



Interurban Transit Partnership

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 MEETING

Wednesday, April 20, 2022, – 4:00 p.m.

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

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – March 23, 2022	Mayor Carey	Approval
3. CEO’S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. Security Integrator	Mike Wieringa	Approval
b. Security Services – Securitas	Schipper/Wieringa	Approval
c. Volkswagen Diesel Settlement CNG Buses	Steve Clapp	Approval
d. FY 22/23 Budget Formulation Guidelines	Linda Medina	Approval
e. RCS/Ellsworth with Progressive	Wisselink/Kippen	Approval
f. 1. FY2022 Amendment to Unified Planning Work Program (UPWP)	Kevin Wisselink	Approval
2. FY2023 Unified Planning Work Program	Kevin Wisselink	Approval
5. PERFORMANCE REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. March 2022		
b. Fixed Route Ridership	Max Dillivan	Information
1. February 2022		
2. March 2022		
c. Finance	Linda Medina	Information
1. Operating Statement – February 2022		
2. Professional Development and Travel Report		
a. February 2022		
b. March 2022		
3. Grant Statement		

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

6. INFORMATIONAL ITEMS

a. On-Demand

Jason Prescott

7. CHAIR'S REPORT

Mayor Carey

Information

8. COMMITTEE MEETING MINUTES

a. Finance Committee January 25, 2022

Mayor Kepley

Information

b. Planning & Technology Committee March 17, 2022

Terry Schweitzer

Information

c. Present Performance & Service Committee March 18, 2022

David Bilardello

Information

9. ADJOURNMENT

10 Next Meeting: May 18, 2022, Board Planning Workshop



Board Members

Mayor Gary Carey, Chair

Charis Austin
Steven Gilbert

Rick Baker
Andy Guy
Robert Postema

Mayor Rosalynn Bliss
Jack Hoffman
Terry Schweitzer

David Bilardello, Vice-Chair

Mayor Katie Favale
Mayor Stephen Kepley
Paul Troost

Tracie Coffman
Mayor Steve Maas

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, March 23, 2022 – 4:00 p.m.

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

ATTENDANCE:

Board Members Present: Charis Austin, David Bilardello, Mayor Bliss, Mayor Carey, Tracie Coffman, Mayor Favale, Jack Hoffman, Mayor Kepley, Robert Postema, Terry Schweitzer, Paul Troost

Board Members Absent: Rick Baker, Andy Guy, Steven Gilbert, Mayor Maas

Staff Attendees: Andy Prokopy, Steve Schipper, James Nguyen, Linda Medina, Jason Prescott, Steven Clapp, Nancy Groendal, Kevin Wisselink, Bill Kirk, Deron Kippen, Max Dillivan, Deb Prato

Other Attendees: Virtually Attending: Joe Sanchez, Brad Doane, Chris Swank

Mayor Carey established there was a quorum and called the meeting to order at 4:02 p.m.

1. PUBLIC COMMENT

No Public Comments

2. MINUTES REVIEW

Mayor Carey asked for approval of February 23, 2022, Board Retreat minutes. Jack Hoffman made the motion, with support from Mayor Bliss. The minutes were unanimously approved as submitted.

3. CEO'S REPORT

Ms. Prato reported The Rapid had another great month. The Rapid received an earmark for \$2.35M from Congressman Meijer for a small zero-emission fleet. Ms. Prato highlighted Transit Worker Appreciation Day on March 18, 2022, and identified a larger celebration The Rapid will have on March 31, 2022, as they also celebrate the Bus, Maintenance, and Administrative Employees of the Year. Ms. Prato shared a wonderful bright spot in the form of a letter from customer Melody Sheridan thanking The Rapid for the improvements made over the last year and continued commitment to public transportation in the Greater Grand Rapids area. Ms. Prato also mentioned there was a song written for The Rapid around Christmas time that we will share with Board members. Ms. Prato noted she will be sending a roster of the business sectors and advocates to be included on the Transit Master Plan Steering Committee and would appreciate input related

to any missing sectors or voices that should be on the list to engage. Ms. Prato briefly discussed the revised capital plan document Kevin will be sharing later in the agenda. She also discussed the Kellogg Foundation's interest in a feasibility study to create a daycare at Rapid Central Station and the status of the concession space on the first floor. She wrapped up her comments with an overview of her recent conference attendance where the focus for transit systems from all over the United States is very similar to ours: equity, innovation, ridership and value, and integration of public transportation into the fabric of the community.

Mayor Kepley inquired about the \$2.35M whether it was for converting diesel to CNG, or electric. Ms. Prato advised there are two current grants for the fleet; the State Volkswagen Diesel Settlement whereby The Rapid is purchasing two (2) CNG buses to replace two (2) diesel buses, as well as the \$2.35M, which is intended to purchase a fleet of smaller electric buses and the related infrastructure.

4. ACTION ITEMS

a. Resolution No. 032322-1 - FTA Grant Application:

Mr. Wisselink presented the 2022 Revised Capital Plan and highlighted the changes since the August 2021 Capital Improvement Plan (CIP) was first adopted by the Board in August 2021.

The primary changes were driven by the 33% increase in formula funding available to The Rapid under the Infrastructure Investment and Jobs Act passed in November 2021. The largest revision in the plan related to the purchase of property to operate a new Demand Response Operations Center, at 3521 Busch Drive in Grandville. The funds originally identified for a new build and those funds were in part redistributed to add new projects and/or expanded the scope for previously identified capital projects. The second large change related to the renovation project for the offices located at Ellsworth and Rapid Central Station. Mr. Wisselink discussed the UPWP study of the Silver Line, and the potential for zero-emission buses on this route, as well as a catalytic project related to a Park and Ride at 54th Street with the potential for private partnerships for housing or retail as outlined in the Division United Study. The detailed presentation of the projects is attached to these minutes.

Mayor Carey suggested that The Rapid team make a tour available for any Board members who would like to see the current space to be renovated and re-imagined at Rapid Central Station and Ellsworth. He also suggested based on the recent tour he took of the facilities to consider as we improve the operator's lounge and rest areas. The Rapid staff consider reviewing the current vending options for selections and consider adding a range of healthy options. These requests were acknowledged by Ms. Prato. She will send a calendar invite for the tour and work with procurement to speak with our contracted vending provider.

Ms. Coffman inquired about the Park and Ride on Division and whether there have been any discussions with developers and inquired what kind of housing we are catalyzing? Ms. Coffman also suggested this may be an opportunity for The Rapid to partner with the County, where their housing dollars could come into play.

Mr. Schweitzer pointed out there is form-based code in Wyoming and Kentwood along the Division Avenue corridor. While this has been perennially a commercial corridor; with form-based code, there is an ability for housing development along the corridor. Mr. Schweitzer commented that Ms. Coffman's comments were right on the mark as far as the opportunities in the corridor. He also commended The Rapid staff on strategic measures and the direction they are taking to prepare for the future.

Mayor Kepley pointed out two affordable housing projects in the City of Kentwood: one development at 60th Street and Division Avenue, and the other at 52nd Street and Division. Mayor Kepley yielded to Mr. Schweitzer to discuss the new projects. Mr. Schweitzer discussed the CityLine Apartments, comprising 240 units, and another new development of 140 housing units going up near 60th Street. This new development is close to property The Rapid owns and therefore studying the benefits of enhancement and improvements to this parcel is very desirable.

Mr. Hoffman stated The Rapid staff appears to be moving on the fast tracks toward hydrogen fuel cell propulsion system buses as a choice. He expressed concern related to defining zero emissions and any greenhouse gases created in the process of producing hydrogen. Mr. Wisselink confirmed The Rapid staff is looking to study both battery-electric and hydrogen fuel cell systems and highlighted The Rapid is eager to learn from MTD in Champaign Urbana who built a solar farm to power their hydrogen production.

Mr. Wisselink asked for acceptance of the list and approval of the FTA 2022 Grant Application. Mayor Carey closed the discussion. A motion to approve was made by Mr. Hoffman, with support from Mayor Favale. The resolution was unanimously approved.

- b. Resolution 032322-2 Approval to appoint Gail Macewicz to the ITP Consumers Advisory Committee. Mayor Carey asked for any discussion, called for a motion. The motion was made by Ms. Austin, with Support from Mayor Favale. The resolution was unanimously approved.

5. PERFORMANCE REPORTS

a. Paratransit Route Ridership

There were no questions for Mr. Prescott regarding the January and February 2022 reports.

b. Fixed Route Ridership

There were no questions for Mr. Dillivan regarding the January 2022 report.

c. Financial Reports

There were no questions for Ms. Medina regarding the operating statement as of January 31, 2022, or the Professional Development and Travel Reports.

6. INFORMATIONAL ITEMS

Ms. Medina reviewed the PA202 Report. This is a report required to be submitted to the State Department of Treasury related to the funding status of our defined benefit pension plans. Ms. Medina stated the Administrative Plan is funded at 89.4%. The Union Plan is funded at 96.4%. Ms. Medina highlighted The Rapid, guided by the Finance Committee has made great strides made over the recent years to achieve these high levels of funding status.

7. CHAIR'S REPORT

There was no report given. Mayor Carey asked if any board member has anything for the good of the order.

Mr. Schweitzer suggested The Rapid should consider utilizing the infotainment systems to promote The Rapid Connect On-Demand service. He also commented we could use these systems to assure the riders of the ongoing measures for air purification and customer information.

Mr. Postema expressed interest in attending the tour of the facilities.

Mr. Troost was excited to hear federal earmarks, community investment opportunities, were back.

Mr. Bilardello expressed excitement with the programming discussed today.

Ms. Coffman shared Kellogg Foundation is very excited and appreciative of The Rapid for allowing them to study the potential for a daycare facility at Rapid Central Station.

8. ADJOURNMENT

The meeting was adjourned at 4:48 p.m.

The next meeting is scheduled for April 20, 2022, at 4:00 p.m.

Respectfully submitted,

Deb Prato

Chief Executive Officer

Date: April 20, 2022

To: ITP Board

From: Mike Wierenga – Director of Security
Kevin Wisselink – Director of Capital Planning and Procurement

Subject: Selection of a Security Integrator Contractor (Project 2021-21)

ACTION REQUESTED

Authorization to execute an agreement with Convergent Technologies LLC (Convergent) to provide access control and security camera installation, maintenance, and repair services. The contract period is for five (5) years and includes up to five (5) single option years with the concurrence of both parties.

BACKGROUND

In 2016 ITP entered into a five (5) year agreement with Knight Watch Inc to provide access control and security camera services. That agreement expired at the beginning of January 2022. During that five (5) year period, ITP has upgraded the majority of the facility's surveillance cameras and software and upgraded all required software for access control equipment. We continue to replace the remaining old camera equipment and software with the new system-wide Avigilon camera software. As part of our ongoing efforts to ensure safety and security across all our current and future facilities, staff will replace the final existing old camera equipment and software, and all new facilities and projects will be utilizing the Avigilon cameras and Lenel S2 access control equipment and software.

The overall purpose of this project is to continue using single, unified surveillance and access control system that allows the systems throughout our facilities to work together. The company chosen is qualified to provide maintenance, installation, and repair services for both access control and security camera services.

PURCHASE

A Request for Proposals (RFP) was issued for this service which allowed ITP to choose the winning proposal based on factors other than price alone as the service component of this contract was of significant importance. The RFP was posted to MITN, ITP's electronic digital bid site which provides national reach to interested firms. RFP packages were downloaded by sixty (60) firms. A total of four (4) firms submitted proposals; they are as follows:

- Convergent Technologies
- D/A Central, Inc.
- Knight Watch
- Securitas Electronic Security Inc.

The evaluation team included ITP staff Mike Wieringa – Director of Security, Andy Prokopy – Director of IT, and Deron Kippen- Director of Facilities.

After reviewing and scoring of proposals Convergent Technologies stood out above the rest of the proposals. The Evaluation team invited Convergent for an interview; this was an opportunity to meet with the local team and gain confidence in their ability to provide integration and support services for ITPs access control and video surveillance systems. Convergent Technologies has grown to be a global integrator with offices and partners all over the world and prides itself on superior technology and customer service. The local Convergent team assured ITP that they can draw on a national team of experts for problem-solving along with an inventory of parts and supplies to mitigate some of the supply chain issues occurring with this commodity. As a follow-up to the interview, staff conducted a thorough reference check of local partners which included UOM Health West, LMCU, Mercy Health St. Mary’s, 5/3 Bank, Steelcase, and Spectrum Health. Each business was satisfied with the work performed by Convergent.

SCORING

PROJECT 2021-21 - SECURITY INTEGRATOR SUPPORT & SERVICE				
QUALIFICATIONS SCORES				
FIRM	A	B	C	TOTAL
Securitas	73	29	18	120
Convergent	83	58	60	201
Knight Watch	65	52	63	180
D/A Central	80	62	48	190

PRICING

PROJECT 2021 - SECURITY INTEGRATOR SUPPORT & SERVICE				
YEAR 1	QUOTED HOURLY RATES			
Vendor	Convergent	DA Central	Knight Watch	Securitas
Cost Proposal				
Engineering	\$ 90	\$ 154	\$ 115	\$ 107
Project Management	\$ 115	\$ 110	\$ 110	\$ 85
Installation Specialist	\$ 90	\$ 100	\$ 110	\$ 75
Programming Specialist	\$ 90	\$ 154	\$ 135	\$ 85
Trip Charge	\$ -	\$ 100	\$ -	\$ -
Service Call				
Service Call Specialist (M-F: 8AM-5PM)	\$ 115	\$ 136	\$ 110	\$ 90

FUNDING SOURCE

Funding for this project is coming from federal, state, and local resources.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042022-1

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to execute an agreement with Convergent Technologies LLC (Convergent) to provide access control and security camera installation, maintenance, and repair services. The contract period is for five (5) years and includes up to five (5) single option years with the concurrence of both parties.

BE IT RESOLVED that the CEO is hereby authorized to execute an agreement with Convergent Technologies LLC to provide access control and security camera installation, maintenance, and repair services in accordance with information presented to the ITP Board on April 20, 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: April 20, 2022
TO: ITP Board
FROM: Mike Wieringa, Director of Security
SUBJECT: Security Guard Services – Project 2022-07

ACTION REQUESTED

Authorization to execute a one-year agreement with four (4) one-year renewal options with SECURITAS SECURITY SERVICES USA, INC. (Securitas) for security guard services for ITP facilities.

BACKGROUND

The ITP security guard services contract work sites encompass the interior and exterior areas of its Rapid Central Station (RCS), 250 Grandville Avenue, including the Bus Platform Area at 155 Bartlett Ave SW, Vern J. Ehlers Amtrak Station located at 440 Century SW, and Kentwood Transit Hub located at 3301-28th Street SE Kentwood, MI. Additional staffing may be required at other ITP sites as needed.

The contract requires uniformed security officers to be furnished for 24-hour, 7-day-a-week coverage. Within this time frame, the specific number of additional officers required would vary throughout the day based on peak service times, school / non-school schedules special events, and holidays.

Under this contract, the successful contractor will be required to provide all labor, supervision, and equipment necessary for complete and efficient security guard services for the listed buildings, grounds, equipment, and people using these facilities.

