



**REGIONAL
TRANSIT AUTHORITY**
OF SOUTHEAST MICHIGAN

Board of Directors Meeting

Thursday, April 18, 2024

Wayne County Community College, 1001 W. Fort St. Detroit, MI 48226

[Zoom Virtual Public Participation](#)

1:00 PM

AGENDA

1. Call to Order
2. Roll Call
3. **Approval of Agenda**
4. Public Comment- Time Limitation for Public Comment = 3 minutes per speaker
5. Executive Directors Report
6. Presentations
 - a. **Regional Providers – SMART, DTC (PeopleMover)**
7. Consent Agenda
 - a. [Approval of the March 2024 Board Meeting Summary](#)
8. Regular Agenda
 - a. [Approval of Financial Reports for March 2024](#)
 - b. [Fiscal Year 2024 Federal Funding Overview – Information Item](#)
9. New Business
10. Adjourn

The Board may, at its discretion, revise this agenda or take up any other issues as needed, and time allows. Request for reasonable accommodation at RTA meetings requires advanced reservations. Individuals with disabilities requiring assistance should contact RTA Information Services at least 48 hours in advance of the meeting. Documents and information are available in a variety of formats. Contact the RTA at info@rtamichigan.org or call 313-402-1020 to discuss your format needs.



**REGIONAL
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Proposed Meeting Summary

Board of Directors

Thursday, March 21, 2024

1:00 PM

1. **Call to order at 1:01 PM**
2. **Roll Call:** Don Morandini; Jon Moore; Jeannette Bradshaw; Dave Massaron, Alma Smith; Ned Staebler; Freman Hendrix; Helaine Zack (virtual); Dr. Erica Robertson. A quorum was present.
RTA Representatives Present:
Ben Stupka; Khalil Davis; Julia Roberts; Melanie Piana; Corri Wofford; Kameron Bloye; Isaac Constans; Kristin Caffray
Other Meeting Participants:
Morrow and Associates – RTA Consultant
3. **Approval of Agenda**
Moved by Alma Smith and supported by Ned Staebler. The March 21, 2024, Agenda was approved.
4. **Public Comment**
 - Robert Pawlowski provided comment in support of the Detroit to Airport Express (DAX) service and the intent to transfer the assets of M1-Rail.
 - Farai Gundan asked how will DAX connect passengers to local transportation providers.
5. **Executive Directors Report**
Mr. Stupka presented the Executive Directors Report to the Board. Ned Staebler inquired about DAX ridership goal. Freman Hendrix asked about the DAX marketing plan and budget.
6. **Presentations**
There were no presentations.

7. Consent Agenda

- a. [Approval of the February 2024 Board Meeting Summary](#)
- b. [Approval of Financial Reports for February 2024](#)
- c. [Approval of Updated FOIA Policy](#)
- d. [Approval of On-Call Planning Consultant Selection](#)

Moved by Freman Hendrix and supported by Jeannette Bradshaw, the Consent Agenda was approved.

8. Regular Agenda

- a. [Approval of 2024 Annual Audit](#)

Report from George Johnson and Company (David Eshaki, Michael Nicholas).

Moved by Alma Smith and supported by Freman Hendrix, the 2024 Annual Audit was approved.

- b. [Approval of Fiscal Year 2025 State Funding Applications](#)

Report from Ben Stupka.

Moved by Ned Staebler and supported by Jeannette Bradshaw. The Fiscal Year 2025 State Funding Applications were approved.

- c. [Approval of Intent to Transfer the Assets of M1-Rail](#)

Moved by Ned Staebler and supported by Dr. Erica Robertson, the Intent to Transfer M1-Rail Assets was approved.

9. New Business

Dr. Robertson inquired about services for the cognitively impaired. Mr. Massaron suggested that the Board can ask providers to share information in relation to services and accessibility for the cognitively impaired in upcoming presentations. Mr. Morandini thanked Ben for active communication with Board members.

