



**REGIONAL
TRANSIT AUTHORITY**
OF SOUTHEAST MICHIGAN

Board of Directors

Thursday, January 21, 2016
2:00 PM
Detroit Regional Chamber
One Woodward Ave., Suite 1900
Detroit, MI 48226

AGENDA

1. Call to order
2. Approval of Agenda
3. Approval of the December 17, 2015 meeting summary
4. Public comment
5. Video presentation – PEAC
6. Reports of Standing Committees
 - a. Executive and Policy Committee
 - b. Finance and Budget Committee
 - i. Treasurer’s Report for December 2015 - Action
 - c. Planning and Service Coordination Committee
 - i. Planning Projects - Update
 - d. Providers Advisory Committee
 - i. New PAC Member from DDOT and 2016 Officers
 - e. Citizens Advisory Committee
7. DDOT and SMART Expanded Service
8. Year End Updates from Providers – Continued
 - a. Detroit People Mover
 - b. M-1 Rail
9. Legislative Update
10. CEO Review – Closed Session
11. New Business
12. Adjourn

The Committee may, at its discretion, revise this agenda or take up any other issues as need and time allow.

Request for reasonable accommodations at RTA meetings require advance reservations. Individuals with disabilities requiring assistance should contact RTA Information Services at least 48 hours in advance of the meeting. Contact Virginia Lickliter at 313-402-1020.

Documents and information are available in a variety of formats. Contact the RTA Information Center at info@rtamichigan.org or call 313-402-1020 to discuss your format need. Further information can be found at www.rtamichigan.org or by calling Virginia Lickliter at 313-402-1020.

Proposed Meeting Summary
Regional Transit Authority
Board of Directors
December 17, 2015

1. Call to order

Committee Members Present:

Paul Hillegonds, Chair; Mark Gaffney; Donald Morandini; Tim Soave; Sonya Mays; Chuck Moss; Elisabeth Gerber; Roy Rose

RTA Representatives Present:

Michael Ford; Virginia Lickliter; Ben Stupka; Travis Gonyou; Lucas Reigstad

Others present:

Melvin Muskovitz, RTA counsel

2. Approval of Agenda

Moved by Chuck Moss and supported by Elisabeth Gerber to approve the agenda. Approved unanimously.

3. Approval of Meeting Summary

Moved by Elisabeth Gerber and supported by Chuck Moss to approve the November 19, 2015 Meeting Summary. Approved unanimously.

4. Public Comments

Jim Casha expressed his concern for the need for express bus service from downtown Detroit to the Detroit Metropolitan Airport. Mr. Casha questioned why express service could not be established by SMART since they already have a local route to the airport. He stated that the existing transportation services to and from the airport would lose business if a more affordable express service was offered.

Laura Padalino, Director of Programming at PEAC, thanked the board for the hope that the RTA has instilled in her and the students she works with at PEAC. PEAC teaches individuals with developmental disabilities how to travel independently. Ms. Padalino shared the story of a student who was in jeopardy of losing his job because he did not know how to use the available transit system. She asked that as the RTA develops a Regional Master Transit Plan that we invest in education in order to teach all people how to use the system.

5. Reports of Standing Committees

a. Executive and Policy Committee

i. Procurement Policy Amendment – Action

Paul Hillegonds reported that the committee had met and reviewed the updated procurement policy document that is necessary to comply with the Federal Transit Administration.

Melvin Muskovitz presented the Procurement Policy Amendment explaining that the amendment is a result of the FTA's Triennial Review of the RTA. Mr. Muskovitz presented a one-page chart of the changes that were made to the policy. Mr. Muskovitz reported that, in order to comply with requests from the FTA, the policy needed to be enhanced with respect to procurements made with Federal funds and with procedures in place to ensure that policy requirements are followed by the RTA. He reported that an addendum to the procurement policy that deals with FTA procurements was created. He reported that a manual was created to assign a procurement administrator to carry out procurement functions and to identify the steps to be followed by the administrator to ensure compliance with the FTA. Mr. Muskovitz also reported that he and Ms. Gunter concluded that the policy addendum and procurement manual should be combined with the RTA's Procurement Policy once the changes are approved by the FTA.

Paul Hillegonds added that a process was formalized that calls for RFPs to be distributed to board members for feedback prior to release.

Mr. Muskovitz noted that the term "contractor" was also defined in the policy.

Mark Gaffney asked how long it would take for the Procurement Policy and Manual to be combined into one document and if it will come back to the board for approval. Mr. Muskovitz replied that it will be submitted to the FTA for approval and then be combined into one document for board approval.

Move by Mark Gaffney and supported by Tim Soave to adopt the Procurement Policy Amendment and Procurement Manual. Adopted unanimously.

b. Finance and Budget Committee

i. Treasurer's Report for November 2015 – Action

Tim Soave presented the Treasurer's Report for November 2015. He reported that there was approximately \$82,200 which was comprised mostly of staff compensation and Directors and Officers insurance.

