MINUTES OF

INTERURBAN TRANSIT PARTNERSHIP BOARD

As Recorded on March 27, 2019

ATTENDANCE

Board Members Present: Charis Austin, Rick Baker, David Bilardello, Gary Carey, Tracie Coffman, Randy Gelderloos, Steven Gilbert, Andy Guy, Jack Hoffman, Stephen Kepley, Robert Postema, Terry Schweitzer, Amna Seibold, Paul Troost

Board Members Absent: Rosalynn Bliss

Staff: Michael Bulthuis, Steve Clapp, Robin Crothers, Judy DeVries-Eppinga, Max Dillivan, Whitney Ehresman, Peggy Galt, Nancy Groendal, Andrew Johnson (CEO), Deron Kippen, Rona Leonard, Linda Medina, Nick Monoyios, Lisa Olsen, Brian Pouget, Andy Prokopy, Dina Reed, Steve Schipper, Brittany Schlacter, Mary Spalding, Emily Swank, Conrad Venema, Mike Wieringa, Kevin Wisselink, Lisa Young

Others: Al Klepadlo (MV Transportation), Watchdog Miller, Chris Swank (GVSU)

Mayor Kepley called the meeting to order at 4:00 p.m.

PUBLIC COMMENT

Watchdog Miller commented on 10% hike in professional fees for the Laker Line, routes that operate outside The Rapid tax zone, cutting out key bus stops on Lake Michigan Drive for the Laker Line, impact of the Laker Line on the environment with the loss of hundreds of trees, and routing of buses through Grand Rapids.

2. MINUTES – January 30, 2019

Mayor Kepley asked for corrections to the minutes. None were offered. The minutes of the January 30, 2019 Board meeting were approved as written.

3. AGENDA ITEMS

a) Certification of 2019 Public Transportation Millage Levy

Mr. Johnson reported that the millage levy is certified by the Board every year in order to collect the public transportation millage on the July tax bills. In July 2019, the millage levy would be 1.47 mills in the six cities. The revenue from this collection will be used for The Rapid's FY 2020 budget year.

In response to a question from Mayor Kepley, Ms. Reed stated that the 1.47 mills is subject to the Headlee adjustment.

A motion was made by Schweitzer, supported by Seibold, to authorize a public transportation millage levy of 1.47 mills, as adjusted under Headlee, on the July 2019 tax bills in the ITP's six-city district including the cities of East Grand Rapids, Grand Rapids, Grandville, Kentwood, Walker and Wyoming. Motion passed unanimously.

b) CEO Six-Month Review

Mayor Kepley noted that when Mr. Johnson was hired by the Board as CEO, his contract stated that an initial six-month review would be conducted using established performance benchmarks as set forth in the first month of employment. These benchmarks were set by the CEO Committee and Mr. Johnson during his first month of employment. During the first six months, Mr. Johnson was asked to hold several stakeholder meetings, meet with department heads four times, and attend identified meetings/events.

The CEO Committee met with Mr. Johnson in February 2019 to review his performance. The Committee was pleased with his overall performance during his first six months and confirmed that he had satisfactorily accomplished the Board's objectives. As a result of the positive performance review, the CEO Committee recommended that the Board authorize a five percent salary increase for Mr. Johnson retroactive to his six-month anniversary of February 13, 2019.

Mayor Kepley stated that both organizational and personal objectives have been set for Mr. Johnson's next six months.

Mayor Seibold commented that the committee set high expectations for Mr. Johnson in his first six months and that he met or exceeded those expectations. She felt that the recommended salary increase was appropriate.

Mayor Carey mentioned that Mr. Johnson met the objectives assigned to him for the first six months and he fully supported the committee's recommendation.

Mr. Schweitzer was pleased with the monthly communications that Mr. Johnson has been providing to the Board.

A motion was made by Hoffman, supported by Seibold, to authorize a five percent salary increase for Andrew Johnson, retroactive to February 13, 2019, based on the CEO Committee's six-month evaluation of his performance. Motion passed unanimously.

c) Board Code of Conduct

Mayor Kepley reported that staff provided a draft Board code of conduct for him to review. The need for a Board code of conduct was an outcome from the recent mock Triennial Review that was held in preparation for the actual Triennial Review coming later this year.

