRide recommends operating a regular school year schedule instead. This would give adequate service during class days, particularly on the campus circulator routes that do not operate over break, and provide a consistent schedule on the surrounding weekends. The anticipated cost for this option is \$77,593.

The following table summarizes the net effect to the CyRide operating budget.

Spring Semester Service Change Dates	Estimated Cost
Monday, January 11 through Sunday, January 24 <i>(change from regular service to break service)</i>	(\$132,934)
Saturday, March 13 through Sunday, March 21 <i>(change from break service to regular service)</i>	\$77,593
Estimated Total Cost Savings	(\$55,341)

The announced change to Iowa State’s classes, if approved as presented, would save CyRide about **\$55,341** compared to the original schedule.

ALTERNATIVES:

1. Approve modifications to CyRide services as detailed.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, modifying the CyRide spring 2021 schedule. This will provide the service passengers have come to rely on during Iowa State class days, continue to support community riders, and provide a cost savings to the organization.

September 23, 2020
FY 2021-2022 Service Planning – Informational
CyRide Resource: Barbara Neal

BACKGROUND: Each year, as part of the budgeting process, CyRide brings service proposals to the Transit Board to determine if they should be included during consideration of the next year’s budget. At this stage, each proposed change is informal and reflects either a customer request, submitted via a public comment, or an internal suggestion by CyRide staff. If the Transit Board indicates an interest in one or more of these items, CyRide will prepare budget options to present as part of December budget discussions.

This year, there are no changes being recommended by staff.

Members of the public have submitted suggestions for several changes that could merit further deliberation. The Transit Board can direct CyRide to develop one or more of these items into budget options for later formal consideration.

The following table details the comments, the service necessary to meet the request, and the estimated cost needed to implement the suggestion.

Route	Customer Suggestion	Service Change	Estimated Cost
#1 Red / #7 Purple / #11 Cherry	Operate all West Ames routes through campus.	Significantly rework the routes and add additional buses.	\$150,000-\$250,000 for each route
#2 Green	Deviate to the Applied Sciences complex on Scholl Road.	Add one additional bus all day, ISU days only.	\$150,000
#2 Green	Operate the route past the Ames High School both directions during more times of the day.	Change the route between 6:30am and 9:00am and 3:30pm to 6:30pm.	\$62,000
#5 Yellow	Add one additional trip at the end of the day.	Add a 7:15pm trip, extending the driver's shift.	\$10,000
#6 Brown	Restore the bus stop near the Delta Delta Delta sorority house on Ash Avenue.	Change the #6 Brown Route to use Ash instead of Lynn; add one bus all day to accommodate increased travel time.	\$250,000
#6 Brown North	Adjust trips at and after 5:00pm by 5 minutes to provide a bus closer to the time people are leaving work.	Change the timetable and extend at least one driver's shift.	\$10,000
#9 Plum	Add a trip that would arrive on campus before 7:00am.	Extend one driver shift to start earlier in the morning.	\$10,000
#9 Plum	Operate the service on weekends.	Add additional buses on the weekends.	Saturday: \$38,000; Sunday: \$38,000
#9 Plum / #11 Cherry	Operate both services over break.	Add additional buses on break days.	\$150,000 each route
#25 Gold North	Change the route to use Edenburn Drive instead of Stange Road near the endpoint.	Route modification; may cause disruption for ISU due to road conditions.	\$0; additional costs could be incurred due to road repairs.

September 23, 2020
Monthly Report
CyRide Resource: Barbara Neal

1. Special Student Fee Committee

CyRide has begun the budget process with an analysis of the 2021-2022 student fee rate necessary to operate service next year, balanced with the amount students are currently able to accommodate. CyRide met with the two student board members about the preliminary Student Government (SG) Trust Fund balance and discussed what fee increase would be reasonable. The Special Student Fee Committee, which recommends fee increases to the Iowa State President, was scheduled to meet on September 15, but this meeting was postponed and has not yet been rescheduled.

An initial analysis of the Trust Fund shows a significant shortfall in FY 21. Several factors are negatively impacting the SG Trust fund balance, including four years of enrollment declines, activity fee suspensions, and a zero percent increase in FY 20. During the budgeting process, the board will need to look at options to address the immediate SG revenue shortfalls as well as instability in the fund balance. CyRide will have a better estimate of fee revenues following the meeting with the Special Student Fee Committee, and will bring additional information to the Transit Board.

2. Ridership for the First Month of Fall Service

CyRide has been continuing to carefully monitor passenger counts. Since the beginning of the fall semester, ridership has increased markedly from the extremely low levels seen over the summer. However, overall usage of the system is still modest compared to previous years. The following table summarizes the ridership from the first four weeks of fall service, as compared to the equivalent time period last year.

Route	2019	2020	% Change
#1 Red	88,160	39,446	-55.3%
#2 Green	25,235	9,928	-60.7%
#3 Blue	57,841	32,145	-44.4%
#5 Yellow	2,327	1,540	-33.8%
#6 Brown	41,696	22,432	-46.2%
#7 Purple	5,233	1,603	-69.4%
#9 Plum	14,416	6,725	-53.4%
#11 Cherry	35,989	13,702	-61.9%
#12 Lilac	9,648	3,539	-63.3%
#21 Cardinal	33,495	13,390	-60.0%
#23 Orange	153,018	47,936	-68.7%
#25 Gold	54,428	22,362	-58.9%
EASE	490	112	-77.1%
Moonlight	5,341	1,030	-80.7%
All Passengers	530,604	216,720	-59.2%

As with the Moonlight Express service changes mentioned in the August Transit Board meeting, CyRide will be investigating further cost-savings options if ridership continues to decline on specific routes.

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
			Transit Board Meeting 2:00pm				

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30		Transit Board Meeting 2:00pm			