



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – July 17, 2025

1. CALL TO ORDER: 5:00 p.m.
2. Approval of Minutes from June 19, 2025
3. Public Comments
4. Award of Contract for 2025 Facility Fire Protection Improvement Project
5. Award of Contract for FY 2026 Fuel Purchases
6. Section 5307 Formula Funding Grant Application
7. Monthly Report
8. Fall Meeting Dates / Times
 - August 21, 2025, 5:00 p.m.
 - September 18, 2025, 5:00 p.m.
 - October 16, 2025, 5:00 p.m.
 - November 20, 2025, 5:00 p.m.
 - December 18, 2025, 5:00 p.m.
9. Adjourn



JUNE 19 2025
AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on June 19, 2025, at 5:00 p.m. in the CyRide Conference room. President Boland called the meeting to order at 5:03 p.m. with Trustees Junck, Lee, and Schainker present.

APPROVAL OF MAY 22, 2025, MINUTES:

Trustee Schainker made a motion to adopt the May 22, 2025, Transit Board minutes as presented; Trustee Junck seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

AWARD OF CONTRACT FOR PURCHASE OF VIDEO SURVEILLANCE SYSTEMS:

Director Neal requested approval of award of contract to purchase video surveillance systems. All fixed route buses are equipped with surveillance systems that monitor the interior and exterior of the vehicle. CyRide is currently in a multi-year contract with Safety Vision for the purchase and installation of these systems. Ten buses have been identified as needing to be replaced for a cost of \$74,150.10. Currently, CyRide has \$123,732 available in the CIP to support replacing the systems.

Director Neal requested board approval of Alternative #1 to approve the purchase of ten video surveillance systems and installation services to Safety Vision of Houston, Texas, for a total cost of \$74,150.10. This purchase would allow CyRide to maintain its equipment in a state of good repair and is critical for providing liability protection and ensuring passenger safety and security.

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

AWARD OF CONTRACT FOR BATTERY ELECTRIC BUS CHARGING EQUIPMENT:

Director Neal requested approval to purchase charging equipment for the five battery electric buses scheduled to arrive in the fall. This equipment will be necessary to operate the buses when they arrive at CyRide. CyRide worked with the bus manufacturer, Gillig, to receive quotes and determine the best pricing for purchase. ChargePoint Inc. was identified as the best solution for CyRide. The cost of the chargers and dispensers is \$424,700. An additional \$124,700 was needed and the Battery Electric Bus Reserve Fund was recommended to support the purchase.

Director Neal requested board approval of Alternative #1 to approve the award of contract to Gillig LLC of Livermore, CA, for a total cost of \$424,700 for the purchase of battery electric bus chargers and dispensers. This purchase will provide the infrastructure CyRide needs to operate the new batter electric buses and delivers the best value for CyRide and its funding partners.

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

MONTHLY REPORT:

Local Rodeo: The local rodeo was held on Saturday, May 31. Paul Klimesh, Kae Stourac, Grant Peterson, and Sam Stember will compete at the state rodeo in July in Iowa City.

Rides per Capita: The American Public Transportation Association (APTA) recently released its annual fact book. CyRide now ranks second in the nation for rides per capita, behind only New York City. This recognition shows how much the community embraces CyRide and reinforces that it is one of the most efficient small transit systems in the country.

Summer meeting dates:

- July 17, 5:00 p.m.

Adjourn: Trustee Lee made a motion to adjourn at 5:12 p.m.; Trustee Schainker seconded the motion. (Ayes: 4 Nays: 0) Motion carried.

Emily Boland, President

Cheryl Spencer, Recording Secretary

July 17, 2025
Award of Contract for
2025 Facility Fire Protection Improvement Project
CyRide Resource: James Rendall

BACKGROUND:

On May 22, 2025, the Transit Board approved the release of plans and specifications for the 2025 Facility Fire Protection Improvement Project, which called for enhancing fire protection systems in bus storage lanes 1 and 2. Planned improvements include increasing sprinkler system water volume density, adding a coiling fire door on the west end of lane 1, and updating the existing fire alarm panel. The project included one bid alternate to replace the north side’s internal walk-through doors with fire-rated doors.