As you recall Charlesbrook Protection Services, LLC gave notice to ITP to terminate their contract because the contract did not allow for a request for an almost 50% increase in rates. Subsequently, an RFP was issued for a new contract and on January 26, 2022, the Board authorized the CEO to execute a contract with American Guard Services, INC (AGS) to begin on February 4, 2022. The ITP anticipated that contract start-up would be challenging as this was a quick start-up that under the circumstances did not include the normal 30-day ramp-up to start of service. Despite assurances from AGS that they would be able to respond to the requirements of the contract, they have failed to demonstrate that they can manage the work. Following a process of meeting with AGS leadership twice, documenting contract deficiencies, and putting forth a corrective action plan, AGS continues to struggle with contract oversight and compliance and after 60 days ITP has decided to mitigate agency risk by terminating the contract with AGS.

THE PROCUREMENT

The ITP elected to use a Request for Proposal (RFP) format for this procurement. Securitas was initially the second choice for contract recommendation after AGS. The tables below show scoring and cost summaries for AGS and Securitas.

ROUND 1 & 2 COMBINED SCORES			
FIRM	R1	R2	TOTAL
AMERICAN GUARD	227	45	272
SECURITAS	232	30	262

	YEAR 1-PROPOSED HOURLY RATES						Combined officer & supervisor billing rate
	Officer Wage	Officer Billing Rate	Margin	Supervisor Wage	Supervisor Billing Rate	Margin	
AMERICAN GUARD	\$17.00	\$25.40	33%	\$19.00	\$27.88	32%	\$53.28
SECURITAS	\$17.50	\$27.12	35%	\$19.00	\$29.13	35%	\$56.25

The first-year value of this contract is \$470,080.

Securitas was a strong contender in the initial evaluation and demonstrated through their proposal and interview that they are qualified to perform the contract. They have an office in Grand Rapids located 2 blocks North of Rapid Central Station and are Homeland Security Safety Act Certified. As a Securitas client, the Catholic Diocese of Grand Rapids provided an extremely high recommendation of the services provided to them and said Securitas goes above and beyond in the execution of their contract.

Workforce disruption caused by the current pandemic and its continued effect on the West Michigan workforce continues to be a challenge. ITP is hopeful that the higher wage rate paid by Securitas will assist with attracting and retaining a stable labor pool for the security guard service contract.

FUNDING

These services are fully contained in the Operating Budget.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042022-2

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to execute an agreement with SECURITAS SECURITY SERVICES USA, INC. for security guard services.

BE IT RESOLVED that the CEO is hereby authorized to award and execute a one (1) year Agreement with four (4) one (1) year options, beginning 30 days after contract award with Securitas Security Services USA, Inc., in accordance with the information presented to the ITP Board on April 20, 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

Date: April 20, 2022
To: ITP Board
From: Steven Clapp – Director of Fleet Maintenance
Subject: Purchase of 2 CNG 40' Fixed-Route Revenue Buses

ACTION REQUESTED

Authorization is requested from the Interurban Transit Partnership (ITP) Board to purchase two (2) Compressed Natural Gas (CNG) 40' buses from the Gillig Corporation in the amount of \$1,297,718 with the addition of a \$20,000 contingency to add new technology or safety enhancements should they become available.

BACKGROUND

The vehicles will replace existing diesel-fueled vehicles that have met their useful life of 12 years/500,000 miles in accordance with FTA regulations. ITP staff applied for and was awarded a Department of Environment, Great Lakes, and Energy (EGLE) Fuel Transformation Program Grant designed to replace existing qualifying diesel-fueled vehicles with new, cleaner versions that have low to no emissions.

PROCUREMENT

The vehicles will be purchased under the existing contract with Gillig Corporation which was competitively bid in compliance with FTA requirements (ITP Project 2021-16).

FUNDING SOURCE

Approximately 40% of the funding will be derived from the Fuel Transformation Program, with the remaining funding coming from approved Federal and State capital assistance grants using 5307 funds. No local match is required.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042022-3

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to execute an agreement with Gillig Corporation for the purchase of two (2) CNG 40' buses.

BE IT RESOLVED that the CEO is hereby authorized to execute an agreement with Gillig Corporation to purchase two (2) CNG 40' buses, in the amount of \$1,317,718 in accordance with information presented to the ITP Board on April 20, 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

Date: April 20, 2022
To: ITP Board
From: Linda Medina, Finance Manager
Subject: FY 22/23 BUDGET FORMULATION GUIDELINES

ACTION REQUESTED

The Board to approve and adopt the FY 22/23 Budget Formulation Guidelines.

BACKGROUND

In February 2001, the ITP Board began a process of reviewing and approving guidelines to be used in the formulation of the annual operating budget. The following are the Fiscal Year 22/23 budget formulation guidelines for the Finance Committee's approval:

- Explore expanding service hours, service frequency, and/or evaluation of new service solutions to close gaps in current weekday and weekend service hours.
- Contribution to the union-defined benefit pension plan shall be based upon actuarial recommendations and will meet or exceed the mid-range contribution as the budget allows.
- Contribution to the administrative defined benefit pension plan shall be based upon actuarial recommendations and will meet or exceed the high range contribution as the budget allows.
- The use of Section 5307 funds for preventive maintenance will be minimized by using federal Covid relief funding. However, this does not preclude management from using preventive maintenance as a funding source as permitted by the federal regulations.
- Contracts for service with the ITP will optimize excess capacity in the system. Billing rates for contracted service will be inclusive of all operating costs and prorated by revenue miles, hours or trips contracted. Locally derived Interurban Transit Partnership funds shall not be used to subsidize contract services unless specifically approved by the Board.
- State Operating Assistance is assumed to be flat. This rate will be updated as additional information is received from the Michigan Department of Transportation (MDOT).

- No fare increase is contemplated.
- Unrestricted net reserves will be used to balance the budget as the use of preventative maintenance funds continues to be minimized.
- The budgeted millage rate is assumed to be flat or include a minimal Headlee reduction. The new millage rate will not be available until May 2022 from Kent County.
- The Board approved a Compensation Philosophy in 2017. The philosophy includes the administrative salary structure that will be adjusted based on labor market data to enable the ITP to be competitive to retain and attract top talent.

Please feel free to reach out to me directly at 774-1149 or imedina@ridetherapid.org with any questions.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042022-4

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval and adoption of the FY 22/23 budget formulation guidelines.

BE IT RESOLVED that the Interurban Transit Partnership (ITP) Board has reviewed and hereby adopts the FY 22/23 budget formulation guidelines in accordance with the information presented to the ITP Board on April 20, 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: April 20, 2022

To: ITP Board

From: Deron Kippen – Director of Facilities
Kevin Wisselink – Director of Procurement and Capital Planning

Subject: CONTRACT WITH PROGRESSIVE AE FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE RENOVATION OF ELLSWORTH ADMINISTRATION AND RAPID CENTRAL STATION

ACTION REQUESTED

Authorization is requested from the ITP Board to execute a fixed fee contract with Progressive AE (PAE) in the amount of \$266,431, which includes a 10% contingency of \$24,221. PAE will complete the architectural and engineering services for the renovation of the Ellsworth administrative building and Rapid Central Station (RCS).

BACKGROUND

The Rapid has been exploring rehabilitation of RCS and the Ellsworth administrative building for a number of years. The Board approved a project to rehabilitate RCS in the spring of 2020, but these plans were put on hold. Since that time, The Rapid has looked closely at these two facilities and how they can be leveraged to position The Rapid to best carry out its mission moving forward.

Rehabilitation of both facilities was included in The Rapid's Facilities Master Plan which was completed in March 2021. This plan envisions moving Paratransit, ADA, and Mobility Services from Ellsworth to RCS to better utilize this space, creating an improved driver break room on the first floor of Ellsworth, and general rehabilitation of the entire Ellsworth building including a new roof and HVAC system.

Due to funding constraints, these projects were not originally included in The Rapid's FY 2022 Capital Improvement Plan. However, with the passage of the Infrastructure Investment and Jobs Act in November 2021, additional capital funding was made available to The Rapid. Rapid staff brought a proposal to amend the FY 2022 Capital Improvement Plan to the board, including the rehabilitation projects for RCS and Ellsworth outlined in the Facilities Master Plan. These projects were approved by the Board at their March 23, 2022, meeting.

PROCUREMENT

PAE is The Rapid's on-call firm for architectural and engineering projects. The Rapid asked PAE to provide a proposal for this project. To determine if the PAE proposal cost was fair and reasonable staff reviewed typical architectural and engineering costs. Typically, architecture

and engineering costs fall in the range of 6-10% of the overall project. PAE's cost proposal for this project comes in at 6.1% which is well within expected cost parameters.

FUNDING

The project is being funded by Federal and State funds. No local funds are required.

INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042022-5

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to enter a contract with Progressive AE to complete the architectural and engineering services for The Rapid's Ellsworth Administration and Rapid Central Station rehabilitation project in the amount of \$266,431, which includes a 10% contingency.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Progressive AE to complete the architectural and engineering services for The Rapid's Ellsworth Administration and Rapid Central Station rehabilitation project in the amount of \$266,431, in accordance with the information presented to the ITP Board on April 20, 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: April 13, 2022
To: The Rapid Board
From: Kevin Wisselink, Director- Procurement and Capital Planning
Subject: FY 2022 Amendment to the Unified Planning Work Program

ACTION REQUESTED

Staff is seeking board approval of an amendment to the FY 2022 Unified Planning Work Program (UPWP).

Background

The Unified Planning Work Program (UPWP) is prepared and submitted annually in accordance with federal regulations and describes the major transportation planning activities that will take place in the upcoming fiscal year in the Grand Rapids area. Any transportation-related planning project must be in an approved UPWP to be eligible for federal and/or state funding. The UPWP is developed jointly by The Rapid staff and the Grand Valley Metropolitan Council (GVMC).

ITP is requesting to amend the Unified Planning Work Program (UPWP) for the Fiscal Year 2022 to include the Transit Technology Strategic Plan with a federal share of \$120,000 and a state share of \$30,000 and the Fleet Transition Plan with a federal share of \$120,000 and a state share of \$30,000.

Funding

The FY 2022 Unified Planning Work Program (UPWP) totals with the amended projects are \$1,080,000 in Section 5307 and Covid Relief HIP funding, and \$150,000 in CMAQ funds. Attachment A provides a summary of all planning activities. Attachment B provides a brief description of the amended planning activities.

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM
(UPWP)

TRANSIT PORTION

The fiscal Year 2022

**Proposed Amendment to the
FY 2022 Unified Planning Work Program Projects**

Description Total Costs

Section 5307/Covid Relief HIP

Community Outreach	\$180,000
Long-Range Transportation Planning	\$600,000
Transit Technology Strategic Plan	\$150,000
Fleet Transition Plan	\$150,000
Total	\$1,080,000

CMAQ

Rideshare	\$150,000
Total	\$150,000

Transit Technology Strategic Plan

Objective

The Rapid is looking to partner with a transit technology consultant to attain technical support on new customer-facing technologies and Intelligent Transportation System (ITS) options and to assist in the development of a long-range transit technology strategic plan, as well as developing the necessary materials for bid solicitation and support for implementation. The goals for this process are to identify innovative technology solutions that can improve operational efficiency, cost-effectiveness, security, safety, marketing, and overall customer experience.

Areas of interest for this study and long-range technology plan include bus technology, bus platforms and terminals, websites, apps, and other methods of customer interaction that can help improve The Rapid's customer communication and experience.

Procedures and Tasks

- Conduct a study of new and existing technology solutions that enhance or improve services for The Rapid's public-facing areas. These systems include passenger-facing information systems, fare collection, bus signal priority technology, and Advanced Driver Assistance Systems (ADAS).
- Conduct a peer review study to determine what systems other transit agencies are implementing and lessons learned from those agencies.
- Conduct stakeholder outreach to get feedback on technology solutions. Stakeholders include customers, the public, and Rapid staff. Outreach activities could include surveys, focus groups, and public meetings.
- Study the transit technology industry to determine what options are currently available and how they could be applied to the Rapid.
- Develop a long-range technology and ITS proposed strategy for the development of these systems.
- Develop specifications and scope or work materials for these selected solutions.
- Create a list of possible bidders for each selected project to be utilized by The Rapid in subsequent procurements.

Deliverables

- The development of a long-range customer-facing technology plan and recommended solutions to The Rapid.

Budget:

<u>Funding Agency</u>		<u>Performing Agency</u>	
		ITP/The Rapid	
Federal	\$ 120,000	Contractual	\$ 125,000
MDOT-Match	<u>\$ 30,000</u>	Direct	<u>\$ 25,000</u>
Total	\$ 150,000	Total	\$ 150,000

Fleet Transition Plan

Objective

The objective is to develop a comprehensive Zero-Emission Bus (ZEB) Transition Plan that supports The Rapid's efforts toward a long-term fleet management plan that includes zero-emission buses. The Rapid will use technical assistance and expertise from a third-party consultant to build upon and enhance the existing Zero-Emissions Bus Transition Plan. Areas of study will include evaluation of current zero-emission bus technology and how it would perform in The Rapid's environment, selection of what specific zero-emission bus technologies are best suited to The Rapid, facility and workforce development needs, and what fueling/charging solutions The Rapid should use. Evaluation and research will provide Rapid staff strategies and detailed plans to improve decision-making and practices for planning, implementing, and operating ZEBs long term.

Procedures and Tasks

- Review The Rapid's existing Zero-Emission Bus Transition Plan and conditions of The Rapid's services.
- Conduct a peer review study to determine what systems other transit agencies are implementing and lessons learned from those agencies.
- Study the current state of Zero Emission Bus technologies and how they could be applied to the Rapid.
- Based on this research, select a ZEB mode(s) moving forward and the best fueling/charging methods for implementing this solution.
- Create a detailed implementation plan for The Rapid's transition to a ZEB fleet. This will include vehicle and fueling system specifications, workforce development needs, and any modifications that need to be made to existing facilities.
- Develop specifications and scope or work materials for these selected solutions.
- Update The Rapid's Zero-Emission Bus Transition Plan based on the findings of this study.

Deliverables

- An updated Zero-Emission Bus Transition Plan, including detailed implementation strategies recommendations, and support for the long-term success of a transition to a zero-emissions fleet.

Budget:

<u>Funding Agency</u>		<u>Performing Agency</u>	
		ITP/The Rapid	
Federal	\$ 120,000	Contractual	\$ 125,000
MDOT-Match	\$ 30,000	Direct	\$ 25,000
Total	\$ 150,000	Total	\$ 150,000

INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION NO. 042022-6

Fiscal Year 2022

RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR THE FISCAL YEAR 2022 UNDER ACT NO, 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

WHEREAS, under Act No. 51 of the Public Act of 1951, as amended (Act 51), it is necessary for the Interurban Transit Partnership Board, established under Act 196, to provide a local transportation program for the state fiscal year 2022, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, the Interurban Transit Partnership Board must name an official for all public transportation matters, who is authorized to provide such information, as deemed necessary by the department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the Interurban Transit Partnership Board must comply with the Americans with Disabilities Act in the provision of all its services; and

WHEREAS, the Interurban Transit Partnership Board will review and approve the proposed Unified Planning Work Program (UPWP) budget for the fiscal year 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Interurban Transit Partnership Board does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, by Act 51; and

HEREBY, appoints the Chief Executive Officer or her designee, as the Transportation Coordinator for all public transportation matters and is authorized to provide such information as deemed necessary by the Department for its administration of Act 51; and

BE IT RESOLVED that the Chief Executive Officer or her designee are hereby authorized to execute agreements and contract extensions with the Michigan Department of Transportation on behalf of the Interurban Transit Partnership Board for capital, operating, planning, CMAQ, and marketing funds presented at the April 20, 2022 Board Meeting.

