

Approved Minutes
October 15, 2008
Ann Arbor Transportation Authority
Board of Directors Meeting
AATA Headquarters, 2700 South Industrial Highway 6:00 p.m.

Board Members Present: Ted Annis, Jesse Bernstein, Charles Griffith, Sue McCormick, David Nacht (Chair), Rich Robben

Board Members Absent: Paul C. Ajegba

Staff Present: Ken Anderson, Francis Borzo, Ron Copeland, Tom Cornillie, Dawn Gabay, Ed Robertson, Mary Stasiak, Phil Webb, Chris White

LAC Representative: Clark Charnetski

Recording Secretary: Karen Wheeler

Mr. Nacht declared that a quorum was present and called the meeting to order at 6:06 p.m.

1.0 Public Hearing

There was no public hearing.

2.0 Communications and Announcements

Mr. Nacht announced receipt of letters from the City of Howell and the Washtenaw Area Transportation Study Policy Committee in support of AATA serving as the authority for the Washtenaw and Livingston Line (WALLY) rail project.

Mr. Nacht requested an amendment to the agenda adding item 7.1 Consideration of Resolution Authorizing Execution of a Contract for Concrete Repair Work. There was unanimous consent to amend the agenda.

Mr. Nacht appointed Paul Ajegba to serve on the Pension Board.

Mr. Nacht appointed Sue McCormick and himself to serve on the committee to negotiate a new unlimited access agreement with the University of Michigan.

Mr. Nacht noted two changes to Board Committee assignments: Mr. Ajegba is serving on the Planning and Development Committee, and Mr. Bernstein is serving on the Performance Monitoring and External Relations Committee.

Mr. Nacht noted the absence of a Board Liaison to the Local Advisory Council (LAC). Mr. Nacht indicated that he was considering setting up a regularly scheduled meeting with the Chair of the Executive Committee and a few LAC members on a rotating basis. Mr. Nacht requested that staff communicate his offer to the LAC and report back at the November Board meeting.

2.1 Presentation by Terri Blackmore on the County's Efforts towards Organizing a Millage

Ms. Blackmore reported that she and Jeff Irwin, Chair of the Washtenaw County Board of Commissioners, previously met with each AATA Board Member and presented an advisory outline of organizing a countywide millage. A timeline of transit efforts over the course of the next two years was discussed at each meeting. Ms. Blackmore distributed and reviewed an expanded timeline detailing proposed dates to accomplish tasks related to holding a millage vote for countywide transit. Other transit projects including projected launch dates for the North-South and East-West rail service projects are also included in the timeline. Ms. Blackmore reported on feedback received during meetings she and Mr. Irwin held AATA stakeholders.

Ms. Blackmore distributed and reviewed information on millage data for Michigan transit agencies. Ms. Blackmore responded to questions on establishing an Act 196 Authority noting that AATA, as an Act 196 Authority, could request a millage. Ms. Blackmore indicated that AATA must have status as an Act 196 Authority 90 days prior to placing the issue on the ballot.

Mr. Nacht suggested that there is a compelling case for expanding transit services countywide and that it will be important for AATA, with the support of community partners, to have a sensible plan in place that will detail using taxpayer funds wisely.

Mr. Nacht requested that the Planning and Development Committee, under the leadership of Mr. Annis, review the timeline presented by Ms. Blackmore, including details of the WALLY, changing to an Act 196 Authority, and the millage issues, and make a recommendation to the Board. Mr. Nacht noted that the Board previously endorsed expanding service countywide.

In response to a question from Mr. Annis on the reception across the county to expanding service, Ms. Blackmore indicated that reception has been very good. Ms. Blackmore noted that a public opinion survey will be conducted in January. Results of the survey will indicate if a vote should go forward with a millage vote in August 2009.

Mr. Nacht thanked Ms. Blackmore for her presentation.