CyRide received a Public Transit Infrastructure Grant (PTIG) to fund this project, and based on the grant, the following budget was established:

Description	State PTIG Funds	Local Funds	Total
2025 Facility Fire Protection Improvement Project	\$511,323	\$150,000	\$661,323

The project is included in the FY 2025 Capital Improvements Plan.

On May 28, 2025, CyRide, in coordination with the Purchasing Division, released Invitation to Bid (ITB) number 2025-176. Bids were due on July 9, 2025. Three bids were received for the project, summarized below, with a complete bid tabulation attached to the board packet.

Bidder	Base Bid	Alternate #1
Edge Commercial, LLC	\$221,100	\$23,100
Henkel Construction Company	\$207,700	\$19,900
Ranger Fire, Inc.	\$1,394,500	\$28,785

Two of the three bids were below the project estimate of \$638,877. The two lowest bids were determined to be competitive and reflected a good understanding of the project’s scope of work. Henkel Construction Company of Ames, Iowa, was the low bid for this project. After evaluating bid Alternate #1, it was determined to be a fair and reasonable cost. Staff recommends accepting the base bid and bid alternate #1. To ensure adequate funding, CyRide recommends maintaining the original project budget through its completion.

The final award of contract will be subject to approval by the City Council and the Iowa Department of Transportation Office of Public Transit.

ALTERNATIVES:

1. Approve award of contract to Henkel Construction Company of Ames, Iowa, for the base bid plus bid alternate #1 for the 2025 Facility Fire Protection Improvement Project, for a total cost of \$227,600.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1. Awarding the contract to Henkel Construction Company will enable CyRide to move forward with critical fire protection enhancements in its bus storage facility. These improvements will increase safety for employees and equipment, mitigate fire risk, and support the long-term preservation of transit assets.

CITY OF AMES, IOWA					
amanda.moore@cityofames.org					
BID NO. 2025-176					
CyRide Facility Fire Suppression Improvement Project					
	5% Bid Bond	Bidders Status Form	Addendum #1	BASE BID AMOUNT	ADD ALTERNATE #1
BIDDERS					
Edge Commerical, LLC Grimes, IA	X	X	X	\$221,100.00	\$23,100.00
Henkel Construction Company Ames, IA	X	X	X	\$207,700.00	\$19,900.00
Ranger Fire, Inc. Grapevine, TX	X	X	X	\$1,394,500.00	\$28,785.00



July 14th, 2025

Ms. Barbara Neal, Director of Transit
CyRide
601 N. University Boulevard
Ames, IA 50010

Ms. Neal,

There were three responsive bidders who submitted proposals for the CyRide Facility Fire Suppression Improvement Project. Two bids were lower than the Opinion of Probable Cost and one exceeded it.

We recommend the acceptance of the bid proposal from Henkel Construction to complete work associated with the base bid as described in the project specifications for \$207,700. We further recommend the acceptance of Add Alternate #1 to replace three fire rated doors into the bus storage area for \$19,900, for a total contract award of \$227,600.

We believe the low bid will bring a good value to CyRide.

Regards,

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

Ryan M. Carter, AIA, NCARB

July 17, 2025
Award of Contract for FY 2026 Fuel Purchases
CyRide Resource: James Rendall

BACKGROUND:

At the Transit Board meeting on May 22, 2025, the board approved award of contract for CyRide’s FY 2026 fuel purchases to Mansfield Oil Company of Gainesville Inc. of Gainesville, Georgia, for a not-to-exceed amount of \$1,260,000. On May 27, 2025, City Council adopted Resolution No. 25-253 approving this award of contract.

On June 16, 2025, CyRide and the Purchasing Division were notified by representatives of Mansfield Oil Company that there had been a misunderstanding regarding the blended biodiesel delivery quantities. As a result, they have requested to withdraw their bid and cancel the contract.

After receiving Mansfield’s request to cancel the contract, staff reviewed the other bids submitted under the original Invitation to Bid (No. 2025-175). A summary of those bids is shown below.

