



## Interurban Transit Partnership

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### Board Members

#### **Mayor Gary Carey, Chair**

Charis Austin  
Mayor Katie Favale

Rick Baker  
Steven Gilbert  
Robert Postema

Mayor Rosalynn Bliss  
Andy Guy  
Terry Schweitzer

#### **David Bilardello, Vice-Chair**

Mayor Stephen Kepley  
Jack Hoffman  
Paul Troost

Tracie Coffman  
Mayor Steve Maas

## **BOARD OF DIRECTORS RETREAT MEETING**

**Wednesday, February 23, 2022 – 3:00 p.m.**

**Rapid Central Station Conference Room (250 Grandville, SW) | Virtual Meeting**

### AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
<b>1. PUBLIC COMMENT</b>		
<b>2. MINUTES REVIEW – January 26, 2022</b>	Mayor Carey	Approval
<b>3. CEO'S REPORT</b>	Deb Prato	Information
<b>4. ACTION ITEMS</b>		
a. Active Air Purification System for Buses	Steve Clapp	Approval
b. Revenue Hour Contract Renewal – Cascade DDA	Nick Monoyios	Approval
c. Property Acquisition – Busch Drive	Kevin Wisselink	Approval
<b>5. BOARD RETREAT</b>		
a. Year in Review	Deb Prato	
b. Year Ahead	Deb Prato	
1. FTA Competitive Funding Requirements		
2. Fleet Transition Plan		
3. Hydrogen Cell Bus Video		
4. Peer Metrics Discussion (KPIs)		
c. Transit Master Plan (TMP) - Visioning	Nick Monoyios	
<b>6. INFORMATIONAL ITEMS</b>		
a. N/A		
<b>7. CHAIR'S REPORT</b>	Mayor Carey	Information
<b>Final Thoughts – Board Retreat</b>		
<b>9. ADJOURNMENT</b>		

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**MISSION:** *To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.*



## Board Members

### **Mayor Stephen Kepley, Chair**

Charis Austin  
Mayor Katie Favale

Rick Baker  
Steven Gilbert  
Robert Postema

Mayor Rosalynn Bliss  
Andy Guy  
Terry Schweitzer

### **David Bilardello, Vice-Chair**

Mayor Gary Carey  
Jack Hoffman  
Paul Troost

Tracie Coffman  
Mayor Steve Maas

## **BOARD OF DIRECTORS MEETING**

**January 26, 2022 – 4:00 p.m.**

**Rapid Central Station Conference Room (250 Grandville SW) | Virtual Meeting**

### **ATTENDANCE:**

#### Board Members Present:

Charis Austin, Rick Baker, David Bilardello, Mayor Bliss, Mayor Carey, Tracie Coffman, Steven Gilbert, Andy Guy, Jack Hoffman, Mayor Kepley, Mayor Maas, Rick Postema, Terry Schweitzer, Paul Troost

#### Board Members Absent:

Mayor Favale

#### Staff Attendees:

Steve Clapp, Deron Kippen, Deb Prato, Kris Heald, Andy Prokopy, Jason Prescott, Steve Schipper, James Nguyen, Nick Monoyios, Mike Wiersma, Kevin Wisselink, Max Dillivan, Nancy Groendal, Linda Medina, Bill Kirk, Jack Kelly

#### Other Attendees:

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Mayor Kepley called the meeting to order at 4:05 p.m.

### **1. PUBLIC COMMENT**

No Public Comment

### **2. ELECTION OF OFFICERS**

- 1) Nomination(s): Mayor Bliss motioned to nominate Mayor Carey to Chair and motioned to nominate Mr. Bilardello to continue as Vice Chair. Mr. Gilbert supported.
- 2) Vote: Ms. Heald took a verbal vote for both nominations, and both motions passed unanimously.

### **3. MINUTES REVIEW – December 1, 2021**

Mayor Carey asked for approval for the December 1, 2021, meeting minutes. Mayor Bliss motioned, and Mr. Gilbert supported. Meeting minutes were approved.

### **4. CEO'S REPORT**

Ms. Prato reported on the new Rapid Connect on demand service in both Walker and in Kentwood. Ms. Prato reported on recent travel to Sunline Transit in Palm Desert, California to participate in hydrogen fuel cell seminars, and a tour of Sunline's hydrogen electrolyzer production facility and fueling facilities.