2.2 Presentation by Eli Cooper on Ann Arbor Transportation Plan Update

Mr. Cooper noted the time constraints of the Board, and made a brief presentation on the Ann Arbor Transportation Plan Update. The Plan is a guide for improvements to the City's system of roads, sidewalks, paths, bike lanes and public transit for the next 20 years. The Plan includes short, medium and long-term recommendations for

The presentation and entire plan are located at the following web address: www.a2transportationplan.com. Mr. Cooper invited Board Members to attend an October 21 City Hall press conference on the region's 2010 Campaign for Active Transportation.

Mr. Cooper responded to questions from the Board. Mr. Cooper requested the opportunity to make his full presentation to a Board committee.

Mr. Nacht requested that Mr. Cooper be invited to make his full presentation on the Transportation Plan Update to the Planning and Development Committee. Mr. Nacht encouraged all Board members to attend. Following Mr. Cooper's presentation, Mr. Nacht requested that the committee present the Board with a summary report on the Plan including the five year implications for future AATA budgets.

Mr. Nacht thanked Mr. Cooper for his presentation.

3.0 Review and Approval of Minutes

3.1 Review and Approval of Minutes of September 17, 2008

Mr. Griffith moved approval of the minutes as written with support from Mr. Robben. The motion carried; Mr. Annis abstained.

4.0 Board and Staff Reports

4.1 Local Advisory Council Report

Clark Charnetski reported on the committee's October 14 meeting. The committee unanimously passed an LAC County Wide Resolution. Mr. Charnetski read the resolution which follows:

The Local Advisory Council of the Ann Arbor Transportation Authority notes and fully supports the ongoing discussions between AATA, WATS, and Washtenaw County on enlarging the area of service.

The LAC recommends that the Board of Directors and other Washtenaw County political entities implement County Wide Services as soon as practical.

The current checkerboard pattern of services is confusing to the public and results in limited travel opportunities, especially for seniors and those with disabilities.

The committee discussed the need for a Board of Directors liaison. Mr. Charnetski thanked Mr. Nacht for his proposal to meet with LAC members on a regular basis, and indicated that he looks forward to discussing the proposal in more detail. Mr. Charnetski noted that LAC members now have access to draft Board meeting minutes and that is helpful.

Mr. Charnetski reported that the issue of only two shopping bags allowed on paratransit trips was discussed during audience participation time. A suggestion was made to dedicate one vehicle for shopping trips to allow for the carrying of more parcels. The suggestion will be investigated.

4.2 Treasurer's Report

In Mr. Ajegba's absence, Mr. Webb distributed and reviewed the Report of Operations for Twelve Months Ended September 30, 2008.

Mr. Webb reported on a meeting between staff and Mr. Ajegba to discuss the financial markets and options to ensure the safety and security of taxpayer funds. At the meeting a decision was made to purchase treasury bills. The purchase has since been made. After 90 days the group will reconvene to review the markets and evaluate the appropriateness of considering other investments.

4.3 Governance Committee Report

There was no report.

4.4 Planning and Development Committee Report

Mr. Annis distributed and summarized a written report of the committee's October 13 meeting. A copy of the report is attached hereto and included as part of the minutes.

Mr. Annis reported that the committee recommended that the Board approve a contract for concrete repairs, and noted that in the future, the committee intends to use a consent agenda approach to expenditures previously approved as part of the budget process.

Mr. Annis requested that the Board endorse the following committee recommendations:

- Pursue the creation of an Act 196 authority
- Take on the WALLY project as part of a (new) Act 196 authority
- Allocate staff resources to move the WALLY project forward
- Direct staff to begin work on a specific expanded transportation plan for a millage

Board members discussed the committee's recommendations including the timing for considering becoming the authority for the WALLY project and converting to an Act 196 authority. Mr. Nacht requested that the Board be provided with a timetable for the WALLY project to build on the work completed by the existing WALLY coalition. Ms. Gabay reported on a conference call scheduled with an Act 196 attorney. Ms. Gabay will report her findings to the Planning and Development Committee.

Mr. Bernstein noted Congressman Dingell's directive that an authority be in place prior to pursuing funding. Ms. Blackmore added that there was \$500,000 available for the project on October 1 that can only be requested by an eligible recipient.