Bid No. 2025-175 (7/1/25 – 6/30/26)	#1 Dyed ULSD Diesel	#2 Dyed ULSD Diesel	Biodiesel (% over/under #2 ULSD)	Magellan’s Cold Flow Improver
Agriland Fs Inc	\$0.0280	\$0.0290	1.00%	\$0.0100
Harms Oil Company	\$0.0050	\$0.0260	-1.00%	\$0.0100
Petroleum Traders Corporation	\$0.0231	\$0.0231	2.75%	\$0.0200
Mansfield Oil Company of Gainesville	-\$0.0091	\$0.0168	0.00%	\$0.0350

When evaluating the responses, the total cost difference between the lowest and highest bid was less than \$4,500. The second-lowest bid was deemed unresponsive due to a condition by the vendor to control the biodiesel blend percentages.

The next lowest bid was submitted by Petroleum Traders Corporation of Fort Wayne, Indiana. The Purchasing Division reached out to Petroleum Traders Corporation and confirmed that their pricing remains valid, and they are still interested in the contract.

ALTERNATIVES:

1. Authorize the following actions:
 - a. Accept Mansfield Oil Company of Gainesville's request to cancel the contract for the purchase of 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.
 - b. Approve award of contract for the base bid to Petroleum Traders Corporation of Fort Wayne, Indiana, for standard diesel with biodiesel blend fuel from July 1, 2025, until June 30, 2026, at a not-to-exceed amount of \$1,260,000.

2. Reject all bids and direct staff to re-issue the fuel bid.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, awarding the fuel contract to Petroleum Traders Corporation of Fort Wayne, Indiana. This bid was found to be fair and reasonable, supports administrative efficiency, and ensures a reliable fuel supply for CyRide operations.

Bid No. 2025-175

Responses	#1 ULSD	#2 ULSD	Biodiesel - Blended	Magellan's Cold Flow Improver
Agriland FS Inc	\$0.0280	\$0.0290	1.00%	\$0.0100
Harms Oil Company	\$0.0050	\$0.0260	-1.00%	\$0.0100
Petroleum Traders Corporation	\$0.0231	\$0.0231	2.75%	\$0.0200
Mansfield Oil Company of Gainesville	-\$0.0091	\$0.0168	0.00%	\$0.0350

Pro Forma Fuel Budget

		#1 ULSD	#2 ULSD	Biodiesel	Biodiesel - Small Load	Magellan's Cold Flow Improver	Total Gallons Diesel & Biodiesel	Estimated Contract Cost
Assumptions	Annual Gallons	20,000	310,000	15,500	20,000	21,000	365,500	
	Price	\$2.57	\$2.32					
Agriland FS Inc		\$51,960	\$728,190	\$36,320		\$210		\$816,680
Harms Oil Company		\$51,500	\$727,260	\$35,600		\$210		\$814,570
Petroleum Traders Corporation		\$51,862	\$726,361	\$36,949		\$420		\$815,592
Mansfield Oil Company of Gainesville		\$51,218	\$724,408	\$35,960		\$735		\$812,321



July 17, 2025
Section 5307 Formula Funding Grant Application
CyRide Resource: Shari Atwood

BACKGROUND:

CyRide submits a Section 5307 grant application annually to the Federal Transit Administration (FTA), allowing the organization to receive allocated federal formula funding. CyRide may apply this year for the funding amounts listed below. The total apportionment for federal fiscal year (FFY) 2025 is shown alongside last year’s amount for comparison.

Funding Source	FFY 2024	FFY 2025	Change
Formula 5307 Funding/Growing States	\$1,677,114	\$1,709,287	+1.92%
Small Transit Intensive Cities (STIC) Funding	\$2,516,930	\$2,562,526	+1.81%
TOTAL Urbanized Apportionment	\$4,194,044	\$4,271,813	+1.85%

CyRide’s total Section 5307 urbanized apportionment increased by \$77,769 (1.85%), with a 1.92% rise from the formula allocation based on population and population density, and a 1.81% increase through the Small Transit Intensive Cities (STIC) funding. FTA allows up to three years after the appropriation year to obligate the funding in a grant, with five additional years to spend it. CyRide plans to use the FFY 2025 apportionment to reimburse wages in FFY 2026 (October 1, 2025, through September 30, 2026).

