



**REGIONAL
TRANSIT AUTHORITY**
OF SOUTHEAST MICHIGAN

Board of Directors Meeting

Thursday, October 22, 2015

2:00 PM

Regional Transit Authority of Southeast Michigan

1001 Woodward Ave., Suite 1400

Detroit, MI 48226

AGENDA

1. Call to order
2. Approval of Agenda
3. Approval of the September 11, 2015 meeting summary
4. Public comment
5. Reports of Standing Committees
 - a. Executive and Policy Committee
 - i. FTA Triennial Certification Review – Report
 - b. Finance and Budget Committee
 - i. Treasurer’s Report – Action
 - c. Planning and Service Coordination Committee
 - i. Funding Allocations
 1. RTA Resolution No. 15 – Federal Funding Distribution - Action
 2. RTA Resolution No. 16 – Local Bus Operating Distribution - Action
 - ii. Planning Projects Update
 1. Regional Master Transit Plan
 2. Gratiot Avenue Corridor Study
 3. Michigan Avenue Corridor Study
 4. Woodward Avenue Corridor Study
 - d. Providers Advisory Committee
 - i. Fare Coordination Study
 - ii. Performance Metrics
 - iii. Folding Maps
 - e. Citizens Advisory Committee Update
6. Legislative Update
7. New Business
8. 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 Meeting
Friday, September 11, 2015

1. Call to order at 2:00 PM.

Committee Members Present:

Paul Hillegonds, Chair; Freman Hendrix, Dr. Curtis Ivery, Donald Morandini, Roy Rose, Alma Smith, Chuck Moss, Tim Soave

RTA Representatives Present:

Michael Ford; Tiffany Gunter; Virginia Lickliter

Others in attendance:

Cornelius Henry, PAC Chair; Robert Cramer, SMART; Rev. Louise Ott, CAC Chair

2. Approval of Agenda

Paul Hillegonds added a report on legislative activity from Sarah Hubbard, Acuitas, to the agenda.

Moved by Chuck Moss and supported by Roy Rose to approve the agenda. Approved unanimously.

3. Approval of Meeting Summary

Moved by Alma Smith and supported by Tim Soave to approve the July 19, 2015 Board of Directors Meeting Summary. Not being at the July meeting, Chuck Moss recused himself from voting. Approved unanimously.

4. Public Comments

Megan Owens, TRU, addressed the Board of Directors concerning community outreach that TRU has been doing to aid the RTA. Ms. Owens reported that TRU had conducted a "Why Transit Matters" campaign across the region. Ms. Owens reported that TRU had engaged with approximately 1,200 people and collected approximately 700 comment cards. Ms. Owens stated that the TRU staff had built on the questions RTA staff had been working on. Ms. Owens reported that TRU also asked people why transit mattered to them personally and had taken approximately 90 pictures of people with their written reasons. Ms. Owens urged the Board to be bold in its

decision making process because there is an enormous need and desire for public transportation and thanked the Board for the opportunity to assist in the planning process.

Marie Donigan, Harriet Tubman Center, addressed the Board of Directors regarding Listening Sessions that were conducted with RTA staff. Ms. Donigan reported that 26 listening sessions were held around the region and received comments from approximately 500 people. She also reported that Board members had attended some of the session. Ms. Donigan also noted that a listening session was recently held with college and university students. Ms. Donigan reported that a meeting had been held with Wayne State Students in Support of Transit and that future meetings are being planned at Oakland University, Marygrove College and the University of Detroit – Mercy. She stated that a common theme with all of the meetings is that people want a seamless, coordinated system that is safe and reliable.

5. Reports from standing committees

a. Executive and Policy Committee

i. FTA Triennial Certification Review – Update

Michael Ford reported that the RTA would be having its Triennial Certification Review beginning September 28th. RTA staff has been in close contact with the FTA to prepare for the review.

ii. Directors and Officers Liability Insurance – Update

Michael Ford reported that the insurance has been renewed for FY 2016. Mr. Ford noted that the cost had increased over the previous year due to the increase in staff and activity.

b. Finance and Budget Committee

i. Treasurer's Reports for July 2015 and August 2015 – Action

Dr. Curtis Ivery presented the Treasurer's Reports for July 2015 and August 2015 as provided in the meeting packet.

Moved by Alma Smith and supported by Don Morandini to approve the Treasurer's Report for both July 2015 and August 2015. Reports approved unanimously.

ii. Proposed Budget Amendment for FY 2016 – Action

Michael Ford presented the Proposed Budget Amendment for FY 2016 as provided in the meeting packet.