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: April 13, 2022
To: The Rapid Board
From: Kevin Wisselink, Director-Procurement, and Capital Planning
Subject: FY 2023 UNIFIED PLANNING WORK PROGRAM

ACTION REQUESTED

Staff is seeking board approval of the FY 2023 Unified Planning Work Program (UPWP).

Background

The Unified Planning Work Program (UPWP) is prepared and submitted annually in accordance with federal regulations and describes the major transportation planning activities that will take place in the upcoming fiscal year in the Grand Rapids area. Any transportation-related planning project must be in an approved UPWP to be eligible for federal and/or state funding. The UPWP is developed jointly by The Rapid staff and the Grand Valley Metropolitan Council (GVMC).

The following federally funded programs are included in the UPWP:

Federal Transit Administration - Section 5307

The Urbanized Area Formula Apportionment Section 5307 program provides federal financial assistance to transit operators each year to support capital and planning activities. The apportionment provides flexibility allowing the transit operator to determine the amount spent on capital and the amount spent on planning. Total project costs for Section 5307 planning projects are funded on an 80/20 matching basis (80% federal, 20% state).

Congestion Mitigation and Air Quality - CMAQ

The CMAQ program provides competitive funding for transportation projects that provide air quality improvements. The CMAQ program is primarily a capital program, however, CMAQ funds can also be used to support carpooling, vanpooling, and other rideshare activities. The CMAQ program is funded at 80% federal and 20% local match for capital projects, and 100% federal match for rideshare activities.

Funding

The proposed Unified Planning Work Program (UPWP) totals are \$135,000 in Section 5307 funding and \$186,207 in CMAQ funds. Attachment A provides a summary of all planning activities and Attachment B provides a brief description of each planning task.

Proposed FY 2023 Unified Planning Work Program Projects

Description	Total Costs
Section 5307	
Community Perceptions and Outreach	\$60,000
Short Range Transportation Planning	\$75,000
Total	\$135,000

CMAQ	
Rideshare	\$186,207
Total	\$186,207

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM
(UPWP)

TRANSIT PORTION

Fiscal Year 2023

COMMUNITY PERCEPTIONS AND OUTREACH

Objectives

As the Rapid plans for its future service and customer experience, community and customer data are critical to planning for what is next. The objective is to research to determine the need for future transportation studies and initiatives to better serve the Rapid's customers and the community at large. Customer perceptions, ridership insight, and other key information will drive our community outreach, education, and awareness, and best determine our most critical transit needs. The data gained through this research helps determine the best use of operational funds as the agency works to shape messages and a cohesive community strategy to convey the benefits of public transportation and continue to meet the everchanging needs of the community. Agency staff will work in conjunction with consultant assistance to achieve these objectives.

Procedures and Tasks

- Survey customers for perceptions of services and customer experience
- Analyze past and present ridership and community insights to assess the need for certain transportation studies and initiatives to advance the agency's mission.
- Utilize research to develop outreach products to enhance the customer experience for transit-dependent customers and provide comprehensive information to stakeholders and the community at large promoting the benefits of public transportation.

Deliverables

Surveys and research to generate quantitative and qualitative insights to plan for future studies and initiatives, drive communications strategy, produce community information, guide operational fund usage, and establish community programs.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u>	
		ITP/The Rapid	
FTA-Section 5307	\$ 45,000		
<u>MDOT</u>	<u>\$ 15,000</u>	<u>Contractual</u>	<u>\$ 60,000</u>
<u>TOTAL</u>	<u>\$ 60,000</u>	<u>Total</u>	<u>\$ 60,000</u>

SHORT-RANGE TRANSPORTATION PLAN

Objective

The objective of these funds will be to update The Rapid's Short Range Transportation Plan. This includes implementing recommendations of the regional Transportation Demand Management (TDM) study and the Transit Master Plan (TMP). Possible activities include service recommendations as identified by the TDM & TMP processes, administration of survey instruments, and other project development services applicable to the Short-Range Planning process. Staff will continue using REGIS data analysis and consultant work to assist with the Short-Range Plan update.

Procedures and Tasks

- Ridership projections
- Ridership surveying
- Refining operating metrics
- Capital unit-cost refinements
- Operating cost refinements
- Implementation support of TDM outcomes
- Implementation support for TMP near term recommendations
- Short Range Plan update

Deliverables

The deliverable will be documentation that identifies the process of how to include and implement various outcomes and recommendations from the TDM and TMP into an updated Short-Range Plan.

Budget:

<u>Funding Agency</u>		<u>Performing Agency</u>	
Federal	\$ 60,000	ITP/The Rapid	
MDOT-Match	<u>\$ 15,000</u>	Contractual	<u>\$ 75,000</u>
Total	\$ 75,000	Total	\$ 75,000

RIDESHARE

Objectives

The objective of the Rapid's rideshare and vanpool program (West Michigan Rideshare) is to encourage carpooling, vanpooling, and other modes of alternative transportation as part of a greater effort to reduce the number of single-occupancy vehicles on the road. West Michigan Rideshare offers transportation resources for employers in Kent, Ottawa, and Allegan Counties, including free online carpool matching and coordination of vanpool formation. The alternative transportation options offered result in a reduced number of single-occupancy vehicles on the roadways, reduced traffic congestion, fuel consumption, and reduced air quality while promoting sustainability initiatives.

Procedures and Tasks

- Administration of the Rapid Van program, including fleet management, recruitment, and support for program participants.
- Collaborate with local employers, professional associations, non-profits, and media outlets, to increase the level of interest in rideshare opportunities throughout the region.
- Develop education toolkits and strategies for educating the public on the benefits of alternative modes of transportation, particularly vanpool and rideshare.
- Oversee the online rideshare matching platform RidePro. Analyze statistics available through RidePro and all current rideshare programs, to determine trends related to savings and environmental benefits that can help develop products to increase the number of active site users.
- Engage in extensive grassroots outreach to public and key stakeholders throughout the region, especially in areas underserved by the fixed route and other public transportation options.

Deliverables

Identify areas for program growth, prioritizing opportunities for increasing vanpool and rideshare activities along heavy traffic corridors.

Create a more cohesive outreach strategy, making it commonplace for key stakeholders to discuss rideshare opportunities as an integral component of the region's overall transportation strategy.

A user-friendly rideshare platform that provides the user with a comprehensive list of all available forms of transportation as an alternative to driving alone and offers an interactive experience.

Budget

Funding Agency
100% Federal

Performing Agency
ITP/The Rapid

FTA- CMAQ
TOTAL

\$ 186,207
\$ 186,207

Direct
TOTAL

\$ 186,207
\$ 186,207

INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION NO. 042022-7

Fiscal Year 2022

RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR THE FISCAL YEAR 2023 UNDER ACT NO, 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

WHEREAS, pursuant to Act No. 51 of the Public Act of 1951, as amended (Act 51), it is necessary for the Interurban Transit Partnership Board, established under Act 196, to provide a local transportation program for the state fiscal year 2023, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the Interurban Transit Partnership Board to name an official for all public transportation matters, who is authorized to provide such information, as deemed necessary by the department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the Interurban Transit Partnership Board must comply with the Americans with Disabilities Act in the provision of all its services; and

WHEREAS, the Interurban Transit Partnership Board will review and approve the proposed Unified Planning Work Program (UPWP) budget for the fiscal year 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Interurban Transit Partnership Board does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints the Chief Executive Officer or her designee, as the Transportation Coordinator for all public transportation matters and is authorized to provide such information as deemed necessary by the Department for its administration of Act 51; and

BE IT RESOLVED that the Chief Executive Officer or her designee are hereby authorized to execute agreements and contract extensions with the Michigan Department of Transportation on behalf of the Interurban Transit Partnership Board for capital, operating, planning, CMAQ, and marketing funds presented at the April 20, 2022 Board Meeting.

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

DATE: April 11, 2022
TO: ITP Board
FROM: Jason Prescott
SUBJECT: MARCH 2022 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for March 2022, as compared to March 2021

	2022	2021	% Change
Total Paratransit Ridership	19,197	18,116	6.0%
ADA Ridership	15,129	14,319	5.7%
Non-Disabled Senior (NDS) Ridership	83	75	10.7%
PASS Ridership	345	248	39.1%
Network 180	2,869	2,445	17.3%
Cascade Township	277	395	-29%

Ridership averages, as compared to 2021

	2022	2021	% Change
Weekday Ridership	709	621	14.2%
Saturday Ridership	235	204	15.2%
Sunday Ridership	212	146	45.2%

Other Performance Measures

	2022	2021	% Change
On-Time Performance	86.50%	98.69%	-12.4%
On-Time Drop-Off	95.50%	97.22%	-1.8%
Average Cost Per Trip	\$31.02	\$30.05	3.2%

March 2022 Paratransit Ridership and Operating Statistics

ADA	2022	2021	Change	% Change
Clients	1,195	1,126	69	6.1%
Passenger Trips	15,129	14,319	810	5.7%

NDS

Clients	10	11	(1)	-9.1%
Passenger Trips	83	75	8	10.7%

PASS

Clients	16	12	4	33.3%
Passenger Trips	345	248	97	39.1%

CONTRACTED

Clients	1	2	(1)	-50.0%
Passenger Trips	1	3	(2)	-66.7%

RIDELINK

Clients	281	368	(87)	-23.6%
Passenger Trips (Performed by The Rapid)	770	1,026	(256)	-25.0%
Phone Calls	3,713	3,418		
Total Trips sched. thru Rapid call center	3,461	3,561		

*ALL Partners

TOTALS

Clients	1,503	1,519	(16)	-1.1%
Passenger Trips	16,328	15,671	657	4.2%
Average Weekday Ridership	709	621	88	14.2%
Average Saturday Ridership	235	204	31	15.2%
Average Sunday Ridership	212	146	66	45.2%
All Ambulatory Passengers	13,183	10,117	3,066	30.3%
All Wheelchair Passengers	3,145	5,554	(2,409)	-43.4%
No - Shows	291	379	(88)	-23.2%
Cancellations	649	3,511	(2,862)	-81.5%
MV				
Average Cost per Trip	\$31.02	\$30.05	\$0.97	3.2%
Riders per Hour	2.0	1.7	0.3	17.6%
Accidents per 100,000 Miles	0.0	0.0	0	#DIV/0!

Trip Denials	0	1	-1	-100.0%
NTD Travel Time (minutes)	27	35	-8	-22.9%

NETWORK 180

Passenger Trips	2,869	2,445	424	17.3%
Average Weekday Ridership	124	106	18	17.0%

TOTAL PASSENGER TRIPS	19,197	18,116	1,081	6.0%
------------------------------	---------------	---------------	--------------	-------------

Paratransit Service Quality Statistics: network 180 Excluded

Complaints	2022	2021	% of Trips	% Change
MV Complaints	14	4	0.1%	250.0%

On-Time Performance

On-Time Compliance - Pick-up	86.50%	98.69%	-12.2%	-12.4%
On-Time Compliance - Drop-off	95.50%	97.22%	-1.7%	-1.8%



Interurban Transit Partnership

Date: March 9, 2022
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – February 2022

OVERVIEW

As typical with recent months, February 2022 ridership remained steady with minimal variation. System-wide ridership recovery for February 2022 as compared to FY 2019 decreased modestly to 50.8%.

BACKGROUND INFORMATION

Monthly Ridership

	Feb 2022	Feb 2021	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	291,232	222,312	↑ 31.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	158,930	112,511	↑ 41.3%
Total Monthly Fixed Route Ridership	450,161	334,823	↑ 34.4%

Daily Average Ridership

	Feb 2022	Feb 2021	% Change
Weekday Total	20,466	14,868	↑ 37.6%
Weekday Evening	2,406	2,146	↑ 12.1%
Saturday	7,010	6,450	↑ 8.7%
Sunday	3,203	3,059	↑ 4.7%

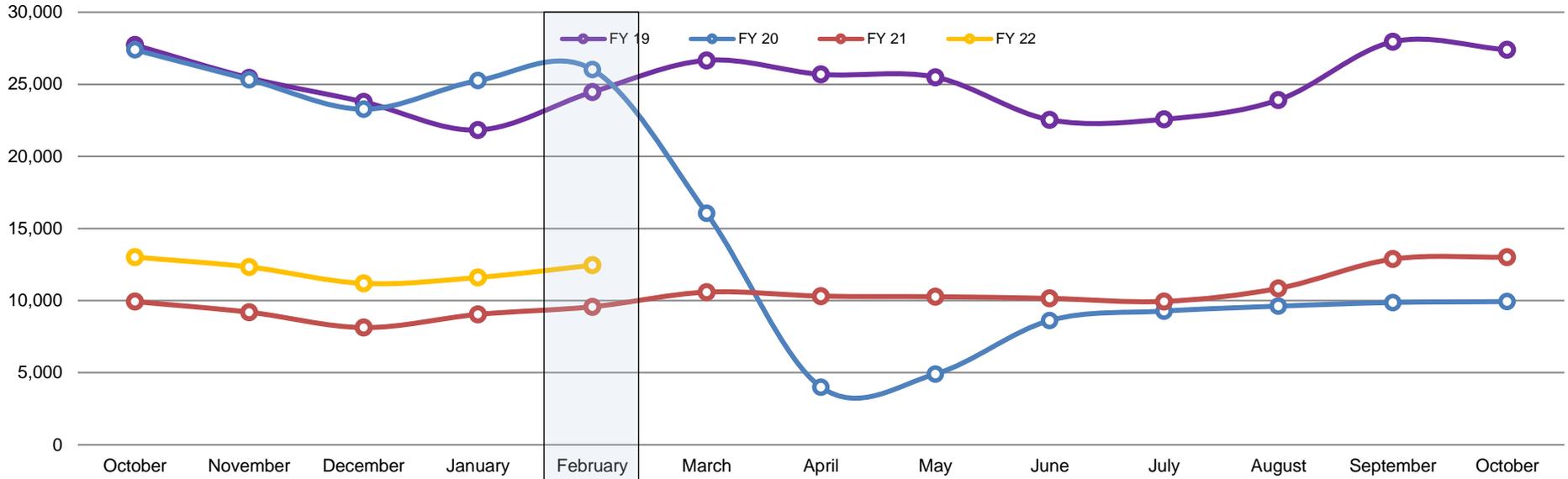
Productivity Summary

	Feb 2022	Feb 2021	% Change
Average passengers per hour per route	11.6	9.0	↑ 29.7%
Average passengers per mile per route	0.85	0.67	↑ 26.3%
Average farebox recovery percent per route	11.6%	8.6%	↑ 35.2%

