

**MINUTES OF  
INTERURBAN TRANSIT PARTNERSHIP BOARD**

**As Recorded on May 15, 2019**

ATTENDANCE

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

Board Members Absent: Randy Gelderloos

Staff: Michael Bulthuis, Steve Clapp, Robin Crothers, Judy DeVries-Eppinga, Max Dillivan, Mark Fedorowicz, Peggy Galt, Nancy Groendal, Andrew Johnson (CEO), Deron Kippen, Bill Kirk, Asher Lockwood (Intern), Steve Luther, Linda Medina, Nick Monoyios, Brian Pouget, Andy Prokopy, Shannon Radke, Dina Reed, Steve Schipper, Brittany Schlacter, Conrad Venema, Mike Wieringa, Kevin Wisselink, Lisa Young, Arslan Zecic

Others: David Covey (CAC), Tim Heneveld (AVI SPL), Al Klepadlo (MV Transportation), Watchdog Miller, Camille Pulver (Mayor Bliss Intern)

Mayor Kepley called the meeting to order at 4:08 p.m.

Mayor Kepley thanked Ms. Crothers for her many years of service and welcomed Ms. Radke into her new role.

**1. PUBLIC COMMENT**

Watchdog Miller commented on waiting until after the next Mayoral election to make changes, he made comments about Nelson-Nygaard and several bus routes. He also stated that Indian Trails should be brought in for the Holland Express project.

**2. MINUTES – March 27, 2019**

Mayor Kepley asked for corrections to the minutes. None were offered. The minutes of the March 27, 2019 Board meeting were approved as written.

**3. AGENDA ITEMS**

**a) FY 2020 Budget Formulation Guidelines**

Ms. Reed stated that in regards to the FY 2020 Budget philosophy, we will be starting to build the budget from a zero based concept, to focus on what is needed, versus taking the previous year's budget and adding a percentage. They are challenging staff to look at everything from the base level. She went on to explain that we are funding unfunded pension liabilities and working to maximize the state operating assistance.

She further explained that based upon the compensation philosophy provided, we would be moving to a performance based approach to compensation, focusing on keeping rates competitive by focusing on the decision band method previously approved.

In regards to the 10 Budget Formulation Guidelines provided, Mr. Schweitzer asked if it would be feasible to add an 11<sup>th</sup> regarding setting aside money for an innovation fund. Ms. Reed responded that it would be considered, but that from an operating perspective, it wouldn't be able to be leveraged against the Preventive Maintenance fund, as it would not maximize state operating assistance.

In response to Mayor Kepley's comments regarding item #10 in the Budget Compensation Guidelines, Ms. Reed clarified the intent of the proposed compensation scale.

Mr. Guy asserts that he is supportive of these guidelines today and that he would like for there to be consideration for changes going forth, with consideration to what is discovered in the process of the COA conversations. He would like more thought surrounding items #1, regarding no change to current level of service, as the overall goal is to grow the organization and #5 in regards to how we are hiring contracts. Ms. Reed clarified that #1 is currently no change in level of service, just until we know what the outcome recommendations of the COA will be. Mr. Johnson also added that there would be no change to overall level of service, but that does not mean we cannot reconfigure things with what we are currently providing.

The motion made by Mr. Guy was supported by Mr. Carey to adopt the FY 2020 Budget Formulation Guidelines as presented. Motion passed unanimously.

**b) Line of Credit Facility**

Ms. Reed explained that it is our intent to engage in a no fee line of credit as a risk mitigation component, as we do not currently have any reserve funds. She further explained that the funds would only be used in circumstances when we know the money to pay it back is coming, in very short term, such as from federal and state grants.

In response to Mayor Seibold's question as to how the Board would have oversight of the line of credit, Ms. Reed responded that we could report to the board, on a monthly basis, when it used, what it is used for, how much is used and how soon payback intention is expected.

A request was made by Mr. Schweitzer to amend the resolution, to include the language used in the board item, to clarify usage parameters. The suggestion states, for short-term "cash flow needs to protect operations and capital projects, or in the event of a delay in reimbursement of grant (federal or state) funds."

The motion was made by Mr. Carey and supported by Mr. Schweitzer to approve the resolution, as amended, for the execution of a line or lines of credit in a cumulative

amount not exceeding \$10 million dollars with a \$1 million sublimit and on such terms and conditions that are customary for such loans. Motion passed unanimously.

**c) FY 2020 Unified Planning Work Program**

Mr. Wisselink reported the proposed FY 2020 projects for the intended usage of the Federal Transit Administration Section 5307 (Formula) funds as well as the Congestion Mitigation and Air Quality (CMAQ) funds. He explained that the Formula funds would be used for implementing and maintaining Americans with Disabilities Act (ADA) awareness and FTA compliance, as well as to continue Human Resources planning goals, to develop and implement training for staff and leadership. He also detailed that the CMAQ funds would be utilized to further develop The Rapid's rideshare and vanpool programs.