The week following a team from The Rapid will be visiting Champaign Urbana Mass Transit District's (MTD) new hydrogen fuel cell fleet, facilities, and solar farm. On another fuel related item, The Rapid will be starting to take renewable natural gas from the City of Grand Rapid's biodigester project with DTE beginning February 1<sup>st</sup>. It will be a win, win, win situation. A better carbon emission footprint for The Rapid. Regarding the 2020-21 audit, there were no significant findings which will be presented by BDO later in the agenda. Ms. Prato also discussed Report Card Standards for Fixed Route, commenting that we need to do more work as a team and develop defined metrics. We continue to be focused on the intersectionality of transit and community outcomes; how transit provides value in the areas of education, health care and employment.

Mr. Schweitzer was not familiar with the zero emissions and CNG. Ms. Prato replied that our CNG vehicles do not qualify as zero emission. We are looking at renewable natural gas for our CNG fleet. Mr. Bilardello inquired about whether hydrogen fuel cell buses would be able to get up the hills on medical mile, and if they could run a full day. Ms. Prato indicated the hydrogen fuel cell bus has greater range than the electric bus and is a better suited system for West Michigan's climate.

## 5. ACTION ITEMS

### a. Fleet – Purchase of nine (9) Paratransit Buses

Mr. Clapp is requesting approval to execute the purchase of nine (9) Paratransit vehicles with Transportation Equipment Sales Corporation (TESCO)

A motion was made by Mayor Bliss and supported by Mr. Gilbert. A verbal role vote was taken, and the motion passed unanimously.

### b. Laker Line Expanded Scope

Mr. Monoyios is requesting approval to purchase one (1) New Flyer 60' Articulated CNG Vehicle. The FTA approved a Laker Line expanded scope using cost savings from the original project scope. Included in this scope was the purchase of an additional 60' articulated New Flyer CNG Laker Line vehicle which will increase the fleet to 17 vehicles.

A motion was made by Mr. Guy and supported by Mayor Bliss. A verbal role vote was taken, and the motion passed unanimously.

Mr. Monoyios is requesting approval to purchase one (1) Compressor for the CNG Fueling Station. This additional compressor will increase the fueling capacity to the Laker Line vehicles as well as the entire Rapid fleet.

A motion was made by Mr. Gilbert and supported by Mayor Bliss. A verbal role vote was taken, and the motion passed unanimously.

### c. Security Services

Mr. Wieringa is requesting the approval to execute a one-year agreement with four (4) one-year renewal options with American Guard Services, Inc. for security guard services for ITP facilities.

A motion was made by Mayor Kepley and supported by Mayor Bliss. A verbal role vote was taken, and the motion passed unanimously.

### d. Shelters (City of GR)

Mr. Dillivan is requesting approval for a transfer of funds and purchase agreement with Mobile GR to purchase forty-three (43) Tolar bus shelters.

A motion was made by Mr. Guy and supported by Mayor Kepley. A verbal role vote was taken, and the motion passed unanimously.

### e. IT – Storage Area Network Solutions

Mr. Prokopy is requesting approval to execute a contract with Element Four Technology Services in the amount of \$288,500 for a Storage Area Network (SAN) Solution.

A motion was made by Mr. Gilbert and supported by Mayor Bliss. A verbal roll vote was taken, and the motion passed unanimously.

**f. Finance Audit FY 20/21**

Ms. Medina is requesting approval of the Financial Statements and Single Audit Reports for fiscal years ended September 30, 2021, and 2020.

A verbal roll vote was taken. The motion passed unanimously.

**6. PERFORMANCE REPORTS**

**a. Paratransit Route Ridership**

November 2021

No Questions

**b. Fixed Route Ridership**

November 2021

December 2021

No Questions

**c. Financial Reports**

Operating Statement – November 2021

Professional Development and Travel Report (Oct & Nov)

Grand Statement – November 2021

No Questions

**7. COMMITTEE REPORTS**

**a. Planning & Technology Committee**

Mr. Schweitzer spoke about the last Planning and Technology meeting held on January 11 and advised that the team is going to take the lead on the upcoming Transit Master Plan (TMP). The team looked through an outline from 2010, and they were brainstorming ideas for goals and objectives to make the improvements that will help take us another step forward. He expressed the importance of public input. He also talked about the new Technology Storage Area that will be coming in the next few months.

**b. Present Performance & Service Committee**

Mr. Bilardello said the team talked about the soft launch on the new On-Demand Service, Report Card Standards for both fixed route and paratransit, and Ridership trends. There has been good news on pension. We've shown quite a bit of improvement over the last 9 months with on-time performance.

**c. Finance Committee**

Mayor Kepley stated that the team talked about the Audit. Covid money has helped, and it has been easier now to make up monies from the farebox revenues. Wondering how this is going to look in 6 years from now. Also looking at how we can add more value to the community. We want more riders, and we will talk more about the value we provide when we have the Board Retreat meeting in February.

Mayor Carey asked each Board Member for comment.