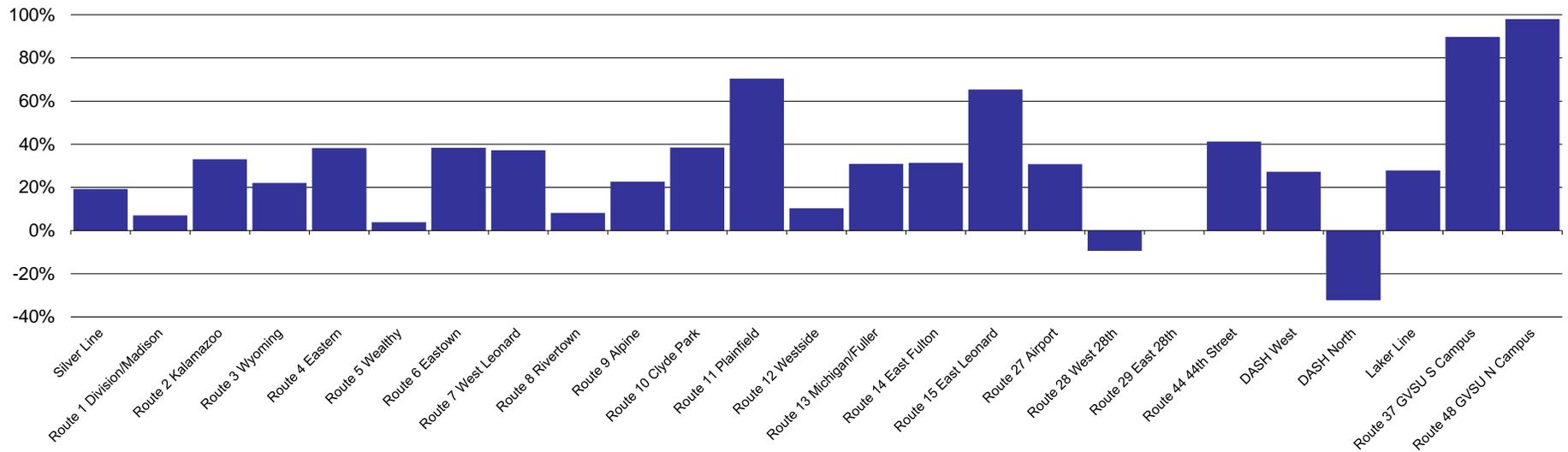
Fiscal Year Ridership

	FY 2022	FY 2021	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	1,489,757	1,120,699	↑ 32.9%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	678,044	390,009	↑ 73.9%
Total Fixed Route Ridership YTD	2,167,801	1,510,707	↑ 43.5%

Monthly Weekday Average Ridership History



Percent Change by Route: February 2022 compared to February 2021





Interurban Transit Partnership

Date: April 7, 2022
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – March 2022

OVERVIEW

March 2022 ridership and productivity was consistent with previous months and overall trends remained intact. System-wide ridership recovery for March 2022 as compared to FY 2019 marginally decreased to 50.6%.

BACKGROUND INFORMATION

Monthly Ridership

	Mar 2022	Mar 2021	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	354,119	222,312	↑ 59.3%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	147,255	112,511	↑ 30.9%
Total Monthly Fixed Route Ridership	501,374	334,823	↑ 49.7%

Daily Average Ridership

	Mar 2022	Mar 2021	% Change
Weekday Total	20,060	14,868	↑ 34.9%
Weekday Evening	2,431	2,146	↑ 13.3%
Saturday	6,824	6,450	↑ 5.8%
Sunday	3,176	3,059	↑ 3.8%

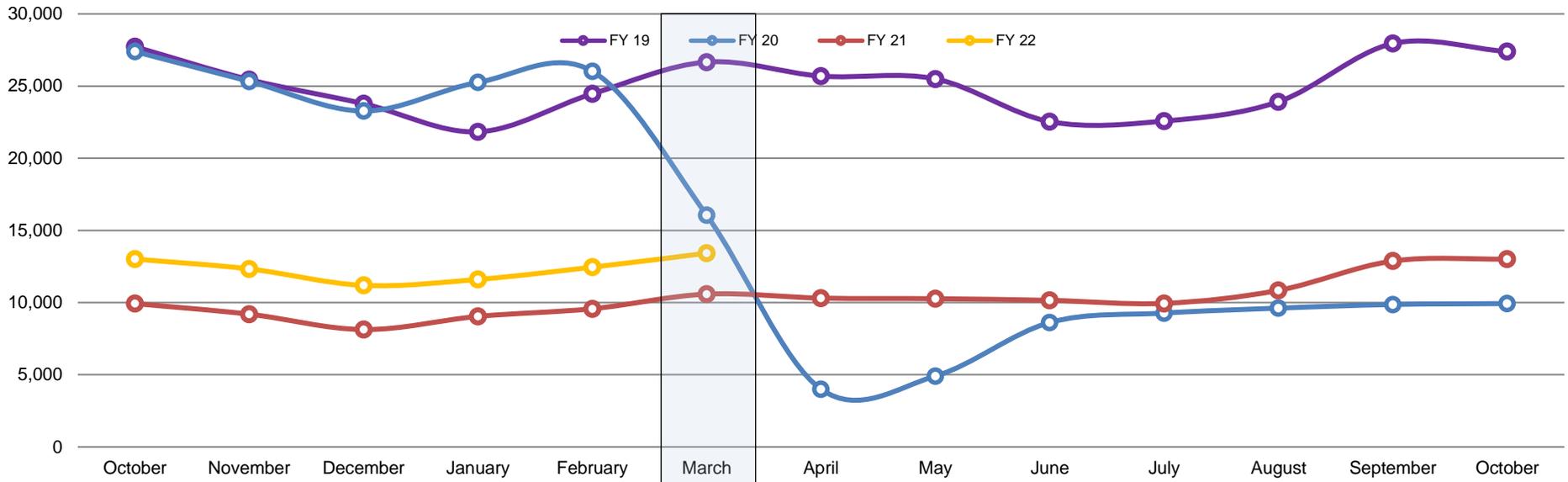
Productivity Summary

	Mar 2022	Mar 2021	% Change
Average passengers per hour per route	12.5	10.0	↑ 25.6%
Average passengers per mile per route	0.91	0.75	↑ 22.3%
Average farebox recovery percent per route	11.6%	9.6%	↑ 21.8%

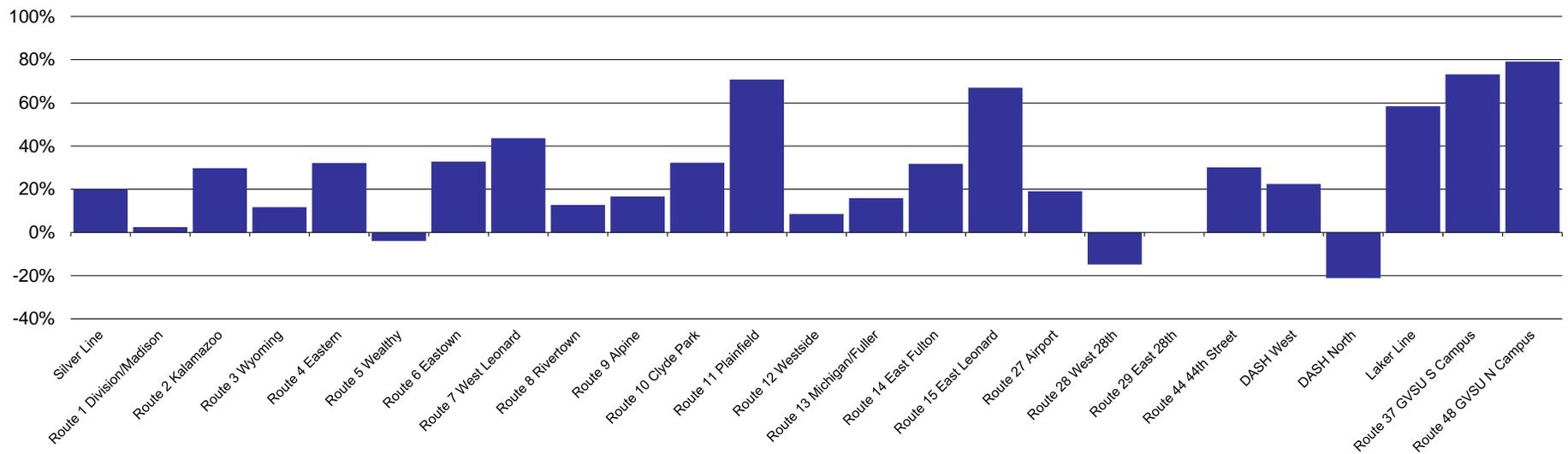
Fiscal Year Ridership

	FY 2022	FY 2021	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	1,842,333	1,365,946	↑ 34.9%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	865,158	390,009	↑ 121.8%
Total Fixed Route Ridership YTD	2,707,490	1,755,954	↑ 54.2%

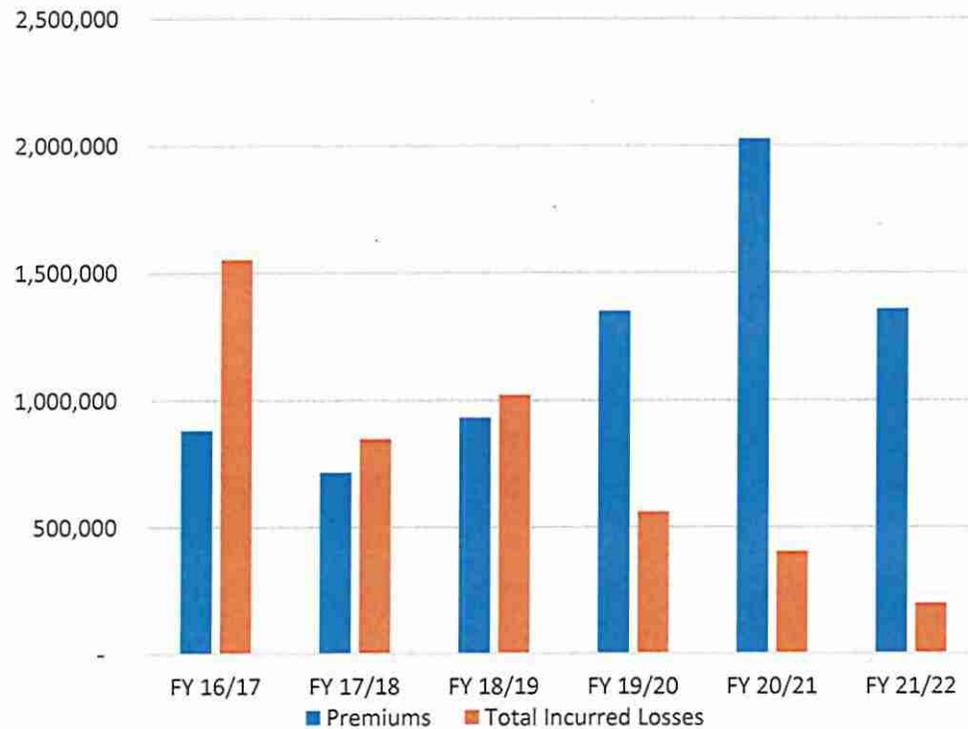
Monthly Weekday Average Ridership History



Percent Change by Route: March 2022 compared to March 2021



PL & PD Insurance



- FY 21/22 includes data for October 2021 to February 2022
- Total Incurred Losses are \$4,381,790
- Total Premiums are \$5,906,188
- Total Loss Ratio is 74.19%



UNDERSTAND. SERVICE. INNOVATE.

Loss Run Report for Interurban Transit Partnership

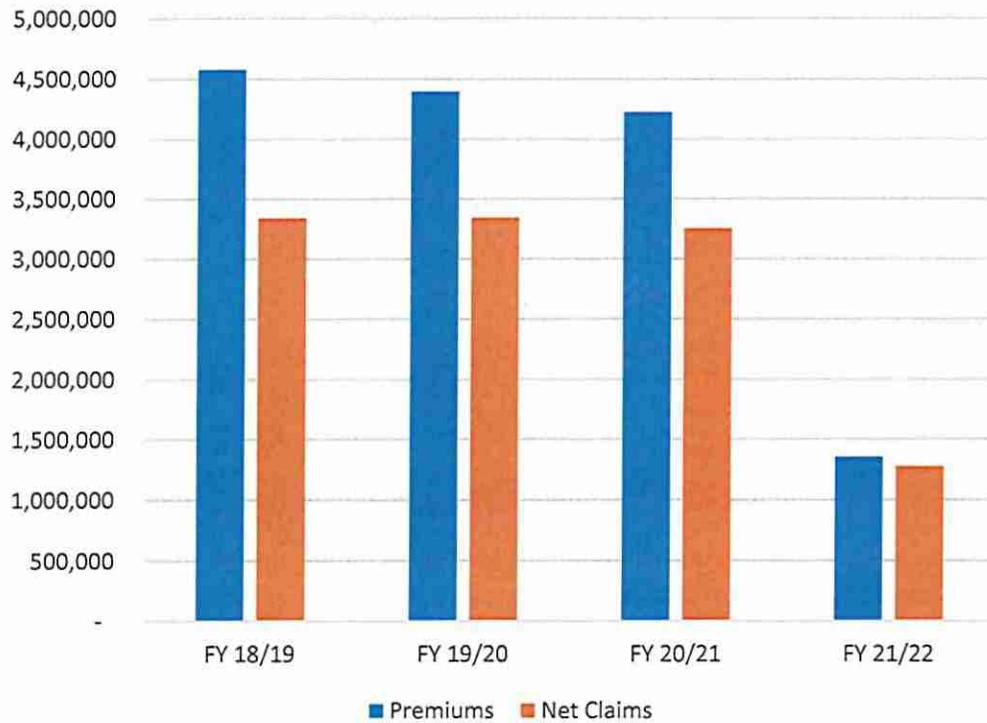
Auto Liability

Policy Year	Carrier	Closed Claims	Open Claims	Total Claims	Paid	Reserve	Total	Deductible Payments / Reserves	Total Incurred Less Deductible	Premium	Vehicle Count		Loss Ratio	Valuation Date
											Buses	PPT		
10/01/2021 - 10/01/2022	Carolina Casualty	3	6	9	\$26,923	\$170,212	\$197,135	\$110,271	\$86,864	\$1,358,219	147	38	6.40%	3/1/2022
10/01/2020 - 10/01/2021	RLI	14	8	22	\$34,554	\$368,798	\$403,352	\$173,239	\$230,113	\$2,025,965	152	38	11.36%	3/1/2022
10/01/2019 - 10/01/2020	National Interstate	29	6	35	\$322,840	\$237,305	\$560,145	\$364,345	\$195,800	\$1,349,633	156	43	14.51%	2/28/2022
10/01/2018 - 10/01/2019	National Interstate	62	5	67	\$858,026	\$163,047	\$1,021,073	\$407,165	\$613,908	\$931,414	157	46	65.91%	2/28/2022
12/01/2017 - 10/01/2018	National Interstate	51	2	53	\$794,445	\$52,312	\$846,757	\$235,219	\$611,538	\$717,455	163	43	85.24%	2/28/2022
12/01/2016 - 12/01/2017	National Interstate	49	2	51	\$1,196,022	\$354,441	\$1,550,463	\$341,711	\$1,208,752	\$881,721	157	39	137.09%	2/28/2022
Totals		205	23	228	\$3,205,887	\$1,175,903	\$4,381,790			\$5,906,188			74.19%	

