



Transit Board Meeting
AGENDA

**AMES TRANSIT AGENCY
BOARD OF TRUSTEES**

CYRIDE CONFERENCE ROOM – October 16, 2025

1. CALL TO ORDER: 4:30 p.m.
2. Approval of Minutes from September 25, 2025
3. Public Comments
4. Award of Contract for 2025 Battery Electric Bus Facility Improvement Project
5. Monthly Report
6. Fall Meeting Dates / Times
 - November 20, 2025, 4:30 p.m.
 - December 18, 2025, 4:30 p.m.
7. Adjourn

SEPTEMBER 25, 2025
AMES TRANSIT AGENCY BOARD OF TRUSTEES

The Ames Transit Agency Board of Trustees met on September 25, 2025, at 4:30 p.m. in the CyRide Conference room. President Boland called the meeting to order at 4:32 p.m. with Trustees Junck, Lee, Neal, and Schainker present.

APPROVAL OF AUGUST 28, 2025, MINUTES:

Trustee Schainker made a motion to adopt the August 28, 2025, Transit Board minutes as presented; Trustee Neal seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

PUBLIC COMMENTS:

None.

FY 2027 BUDGET PLANNING - DISCUSSION:

Director Neal presented customer service requests and staff recommendations for possible inclusion in the FY 2027 budget. A request for the #2 Green route to add all-day service to the Ames High School was submitted after the board packet was released. Initial estimates for this addition were \$215,000 for 15-minute service from 6:30 a.m. to 6:30 p.m. or \$58,000 for additional morning and afternoon trips in both directions from 6:30 a.m. to 9:00 a.m. and 3:30 p.m. to 6:30 p.m. She reminded the board that any additional services would need to be evaluated within the context of the current budget constraints and long-term financial stability. The board discussed the presented options and requested additional information about the 11 Cherry route request for service. Director Neal will follow up on it.

ANNUAL TRANSIT ASSET MANAGEMENT PLAN – PERFORMANCE MEASURES AND TARGETS UPDATE:

Director Neal requested board approval of CyRide's FY 2026 Transit Asset Management (TAM) plan performance targets. Beyond meeting the regulation requirements, having the fleet in a State of Good Repair (SGR) supports CyRide's highest priority of safety and is critical to its ongoing success. CyRide is required to set and update performance measures annually and report the TAM plan targets to the National Transit Database.

Director Neal requested board approval of Alternative #1, to approve the FY 2025 TAM plan performance targets for each asset category. Doing so would allow CyRide to meet its federal obligations and help guide future capital replacement needs.

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

TITLE VI PROGRAM UPDATE:

Director Neal requested approval of CyRide’s Title VI Program, which ensures CyRide provides services without regard to race, color, or national origin. The board is required to review, update, and approve the program and sign a revised policy statement every three years. The Title VI document has been reviewed by staff, and updates were made in line with current FTA guidance.

Director Neal recommended approval of Alternative #1, to approve adopting the Title VI Program as presented, ensuring CyRide’s current practices meet federal compliance requirements and provide services equitably and fairly without discrimination.

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

MONTHLY REPORT:

Ridership Statistics – First Two Weeks of Fall Semester: Staff reviewed ridership statistics for the first two weeks of the fall semester.

ISU Enrollment: Fall 2025 enrollment was announced at 31,105 students, which is an increase of 673 from 2024.

Destination Iowa State, ExCytement, Welcome Fest, and Welcome Weekend: CyRide participated in Destination Iowa State, ExCytement, Welcome Fest, and Welcome Weekend to welcome ISU students back to Ames and provide students and staff with information on how use CyRide.

Fall meeting dates:

- October 16, 4:30 p.m.
- November 20, 4:30 p.m.
- December 18, 4:30 p.m.

Adjourn: Trustee Neal made a motion to adjourn at 5:00 p.m.; Trustee Schainker seconded the motion. (Ayes: 5 Nays: 0) Motion carried.

Emily Boland, President

Cheryl Spencer, Recording Secretary

October 16, 2025
Award of Contract for
2025 Battery Electric Bus Facility Improvement Project
CyRide Resource: James Rendall

BACKGROUND:

On August 28, 2025, the Transit Board approved the release of plans and specifications for the 2025 Battery Electric Bus Facility Improvement Project. The project includes the installation of two ChargePoint chargers and four dual dispensers at the front of bus storage lanes 1 and 2 to support the five electric buses expected to be delivered by the end of October. All new equipment will be installed at a height that reduces the risk of water damage in the event of flooding and allows access for general facility maintenance.

