



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, March 29, 2023 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – February 22, 2023, Board Retreat	Mayor Carey	Approval
3. CEO'S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. Unified Planning Work Program (UPWP)	Kevin Wisselink	Approval
b. Progressive AE Phase II Busch Drive	Kevin Wisselink	Approval
c. Purchase of 32 Shelters	Kevin Wisselink	Approval
d. VoIP Bus Communications Upgrade	Andy Prokopy	Approval
5. PERFORMANCE REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. February 2023		
2. On-Demand		
b. Fixed Route Ridership	Max Dillivan	Information
1. January 2023		
2. February 2023		
c. Finance	Linda Medina	Information
1. Operating Statement – January 2023		
2. Professional Development and Travel Report		
a. January 2023		
3. Grant Statement		
6. INFORMATIONAL ITEMS		
PA 202 FY 21-22	Linda Medina	Information
7. CHAIR'S REPORT	Mayor Carey	Information
8. ADJOURNMENT		
Next meeting: April 26, 2023		

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



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Jack Hoffman

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Mayor Steve
Maas

Paul Troost

BOARD OF DIRECTORS MEETING RETREAT

Wednesday, March 1, 2023 – 3:00 p.m.

Rapid Central Station Conference Room (250 Caesar E Chavez SW)

ATTENDANCE:

Board Members Present:

Steven Gilbert, Mayor Kepley, Jack Hoffman, David Bilardello, Paul Troost, Mayor Carey, Terry Schweitzer, Andy Guy, Mayor Maas, Tracie Coffman

Board Members Absent:

Mayor Bliss, Charis Austin, Rick Baker, Mayor Favale, Rob Postema

Staff Attendees:

Steve Schipper, Kris Heald, Deb Prato, Linda Medina, Mike Wieringa, Jeffrey King, Adam Erber, Cassi Cooper, Nick Monoyios, Steve Luther, Deron Kippen, Wardell Frazier, Kevin Wisselink, Nancy Groendal, Steve Clapp, Jason Prescott, James Nguyen, Max Dillivan

Other Attendees:

Mayor Carey called the meeting to order at 3:04 p.m.

1. PUBLIC COMMENT

No public comments

2. MINUTES REVIEW – January 25, 2023

Chair Carey entertained a motion to approve the meeting minutes from January 25, 2023. Mayor Maas motioned to approve, and Mr. Hoffman supported it. The motion passed unanimously.

3. CEO'S REPORT

Ms. Prato started her report by noting that this is the first time The Rapid has had Employee Affinity Groups. She also thanked Ms. Cassi Cooper for helping lead this initiative. Some of the groups include Women in Transportation and Veterans in transit.

Ms. Prato spoke about the potential for a new route going to Michigan Turkey. Michigan Turkey employs 475 associates, and they are the largest refugee employer in West Michigan. 75% of their employees are non-English speaking and fourteen (14) different languages are spoken at Michigan Turkey. Currently, The Rapid service stops short, where the walk is long or unsafe. The Rapid is planning to review the

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logistics and extend the service where we can. It is important for The Rapid to give access to the important things in the lives of our customers.

Ms. Prato continued her report by adding ridership continues to trend positively, however, we are not back up to our pre-pandemic numbers. Transits across the country are experiencing the same trend. What The Rapid brings is value to the community in terms of infrastructure which is just as important as power, water, sewer, and other emergency services. Our commitment is, no matter how many people are on the bus, we will continue to deliver the best service.

Ms. Prato added that we are monitoring Community Investments/Earmarks. She added that we met with both Peters and Stabenow's office, and we are reviewing items we want to advance. The Rapid did receive an Earmark from Peter Meijer for smaller Electric vehicles. The Rapid had previously asked for earmarks for hydrogen fuel cell infrastructure and buses however, we are going to put that on hold for now. Technology continues to advance along with new emerging technology, the State is advancing plans for electrification while our partnership with the City of Grand Rapids and DTE for renewable natural gas from the wastewater biodigester continues to progress. We are placing hydrogen fuel cells on hold while we wait for satisfactory recycled natural gas volume, and proof of purity; when we receive those results The Rapid can take that to Washington and move to the approval of a zero-emissions program within our existing infrastructure.

Ms. Prato reported that Ms. Medina's team is looking at regression analysis and predictable workforce management plans focusing on our employees: how long employees stay, and we are trying to do the work on workforce planning to keep ahead of the problem.

Ms. Prato noted two (2) Save-the-dates, March 20th for a Happy Hour with our State Senators Brinks and Huizenga. The second Save-the-date is Friday, March 17th for Transit Worker Appreciation Day. We will have two (2) food trucks on site, Patty Matters, and Daddy Pete's BBQ.

Ms. Prato had a fun fact about The Rapid: We just recently renewed our agreements with OutFront Media for our two (2) billboards. She gave a shout-out to Mr. Wisselink who negotiated to increase our MAG from 15% to 25%.

Lastly, Ms. Prato reported contactless payments. The testing is going well. We will be the first transit in Michigan to have contactless payments.

Mr. Hoffman stated that he is pleased we are pausing the hydrogen fuel cell for now.

Ms. Coffman asked when it comes to the workforce issues, how are the conversations going with West Michigan Works and GRCC?

Ms. Prato replied, at our last update we hired one of the students who is working the 2nd or 3rd shift while he is in school. The next step is for GRCC to come to The Rapid for a tour and discussion.

Regarding the Daycare opportunity, Ms. Prato added that the first floor at Rapid Central Station will not be a part of the daycare proposal. Last week, GRPS approached us with a potential partnership for the space with the GRCC/GRPS culinary program.

4. Closed Session Discussion

Chair Carey entertained a motion to go into a closed session regarding the strategy related to the pending litigation. Mr. Guy motioned to approve, and Mr. Gilbert supported it. The motion passed unanimously.

5. ACTION ITEM

a. FY 2021/2022 Audit

Ms. Medina reported that we had received a clean and unmodified audit.

Here are a couple of highlights:

Our net position increased by \$14.4M (8%) due to our cash increase.

Our Operating Revenue increased by \$1.4M (44%) compared to last year due to an increase in our fare revenue.

Regarding the non-operating revenue, we decreased it by about 1%. Non-operating revenue includes State and Federal Funding. Capital Funding decreased by about \$6.8M (4.3%) which was due to not purchasing any revenue vehicles in FY 21/22. The major purchases in FY 21/22 included the purchases of Busch Drive and the Standale Park and Ride.

Comparing actual numbers in our financials to what we did from a budget perspective, in 2021- 2022, our expenses are down \$5.9M which is good. On the revenue side, we increased \$1.3M, which is great. Overall, we only need to use \$400,000 to balance the budget.

Chair Carey entertained a motion to approve the 2021-2022 Audit as presented. Mr. Guy motioned to approve, and Ms. Coffman supported it. The motion was passed unanimously.

6. INFORMATIONAL ITEMS

Transit Master Plan (TMP) – Mr. Monoyios

Mr. Monoyios thanked all the board members for their input on the Guiding Principle exercise. The next step will be to work on the TMP goals and objectives.

Mr. Schweitzer asked how the County fits in. Mr. Monoyios replied that both he and Ms. Prato met with Mr. Josh Spencer and Mr. Mark Rambo, and we are going to join forces to complement what they are doing and what we are doing with this TMP project. Ms. Prato added her takeaway was that they were unaware of the TMP and all its aspects.