Premiums and vehicle count shown are audited except current policy period and 10/1/2020 - 2021; 2016/17 is vehicle count at inception. Claim count represent occurrences which may involve more than one claimant. Carolina Casualty loss runs only show total incurred so we put all expense in paid



Medical Insurance

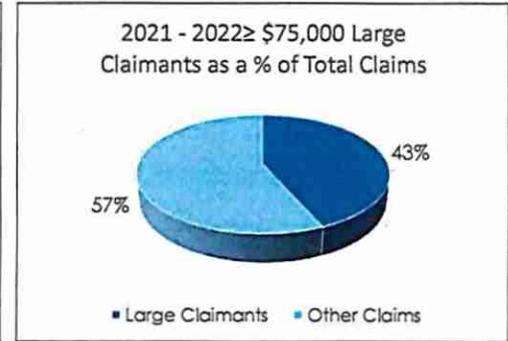
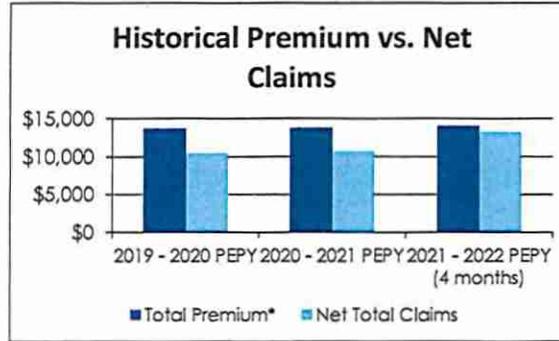
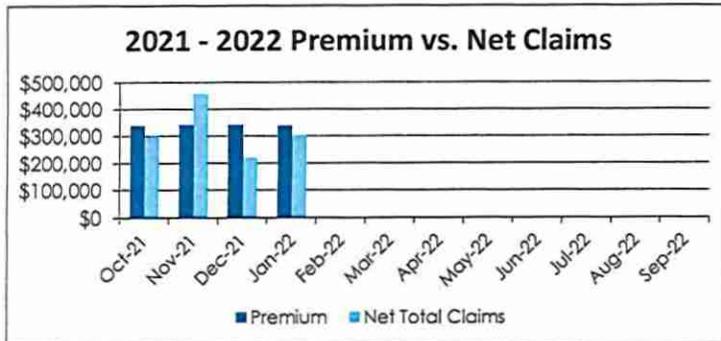


- FY 21/22 includes data from October 2021 to January 2022
- Per Employee Per Year cost for FY 21/22 is \$13,136
- Net Loss Ratio is 94.1%



**Interurban Transit Partnership
Medical/Rx Plan
Claims Experience Dashboard
Plan Year to Date (Data through January 2022)**

Experience Summary	Plan Year to Date			Executive Summary / Observations
	2019 - 2020	2020 - 2021	2021 - 2022	
1 Total Premium	4,394,687	4,223,826	1,357,628	<ul style="list-style-type: none"> The current 2021 plan year to date Loss Ratio is 94.1% (i.e. Net Claims / Premium), This Premium to Net is a difference of \$79,886. (pg 4, column AB) January 2022 Net Claims were at 89% of Total Premium. (i.e. Loss Ratio) Observed Medical/Rx Trend is +7.4% to +8.3%. Rx Claims account for 38.4% of total gross claims for plan year to date. USI Book of Business is approximately 23.3%. Claims net of amounts over Pooling Level, on a per employee basis, is +24.1% vs prior year. There are currently 0 claimants over the Pooling Level of \$175,000. Through all of prior year, there were 2 claimants over Pooling.
2 PEPY Δ from prior year	-5.3%	+0.5%	+1.5%	
3 Paid Claims (Net)	3,344,632	3,251,433	1,277,742	
4 Claims (Net) PEPY	10,414	10,591	13,139	
5 PEPY Δ from prior year	-1.2%	+1.7%	+24.1%	
6 Net Loss Ratio	76.1%	77.0%	94.1%	
7 Average Employees	321	307	292	
8 Δ from prior year	+1.3%	-4.4%	-5.0%	
Large Claimants	2019 - 2020	2020 - 2021	2021 - 2022	
9 Claimants Over \$75k	8	9	5	
10 Total Paid Over \$75k	1,070,600	1,242,532	554,422	
11 Claimants Over Pooling	3	2	-	
12 Total Paid Over Pooling	(58,381)	(207,329)	-	



Notes

1. PEPY = Per Employee Per Year
2. 2021 - 2022 includes 4 month(s) of data.



Interurban Transit Partnership

Date: April 20, 2022
To: ITP Board
From: Linda Medina, Finance Manager
Subject: February Operating Statement

Attached are the financial reports through February 2022 for general operating and grants.

FY 22/23 YTD Operating Statement Analysis

Total revenue is over budget by .7% before COVID funding.

- \$8.3 million of COVID funding has been requested for reimbursement of eligible operating expenses.

Total expenses are 7.3% under budget.

- Wages and salaries continue to be under budget but we continue to recruit employees to fill open positions.
- Fuel and materials and supply expenses are a priority as staff continues to closely monitor the budget.

Included in the report is February and March's development and travel report.

Please feel free to reach out to me directly at (616) 774-1149 or lmedina@ridetherapid.org with any additional questions regarding the attached financial reports.

The Rapid
Operating Statement
Year to Date as of February 28, 2022

	YTD as of February 28, 2022		Variance		Last Year	Current Year
	Budget	Actual	\$	%	FY 20/21*	FY 21/22**
Revenues and Operating Assistance					YTD Actual	Annual Budget
Passenger Fares	\$ 1,277,551	\$ 1,477,661	\$ 200,109	15.7%	\$ 1,070,505	\$ 3,307,467
Sale of Transportation Services						
CMH Contribution	79,378	149,461	70,083	88.3%	96,522	256,900
Dash Contract	770,208	996,880	226,673	29.4%	955,654	1,764,499
Grand Valley State University	1,716,134	1,623,123	(93,011)	-5.4%	1,265,411	3,542,974
Van Pool Transportation	28,000	18,000	(10,000)	-35.7%	9,910	84,000
Township Services	170,840	177,404	6,564	3.8%	248,893	344,344
Other	139,407	176,893	37,486	26.9%	89,904	482,233
Subtotal Sale of Transportation Services	2,903,967	3,141,761	237,794	8.2%	2,666,294	6,474,950
State Operating	6,400,726	5,828,470	(572,256)	-8.9%	6,006,095	15,332,303
Property Taxes	7,396,299	7,661,658	265,359	3.6%	7,248,000	17,751,118
Advertising & Miscellaneous	224,062	227,946	3,884	1.7%	225,611	638,391
Subtotal Revenues and Operating Assistance	18,202,605	18,337,498	134,891	0.7%	17,216,505	43,504,229
Grant Operating Revenue (Cares Act)	3,168,103	8,277,688	5,109,485	161.3%	8,796,584	7,603,447
Total Revenues and Operating Assistance	\$ 21,370,708	\$ 26,615,084	\$ 5,244,378	24.5%	\$ 26,013,089	\$ 51,107,676
Expenses						
Salaries and Wages						
Administrative	\$ 2,414,171	\$ 2,196,692	\$ (217,480)	-9.0%	\$ 2,100,494	\$ 5,706,224
Operators	6,457,566	5,645,610	(811,955)	-12.6%	5,197,613	14,931,367
Maintenance	871,644	853,706	(17,938)	-2.1%	809,628	2,071,508
Subtotal Salaries and Wages	9,743,381	8,696,008	(1,047,373)	-10.7%	8,107,735	22,709,099
Benefits	4,098,368	3,883,527	(214,861)	-5.2%	3,619,892	9,501,483
Contractual Services	1,221,574	1,269,185	47,611	3.9%	1,303,354	3,839,278
Materials and Supplies						
Fuel and Lubricants	822,990	846,367	23,377	2.8%	521,808	2,111,337
Other	590,828	646,013	55,185	9.3%	504,856	1,760,853
Subtotal Materials and Supplies	1,413,818	1,492,381	78,562	5.6%	1,026,664	3,872,190
Utilities, Insurance, and Miscellaneous	2,565,610	2,081,623	(483,987)	-18.9%	2,963,585	5,682,551
Purchased Transportation	2,292,982	2,345,357	52,375	2.3%	1,965,341	5,503,075
Expenses Before Capitalized Operating	21,335,753	19,768,081	(1,567,672)	-7.3%	19,006,572	51,107,676
Capitalized Operating Expenses	-	-	-	0.0%	-	-
Total Operating Expenses	\$ 21,335,753	\$ 19,768,081	\$ (1,567,672)	-7.3%	\$ 19,006,572	\$ 51,107,676
Net Surplus/(Deficit) without CARES		\$ (1,430,585)			\$ (1,790,067)	
Net Surplus/(Deficit) with CARES		\$ 6,847,003			\$ 7,006,517	

* Fiscal year is 10/1/2020 - 9/30/2021

** Fiscal year is 10/1/2021 - 9/30/2022

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
ALL EMPLOYEES
FEBRUARY AND MARCH 2022

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
3,235.96	APTA Expo	Various	Orlando, FL
1,718.46	ICS West Security Conference	Mike Wieringa	Las Vegas, NV
350.00	2022 Great Lakes Homeland Security Conference and Expo	Mike Wieringa	Grand Rapids, MI
<u>\$ 5,304.42</u>			

*This total does not include incidental travel and meeting expenses such as mileage, parking, lunch meetings, etc

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 02/28/22

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 42%
<u>Grant Revenue</u>						
1. Federal Grant Assistance	15,581,754	15,581,754	700,091	2,186,506	13,395,248	14%
2. State Grant Assistance	3,895,438	3,895,438	175,023	546,626	3,348,812	14%
3. Transfer In - Operating Budget	0	0	0	0	0	100%
4. Use of Restricted Net Assets	0	0	0	0	0	100%
5. Other Local	0	0	0	0	0	100%
6. Total Grant Revenue	19,477,192	19,477,192	875,114	2,733,132	16,744,060	14%
<u>Labor</u>						
7. Administrative Salaries	42,500	42,500	2,609	10,515	31,985	25%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	17,000	17,000	1,151	6,082	10,918	36%
11. Total Labor	59,500	59,500	3,760	16,597	42,903	28%
<u>Material & Supplies</u>						
12. Tires & Tubes	312,000	312,000	27,758	112,338	199,662	36%
13. Office Supplies	0	0	0	0	0	100%
14. Printing	3,000	3,000	0	0	3,000	0%
15. Total Material & Supplies	315,000	315,000	27,758	112,338	202,662	36%
<u>Purchased Transportation</u>						
16. Purchased Transportation	740,000	740,000	58,333	291,666	448,334	39%
17. Specialized Services	0	0	0	0	0	100%
18. Total Purchased Transportation	740,000	740,000	58,333	291,666	448,334	39%
<u>Other Expenses</u>						
19. Dues & Subscriptions	30,775	30,775	0	20,753	10,022	67%
20. Professional Development	12,200	12,200	0	0	12,200	0%
21. Miscellaneous	0	0	0	0	0	100%
22. Total Other Expenses	42,975	42,975	0	20,753	22,222	48%
<u>Leases</u>						
23. Office Lease	0	0	0	0	0	100%
24. Transit Center Lease	0	0	0	0	0	100%
25. Storage Space Lease	0	0	0	0	0	100%
26. Total Leases	0	0	0	0	0	100%
<u>Capital</u>						
27. Rolling Stock	3,505,131	3,505,131	43,093	213,059	3,292,072	6%
28. Facilities	5,910,931	5,910,931	504,007	862,844	5,048,087	15%
29. Equipment	116,000	116,000	0	8,518	107,482	7%
30. Other	4,535,955	4,385,955	169,554	879,030	3,506,925	20%
31. Total Capital	14,068,017	13,918,017	716,654	1,963,451	11,954,566	14%
32. Planning Services	4,251,700	4,251,700	1,718	32,218	4,219,482	1%
33. Capitalized Operating	0	150,000	66,891	296,109	146,109-	197%
34. Total Expenditures	19,477,192	19,477,192	875,114	2,733,132	16,744,060	14%



Interurban Transit Partnership

Finance Committee Members

Rick Baker *Mayor Stephen Kepley (Chair)*
Mayor Gary Carey *Mayor Katie Favale* *Mayor Steve Maas*

FINANCE COMMITTEE MEETING MINUTES

Tuesday, January 25, 2022 – 1:00 p.m.

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

ATTENDANCE:

Committee Members Present:

Rick Baker, Mayor Carey, Mayor Favale, Mayor Kepley

Committee Members Absent:

Mayor Maas

Staff Attendees:

Steve Schipper, Linda Medina, Andy Prokopy, Kris Heald, Deb Prato, Mike Wieringa, Kevin Wisselink, James Nguyen, Nancy Groendal, Steve Clapp, Bill Kirk

Other Attendees:

Josh Laramy (BDO)

Mayor Kepley called the meeting to order at 1:05 p.m.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES – November 3, 2021

The Chair entertained a motion to approve minutes. A motion was made by Mr. Baker and supported by Mayor Carey. The minutes were approved unanimously.

3. DISCUSSION

a. FY 20/21 BDO Audit Report

Mr. Josh Laramy of BDO gave a high-level summary of the FY 20/21 Audit. There were no findings related to the financial statements that are required to be reported, in accordance with government auditing standards.

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

b. November 30, 2021, Operating Statement

Ms. Medina gave a high-level summary of the November Operating Statement. Total revenue is unfavorable by .7% before Covid funding. CHM services continue to be steady but are higher than what was budgeted in August 2021. DASH service increased. Saturday service was restored in August which was not accounted for in the budget process. The Vanpool program is slowly returning to full capacity. There are eight (8) active vans and six (6) new groups started in January 2022. \$1.9M of Covid funding has been requested for reimbursement of eligible operating expenses. Total expenses are 7.7% under budget. Wages and salaries are under budget by 11.4%. The Rapid continues to aggressively seek employees to fill open positions. For the first two (2) months of the year, CNG fuel costs are higher than budget, however diesel fuel is under budget offsetting each other. Utilities, Insurance, and miscellaneous items are under budget by 15.3%. The favorable position is largely attributed to property and casualty insurance rates negotiated lower than what we originally anticipated in the budget process.