10. Meeting adjourned at 1:50 PM

Regional Transit Authority of Southeast Michigan
Statement of Position
as of
March 31, 2024

	Current Yr 3/31/2024	Prior Yr 3/31/2023
Assets		
Cash and Cash Equivalents	\$ 136,690	\$ 65,855
Accounts Receivable	275,480	86,835
Prepays and Other Current Assets	2,110	50
Total Assets	<u>\$ 414,280</u>	<u>\$ 152,740</u>
Liabilities		
Accounts Payable	\$ 295,668	\$ 37,676
Accrued Payroll and Related Liabilities	28,845	11,021
Refundable Advance	81,361	101,854
Total Liabilities	<u>\$ 405,874</u>	<u>\$ 150,551</u>
Net Assets		
Fund Balance	\$ 7,813	\$ 1,413
Net Revenue	593	776
Total Net Assets	<u>\$ 8,406</u>	<u>\$ 2,189</u>
 Total Liabilities and Net Assets	 <u>\$ 414,280</u>	 <u>\$ 152,740</u>

Regional Transit Authority of Southeast Michigan
Statement of Activity
Admin - FY2024 YTD Comparison to Budget
March 31, 2024

	Actual	Actual	Actual	Admin YTD	Budget YTD	Annual Budget
	ADMIN - ARPA	ADMIN -MDOT 2023/2024	Interest/Other Admin	Total		
Revenue						
Federal Grants	\$ 816,017	\$ -	\$ -	\$ 816,017	\$ 1,482,247	\$ 2,964,493
State Grants - Matching	-	-	-	-	-	-
State Grants	-	144,736	-	144,736	179,844	359,687
Local Grants	-	-	-	-	-	-
In-Kind Revenue	-	1,500	-	1,500	-	-
Project Match Revenue	-	-	-	-	-	-
RTA Regional Planning Set-Aside	-	-	-	-	-	-
Other	-	-	716	716	-	-
Total Revenue	\$ 816,017	\$ 146,236	\$ 716	\$ 962,969	\$ 1,662,090	\$ 3,324,180
Administrative Expenses						
Operating:						
Personnel	\$ 485,138	\$ -	\$ -	\$ 485,138	\$ 751,722	\$ 1,503,443
Conferences/Travel/Training	-	14,479	-	14,479	22,703	45,405
Memberships and Subscriptions	-	4,248	-	4,248	5,629	11,257
Board & Public Mtg Management	-	2,080	11	2,091	8,300	16,600
Finance, Legal, Government Relations	80,904	43,583	13	124,500	142,950	285,900
Insurance	-	15,857	-	-	7,425	14,850
Rent and Utilities	-	6,141	-	6,141	11,400	22,800
Telephone and Internet	-	2,583	-	-	4,115	8,230
Computer Equipment and IT Support	-	13,797	-	13,797	17,828	35,655
Supplies	-	548	99	647	1,250	2,500
Total Operating	566,043	103,315	123	669,480	973,320	1,946,640
Planning:						
Planning Services	218,124	0	-	218,124	190,725	381,450
Specialized Planning Services	-	-	-	-	257,500	515,000
CHSTP	-	-	-	-	75,000	150,000
Community Engagement	-	-	-	-	75,000	150,000
Total Planning	218,124	0	-	218,124	598,225	1,196,450
External Affairs:						
Branding	31,850	-	-	-	22,500	45,000
External Communications	-	40,500	-	40,500	42,000	84,000
Social Media Management	-	1,195	-	1,195	3,900	7,800
Website	-	101	-	101	15,120	30,240
Graphics/Photography	-	900	-	900	5,075	10,150
Promotional Items	-	-	-	-	950	1,900
Miscellaneous Items	-	225	-	225	1,000	2,000
Total External Affairs	31,850	42,921	-	42,921	90,545	181,090
Total Expenses	\$ 816,017	\$ 146,236	\$ 123	\$ 962,376	\$ 1,662,090	\$ 3,324,180
Net Increase/(Decrease) in Net Assets	\$ -	\$ -	\$ 593	\$ 593	\$ -	\$ -

This financial report is for internal use only. It has not been audited, and no assurance is provided.

Project Budget Tracker

Title **Detroit to Ann Arbor Express Bus (D2A2)**
Description Express bus connecting downtown Detroit to downtown Ann Arbor.
Schedule October 2021 - December 2025

Budget Tracker			
	Total	ITD	Balance
Cost	\$ 8,202,699	\$ 5,736,195	\$2,466,504
Grants			
MI-2021-036-01	\$4,311,592	\$3,887,440	\$424,152
2017-0119/P7/R2	\$1,635,893	\$1,150,445	\$485,448
Fares/Contrib	\$955,214	\$698,310	\$256,904
FY2023 CMAQ*	\$1,300,000		\$1,300,000
	\$8,202,699	\$5,736,195	\$2,466,504

*Funding is secured. Will be amended into the grant at a future date.