TransDASH, Transit App, Avail Dashboards – Mr. King

Mr. King reported that we are at a point where we can talk about our new 360-degree approach to addressing data and the resources to collect data and present it back to the community.

Mr. King addressed three (3) tools. TransDASH, Transit App, Avail Dashboards

TransDASH is a national dashboard tool that will set community value standards comparing ourselves to other transits nationally. The Rapid is one of the 10 innovators in the group. Mr. King stated we are very excited to roll this out, however, it is not quite ready for prime time yet. We are still waiting for others to submit their data. It is just around the corner.

Ms. Prato stated we are excited to see how we compare nationally. We hope to have it for your review at the March 29th Board meeting or in April.

Mr. King reported we recently launched an advanced version of the Transit App. This is not only a customer trip planning tool, but it is also a crowd-sourcing tool for customer perceptions.

Lastly, Mr. King reported that we launched a series of dashboards internally for our employees to highlight the good work they are doing with on-time performance, customers carried and available to The Rapid through Avail Technology.

Mr. King shared how we will use all the data we are collecting. We are using the data to plan, innovate and tell our story. This will be an integral part of providing community input and feedback on their

perception and value of transit. It will also help us to innovate and develop new ideas and then test those ideas. Finally, telling our story to the entire community sharing the value of public transportation.

Mayor Carey asked if there will be messaging for the masses on this new app.

Mr. King replied the app is very intuitive and easy to use. We can get real-time metrics. Gathering a broad range of feedback.

Mayor Carey asked if those (referring to the ratings) are actual responses. Jeffrey replied yes.

Mayor Carey said he loves real-time data, and it is beyond impressive. Mr. King added that we can push notifications to the riders.

Ms. Coffman asked if this App is being used in other areas and if we could compare it with other transit organizations.

Mr. King answered yes, it is being used across North America. Down the road, we will be able to review the metadata and can compare and contrast.

Mayor Carey asked what GPS is behind this.

Mr. King replied it is our Avail system on the bus.

Ms. Prato added, if we make the system easy to navigate, more people will use it and ride.

Mr. King added we will be launching a Net Promoter Score Survey in the Transit App in approximately a month or so. We will be able to compare year over year.

Mr. Schweitzer asked if the survey covers landlines. Mr. King answered yes.

7. CHAIR'S REPORT

Mayor Carey thanked the staff.

8. COMMITTEE REPORTS

a. Finance Committee Meeting Minutes – November 9, 2022

Mayor Kepley spoke about his one-on-one time with the AECOM team regarding the Guiding Principles. He stated it is about long-term planning vs. short-term survival. When you look at our finances, we are buying time by using ARPA Funds. The reality is if we continue what we are doing, those funds are going to run out and then what will we do? While we still have money in the bank, we should look hard at what we are doing now. We don't have drivers to implement what we are doing and we are paying a lot of overtime. He feels we need to look at what we are doing and the right size and believes we need to make changes sooner rather than later from the COA.

Mr. Hoffman stated that he has been beating the drum for transportation funding reform in Michigan. MDOT funding is no different, and they don't have enough money for their operation either. We need to transform the whole funding paradigm in Michigan.

Mayor Kepley agrees with Mr. Hoffman's comments and understands that we will be getting less of the 'pie' from the state. The only stable part is property taxes because of Proposition A.

Mr. Hoffman added that it is the fuel tax. He feels that it is inadequate to fund both public transportation and highway transportation. Mr. Hoffman feels we need to start the transition to user fees. Commercial Trucking is the largest subsidy in the whole country. They cause 98% of the damage and they pay 16% of the fuel tax.

Mr. Guy stated there has been talk of this for years. He asked if legislative solutions are being designed and introduced that we can be a part of, and if not, can we lead on that?

Mr. Gilbert answered there is talk of a workgroup in Lansing to address the transportation issues. It would be beneficial for our leaders to get in the room with the Chairs of the Transportation Committees in Lansing to make sure we are at that discussion.

b. Planning & Technology Meeting Minutes – January 9, 2023

c. Present Performance & Service Committee Meeting – November 8, 2022

Mr. Bilardello stated that we have had discussions on the transit issues. He is looking forward to the survey results.

d. Present Performance & Service Committee Meeting – January 17, 2023

Mr. Hoffman wanted to confirm Ms. Prato's comment that one of the largest elements of timely performance is getting people on the bus. So, on the snowy days, we had so few riders that OTP was better.

Ms. Prato said we are trying to figure out the correlation. We know on Paratransit that we went from 600 rides to 800 rides per day almost overnight. Paratransit/Transdev is understaffed. They ran at 93%.

9. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

The next meeting is scheduled for March 29, 2023

Respectfully submitted,



Kris Heald, Board Secretary



Date: March 22, 2023
To: The Rapid Board
From: Kevin Wisselink, Director-Procurement, and Capital Planning
Subject: FY 2024 UNIFIED PLANNING WORK PROGRAM

ACTION REQUESTED

Staff is seeking Board approval for the FY 2024 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 \$75,000 in Section 5307 funding and \$150,000 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 2024 Unified Planning Work Program Projects

Description	Total Costs
Section 5307	
Short-Range Transportation Planning	\$75,000
Total	\$75,000

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

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM
(UPWP)

TRANSIT PORTION

Fiscal Year 2024

SHORT RANGE TRANSPORTATION PLAN

Objective

The objective of these funds will be to supplement the recommended implementation of ITP's Transit Master Plan (TMP) and ITP-related Transportation Demand Management (TDM) outcomes. Possible activities include service recommendations as identified by the TDM & TMP processes, administration of survey instruments, and other project development services applicable to any implementation of the TMP & TDM conclusions. Also included in this plan update are the annual GVMC Transportation & REGIS dues for data analysis.

Procedures and Tasks

- Updates to 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

Deliverables

The deliverable will be documentation required to identify the process for including TDM and TMP outcomes in the upcoming 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 program (West Michigan Rideshare) is to encourage carpooling 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. 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

- 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 alternate modes of transportation, particularly 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 the 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 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 \$ 150,000
TOTAL \$ 150,000

Direct \$ 50,000
Contractual \$ 100,000
TOTAL \$ 150,000

INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION NO. 032923-1

Fiscal Year 2023

RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR THE FISCAL YEAR 2024 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 2024, 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 2024.

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 is 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.

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: March 15, 2023
To: ITP Board
From: Kevin Wisselink, Director of Procurement and Capital Planning
Deron Kippen, Director of Facilities
Subject: PROJECT 2023-05A: BUSCH DRIVE REHABILITATION PHASE 2

ACTION REQUESTED

Authorization is requested from the ITP Board to enter into a contract with Progressive AE (PAE) in the amount of \$159,925 for Professional Architectural and Engineering Services for the rehabilitation of the Busch Drive Operations Center.

BACKGROUND

ITP purchased 3531 Busch Drive SW last summer and moved took possession in September 2022, rehabilitating the facility to prepare it for paratransit operation in October 2022. All the necessary elements of Phase One are in place and the facility is successfully functioning as a paratransit operations center.