4. INFORMATION ITEMS

Covid Funding Update

Ms. Medina presented in response to Mayor Kepley's question from a prior committee meeting regarding Federal Covid Funding. Each funding source has different guidelines and reporting. The Rapid receives Covid funding through the FTA. With the execution of CARES, CARRISA, and ARP Acts Covid 5307 funds are available for capital and operating expenses. Eligible expenses are defined by expenses needed to maintain the day-to-day operations such as wages, salaries, insurance, fueling, cleaning, etc. Covid funding is distinguished from our annual 5307 capital grant.

5 Year Projection

Using our FTA covid funding we anticipate being able to fill the gap, largely created by a decrease in passenger fares through FY 26/27. The five (5) year projections are based on conservative assumptions. Mayor Kepley inquired about a time limit to use the funds. Ms. Medina advised that The Rapid is using Covid reimbursement funding every day and that there is no time limit to use up the funding. The CARES funds were depleted in August 2021, however, there are still capital funds available to be used. Mayor Carey asked about the decrease in the township's contracted service. Ms. Medina attributed the decrease to specific township decisions to cut service. Mayor Carey inquired if this projection includes Vanpool and On-Demand were the same service? Ms. Medina clarified that On-demand is not budgeted with Vanpool whereas On-demand is currently budgeted with Linehaul. Ms. Medina replied that the cost will be tracked by Maintenance and will be moved to their own budget. Mr. Baker inquired about passenger fares, and will we ever get back to pre-pandemic numbers? Do we use CARES grant funds to get to zero? Mayor Kepley stated that fares were approximate \$7M and Ms. Medina confirmed that \$7.1M in FY18 and \$7M in FY17. Cares (Covid) funding will run out.

5. ADJOURNMENT

This meeting was adjourned at 1:49 p.m.
The next meeting is scheduled for April 13, 2022

Respectfully submitted,



Kris Heald, Board Secretary



Future Planning & Technology Committee Members

Mayor Rosalynn Bliss

Jack Hoffman
Citizen Members:

Robert Postema
Ryan Anderson

Terry Schweitzer (Chair)
Dave Bulkowski

Paul Troost

PLANNING & TECHNOLOGY COMMITTEE MEETING MINUTES

Thursday, March 17, 2022 – 8:30 a.m.

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

ATTENDANCE:

Committee Members Present:

Jack Hoffman, Robert Postema, Terry Schweitzer, Dave Bulkowski, Ryan Anderson

Committee Members Absent:

Mayor Bliss, Paul Troost

Staff Attendees:

Bill Kirk, James Nguyen, Linda Medina, Deron Kippen, Jason Prescott, Mike Wieringa, Kevin Wisselink, Steve Luther, Kris Heald, Andy Prokopy, Steve Schipper, Deb Prato, Max Dillivan

Other Attendees:

Mr. Schweitzer called the meeting to order at 8:34 a.m.

1. PUBLIC COMMENT

No Public Comment Offered

2. MINUTES January 10, 2022

Meeting Minutes were accepted as submitted

3. Information

a. Ellsworth/Rapid Central Station Renovation (RCS)

Mr. Schipper gave a brief high-level report of the plans to renovate 300 Ellsworth and RCS. Mr. Schipper indicated Ms. Prato previously emailed the Board information and drawings with the current renovation plans. The Rapid had previously approved plans which were halted two (2) years ago. The Rapid team has now re-envisioned those plans and will move forward. Mr. Anderson asked if the change in the administrative space is coupled with any changes to working and movement toward a more flexible hybrid space? Mr. Schipper replied there is flexibility and there is room for growth. Mr. Schweitzer asked if The Rapid has room to grow vertically in the future? Mr. Schipper replied there is a vacant third floor. Currently, The Rapid could only add a small space near the loading dock. Ms. Prato added she was contacted by Ms. Coffman on behalf of the Kellogg Foundation and their daycare partner, indicating the Foundation was interested in discussing the available space at RCS. Mr. Bulkowski added the airspace over RCS is very valuable as national developers are now looking at our region.

b. Busch Drive Property Acquisition

Mr. Schipper reported The Rapid has executed a purchase agreement. The Rapid estimates a closing in late June and to take possession no later than September 15, 2022. Concurrent with the property purchase The Rapid is also in the process of soliciting proposals for our contracted demand response/paratransit service.

Mr. Hoffman asked how much we are saving? Mr. Schipper indicated The Rapid saved approximately 15% - 20% of the capital budget line item by purchasing this property versus other properties The Rapid toured. Mr. Hoffman inquired if there was room for expansion. Mr. Schipper advised that the property is 7.9 acres with room to expand. Mr. Schweitzer asked about the possibility of a training facility. Mr. Schipper responded indicating there is an opportunity for a large parking lot with training space.

c. Transit Master Plan (TMP)

Mr. Monoyios started with a brief recap of the February Board Retreat discussion. Mr. Monoyios began his prepared slideshow (attached) by discussing:

- TMP Process/roles and responsibilities
- TMP Steering Committee Draft Roster – Discussion
- TMP Technical Advisory Committee Draft Roster – Discussion
- Review of FY2020 Local Funding Revenues compared to peer transits
- Review of FY2020 Local Per Capital Funding compared to peer transits
- Discussion of local funding strategies employed in others states in support of public transportation
- Review of Transit Master Plan timeline
- Review of upcoming transportation sector conferences.

Mr. Hoffman said the draft Steering Committee roster looks good. Mr. Bulkowski stated he is very excited about the possibilities as well as framing the need concerning community prosperity and community mobility. Mr. Schweitzer asked about Grand Valley State and inquired if The Rapid will include students or the administration? This request was noted and confirmed Grand Valley students are an important stakeholder in this process. Mr. Anderson inquired if the steering committee list was meant to capture the consumer or the destination. Mr. Bulkowski added he would like to see GRPS changed to Kent Public School District. Mr. Bulkowski inquired about engaging high schools such as Wyoming or Kentwood Public schools. Mr. Hoffman inquired if all the metro councils from outside the county are on the list? Mr. Monoyios indicated a question of scope and manageability. Mr. Schweitzer asked about Hope Network and how will they be brought into the conversation. Both Mr. Schweitzer and Mr. Monoyios agree Hope Network is a partner.

Mr. Monoyios concluded by thanking the committee for their input and continued support of this process as we continued to develop the scope. At the next Board Meeting we will again review the Transit Master Plan timeline.

d. Transportation Demand Management (TDM) Study

Mr. Monoyios reported he attended a kickoff meeting. The group is reviewing data, identifying stakeholders, and determining the public process. Mr. Schweitzer is also on the team and indicated the consultant assisting this effort has a great deal of experience with larger cities with severe congestion, which will be beneficial in study.

e. Division United Update

Mr. Monoyios said The Rapid is seeking appropriate grant opportunities to work with the three cities to actively participate in Division United. Mr. Schweitzer stated one of the activities related to Division United is a planned demonstration day. This day would promote projects that could be designed along the corridor and will serve to promote the discovery of all the possibilities. The demonstration will also include addressing some of the current housing issues.

f. Mobility Summit – Precursor to TMP

Mr. Monoyios stated that years ago we had a Mobility Summit where The Rapid invited a panel of industry experts to the Kroc Center. There is interest on the part of The Rapid to repeat this process. Mr. Bulkowski stated his interest and discussed suggestions of how to generate community engagement. There will be more discussion on this topic in upcoming months.

Mr. Monoyios also informed the Committee of upcoming trade conferences.

4. ADJOURNMENT

This meeting was adjourned at 9:33 a.m.

The next meeting is scheduled for May 9, 2022

Respectfully submitted,

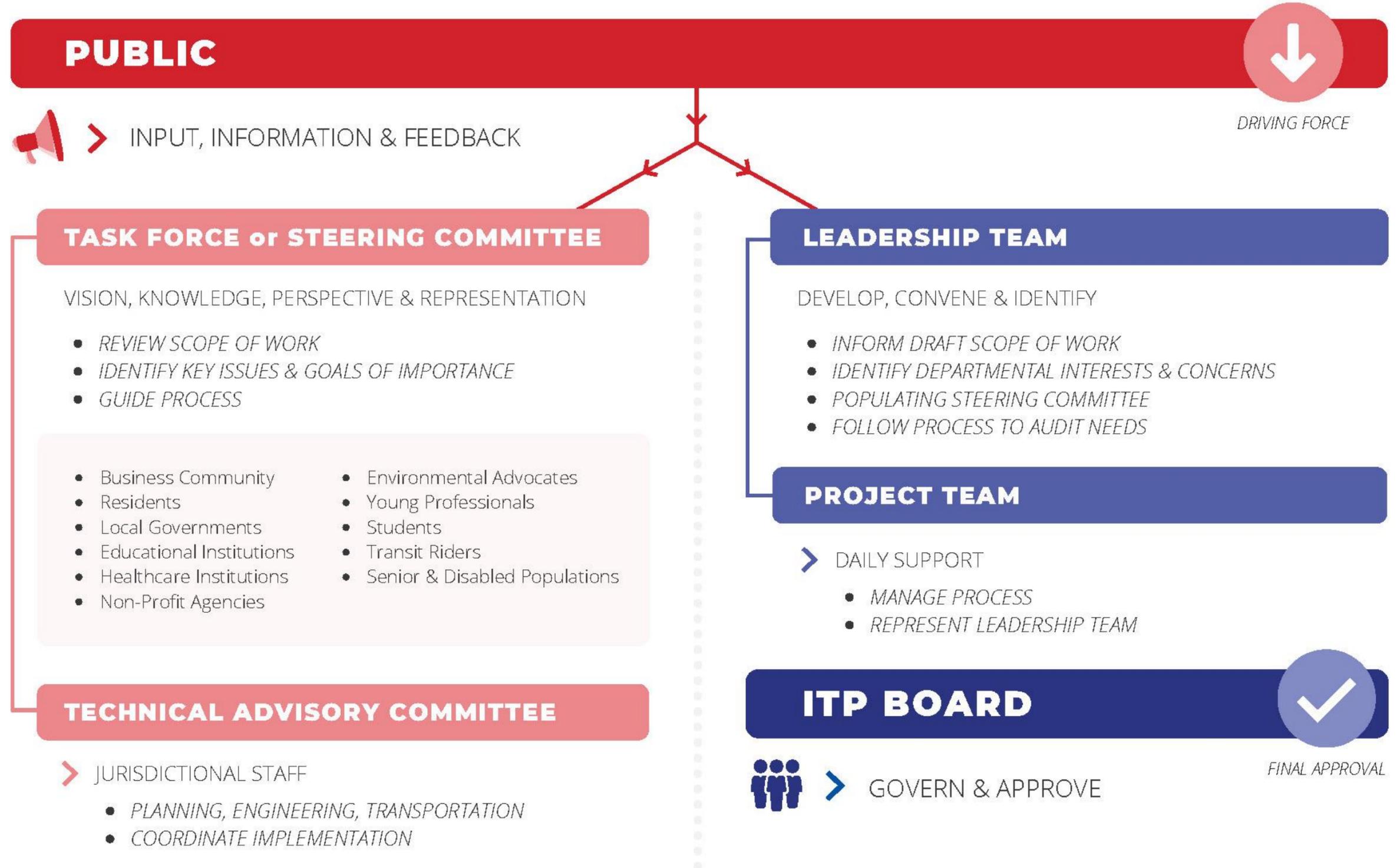


Kris Heald, Board Secretary

TMP – BOARD RETREAT RECAP

- Regional Growth
- Operational Funding Outlook
- Peer Local Funding Comparisons
- Regional Public Perceptions
- Smart Growth

TMP PROCESS | ROLES & RESPONSIBILITIES



MEETING
EVERY 2
MONTHS



MEETING
ONCE A
MONTH



TMP STEERING COMMITTEE - Draft Roster

Executive level and community leader representation to define vision and identify goals

BUSINESS

ASM Global (DeVos Place/Van Andel Arena)
AHC Hospitality (Downtown GR Hotels)
Amazon?
Meijer?
Gordon Food Service?
Steelcase?
Roskam Baking?
Spartan Nash?

HOUSING

Dwelling Place
Grand Rapids Housing Commission
Housing Next

WORKFORCE DEV.

West Michigan Works

PUBLIC

Transit Rider
Transit Rider
Transit Rider

DEVELOPMENT

Rockford Construction?
?
?

GOVERNMENT

Kent County
Kent County Emergency Needs Task Force (ENTF)
Grand Valley Metro Council (Executive level)
MDOT (Executive level)
US Congressional Office
Michigan House of Representatives Office
Mayor of Grand Rapids (or Executive delegate)
Mayor of Kentwood (or Executive delegate)
Mayor of Walker (or Executive delegate)
Mayor of Grandville (or Executive delegate)
Mayor of East Grand Rapids (or Executive delegate)
Mayor of Wyoming (or Executive delegate)
Hudsonville City Manager & GVMC Board Member

NON-PROFIT

Disability Advocates of Kent County (DAKC)
Downtown Grand Rapids Inc. (DGRI)
Area Agency on Aging
Hope Network

EDUCATION

Pre-College/Secondary Student
Pre-College/Secondary Student
GRCC
GRPS
GVSU

ECONOMIC/COMMUNITY DEVELOPMENT

Grand Rapids Area Chamber of Commerce
The Right Place
Michigan Economic Development Corporation
West Michigan Hispanic Chamber of Commerce
Grand Rapids Area Black Businesses (GRABB)
Grand Action
Greater Grand Rapids NAACP
Frey Foundation
Grand Rapids Community Foundation
West Michigan Asian American Association
Millennial or Youth Council Rep.
Grand Rapids Urban League

HEALTH

Trinity Health - Mercy Health
Mary Free Bed Rehabilitation Hospital
Spectrum Health
Metro Health

TMP TECHNICAL ADVISORY COMMITTEE - Draft Roster

Jurisdictional staff to inform technical considerations and coordinate implementation