Mr. Johnson explained that the Federal Transit Administration (FTA) has been looking more negatively at transit systems that do not have a Board code of conduct. It was determined that the Rapid Board needed to get something in place prior to the upcoming Triennial Review. Several examples were obtained and a draft was submitted to the Board Chair for his input.

Mayor Kepley indicated that he did make a couple changes to the draft and it was then presented to the CEO Committee for review. The committee felt the code of conduct was good and passed it on to the full Board for approval.

A motion was made by Seibold, supported by Carey, to approve the Board Code of Conduct as presented. Motion passed unanimously.

d) Silver Line TOD and Multi-Modal Planning Grant

Mr. Monoyios stated that authorization was requested from the Board to approve the Silver Line Transit Oriented Development (TOD) and Multi-Modal planning grant in an amount not to exceed $945,000.

He mentioned that in December 2018, The Rapid received notification of the award for the FTA's competitive pilot program for TOD planning.

The purpose of the grant was to support local communities to integrate land use with existing FTA fixed guideway capital investments. The application was prepared in collaboration with The Rapid and the cities of Grand Rapids, Kentwood and Wyoming. Four focus areas for the study were identified for the Silver Line corridor, including current market conditions, barriers and opportunities related to economic development, planning policies, educational tools and initiatives that facilitate economic development, and intermodal connections.

Mr. Monoyios reviewed the timeline which includes Board approval of a consultant in August 2019, and a final report by December 2020.

Mr. Hoffman was very pleased that The Rapid was awarded this grant since it was a competitive process. He stated it was great for the Division corridor.

A motion was made by Hoffman, supported by Schweitzer, to execute the Silver Line TOD and Multi-Modal planning grant in an amount not to exceed $945,000. Motion passed unanimously.

In response to a question from Mr. Guy, Mr. Monoyios stated that the scope of work for the project does include review of economic development policies.

e) DBE Policy

Ms. Reed stated that the Board was requested to approve the Disadvantaged Business Enterprise (DBE) Policy and to approve the DBE Policy Statement for signature by the Board Chair. It was also requested that the Board Chair be authorized to update future DBE Policy Statements as required to comply with federal requirements as amended by the FTA and ITP organizational changes. DBE policy/policy statements are required by the FTA for receipt of federal funds. Review of DBE during the mock Triennial Review identified the need for updating the DBE policy and policy statement in order to change any mentioned of GRATA to ITP, update references for position titles to reflect ITP's current organizational chart, and to update FTA DBE gross receipts and net worth to reflect updated current requirements.

Mr. Guy suggested that the Board and staff have further conversation about DBE goals and commitments.

Ms. Coffman concurred that a conversation would be beneficial for the Board.

Ms. Reed noted that the policy and policy statement in this Board item is related to the use of federal funds. She recommended that a discussion take place at the committee level. She also believed that a presentation from staff would be useful to the Board.

Mayor Kepley asked that the next Present Performance & Service Committee agenda include a discussion about DBE, with a recommendation to the full Board on any options for non-federal projects.

A motion was made by Baker, supported by Austin, to approve The Rapid's Disadvantaged Business Enterprise (DBE) Policy and DBE Policy Statement, to authorize the Board Chair to sign the DBE Policy Statement, and to authorize the Board Chair to update future DBE Policy Statements as required to comply with federal requirements as amended by the Federal Transit Administration and ITP organizations changes. Motion passed unanimously.

4. STAFF REPORTS

a) February 2019 Financial Report

No questions or comments.

b) Ridership & Productivity – December 2018/January 2019

No questions or comments.

c) Paratransit Ridership – December 2018/January 2019

Mr. Schweitzer asked about the status of the Cascade Township pilot program.

Mr. Johnson responded that the service is still running. The Rapid is in discussion with Cascade Township regarding possible changes in the cost model. Nothing beyond the pilot has been finalized at this time.

d) FY 2019 First Quarter Fixed Route Report Card

No questions or comments.

e) FY 2019 First Quarter Paratransit Report Card

No questions or comments.

f) FY 2019 First Quarter Rideshare Report

No questions or comments.

5. CEO'S REPORT

Mr. Johnson reported that the budget requests are out at the federal and state levels. On the federal side, there is a request to fully fund the Highway Trust Fund at the FAST Act level. Public transit is actually funded well. For the future, Congress is looking at increasing 5339 funds-Bus & Bus Facilities which is competitive. They are asking for 5334-Administrative Expenses for FTA,

which allows FTA to continue to function in case of another government shutdown. A shutdown puts a strain on receipt of federal funding for transit systems.