In evaluating future needs at Busch, several identified elements need to be designed and planned. These include:

1. Install a wash bay in the south end of the maintenance garage, including all necessary building modifications including a wall separating the wash bay from the rest of the building and a new oil water separator.
2. Expand the administrative area of the building to the north, allowing for more staff to occupy this location.
3. Additional site work, including paying and water detention needs.

The wash bay was part of the original scope of the Federal Transit Administration grant used to purchase the property. This will be designed and implemented using existing grant funds. The design will occur throughout this spring and summer with construction potentially beginning in the late summer/early fall.

However, the expanded administrative area and additional site work will require additional National Environmental Protection Act reviews to be eligible for FTA funding. This project will determine the scope of these project elements, which will allow for these projects to go through the required NEPA reviews and receive federal funding. The design work in this project will be ready by late spring/early summer but given the project, elements must then clear NEPA to review the funds will not be available until 2024 at the earliest.

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 comes in at 8.0% of the projected project cost, which is well within expected cost parameters and therefore determined to be a fair and reasonable cost for the project.

FUNDING

The project is being funded using federal and state funds. There are no local funds involved in this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 032923-2

Fiscal Year: 2022-2023

Moved and supported to adopt the following resolution:

Approval to enter a contract with Progressive AE for \$159,925 for Professional Architectural and Engineering Services for the rehabilitation of the Busch Drive Operations Center.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Progressive AE for \$159,925 for Professional Architectural and Engineering Services for the rehabilitation of the Busch Drive Operations Center in accordance with the information presented to the ITP Board on March 29, 2023.

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: March 21, 2023
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Kevin Wisselink – Director of Procurement and Capital Planning
Subject: PURCHASE OF 32 TRANSIT SHELTERS (SPRING 2023)

ACTION REQUESTED

Authorization is requested from the ITP Board to purchase thirty-two (32) Tolar bus shelters in the amount of \$292,500.

BACKGROUND

With ITP’s ongoing pursuit of improving passenger amenities at transit stops throughout the fixed route system as part of its Bus Stop Improvement Program, an additional phase of investments is planned this upcoming Spring. For the last several years, ITP has partnered with the City of Grand Rapids’ Mobile GR & Parking Services Department to target investments in bus stop amenities, particularly at high ridership locations within the city’s Neighborhoods of Focus. This initiative has benefitted from the shared resources between the two agencies and has resulted in the installation of concrete stop pads, benches, transit shelters, waste receptacles, and other bus stop amenities throughout the city of Grand Rapids.

With specific attention paid to the deliberate and necessary awareness of Neighborhoods of Focus, this upcoming phase of shelter investments designates sites for shelter installations equitably around the service area as well as seven (7) sites within the City of Grand Rapids. Among the 32 shelters anticipated for purchase, four (4) are proposed to be specifically designated as spares and another four (4) will be purchased with insurance disbursement funds from damage claims.

Furthermore, Mobile GR has committed to purchasing an additional four (4) transit shelters and transferring ownership of the amenities in-kind to ITP. This will be facilitated through a transfer of funds agreement similar to the agreement executed in January 2022 when the City purchased 43 shelters through The Rapid’s contract with Tolar Manufacturing.

PROCUREMENT

The 2021 contract with Tolar Manufacturing allows the agency to purchase up to eighty (80) shelters after an initial eight (8) were purchased following the Board's authorization to execute the contract. Cost per shelter ranges between \$5,000 - \$6,000 with additional costs for bench seating and solar lighting. Should the Board authorize this purchase, The Rapid will have exhausted the remaining number of shelters available for purchase in the current contract. ITP staff anticipates pursuing a new contract with a shelter manufacturer in the coming months.

FUNDING

Funding for the purchase of thirty-two (32) transit shelters comes from the following sources listed below. Note, no local funding is required.

- Four (4) shelters will be funded through insurance disbursement funds,
- Four (4) shelters will be funded through a transfer of funds agreement with Mobile GR,
- Twenty-four (24) shelters (including the four (4) spares) will be funded through Federal and State capital grants.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 032923-3

Fiscal Year 2023

Moved and supported to adopt the following resolution:

Approval to authorize the purchase of thirty-two (32) transit shelters from Tolar Manufacturing.

BE IT RESOLVED that the ITP CEO is hereby authorized to purchase thirty-two (32) transit shelters from Tolar Manufacturing in an amount of \$292,500 in accordance with information presented to the ITP Board on March 29, 2023.

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: March 20, 2023
To: ITP Board
From: Andy Prokopy, Director of Information Technology
Subject: VoIP Bus Communications Upgrade

ACTION REQUESTED

Authorization to approve a contract with Avail Technologies in the amount of \$827,551 to replace the outdated radio communications system on all fixed routes, BRT, and DASH buses with a voice-over-Internet protocol (VoIP) communications system.

BACKGROUND

The Rapid has been looking to replace the outdated private radio system operated on buses for the past year, and options included a replacement with a newer 800mhz private radio system or moving away from private radio to a VoIP solution that utilizes the cellular data network already on the buses. There has been a shift in the past few years of many companies moving away from private radio toward network-based public cellular as data costs have continued to lower while coverage continually improves. VoIP has been advantageous in supporting voice communications needs, instead of the high cost of ownership for a private mobile radio solution.

The benefits of a VoIP communications system include enhanced call clarity/quality, an increased number of channels, enhanced call/talk group options, logging, call recordings, and better reliability which will improve the safety and security of our bus operators. This new radio system would also include required upgrades to the DASH buses for integration and migration of the Avail system to Cloud Hosting for improved reliability, efficiency, and support.

IMPLEMENTATION PLAN

Avail Technologies would schedule an onsite vehicle survey to ensure equipment accuracy and placement. Avail would also create acceptance test procedures to be performed after each vehicle installation. The installation of the VoIP-compatible hardware includes new command communications modules, wiring, VoIP antennas, and communications handsets/cradles on 139 buses, along with (3) VoIP dispatch stations and (4) supervisor handheld devices. The old communication handset connected to the private radio system and Avail would be removed.

DASH buses would also receive upgraded Avail equipment and mobile data terminals (MDT) that are capable of the new VoIP system. Finally, Avail would migrate services to the cloud and work closely with ITP to schedule the migration of services to the cloud to limit any downtime to the system. The project is expected to take 3-4 months to complete with the final schedule being determined by ITP / Avail after the vehicle surveys and all equipment has been delivered.

PROCUREMENT

This is a sole-source procurement. The hardware that supports our CAD/AVL system is proprietary and integrates uniquely with Avail's backend system and information. Because the solution integrates with the current CAD/AVL system to support communications between bus operators, dispatch, and road supervisors, it would be cost-prohibitive to have another provider quote a solution that would require integration costs with the CAD/AVL, or an entire replacement of the CAD/AVL system which would be a much larger and more expensive project. Therefore, conducting a competitive bid at this point would result in the Substantial Duplication of Costs, one of the key criteria for conducting a sole source procurement.

