



JULY 17, 2025

AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on June 17, 2025, at 5:00 p.m. in the CyRide Conference room. President Boland called the meeting to order at 5:02 p.m. with Trustees Junck, Lee, Neal, and Norton present.

APPROVAL OF JUNE 19, 2025, MINUTES:

Trustee Junck made a motion to adopt the June 19, 2025, Transit Board minutes as presented; Trustee Lee seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

AWARD OF CONTRACT FOR 2025 FACILITY FIRE PROTECTION IMPROVEMENT PROJECT:

Director Neal requested approval of award of contract for the 2025 Facility Fire Protection Improvement Project. On May 22, 2025, plans and specifications were approved by the Transit Board. CyRide received a Public Transit Infrastructure Grant (PTIG) to fund the project, and it is included in the FY 2025 Capital Improvements Plan (CIP). Invitation to Bid 2025-176 was released, and bids were due on July 9, 2025. Three bids were received, with the lowest bidder being Henkel Construction Company, which submitted a base bid of \$207,700 and bid alternate #1 of \$19,900.

Director Neal requested board approval of Alternative #1 to 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, which would enable CyRide to move forward with critical fire protection improvements that enhance safety, reduce risk, and preserve long-term assets. Trustee Junck asked why two of the bids were far under budget. Assistant Director of Fleet and Facilities James Rendall explained that it was initially believed the tie-in for the water line would be further into the building, making it more costly. Trustee Norton inquired as to why one of the bids was significantly higher than the other two. Rendall answered he wasn't fully certain, but that the company was from another state, and they had no conversations with CyRide or Purchasing during the bidding process and didn't attend the on-site visit.

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

AWARD OF CONTRACT FOR FY 2026 FUEL PURCHASES:

Director Neal requested approval to approve a revised fuel contract for FY 2026. On May 22, 2025, the Transit Board approved awarding the FY 2026 fuel contract to Mansfield Oil Company of Gainesville, Georgia, for a not-to-exceed amount of \$1,260,000. On May 27, 2025, the City Council adopted Resolution No. 25-253 approving this award of contract. On June 16, 2025, CyRide and the Purchasing Division were notified by Mansfield Oil that a misunderstanding had occurred over the delivery structure for the blended biodiesel fuel, and they wished to withdraw their bid and cancel the contract. Staff reviewed the remaining bids and found the second-lowest bid unresponsive due to a vendor-imposed condition. The next lowest bid was submitted by Petroleum Traders Corporation of Fort Wayne, Indiana, and Purchasing confirmed the company remained interested in the fuel contract with the provided pricing.

Director Neal requested board approval of Alternative #1, part a, to 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 and part b, to 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. The selected bid was found to be fair and reasonable, supports administrative efficiency, and ensures a reliable fuel supply for CyRide operations. Trustee Norton requested additional details about the misunderstanding and inquired whether there were any financial implications to cancelling the contract. Rendall answered that the company had misunderstood the tank sizing, which was clearly stated in the bidding documents. Rendall also confirmed there has been no financial impact to CyRide because we have not yet bought fuel under the new contract.

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

SECTION 5307 FORMULA FUNDING GRANT APPLICATION:

Director Neal requested approval to file and execute the annual Section 5307 grant application for operating assistance. The apportionment for FFY 2025 is \$4,271,813 and is based on population, population density, high ridership, and ability to outperform transit agencies serving larger communities. To access the Section 5307 funding, CyRide must submit a grant application detailing the specific operational projects being supported, which is typically payroll.

Director Neal requested board approval of Alternative #1, to 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, which will allow CyRide to continue providing transit services upon which the community depends.

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

MONTHLY REPORT:

Swiftly: Integration work has begun with Swiftly, CyRide's new real-time passenger information service provider. The target date for Swiftly to be available for CyRide's passenger interfaces is the start of the school year.

Intelligent Transportation System (ITS) Contract: CyRide's current ITS's 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 a future meeting.

On-Call Architectural & Engineering Services Contract: CyRide's current contract with ASK Studio of Des Moines, Iowa, will expire on September 8, 2025. CyRide is in the process of issuing a new Request for Qualifications to select a firm for the next contract period. Work already underway will continue under the existing agreement with ASK Studio.

Fall meeting dates:

- August 28, 4:30 p.m.
- September 25, 4:30 p.m.
- October 16, 4:30 p.m.
- November 20, 4:30 p.m.
- December 18, 4:30 p.m.

Trustee Norton inquired if the time could be changed to 4:00 p.m. instead of 5:00 p.m. Schedules were checked and the meeting time was changed to 4:30 p.m. to accommodate schedules.

Adjourn: Trustee Lee made a motion to adjourn at 5:15 p.m.; Trustee Junck seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Emily Boland, President

Cheryl Spencer, Recording Secretary