NOTE: the FY2024 Q2 AAATA invoice has not been received to date

Title **Regional Mobility Management (MyRide2)**
Description Call center/website with information for seniors and persons with disabilities.
Schedule October 2017 - March 2024

Budget Tracker			
	Total	ITD	Balance
Cost	\$1,336,805	\$1,326,907	\$9,898
Grants			
MI-2017-031-02	\$1,069,444	\$1,061,526	\$7,918
2017-0119/P2/R4	\$267,361	\$265,382	\$1,979
	\$1,336,805	\$1,326,907	\$9,898

NOTE: AAA-1B invoice has not been received to date

Title **Universal Basic Mobility Pilot**
Description Mobility wallet fare technology pilot focused on Detroit jobseekers.
Schedule June 2023 - December 2024

Budget Tracker			
	Cost	ITD	Balance
Cost	\$1,025,000	\$335,309	\$689,691
Grants			
2022-0126-P3	\$1,025,000	\$335,309	\$689,691
	\$1,025,000	\$335,309	\$689,691

Title **Downtown to Airport Express**
Description Express bus connecting downtown Metro Airport to Downtown Detroit.
Schedule March 2024 - March 2025

Budget Tracker			
	Cost	ITD	Balance
Cost	\$3,019,087	\$56,211	\$2,962,876
Grants			
FY2024 CMAQ*	\$2,000,000	\$40,330	\$1,959,670
2022-0126-P4 R1	\$500,000	\$10,083	\$489,917
Fares/Contrib	\$519,087	\$5,798	\$513,289
	\$3,019,087	\$56,211	\$2,962,876

*Funding is secured, federal grant assignment is in process.

Title **Access to Transit Program**
Description Grant program for safety and access improvements at bus stops.
Schedule October 2024 - December 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$2,000,000	\$0	\$2,000,000
Grants			
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	\$2,000,000	\$0	\$2,000,000

*Funding is secured. Will be amended into the grant at a future date.

Title **Regional Technology Strategic Plan***
Description Inventory and assessment of providers technology and identification of goals.
Schedule June 2024 - June 2025

Budget Tracker			
	Cost	ITD	Balance
Cost	\$125,000	\$0	\$125,000
Grants			
2017-0119/P10	\$125,000	\$0	\$125,000

*Extension amendment pending approval.



BOARD OF DIRECTORS MEMORANDUM

To: Board Of Directors

From: Julia Roberts, Planning & Innovation Director

Subject: 2024 Federal Fund Programming

Date: April 18, 2024

Requested Action: No Action - Information Item

Background

In accordance with Public Act 387 of 2012, RTA is the designated recipient of all Federal Transit Administration (FTA) formula funds for both the Detroit and Ann Arbor Urbanized Areas. In that role, the RTA is responsible for allocating funding to the existing direct recipients in both Urbanized Areas. The direct recipients in the Detroit Urbanized Area are DDOT, DTC, RTA, and SMART. The direct recipients in the Ann Arbor Urbanized Area are AAATA and RTA.

The purpose of this memorandum is to review the FY 2024 federal apportionment, the potential funding split, and the capital priorities of the providers. The final recommended action on the funding split is currently anticipated in May 2024.

Fiscal Year 2024 Formula Funds

In March 2024, the FTA released the FY2024 apportionment for the following funding programs:

The federal formula under review are for:

- Urbanized Area Formula Grants (5307)
- Bus and Bus Facilities Program (5339)
- State of Good Repair Grants (5337)
- Enhanced Mobility for Seniors and People with Disabilities Program (5310)

For Sections 5307 and 5337 funding in the Detroit UZA, the RTA and providers agreed on a weighted formula driven allocation methodology for the allocation of funds. That formula included looking at the following statistics:

- Vehicle Revenue Miles (25%)
- Ridership (25%)
- Population (25%)
- Local Contribution to Operating Budgets (25%)

That formula has historically supported a general 50%-50% distribution of Section 5307 and Section 5339 funds between DDOT/DTC and SMART. All 5337 funds have historically been programmed to DTC as the only eligible rail provider in the region. QLINE will be eligible for 5307 funding if it transfers to the RTA this year. It will be eligible for 5337 in FY 2025 based on federal rules that state a rail operation must be in place for seven years to qualify for that source. Due to the timing of federal funding, we are recommending programming FY 2024 5307 funding to the QLINE so that it is available at the beginning of FY2025. RTA will reserve funding obligation until the Board acts on the transfer of the QLINE. If the transfer is not approved the funding will be reprogrammed. All Ann Arbor Urbanized Area funds are directly distributed to AAATA. Below is funding distribution through the existing allocation formula:

The tables below for our preliminary recommendation on funding splits for FY2024.