Mr. Nacht noted the committee's action items and polled the Board members not assigned to the Planning and Development Committee. The Board supported the committee's recommendations.

Ms. McCormick suggested that consideration be given to convening a special meeting of the Board should it become evident that a decision to move forward on the WALLY project should not wait until November.

Mr. Nacht polled the Board for objections to staff beginning work on a Countywide Service plan. There were no objections.

Mr. Nacht noted the reference to Park and Ride lots in the Planning and Development Committee report. Mr. Nacht requested a presentation at the November or December Board meeting on accomplishments predicted or expected to be achieved during fiscal year 2009.

Mr. White provided an update on the Park and Ride lot planned for Plymouth Road noting that a construction traffic study has been completed. Project partners are awaiting comments and approval from the Michigan Department of Transportation and Federal Highway Administration to construct a new driveway.

Once a categorical exclusion is complete, design work can begin.

4.5 Performance Monitoring and External Relations Committee Report

Ms. McCormick reported that the committee discussed its charter which includes significant implications for external relations. The monthly reports will be revised to an exception reporting format, only bringing to the Board's attention exceptions to performance. The reports will be made available on-line for Board members to review.

Mr. Robben handed off the FY 2009 Goals and Objectives from the Personnel Committee to Ms. McCormick for the Performance Monitoring and External Relations Committee.

4.5.1 Report of Operations for Twelve Months Ended September 30, 2008

Mr. Webb reported under agenda item 4.2.

4.5.2 Report on September Performance Indicators

There was no report.

4.5.3 Report on Quarterly Operating Statistics

There was no report.

4.5.4 Report on Quarterly Service Standards Report

There was no report.

4.5.5 Report on FY 2008 Ridership Summary

There was no report.

4.6 Washtenaw Area Transportation Study Report

Mr. Bernstein reported that the committee discussed details about upcoming road construction projects.

4.7 Interim Executive Director's Report

Ms. Gabay reported on a request from Washtenaw Community College (WCC) for AATA to provide express bus service to the WCC campus. Ms. Gabay indicated that no agreement had yet been made, and discussions would continue in an October 16 meeting.

4.7.1 Overview of Community Relations Department

Mary Stasiak presented an overview of the Community Relations Department and responded to questions from the Board.

5.0 Question Time

There were no questions for Ms. Gabay.

6.0 Old Business

There was no Old Business.

7.0 New Business

The following resolution was moved by Mr. Bernstein with support from Mr. Griffith.

7.1 Consideration of Resolution Authorizing Execution of a Contract for Concrete Repair Work

WHEREAS, Ann Arbor Transportation Authority (AATA) issued a request for proposals (RFP) for qualified firms to provide pricing for removal and replacement of existing concrete driveways and parking areas located on AATA premises, and

WHEREAS, Doan Construction was found to be the most responsive, responsible bidder, and

WHEREAS, grant funds are in place to cover the cost of the project, and

WHEREAS, the cost of the project exceeds \$100,000 requiring Board approval, and

WHEREAS, the Planning Committee supports hiring Doan Construction for the purpose of removal and replacing concrete,

NOW, THEREFORE, BE IT RESOLVED that the AATA Board of Directors authorizes the Acting Interim Executive Director to sign a contract with Doan Construction for the purpose of removal and replacement of existing concrete driveways and parking areas located on AATA premises, as specified in the RFP submitted by Doan Construction, for a guaranteed maximum price not to exceed \$287,000.

The motion passed unanimously.

8.0 Public Time

Jim Mogensen appeared before the Board. Mr. Mogensen commented on Eli Cooper's presentation on the Ann Arbor Transportation Plan Update. Mr. Mogensen shared a personal account of not being able to take the bus in the morning or afternoon because there is no room for his walker. Mr. Mogensen recommended that the Board consider how things get paid for and the impact on people who make payment. Mr. Mogensen also recommended that these things get sorted out in advance.


