



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