Mr. Johnson commented on the state gas tax proposal, noting that there is only a 3% increase for public transportation which has been 8-10% in the past. He noted we are not taking any position on the Governor's proposal at this time. We will be pushing for public transportation to get an amount that will sustain operating and capital programs.

He attended the APTA Legislative Conference in Washington DC on March 16-19, 2019 and met with our federal delegation. He met with our state delegation in Lansing on March 21.

MDOT requested that The Rapid participate in an automated bus pilot project. The Rapid put in an application for these grant funds. This is a nationwide project and it is very competitive.

Mr. Johnson introduced The Rapid's new Information Technology Manager Andy Prokopy. Mr. Prokopy gave the Board some background information on his IT career.

6. CHAIR'S REPORT

Mayor Kepley stated that he recently attended a Michigan Municipal League conference and noted that Governor Whitmer's gas tax proposal was discussed. He noted that back in 2015 the gas tax was increased slightly and there was an IOU put in place. The total was $1.2 billion and $600 million would be provided now and $600 million coming. We needed both to maintain the roads. He mentioned that the $600 IOU should be good. Those funds were removed from the General Fund so the money is designated and secure. A bill would have to be passed to do something else with the $600 million but that was very unlikely to happen. He believed that the $600 million goes through the formula. The Governor's proposal says the new proposal funds would not and the $600 million promised would actually be removed and replaced and not go through the formula. He felt we were better off with the $600 million going through the formula than we are being removed and going elsewhere. New dollars would go to MDOT and major roads - not local roads. From a city perspective, he feels comfortable that the $600 million will be coming and has included it in the City of Kentwood's long term planning.

7. COMMITTEE REPORTS

a) Future Planning & Technology Committee – Mr. Hoffman reported that the RFP for the Comprehensive Operational Analysis (COA) has gone out. It requests options for 1-3 years and 4-6 years. He mentioned that staff believes there will be a lot of interest from consultants for this project.

Mr. Hoffman noted that Mr. Bulkowski, a citizen member of the committee, wanted to go beyond the six cities and even countywide. He stated that countywide service is not part of the COA scope but could eventually be studied, including the possibility of serving other counties.

Mr. Venema commented that proposals are due April 5, 2019.

Impressions of National Shared Mobility Summit: Mr. Schweitzer stated that he attended the National Shared Mobility Summit in Chicago in early March 2019. He provided highlights of the summit in the agenda packet. This event was very beneficial in comparing what other transit systems do related to shared mobility options. Large buses will continue to be the backbone for public transit systems but what can be supplemented, either public

or private, to meet more needs. He commented that he appreciated the opportunity to attend the summit.

Mayor Seibold noted that she very much appreciated his report.

b) Present Performance & Service Committee – Mr. Bilardello reported that the COA was discussed and the committee recommended expanding the scope by including an overarching goal statement. The committee supported releasing the RFP with the goal statement included.

The committee reviewed ridership and on-time performance. Report card standards were also reviewed and no changes were recommended at this time.

A WAVE card update was provided at the committee meeting which explained the delays in the program. An update on the WAVE program will be part of each Present Committee meeting going forward.

A discussion was held regarding winter bus stop maintenance related to snow removal.

Mr. Bilardello mentioned that the upcoming construction project on WB I-196 will negatively impact congestion on Michigan Street which will impact the performance of Route 19. They discussion the partnership with The Rapid, the City of Grand Rapids and Spectrum Health and any ongoing opportunities to enhance the service in that corridor.

Board Member Comments

Mayor Kepley stated that one of the organizational objectives for the CEO for the next six months was snow removal at bus stops. The Rapid could contact other transit systems with similar climates for ideas to aid in developing a potential planning strategy.

Ms. Austin stated that her employer is selling raffle tickets and to see her for purchase.

Mr. Gilbert noted that he attended the APTA Legislative Conference in Washington DC last week with Mr. Johnson and Ms. Reed. He felt it was a valuable experience and appreciated attending the congressional meetings.

Mr. Hoffman was pleased to see that ridership is beginning to improve.

8. ADJOURNMENT

The meeting was adjourned at 4:53 p.m.

Respectfully submitted,

Robin Crothers

Robin Crothers, Board Secretary