The project was included in the FY 2025 Capital Improvements Plan with an original budget of \$54,986. Based on the architect and engineering firm’s (A&E) final design estimate of \$165,344, which included a 5% construction contingency, the Transit Board authorized an additional \$110,358 from the Battery Electric Bus Reserve Fund to cover the difference between the original budget and the A&E estimate.

Description	Amount
2025 Battery Electric Bus Facility Improvement Original Project	\$54,986
Additional Funding – Battery Electric Bus Reserve Fund	\$110,358
Total Authorized Project Budget	\$165,344

On September 10, 2025, CyRide, in coordination with the Purchasing Division, released Invitation to Bid (ITB) number 2026-028. Bids were due on October 8, 2025. One bid was received for the project, and is summarized below, with a complete bid tabulation attached to the board packet.

Bidder	Base Bid
NAI Electrical Contractors	\$77,300

NAI Electrical Contractors of Ames, Iowa, submitted the sole bid for the project. NAI was the only contractor to attend the pre-bid meeting, has previously completed work at CyRide’s facility, and is familiar with site conditions. Their pricing was reviewed and determined to be fair and reasonable, and reflects a solid understanding of the project scope.

The final award of contract will be subject to approval by the City Council.

ALTERNATIVES:

1. Approve award of contract to NAI Electrical Contractors of Ames, Iowa, for the 2025 Battery Electric Bus Facility Improvement Project in the amount of \$77,300.
2. Direct staff to proceed according to Transit Board priorities.

RECOMMENDATION:

The Transit Director recommends approval of Alternative 1. Awarding the contract to NAI Electrical Contractors for \$77,300 will allow CyRide to install the charging infrastructure necessary to operate the five battery electric buses scheduled for delivery later this fall.

CITY OF AMES, IOWA	5% Bid Bond	Bidders Status Form	Addendum #1	BASE BID AMOUNT
amanda.moore@cityofames.org				
BID NO. 2026-028				
2025 Battery Electric Bus Facility Improvement Project				
BIDDERS				
NAI Electrical Contractors Ames, IA	x	x	x	\$77,300.00



ARCHITECTS SCHIPPER KASTNER

October 13th, 2025

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

Ms. Neal,

There was one responsive bidder who submitted a proposal for the 2025 Battery Electric Bus Facility Improvement Project. This bid was lower than the Opinion of Probable Cost.

We recommend the acceptance of the bid proposal from NAI Electrical Contractors to complete work associated with the base bid as described in the project specifications for \$77,300.

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

Regards,

A handwritten signature in black ink, appearing to read "Ryan Carter", with a stylized flourish at the end.

Ryan M. Carter, AIA, NCARB



October 16, 2025
Monthly Report
CyRide Resource: Barbara Neal

1. Free Rides Election Day

This year, Election Day is November 4, 2025. CyRide has previously joined other transit agencies in Iowa and across the nation to offer fare-free service to ease access to voting in our communities. Providing fare-free service on Election Day lowers transportation barriers, encourages non-traditional ridership, helps passengers more easily travel to polling places, and generates positive news coverage.

At its November 30, 2022, meeting, the Transit Board voted to make all future Election Days fare-free. Based on current ridership levels, CyRide estimates it will cost approximately \$500 to offer free rides on both fixed-route and Dial-A-Ride services on November 4.

2. Bus Coalition Board Appointment

In September, I was appointed to the Board of Directors for The Bus Coalition, a national advocacy organization dedicated to advancing federal investment in bus transit and bus facility programs. The Coalition focuses solely on federal capital funding for bus transit and has been a strong voice in securing increased federal investment for systems across the country. The board includes 20 members nationwide, and this appointment is both an honor and an opportunity to represent CyRide's perspective at the national level while contributing to broader advocacy efforts on behalf of bus transit.

3. City of Ames Public Art Commission Project

At the December 19, 2024, board meeting, the board approved the City of Ames Public Art Commission's (PAC) Accessible Map-Envisioning Sculpture Project. The project will use art funding to commission an artist to create a cohesive ensemble of sculptures for seven bus shelters on the #1 Red route. Each sculpture would be unique to its respective shelter while maintaining an overarching theme. The RFP process has concluded, and the selection committee is currently working to select an artist. The selected artist and their proposed artwork will be brought to a future board meeting for consideration and formal approval.

4. New Bus Inspections

During the week of October 6, Maintenance Coordinator Clint Hertz and Mechanic Rich Duszyinski traveled to Gillig headquarters in Livermore, CA, to inspect the five battery electric buses that will be arriving at CyRide by the end of October. On Monday, October 13, they visited the New Flyer plant in St. Cloud, MN, to inspect the two articulated buses in the final phase of production. The inspections went very well, and we are excited to receive these buses at CyRide so they can begin the process of being outfitted for the fleet.