**All** the Board members expressed their appreciation and gratitude to Mayor Kepley for all the hard work and dedication he has to the Board. He has done an excellent job!!

Mayor Kepley expressed his appreciation to the Board and the staff. One of his highlights was being the Acting CEO and coming into the office everyday and working with the staff and being here for the day-to-day. This has been a wonderful experience for him, and he appreciates everyone's leadership.

Mayor Carey Closing comments:

Mayor Carey said three (3) things come to mind when he thinks of Mayor Kepley:

Stability: Heaven knows we need that, the other being Servancy: your leadership style and your servant approach with your peers, and the third is Sacrifice; you stepped up to the plate and your leadership is very much appreciated by all of us.

## 8. **ADJOURNMENT**

The meeting was adjourned at 5:05 p.m.

The next meeting is scheduled for February 23, 2022

Respectfully submitted,



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Kris Heald, Board Secretary



## Interurban Transit Partnership

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**Date:** February 23, 2022  
**To:** ITP Board  
**From:** Steven Clapp – Director of Fleet Maintenance  
**Subject:** Purchase of Active Air Purification System for Buses

### **ACTION REQUESTED**

Authorization is requested from the ITP Board to enter into a contract with United Safety and Survivability Corporation (USSC) for the purchase of eighty-three (83) Active Air Purification Systems and their Installation into The Rapid's line haul bus fleet in the amount of \$267,675.

### **BACKGROUND**

Throughout the Covid-19 pandemic transit agencies have found new ways to eliminate or at a minimum, mitigate viruses, germs, microbes, and bacteria for the health and safety of their employees and passengers. The short-term solution was to perform extra daily cleaning and sanitizing on every vehicle in use at the end of each day and during service hours while buses were at specified locations and transit hubs. There was a significant labor commitment to perform this operation so the need to find a long-term solution that is more sustainable considering the labor and product involved. In addition to the changes, we have already made throughout the pandemic such as better filtering of the buses ventilation system, increasing the number of times we change the filter and more frequent bus cleaning, on-board air purification systems such as the USSC Active Air Purification System is a long-term solution that can eliminate 99% of germs, microbes, viruses, and bacteria in air and on surfaces within transit vehicles. This system is effective against SARS-CoV-2, increases air quality and safety for our ridership and causes no damage to interior surfaces. The system will actively work to eliminate and reduce harmful viruses during operation which will reduce the need for constant daily sanitizing, reducing overall costs.

The addition of these systems to our buses that have 4 or more years of useful life maximizes costs since older buses that are nearest their useful life will be replaced and new buses purchased will have the system installed at the factory when built as this system is supported by both bus manufacturers.



### **PROCUREMENT**

The air purification system was competitively bid by the Florida Department of Transportation in compliance with FTA procurement requirements and awarded to USSC under Purchasing Contract No. TRIPS-20-VM-USSC. The Rapid is able to take part in this contract alleviating the need to duplicate a vetting and bidding process that already meets our needs and securing a better price than was originally quoted the Rapid. This contract includes installation which will secure The Rapid's capacity to perform our current tasks without the additional burden of this project.

### **FUNDING SOURCE**

Funding for the air purification systems will be derived from Federal and State funds.



**INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS**

**RESOLUTION No. 022322-1**

**Fiscal Year: 2021-2022**

Moved and supported to adopt the following resolution:

Approval to execute an agreement with United Safety and Survivability Corporation for the purchase of eighty-three (83) Active Air Purification Systems and their installation for linehaul buses.

BE IT RESOLVED that the CEO is hereby authorized to execute an agreement with United Safety and Survivability Corporation for the purchase of eighty-three (83) Active Air Purification Systems and their installation for linehaul buses, in the amount of \$367,675 in accordance with information presented to the ITP Board on February 23, 2022.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

\_\_\_\_\_  
Kris Heald, Board Secretary

\_\_\_\_\_  
Date





**Interurban Transit Partnership**

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**Date:** February 8, 2022  
**To:** ITP Board  
**From:** Maxwell Dillivan, AICP – Senior Planner  
Nicholas Monoyios – Director of Planning  
**Subject:** REVENUE HOUR BILLING MODEL WITH CASCADE TOWNSHIP DDA FOR 28<sup>TH</sup> STREET TRANSIT SERVICE

**ACTION REQUESTED**

Staff seeks Board authorization to proceed with a revenue hour billing model for the purpose of establishing annual contracts for service with Cascade Township or their Downtown Development Authority (DDA). Staff recommends continuation this model based on measured efficiency of the service and demonstrable value of the service to residents of the six cities.