SIX CITY MEMBERS

The Rapid

Mobile GR

City of Kentwood

City of Wyoming

City of East Grand Rapids

City of Walker

City of Grandville

REGIONAL

Kent County Road Commission

MDOT

Grand Valley Metro Council

Gerald R Ford International Airport

Alpine Township

Plainfield Township

Grand Rapids Township

Cascade Township

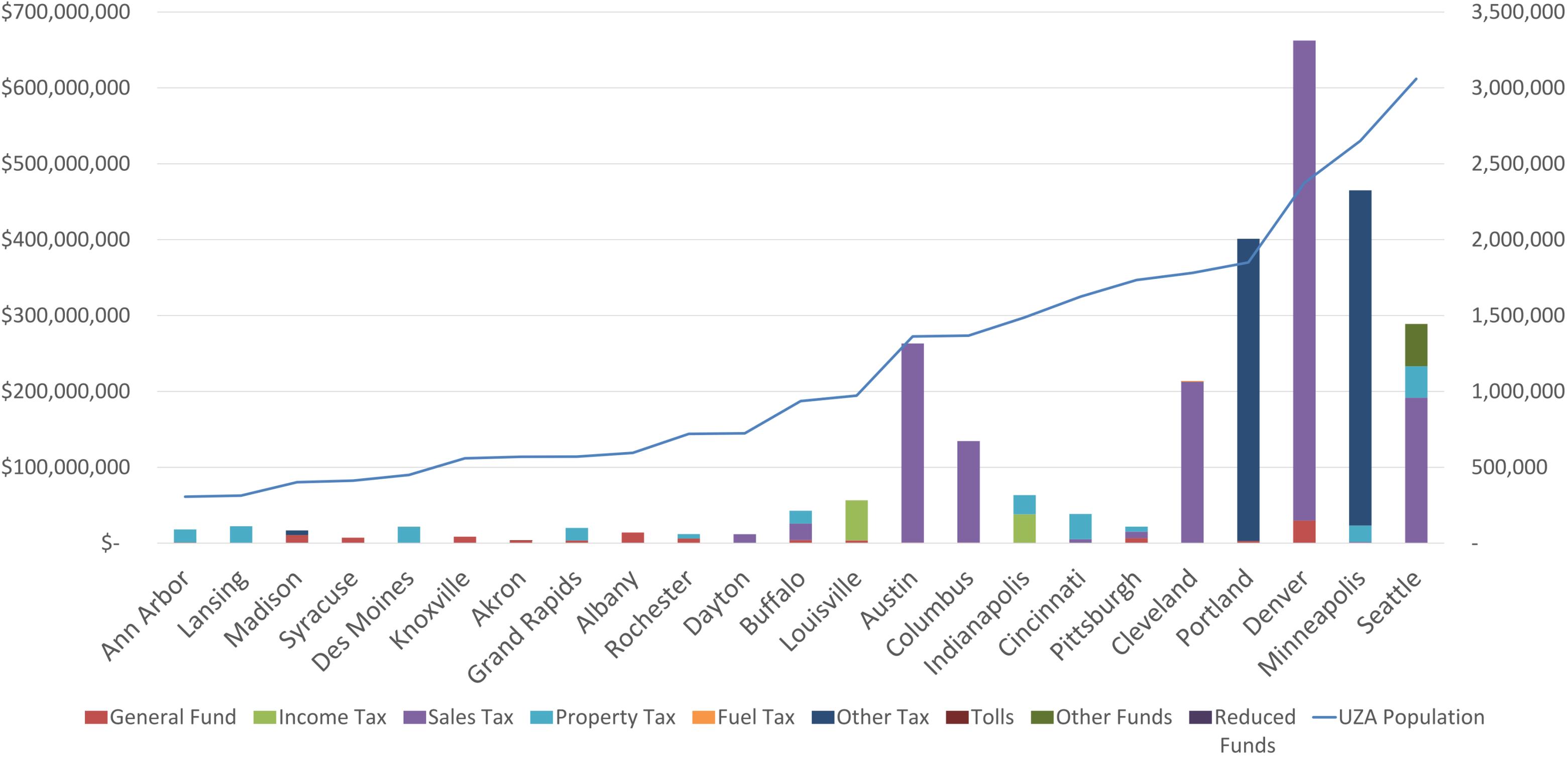
Gaines Township

Byron Township

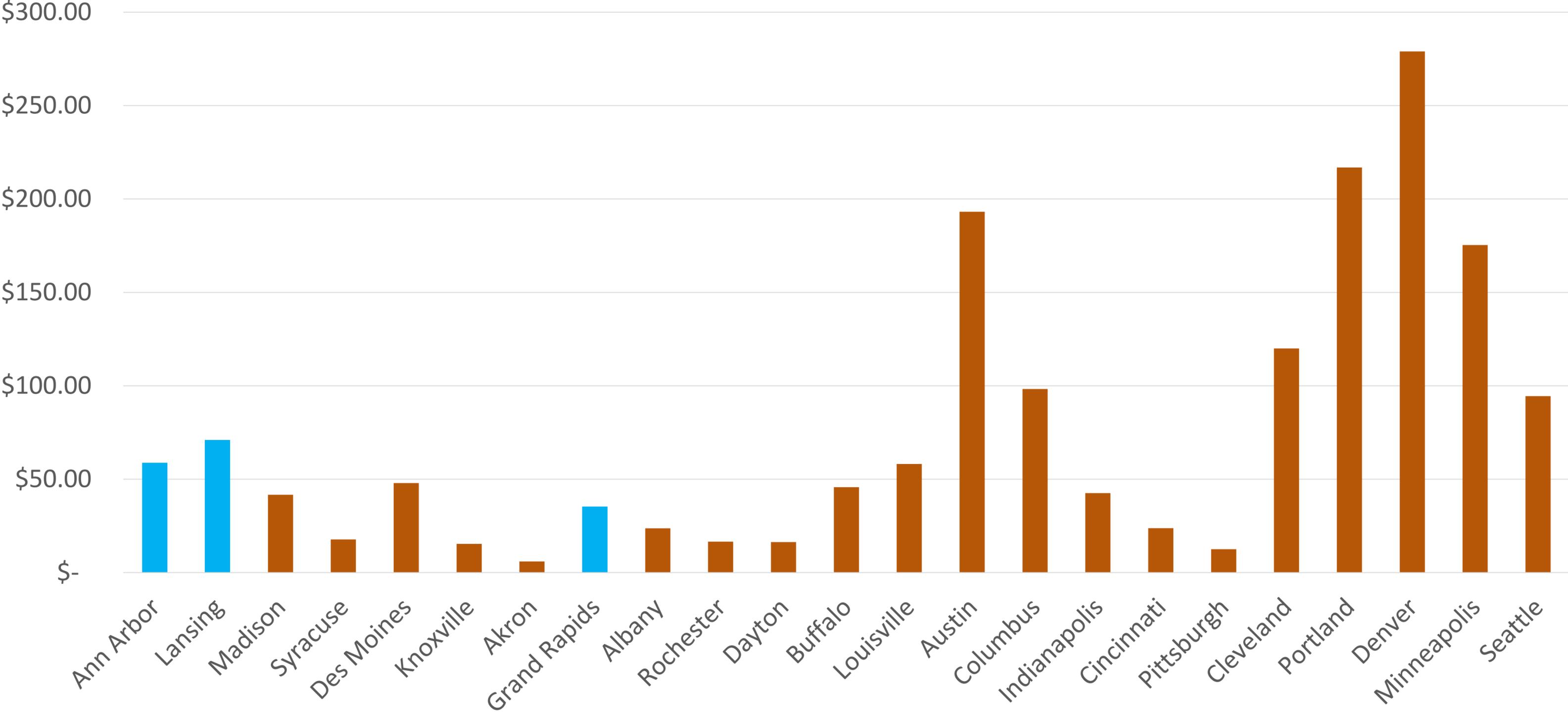
Georgetown Township

City of Hudsonville

FY2020 LOCAL FUNDING REVENUES



FY2020 LOCAL PER CAPITA FUNDING



LOCAL FUNDING STRATEGIES

FUNDING SOURCE	DESCRIPTION
General Fund	<ul style="list-style-type: none"> • Larger role in systems with < 1M population • Most common in our peer group (property tax is a close 2nd)
Sales Tax	<ul style="list-style-type: none"> • Most widely used revenue source nationwide • Most common in larger systems • Used for capital & operating • Usually between 0.25% - 1.0% capture • Highest volatility (due to economic fluctuations)
Special Assessment Districts	<ul style="list-style-type: none"> • Majority of property owners within a specified geography agree to levy additional property tax
Property Taxes	<ul style="list-style-type: none"> • Primarily concentrated among smaller systems – primary source in Michigan • Relatively predictable & stable
Income Taxes	<ul style="list-style-type: none"> • Relatively predictable & stable
Vehicle Registration & Rental Fees	<ul style="list-style-type: none"> • Relatively predictable & stable • Require state approval for local jurisdictions to implement
Fuel Tax	<ul style="list-style-type: none"> • Moderately stable and relatively easy to apply • Verify state approval for local jurisdictions to implement

CONSIDERATIONS

- Revenue yield adequacy and stability
- Cost efficiency in the application of sources
- Equity in the application of the alternatives across demographic and income groups as well as regional jurisdictions
- Economic efficiency in balancing who pays with who benefits from investments
- Political and popular acceptability
- Technical feasibility

TRANSIT MASTER PLAN (TMP) TIMELINE

2022	TASK
FEBRUARY	BOARD RETREAT
MARCH	STEERING COMMITTEE ROSTER & INVITES – with Board review
APRIL	DEVELOP SCOPE OF WORK
MAY	BOARD PLANNING MEETING – review scope of work
JUNE	FINALIZE RFP WITH STEERING COMMITTEE - RFP released
JULY	RFP DUE DATE – late July
AUGUST	REVIEW & SCORE SUBMISSIONS
SEPTEMBER	BOARD APPROVES CONSULTANT SELECTION
OCTOBER	TMP KICKOFF

UPCOMING CONFERENCES



Rail~Volution Webinar
Communicating to a Changing Rider Base
March 23, 1pm EST
Register - Free
railrevolution.org/webinar
Lex Powers, SEPTA
Christy Wegener, SamTrans
Zach Hernandez, AlphaVu
Anna Crider, Entro Communications
Megan Ryerson, University of Pennsylvania

The graphic features a map on the left showing the percentage difference in rides across various regions. The map includes labels for locations like Victorville, Appleton, Hemet, Crestline, Running Springs, Murry, San Bernardino, Mentone, Grand Terrace, Colton, Riverside, Hemet, Canyon Lake, Temecula, Escondido, and Valley Center. A legend indicates the percentage difference in rides, ranging from -20% (purple) to 50% (yellow). On the right, there is a photograph of a group of people, some wearing face masks, standing outdoors.

The webinar will dive into innovative case studies about communication with transit riders, including:

- the ways that data and analytics are informing agency communication strategies;
- working with community-based organizations to gain meaningful input into transit service changes; and
- using technology, such as eye-tracking, for insights from riders and other stakeholders.



Mobility Conference
May 1-4, 2022 ▷ Columbus, OH

The graphic features a large, colorful, geometric logo in the center, composed of various colored triangles (yellow, blue, green, orange) forming a hexagonal shape. To the right, there is a photograph of a blue bus with the APTA logo on its side. The APTA logo is also visible in the top right corner of the graphic. The text "PROUD TO BE" is visible on the side of the bus.



Interurban Transit Partnership

Present Performance & Service Committee Members

Charis Austin

David Bilardello (Chair)

Tracie Coffman

Steven Gilbert

Andy Guy

PRESENT PERFORMANCE & SERVICE COMMITTEE MEETING

Friday, March 18, 2022, – 10:00 a.m.

Rapid Central Station Conference Room | 250 Grandville, SW

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – January 11, 2022	David Bilardello	Approval
3. DISCUSSION		
a. On-Demand Update	Whitney Ehresman	
b. Fixed Route Ridership	Max Dillivan	
c. Hiring Updates – Soft Skills	Nancy Groendal	
d. Butterworth Update/Construction	Deron Kippen	
e. Training	Steve Luther	
f. Fleet Training - Tire	Steve Clapp	
Bus Build		
AVAIL Upgrade		
4. ADJOURNMENT		

Next meeting: May 10, 2022



Interurban Transit Partnership

Present Performance & Service Committee Members

Charis Austin

David Bilardello (Chair)

Tracie Coffman

Steven Gilbert

Andy Guy

PRESENT PERFORMANCE & SERVICE COMMITTEE MEETING MINUTES

Tuesday, January 11, 2022 – 4 p.m.

Rapid Central Station Conference Room | 250 Grandville, SW

ATTENDANCE:

Committee Members Present:

David Bilardello, Tracie Coffman, Steven Gilbert,

Committee Members Absent:

Charis Austin, Andy Guy

Staff Attendees:

Deron Kippen, Jason Prescott, Bill Kirk, Steve Clapp, Deb Prato, Kris Heald, Andy Prokopy, Mike Wieringa, Steve Schipper, Kevin Wisselink, Max Dillivan, Linda Medina

Other Attendees:

Mr. Bilardello called the meeting to order at 4:02 p.m.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES – November 17, 2021, Present Performance & Service Committee Meeting

Mr. Bilardello had a couple of changes he wished to make to the minutes. Regarding the construction project at 700 Butterworth; the project has started, and we expect to be moving into that location in early spring (May/June). We saved \$60,000-\$70,000 by starting the project in October. The canopy project is in the final phases and should have been completed in December 2021. Currently, the canopy project is 90% complete due to weather constraints. The underneath portion and main structure are complete; however, they still need to finish the outside spine, but we expect that to be done by April 2022. Meeting minutes from November 17, 2021, will be approved with these requested changes.

3. DISCUSSION

a. Soft Launch On-Demand

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

Mr. Prescott announced that we launched our On-demand service called Rapid Connect on Monday, January 3, 2022. A pilot was launched in both Walker and Kentwood. The Rapid is using new paratransit software from Ecolane which includes an app-based on-demand solution. The current labor market presented some challenges, so we decided to utilize our own part-time employees from our bus operator pool. Testing for this service took place mid to late December with the leadership team meeting daily to ensure all equipment is installed and working properly. These daily meetings have been beneficial as we had to return to our vendor several times with suggestions and requested changes. We register new clients daily and the program is gaining momentum. We expect to have the "Rapid Connect" phone app finalized by the end of this week. Once that is complete, we will have a greater marketing push.

Ms. Coffman is curious about the initial reactions and early learnings of the program. Ms. Prato explained that we have had one (1) external customer so far. The rest have been internal customers using the software. Mr. Kirk also added that we will have customer surveys sent to the riders and we expect to have more feedback and data in the coming weeks. In December, we have reached out to approximately 20 employers between the two zones, and we are now circling back to them to educate them on the program. We are hoping to see more employer lead sign-ups.

Mr. Gilbert inquired about when will we be able to see data and where rides are coming from. Mr. Prescott added that because we are using Ecolane, we can pull all data at any time. Ms. Prato also added that we have come up with geo-fencing and we will keep evaluating those zones and move them to accommodate customers as necessary.

b. Recent Ridership Trends

Mr. Dillivan reported that In October we were seeing a 50% ridership recovery report. We were up to 55% recovery in December. Core riders are staying steady. We will continue to monitor through January and see the impact of GVSU students returning after the holidays.

c. FY 2022 Proposed Fixed Route Performance Report Card Standards

Mr. Dillivan reported that traditionally we would come to the board with a series of metrics that we measure ourselves against. There are primarily 5 benchmarks that we use. They are Ridership, Preventable Accidents, Customer Service, On-Time Performance, and Cost-Effectiveness. These collectively measure how we are performing. Ridership patterns are steady in the last several months. We will continue maintaining high standards. we are setting a target of 1.00 preventable accidents. On-Time Performance will maintain at a 90% standard.

Ms. Prato stated that we need to bring some standards to the Board to find the right metrics. We can discuss this in more detail at the Board Retreat in February.

d. FY 2022 Proposed Paratransit, ADA, and Mobility Services Performance Report Card Standards

Mr. Prescott stated that we want to encourage as many people as possible to use fixed-route services. We are here to complement the fixed-route service. Last year we did some adjustments to increase the quality vs. the quantity. We wanted the numbers of complaints to go down and have better travel time which led to Ecolane software that led to us being more on time and efficient and maintaining the standard at 95%.

