



MAY 22, 2025

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on May 22, 2025, at 5:00 p.m. in the CyRide Conference room. President Norton called the meeting to order at 5:01 p.m. with Trustees Boland, Neal, and Schainker present.

APPROVAL OF APRIL 17, 2025, MINUTES:

Trustee Boland made a motion to adopt the April 17, 2025, Transit Board minutes as presented; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

RECOGNITION OF NEW BOARD MEMBER:

Lauren Neal joined the board as the Student Government Senator appointee.

TRANSIT BOARD ELECTION OF OFFICERS AND AAMPO REPRESENTATIVE:

Director Neal requested nominations for the position of president. Trustee Neal nominated Trustee Boland, who accepted the nomination. Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Director Neal requested nominations for the position of vice president. President Boland nominated Trustee Neal, who accepted the nomination. Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Director Neal requested nominations for the AAMPO Representative. President Boland nominated herself to continue in the role. Trustee Neal seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

AWARD OF CONTRACT FOR FY 2026 FUEL PURCHASES:

Director Neal requested approval of award of contract for CyRide's FY 2026 fuel purchases. CyRide's fuel contract ends on June 30, 2025. CyRide worked with Purchasing to release Invitation to Bid #2025-175 for the purchase of diesel fuel from July 1, 2025, through June 30, 2026. Bidders were asked to price CyRide's annual fuel requirements, as well as two bid alternates. Alternate 1 was for small-load deliveries of 100% biodiesel. Alternate 2 was to transport load deliveries of biodiesel to Fleet Services. Bids were due May 16, 2025, and five bids were received. One company bid only Alternate 2 and was deemed non-responsive. For the remaining four bids, Alternates 1 and 2 were not found to be competitive with CyRide's current purchasing options; therefore, they were not recommended to be pursued. Mansfield Oil Company of Gainesville Inc. was determined to be the lowest overall bidder.

Director Neal recommended approval to Alternative #1 to award the fuel contract to Mansfield Oil Company of Gainesville Inc. of Gainesville, Georgia, for standard diesel with biodiesel blend fuel purchases from July 1, 2025, until June 30, 2026, at a not-to-exceed amount of \$1,260,000, which will allow CyRide to continue to purchase fuel at a fair price, keep administrative costs low, and guarantee timely fuel delivery.

Trustee Schainker made a motion to approve Alternative #1; Trustee Norton seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

AWARD OF CONTRACT FOR PURCHASE OF INFOTAINMENT SYSTEMS:

Director Neal requested approval of award of contract for the purchase of additional infotainment systems. Since 2018, CyRide has successfully operated a limited number of onboard infotainment systems that display real-time information about upcoming bus stops, route connections, and transfer locations, helping passengers navigate the transit system. The monitors also offer a potential source of additional revenue. Providing more visual information to riders complements existing audible announcements required under the Americans with Disabilities Act (ADA) and helps improve the rider experience for all passengers. The project was included in the Capital Improvements Plan, and Section 5310 funding can be used to support it. Based on current pricing under the existing contract with Syncromatics, CyRide is recommending the purchase of 15 infotainment systems to be installed on nine 40' and six 60' articulated buses.

Director Neal recommended approval of Alternative #1 to approve award of contract to GMV Syncromatics of Los Angeles, California, for a total cost of \$132,450 for the purchase of 15 infotainment systems, which would enhance the rider experience, support passengers with disabilities, and help all passengers better navigate the transit system.

Trustee Norton made a motion to approve Alternative #1; Trustee Neal seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

AWARD OF CONTRACT FOR PURCHASE OF REAL-TIME INFORMATION SYSTEM:

Director Neal requested approval of award of contract to purchase a real-time information system to improve the accuracy and reliability of CyRide's prediction data upon which its customers rely. Staff is recommending Swiftly, Inc. as the preferred vendor to meet CyRide's needs. Swiftly would complement CyRide's existing Intelligent Transportation Systems.

Director Neal recommended approval of Alternative #1 to approve award of contract to Swiftly, In. of San Francisco, California, for real-time passenger information services for a period of two years with up to two additional one-year renewal periods at an annual cost of \$129,228 and a one-time implementation cost of \$17,800, for a total first-year cost of \$147,028. Integrating Swiftly into CyRide's existing infrastructure would enhance the rider experience and improve confidence in the system, supporting increasing ridership, better efficiency, and more reliable on-time performance.