Carolyn Grawi appeared before the Board. Ms. Grawi announced events taking place during Investing in Ability Week scheduled for the week of October 20 at the University of Michigan. Ms. Grawi encouraged AATA staff to attend the sessions which are free. Ms. Grawi announced that she takes up to eight transit trips in one day. Ms. Grawi recommended that "The Ride" name and logo be maintained for a countywide transit system to promote recognition. Ms. Grawi praised the staff of the Community Relations Department and the Operations Department.

Clark Charnetski – Michigan association of railroad passengers executive committee presentation by great lakes central railroad what can be done to move WALLY project forward; most important thing establish an authority

9.0 Adjournment

Mr. Annis moved to adjourn the meeting with support from Mr. Bernstein. The motion passed unanimously and the meeting adjourned at 7:58 p.m.

Respectfully Submitted,


Charles Griffith, Secretary

Ann Arbor Transportation Authority Board of Directors
 Planning and Development Committee
 October 13, 2008 – 4:00 p.m.

The meeting was attended by Paul C. Ajegba (Committee Member), Ted Annis (Chair), Rich Robben (Committee Member), Terri Blackmore (Washtenaw Area Transportation Study), and the following AATA Staff: Terry Black, Tom Cornillie, Dawn Gabay, Ed Robertson, Mary Stasiak, Phil Webb, Karen Wheeler, and Chris White.

The committee was created as an outcome of the Board's strategic work process, shepherded by strategic counsel Doug Eadie, during which new Board committees were formed. Nacht appointed Ted Annis as Committee Chair. This was the committee's first meeting. The committee reviewed the committee description authored by Doug Eadie and adopted by the Board. The description follows.

PLANNING AND DEVELOPMENT COMMITTEE

The Planning and Development Committee is accountable for developing and leading the Board's participation in all AATA planning, including annual budget preparation, and for overseeing the development of AATA's financial resources. In this capacity, it is accountable for:

- Reaching agreement with the Executive Director on the detailed design of AATA's planning and budget development cycle, with special attention to the Board's role in planning, and on the annual planning calendar to ensure that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, the periodic Board-Executive Team strategic planning work session to kick off the annual planning cycle.
- Overseeing follow-up to the strategic planning work session, including recommending to the full Board the strategic issues on which AATA's strategic planning should focus and the assignment of strategic issues to the Board's governing committees, which will determine how Strategic Change Initiatives to address the issues will be developed for inclusion in the AATA Strategic Change Portfolio.
- Recommending to the full Board the strategic issues on which AATA's strategic planning should focus, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, the annual budget, and other strategic and policy-level products that merit full Board attention. (Note that the annual budget is a major operational planning product and, therefore, falls under the Planning and Development Committee. CONTROL of the budget after it has been adopted is a FINANCE function falling under the Performance Monitoring/External Relations Committee.)

- Ensuring, as part of the annual operational planning/budget preparation process, that all program plans include both financial and operational performance targets that the Performance Monitoring/External Relations Committee can use in monitoring the operational and financial performance of all of AATA's programs and operating units.

Meeting Summary

- The committee reviewed a draft agenda prepared by Ed Robertson, staff liaison.
- Mr. Annis added an item to the agenda to discuss the budget.
- Concrete Repairs – The committee discussed a request from staff to issue a request for proposals to hire a contractor to complete concrete repairs to driveways and parking areas at AATA Headquarters. The total cost for repairs is \$287,000. These expenditures were approved as part of the FY 2009 budget.

The committee discussed how to handle capital expenditures over \$100,000 that were previously approved as part of the budget. It was decided that the committee would adopt the consent agenda approach, which means that the committee is alerted to these expenditures and no additional investigation is required. The committee will take these items to the Board for approval as is now required by Board policy. This will be discussed with Governance Committee.