Ms. Prato added we will have to be developing some standards for the on-time performance that we will be bringing to the Board.

e. Preview Present Performance Items:

Fleet: Mr. Clapp stated that we have two (2) fleet-related projects to bring to the Board. The first is a nine (9) bus Paratransit purchase, and the second is an Air Purification project. Both items will be brought to the January 26 Board Meeting.

Laker Line: Mr. Monoyios stated that he has two (2) action items for the board. The first one is the purchase of a New Flyer 60' Articulated CNG vehicle, and the second item is a Compressor for the CNG Fueling Station.

Security: Mr. Wieringa has one action item for the Board for Security Guard Service.

Shelters: Mr. Dillivan discussed his action item for the 43 shelters that will be brought to the board on January 26.

Ms. Prato is very proud of the team. Everyone is moving, shaking, and flexing, and congrats to the team! We are at 90 and we are going to commit to 90.

Mr. Bilardello congrats to the team as well.

4. ADJOURNMENT

This meeting was adjourned at 4:51 p.m.

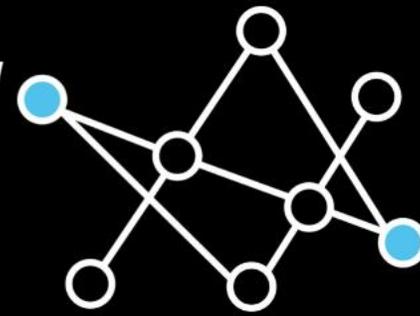
The next meeting is scheduled for March 18, 2022

Respectfully submitted,



Kris Heald, Board Secretary

RAPID CONNECT **MOBILITY ON-DEMAND**



415 unique user sign-ups - 12 regular riders
(repeat trips)



90 completed trips from January 4 to
March 15, 2022 (January - internal testing)



Geographic breakdown:
Approximately 60% - Kentwood Zone
Approximately 40% - Walker Zone



RAPID CONNECT

MOBILITY ON-DEMAND

415

users signed up for on-demand. There are 12 regular riders.

90

completed trips from Jan 4-March 15.



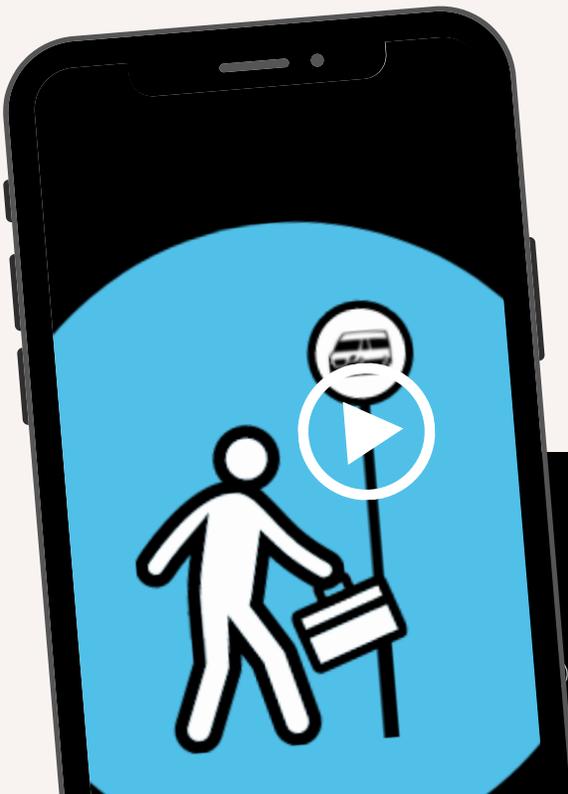
Trip count by zip code

49512 - 44

49544 - 28

49546 - 10

49534- 6





Interurban Transit Partnership

Date: March 9, 2022
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – February 2022

OVERVIEW

As typical with recent months, February 2022 ridership remained steady with minimal variation. System-wide ridership recovery for February 2022 as compared to FY 2019 decreased modestly to 50.8%.

BACKGROUND INFORMATION

Monthly Ridership

	Feb 2022	Feb 2021	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	291,232	222,312	↑ 31.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	158,930	112,511	↑ 41.3%
Total Monthly Fixed Route Ridership	450,161	334,823	↑ 34.4%

Daily Average Ridership

	Feb 2022	Feb 2021	% Change
Weekday Total	20,466	14,868	↑ 37.6%
Weekday Evening	2,406	2,146	↑ 12.1%
Saturday	7,010	6,450	↑ 8.7%
Sunday	3,203	3,059	↑ 4.7%

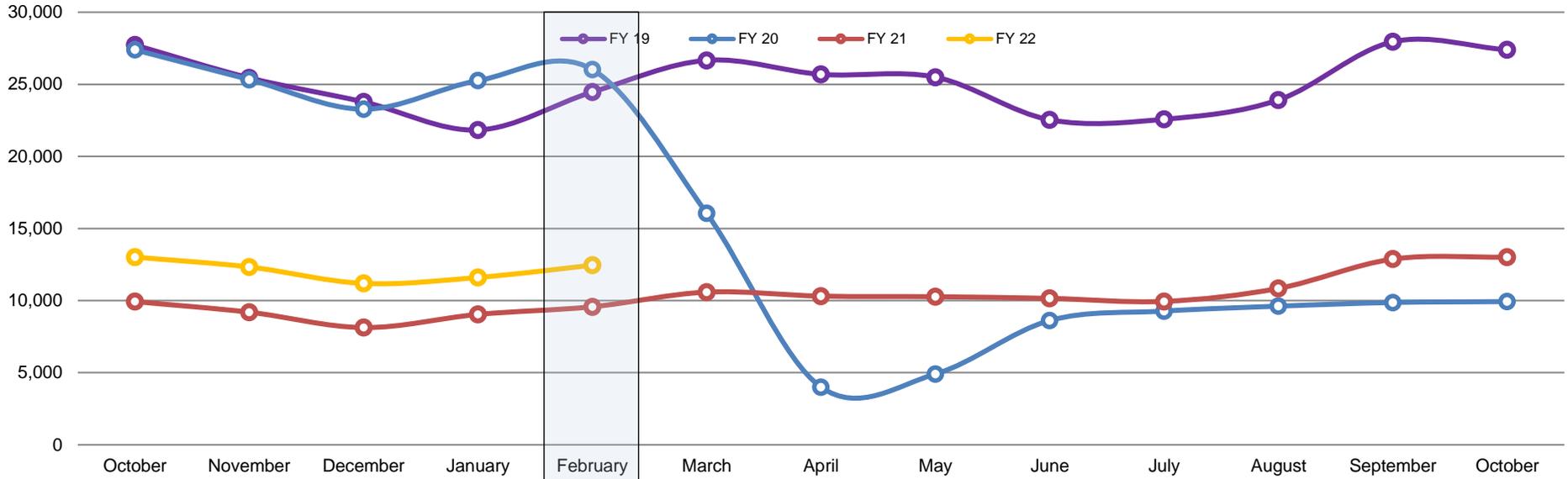
Productivity Summary

	Feb 2022	Feb 2021	% Change
Average passengers per hour per route	11.6	9.0	↑ 29.7%
Average passengers per mile per route	0.85	0.67	↑ 26.3%
Average farebox recovery percent per route	11.6%	8.6%	↑ 35.2%

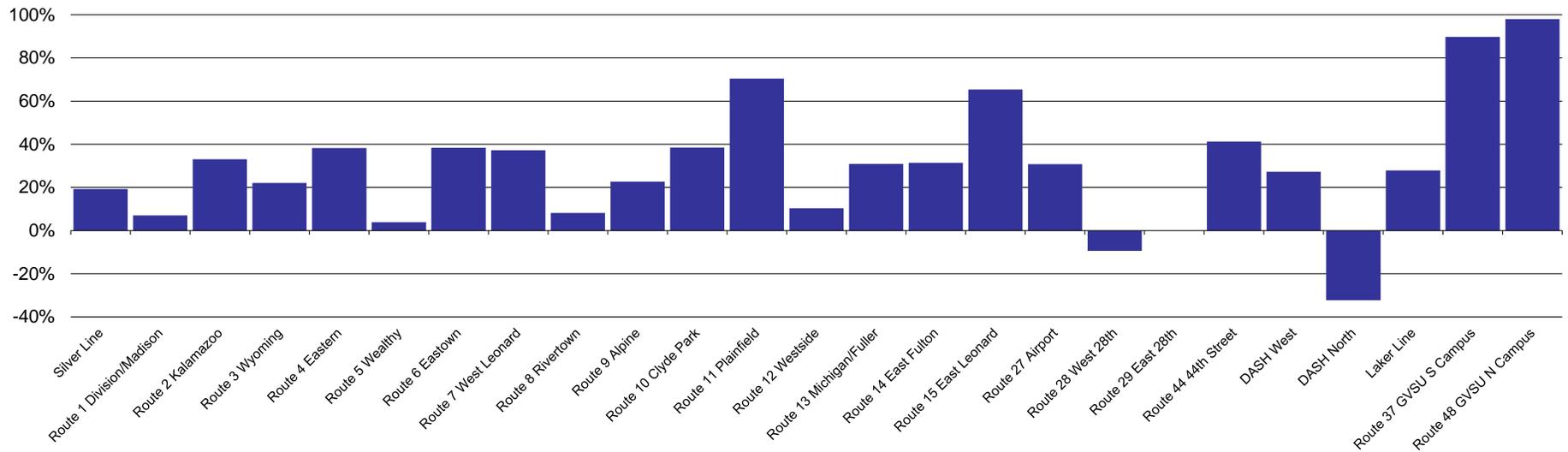
Fiscal Year Ridership

	FY 2022	FY 2021	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	1,489,757	1,120,699	↑ 32.9%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	678,044	390,009	↑ 73.9%
Total Fixed Route Ridership YTD	2,167,801	1,510,707	↑ 43.5%

Monthly Weekday Average Ridership History



Percent Change by Route: February 2022 compared to February 2021





Interurban Transit Partnership

Present Performance & Service Committee Members

Charis Austin

David Bilardello (Chair)

Tracie Coffman

Steven Gilbert

Andy Guy

PRESENT PERFORMANCE & SERVICE COMMITTEE MEETING MINUTES

Friday, March 18, 2022 – 10:00 a.m.

Rapid Central Station Conference Room | 250 Grandville, SW

ATTENDANCE:

Committee Members Present:

David Bilardello, Tracie Coffman, Steve Gilbert, Andy Guy, Charis Austin

Committee Members Absent:

Staff Attendees:

Steve Luther, Nancy Groendal, Steve Schipper, Mike Wieringa, Linda Medina, Deron Kippen, Jason Prescott, Nick Monoyios, Kevin Wisselink, Steve Clapp, Max Dillivan, Whitney Ehresman, Deb Prato, Andy Prokopy, Kris Heald

Other Attendees:

Laura Bailey (guest)

Mr. Bilardello called the meeting to order at 10:01 a.m.

1. PUBLIC COMMENT

No Public Comment

2. MINUTES – January 11, 2022, Present Performance & Service Committee Meeting

Chair asked for a motion to approve the minutes with suggested clarification. Mr. Guy motioned, and Mr. Gilbert supported. Minutes were approved.

3. DISCUSSION

a. On-Demand Update

Ms. Ehresman reported on the status of On-Demand. We have been seeing an increase in service use. We did enable the trip rating feature and have been getting favorable responses.

Ms. Coffman inquired about what time of day has the most demand. Ms. Ehresman said that at 9:00 a.m. in Kentwood has been busy. During the pilot, we ran the service from 6:00 a.m. to 6:00 p.m. Mr.

Gilbert expressed that he is very excited about this service and would like to see some of the raw data.

b. Fixed Route Ridership

Mr. Dillivan reported that no significant trends are emerging. We are seeing a 55% ridership recovery. It has been in the low 50% due mostly to student ridership rather than a decrease in ridership.

c. Hiring Updates – Soft Skills

Ms. Groendal reported that we hired 2 new members. Leadership has been attending Cultural Intelligence Training at the Chamber of Commerce. The Leadership will also be attending a session on Emotional Intelligence. The Union personnel has attended diversity equity inclusion training. An Infinity Employee Resource Group is being formed because of an incident that happened on the SilverLine back in December. Currently have the following open positions: parts room supervisor, two (2) FEOs, a scheduler in Paratransit, Payables, Financial Analyst, Videographer, Communications Specialist, transportation supervisor, forty (40) bus operators including Rapid Connect, two (2) Mechanics. Six (6) new Bus Operators started in February and March. To date, our current hiring represents the community concerning utilization. Mr. Bilardello asked about staffing. Has it impacted our performance? Ms. Groendal stated that there is overtime occurring. Mr. Nguyen reassured us that as far as service goes there are minimal cuts.

d. Butterworth Update/Construction

Mr. Kippen stated that we are six months into the project. We are expecting to be in by the first of August. We had to use little contingency money, but the project is still on budget. Mr. Guy inquired about the budget. Mr. Kippen stated that we are 70% into to project and have approximately 50% of the budget.

e. Training

Mr. Luther gave a brief overview of the training programs. We cover everything from getting a person their CDL license to doing defensive training and route training. This is an eight-week course. We also have two weeks of classroom training. A new requirement from The Federal Motor Carrier Safety Administration required us to adapt our training program. We currently have three (3) people in the program who will be evaluating this first session. We are aligned with APTA and state and local guidelines.

f. Fleet Training - Tire

Mr. Clapp stated that our most recent training was from Bridgestone Firestone. Approximately half of our techs received training. Mr. Clapp will be getting training for fire suppression, in addition to new flyer training.

Ms. Coffman asked about training on the front end for our technicians. Mr. Clapp stated that new technicians are paired with experienced technicians until they feel that they are comfortable, and we are comfortable with their skills. Ms. Coffman also inquired about the number of technicians we have. Mr. Clapp stated that we have thirty-three (33) authorized and thirty-one (31) staffed.

Bus Build: We are looking to purchase two (2) Gillig CNG Buses. We applied for an Eagle Grant, and it will pay for 40% of the build.

AVAIL Upgrade: AVAIL is our AVL Cad software on the bus. It informs dispatch where the bus is on the route. It also runs the destination signs. We upgraded eighty (80) buses. This was a cost savings project as well.

Mr. Bilardello asked Ms. Prato for comments. Ms. Prato wanted to give an update that at the last board meeting we asked for approval to purchase the property at Busch Drive. The purchase offer was accepted, and we are moving forward. This meeting is great because it talks about what we do daily. We are struggling with some of the vacancies we have. If you have any referrals pass them along to Ms. Groendal. Mr. Guy thanked Ms. Prato for the content and then asked her, do we have

any partnerships with GRCC or other institutions for growing talent. Mr. Clapp has been working on building a relationship with Ferris and we have gifted them a bus. We are also working on a relationship with Kent County Technical Center, and GRCC Technical Center as we get several applicants from them. Mr. Clapp will also be reaching out to UTI for job candidates as well. Ms. Coffman stated that GRCC MTech is a grantor of theirs and will be happy to help in any way.

4. ADJOURNMENT

This meeting was adjourned at 10:38 a.m.
The next meeting is scheduled for May 10, 2022

Respectfully submitted,



Kris Heald, Board Secretary