Motion was made by Mr. Schweitzer and supported by Ms. Coffman to approve the FY 2020 Unified Planning Work Program. Motion passed unanimously.

**d) Contract Award for Conducting a COA**

Mr. Venema reported that the selection team had a directive to "Go Big, Bold and Innovative" when considering the applicants. He asserted that the selection team strongly recommends Nelson-Nygaard based on several factors, including detailed board involvement.

Motion was made by Mr. Hoffman and approved by Mayor Bliss to execute a contract with Nelson-Nygaard in an amount not to exceed \$476,169, to conduct a Comprehensive Operational Analysis (COA) for the ITP. Motion passed unanimously.

**e) Consumer Advisory Committee Appointment**

Mr. Pouget reported that the Consumer Advisory Committee (CAC) members unanimously recommended the appointment of Mr. Randall Currey as a member of the CAC.

Motion was made by Ms. Austin and supported by Ms. Coffman to appoint Randall Currey to the Consumer Advisory Committee for a term ending December 31, 2020. Motion passed unanimously.

**4. STAFF REPORTS – Questions**

**a) March 2019 Financial Report**

Mr. Johnson and Ms. Reed responded to questions and provided clarifications pertaining to the March 2019 Financial Report.

**b) Ridership & Productivity – February/March 2019**

**February report** – No questions or comments

**March report** – Mayor Kepley asked about the increase in ridership, and Mr. Dillivan explained that the increase was mostly due to Route 19 and DASH routes.

Mayor Bliss commented that they have been tracking DASH ridership and said that it is up. She also discussed intentional rebranding, and the intent to remove the tinting

from the windows as, per public opinion, open visibility lends to an increased perception of safety.

**c) Paratransit Ridership – February/March 2019**

**February Report** – No questions or comments

**March Report** – No questions or comments

**5. CEO'S REPORT**

Mr. Johnson mentioned that it is National Infrastructure Week, and emphasized the importance of infrastructure. He also reported that he has been asked to be on the MV Transportation Advisory Board.

Mr. Johnson also commented on the Laker Line quarterly meeting, stating that the Federal Transit Administration is very happy with the progress and management of the Laker Line Project.

Mr. Johnson introduced two new staff and a staff promotion. He recognized Shannon Radke, hired in as Executive Administrator, to replace Robin Crothers, upon her retirement, Steve Luther's promotion to Safety Training Manager and the return of Bill Kirk, in the role of Business Affairs Specialist.

**6. CHAIR'S REPORT**

Mayor Kepley mentioned that he appreciates the transparency of Mr. Johnson in regards to operations, that he is looking forward to the COA and that he appreciated Mayor Bliss' mention of improved ridership.

**7. COMMITTEE REPORTS**

**a) Future Planning & Technology Committee**

Mr. Schweitzer gave details of the Wheels to Work program, which was presented at the committee meeting and asked Mr. Venema to give further information about the Michigan Mobility Challenge, which he provided.

**b) Present Performance & Service Committee**

Mr. Bilardello mentioned the discussions of the COA, ridership on-time performance issues, a WAVE update with Ms. Tubergen, and the two updates that Mr. Johnson gave about Fare Evasion and the Transit Worker and Pedestrian Safety Act being presented by the Amalgamated Transit Union.

**c) Finance Committee**

Mayor Kepley mentioned the discussion on the present budget and current FY. He also emphasized his recommendation to look into the possibilities of moving to a Self-Insured model for healthcare. He detailed the discussion surrounding the Pension Funds.

Mayor Carey mentioned the evolution of the transit system and iterated that the details presented, as to where we currently are financially and how we got to where we currently are, were very helpful.

**Additional Reports:**

**Consumer Advisory Committee Report**

David Covey reported on current vacancies within the CAC. He requested that the business cards for whoever fills the Special Services Manager role, be printed in Braille as well as traditional, and discussed the importance of this job role, the advocacy portion of it and the compensation to go along with it.

Mr. Covey voiced his appreciation of Mr. Klepadlo and gave information on reasons why a smooth ride is important for some persons with disabilities detailing information he has received pertaining to shocks and suspension of the vehicles.

He mentioned impressions of the necessity to utilize the unused potential of the “gift shop” space, encouraging a profit and service motivated way to utilize the space.

Mr. Covey requested disability decorum training and mentioned the possibility of an incentive program to be implemented for drivers to participate in the training.

**Mayor Kepley asked for any further Board comments:**

Mayor Carey appreciates the support of The Rapid at The Rapid pop-up day at Walker City Hall.

Mayor Kepley mentioned the importance of flexibility and whether our mission is mimicking our values. He detailed the Mission & Vision Statement, “To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.”

Mayor Seibold thanked Mr. Covey for coming and representing the CAC.

**8. ADJOURNMENT**

Meeting adjourned at 5:20 p.m.

Respectfully submitted,

---

Shannon M. Radke, Board Secretary