**BACKGROUND**

The ITP Board agreed to a revenue hour billing model with the Cascade Township DDA for a one-year period. ITP staff and Cascade Township DDA officials entered into a contract beginning on May 10, 2021 and expiring on May 9, 2022. Over the one-year period, it has become clear to both parties that the arrangement is mutually beneficial. The route provides valuable service to both six-city and township residents and it is also a cost-effective arrangement for both parties. With the current revenue hour billing model, cost per passenger is significantly lower than system average when factoring in Cascade's contribution. Historically, ITP provides between 90 to 100 individuals trips to/from Cascade Township on a daily basis. This includes more than 5,400 annual Go! Bus trips alone that begin or end in the township and six-cities.

**CONCLUSION**

ITP staff expects to receive the Cascade Township DDA's formal declaration of intentions during their March 15, 2022 regularly scheduled meeting. Cascade Township DDA officials have strongly indicated an interest in maintaining the existing service dependent upon continuation of the revenue hour billing model and for a longer contract term.



**INTERURBAN TRANSIT PARTNERSHIP BOARD**

**RESOLUTION No. 022322-2**

**Fiscal Year 2022**

Moved and supported to adopt the following resolution:

Approval to authorize a revenue billing model for the purpose of establishing annual contracts for service with Cascade Township or their Downtown Development Authority (DDA).

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Cascade Township or their DDA to bill for revenue hour service within their Township boundaries in accordance with information presented to the ITP Board on February 23, 2022.

**CERTIFICATE**

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

\_\_\_\_\_  
Kris Heald, Board Secretary

\_\_\_\_\_  
Date

**Date:** February 21, 2022  
**To:** ITP Board  
**From:** Kevin Wisselink – Director of Capital Planning and Procurement  
**Subject:** Purchase of Property at 3531 Busch Drive SW

### **ACTION REQUESTED**

Authorization is requested from the ITP Board to purchase the property at 3531 Busch Drive SW, Grandville, MI, to be utilized as The Rapid's paratransit operations center in the amount of \$1,950,000.

### **BACKGROUND**

The Rapid identified both in its Facilities Master Plan and FY 2022 Capital Improvement Plan the priority of purchasing land for a paratransit operations facility. Currently The Rapid's paratransit service is operated out of a facility leased by MV Transit, the owner of which has executed an agreement to sell. Therefore, with the ADA Paratransit RFP currently up for renewal and the likelihood another location will be necessary by Fall of 2022, The Rapid could be left with no place to store, maintain or operate its paratransit services, risking ADA paratransit services. Additionally, as The Rapid begins to provide new mobility options such as Rapid Connect, it is essential for The Rapid to own a facility to have the flexibility to properly provide these services.

Therefore, The Rapid has been investigating securing land for this facility since summer 2021. In December 2021, The Rapid found a suitable site at 3531 Busch Drive SW in Grandville, that includes maintenance bays, administrative office space and ample parking space for the GO!Bus fleet and provides connectivity to a large portion of our service area. As this site is ready for GO!Bus operations in its current state with only minor upgrades necessary in the short-term. This will save The Rapid millions in capital investment that would be necessary if a new building were necessary. The current owner, Meekhof Trucking, is building a new facility and looking to vacate the property this summer/early fall.

For a full discussion of the history of The Rapid's search for a suitable property for a paratransit operations center, the process of coordination with the Federal Transit Administration (FTA) to get permission to make an offer on the property, and the reasons why this is an excellent investment for The Rapid, please see the attached memo to the FTA regarding the purchase of the property.

## **PURCHASE**

Through December, The Rapid has been working with the Federal Transit Administration (FTA) and the property owner, Meekhof Trucking, to purchase this property. The FTA granted permission to The Rapid on February 18, 2022, to offer a price of \$1,950,000 for the property.

With this permission granted, The Rapid and the Meekhof Trucking signed a Memorandum of Understanding on Monday, February 21 that the Rapid will offer \$1,950,000 for this property. With the Board's approval, staff will execute an Agreement to Purchase for the property with a closing scheduled for June 2022.

## **FUNDING SOURCE**

Funding for this project is coming from federal and state sources.

**RESOLUTION NO. 022322-3**

**Fiscal Year 2022**

Moved and supported to adopt the following resolution:

Approval to execute an agreement with Meekhof Trucking to purchase the property located at 3531 Busch Drive SW in Grandville, MI for the price of \$1,950,000.

BE IT RESOLVED that the CEO is hereby authorized to execute an agreement with Meekhof Trucking for the purchase of the property located at 3531 Busch Drive, SW, Grandville, in accordance with information presented to the ITP Board on February 23, 2022.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board of Directors, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board of Directors.

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Kris Heald, ITP Board Secretary