



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – January 16, 2024

1. CALL TO ORDER: 5:00 p.m.
2. Approval of Minutes from December 19, 2024
3. Public Comments
4. Federal Section 5307 Grant Application – FFY 2025 STBG Funding
5. Spring Meeting Dates / Times
 - February 20 at 5:00 p.m.
 - March 20 at 5:00 p.m.
 - April 17 at 5:00 p.m.
6. Adjourn



**DECEMBER 19, 2024
AMES TRANSIT AGENCY BOARD OF TRUSTEES**

The Ames Transit Agency Board of Trustees met on December 19, 2024, at 5:00 p.m. in the CyRide Conference room. President Beatty-Hansen called the meeting to order at 5:03 p.m. with Trustees Boland, Lee, Norton, and Schainker present.

APPROVAL OF NOVEMBER 21, 2024, MINUTES:

Trustee Lee made a motion to adopt the November 21, 2024, Transit Board minutes as presented; Trustee Boland seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

CITY OF AMES PUBLIC ART COMMISSION ACCESSIBLE MAP-ENVISIONING SCULPTURE PROJECT:

Director Neal requested board approval of a proposal from the Ames Public Art Commission (PAC) to add artwork to the #1 Red route's bus shelters. PAC's art project would use sculptures to assist passengers with disabilities, language barriers, and those unfamiliar with Ames in wayfinding. PAC would cover the costs of the commission, installation, and maintenance of the artwork and would manage obtaining permission for placement.

Director Neal recommended that the board approve Alternative #1 to add artwork to the #1 Red Route bus shelters, with the final artwork design to be brought to the board for formal approval at a later date.

Trustee Boland made a motion to approve Alternative #1; Trustee Lee seconded the motion. (Ayes: 5 Nays: 0); Motion carried.

CYRIDE ELECTRIC BUS SYSTEM UPGRADES PROJECT CLOSEOUT:

Director Neal requested board approval to accept final project completion and release of retainage to Jaspering Electric Inc. for the Electric Bus System Upgrades Project.

Jaspering Electric Inc. was awarded the contract at the Transit Board meeting on March 23, 2022. The original contract base bid was \$282,800.00 with one change order of \$3,243.00. The unpaid retainage is \$14,302.15. The project began in May 2022, was substantially completed in February 2024, and the punch list was completed in December 2024.

Director Neal recommended that the board approve Alternative #1 to accept final completion and approve the release of retainage to Jaspering Electric since the conditions of the project contract have been completed.

Trustee Norton made a motion to approve Alternative #1; Trustee Schainker seconded the motion. (Ayes: 5 Nays: 0); Motion carried.

2023 SHOP REHABILITATION PROJECT CLOSEOUT:

Director Neal requested board approval to accept final project completion and release of retainage to R.H. Grabau for the CyRide 2023 Shop Rehabilitation Project.

R.H. Grabau was awarded the contract at the Transit Board meeting on August 31, 2023. The original contract base bid was \$385,000.00 with added Bid Alternate #1 for \$5,154.00 for a total of \$390,165.00. Six change orders were approved at the Transit Board meeting on May 16, 2024, to utilize the Public Transportation Infrastructure Grant more fully. Two additional change orders and a \$0.20 clerical error adjustment brings the unpaid retainage to \$23,044.03. The project began in December 2023, was substantially completed in September 2024, and the punch list was completed in December 2024.

Director Neal recommended that the board approve Alternative #1 to accept final completion and approve the release of retainage to R.H. Grabau since the conditions of the project contract have been completed.

Trustee Boland made a motion to approve Alternative #1; Trustee Lee seconded the motion. (Ayes: 5 Nays: 0); Motion carried.

2023 HVAC IMPROVEMENT PROJECT CLOSEOUT:

Director Neal requested board approval to accept final project completion and release the retainage to Mechanical Comfort Inc. of Ames for the 2023 HVAC Improvement Project.

Mechanical Comfort Inc. of Ames was awarded the contract at the Transit Board meeting on March 30, 2023. The original contract base bid was \$534,750.00, with one change order for \$5,735.00. The project began in October 2023, was substantially completed in November 2024, and the punch list was completed in December 2024.

Director Neal recommended that the board approve Alternative #1 to accept final completion and approve the release of retainage to Mechanical Comfort Inc. of Ames since the conditions of the project contract have been completed.

Trustee Boland made a motion to approve Alternative #1; Trustee Lee seconded the motion. (Ayes: 5 Nays: 0); Motion carried.

