



FUTURE PLANNING & TECHNOLOGY COMMITTEE

Tuesday, October 2, 2018, 8:00a.m.

Rapid Administrative Office, 300 Ellsworth Avenue, SW

AGENDA

PUBLIC COMMENT

1. MINUTES – No minutes
2. DISCUSSION
 - a) Committee Responsibilities- See attached March 14, 2018 Memo to Board
 - b) Align Study
 - c) Comprehensive Operational Analysis (COA)
3. FUTURE
 - a) Conference Schedule
 - b) Meeting Schedule- Time, Day and Frequency



Date: March 14, 2018

To: ITP Board

From: Governance Restructure Committee/Stephen Kepley, Board Chair

Subject: GOVERNANCE RESTRUCTURE RECOMMENDATIONS

The Governance Re-structure Committee met on February 15, 2018 to discuss the future governance structure for the Rapid Board. After reviews from staff and the committee board members, the following are the recommendations for full board approval:

1. To create three standing committees to be implemented after Labor Day. The three committees are Future Planning & Innovation, Present Performance & Services, and Finance.

- a. Future Planning & Innovation

Committee Composition: Five Board Members

Responsibilities (partial list)

- i. Prioritize new services for the CEO to budget and implement.
 1. New fixed routes
 2. New flexible services
 3. New technology
 4. New partnerships and services
- ii. Review long and short term planning studies.
- iii. Attend national conferences that highlight new innovations and trends in public transit
- iv. Seek partnerships to increase ridership and/or improve services

- b. Present Performance & Services

Committee Composition: Five Board Members

Responsibilities (partial list)

- i. Review monthly dashboard performance metrics.
- ii. Work with CEO to evaluate and implement changes to improve areas that have been identified by metrics that are consistently at deficient levels.
- iii. Recommend approval of Board related fixed route and service contract modifications.
- iv. Recommend approval of Board related oversight on human resource issues (ensure employee evaluation system is in place, pre-negotiating non-financial

parameters for union benefits & non-union contracts), IT implementations, and other operational issues that would need board approval.

c. Finance Committee

Committee Composition: Three Board Members

Responsibilities (partial list)

- i. Conduct a “Pre-Budget” meeting with CEO & staff to set parameters for the annual budget. Some of the items to be reviewed are:
 1. Review budget request for non-union employees’ salaries.
 2. Healthcare premiums and potential healthcare options.
 3. Review additional FTE requested by the CEO.
 4. Review unfunded liabilities along with budget recommendations to provide timeline when liabilities will be eliminated.
 5. Review the Five Year Capital Plan along with budget recommendations and long range capital plan for fleet replacement.
 6. Make recommendations to implement savings and pension goals.
- ii. Represent the Rapid Board on the Administration Pension Board, which consists of five members (the three Financial Board members, Rapid’s CEO, and CFO.)
- iii. Review the actuarial report and quarterly performance reports for pension funds
- iv. Set long term financial goals.
- v. Seek other funding options including foundation and other philanthropic resources and revenue strategies derived from Rapid assets.
- vi. Initiate and provide oversight to borrow money, issue notes, and bonds.
- vii. Provide oversight on pre-negotiating financial parameters for union contract

Periodically citizens may be asked by the individual committees to speak on matters of interests. The committees will be responsible for inviting the citizens. The citizens are for consulting purposes only and have no voting authority. The committee will determine the length of duration for each citizen.

Note: Starting after Labor Day allows an opportunity to gain input from the new CEO that may change the initial committee formation.

The Governance Re-structure Committee also recommends to the Rapid Board to continue with a Committee of the Whole format until implementation of the three committees. Details of future board meetings are recommended as follows:

1. March 28th board meeting will be the “Pre-Budget” meeting to discuss budget parameters.
2. May 23rd board meeting agenda will have the Align Study recommendations.
3. August 1st will remain the board budget meeting as previously scheduled.
4. August 22nd will remain the board meeting to approve the budget and the Align Study.
5. A new board meeting(s) in June to discuss/interview CEO candidates will be scheduled.

6. All other full board meeting dates remain the same.
7. All dates for the Board Development Committee are to be canceled.
8. All dates for the Planning and Innovation Committee are to be canceled.
9. Dates and times for the new committees will be scheduled after committee members have been selected.

The Governance Re-structure Committee further recommends to the Rapid Board that Ad-Hoc Committees continue to be used as necessary. Existing and new Ad-Hoc Committees include:

1. Wage & Compensation Committee
2. CEO Search Committee
3. Governance Re-structure Committee
4. CEO Performance Evaluation Committee

Other areas of clarification:

1. The six city mayors will be responsible to annually review board member competencies, characteristics, and future professional board needs for successful succession planning. The mayors will make annual appointments to fill the board positions as defined by the ITP Articles of Incorporation.
2. Board officer elections will to be the first meeting of the calendar year.
3. Committee appointments to be made annually by mid-January.
4. Balanced Score Card Metrics (to be clarified and finalized)
 - a. Ridership levels
 - b. Financial – unfunded liabilities
 - c. Financial - long term budget goals (possible option – a rainy day account)
 - d. Economic Development
 - e. Environmental Sustainability
 - f. Quality of Life
 - g. Increase in non-single automotive use
 - h. On-time performance