FUNDING

This project is funded completely with Federal and State grants.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 032923-4

Fiscal Year: 2022-2023

Moved and supported to adopt the following resolution:

Approval to execute a contract with Avail Technologies to replace the outdated radio communications system on all fixed routes, BRT, and DASH buses with a voice over Internet protocol (VoIP) communications system.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Avail Technologies in an amount of \$827,551 for the purpose of replacing the existing radio communications systems on all fixed route, BRT, and DASH buses and reconfiguring the system to utilize VoIP communications in accordance with information presented to the ITP Board on March 29, 2023

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: March 7, 2023
TO: ITP Board
FROM: Jason Prescott
SUBJECT: FEBRUARY 2023 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for February 2023, as compared to February 2022

	2023	2022	% Change
Total Paratransit Ridership	16,487	16,216	1.7%
ADA Ridership	13,398	12,834	4.4%
Non-Disabled Senior (NDS) Ridership	86	88	-2.3%
PASS Ridership	184	318	-42.1%
Network 180	2,006	2,282	-12.1%
Cascade Township/Funding source	234	454	-48%

Ridership averages, as compared to 2022.

	2023	2022	% Change
Weekday Ridership	628	677	-7.2%
Saturday Ridership	230	231	-0.4%
Sunday Ridership	217	221	-1.8%

Other Performance Measures

	2023	2022	% Change
On-Time Performance	78%	83%	-6.0%
On-Time Drop-Off	77%	91%	-15.4%
Average Cost Per Trip	\$39.71	\$29.97	32.5%

February 2023 Paratransit Ridership and Operating Statistics

ADA	2023	2022	Change	% Change
Clients	1,197	1,112	85	7.6%
Passenger Trips	13,398	12,834	564	4.4%

NDS

Clients	16	10	6	60.0%
Passenger Trips	86	88	(2)	-2.3%

PASS

Clients	15	18	(3)	-16.7%
Passenger Trips	184	318	(134)	-42.1%

CONTRACTED

Clients	0	2	(2)	-100.0%
Passenger Trips	0	2	(2)	-100.0%

RIDELINK

Clients	302	265	37	14.0%
Passenger Trips (Performed by The Rapid)	813	692	121	17.5%
Phone Calls	3,892	3,118		
Total Trips sched. thru Rapid call center	3,819	2,846		

*ALL Partners

TOTALS

Clients	1,530	1,407	123	8.7%
Passenger Trips	14,481	13,934	547	3.9%
Average Weekday Ridership	628	677	(49)	-7.2%
Average Saturday Ridership	230	231	(1)	-0.4%
Average Sunday Ridership	217	221	(4)	-1.8%
All Ambulatory Passengers	11,629	11,361	268	2.4%
All Wheelchair Passengers	2,852	2,573	279	10.8%
No - Shows	358	335	23	6.9%
Cancellations	853	500	353	70.6%
MV				
Average Cost per Trip	\$39.71	\$29.97	\$9.74	32.5%
Riders per Hour	2.1	2.0	0.1	5.0%
Accidents per Month	0.0	0.0	0	#DIV/0!

Trip Denials	0	0	0	#DIV/0!
NTD Travel Time (minutes)	29	27	2	5.7%

NETWORK 180

Passenger Trips	2,006	2,282	(276)	-12.1%
Average Weekday Ridership	100	114	(14)	-12.3%

TOTAL PASSENGER TRIPS	16,487	16,216	271	1.7%
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Paratransit Service Quality Statistics: network 180 Excluded

Complaints	2023	2022	% of Trips	% Change
MV Complaints	26	2	0.2%	1200.0%

On-Time Performance

On-Time Compliance - Pick-up	78.00%	83.00%	-5.0%	-6.0%
On-Time Compliance - Drop-off	77.00%	91.00%	-14.0%	-15.4%



Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

Date: February 16, 2023

To: Board of Directors

From: Jason Prescott, Director, Paratransit, ADA and Mobility

Subject: Rapid Connect

OVERVIEW

Rapid Connect mobility on-demand program report from Thursday, February 9 through Wednesday, February 15. The intent of these reports is to be distributed weekly on Friday mornings. The reports will always cover a five-day service period.

HISTORICAL CONTEXT

The Rapid Connect service launched on January 3rd, 2022, in Walker and Kentwood to improve accessibility to public transportation within those two jurisdictions. The initial pilot (Jan-Mar) had a service operating on weekdays from 6 a.m. to 6 p.m. Presently the service operates until 10 p.m. on weekdays.

Sign-ups remain consistent from week to week. To date, 1,338 people have signed up to use this new service (a 1% increase from the previous week).

All training and testing trips taken by operators or Rapid employees have been omitted from all calculations included in this report.

CURRENT RIDERSHIP

Between Thursday, February 9 and Wednesday, February 15 (five-day service period), there were a total of completed 205 trips. All 205 trips were scheduled on-demand through the app with 2 individuals on subscription trips.

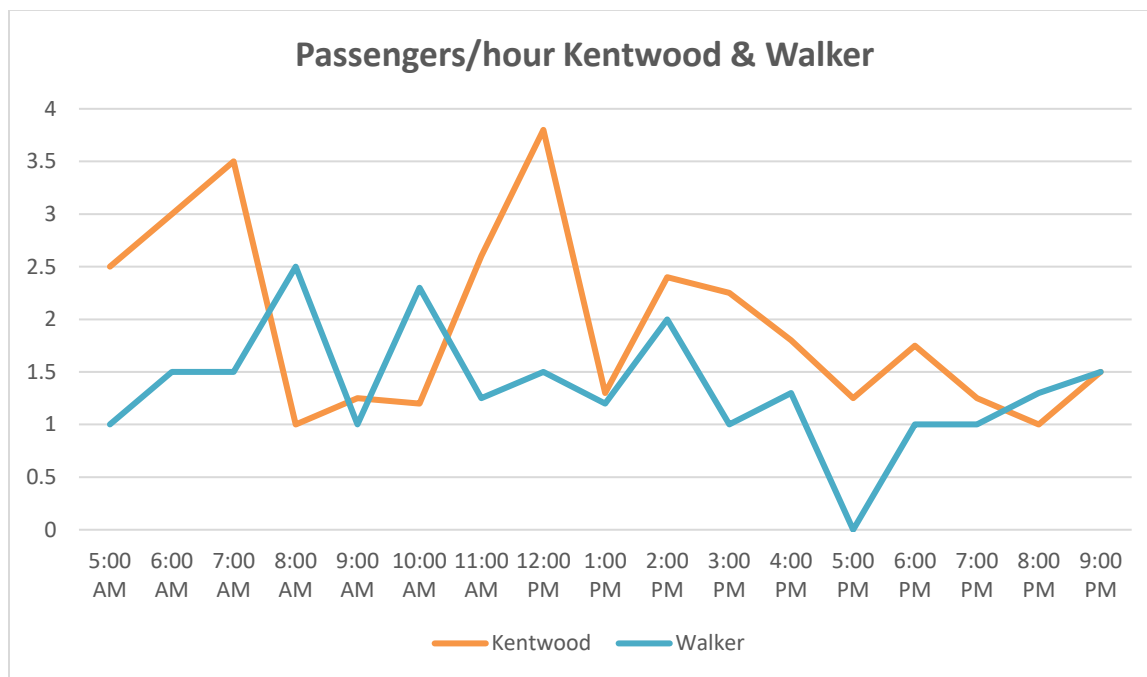


Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

There were 131 completed trips in Kentwood (64%), and 74 trips completed in Walker (36%). There were 34 individual riders in Kentwood and 13 in Walker that made up these trip counts for this week.