FY 2026 BUDGET:

Director Neal presented the FY 2026 budget, which is required to be approved by January 21, 2025. CyRide will continue to work on increasing its large ridership base and connecting people to their community with safe and efficient transportation this next budget year. The budget also supports the goal of reducing carbon emissions and providing a sustainable community in which to live. Ongoing efforts to attract, hire, and retain employees will remain a high priority to ensure CyRide can deliver the services on which the community depends. Ridership is trending upward and is projected to be approximately 5.1 million passengers this year. CyRide is also seeing an increase in the number of community riders. Focusing on the rider experience and delivering the highest level of customer service will be essential.

The current year's adopted revenues, the 5-year pro forma detailing both operating and capital funds, the current year's adopted expenses, and the three reserve fund balances were reviewed with the board. Director Neal then presented the FY 2026 operating budget, representing an overall increase of 1.3, and a 2.5% increase from the three local funding partners. The 5-year Capital Improvements Plan (CIP) was also presented, which included funding for vehicle replacements, building improvements, technology projects, bus stop renovations, and shop and office equipment.

Director Neal recommended approval of Alternative #1. Approving the FY 2026 budget and CIP as presented allows CyRide to continue offering the high level of transit services upon which the community relies at minimal additional costs to the funding partners.

Board members asked clarifying questions about the average fuel price, ridership numbers, and bus stop improvements.

Trustee Schainker made a motion to approve Alternative #1; Trustee Norton seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

MONTHLY REPORT:

Rudolph: Rudolph has made its appearance on the bus, providing holiday cheer.

Shop with a Cop: CyRide assisted with the December 7 Shop with a Cop event.

Token Transit: The launch date for Token Transit has been set for January 21, 2025.

Infotainment: The installation of infotainment screens on 21 buses is nearing completion.

CyRide and the Transit Board thanked to Bronwyn Beatty-Hansen and Asray Gopa for their service to the board.

Fall/Spring meeting dates:

- January 16, 2025, at 5:00 p.m.
- February 20, 2025, at 5:00 p.m.
- March 20, 2025, at 5:00 p.m.
- April 17, 2025, at 5:00 p.m.

Adjourn: Trustee Schainker made a motion to approve adjourning at 5:56 p.m.; Trustee Lee seconded the motion (Ayes: 5 Nays: 0); Motion carried.

Michael Norton, President

Cheryl Spencer, Recording Secretary

January 16, 2025
Federal Section 5307 Grant Application –
FFY 2025 STBG Funding
CyRide Resource: Shari Atwood

BACKGROUND:

The Surface Transportation Block Grant (STBG) program provides flexible funding from the Federal Highway Administration (FHWA) for use in transportation projects. Each year, approximately \$1.8 million is available in STBG funding for the Ames metropolitan area, which is distributed through the Ames Area Metropolitan Planning Organization (AAMPO).

In March 2021, CyRide submitted an STBG application to the AAMPO to receive \$225,000 in funding for a partial bus, which represents approximately 11% of Ames’s total annual allocation. In July 2024, the AAMPO approved CyRide’s STBG project and the Transportation Improvement Program (TIP). Based on increased bus prices and uncommitted STBG funding, the AAMPO increased CyRide’s STBG allocation to \$377,050 federal.

In October 2024, CyRide requested that the AAMPO begin the process of transferring the federal funds from the FHWA to the Federal Transit Administration (FTA), which allows CyRide to formally apply for a grant. FHWA approved the transfer in December 2024. Typically, there is a three-month waiting period for the transfer of funds before CyRide may formally submit the grant. During this review period, CyRide will have pre-award authority to begin the procurement process. The Transit Board of Trustees is required to authorize any grant application request prior to the Transit Director formally submitting the grant to the FTA.

CyRide is planning to upgrade one 40’ diesel bus to a battery electric bus with this funding. The bus to be replaced is a 2002 Orion V with approximately 387,509 miles. The base funding for this bus is currently pending in a grant application with the Iowa DOT. CyRide’s grant application will request the additional funding once the STBG funding is formally transferred into the FTA’s Section 5307 account. After both grants are approved, CyRide will bring this item back to the Transit Board for formal approval of the bus purchase.

ALTERNATIVES:

1. Approve the Transit Director to execute and file a Section 5307 Surface Transportation Block Grant application in the amount of \$337,050 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Proceeding with this application will allow CyRide to expand its battery electric bus fleet to eight vehicles while keeping local costs to a minimum for this project.