President Boland inquired how it would affect the MyState app. Technology Coordinator Wilbur answered that he has been in communication with ISU's IT support personnel for MyState about what changes are necessary so that MyState can benefit from Swiftly's enhancements.

Trustee Neal made a motion to approve Alternative #1; Trustee Norton seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

APPROVAL OF PLANS AND SPECIFICATIONS FOR 2025 FACILITY FIRE PROTECTION IMPROVEMENT PROJECT:

Director Neal requested approval for the release of plans and specifications for CyRide's 2025 Facility Fire Protection Improvement Project. In September 2024, CyRide was awarded a Public Transit Infrastructure Grant (PTIG) for this project, which aims to enhance fire mitigation systems in bus storage lanes 1 and 2. Funding for the project is included in the FY25 Capital Improvements Plan at \$661,323. The cost estimate from the Agricultural and Engineering consultant is approximately \$638,000, which includes a 15% contingency.

Director Neal recommended approval of Alternative #1 to approve the release of plans and specifications for the 2025 Facility Fire Protection Improvement Project, which would strengthen CyRide's fire protection systems and help safeguard assets.

Trustee Neal made a motion to approve Alternative #1; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

FY 2025 BUS & BUS FACILITIES DISCRETIONARY GRANT APPLICATION:

Director Neal requested approval to submit a bus and bus facilities discretionary grant application for an amount not to exceed \$18,210,859 total (\$14,648,687 federal and \$3,562,172 local) for a facility expansion of bus storage, maintenance, and administrative areas. The bus storage and maintenance improvements would allow CyRide to park all 95 vehicles indoors and install a 100% biodiesel (B100) underground fuel tank on-site. CyRide would also convert an additional 20 buses to operate on B100 fuel, bringing 30% of the fleet to B100. The administrative expansion would construct a training wing, first-floor expansion, and conference room to reflect the growth of the organization since the original building was built.

Director Neal recommended approval of Alternative #1 to approve the submission of an FY 2025 Bus & Bus Facilities discretionary grant application for a facility construction project, committing up to \$3,562,172 in local match for the grant. Applying for the grant would allow CyRide to expand its facility and address vehicle storage, maintenance, and administrative needs, while also supporting the expanded use of 100% biodiesel, thereby supporting Iowa's economy.

Trustee Norton made a motion to approve Alternative #1; Trustee Neal seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

STATEWIDE FY 2025 DISCRETIONARY GRANT APPLICATION:

Director Neal requested approval to include buses in the State of Iowa's discretionary grant application. The grant is the same competitive federal grant program for which CyRide is applying for a bus and bus facilities discretionary grant. In this application, the Iowa DOT will be submitting the application on behalf of transit systems across the state. CyRide is recommending the replacement of nineteen 40' buses through the state's application, which would help lower the average fleet age. Replacing vehicles through this grant opportunity guarantees an 85% federal share and would reduce CyRide's local cost by approximately \$35,600 per bus. If awarded, CyRide would use a portion of the bus replacement reserve fund from the Capital Plan.

Director Neal recommended approval of Alternative #1 to approve including nineteen 40' heavy-duty buses in the State of Iowa's Statewide Bus & Bus Facilities Grant Application, with a local match of \$2,029,200, and submission of a Letter of Support and Commitment to the Iowa DOT for these vehicles.

Trustee Neal made a motion to approve Alternative #1; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

MONTHLY REPORT:

Conflict of Interest Form: The City of Ames requests that all employees and members of boards fill out the conflict of interest form.

Advertising Contract Update: CyRide's advertising contract with Houck Advertising of Shoreview, MN, began on July 31, 2022, and runs through June 30, 2025, with two optional one-year renewals. Houck has submitted a Letter of Intent to enter the first one-year renewal option on the contract.

Local Bus Roadeo: The bus roadeo will be held at CyRide on Saturday, May 31. Board members are welcome to attend

Third Quarterly Report: The detailed quarterly report was reviewed by Director Neal and the board.

Summer meeting dates:

- June 19, 5:00 p.m.
- July 17, 5:00 p.m.

Adjourn: Trustee Neal made a motion to adjourn at 5:33 p.m.; Trustee Norton seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Emily Boland, President

Cheryl Spencer, Recording Secretary