- Fuel Dispensing and Monitoring System – The committee approved a request from staff to issue a request for proposals to replace the tank monitoring and dispensing system which is original to the facility. The estimated cost is \$60,000.
- WALI – The committee received a presentation from Terri Blackmore on the WALI project (Washtenaw and Livingston Line). Ms. Blackmore provided an overview of events that have occurred over the past two years including the acquisition of rail cars, support from federal, state and local representatives along the line, and commitments from employers to subsidize fares. Ms. Blackmore reported on a funding commitment from the Michigan Department of Transportation for capital improvements, and completion of a study by consultant R.L. Banks evaluating the work completed by the WALI Coalition partners.

Ms. Blackmore reported on next steps needed on the project:

- Additional survey data on estimated ridership
- Development of a ten year budget including the identification of capital needs
- Completion of a categorical exclusion to assess environmental impacts, and necessary for the use of federal funds

- Formation of an authority to work with Coalition partners and eligible to receive grant funds
- Hiring of a project coordinator

Ms. Blackmore noted support in the community for AATA to take over the project. It was noted, however, that Congressman Dingell will seek funds for the project after an authority is established. Ms. Blackmore indicated that moving AATA toward an Act 196 Authority would make the agency eligible to receive funding for the project.

Tom Cornillie reported that if the Board decides to take on the project, AATA would be the project manager while the actual operations could be handled under contract by Great Lakes Central Railroad through a public private partnership.

Committee members discussed the project including the concept that a countywide transit millage could fund service on WALI; the need to establish purchase of service agreements with partners outside of Washtenaw County to get the service up and running in the short term; and the possibility of a millage along the line in the long term.

The committee discussed establishing an Act 196 (regional) authority on paper while the Act 55 authority is still in place while pursuing a countywide millage. If a millage passes the Act 196 authority moves forward and the Act 55 authority is dissolved; conversely, if a millage fails, the Act 55 authority remains in place and the Act 196 authority is dissolved.

Action Items

- The committee recommended that AATA pursue the creation of an Act 196 authority
 - The committee recommended that AATA take on the WALI project as part of a (new) Act 196 authority
 - The committee recommended that AATA allocate staff resources to move the project forward
 - The committee directed staff to begin work on a specific service plan for a millage
- Connector Study – Staff provided an update on the status of the RFP for Phase I of the Connector Study. There is no recommendation to award a contract at this time. There were three bids received, all much higher than the \$250,000 budget. The selection committee interviewed three firms with revised proposals at \$250,000. Negotiations have taken place with the selected firm for Phase I at \$250,000. The selection team is concerned about the total cost of an analysis of alternatives and where the money will come from.

- Presentation on Fare Adjustments – This matter is to be the subject of the next committee meeting.
- Countywide Service Plan – Chris White has developed a spreadsheet that can be used to test scenarios for various aspects of service based on the Ann Arbor Countywide service framework and the WATS Transit Plan. Mr. White will take time in November to develop a draft plan with details on types and amounts of service in each area of the county.
- Planning Efforts – Mr. White reported that the Ann Arbor Transportation Plan Update is nearing completion. Eli Cooper will provide a presentation at the October Board meeting. The Plan depends heavily on transit. The short-term recommendations for transit would require an additional \$2.5 Million in operating revenues and \$12.5 Million in additional capital expenditures.
- Park and Ride – Mr. White reported on potential future lots including a replacement for Arborland; a cooperative agreement with Meijer; casual lots agreements with property owners; and a lot on the south side on State Street or Ann Arbor-Saline Road.
- Budget – The committee agreed that the Performance Monitoring and External Relations Committee will monitor the adopted budget. Mr. Webb distributed a five year budget projection to help prepare the Planning and Development Committee for discussion on the fare structure at the next committee meeting. Mr. Annis expressed concern about the future of revenues and requested that they be monitored regularly.
- Scheduling of Future Meetings – Mr. Annis recommended that the committee meet weekly. The committee agreed to meet weekly on Tuesday evenings from 5:30 p.m. to 7:30 p.m. beginning on October 21.
- October 21 Committee Agenda – Staff will make a presentation on fare adjustments and present information on becoming an Act 196 Authority.

Respectfully Submitted,

Karen Wheeler