The average fare trip distance in Kentwood is 2.85 miles, and 3.11 miles in Walker. The fare trip distance is the distance between the pickup and drop off points and does not consider other stops on the route.

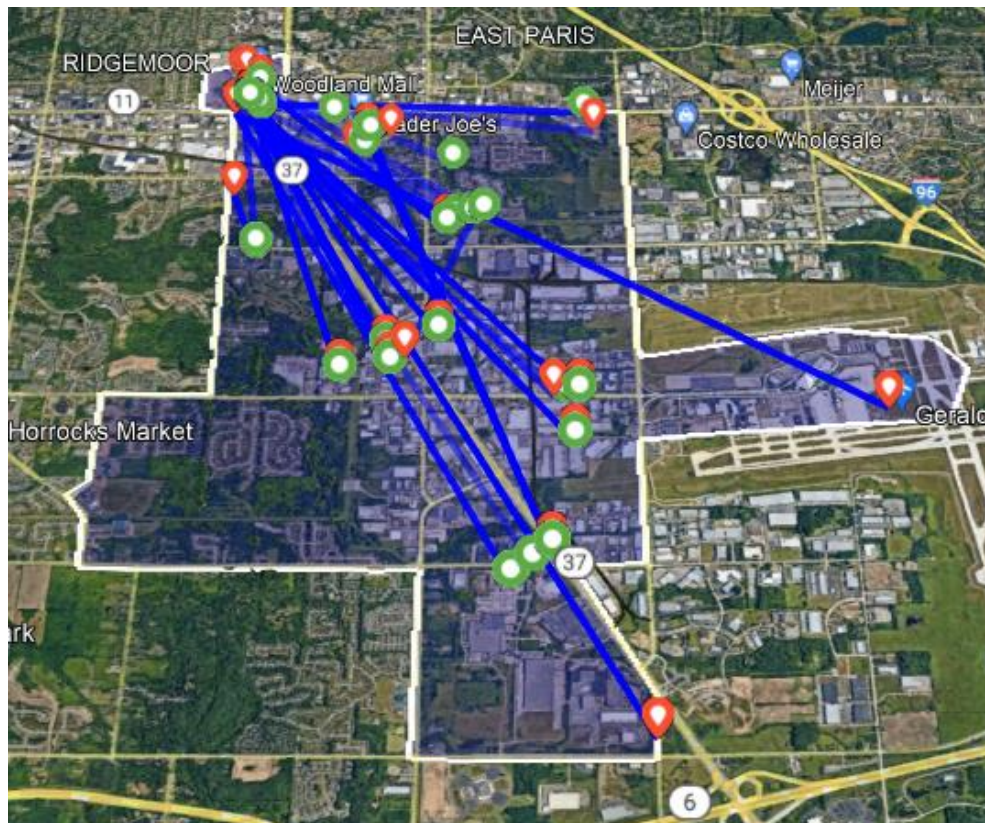




Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

The earliest trip in Kentwood for this five-day service period had a reported arrival time of 5:52 a.m. The latest trip was completed at 9:55 p.m.

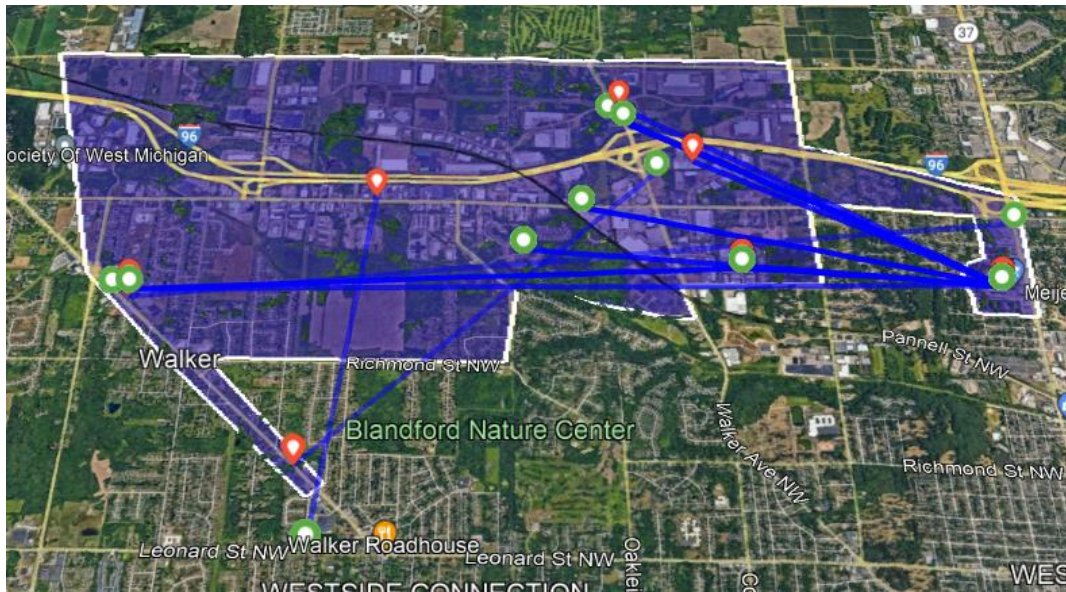




Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

The earliest trip in Walker for this five-day service period had a reported arrival time of 5:51 a.m. The latest trip was completed at 9:42 p.m.





Date: February 13, 2022
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – January 2023

OVERVIEW

Systemwide ridership and productivity experienced a resurgence in January 2023 after December 2022's dip in performance. Favorable weather conditions, a strong return of university and high school students, as well as a significant influx in DASH West ridership contributed to a return to trends established in October and November of this fiscal year compared to FY 22.

BACKGROUND INFORMATION

Monthly Ridership

	Jan 2023	Jan 2022	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	364,312	285,304	↑ 27.7%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	172,943	138,363	↑ 25.0%
Total Monthly Fixed Route Ridership	537,255	423,667	↑ 26.8%

Daily Average Ridership

	Jan 2023	Jan 2022	% Change
Weekday Total	22,236	18,387	↑ 20.9%
Weekday Evening	2,778	2,123	↑ 30.9%
Saturday	8,090	6,236	↑ 29.7%
Sunday	3,926	2,994	↑ 31.1%