Tim Soave noted that the Finance and Budget Committee went over the Proposed Budget Amendment line by line and discussed the variances in the meeting earlier in the day.

Moved by Tim Soave and supported by Roy Rose to approve the Proposed Budget Amendment for FY 2016. Approved unanimously.

- c. Planning and Service Coordination Committee
 - i. Purpose and Need Documents

Michael Ford presented both the Gratiot Avenue and Michigan Avenue Purpose and Need Documents as provided in the meeting packet.

- 1. Gratiot Avenue – Action

- Moved by Roy Rose and supported by Alma Smith to adopt the Gratiot Avenue Purpose and Need Document. Adopted unanimously.

- Don Morandini commended the RTA staff for their effort to reach out to the public and through the committees to identify the issues and then to incorporate each response into the documents. Mr. Morandini stated that engaging the public was a very efficient way to create the documents.

- 2. Michigan Avenue – Action

- Moved by Roy Rose and supported by Tim Soave to adopt the Michigan Avenue Purpose and Need Document. Adopted unanimously.

- Paul Hillegonds stated that the documents had been discussed at the Executive and Policy Committee meeting regarding the use of the documents in communication efforts. Michael Ford noted that there is substantial data in the documents as well as an historical perspective that can be used to educate the public.

- ii. State of the System Report – Information

- Michael Ford reported that the State of the System Report is an informational document. The report provides a history of the system as well as statistics on the current providers. He reported that staff had also worked with the providers to make sure that the information is accurate. Mr. Ford also reported that the draft report is on the RTA website and that the providers each have a copy for review and comment.

- iii. Federal Funding Allocation – Update

- Michael Ford reported that staff is working with the providers on this process. Mr. Ford reported that staff had also been in contact with interested parties from the various counties to ensure an equitable solution.

iv. Major Project Report - Updates

1. Regional Master Transit Plan

Michael Ford reported that staff is working with the providers and contractors on scenarios and how service needs to be configured. Mr. Ford also reported that the Financial Task Force has also been working with staff to review methodologies and to make sure that business measurements are sound. The focus of the plan is providing a network of service that makes sense for the region. Mr. Ford also noted that public meetings are coming up in October for not only the Master Plan but also the corridor studies.

2. Woodward Avenue

Michael Ford reported that the FTA had given the RTA a categorical exclusion for the environmental analysis. A scope of work has been developed for that process and a previously assembled advisory committee will be reestablished for the project.

Paul Hillegonds asked how the exclusion affected the timeline for the study. Mr. Ford stated that results should be coming in the spring of 2016. Tiffany Gunter stated that staff is looking at a 6 to 8 month timeline.

3. Gratiot Avenue

Progress on the study had been discussed earlier in the meeting.

Tiffany Gunter also added that at the public meetings for both corridors, the focus will be to get input on the universal alternatives and Tier 1 analysis. The public comments will be reviewed and integrated into the process. Public meetings are likely to take place again in the spring of 2016.

4. Michigan Avenue

Progress on the study had been discussed earlier in the meeting.

v. Sarah Hubbard, Aquitas – Legislative Services Update

Sarah Hubbard gave an update on the activities of the State Legislature. Ms. Hubbard reported that progress is being made behind the scenes on transportation funding and

her sense is that progress is being made. Ms. Hubbard also reported that there will likely be new funds coming for public transit through new revenue.

Cornelius Henry asked if there was a legislative champion for public transit. Ms. Hubbard responded that they had reached out to legislators and let them know that they are working with the RTA and to let them know what progress the RTA is making and to build their awareness. Ms. Hubbard noted that they also need to connect with the Michigan Public Transit Association to discuss their advocacy efforts. She also noted that there are a number of legislators who are strong proponents for public transit.

Paul Hillemonds asked if Mayor Duggan's proposal that would allow the city to reallocate road dollars to transit still a part of the discussion. Ms. Hubbard stated that is her understanding. Mr. Hillemonds asked if that would include other cities or just the City of Detroit. Ms. Hubbard stated that that had been a discussion point with other large cities in the state.

Ms. Hubbard also reported that they had reached out to potential allies such as the Michigan Municipal League, AARP and other legislative staff to build a connection between their firm and the RTA. She stated that there is a lot of positive support for the RTA.

d. Transit Providers Advisory Committee Report
i. Performance Metrics

Cornelius Henry reported that the performance metrics have been collected for a year and has concentrated on fixed routes. Results for the first quarter of 2015 should be posted within a couple of weeks.