Historically, transit agencies received federal funding based on population and population density. In 2005, the FTA introduced STIC funding for small urbanized transit agencies serving communities with populations between 50,000 and 200,000, provided they exceeded performance averages of transit agencies in urbanized areas with populations of 200,000 to 1 million. CyRide’s STIC funding decreased in FFY 2024 due to an increased number of agencies meeting the criteria. Since 2007, the number of eligible STIC cities has increased by just six, while the number of criteria met has grown by 88. In FFY 2025, only 44% of the 320 eligible cities will receive funding for outperforming larger urban areas.

STIC¹	FFY 2021	FFY 2022	FFY 2023	FFY 2024	FFY 2025
% of Total Section 5307 to STIC	2.0%	3.0%	3.0%	3.0%	3.0%
# Criteria Met by Small Urban Transit Agencies	344	345	344	386	387
# Criteria Met by CyRide (out of 6)	5	5	5	5	5
Funding per Criteria	\$276,053	\$537,526	\$550,406	\$503,386	\$512,505
TOTAL CyRide STIC Funding	\$1,380,267	\$2,687,632	\$2,752,028	\$2,516,930	\$2,562,526

¹ STIC began in 2005 with a 1% contribution, 1.5% in FFY 2013, 2.0% in FFY 2019, and 3.0% in FFY 2022. FTA uses data reported over the prior two years for STIC analysis; FY19 performance data was utilized for FFY2021 through FFY2023.

To access the Section 5307 apportionment funding, CyRide must submit a grant application to the Federal Transit Administration detailing the specific operating projects being supported. CyRide is requesting the full allocation of \$4,271,813 to be directed toward operating expenses for wage reimbursement. This funding requires a 50% local match. Applying federal funding exclusively to CyRide’s wages simplifies documentation by supporting the largest element of the annual operating budget. The specific proposed federal request is as follows:

Funding Source (Section 5307)	Federal	Local	Total
Operating Assistance	\$4,271,813	\$4,271,813	\$8,543,626

ALTERNATIVES:

1. Authorize the Transit Director to execute and file a Section 5307 grant application in the amount of \$4,271,813 to the Federal Transit Administration.
2. Do not approve submitting a federal application.

RECOMMENDATION:

The Transit Director recommends approval of Alternative #1, to submit an application for federal operating assistance. Approval will enable CyRide to continue providing transit services and meet the growing demand within the Ames community.



July 17, 2025
Monthly Report
CyRide Resource: Barbara Neal

1. Swiftly Deployment

Integration work has begun with Swiftly, CyRide's new real-time passenger information (RTPI) service provider. Swiftly's product is being added to increase the accuracy and reliability of CyRide's real-time information, including on mobile apps such as Transit App, MyState, and Ames Ride. CyRide will continue working with Swiftly during this phase of the project, with the start of the school year as the target date for the new system to be available for our passenger interfaces.

2. Intelligent Transportation System (ITS) Contract

CyRide currently has a contract for Intelligent Transportation Systems (ITS) that supports key operational and customer-facing technologies, including audible and visual stop announcements, real-time bus tracking, infotainment displays, and automated passenger counters. This system ensures ADA compliance, enhances the rider experience, and provides staff with critical data for service management. The current contract is with GMV Syncromatics and will expire on September 30, 2025. CyRide is evaluating options for continuing these services and will bring a recommendation to the Transit Board at its September meeting.

3. On-Call Architectural & Engineering Services Contract

CyRide maintains a contract for on-call architectural and engineering (A&E) services to support facility-related capital projects. The current contract with ASK Studio of Des Moines, Iowa, will expire on September 8, 2025. These services have supported a range of infrastructure improvements and ongoing facility planning efforts. CyRide is in the process of issuing a new Request for Qualifications (RFQ) to select a firm for the next contract period. Work already underway will continue under the existing agreement with ASK Studio.

4. Fall Meeting Dates/Times

The Transit Board will need to discuss whether a different standard day and time of the month for future board meetings is warranted. CyRide has reviewed Trustee calendars and found that the third Thursday of the month at 5:00 p.m. is available for the fall semester. Listed below are the meeting dates for the fall semester if the board wishes to continue with the current schedule:

- August 21, 2025, 5:00 p.m.
- September 18, 2025, 5:00 p.m.
- October 16, 2025, 5:00 p.m.
- November 20, 2025, 5:00 p.m.
- December 18, 2025, 5:00 p.m.