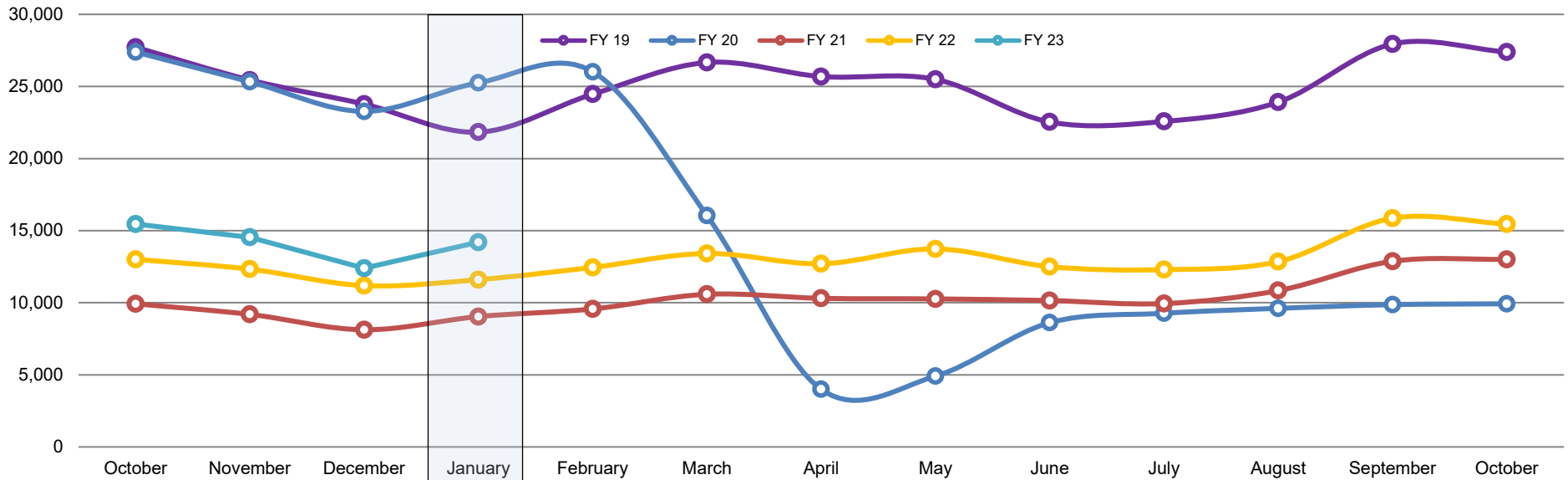
Productivity Summary

	Jan 2023	Jan 2022	% Change
Average passengers per hour per route	13.2	10.8	↑ 22.1%
Average passengers per mile per route	0.97	0.79	↑ 23.4%
Average farebox recovery percent per route	10.5%	10.7%	↓ 1.6%

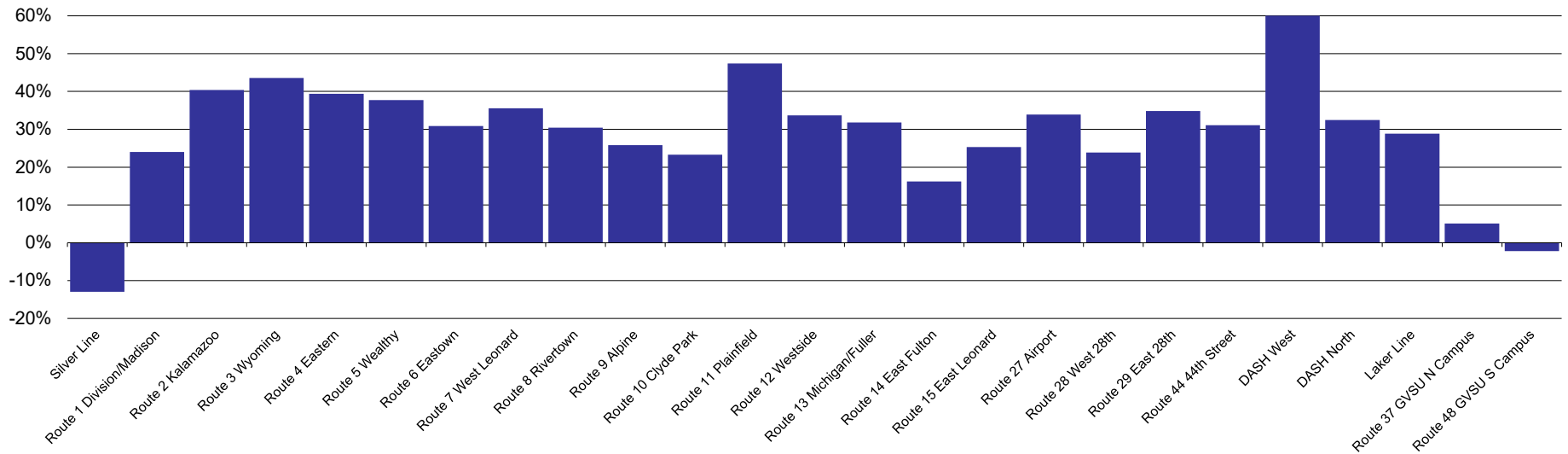
Fiscal Year Ridership

	FY 2023	FY 2022	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	1,419,809	1,196,982	↑ 18.6%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	629,274	558,973	↑ 12.6%
Total Fixed Route Ridership YTD	2,049,083	1,755,955	↑ 16.7%

Monthly Weekday Average Ridership History



Percent Change by Route: January 2023 compared to January 2022





Date: March 7, 2023
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – February 2023

OVERVIEW

February 2023 saw a slight decrease in the margin of increased ridership and productivity compared to FY 22 compared to January 2023. Inclement weather during the middle of the month caused several institutions, namely GRPS and GVSU, to close or transition to remote classes for several days. The greatest hit can be seen in the weekday total average daily ridership (8.5% increase compared to February 2022) whereas all other times of the week performed well above the previous year. Consequently, farebox recovery dipped slightly as well.

BACKGROUND INFORMATION

Monthly Ridership

Table with 4 columns: Service Type, Feb 2023, Feb 2022, % Change. Rows include Regular Fixed Route Service, Contracted Service, and Total Monthly Fixed Route Ridership.

Daily Average Ridership

Table with 4 columns: Day, Feb 2023, Feb 2022, % Change. Rows include Weekday Total, Weekday Evening, Saturday, and Sunday.

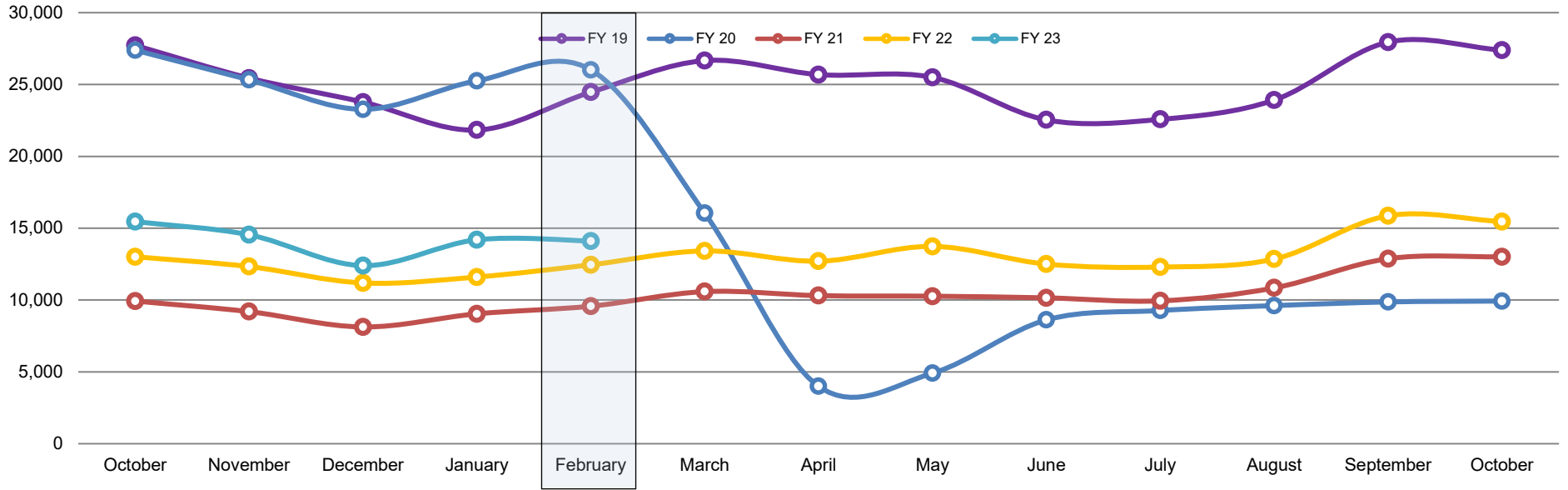
Productivity Summary

Table with 4 columns: Metric, Feb 2023, Feb 2022, % Change. Rows include Average passengers per hour per route, Average passengers per mile per route, and Average farebox recovery percent per route.