Moved by Donald Morandini and supported by Roy Rose to approve the Treasurer's Report for November 2015. Approved unanimously.

c. Planning and Service Coordination Committee

i. Planning Projects – Update

1. Regional Master Transit Plan

Ben Stupka reported that a draft alternative is being developed for the Master Plan. He reported that the Financial Task Force and Stakeholders Advisory Committee had met in the past week and that a draft Master Plan should be distributed to the board in early March.

2. Michigan Avenue and Gratiot Avenue Corridor Studies

Ben Stupka reported that the contractors are developing the detailed definition of alternatives for both studies.

Sarah Binkowski presented an update on activities for the Gratiot Avenue Corridor Study.

Julia Suprock presented an update on activities for the Michigan Avenue Corridor Study.

Paul Hillegonds confirmed that once completed, the corridor studies will be incorporated into the Regional Master Transit Plan and that the Master Plan will then be approved by the board. Ben Stupka stated that the board will also be asked to approve the locally preferred alternatives.

3. Woodward Avenue Corridor Study

Sharmila Mukherjee reported that the previous Woodward Steering Committee had been reconvened. Ms. Mukherjee reviewed the progress that had been made previous to the environmental analysis categorical exclusion had been granted by FTA. She also presented the local preferred alternatives that had been developed for the project and plans for future public outreach.

6. Year-End Updates from Providers

a. DDOT

Dan Dirks presented an update on DDOT activities and service improvements for 2015.

b. SMART

Robert Cramer presented an update on SMART activities and service improvements for 2015.

c. AAATA

Sarah Gryniewicz presented an update on AAATA activities and service improvements for 2015.

d. Detroit People Mover

Postponed to the January 2016 Board of Directors meeting.

e. M-1 Rail

Postponed to the January 2016 Board of Directors meeting.

7. New Business

Travis Gonyou reported that the deadline for CAC applications was December 16th and that the RTA had received 76 applications. He reported that there are 25 seats that will be filled and that applicants will be informed by January 11th.

8. Meeting adjourned at 4:07 PM



REGIONAL TRANSIT AUTHORITY

OF SOUTHEAST MICHIGAN

As created under Public Act 387 of 2012

Treasurer's Report Report for the month of: December 2015

RTA BOARD

CHAIR
Paul Hillegonds

VICE CHAIR
Elisabeth Gerber

SECRETARY
Mark Gaffney

TREASURER
Timothy Soave

Freman Hendrix
Don Morandini
Sonya Mays
Chuck Moss
Roy Rose
Alma Wheeler Smith

				Beginning Balance FY 16	\$	1,141,126
REVENUES	Monthly	Obligated	YTD	Budget	Remaining	
Beginning Balance FY 15	-	-	-	1,141,126	1,141,126	
Federal Grants (Administration)	23,355	-	45,201	276,000	230,799	
State Match (Administration)	5,839	-	11,300	55,200	43,900	
State Revenue	124,639	-	221,543	1,100,000	878,457	
Other	3,000	-	9,000	200,000	191,000	
TOTAL REVENUE:	156,833	-	287,045	2,772,326	2,485,281	
EXPENSES:	Monthly	Obligated	YTD	Budget	Remaining	
Salary	56,508	-	128,159	631,013	502,854	
Fringe	21,848	-	41,721	315,506	273,785	
Workers' Compensation Insurance	-	-	917	1,200	283	
Total Compensation	78,355	-	170,797	947,719	776,639	
Administrative Contracts						
D&O Liability Insurance	-	-	18,813	20,000	1,187	
Legal	18,756	-	18,756	100,000	81,244	
ASO	-	-	-	3,000	3,000	
Accounting Services	2,345	-	2,345	10,000	7,655	
Audit	-	-	-	15,000	15,000	
Website	-	-	-	2,500	2,500	
Legislative Services	3,000	-	9,000	39,000	30,000	
Communications	9,000	-	18,000	54,000	36,000	
Public Education Initiatives	-	-	-	-	-	
User Satisfaction Survey	37,500	-	37,500	150,000	112,500	
IT Support	-	-	-	10,000	10,000	
Other Contract	-	-	-	25,000	25,000	
Total Administrative Contracts	70,601	-	104,414	428,500	324,086	
Marketing/Printed Materials*	-	24,253	-	200,000	175,747	
Rent	-	-	-	-	-	
Hardware/Software	-	-	154	10,000	9,846	
Phone Equipment	-	-	-	-	-	
Phone and Internet Service Fees	1,551	-	1,813	5,500	3,687	
Supplies	2,422	-	2,551	5,000	2,449	
Utilities	-	-	-	-	-	
Furniture	-	-	-	-	-	
Meetings/Retreats	1,748	-	4,784	40,000	35,216	
Travel/Professional Development	2,031	-	2,134	35,000	32,866	
Subscriptions/Memberships	125	-	225	6,000	5,775	
Board Reimbursement	-	-	170	15,000	14,831	
Miscellaneous Expense	-	-	3	-	(3)	
TOTAL EXPENSES:	156,833	24,253	287,045	1,692,719	1,381,141	

Treasurer's Signature:

Timothy Soave

* Future obligation of Marketing/Printed Materials - Maps - \$24,253