Section 5307: Urbanized Area Formula Grants

Agency	Percent	Amount
Ann Arbor Area Transportation Authority (AAATA)	100%	\$9,850,086
TOTAL	100%	\$9,850,086
Detroit Department of Transportation (DDOT)	47%	\$25,881,152
Detroit Transportation Corporation (DTC)	1%	\$550,663
QLINE	2%	\$1,101,326
Suburban Mobility Authority for Regional Transportation (SMART)	50%	\$27,533,141
TOTAL	100%	\$55,066,282

Section 5339: Bus and Bus Facilities

Agency	Percent	Amount
Ann Arbor Area Transportation Authority (AAATA)	100%	\$906,183
TOTAL	100%	\$906,183
Detroit Department of Transportation (DDOT)	50%	\$2,308,602
Suburban Mobility Authority for Regional Transportation (SMART)	50%	\$2,308,602
TOTAL	100%	\$4,617,205

Section 5337: State of Good Repair

Agency	Percent	Amount
Detroit Transportation Corporation (DTC)	100%	\$1,468,962
TOTAL	100%	\$1,468,962

Fiscal Year 2024 Discretionary Funds

The federal discretionary funding includes:

- Enhanced Mobility for Seniors and People with Disabilities Program (5310)

These funds are awarded by RTA every two years, most recently in 2023, and passed through local transit providers in each urbanized area for Ann Arbor and Detroit. Below is a summary of prospective reduced FY 2024 distribution of funds based on federal appropriations. For more 5310 details, visit <https://rtamichigan.org/section-5310-enhanced-mobility-of-seniors-and-individuals-with-disabilities-program>.

Section 5310: Enhanced Mobility for Seniors and People with Disabilities

Agency	Percent	Amount
Ann Arbor Area Transportation Authority (AAATA)	88%	\$317,465
Regional Transit Authority of Southeast Michigan (RTA)	12%	\$43,841
TOTAL	100%	\$361,306
Detroit Department of Transportation (DDOT)	42%	\$2,279,545
Regional Transit Authority of Southeast Michigan (RTA)	12%	\$622,723
Suburban Mobility Authority for Regional Transportation (SMART)	46%	\$2,474,438
TOTAL	100%	\$5,376,706

Provider Capital Updates

RTA requested all 5-Year financial plans from providers by April 5th. We are still waiting for the final submittal and some updates from providers. We anticipate having a final review at the May Board meeting. This process will provide more information on recipients ongoing programs and projects.

Items that we will be looking for in our analysis include:

- Annual amounts requested from federal formula funds by provider and across the region.
- Funding split between federal, state, and local sources.
- Programming trends by project type (e.g., % of vehicle replacements, % of preventive maintenance, etc.)
- Projects for coordination (e.g., fare equipment, planning, corridor projects, etc.)
- Large capital projects

Ongoing Performance Metrics

The RTA Board asked that we renew our efforts to collect ongoing service information from the transit providers. This was an annual RTA practice until the 2020 COVID-19 pandemic. We are currently working to establish a baseline and reporting mechanism for this on a more regular basis. The desire here is to gain more insight on the day-to-day performance of the systems that we are supporting through capital funding actions.

Existing Service Performance Metrics					
	Jan - Dec 2023				
Agency	AAATA	DDOT	DTC	QLINE	SMART
Ridership	4,350,470	11,050,284	655,283	1,003,975	6,499,236
Service Coverage*	100%	94%	99%	100%	84%
Pull-Out Rate	100%	94%	99%	85%	99%
On-Time Performance	N/A**	64%	100%	80%	70%
Complaints/100k miles	1.8	19.7	0.5	N/A	16.6
Compliments/100k miles	2.2	0.4	0	N/A	N/A****

* Percent of scheduled miles operated.

** AAATA systems for tracking on-time performance are down.

**** SMART is experiencing a software issue that has prevented gathering of pull-out rate and does not track compliments, so is unable to provide this type of data.

FY 2024 Process Next Steps

We intend to follow the upcoming process steps outlined below to achieve the Board's goals for the allocation of federal funding:

- April - May 2024: Transit provider presentations on capital needs and performance metrics to the RTA Board.
- May 2024: Board Action on FY 2024 federal funding program; providers submit FY2024 State Match requests to MDOT.
- June 2024: Providers submit FY2024 grants to FTA supported by a split letter from the RTA.