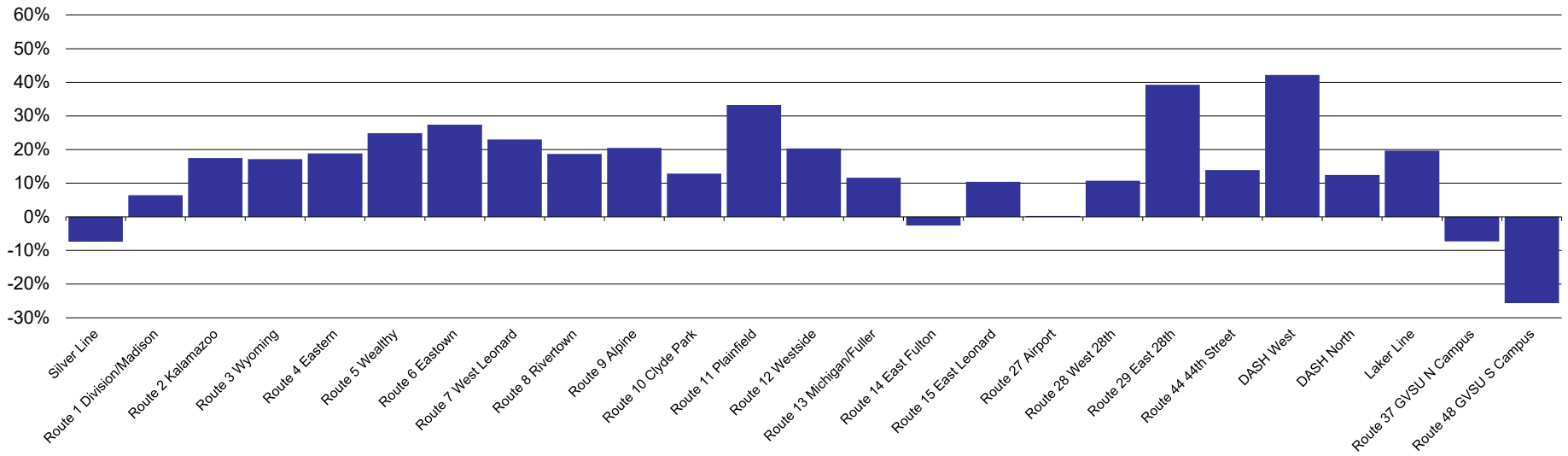
Fiscal Year Ridership

Table with 4 columns: Service Type, FY 2023, FY 2022, % Change. Rows include Regular Fixed Route Service, Contracted Service, and Total Fixed Route Ridership YTD.

Monthly Weekday Average Ridership History



Percent Change by Route: February 2023 compared to February 2022





Interurban Transit Partnership

Date: March 29, 2023
To: ITP Board
From: Linda Medina, Finance Manager
Subject: January 2023 Operating Statements and Professional Development and Travel Report

Attached are the financial reports through January 31, 2022, for general operating and grants. The financial reports include December and January's activities. The Professional Development and Travel Report reflects December and January's activity.

FY 22/23 YTD Operating Statement Analysis

Total revenues are favorable by 1.4% before Federal operating assistance funding.

- Sale of Transportation Services are over budget by 5.8%. CHM, Dash, and Grand Valley State University continue to trend favorable.
- Advertising and Miscellaneous is positive due to the rising interest rates.
- In January \$2 million of Federal operating assistance has been requested for reimbursement of eligible operating expenses leaving a balance of \$3.4 million dollars.

Total expenses are 9.8% under budget.

- Salaries and Wages continue to trend under budget as we continue to deal with reduced labor availability.
- Materials and supplies are under budget by 11.1%. The main driver is the net effect of the overall variances between actual versus budgeted fuel costs and consumption. Diesel, CNG, and gasoline costs are trending under budget.
- Utilities, Insurance, and Miscellaneous is under budget by 11.7% due to actual insurance policy costs being lower than budgeted.

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

The Rapid
Operating Statement
Year to Date as of January 31, 2023

	YTD as of January 31, 2023		Variance		Last Year	Current Year
	Budget	Actual	\$	%	FY 21/22* YTD Actual	FY 22/23** Annual Budget
Revenues and Operating Assistance						
Passenger Fares	\$ 1,314,569	\$ 1,313,617	\$ (952)	-0.1%	\$ 1,228,197	\$ 3,978,849
Sale of Transportation Services						
CMH Contribution	134,765	136,330	1,565	1.2%	125,857	414,711
Dash Contract	473,580	547,954	74,374	15.7%	807,255	1,465,874
Grand Valley State University	1,112,257	1,147,637	35,380	3.2%	1,282,658	3,113,764
Van Pool Transportation	-	(1,162)	(1,162)	0.0%	12,500	-
Township Services	144,965	138,807	(6,158)	-4.2%	142,690	434,895
Other	156,747	170,522	13,775	8.8%	72,106	485,491
Subtotal Sale of Transportation Services	2,022,314	2,140,088	117,774	5.8%	2,443,067	5,914,735
State Operating	5,033,410	4,782,265	(251,145)	-5.0%	4,741,826	15,448,739
Property Taxes	6,077,512	6,209,208	131,696	2.2%	6,170,607	18,232,535
Advertising & Miscellaneous	224,885	438,540	213,655	95.0%	181,933	682,340
Subtotal Revenues and Operating Assistance	14,672,690	14,883,718	211,028	1.4%	14,765,630	44,257,198
Grant Operating Revenue (CARES/CRRSAA)	2,854,979	4,880,760	2,025,781	71.0%	7,227,305	8,564,938
Total Revenues and Operating Assistance	\$ 17,527,669	\$ 19,764,478	\$ 2,236,809	12.8%	\$ 21,992,935	\$ 52,822,136
Expenses		20,880,974	\$ (1,116,496)			
Salaries and Wages						
Administrative	\$ 1,930,804	\$ 1,732,839	\$ (197,965)	-10.3%	\$ 1,795,525	\$ 6,275,114
Operators	4,629,763	4,171,189	(458,574)	-9.9%	4,587,556	14,940,291
Maintenance	705,028	655,554	(49,474)	-7.0%	685,445	2,291,256
Subtotal Salaries and Wages	7,265,595	6,559,582	(706,013)	-9.7%	7,068,525	23,506,661
Benefits	3,388,215	3,176,993	(211,222)	-6.2%	3,267,625	9,965,287
Contractual Services	1,070,084	1,007,567	(62,517)	-5.8%	1,014,224	3,942,021
Materials and Supplies						-
Fuel and Lubricants	1,015,544	874,864	(140,680)	-13.9%	663,848	3,421,740
Other	495,891	468,954	(26,937)	-5.4%	512,261	1,990,688
Subtotal Materials and Supplies	1,511,434	1,343,818	(167,616)	-11.1%	1,176,110	5,412,428
Utilities, Insurance, and Miscellaneous	2,374,042	2,096,454	(277,587)	-11.7%	1,649,824	5,684,786
Purchased Transportation	2,552,620	2,195,561	(357,059)	-14.0%	1,890,210	7,765,005
Expenses Before Capitalized Operating	18,161,991	16,379,975	(1,782,016)	-9.8%	16,066,518	56,276,188
Capitalized Operating Expenses	(1,114,725)	-	1,114,725	0.0%	-	(3,454,052)
Total Operating Expenses	\$ 17,047,266	\$ 16,379,975	\$ (667,291)	-3.9%	\$ 16,066,518	\$ 52,822,136
Net Surplus/(Deficit) without CARES		\$ (1,496,257)			\$ (1,300,887)	
Net Surplus/(Deficit) with CARES		\$ 3,384,503			\$ 5,926,418	