Alma Smith asked if there has been any significant improvement. Mr. Henry stated that DDOT had made significant improvements in on-time performance and pull-out percentage. He stated that SMART and AAATA continued to make improvements but had already been operating within standards.

ii. Fare Study

Cornelius Henry reported that a final draft has been produced and is being reviewed by the providers and the PAC. The draft will then be posted to the RTA website. The recommendation of the PAC is a smart card technology that will integrate with all providers' systems. Mr. Henry stated that an MOU between the providers would need to be developed up front. Mr. Henry stated that the PAC is also considering short-term actions that can be taken with the providers' existing technology.

Roy Rose commended Mr. Henry and the PAC on their hard work on the project.

iii. Fold-Up Maps

Cornelius Henry reported that a vendor has been selected to perform copyrighting and editing. He also reported that the committee will be meeting again within the week to move forward to printing.

e. Citizens Advisory Committee Report

Rev. Louise Ott thanked the Board for welcoming the CAC liaisons to the various committee meetings. She also reported that the CAC had been working hard on community outreach and that work continues concerning seniors and ADA.

6. New Business

Tiffany Gunter reported that the Bentley Historical Library at the University of Michigan had reached out to the RTA and would like to begin collecting our historical records and to become the record keeper for the RTA. She reported that the lead archivist, Mike Smith, would begin to get to know the board members, to understand the political context surrounding the RTA and to gather information prior leading up to the November 2016 election. Ms. Gunter stated that the RTA had been given an agreement and that this would be done at no cost to the RTA.

Paul Hillegonds stated that he felt the board's support for a win-win solution on the allocation formula is critical to the RTA moving forward on communications for 2016. He also invited board members, as they meet with Michael Ford over the coming weeks regarding the Regional Master Transit Plan, to speak with him on the RTA's thoughts regarding a communication effort for 2016.

7. Meeting adjourned at 3:00 pm



REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN

As created under Public Act 387 of 2012

Treasurer's Report

Report for the month of: September 2015

RTA BOARD

CHAIR
Paul Hillegonds

VICE CHAIR
Elisabeth Gerber

SECRETARY
Mark Gaffney

TREASURER
Dr. Curtis Ivery

Freman Hendrix
Don Morandini
Chuck Moss
Roy Rose
Alma Wheeler Smith
Timothy Soave

	Beginning Balance FY 15				\$ 571,381.00
REVENUES	Monthly	Obligated	YTD	Budget	Remaining
Beginning Balance FY 15	-	-	-	571,381	571,381
Federal Grants (Administration)	167,344.08	-	219,085	259,200	40,115
State Match (Administration)	122,235.02	-	135,170	64,800	(70,370)
State Revenue	-	-	400,000	900,000	500,000
Other	-	-	-	100,000	100,000
TOTAL REVENUE:	289,579	-	754,255	1,895,381	1,141,126
EXPENSES:	Monthly	Obligated	YTD	Budget	Remaining
Salary	58,046	-	478,307	571,367	93,060
Fringe	60,692	-	239,690	258,063	18,373
Total Compensation	118,738	-	717,997	829,430	111,433
Administrative Contracts					
D&O Liability Insurance	-	-	1,289	20,000	18,711
Legal	32,616	-	103,199	75,000	(28,199)
ASO	-	-	-	3,000	3,000
Accounting Services	-	-	5,360	15,000	9,640
Audit	-	-	-	15,000	15,000
Website	-	-	4,500	12,500	8,000
Communications	4,500	-	34,900	50,000	15,100
Public Education Initiatives	-	-	2,737	100,000	97,264
User Satisfaction Survey	37,500	-	37,500	150,000	112,500
IT Support	-	-	-	7,600	7,600
Other Contract	5,400	-	21,126	25,000	3,874
Total Administrative Contracts	80,016	-	210,610	473,100	262,490
Marketing/Printed Materials*	-	24,253	7,296	200,000	168,451
Rent	-	-	-	20,000	20,000
Hardware/Software	-	-	2,266	20,000	17,734
Phone Equipment	-	-	-	2,500	2,500
Phone and Internet Service Fees	1,272	-	4,427	5,780	1,353
Supplies	91	-	5,224	5,000	(224)
Utilities	-	-	-	1,200	1,200
Furniture	-	-	-	15,000	15,000
Meetings/Retreats	3,598	-	14,022	40,000	25,978
Travel/Professional Development	3,850	-	34,849	35,000	151
Subscriptions/Memberships	23	-	8,328	10,000	1,672
Board Reimbursement	355	-	2,477	15,000	12,523
Miscellaneous Expense	3	-	1,625	-	(1,625)
TOTAL EXPENSES:	207,943	24,253	1,009,122	1,672,010	640,260

Treasurer's Signature:

Dr. Curtis L. Ivery

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