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

** Fiscal year is 10/1/2022 - 9/30/2023

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 01/31/23

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 33%
<u>Grant Revenue</u>						
1. Federal Grant Assistance	16,232,189	16,232,189	402,932	2,856,948	13,375,241	18%
2. State Grant Assistance	4,058,047	4,058,047	100,733	714,237	3,343,810	18%
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	20,290,236	20,290,236	503,665	3,571,185	16,719,051	18%
<u>Labor</u>						
7. Administrative Salaries	0	0	0	0	0	100%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	0	0	0	0	0	100%
11. Total Labor	0	0	0	0	0	100%
<u>Material & Supplies</u>						
12. Tires & Tubes	322,000	322,000	24,479	78,945	243,055	25%
13. Office Supplies	0	0	0	0	0	100%
14. Printing	0	0	0	0	0	100%
15. Total Material & Supplies	322,000	322,000	24,479	78,945	243,055	25%
<u>Purchased Transportation</u>						
16. Purchased Transportation	1,200,000	1,200,000	100,000	400,000	800,000	33%
17. Specialized Services	0	0	0	0	0	100%
18. Total Purchased Transportation	1,200,000	1,200,000	100,000	400,000	800,000	33%
<u>Other Expenses</u>						
19. Dues & Subscriptions	26,000	26,000	0	24,060	1,940	93%
20. Professional Development	0	0	0	0	0	100%
21. Miscellaneous	0	1,859	0	1,859	0	100%
22. Total Other Expenses	26,000	27,859	0	25,919	1,940	93%
<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	4,320,079	4,320,079	0	381,375	3,938,704	9%
28. Facilities	3,617,625	3,617,625	224,507	1,302,535	2,315,090	36%
29. Equipment	675,298	875,298	2,325	837,919	37,379	96%
30. Other	1,742,950	1,541,091	135,656	355,262	1,185,829	23%
31. Total Capital	10,355,952	10,354,093	362,488	2,877,091	7,477,002	28%
32. Planning Services	4,932,231	4,932,231	16,698	30,843	4,901,388	1%
33. Capitalized Operating	3,454,053	3,454,053	0	158,387	3,295,666	5%
34. Total Expenditures	20,290,236	20,290,236	503,665	3,571,185	16,719,051	18%

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
ALL EMPLOYEES
DECEMBER 2022

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 631.20	Avigilon Operator & Certification Training	M. Wieringa	Dallas, TX
\$ 7,796.00	New Fly Maintenance Training	Fleet Technicians	Grand Rapids, MI
<u>\$ 8,427.20</u>			

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

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
 ALL EMPLOYEES
 JANUARY 2023

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 4,571.42	APTA Seattle Conference	S. Schipper & D. Prato	Seattle, WA
\$ 866.33	Railvolution Miami Conference & APTA Seattle Conference	D. Prato	Miami, FL
\$ 80.00	Transit System Security Training	B. Olejniczak	Grand Rapids, MI
\$ 592.23	Aviglon Camera Certification Training	M. Wieringa	Dallas, TX
\$ 142.24	Paratransit Bus Build Inspection	S. Clapp	Goshen, IN
<u>\$ 6,252.22</u>			

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



Date: March 29, 2023
To: ITP Board
From: Linda Medina, Finance Manager
Subject: MICHIGAN PUBLIC ACT 202 (PA 202) ANNUAL REPORT

OVERVIEW

Please find attached the Local Government Retirement System Annual Report Form 5572 as submitted to the Michigan Department of Treasury for Fiscal Year 21/22 for informational purposes.

BACKGROUND

PA 202 requires local governments that have a defined benefit pension plan to report their funding information to the Michigan Department of Treasury. To comply with the requirements, an annual report must be completed by an actuary and the actuarial accrued liability of the pension system must meet or exceed being 60% funded. In addition, the agency must also provide the report to their governing body and post the report on the agency's website.

Annually Watkins Ross submits an accounting report on the Administrative and Union defined benefit pension plans. In FY 21/22 the actuarial accrued liability for the Administrative Plan is 78.2% and the Union Plan is 81.8%. The report is posted on our website.

ITP is in compliance with the Michigan Public Act 202 requirements.

Please reach out to me if you have any questions at 774-1149 or Imedina@ridetherapid.org

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Interurban Transit Partnership	Instructions For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting
Enter Six-Digit Municode	417530	
Unit Type	Authority	
Fiscal Year End Month	September	
Fiscal Year (four-digit year only, e.g. 2019)	2022	Questions For questions, please email LocalRetirementReporting@michigan.gov Return this original Excel file. Do not submit a scanned image or PDF
Contact Name (Chief Administrative Officer)	Linda Medina	
Title (if not CAO)	Finance Manager	
CAO (or designee) Email Address	lmolina@ndtetheraplq.org	
Contact Telephone Number	516 774-1149	
Pension System Name (not division) 1	Interurban Transit Partnership Pension Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2	Union Pension Plan	
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	Interurban Transit Partnership Pension Plan	Interurban Transit Partnership and			
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	1,718,210	11,001,986			
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	2,197,840	13,449,564			
6	Funded ratio	Calculated	78.2%	81.8%			
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	144,807	321,702			
8	Governmental Fund Revenues	Most Recent Audit Report	77,460,328	77,460,328			
9	All systems combined ADC/Governmental fund revenues	Calculated	0.6%	0.6%			
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	1	165			
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	13	160			
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	14	136			
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	-13.76%	-14.60%			
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	4.00%	5.70%			
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	5.20%	6.00%			
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%	6.50%			
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent	Level Dollar			
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	2	10			
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes	Yes			
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,718,210	11,001,986			
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	2,197,840	13,449,564			
26	Funded ratio using uniform assumptions	Calculated	78.2%	81.8%			
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	144,807	321,702			
28	All systems combined ADC/Governmental fund revenues	Calculated	0.6%	0.6%			
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers Less than 60% funded AND greater than 10% ADC/Governmental fund revenues Non-Primary government triggers Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place
 The local government must electronically submit the form to its governing body
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years